



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: FEBRUARY 23, 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 Judy Mirbegian
Director Jim Freeman
General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Admin Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:01 PM by Director Mirbegian.

APPROVAL OF AGENDA

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

Discuss Finance Committee Charter

The Draft Committee Charter was reviewed and discussed. 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.
- 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.

Discuss Mid-Year Budget

Following review and discussion the Committee recommend the proposed Mid-Year Budget be brought before the Board for approval.

Discuss CPS HR Consulting Draft Base Salary Report

Following review and discussion, the Committee recommend the Draft Base Salary Report be presented to the full Board with the General Managers suggestion for adjustments to the Utility technician pay rate.

Staff discussed succession planning, requesting consideration for an additional field and front office position. Director Mirbegian requested administrative overtime be included in the Administration/Customer Service Report to review indication for the need of additional personnel. Staff will note other advantages that cannot be tracked by overtime as well.

PUBLIC COMMENT

No public present

BOARD MEMBER COMMENT

No Board comments

ADJOURNMENT

The meeting was adjourned at 1:19 p.m.