

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
**April 24, 2024**

**I. CALL TO ORDER**

Chair Young called the Finance Committee Meeting of the West Valley Water District to order at 6:00 p.m.

| <b>Attendee Name</b> | <b>Present</b>                      | <b>Absent</b>            |
|----------------------|-------------------------------------|--------------------------|
| Gregory Young        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Daniel Jenkins       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| William Fox          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| John Thiel           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Gustavo Gutierrez    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Haydee Sainz         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**II. PUBLIC PARTICIPATION**

Chair Young 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.**

General Manager Thiel provided an update on the Water Rate Study and indicated it could take approximately 4 to 6 months to complete, and provided an update on the Prop 218 process that would potentially begin next year. Staff was directed to contact the District’s consultant, Raftelis, to update the contract and continue the Water Rate Study. Chair Young recommended hiring a Public Relations firm to assist with the Prop 218 process.

Human Resources and Risk Manager Sainz provided an update on a new contract with Navex to implement an employee HR Hotline and Ethics and Whistleblower platform.

Chief Financial Officer Fox provided an update on an Auditing Services RFP and a Treasure Services RFP currently open due to the District’s need to request proposals since the current consultants have been performing those services for several years.

Finance Manager Gutierrez informed the Committee that the District was awarded the GFOA Budget Award for Fiscal Year 2023-24. The Committee recommended acquiring a display to showcase such awards.

Chief Financial Officer Fox provided an update on the budget preparation for Fiscal Year 2024-25. Chair Young recommended a budget workshop be scheduled in preparation of the budget.

2. March 27, 2024 Regular Meeting Minutes, and April 18, 2024 Regular Meeting Minutes

The Finance Committee approved the minutes.

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>APPROVED [UNANIMOUS]</b>   |
| <b>AYES:</b>   | Gregory Young, Daniel Jenkins |

3. Monthly Revenue & Expenditures Report – March 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the May 2, 2024 Board Meeting for approval.

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>REFERRED TO BOARD</b>      |
|                | <b>Next: 5/2/2024 6:00 PM</b> |

4. Cash Disbursements Report - March 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the May 2, 2024 Board Meeting for approval.

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>REFERRED TO BOARD</b>      |
|                | <b>Next: 5/2/2024 6:00 PM</b> |

5. Purchase Order Report - March 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the May 2, 2024 Board Meeting for approval.

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>REFERRED TO BOARD</b>      |
|                | <b>Next: 5/2/2024 6:00 PM</b> |

6. Monthly Transfer Report - March 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the May 2, 2024 Board Meeting for approval.

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>REFERRED TO BOARD</b>      |
|                | <b>Next: 5/2/2024 6:00 PM</b> |

WVWD

Minutes: 4/24/24

7. Treasurer's Report - March 2024

Chief Financial Officer Fox presented the staff report. Staff was directed to present the item at the May 2, 2024 Board Meeting for approval.

**RESULT: REFERRED TO BOARD**

**Next: 5/2/2024 6:00 PM**

**IV. ADJOURN**

Chair Young adjourned the meeting at 6:45 p.m.

**ATTEST:**



**Elvia Dominguez, Board Secretary**

Minutes were approved on June 4, 2024 by the Finance Committee of the West Valley Water District.