



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: April 21, 2017**

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 Graham
Director Mirbegian

General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 9:01 AM by Director Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Graham the Committee unanimously approved the agenda, with amendment of revised order of item 5 and 6.

PLEDGE OF ALLEGIANCE

DISCUSS SCHNEIDER ELECTRIC PROPOSAL

To reduce utility, operation and maintenance costs as well as increase revenues and build financial reserves, staff recommends moving forward with the Schneider Electric Proposal. A guaranteed project that will provide a \$210,000.00 savings each year, reducing cost for the District.

Schneider Electric will manage the project, with no up-front cost for the district. The District will be held liable up to \$80,00.00 if the District backs out of the project once Schneider Electric begins the process. All outsourced projects will be submitted for a competitive bid with an effort to reach out to the local disadvantage owned businesses.

With full funding of 50% grant and 50% SRF Loan there would be no additional cost to the public on this project. Capture of lost revenue will pay for the SRF Loan with no change or negative effect on the District Budget. Staff research has confirmed no other companies in California offer the guarantee or experience that Schneider Electric offers.

As a primary focus, all AMI meters are projected to be installed as early as March 2018. Confirmation of guaranteed percentage of savings will be provided by Schneider Electric following testing of 1-2 % of all HVLCSD meters to measure actual water loss.

Committee requested an RFI that would include the project goal, any negative or positive impact the project may have on the District and a list of comparable Schneider Electric projects at the May 16 regular Board Meeting for possible discussion and action.

DISCUSS 2017-2018 BUDGET

Directors Mirbegan and Graham reviewed the budget as projected.

Committee request contracts for Landscaping and Custodial services be reviewed and sent out for bid. Staff recommends revising the outdated contracts to a three-year contract with the option to extend 1 year twice in the life of the contract with an obligation to go out to bid every 5 years.

Staff provided an update on contracting a CPA Consultant. Currently Robert Half and Assoc. is assisting with the search at no cost to the District.

The Finance Committee requested updated budget documents be provided at the next Financial Committee Meeting due to the computer crash that affected today's presentation.

Director Mirbegan requested more information be provided at the next Finance Committee Meeting in order to address the Director Healthcare Coverage.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 1041 AM.