

## **Wastewater Plan Financing Ad Hoc Committee**

### **Ad Hoc Committee Recommendations Regarding Internal Processes Relative to Approved Financing**

CCSD Board established an Ad Hoc Committee comprised of Vice President Karen Dean and Director Cindy Steidel in support of the Wastewater Financing Process and Financing Team.

As outlined previously, the Ad Hoc has had opportunity to review all documents, interface directly with members of the Financing Team and provide our input.

When secured, the financing has interface and reporting requirements which will be executed by the District General Manager and Staff. These process-specific and repetitive actions are detailed within the various agreements and contractual obligations, with regards to fund disbursements, debt repayment, and required structures within our district accounting. Because a number of these processes would be different or additive to current practices, we feel that it is important to determine areas where the understanding and agreement of process should occur. In addition, this provides early oversight and the opportunity for transparency to the community, which would not be attained without a detailed review of all documentation.

It is the recommendation that support from this Ad Hoc Committee be extended through the following suggested process.

- A working group be established comprised of Administrative Services Manager Pam Duffield, Finance Manager Denise Fritz, General Manager John Weigold, Board Vice President Karen Dean and Board Director Cindy Steidel.
- Purpose of the Working Group will be to review and document all transactional obligations, reporting requirements and actions to fulfill those requirements, which may also require definition of authority levels.
- The intent is identification of district transactional obligations, thereby providing institutional knowledge and consistency over lifetime of the debt service. This review may also identify where obligations are satisfied with existing District processes (e.g., Fiscal Budget Approvals, Fiscal Audit Submittals), determination of required documented processes, and identification of key submittal dates.
- When complete, a summary of recommendations and associated actions will be brought to the Board for consideration and implementation, as needed

Respectfully submitted,

August 31, 2022  
Vice President Dean  
Director Steidel