



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

FINANCE COMMITTEE MEETING MEETING MINUTES WEDNESDAY, MARCH 11, 2026 – 1:00 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 95467.

Present were:

Director Jim Freeman
Director Gary Graves
Paul Kelley, General Manager
Penny Cuadras, Administrative Services Manager
Trish Wilkinson, Accounting Supervisor
Hannah Davidson, Project Manager
Kelly Reese, Water Resources Specialist
Barry Silva, Utility Superintendent

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Director Freeman.

APPROVAL OF AGENDA

Director Graves moved to approve the Wednesday, March 11, 2026, Finance Committee agenda as presented. The motion was seconded by Director Freeman.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consider Approval of PumpMan's Quote in the Amount of \$35,628.02 for Well 2 Repair and Maintenance and Authorize the General Manager to Sign

The Finance Committee reviewed the proposal submitted by PumpMan in the amount of \$35,628.02 for the repair and maintenance of Well 2. Utility Supervisor discussed the difference in the Submersible and the Vertical Turbine, recommending the Vertical Turbine Pump. Staff also provided an overview of the scope of work, and emphasizing the necessity of the repairs to ensure continued reliable operation and to prevent further deterioration of the system.

The Finance Committee will recommend that the Board approve PumpMan's quote in the amount of \$35,628.02 for Well 2 repair and maintenance and authorize the General Manager to sign the quote.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consider the Approval of the Revised Procurement Policy #2106

The Finance Committee reviewed the proposed revisions to Procurement Policy #2106. Staff presented an overview of the updates, noting that the revisions are intended to

improve clarity, enhance transparency, and ensure compliance with current regulatory requirements and best practices.

The Finance Committee will recommend that the Board approve the revised Procurement Policy #2106 as presented.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consideration of Contracting with Daupler for After-Hours Service Call Assistance Software for \$34,997

Staff provided an overview of the software's functionality, noting its ability to improve response times, streamline communication, and enhance tracking and documentation of service calls outside of regular business hours.

The Committee discussed the benefits of implementing the system, including improved customer service, and better incident management. Cost considerations were also reviewed.

The Finance Committee will recommend that the Board approve contracting with Daupler for after-hours service call assistance software in the amount of \$34,997.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consideration of DCCM's Proposal to Complete Designs for the Wellfield-Water Plant Generator Project for \$98,614

The Finance Committee reviewed the proposal submitted by DCCM in the amount of \$98,614 to complete design services for the Wellfield-Water Plant Generator Project. Staff provided an overview of the project scope, noting that the design work is a critical step toward ensuring reliable backup power for the wellfield and water treatment operations.

The Finance Committee will recommend that the Board approve DCCM's proposal in the amount of \$98,614 to complete designs for the Wellfield-Water Plant Generator Project.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consideration of Contracting with GOGov for Emergency Notification Software for \$4,300/year

The Finance Committee reviewed the proposal to contract with GOGov for emergency notification software at a cost of \$4,300 per year. Staff provided an overview of the platform's capabilities, including its ability to deliver timely alerts to residents and enhance overall public safety outreach.

The Finance Committee will recommend that the Board approve contracting with GOGov for emergency notification software at a cost of \$4,300 per year.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consider Approval of Resolution 2026-05 Authorizing the transfer of funds to California CLASS

The Committee discussed the amount of funds to be transferred, timing considerations, and the potential impact on the District's cash flow and investment strategy.

The Finance Committee will recommend that the Board approve Resolution 2026-05 authorizing the transfer of funds to California CLASS.

DISCUSSION AND POSSIBLE RECOMMENDATION

Monthly Financials

The Committee reviewed the monthly financial statements. Staff addressed questions from the Committee. No action was taken.

The General Manager reported that staff have begun the budget process. Additionally, the Committee was informed that the County Auditor-Controller has issued notices to some agencies seeking repayment of amounts associated with tax-defaulted properties that were sold at auction for less than the full redemption amount (including base tax, penalties, and interest), resulting in a deficit. Staff have reached out to the County and are awaiting a response.

PROJECTS UPDATE

The Committee received the Projects Update report. Staff provided an overview of ongoing and upcoming projects.

PUBLIC COMMENT

No Public Present.

COMMITTEE MEMBER COMMENT

Members of the Committee expressed appreciation to staff for their work.

ADJOURNMENT

The meeting adjourned at 2:28 p.m.