

Finance Committee Meeting Minutes
San Juan Water District
September 10, 2024
4:00 p.m.

Committee Members: Pam Tobin, Director (Chair)
Ken Miller, Director (Member)

District Staff: Paul Helliker, General Manager
Donna Silva, Director of Finance & Human Resources
Tony Barela, Director of Operations
Greg Zlotnick, Water Resources Manager
Teri Grant, Board Secretary/Administrative Assistant

1. Review General Manager Reimbursements (W & R)

There were no reimbursement requests from the General Manager.

2. Review Check Register from August 2024 (W & R)

The committee reviewed the August 2024 check register and after some discussion found it to be in order.

3. Review of Legal Bills (W & R)

The committee reviewed the legal bills, including the July charges from Stoel Rives. An updated spreadsheet will be attached to the meeting minutes.

4. Tree Pro Tree Services – On-Call Contract (W/R)

Mr. Barela reviewed the written staff report which will be included in the Board packet. He explained that Tree Pro Tree Services has obtained a California Multiple Award Schedule (CMAS) contract that allows agencies to use their services without the need for additional competitive bidding. He informed the committee that staff has contacted multiple neighboring agencies currently utilizing the Tree Pro CMAS contract, and all have been pleased with Tree Pro's service, cost, and safety performance under the CMAS umbrella, and General Counsel Jones confirmed that the contract is a good vehicle for on-call contracting. Tree Pro's CMAS contract is valid through February 10, 2028.

Mr. Barela informed the committee that the contract would be for on-call services so a not to exceed amount was not included in the contract; however, he explained that by entering into this contract, the District will lock in the rate and the actual budget for annual tree service will be approved in the District's annual budget.

The Finance Committee recommends that the Board authorize the Director of Operations to enter into a 4-year on-call contract with Tree Pro Tree Services, Inc. to provide tree removal and maintenance services.

5. Other Finance Matters (W & R)

GM Helliker reported that proposals for the Business Case Analysis regarding the combination with Sacramento Suburban Water District are due on September 16, then staff will review the proposals and schedule interviews by the end of the month. The next joint Board meeting with Sacramento Suburban Water District is scheduled for October 3rd, at which the Boards will decide which consultant should be hired.

6. Public Comment

There were no public comments.

The meeting was adjourned at 4:18 p.m.



San Juan Water District
Analysis of Legal Bills by Category, Month and Fiscal Year

STOEL RIVES, LLP Fiscal Year 2024-2025												
	Water Fix	Water Transfer	SWRCB Flow & WQCP	Biological Opinion Litigation	Water Rights	CVP Contract Litigation	General Services*	General American River	CHWD Litigation	Total Invoice	Total Hours	\$/Hour
July	-	-	652.50	-	-	565.50	18,030.00	763.00	-	20,011.00	46.40	\$ 431.27
August	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
September	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
October	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
November	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
December	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
January	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
February	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
March	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
April	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
May	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
June	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!
Total	\$ -	\$ -	\$ 652.50	\$ -	\$ -	\$ 565.50	\$ 18,030.00	\$ 763.00	\$ -	\$ 20,011.00	46.40	\$ 431.27

Jones & Mayer Fiscal Year 2024-2025									
	Biological Opinion Litigation	CVP	COVID Related	Labor	CHWD/FOWD Wholesale Rate Litigation	General Services	Total Invoice	Total Hours	\$/Hour
July	-	-	-	653.95	1,144.44	1,913.98	3,712.37	20.50	\$ 181.09
August	-	-	-	-	-	-	-	0.00	#DIV/0!
September	-	-	-	-	-	-	-	0.00	#DIV/0!
October	-	-	-	-	-	-	-	0.00	#DIV/0!
November	-	-	-	-	-	-	-	0.00	#DIV/0!
December	-	-	-	-	-	-	-	0.00	#DIV/0!
January	-	-	-	-	-	-	-	0.00	#DIV/0!
February	-	-	-	-	-	-	-	0.00	#DIV/0!
March	-	-	-	-	-	-	-	0.00	#DIV/0!
April	-	-	-	-	-	-	-	0.00	#DIV/0!
May	-	-	-	-	-	-	-	0.00	#DIV/0!
June	-	-	-	-	-	-	-	0.00	#DIV/0!
Total	\$ -	\$ -	\$ -	\$ 653.95	\$ 1,144.44	\$ 1,913.98	\$ 3,712.37	20.50	\$ 181.09

Combined Total		
Total Legal Expenses	Total Hours	\$/Hour
\$ 23,723.37	66.90	\$ 354.61
\$ -	0.00	#DIV/0!
\$ -	0.00	#DIV/0!
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\$ 23,723.37	66.90	\$ 354.61