

MINUTES
FINANCE COMMITTEE MEETING
of the
WEST VALLEY WATER DISTRICT
December 16, 2024

I. CALL TO ORDER

Chair Young called the meeting to order at 5:00 p.m.

Attendee Name	Present	Absent	Late	Arrived
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gustavo Gutierrez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

II. PUBLIC PARTICIPATION

Director Garica inquired if anyone from the public would like to speak. No requests were received, therefore Chair Young closed the public comment period.

III. DISCUSSION ITEMS

1. Updates to the Finance Committee.

Director Garcia nominated Vice President Jenkins to serve as Chair for the upcoming year. Vice President Jenkins accepted the nomination.

Chief Financial Officer Fox reported that staff is currently reviewing the District Water Rules and Regulations for updates, and Engineering is considering including fees for miscellaneous third-party engineering activities to accurately capture staff time costs for activities such as plan checks, fire flow reflows and updated fire flow letters, right-of-way document review, will serve letters, DDW waiver requests, and adding fees for miscellaneous document review. Additionally, a Credit Card Convenience Fee is recommended to recover costs associated with this payment option. Currently, work performed by the Engineering group requires payment only by cash or check. The Rules and Regulations will be brought to the Policy Committee at a future date.

2. Purchase Order Report - November 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the December 19, 2024 Board Meeting for approval.

RESULT: REFERRED TO BOARD

Next: 12/19/2024 6:00 PM

3. Fund Transfer Report – November 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the December 19, 2024 Board Meeting for approval.

RESULT: REFERRED TO BOARD

Next: 12/19/2024 6:00 PM

4. Monthly Cash Disbursements Report – November 2024.

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the December 19, 2024 Board Meeting for approval.

RESULT: REFERRED TO BOARD

Next: 12/19/2024 6:00 PM

5. Treasurer’s Report – November 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the December 19, 2024 Board Meeting for approval.

RESULT: REFERRED TO BOARD

Next: 12/19/2024 6:00 PM

6. Monthly Revenue and Expenditures Report – November 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the December 19, 2024 Board Meeting for approval.

RESULT: REFERRED TO BOARD

Next: 12/19/2024 6:00 PM

7. West Valley Water District Travel Policy

Chief Financial Officer Fox presented the staff report and an overview of the policy which is intended to outline allowable expenses when it comes to employee travel and expense reimbursement, to ensure best practices are being followed. Staff was directed to present the item at the December 19, 2024 Board Meeting for approval.

WVWD

Minutes: 12/16/24

RESULT: REFERRED TO BOARD

Next: 12/19/2024 6:00 PM

IV. ADJOURN

Chair Young adjourned the meeting at 5:58 p.m.

ATTEST:



Elvia Dominguez, Board Secretary

Minutes were approved on January 13, 2025 by the Finance Committee of the West Valley Water District.