



**WEST VALLEY WATER DISTRICT
855 W. Base Line Road Rialto, CA**

**FINANCE COMMITTEE MEETING
AGENDA**

WEDNESDAY, FEBRUARY 12, 2020 - 1:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Finance Committee to meet in the District Headquarters, 855 W. Base Line Road, Rialto, CA 92376.

- 1. CONVENE MEETING**
- 2. PUBLIC PARTICIPATION**

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.


3. DISCUSSION ITEMS

- a. Updates to Finance Committee
- b. Treasurer's Report: October 2019 Thru January 2020.
- c. Monthly Cash Disbursement Report: December 2019 and January 2020.
- d. Monthly Financial Report: December 2019 and January 2020.
- e. Lytle Development Company Facilities District Agreement
- f. Rialto-Colton Basin Groundwater Council Agreement
- g. San Bernardino Basin Area Groundwater Council Agreement
- h. Mid-Year Budget Review

4. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Finance Committee meeting Agenda at the District Offices on February 7, 2020.



Crystal L. Escalera, Board Secretary



**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: February 12, 2020
TO: Finance Committee
FROM: Clarence Mansell Jr., General Manager
SUBJECT: TREASURER'S REPORT : OCTOBER 2019 THRU JANUARY 2020

DISCUSSION:

West Valley Water District ("District") engaged the Clifton Larson Allen LLP to prepare West Valley Water District's (WVWD) Investment report on a monthly basis. The District's investment policy is in uniformity with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(b)). Reports for the Months of October 2019 thru January 2020 are presented to the Finance Committee for discussion.

FISCAL IMPACT:

Monthly Cost of \$2,500 was included in the FY 19-20 annual budget

STAFF RECOMMENDATION:

That the Finance Committee recommend staff to present the Treasurer's Reports to the WVWD Board of Directors at the next regular Board meeting.

Note:

Treasurer's Reports – October 2019 thru January 2020 (Attachments will available on Monday February 10, 2020)

Respectfully Submitted,



Clarence Mansell Jr, General Manager

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**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: February 12, 2020
TO: Finance Committee
FROM: Clarence Mansell Jr., General Manager
SUBJECT: MONTHLY CASH DISBURSEMENT REPORT: DECEMBER 2019 AND
JANUARY 2020

BACKGROUND:

The Board of Directors requested the Monthly Cash Disbursements Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented to the Finance Committee on a monthly basis.

DISCUSSION:

Each month, the Accounting Department provides a complete listing of all disbursements for the previous month in an effort to promote fiscal responsibility and accountability over the expenditure of public funds. This process includes providing the Finance Committee, Board of Directors and ratepayers the opportunity to review expenses for supplies, materials, services, and payroll Disbursements. Payroll is processed bi-weekly and accounts payable is processed weekly. Information to justify each payment is available through the Accounting Department. For reference, Customer Refunds are credits due as a result of closing a water account.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

That the Finance Committee recommend staff to present the Monthly Cash Disbursements Reports to the Board of Directors at the next regular Board meeting.

Note:

Monthly Cash Disbursements Reports – December 2010 and January 2020 (Attachments will available on Monday February 10, 2020)

Respectfully Submitted,



Clarence Mansell Jr, General Manager

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**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: February 12, 2020
TO: Finance Committee
FROM: Clarence Mansell Jr., General Manager
SUBJECT: MONTHLY FINANCIAL REPORT: DECEMBER 2019 AND JANUARY 2020

BACKGROUND:

The Board of Directors requested the Monthly Financial Status Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented on a monthly basis.

DISCUSSION:

The Monthly Financial Status Reports summarizes the District's revenue categories as well as expenditures for all Departments. The original total budget includes the adopted budget. Current total budget includes the adopted budget plus any budget amendments or adjustments made during the year. Period activity column represents activity for the reporting periods. Fiscal activity column represents the year to date activity or transactions that have been recorded in the general ledger from the beginning of the fiscal year July 1 through January 31. The encumbrance column represents funds encumbered with a purchase order that's not spent but committed. The percent column represents the percentage of the current budget that has been received (Revenue) or utilized (Expenditure).

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

That the Finance Committee recommend staff to present the Monthly Financial Status Reports to the Board of Directors at the next regular Board meeting.

Respectfully Submitted,



Clarence Mansell Jr, General Manager

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