



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: July 20, 2020**

The Hidden Valley Lake Community Services District Finance Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Director Graves
Director Freeman
Full Charge Bookkeeper, Trish Wilkinson
Secretary to the Board / Administrative Assistant, Penny Cuadras

Also, Present were:
Operations Manager, Dennis White
Water Resources Specialist, Alyssa Gordon

CALL TO ORDER

The meeting was called to order at 12:34 P.M. by Director Freeman.

APPROVAL OF AGENDA

Director Graves approved the agenda as written. Seconded by Director Freeman.

Roll Call Vote:

Ayes: (2) Directors Graves and Freeman

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous

REVIEW AND DISCUSS:

Fiscal Year End Report

FEMA reimbursement of \$326k for D-4308 received end of June, reflected in actuals account 120-4320 revenue.

Account Supervisor reviewed actuals and overages of budgeted accounts.

Employee benefits overbudgeted by \$50k, consider budgeting closer to actuals plus 20% in the future.

Director Healthcare cost was discussed.

REVIEW AND DISCUSS:

Delinquent Accounts

The District has not locked off customers for nonpayment since January. In February SB998 went into effect mandating that a customer must be at least 60-days delinquent in payment of a utility bill before the water provider may terminate services. Executive Order N-42-20 was enacted in April, suspending discontinuation of services for non-payment.

Currently delinquent accounts are at \$60-90K.

Staff is currently working with legal to produce a tenant/landlord notification of delinquent accounts.

REVIEW AND DISCUSS:

Proposal for Survey of 2.18 acres within remaining parcel of APN 142-301-01

The Committee recommendation to the Board to approve Proposal for Survey.

REVIEW AND DISCUSS:

Purchase of OSHA Required Items: SCBA, Level A Chlorine Suit and Eyewash/Shower Station

The Committee recommendation to the Board to approve Purchase of OSHA Required Items.

REVIEW AND DISCUSS:

CIP and LHMP

Develop Risk and Resilience Plan (RRP), and Emergency Response Plan (ERP) SCADA Improvements

The Committee recommendation to the Board to approve the development of the required Risk and Resilience Plan (RRP), and Emergency Response Plan (ERP). Staff will confirm if an Engineer seal is required, if not staff will complete in house.

SCADA is a budget approved item and was included in the LHMP. GHD will be providing a quote for this project.

REVIEW AND DISCUSS:

Resolution 2020-06 Adopting Connection Fees to include cost of Meters

The Committee recommendation to the Board to approve Resolution 2020-06 Adopting Connection Fees to include cost of Meters

REVIEW AND DISCUSS:

Update on NBS Rate Study

Staff continues to work on the consumption report.

PUBLIC COMMENT

No public present.

COMMITTEE MEMBER COMMENT

No comment

ITEMS FOR NEXT AGENDA

1. Mountain Meadow Project
2. Access Road Project – Committee recommends a Virtual Special Meeting if necessary
3. Trane

ADJOURNMENT

The meeting was adjourned at 1:35 p.m.