

**Finance Committee Meeting Minutes
San Juan Water District
August 15, 2023
4:00 p.m.**

Committee Members: Ted Costa, Director (Chair) - absent
Ken Miller, Director (Member)

District Staff: Paul Helliker, General Manager
Donna Silva, Director of Finance
Mike Spencer, Chief Operator
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Pam Tobin

- 1. Review General Manager Reimbursements (W & R)**
There were no reimbursement requests from the General Manager.
- 2. Review Check Register from July 2023 (W & R)**
The committee reviewed the July 2023 check register and found them to be in order.
- 3. Treasurer's Report – Quarter Ending June 30, 2023 (W & R)**
Ms. Silva provided a staff report which will be included in the Board packet. She informed the committee that the overall portfolio decreased by \$6.1 million for an ending balance of \$26.9 million as of June 30, 2023, mainly due to payments for the Hinkle Reservoir project. In addition, she informed the committee that staff has submitted the invoices for the Hinkle Reservoir Replacement Project for disbursement of loan funds through SRF.
- 4. Review of 2022-23 Legal Expenses (W & R)**
Ms. Silva reviewed the legal expenses for FY 2022-23. She explained that staff has been tracking the expenses monthly and has been requested to report to the committee annually. An updated file will be attached to the meeting minutes since there was an error found in the file.
- 5. Other Finance Matters (W & R)**
There were no other matters discussed.
- 6. Public Comment**
There were no public comments.

The meeting was adjourned at 4:20 p.m.



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

FY 23-24 Projection/mo	200.00		6,000.00	1,000.00		300.00	6,000.00	13,500.00
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STOEL RIVES, LLP Fiscal Year 2022-2023										
	Water Fix	Water Transfer	SWRCB Flow & WQCP	Biological Opinion Litigation	Water Rights	CVP Contract Litigation	General Services*	Total Invoice	Total Hours	\$/Hour
July	686.00	-	19,986.00	-	1,158.50	287.00	2,897.50	25,015.00	62.30	\$ 401.52
August	-	-	16,818.00	1,107.00	352.50	779.00	2,126.00	21,182.50	55.90	\$ 378.94
September	-	-	5,995.50	574.00	-	328.00	2,939.00	9,836.50	25.40	\$ 387.26
October	1,025.00	-	4,428.00	779.00	-	164.00	5,633.50	12,029.50	30.40	\$ 395.71
November	41.00	-	4,146.00	1,394.00	248.50	-	7,518.00	13,347.50	36.40	\$ 366.69
December	1,894.00	-	2,449.50	3,741.00	-	256.00	3,330.00	11,670.50	27.30	\$ 427.49
January	-	-	2,914.50	957.00	-	-	304.50	4,176.00	9.60	\$ 435.00
February	-	-	4,524.00	1,740.00	-	-	304.50	6,568.50	15.10	\$ 435.00
March	43.50						2,625.50	2,669.00	6.20	\$ 430.48
April			5,959.50			3,349.50	1,087.50	10,396.50	23.90	\$ 435.00
May			5,560.00	43.50		130.50	5,457.50	11,191.50	26.90	\$ 416.04
June			4,748.50	87.00		391.50	351.50	5,578.50	13.10	\$ 425.84
Total	\$ 3,689.50	\$ -	\$ 77,529.50	\$ 10,422.50	\$ 1,759.50	\$ 5,685.50	\$ 34,575.00	\$ 133,661.50	\$ 332.50	\$ 401.99

Jones & Mayer Fiscal Year 2022-2023								
	Biological Opinion Litigation	CVP	COVID Related	Labor	General Services	Total Invoice	Total Hours	\$/Hour
July				67.50	652.50	720.00	3.20	\$ 225.00
August					3,465.00	3,465.00	15.40	\$ 225.00
September					2,835.00	2,835.00	12.40	\$ 228.63
October				3,802.50	967.50	4,770.00	21.20	\$ 225.00
November					292.50	292.50	1.30	\$ 225.00
December					2,092.50	2,092.50	9.30	\$ 225.00
January					2,424.57	2,424.57	10.50	\$ 230.91
February				787.50	2,160.00	2,947.50	13.10	\$ 225.00
March					3,893.00	3,893.00	16.20	\$ 240.31
April				-	2,047.50	2,047.50	9.10	\$ 225.00
May				180.00	3,067.50	3,247.50	14.70	\$ 220.92
June					1,372.50	1,372.50	6.10	\$ 225.00
Total	\$ -	\$ -	\$ -	\$ 4,837.50	\$ 25,270.07	\$ 30,107.57	132.50	\$ 227.23

Combined Total		
Total Legal Expenses	Total Hours	\$/Hour
\$ 25,735.00	65.50	\$ 392.90
\$ 24,647.50	71.30	\$ 345.69
\$ 12,671.50	37.80	\$ 335.22
\$ 16,799.50	51.60	\$ 325.57
\$ 13,640.00	37.70	\$ 361.80
\$ 13,763.00	36.60	\$ 376.04
\$ 6,600.57	20.10	\$ 328.39
\$ 9,516.00	28.20	\$ 337.45
\$ 3,893.00	22.40	\$ 173.79
\$ 15,113.00	33.00	\$ 457.97
\$ 14,439.00	41.60	\$ 347.09
\$ 6,951.00	19.20	\$ 362.03
\$ 163,769.07	465.00	\$ 352.19

STOEL RIVES, LLP Fiscal Year 2021-2022										
	Water Fix	Water Transfer	SWRCB Flow & WQCP	Biological Opinion Litigation	Water Rights	CVP Contract Litigation	General Services*	Total Invoice	Total Hours	\$/Hour
July	-	-	-	-	8,909.50	-	-	8,909.50		
August	-	-	1,617.50	5,037.50	8,008.00	1,599.00	5,531.64	21,793.64	83.80	\$ 366.39
September	-	-	-	2,050.00	20,816.00	8,005.00	1,247.28	32,118.28	75.70	\$ 424.28
October				23,272.00	6,694.50	16,616.00	423.50	47,006.00	120.90	\$ 388.80
November				24,133.00	3,352.00			27,485.00	71.20	\$ 386.03
December				18,331.50	4,305.00	1,312.00	177.50	24,126.00	62.50	\$ 386.02
January				19,032.00	2,475.00	2,460.00	1,901.00	25,868.00	64.40	\$ 401.68
February				18,550.00	1,469.50	15,656.00	1,138.50	36,814.00	120.07	\$ 306.60
March			2,741.50	5,190.50	9,299.00	2,189.00	9,911.00	29,331.00		
April		571.00		164.00	3,400.50	328.00	861.00	5,324.50	90.00	\$ 385.06
May								5,510.00	14.80	\$ 372.30
June	123.00		12,669.00		153.00	943.00	6,008.50	19,896.50	49.40	\$ 402.76
Total	\$ 123.00	\$ 571.00	\$ 17,028.00	\$ 115,760.50	\$ 68,882.00	\$ 49,108.00	\$ 27,199.92	\$ 284,182.42	752.77	\$ 377.52

Jones & Mayer Fiscal Year 2021-2022 (includes BKS and Kreisberg as noted)								
	Biological Opinion Litigation	CVP	COVID Related	Labor	General Services	Total Invoice	Total Hours	\$/Hour
July	832.50			-	3,802.50	4,635.00	20.60	225.00
August	180.00			-	2,610.00	2,790.00	12.40	225.00
September	90.00	90.00	3,757.50	3,397.50	3,380.00	10,715.00	59.80	179.18
October	22.50	22.50			5,940.00	5,985.00	26.80	223.32
November				4,342.50	201.39	4,543.89	19.30	235.43
December				1,395.00	1,945.00	3,340.00	16.40	203.66
January					7,157.50	7,157.50	32.70	218.88
February				500.00	3,300.00	3,800.00	11.50	330.43
March				-	5,805.00	5,805.00	25.80	225.00
April				-	5,042.00	5,042.00	24.10	209.21
May				-	5,500.00	5,500.00	17.00	323.53
June					2,262.50	2,262.50	10.50	215.48
Total	\$ 1,125.00	\$ 112.50	\$ 3,757.50	\$ 9,635.00	\$ 46,945.89	\$ 61,575.89	276.90	222.38

Combined Total		
Total Legal Expenses	Total Hours	\$/Hour
\$ 4,635.00	20.60	225.00
\$ 33,493.14	96.20	348.16
\$ 42,833.28	135.50	316.11
\$ 52,991.00	147.70	358.77
\$ 32,028.89	90.50	353.91
\$ 27,466.00	78.90	348.11
\$ 33,025.50	97.10	340.12
\$ 40,614.00	131.57	308.69
\$ 5,805.00	25.80	225.00
\$ 39,697.50	114.10	347.92
\$ 11,010.00	31.80	346.23
\$ 22,159.00	59.90	369.93
\$ 345,758.31	1029.67	335.80

Fiscal Year 2020-2021

	BCDP Review	Water Transfer	SWRCB Flow & WQCP Update	CAL Fix CEQA Litigation	Biological Opinion Litigation	General Services*	Total Invoice	Total Hours	\$/Hour
July	\$ 393.75	-	1,871.10	-	4,369.05	22,366.97	\$ 29,000.87	97.38	\$ 297.81
August	\$ 78.75	78.75	1,122.98	-	330.75	28,764.75	\$ 30,375.98	108.36	\$ 280.32
September	\$ -	-	1,512.00	58.41	574.00	17,519.16	\$ 19,663.57	70.80	\$ 277.73
October	\$ 551.25	78.75	2,772.00	-	1,853.60	18,825.85	\$ 24,081.45	79.92	\$ 301.32
November	\$ 31.50	-	1,965.60	-	1,091.65	18,133.50	\$ 21,222.25	76.75	\$ 276.51
December	\$ -	-	2,261.70	-	383.25	17,843.00	\$ 20,487.95	74.48	\$ 275.08
January	\$ 78.75	198.40	2,922.20	-	390.95	9,560.75	\$ 13,151.05	43.07	\$ 305.34
February	\$ 267.75	-	3,358.50	-	344.25	16,522.00	\$ 20,492.50	66.85	\$ 306.54
March	\$ 315.00	-	4,178.30	-	213.00	12,753.30	\$ 17,459.60	55.69	\$ 313.51
April	\$ -	-	5,597.90	-	197.25	15,029.85	\$ 20,825.00	74.00	\$ 281.42
May	\$ -	160.00	346.80	-	141.75	15,770.25	\$ 16,418.80	52.57	\$ 312.32
June	\$ -	-	-	-	349.50	8,894.90	\$ 9,244.40	30.47	\$ 303.39
June-Jones&Mayer						2,722.50	\$ 2,722.50	13.10	\$ 207.82
Total	\$ 1,716.75	515.90	27,909.08	58.41	10,239.00	204,706.78	\$ 245,145.92	843.44	\$ 291.96

* Category includes a variety of general legal advice and services such as: emails/telephone calls (and related research) with board members, General Manager, and staff members; agenda review; board meeting participation; participation in public records requests; monitoring of SWRCB and other water issues, development related document review and Q&A; document review such as personnel manual, proposed ordinances etc.