

**MINUTES OF THE REGULAR MEETING  
OF THE FINANCE COMMITTEE  
OF THE MONTE VISTA WATER DISTRICT  
BOARD OF DIRECTORS**

**March 17, 2022**

**DIRECTORS PRESENT**

Philip Erwin, Director – Chair  
Manny Martinez, Board Auditor

**DIRECTORS ABSENT**

None.

**STAFF PRESENT**

Justin Scott-Coe, General Manager  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
Leah Nazaroff, Accounting Manager  
Juan Ventura, Customer Service and Information Technology Manager  
Brandi Goodman-DeCoud, Executive Assistant II

**OTHERS IN ATTENDANCE**

None.

**ITEM 1: CALL TO ORDER**

Director Erwin called the meeting to order at 4:31 p.m.

**ROLL CALL**

Mr. Scott-Coe stated that the Finance Committee (Committee) of the Board of Directors (Board) of the Monte Vista Water District (District) meeting will be conducted consistent with the provisions in Government Code section 54953(e)(2). Each Committee member confirmed their attendance and ability to hear the proceedings. Other attendees confirmed they could hear each Committee member. The Committee members and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote.

**ITEM 2: PUBLIC COMMENT**

None.

**ITEM 3: AGENDA CHANGES/ADDITIONS**

None.

**ITEM 4: DISCUSSION AND/OR ACTION ITEMS**

**A. Meeting Minutes: January 24, 2022**

Upon motion by Board Auditor Martinez, seconded by Director Erwin, and unanimously carried:

**M22-03-01**

**MOVED:** Approve as presented, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

**B. Notice of Award: Independent Auditing Services**

Ms. Nazaroff provided a brief presentation in support of staff's recommendation.

Board Auditor Martinez stated that Fedak & Brown, LLP have provided great assistance to the District and noted a best practice in rotating auditing firms to provide a fresh perspective.

Director Erwin agreed with Board Auditor Martinez and suggested that staff make an effort to consider using a new company to avoid negative public perception regarding transparency.

Ms. Reimer thanked the Committee for their feedback and noted that the Board's responsibility is to choose the auditing firm for the District. She explained that best practice suggests switching auditing firms every five years and stated that staff considered the option, however chose against it due to the large staff resources needed to overhaul the anticipated Enterprise Resource Planning Software Upgrade Project. She noted the difficulties in onboarding a new auditing firm during this transition.

Director Erwin recommended to bring the item to the Board and further discuss the possibility of rotating auditing firms.

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

**M22-03-02**

**MOVED:** Recommend that the Board of Directors authorize the board president and general manager to enter into a contract with Fedak & Brown, LLP for a not-to-exceed amount of \$99,960 to provide independent auditing services, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

**C. Enterprise Resource Planning Software Upgrade Project**

Ms. Reimer provided a brief presentation in support of staff's recommendation.

Director Erwin inquired as to who the customers of the software would be. Ms. Reimer confirmed that software will be used for internal accounting purposes and customer utility billing.

Director Erwin next inquired if two software programs will be used concurrently or a full data migration. Ms. Reimer stated that staff has discussed how much historical data to transfer into the new system and noted that the current Eden system has a migration program to bring the historical data into the new Tyler system.

Board Auditor Martinez questioned if the software was cloud based or stored on District servers. Ms. Reimer clarified that the company offers both and that staff will bring an item, following contract negotiations, to the Committee to discuss the advantages and disadvantages of each option.

Mr. Scott-Coe expressed his appreciation to staff for their hard work.

Director Erwin stated his support for a cloud based solution.

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

**M22-03-03**

**MOVED:** Recommend that the Board of Directors authorize staff to enter into contract negotiation with Tyler Technologies for the conversion, training, and implementation of a new Enterprise Resource Planning software, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

**D. Investment Update (Verbal)**

Ms. Reimer provided an update on investments in the past few months and noted that the District has completed all required disclosure financial reports and submitted the annual debt treasury report.

Board Auditor Martinez requested clarification regarding federal interest rates.

**ITEM 5: ADJOURNMENT**

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

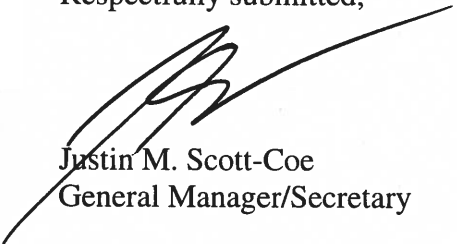
**M22-03-04**

**MOVED:** Approved to adjourn the meeting, as by roll call vote:

Director Erwin	aye
Board Auditor Martinez	aye

There being no further business, Director Erwin adjourned the meeting at 5:09 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary