



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: October 9, 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 Mirbegan
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 12:31 pm by Director Mirbegan.

APPROVAL OF AGENDA

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

AGENDA ITEM

DISCUSS:

Repayment of advance to other funds (Fund 130 to 712)

Repayment process was approved by Resolution 2014-17. Full Charge Bookkeeper to make Journal Entry of transaction. Committee recommends a policy be developed

DISCUSS:

**Setting a Pooled Cash ceiling w/ excess transferred to Water and Sewer
Operational Reserves & CIP accounts**

Following review and discussion the Committee recommends staff develop a Policy to bring before the Board for approval.

DISCUSS:

General Managers current purchasing limitations

Following discussion, the Committee recommends a Policy and Resolution be brought before the Board to approve an increase of the General Managers purchasing limit to \$15,000.00.

Members of the Committee reminded staff no approval is required for items that are Budget approved and / or within the purchasing limitations of the General Manager. To remain transparent, the Committee asked staff to continue to bring awareness to the Board of expenditures, recommending an addition of a "financial section" to the GM Report.

DISCUSS:

Water and Sewer Connection Fees for new construction and T.I.'s (Informational only)

Following discussion, the Committee recommends staff develop a Policy and Resolution to bring before the Board for approval.

DISCUSS and REVIEW:

Water and Sewer Sustainability Plans for SRF Loan and possible recommendation to Board

Committee recommends item be brought before the Board for review and approval.

PUBLIC COMMENT

None

COMMITTEE MEMBER COMMENT

Director Freeman commented on the Civic Spark Fellows Flood Detention Basin Event
Director Mirbegian commented on the SUEZ presentation and the process for moving forward with the AMI project.

Director Mirbegian asked for an update on the District Financial SOP's

ITEMS FOR NEXT AGENDA

Committee requests staff provide a list of projects paid that were not a budgeted item.

ADJOURNMENT

On a motion made by Director Freeman and second by Director Mirbegian the Committee voted unanimously to adjourn the meeting. The meeting was adjourned at 1:42 p.m.