



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: November 20, 2017**

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 Graham
Director Mirbegian
General Manager, Kirk Cloyd
Full Charge Bookkeeper, Trish Wilkinson

Water Resource Specialist, Alyssa Gordon
Administrative Assistant, Penny Cuadras
Civic Spark Fellow, Marina Deligiannis

CALL TO ORDER

The meeting was called to order at 12:03 PM by Director Mirbegian.

APPROVAL OF AGENDA

The Committee unanimously approved the agenda.

**REVIEW AND DISCUSS A RECOMMENDATION TO THE BOARD FOR SEWER SYSTEM FLOW METER
EXPENDITURES FOR THE I&I STUDY**

Following a brief overview of the GHD report and State Water Resource Control Board requirements, the Committee moved to make a recommendation to approve funding from Fund 313 not to exceed \$18,000.00.

\$12,063.00	Rental of Flowmeters
\$ 3,000.00	Manhole Lid Replacement
\$ 2,937.00	GHD Report

REVIEW AND DISCUSS BEST ACCOUNTING PRACTICES

Staff and Mr. Spillman are currently working on Policy and Procedures that will follow the Best Accounting Practice guidelines. Staff plan to bring the initial policies before the Committee for review, prior to a Regular Board Meeting.

**REVIEW AND DISCUSS PROPOSAL TO THE BOARD OF DIRECTORS FOR MAKING RECONCILIATION
REVIEW A PART OF THE FINANCE COMMITTEE DUTIES**

Finance Committee members and staff will work together to amend the Finance Committee Charter. Amendment of the Finance Committee Charter will go before the Board of Directors for review and possible approval.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

On a motion made by Director Graham and second by Director Mirbegian the Committee voted unanimously to adjourn the meeting. The Finance Committee Meeting was adjourned at 12:52 PM.