

# Finance and IT Department Report

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**Chief Financial Officer**  
**Tualatin Valley Water District**

Tualatin Valley Water District

## Finance and IT Department

### Accounting

- Accounts receivable
- Accounts payable
- Purchasing card
- Payroll
- Financial reporting

### Finance

- Budget
- Financial forecasting/analyses
- Project accounting
- Debt
- Treasury/Investments

### Information technology

- System operations
- Applications and development
- Business Intelligence

### Purchasing

- Solicitations
- Compliance
- Contract management
- Receiving/warehouse

Tualatin Valley Water District

## Warehouse Operations

- Warehouse managed by Inventory Controller/Industrial Buyer – Scott Page
- Support from:
  - Beck Lipp
  - Mike Baidenmann







## Warehouse Activities

### Typical Warehouse Activities

- Support crew needs
- Prepare bids and place orders
- Research products, resource, and pricing
- Perform shipping and receiving functions
- Analyze inventory usage and plan/project current future material requirements
- Coordinate annual inventory count and reconciliation
- Review daily material list
- Sell or dispose of surplus items









## Warehouse Statistics

### Current Statistics

- 668 items in inventory
- Another 150 items provided that are not in inventory (mostly small cost items, e.g., nuts, bolts)
- Inventory valued at approximately \$1million

### Activity in the Last 12 months

- \$1.1 million of inventory issued
- 71 bids conducted
- 378 separate orders placed
- Approximately 1,120 packages received
- 110 product/price researched



## Crews Rely on Warehouse Inventory

- Having inventory on hand saves crews time and the District money
- Allows us to use competitive bidding to ensure we're getting the best value for our ratepayers
- Ensures purchasing policies are followed
- Provides a store of inventory in the event of a disaster

## Surplus Brass Project

	<p><b>EPA Rule Change</b></p> <ul style="list-style-type: none"> <li>• Prohibited installation of certain brass fittings in potable drinking water</li> <li>• Effective January 2014</li> </ul>
	<p><b>Board Action</b></p> <ul style="list-style-type: none"> <li>• December 2012 Board to action</li> <li>• Declared \$57,000 of inventory as surplus</li> <li>• Inventory included brass fittings, valves, meters, and meter components.</li> </ul>
	<p><b>Warehouse Actions in 2013</b></p> <ul style="list-style-type: none"> <li>• Sold \$23,327 worth of surplus items</li> <li>• Reduced the cost of surplus inventory to \$26,300</li> <li>• Saved the District over \$30,000</li> <li>• Remaining scrap value of \$3,000</li> </ul>