



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: April 2, 2018**

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 Freeman
General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:18 by Director Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Freeman the Committee unanimously approved the agenda.

**REVIEW AND DISCUSS THE REQUESTED INFORMATION REGARDING STAFF
RAISES**

Following review and discussion the Committee recommend the proposed salary increases be brought before the Board for approval and implementation effective July 1, 2018, pending the District's ability to fund it in the 2018/19 Budget.

REVIEW AND DISCUSS THE FINANCE COMMITTEE CHARTER

Following discussion and review of the draft Finance Committee Charter, members of the Committee recommend the following items be added as duties of the appointed Finance Committee Members;

- Finance Committee Members are to be the primary signers of District checks, supported by the other Directors and the General Manager. *(Of note, the Finance Committee policy also give signatory power to the Full-Charge Bookkeeper. It is the recommendation of the G.M. that this policy be updated to reflect at least one signature be that of a Director and not solely those of the General Manager and Full-Charge Bookkeeper and memorialized this policy as a District Resolution.)*
- Monthly reviewing of the bank reconciliation is to be the responsibility of the appointed Finance Committee members. Members of the Committee shall alternate on a monthly basis.

Director Mirbegian will review the final document prior to going before the Board as an informational item.

PUBLIC COMMENT

No Public present.