



**VALLEY COUNTY WATER DISTRICT  
MINUTES FOR THE MEETING OF THE FINANCE & CAPITAL IMPROVEMENTS COMMITTEE HELD  
THURSDAY, FEBRUARY 20, 2020**

**Committee Members Present:** Vice President Lenet Pacheco, Chairperson  
Director David Muse, Alternate

**Staff Present:** Jose Martinez, General Manager  
Jandy Macias, Finance & Customer Service Manager  
Colleen Malaiba, Executive Assistant/Board Liaison

**Others Present:** President Margarita Vargas  
Director Jazmin Lopez  
Director Javier Vargas

**A. CALL TO ORDER**

The meeting of the Finance & Capital Improvement Committee held on Thursday, February 20, 2020, was called to order at 11:30am by President Pacheco.

**B. PUBLIC COMMENT**

- No Comment

**C. DISCUSSION/INFORMATION ITEMS**

1. *Discuss the DRAFT Report of the Audited Financial Statements for the Fiscal Year ended June 30, 2019*
  - Finance & Customer Service Manager stated that the provided draft was the first draft issued by the auditors; reported that the highlighted areas indicated outstanding information that the auditors still need in order to complete the report
  - Director Muse noted that the District's largest expense is its employees; expressed concern about the eventual shift of increased retirement costs
  - General Manager stated that staff has been considering potential changes in benefit contributions in order to mitigate the anticipated cost; noted that the audit was for a 10-month fiscal year and that this should be taken into consideration during comparisons to the audit from the previous year
  - Finance & Customer Service Manager stated when the draft audit is ready, the auditors would provide a presentation to the Board of Directors
2. *District Headquarters Update*
  - General Manager reviewed the project schedule and noted that the groundbreaking event for the headquarters is anticipated to be scheduled around July 2020 after a contractor has been selected; reviewed the site plan, CEQA process and traffic study; reviewed the conceptual landscapes and plant preferences; stated that staff has been discussing safety and IT considerations
  - The Committee asked if the District was looking for grant funding opportunities for the project
  - General Manager responded that the schematic includes areas of permeable surfaces, which would be eligible for partial grant funding, but a cost analysis of expenses would be needed to determine the feasibility of that option; additionally staff has been looking into grant funding for the landscaping as certain areas could be utilized for a demonstration garden for drought tolerant plants
  - Director Muse asked how the District planned to identify itself at the new location
  - General Manager stated that he is planning for a marquee near the entrance and considering a water tower

**D. ADJOURNMENT**

The meeting of the Finance & Capital Improvements Committee held Thursday, February 20, 2020, was adjourned 12:21pm by Vice President Pacheco.

SIGNED:

ATTEST:

  
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President of the Board of Directors  
(OFFICIAL VCWD SEAL)

  
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Secretary of the Board of Directors