



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: August 18, 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. Present were:

Director Freeman
Director Graves
Accounting Supervisor, Trish Wilkinson
Administrative Services Manager, Penny Cuadras
Water Resources Specialist, Hannah Davidson

CALL TO ORDER

The meeting was called to order at 12:32 pm by Director Freeman.

APPROVAL OF AGENDA

On a motion made by Director Graves and seconded by Director Freeman the Committee unanimously approved the agenda.

Review And Discuss:

**WWTP Access Road Rebuilding Project In Support Of Disaster Recovery Of February 2019
(Dr 4434) - Solicit Bids**

Committee Recommendation to the Board: Approve staff to solicit Bids for the WWTP Access Road Rebuilding Project In Support Of Disaster Recovery Of February 2019 (Dr 4434). Estimated cost of the project \$99K with a 96% FEMA reimbursement. FEMA Deadline of November 18, 2020 to complete the work. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Project work planned to begin October 15th with a projected completion date of October 30, 2020.

Review And Discuss:

**Meadow View Easement Sewer Replacement Project In Support Of CVRWQCB Abatement
Requests Originating From DR4301 And DR4308 – Solicit Bids**

Committee Recommendation to the Board: Approve staff to solicit Bids for the Meadow View Easement Sewer Replacement Project In Support Of CVRWQCB Abatement Requests Originating From DR4301 And DR4308. Estimated cost of the project of \$133K with a commitment of 50% State grant fund match. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Coastland estimated completion date of November 15, 2020.

Review And Discuss:

OSHA – Next Steps, Industrial Hygienist Sampling, MSA Training

Committee Recommendation to the Board: Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests. This Exposure Monitoring proposal of \$6500 is comprised of two tasks: 1. Chlorine Gas Exposure Assessment, and 2. Chlorine Monitoring Equipment Training. Once the Antea CIH has tested the air, they will be teaching staff how to use existing monitoring equipment to continue the sampling.

Review And Discuss:
Update On Delinquent Accounts

Ninety-seven delinquent notices were mailed this month. Tenants were notified that landlords will begin receiving delinquent statements in 30 days if accounts remain in default. Courtesy lien letters were mailed out to property owners with accounts that exceeded the \$500 delinquent threshold. Staff continues to monitor and work with customers through this unprecedented time.

Review And Discuss:
Update On NBS Rate Study

Staff is working closely with NBS to provide the 18 months of requested data by the end of August. NBS estimates the study to be completed by October/November

Review And Discuss:
**Policy #1002 Mobile/Stationary Meter Use Policy And Resolution 2020-10 Adopting Mobile
And Stationary Meter Use Fee**

The Committees recommendation to the Board: Approve Policy #1002 Mobile/Stationary Meter Use Policy And Resolution 2020-10 Adopting Mobile And Stationary Meter Use Fee Policy and Resolution have been reviewed by legal as well as Greg Clumpner with NBS. Service Order will be opened for field staff to review equipment to confirm acceptable for use. Revenue and Expense accounts have been created by Accounting Supervisor to maintain deposits and refunds.

PUBLIC COMMENT

No public present.

COMMITTEE MEMBER COMMENT

Director Graves inquired about increase in reclaimed water sales
W/C Insurance Annual Reconciliation
IT expense increased due to purchase of Laptops and Standup Desks
Director Freeman asked staff to provide the current W/C-MOD Rate.

Items for Next Agenda:

1. NBS Update
2. Health Benefits update from JPIA
3. HRA/HSA

ADJOURNMENT

The meeting was adjourned at 1:26 p.m.