

**Finance Committee Meeting  
Held via GoToMeeting (Due to the COVID-19 Stay At Home Order)**

Present: JULIE O'ROURKE– JEREMY GRAHAM– LORI MORGAN

Guests: Sally Bennett

The meeting was called to order at 5:33 p.m.

1. **Approve November 30th meeting minutes** – A motion was made by MS. MORGAN, seconded by MRS. O'ROURKE to approve the minutes. Roll call – all approved.
2. **Disclosure of any Conflict of Interest** – None.
3. **Public Comment** – There was no public comment.
4. **Azavar Government Solutions Update** – No update.
5. **Budget 2020**
  - **CURE expenses** – Mrs. Bennett submitted the remaining expenses to the CURE Grant website for reimbursement. The remaining claims totaling \$122,854 have been labelled “Approved” and submitted for payment.
  - **Meeting with Department Leaders** – The Committee has not identified any deferred expenses in 2020 that have gone unpaid.
6. **Budget 2021** – The Committee will discuss the 2021 budget in detail at the December 16<sup>th</sup> Meeting. MR. GRAHAM reported that the Admin Team will present 5 new options in Health Insurance that will change the carrier from Humana to Blue Cross Blue Shield and provide similar coverage with lower premium costs.
7. **Aging/Write-Off Review – IDROP** – The report was reviewed and discussed by the Committee. There are more cases than a usual year, but there is a moratorium on water shut-offs and this may affect the urgency of users’ willingness to pay on time.
8. **Bank Reconciliation Review – July, August** - The July and August reconciliations were reviewed and explained by Mrs. Bennett. This reconciliation will be included in the consent agenda at the December 14th Board meeting.
9. **Credit Card Review – October** – The October credit card bill was reviewed and explained by Mrs. Bennett. This will be included in the consent agenda at the December 14<sup>th</sup> Board Meeting.
10. **Office Staffing** – Mrs. Bennett reported that the 2<sup>nd</sup> Temporary employee will begin January 4<sup>th</sup>, 2021.
11. **Annual Cash in Lieu of Gas Program** – No Update

**12. Policy Project**

- **Purchase Order limit** – Tabled
- **Department Leader Spending Limit** – Tabled

**13. New Business** –none.

**14. Executive Session** - The committee did not go into Executive Session.

**15. Next Meeting** – The next meeting will be a Budget Only meeting on December 16<sup>th</sup> at 5:30 p.m.

**16. Adjourn** – A motion was made to adjourn at 6:40 p.m. by MRS. O’ROURKE, seconded by MS. MORGAN, the meeting was then adjourned. Roll call vote – all approved.

APPROVED 01-11-2021

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Sally Bennett, Treasurer