

SALTON COMMUNITY SERVICES DISTRICT

Finance Committee Meeting Agenda

1209 Van Buren Ave. Salton City, CA 92275

www.saltoncsd.ca.gov

June 24, 2022

Open Session 7 a.m.

Committee Members:

Michelle Gilmore, Director, Chairperson

Lidia Sierra, Board Vice President, Member

Lizabeth Flowers, Member

Kimberly White, Member

Roni Hewitt

1. **Call to ORDER: 7:00AM**
2. **ROLL CALL:**
3. **PLEDGE of ALLEGIANCE:** Michelle Gilmore, Chairperson
4. **PUBLIC COMMENTS:**

Pursuant to California Government Code Section 54954.3 members of the public may address the Board at this time on any items of public interest that are within the Board's subject matter jurisdiction. The Ralph M. Brown Act, however, prohibits the Board from taking action on any matter not appearing on the agenda. Personal attacks on individuals, slanderous comments or comments, which may invade an individual's personal privacy, are prohibited. Those who wish to address the Board should come to the microphone. Members of the public will be given three (3) minutes to address the board on any items of public interest. Public comments will be limited to a maximum of (30) thirty minutes per meeting.

5. **CONSENT CALENDAR ITEMS**

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the Finance Committee at one time without discussion. If any committee member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- a. Approval of the Minutes for the Regular Meeting of May 20, 2022
- b. Approval of the Minutes for the Regular Meeting of June 3, 2022

6. **NEW BUSINESS:**

- a. Review Finance Committee Bylaws
- b. Review 2022-2023 Budget

7. **ADJOURNMENT:**

Jane Broadbent, Administrative Assistant

Upon written request, this agenda will be made in appropriate alternative format to persons with disabilities as required by Section 202 of the American with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Secretary of the Board at least 72 hours before the meeting. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at 1209 Van Buren St, Suite 1, Salton City, California 92275



**Salton Community Services District
PROPOSED 2022-2023 Budget**

**Salton Community Services District
Budget FY 2022-2023**

6/22/2022

	2022-2023	2021-2022	2020 - 2021
	Proposed	Budget	Actual
General Fund Revenue	316,370.00	306,370.00	312,427.02
General Fund Expenditures:			
Administration	54,900.00	34,000.00	23,154.28
Non-Department	53,130.00	99,630.00	31,101.14
Fire Departments	8,630.00	8,630.00	139,259.39
Public Works	152,780.00	91,830.00	3,907.26
Parks and Recreation	34,400.00	71,600.00	10,060.42
	303,840.00	305,690.00	207,482.49
Surplus/(Deficit)	12,530.00	680.00	104,944.53
Sewer Maintenance Revenue	1,934,007.00	1,919,157.90	1,501,289.52
Sewer Maintenance Expenditures	1,967,272.00	1,730,450.00	1,282,766.28
Operational Surplus/(Deficit)	(33,265.00)	188,707.90	218,523.24
SM Capital Exp. (Equip. - Vac Truck Lease)	71,500.00	133,000.00	500.00
SM Capital Expense (Tools purchases)	10,000.00	15,500.00	3,557.11
SM Capital Expense (Vehicle purchase(s))	44,000.00	0.00	103,829.00
SP Construction/upgrade/repair expense	30,000.00	30,000.00	5,903.62
Non-Operaitonal office building principal payment	9,500.00	9,500.00	7,992.00
Non-Operational (USDA/NADBank Loan) expense	0.00	0.00	0.00
Total Non-Op and Captial Purchases	165,000.00	188,000.00	121,781.73
SM TOTAL Surplus/(Deficit)	(198,265.00)	707.90	96,741.51
Sewer Construction Revenue	0.00	47.00	31.91
Sewer Construction Expenditures	0.00	2.00	1.12
Operational Surplus/(Deficit)	0.00	45.00	30.79
Capital Expense (Equip/decomissioning/repicmnt)	0.00	0.00	0.00
Surplus/(Deficit)	0.00	45.00	30.79
CM Tract 576A Revenue	0.00	0.00	654.16
CM Tract 576A Expenditures	0.00	0.00	90.75
Surplus/(Deficit)	0.00	0.00	563.41
CM Tract 662 Revenue	0.00	0.00	1,896.73
CM Tract 662 Expenditures	0.00	0.00	274.03
Surplus/(Deficit)	0.00	0.00	1,622.70
CM Tract 679 Revenue	0.00	0.00	3,135.36
CM Tract 679 Expenditures	0.00	0.00	452.67
Surplus/(Deficit)	0.00	0.00	2,682.69

		2022-2023	2021 - 2022	2020 - 2021
Account		Proposed	Budget	Acutal
	Administrative Expenses			
6-1100	Wage Expenses			
6-1103	Director's Compensation Expense	10,000.00	12,000.00	4,200.00
6-1109	SM clerical office wages expense (5%)	10,900.00		
6-1400	Bank Charge Expenses			
6-1405	AD bank check orders expense			
6-1499	AD other bank charge expense			
6-1800	Other Expenses			
6-1802	AD administration fees due to SM	25,000.00	25,000.00	60,167.85
6-1808	AD District functions expense	7,500.00	7,500.00	0.00
6-1830	AD county fees	1,500.00	1,500.00	0.00
6-1849	AD other miscellaneous expense			
	Total Administrative Expenses	54,900.00	34,000.00	64,367.85
	Non-Departmental Expenses			
6-2003	ND street lighting expense Electrical cost	25,000.00	25,000.00	20,539.08
6-2005	ND liability insurance premiums expense	18,000.00	18,000.00	41,707.21
6-2007	ND election expense	0.00	25,000.00	23,577.07
6-2099	ND other expense (Emergency)			
6-2200	Tax Expenses			
6-2201	ND prop. tax assessmt. exp. (40-acres - Rivrsde Co.)	130.00	130.00	129.35
6-2299	ND other tax expense			
6-2300	Legal Expenses			
6-2301	ND district finance and legal expense	10,000.00	31,500.00	7,762.56
6-2302	ND architectural legal expense			
6-2399	ND other legal expense			
	Total Non-Departmental Expenses	53,130.00	99,630.00	93,715.27

		2022-2023	2021 - 2022	2020 - 2021
Account		Proposed	Budget	Acutal
	Fire Departments Expenses			
6-3100	FD Wages & Benefits Expenses			
6-3101	FD callout expense	0.00	0.00	
6-3102	FD fire department wages expense	0.00	0.00	
6-3104	FD health benefits (4 employee x 750.00)	0.00	0.00	
6-3106	FD retirement expense			
6-3107	FD retirement employer admin. expense	0.00	0.00	
6-3110	FD employer expense			
6-3111	FD worker's compensation (7707) expense			
6-3112	FD worker's compensation (7706) expense	0.00	0.00	
6-3121	FD training expense	0.00	0.00	
6-3122	FD travel expense			
6-3123	FD physical expense			
6-3124	FD licenses expense			
6-3125	FD annual membership fees expense			
6-3150	FD uniforms expense			
6-3200	FD Utilities Expense			
6-3201	FD telephone expense	0.00	0.00	
6-3202	FD water service expense	500.00	500.00	315.06
6-3203	FD electric service expense IID - Fire Station	5,000.00	5,000.00	3,928.90
6-3205	FD radio service expense (800 MHZ)	0.00	0.00	
6-3206	FD cell phone svc expense	0.00	0.00	
6-3207	FD tech expense	0.00	0.00	
6-3208	FD bulk drinking water expense	0.00	0.00	
6-3209	FD ice delivery expense	0.00	0.00	
6-3210	FD WS water service expense	130.00	130.00	77.35
6-3211	FD WS electric service expense	2,000.00	2,000.00	1997.6

		2022-2023	2021 - 2022	2020 - 2021
Account		Proposed	Budget	Acutal
6-3300	FD Maintenance Expenses			
6-3310	FD vehicle maintenance expense	0.00	0.00	
6-3311	FD mechanic's labor expense	0.00	0.00	
6-3320	FD fuel & oil expense	0.00	0.00	
6-3330	FD oxygen bottle maintenance expense			
6-3331	FD fire extinguisher expense	0.00	0.00	
6-3332	FD A/C maintenance & supplies expense	250.00	250.00	92.00
6-3399	FD other equip. maint. exp.	0.00	0.00	
6-3400	FD Miscellaneous Expenses			
6-3401	FD supplies exp.	0.00	0.00	
6-3430	FD laundry and janitorial expense			
6-3460	FD building & grounds expense	750.00	750.00	0.00
6-3470	FD drug testing expense	0.00	0.00	
6-3480	FD matching grant expense			
6-3498	FD fireworks expense (donated money)			
6-3499	FD other misc. exp.			
6-3500	Fire Departments Capital Purchases			
6-3510	FD equipment purchase expense			
6-3530	FD vehicle purchases expense			
	Total Fire Departments Expenses	8,630.00	8,630.00	6,410.91

		2022-2023	2021 - 2022	2020 - 2021
Account		Proposed	Budget	Acutal
	Public Works Expenses			
6-4100	PW Wages & Benefit Expenses			
6-4101	PW wages expense	63,250.00	40,000.00	
6-4104	PW health benefits expense	17,000.00	9,300.00	
6-4103	SM worker's compensation (7580) expense	2,000.00		
6-4105	PW retirees' health benefit expense	5,000.00	5,000.00	4,443.58
6-4106	SM retirement contributions expense	2,000.00		
6-4107	PW retirement employer expense			
6-4110	PW employer expense	12,000.00	8,000.00	
6-4111	PW workers' comp (9420) expense			
6-4206	PW laundry & janitorial expense			
6-4402	PW construction water meter expense			
6-4709	PW Vehicle/Equipment Expense	5,480.00	5,480.00	
6-4710	PW vehicle maintenance expense	7,600.00	7,600.00	0.00
6-4720	PW fuel and oil expense	5,000.00	8,000.00	0.00
6-4730	PW equipment/building repair expense	25,200.00	200.00	206.66
6-4800	PW sports & recreation expense	250.00	250.00	0.00
6-4830	PW tools purchase expense	7,500.00	7,500.00	203.09
6-4840	PW maintenance expense	500.00	500.00	20.78
	Total Public Works Expenses	152,780.00	91,830.00	4,874.11
	Parks & Recreation Expenses			
6-5100	Salton City Park Expenses			
6-5102	SC Park water service expense	1,000.00	1,000.00	288.78
6-5103	SC Park electric service expense	3,000.00	3,000.00	1,205.13
6-5106	SC Park equipment/building maintenance expense	6,000.00	500.00	0.00
6-5107	SC Park improvement expense	6,300.00	6,300.00	639.19
6-5109	SC Park other expense			
6-5300	Desert Shores Park Expenses			
6-5302	DS Park water service expense	4,800.00	48,000.00	768.38
6-5303	DS Park electric service expense	5,500.00	4,500.00	854.74
6-5306	DS Park equipment/building maintenance expense	5,800.00	500.00	1,907.23
6-5307	DS Park improvement expense	2,000.00	7,800.00	3,840.27
6-5309	DS Park other expense			
	Total Parks & Recreation Expenses	34,400.00	71,600.00	9,503.72
	TOTAL GENERAL FUND EXPENSES	303,840.00	305,690.00	178,871.86

		2022-2023	2021 - 2022	2020 - 2021
Account	General Fund Revenue	Proposed	Budget	Actual
	Taxes and fees			
4-1101	GF property taxes - secured	215,000.00	190,000.00	213,900.32
4-1102	GF property taxes - unsecured	20,000.00	20,000.00	22,973.58
4-1103	GF property taxes - homeowners	7,000.00	7,000.00	1,571.16
4-1104	GF property taxes - supplemental	2,000.00	2,000.00	2,710.47
4-1112	GF administration fees from SC			-
4-1113	GF administration fees from tract 576A			-
4-1114	GF administration fees from tract 662			-
4-1115	GF administration fees from tract 679			-
4-1125	GF architectural plans fees			450.00
	General Fund Total Taxes & Fees	244,000.00	219,000.00	241,605.53
4-1200	Interest Income			
4-1201	GF operational LAIF interest income	150.00	150.00	-
4-1203	GF checking interest income	75.00	75.00	-
4-1205	GF reserve LAIF interest income	20.00	20.00	-
4-1206	GF street light dev. LAIF interest income	125.00	125.00	-
	General Fund Total Interest Revenues	370.00	370.00	-
4-1300	Rental Income			
4-1304	GF cellular tower rent	34,000.00	34,000.00	34,520.30
4-1307	Burrtec Waste contract agreement	20,000.00	20,000.00	19,798.25
	General Fund Total Rental Revenues	54,000.00	54,000.00	54,318.55
4-1500	Parks and Recreation			
4-1504	GF parks grant income			-
4-1599	GF other parks & recreation fees			-
4-1701	Sports & recreation fees			-
	Parks and Recreation Total Revenues	-	-	-
4-1600	Fire Department			
4-1603	GF fire services contract			-
4-1605	GF fire dev. LAIF interest income			-
4-1609	GF fire incident reports	-	-	-
4-1610	GF fire dept. support - TDS	-	-	-
4-1612	GF fire dept. rental income - AMR	18,000.00	18,000.00	17,731.30
4-1604	GF fire dept casino contract	-	15,000.00	13,750.00
4-1695	GF fire dept. Recovery income	-	-	681.13
4-1696	GF fire department grants income			-
4-1697	GF fire department donations	-	-	-
4-1698	GF fire dept. fireworks revenue			-
4-1699	GF fire dept. other income			-
	Fire Departments Total Revenues	18,000.00	33,000.00	32,162.43
4-1800	Special Projects			
4-1899	GF other proceeds			-
4-1900	Other Revenue			
4-1901	GF mandated costs proceeds			-
4-1902	GF insurance proceeds			-
4-1904	GF gain on sale of land			-
4-1906	ND unspecified dept donations	-	-	400.00
4-1999	GF other revenue income			-
	General Fund Total Other Revenues	-	-	400.00
	TOTAL GENERAL FUND REVENUE	316,370.00	306,370.00	328,486.51

		2022-2023	2021 - 2022	2020 - 2021
Account	Sewer Maintenance Expenses	Proposed	Budget	Actual
6-6000	Sewer Maintenance Expenses			
6-6100	Wages and Benefits Expenses			
6-6101	SM wages expense	585,062.00	500,000.00	404,469.21
6-6102	SM employer wages tax expense	78,000.00	75,000.00	71,957.20
6-6103	SM worker's compensation (7580) expense	32,000.00	32,000.00	31,425.18
6-6104	SM health benefits expense	147,000.00	135,000.00	129,900.00
6-6105	SM retirees' health benefits expense (6 employees)	40,000.00	40,000.00	31,074.30
6-6106	SM retirement contributions expense	17,000.00	18,000.00	16,028.42
6-6107	SM retirement administrative fee expense	40,000.00	45,000.00	39,128.45
6-6108	SM accrued retirement expense	25,000.00	25,000.00	23,240.00
6-6109	SM clerical office wages expense	139,360.00	130,000.00	123,240.00
6-6110	SM administration (GM) wages expense	100,000.00	140,000.00	128,450.40
6-6111	SM GM worker's comp. expense (8740)	4,000.00	4,000.00	0.00
6-6112	SM clerical worker's comp. expense (8810)	2,000.00	2,000.00	
6-6113	SM director's compensation expense			
6-6199	SM other wages and benefits expense			
6-6200	Supplies Expense			
6-6201	SM uniforms expense	1,500.00	1,500.00	4,679.36
6-6204	SM safety supplies expense	1,500.00	1,500.00	387.50
6-6205	SM work boots expense	1,000.00	1,000.00	1,002.03
6-6206	SM janitorial supplies expense	950.00	950.00	743.07
6-6207	SM janitorial cleaning expense	3,000.00	3,000.00	500.00
6-6299	SM other laundry & janitorial expense			
6-6300	Bank Charge Expenses			
6-6301	SM wire fee expense			
6-6302	SM bank fee expense	200.00	2500.00	2353.90
6-6305	SM check order expense	500.00	500.00	
6-6399	SM other bank charge expense			
6-6400	Vehicle & Equipment Expenses			
6-6401	SM vehicle maintenance expense	10,000.00	10,000.00	8,456.47
6-6402	SM equipment maintenance expense	20,000.00	20,000.00	23,667.81
6-6405	SM fuel & oil expense	45,000.00	40,000.00	39,153.78
6-6407	SM shop supplies expense	2,500.00	2,500.00	2,816.57
6-6499	SM other vehicle/equip. exp.	1,500.00	1,500.00	1,091.98

		2022-2023	2021 - 2022	2020 - 2021
Account	Sewer Maintenance Expenses	Proposed	Budget	Actual
6-6500	Utilities Expenses			
6-6501	SM CVWD water service expense	8,000.00	8,000.00	5,758.02
6-6502	SM electric service IID expense	100,000.00	120,000.00	86,011.73
6-6504	SM cell phones expense	15,000.00	15,000.00	14,278.38
6-6505	SM underground dig alerts expense	1,500.00	1,500.00	1,343.49
6-6506	SM internet service expense	1,500.00	1,500.00	3,222.78
6-6507	SM propane expense	1,000.00	1,000.00	1,550.74
6-6508	SM alarm security expense	1,200.00	1,200.00	680.24
6-6509	SM solid waste disposal	250.00	250.00	0.00
6-6599	SM other utility expense			
6-6600	Licenses and Permits Expenses			
6-6601	SM employee license expense	4,000.00	4,000.00	3,679.89
6-6602	SM encroachment permit expense			
6-6603	SM county permits expense	1,500.00	1,500.00	360.00
6-6604	SM state permits expense	100.00	100.00	0.00
6-6605	SM membership/association dues expense	7,750.00	7,750.00	6,528.37
6-6606	SM waste discharge permit fees expense	37,000.00	37,000.00	36,500.80
6-6607	SM toxic waste disposal expense	2,000.00	2,000.00	1,756.00
6-6700	Sewer System Expenses			
6-6711	SM sewer lines maintenance expense	15,000.00	15,000.00	12,360.95
6-6712	SM pump station maintenance expense	50,000.00	20,000.00	14,405.55
6-6713	SM sewer pond maintenance expense	15,000.00	10,000.00	13,408.21
6-6721	SM plumbing supplies expense	1,000.00	1,000.00	
6-6722	SM electrical supplies expense	1,000.00	1,000.00	0.00
6-6723	SM lumber supplies expense			
6-6724	SM hardware supplies expense	1,000.00	1,000.00	86.98
6-6750	SM lab testing expense	15,000.00	15,000.00	12,153.00
6-6752	SM engineering services expense			9,560.36
6-6759	SM Prof. Consult Exp.	42,000.00	15,000.00	16,980.79
6-6760	SM prof. svcs. expense (Koppel & Gruber)	6,500.00	6,500.00	6,003.60
6-6761	SM Smart Cover monitoring expense	3,500.00	3,500.00	3,213.00
6-6762	SM fines & penalties expense			5,159.12

		2022-2023	2021 - 2022	2020 - 2021
Account	Sewer Maintenance Expenses	Proposed	Budget	Actual
6-6800	Miscellaneous Expenses			
6-6802	SM building & grounds maintenance expense	10,000.00	10,000.00	9,734.47
6-6806	SM postage expense	1,200.00	950.00	755.70
6-6807	SM office supplies expense	1,500.00	3,000.00	1,354.12
6-6808	SM fire extinguisher expense	650.00	650.00	663.74
6-6809	SM express shipping	200.00	200.00	56.42
6-6810	SM advertising expense	1,000.00	1,000.00	0.00
6-6811	SM long term loan interest expense	36,000.00	36,000.00	35,506.15
6-6821	SM liability insurance premiums expense	90,000.00	90,000.00	103,705.05
6-6831	SM legal expense	85,000.00	10,000.00	2,767.50
6-6832	SM finance, budgeting and auditing expense	75,000.00	9,500.00	9,500.00
6-6833	SM technical support services expense	1,500.00	1,500.00	3,150.50
6-6834	SM property tax collection expense	10,000.00	10,000.00	10,025.11
6-6835	SM GASB 68 actuarial report expense	3,000.00	3,000.00	2,600.00
6-6836	SM elections cost expense	200.00	200.00	0.00
6-6851	SM travel expense	2,000.00	7,000.00	2,376.79
6-6852	SM training expense	4,000.00	4,000.00	1,875.00
6-6853	SM physicals expense	1,000.00	1,000.00	440.00
6-6854	SM copier lease/maintenance expense	5,000.00	5,000.00	6,061.06
6-6855	SM CA/US flag expense	750.00	750.00	467.70
6-6856	SM subscriptions expense	200.00	200.00	0.00
6-6870	SM drug testing expense	250.00	250.00	40.00
6-6881	SM sales tax expense			
6-6890	SM bulk water expense (for water purifier)	1,500.00	1,500.00	889.71
6-6892	SM computer software expense	4,000.00	7,000.00	3,650.00
6-6893	SM breakroom expense	250.00	1,500.00	761.70
6-6894	SM payroll processing expense	4,500.00	3,500.00	2,719.76
6-6895	SM outside printing/copying expense	500.00	1,500.00	
6-6896	SM district function expense	200.00	1,500.00	289.73
6-6899	SM other expense			
	Total SM Operations Expenses	1,967,272.00	1,730,450.00	1,538,157.84
6-6900	Capital Purchases			
6-6910	SM equipment Installments/Purchase (Vac Truck Lease)	71,500.00	133,000.00	73,709.00
6-6920	SM furniture purchase expense	500.00	500.00	
6-6921	SM computer purchase expense	2,000.00	7,500.00	
6-6930	SM tools purchases expense	7,500.00	7,500.00	5,276.06
6-6940	SM vehicle purchase expense	44,000.00	0.00	76,623.56
6-6942	SM vehicle lease/purchase expense			
2-9008	SM office building principal payment expense	9,500.00	9,500.00	8,253.52
	Total SM Capital Purchases Expenses	135,000.00	158,000.00	163,862.14
6-9370	SP construction expense	10,000.00	10,000.00	0.00
6-9371	SP pump station upgrade expense	10,000.00	10,000.00	1,874.30
6-9372	SP sewer line replacement expense			
6-9373	SP TRC repair/upgrade expense			
6-9374	SP areiation expense	10,000.00	10,000.00	47,417.66
6-9375	SP Station #2 upgrade expense			
6-9376	SP Station #5 upgrade epxense			
6-9399	SP other expense			
	Total Sewer Projects Expenses	30,000.00	30,000.00	49,291.96
	Liability Accounts			
9-0002	Non-op.expense			

		2022-2023	2021 - 2022	2020 - 2021
Account	Sewer Maintenance Expenses	Proposed	Budget	Actual
	Total Non-Operations Expenses	0.00	0.00	0.00
	TOTAL SEWER MAINTENANCE EXPENSES	2,132,272.00	1,918,450.00	1,751,311.94

		2022-2023	2021 - 2022	2020 - 2021
<u>Account</u>	<u>Sewer Maintenance Revenue</u>	<u>Proposed</u>	<u>Budget</u>	<u>Acutal</u>
4-2100	Taxes and fees			
4-2101	SM sewer user charges	1,194,500.00	1,179,650.90	1,173,240.52
4-2102	SM connection charges			
4-2103	SM sewer lot standby fee	670,000.00	670,000.00	854,462.13
4-2104	SM interest & penalties fee	35,000.00	35,000.00	80,982.75
4-2106	SM capital reserve fees			
4-2107	SM administration fees from GF	25,000.00	25,000.00	60,167.85
4-2108	SM administration fees from SC	2.00	2.00	2.00
4-2109	SM administration fees from tract 576A	10.00	10.00	3.60
4-2110	SM administration fees from tract 662	10.00	10.00	23.66
4-2111	SM administration fees from tract 679	10.00	10.00	7.11
4-2200	Interest Income			
4-2201	SM LAIF operational interest income	1,200.00	1,200.00	0.00
4-2203	SM checking interest income	400.00	400.00	0.00
4-2204	SM reserve LAIF interest income	1,000.00	1,000.00	0.00
4-2206	SM NADBank/USDA interest income	100.00	100.00	0.00
4-2208	SM loan reserve interest income	25.00	25.00	0.00
4-2209	SM Capital reserve LAIF interest income	250.00	250.00	0.00
4-2210	SM loan interest income			
4-2300	Miscellaneous Income			
4-2303	SM gain on sale of equipment			
4-2308	SM fire dept. mechanic's labor hours fee	0.00	0.00	0.00
4-2309	SM insurance reimbursement			
4-2312	SM grant money income			
4-2399	SM other income			
4-2400	Rental Income			
4-2401	SM office suite #2 rent (Imperial Co. Free Library)	6,500.00	6,500.00	5,720.00
4-2403	SM office suite #4 rent (Imperial County Probation)	0.00	0.00	0.00
TOTAL SEWER MAINTENANCE REVENUE		1,934,007.00	1,919,157.90	2,174,609.62

		2022-2023	2021 - 2022	2020 - 2021
<u>Account</u>	<u>Sewer Construction Revenues</u>	<u>Proposed</u>	<u>Budget</u>	<u>Actual</u>
4-3200	Interest Income			
4-3201	SC LAIF interest income	0.00	7.00	0.00
4-3203	SC checking interest income			
4-3206	SC bond fund interest income			
4-3207	SC tract assessments (Tract 571 - Dst. Shrs)			
4-3208	SC capacity reserve fees income	0.00	40.00	1,000.00
4-3209	SC capacity LAIF interest income			
4-3299	SC other income			
TOTAL SEWER CONSTRUCTION REVENUE		0.00	47.00	1,000.00
6-7000	Sewer Construction Expenses			
6-7001	SC administrative fee expense	0.00	2.00	0.00
6-7003	SC wire fee expense			
6-7007	SC engineering fee expense			
6-7010	SC new line construction expense			
6-7099	SC other expense			
Total SC Operations Expenses		0.00	2.00	0.00
6-6900	Capital Purchases			
6-7910	SC equipment purchases expense			
TOTAL SEWER CONSTRUCTION EXPENSES		0.00	2.00	0.00



SALTON COMMUNITY SERVICES DISTRICT

FINANCE COMMITTEE BYLAWS

1. OFFICERS OF THE FINANCE COMMITTEE

- 1.1 The officer of the Finance Committee is the Chairperson.
- 1.2 The Chairperson of the Finance Committee shall serve as chairperson at all Finance Committee meetings. The Chairperson shall have the same rights as the other members of the Committee in voting, introducing financial plans, recommendations for changes to the Board of Directors and ordinances and any discussion.
- 1.3 In the absence of the Chairperson, the Committee Secretary shall serve as chairperson over all meetings of the Finance Committee. If the Chairperson and Committee Secretary are both absent, the remaining members shall select one amongst themselves to act as chairperson for the meeting.
- 1.4 The Chairperson and all members of the Finance Committee shall be selected and voted in by the Board of Directors. Every member nominated must reside within the District. Employees of the Salton Community Services District and Consultants to such District are not eligible to serve on the committee to avoid any conflict of interest or appearance of such.
- 1.5 Each member of the Board of Directors shall nominate one member of the community to serve on the Finance Committee. If a member of the Board of Directors wishes to serve on the Committee, that will stand as their nominee. Should a Board Member be nominated by another Board member, that first Board Member may still nominate a committee member.

2. MEETINGS

- 2.1 Regular meetings of the Financial Committee shall commence at 7:00 a.m. on the _____ Friday of each calendar month in the District Office located at 1209 Van Buren Ave. Suite 1, Salton City in the Board Room unless otherwise directed by the Board of Directors.

2.2 Members of the Finance Committee shall attend all regular and special meetings of the committee unless there is good cause for their absence.

2.3 No Committee action may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act.

2.4 Pursuant to the Brown Act:

- a. Committee Members may briefly respond to statements or questions from the public;
- b. Committee Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for information.
- c. The Chairperson or a Committee majority in open session may take actions to direct secretary to place a matter on a future agenda.

2.5 The Chairperson shall conduct all meetings in a manner consistent with the policies of the SCSD. All comments shall be directed to the Chairperson. The Chairperson shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Committee and shall announce the Committee's decisions on all subjects. The Chairperson shall vote on all motions except in the case of a conflict of interest. On roll call votes, the maker of the motion shall be called first, the Committee member seconding the motions shall be called second, and the remainder are polled with the Chairperson voting last, unless the Chairperson made the motion or seconded the motion.

2.6 A majority of the Committee shall constitute a quorum for the transaction of business. A majority of the committee is sufficient to do business, however, motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the Chairperson, or any Committee member shall adjourn such meeting, or, if no Committee member is present, the Committee Secretary shall adjourn the meeting.

2.7 A roll call vote shall be taken upon votes and shall be entered in the minutes of the Committee showing those Committee members voting aye, voting no, and those abstaining or absent. Unless a Committee member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of

the items, his or her silence shall be recorded as affirmative vote and vote of abstention shall be recorded as abstention.

2.8 Any person attending a public meeting of the Finance Committee may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.9 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The Chairperson retains the discretion to alter these guidelines, including the authority to require that all video tape recorder, still and/or motion picture cameras be located in the back of the room.

3. AGENDAS

3.1 The Committee Secretary, in cooperation with the Chairperson and/or General Manager shall prepare an agenda for each regular and special meeting of the Finance Committee. Any Member may call the Committee Secretary and request an item to be placed on the regular meeting agenda no later than 3:30 p.m. two weeks prior to the meeting date. The General Manager shall establish a SCSD policy to guide staff in preparation of meeting agendas.

3.2 A block of not to exceed 30 minutes time shall be set aside to receive general public comments. Comments on agenda items should be held until the appropriate item is called. Unless otherwise directed by the Chairperson, members of the public shall state their name and their general place of residence prior to giving their comment. Public comment shall be directed to the Chairperson of the Committee and limited to three (3) minutes unless extended or shortened at the Chairperson's discretion.

3.3 Those items on the Finance Committee Agenda, which are considered to be of a routine and non-controversial nature, are placed under "Consent Calendar Items". These items shall be approved, adopted, and accepted, etc. by one motion of the Committee Members. For example, approval of Minutes, approval of Recommendations, accepting developer improvements, Finance Packet Approvals.

- a. Committee members may request that any item listed under “Consent Calendar” be removed from the “Consent Calendar”, and the Committee will then take action separately on that item. A member of the public will be given an opportunity to comment on the “Consent Calendar”, however, only a member of the Committee for discussion, will typically be heard after other “Consent Calendar” are approved unless the Chairperson orders an earlier or later time.
- b. A Committee member may ask questions on any item on the Consent Calendar. When a Committee member has a minor question for clarification concerning a consent item, which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the “Consent Calendar”. Committee members are encouraged to seek clarifications prior to the meeting if possible.
- c. When a Committee member wishes to pull an item simply to register a dissenting vote, the Committee member shall inform the presiding officer that they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Calendar, and the Committee Secretary will register a “NO” vote in the minutes.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1 The minutes of the Committee shall be kept by the Committee Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted in paragraphs with proper subheadings;
- 4.2 The Committee Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Committee and except as provided in Section 4.3 below, shall not be required to record any remarks by Committee members or any other person.
- 4.3 Any Member may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item(s) is discussed.
- 4.4 Written materials delivered to the Committee at the meeting that were not contained in the Committee Agenda Packet for review by the Committee prior to the meeting shall not be included in the meeting minutes.

4.5 The Committee Secretary shall attempt to record the names and general place of residence of persons addressing the Committee, the title of the subject matter to which their remarks relate, and whether they spoke in support or opposition of such matter.

4.6 Whenever the Committee acts in a quasi-judicial proceeding such as in assessment matters, the Committee Secretary shall compile a summary of the testimony of the witnesses.

4.7 Any electronic media of a SCSD meeting made for whatever purpose, by direction of the SCSD, shall be subject to inspection pursuant to the California Public Records Act. SCSD tape and film records may be erased thirty (30) days after the taping or recording.

5. MEMBERS OF THE FINANCE COMMITTEE

5.1 Members shall prepare themselves to discuss agenda items at the meeting of the Finance Committee. Information may be requested from staff or exchanged between Members before meetings.

5.2 Information that is exchanged before meetings shall be distributed through the Committee Secretary, and all Members will receive all information being distributed.

5.3 Members shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Committee meetings.

5.4 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Finance Committee takes action, Members should not create barriers to the implementation of said action.

5.5 At the Chairperson and/or General Manager's discretion, the District Counsel shall act as parliamentarian.

6. AUTHORITY OF FINANCE COMMITTEE MEMBERS

- 6.1 This the unit of authority within the SCSD. Apart from their normal function as part of this unit, Members have no individual authority. As individuals, Members may not commit the SCSD to any policy, act or expenditure.
- 6.2 Members do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibilities of the Finance Committee are to observe the finances (revenues and expenses), review financial documents such as demands, budgets and audits, and make recommendations to the Board of Directors regarding financial matters.

7. MEMBER GUIDELINES

- 7.1 Committee Members, by making a request to the General Manager, shall have access to information relative to the Finance Committee, including but not limited to financial information. If the General Manager cannot provide the requested information in a timely manner, a reason of information deficiency, or major interruption of work schedules, workloads, and priorities, then the General Manager shall inform the individual Committee Member why the information is not or cannot be made available.
- 7.2 In handling complaints from residents, property owners within the SCSD, or other members of the public, Committee Members are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the SCSD's response, if any.
- 7.3 Members, when seeking clarification of financial matters, should confer directly with the General Manager.
- 7.4 When approached by SCSD personnel concerning specific SCSD policy, Members should direct inquiries to the General Manager. The chain of command should always be followed.
- 7.5 Members and General Manager should develop a working relationship so that current issues, concerns and SCSD projects can be discussed comfortably and openly.

7.6 When responding to constituent requests and concerns, Members should respond to individuals in a positive manner and route their questions and/or concerns to the General Manager, or in their absence, to the Committee Secretary.

8. MEMBER COMPENSATION

Finance Committee Members are not compensated for their time. Committee Members have agreed to volunteer their time.

9. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, pertinent and necessary documents shall be accumulated and delivered to the Finance Committee with agenda packets. The General Manager shall establish policy and procedures for receiving, processing and distribution of SCSD correspondence.

10. CONFLICTS AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by a Committee Member or the SCSD that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Laws, which regulate conflicts, are very complicated. The following provides a brief policy summary of various conflict related laws.

10.1 Conflict of Interest

Each Member is encouraged to review the SCSD Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Member has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

10.2 Interest in Contracts, Government Code Section 1090

The prohibitions of Government Code Section 1090 provide that the Finance Committee Member may not contract with any business in which another Committee Member has financial interest.

10.3 Incompatible Office

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent actions, to the detriment to the other public interest, their discharge by one person is incompatible with that interest.

11. RESTRICTIONS ON RULE

The rules contained herein are guidelines and shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with State and Federal laws.