



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: February 13, 2019**

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 12:30 pm by Director Mirbegian.

**APPROVAL OF AGENDA**

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

**DISCUSS AND RECOMMEND:**

**2017-18 Draft Financial Audit:** Following review and discussion of the 2017-18 Audit Report, the Committee recommend the Board accept the 2017-2018 Audit at the February 19<sup>th</sup> Regular Board Meeting.

**Mid-Year Budget Review / Adjustment:** The committee reviewed actual expenditures compared to budget, and explored individual line items.

Director Mirbegian requested a bottom-line report of all funds.

**2019-20 Budget –Timeline:**

March – Finance Committee meet weekly for the month of March

April – Board Workshop

May - Proposed budget and projections presented to the Board

Committee request budget be set on actual cost not estimated costs. Suggest a contingency plan for unplanned events.

**RGS Contract for Financial Services:** Following review and discussion the Committee recommend the Board enter into an agreement with RGS for Financial Services as support to the Full Charge Bookkeeper.

**Draft NBS Rate Study:** Following review and discussion Committee recommend the Board to accept the NBS Rate Study as presented.

**Finance Committee Charter:** Director Mirbegian will continue to work on the revision of the current Charter.

**Water Advisory Group – WAG (Citizen Advisory) – Benefits:** Staff provided an overview to the committee regarding the process and benefits of a Water Advisory Group.

**PUBLIC COMMENT**

No public present.

**COMMITTEE MEMBER COMMENT**

No Committee Member comment.

**ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.