



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: MARCH 4, 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 Mirbegian

Director Graves

Interim General Manager, Leo Havener

Full Charge Bookkeeper, Trish Wilkinson

Secretary to the Board, Penny Cuadras

Field Supervisor, Dennis White

CALL TO ORDER

The meeting was called to order at 1:01 pm by Director Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Graves and seconded by Interim General Manager, Leo Havener the Committee unanimously approved the agenda as written.

Prebudget Discussion

The Committee discussed the budget process and the necessity of remaining disciplined and focused on priority projects.

The Committee recommendations:

- Approve proposed organization to Field Staffing according to Title 22 structure, to be implemented in phases
- Consider option of Field Supervisor assuming position in the absence of the GM
- 1 Year Hiatus of Civic Spark– in order to create funding for reorganization of field staff
- No Changes to Employee Benefits
- Cut Director Benefits to Director only
- GM to narrow parameters on FEMA projects

The Committee recommendations for the 2020/21 FY Budget:

- Identify and establish funding for Unit 9 Tank \$2M (Consider Tank Lining) GM to look into options
- Budget for the replacement of Hand-Helds
- Allocate funding for Moratorium appeal process
- Continue annual dedication of \$100K to I&I
- Budget an annual dedication of \$40K (5150 split 120-130) for SCADA upgrades
- Consider funding position/range increases based on results of the Total Compensation Study
- Reinstate COLA and budget a +/-3% Salary Increase (amount unknown)
- Budget 10% Salary increase to Field Supervisor if Assistant GM position approved

PUBLIC COMMENT

No public present.

COMMITTEE MEMBER COMMENT

Staff and Board are to filter all questions, concerns and requests through the General Manager. Staff will provide a standard format for budgeted line items.

ADJOURNMENT

The meeting was adjourned at 2:54 p.m.

CALL TO ORDER

The meeting was called to order 2:01 pm by Director Minnie Gunter.

APPROVAL OF AGENDA

One motion made by Director Gunter and seconded by Director General Manager, Leo Hernandez. The Committee unanimously approved the agenda as written.

Technical Discussion

The Committee discussed the budget process and the necessity of remaining flexible and focused on priority projects.

The Committee recommendations:

- Approve proposed organization for Field Staffing according to Title 22 structure, as per implemented in process.
- Consider opinion of Field Supervisor regarding position in the absence of the GM.
- 1 year trial on 0.25 FTE start-up prior to creating funding for reorganization of field staff.
- No changes to program benefits.
- GM Director that this is a field only.
- GM to review parameters of field projects.

The Committee recommendations for the 2021 FY Budget:

- Identify and establish funding for full-time 22M (Contract Rank Limiting GM) to be used in ongoing.
- Budget for the replacement of line items.
- Allocate funding for Minimum program process.
- Continue annual reduction of 24.7M to 23M.
- Budget an initial reduction in 2021 of \$1.3M and 1.3M for 2022 to 2023.
- Consider funding position increases based on results of the Title 22 reorganization study.
- If approved, GM to review parameters for field projects.
- Budget for field projects to be reviewed by Assistant Director and approved.

FINANCIAL COMMENT