HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

FINANCE COMMITTEE MEETING
MEETING MINUTES
TUESDAY FEBRUARY 11, 2025 – 12:30 PM

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

Present were:
Director Jim Freeman
Director Gary Graves
Trish Wilkinson, Accounting Supervisor
Dennis White, General Manager -Via Teleconference
Hannah Davidson, Project Manager -Via Teleconference
Craig Robinson, TASC - Via Teleconference
Kelly Reese, Water Resources Specialist

Absent:
Penny Cuadras, Administrative Services Manager

CALL TO ORDER

The meeting was called to order at 12:31 p.m. by Director Graves.

APPROVAL OF AGENDA

Motion by Director Freeman to approve the Tuesday, February 11, 2025, Finance Committee agenda as presented.
Second by Director Graves.

PRESENTATION:

Healthcare Flexible Spending Account and Dependable Care Account Craig Robinson, Total Administrative Services Corporation (TASC).

Craig Robinson provided a brief overview of the Voluntary Healthcare Flexible Spending Account. Committee directed staff to verify the number of employees interested in this plan and present it to the Board of Directors.

REVIEW AND POSSIBLE RECOMMENDATION:

Monthly Financial Reports & Disbursements

Committee reviewed and discussed the financial reports for the period ending January 31, 2025. Staff addressed inquiries as presented by the committee. Committee recommends presenting to the Board of Directors the proposed plan for the Transfer of Accounts.

REVIEW AND POSSIBLE RECOMMENDATION:

Projects Update

Updates provided by Hannah Davidson; inquiries addressed as presented by the committee.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Approval of GHD Task Order Amendment #3 Geotechnical Support Services Addition for a Total Amendment of $35,000 for the Water Storage Reliability Project

Committee directed staff to provide further details regarding the Compaction Testing and present at the Board of Directors Meeting.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Approval of Alpha CM Contract Budget Amendment #1 increase of $36,629 for the Backup Power Reliability Project

Committee directed staff to discuss with SCC Electric and the possibility of recovering funds and present at the Board of Directors Meeting.

DISCUSSION AND POSSIBLE RECOMMENDATION:
Approval of Bennett Engineering Consulting Services Increase cost of $144,350 for the DSIRC Phase 2 – Tank 4 Project

Committee Recommendation to the Board to Approve Bennett Engineering Consulting Services Increase cost of $144,350 for the DSIRC Phase 2 – Tank 4 Project, contingent on FEMA Funding Approval.

DISCUSSION AND POSSIBLE RECOMMENDATION:
Draft Board Compensation and Reimbursement Ordinance #60 and Policy

Committee Recommendation to present to the Board the Draft Board Compensation and Reimbursement Ordinance #60 and Policy.

DISCUSSION AND POSSIBLE RECOMMENDATION:
Board Member Benefits Resolution and Policy

Committee directed staff to clarify Healthcare Benefit costs and present at the Board of Director Meeting.

DISCUSSION AND POSSIBLE RECOMMENDATION:
Approval of the General Manger to enter into an Agreement with TASC to establish and maintain an H-FSA for District Employees and Board Members.

Committee Recommendation to the Board of Directors for the Approval of the General Manger to enter into an Agreement with TSAC to establish and maintain an H-FSA for District Employees and Board Members.

DISCUSSION AND POSSIBLE RECOMMENDATION:
Approval of Smith and Newell CPA Proposal and Authorization of the General Manager to enter into an agreement to Conduct Audits of Financial Statements for the Years Ended June 30, 2025, 2026 and 2027.

Committee Recommendation to the Board of Directors for the Approval of Smith and Newell CPA Proposal and Authorization of the General Manager to enter into an agreement to Conduct Audits of Financial Statements for the Years Ended June 30, 2025, 2026 and 2027.

PUBLIC COMMENT

No Public Comment

COMMITTEE MEMBER COMMENT

Members of the committee expressed appreciation to the staff.

ADJOURNMENT

Motion by Director Freeman to adjourn the meeting at 1:51 p.m.
Second by Director Graves

Motion Carries to adjourn the meeting at 1:51 p.m.