



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: OCTOBER 19, 2021 – 7:00 PM

The Hidden Valley Lake Community Services District Board of Directors met this evening at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Video Conference was made available for the Public

Present were:

Director Jim Freeman  
Director Claude Brown  
Director Gary Graves  
Director Jim Lieberman  
Director Sean Millerick  
General Manager, Dennis White  
Administrative Services Manager, Penny Cuadras  
Accounting Supervisor, Trish Wilkinson  
Project Manager, Alyssa Gordon  
Water Resources Specialist, Hannah Davidson

**CALL TO ORDER**

The meeting was called to order at 7:00 P.M. by Director Freeman.

**APPROVAL OF AGENDA**

Moved by Director Graves, seconded by Director Lieberman, and approved by the following vote to approve the October 19, 2021 Regular Board Agenda as presented.

Roll Call Vote:

AYES: (5) Directors, Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimous to approve October 19, 2021, Regular Board Agenda as presented.

**CONSENT CALENDAR**

Moved by Director Lieberman, seconded by Director Millerick and approve by the following vote to approve the October 19, 2021 Consent Calendar as presented.

- (A) MINUTES: Approval of the September 15, 2021, Finance Committee Meeting Minutes.
- (B) MINUTES: Approval of the September 21, 2021, Regular Board Meeting Minutes.
- (C) DISBURSEMENTS: Check # 038528 - # 038590 including drafts and payroll for a total of \$259,878.83.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to approve the Consent Calendar as presented.

## **BOARD COMMITTEE REPORTS**

Finance Committee: Met 10/12 will discuss as addressed on the agenda.

Personnel Committee: Met 10/7 reviewed the EPM will discuss as addressed on the agenda

Emergency Preparedness Committee: Have not met

Lake Water Use Agreement-Ad Hoc Committee: Have not met

Valley Oaks Sub-Committee: Have not met, staff will reach out to the developer for an update

Trane Energy Resilience Ad Hoc Committee: Have Not Met

## **STAFF REPORTS**

Financial Report: Discussed delinquent accounts

Administration/Customer Services Report: FLASHES Townhall scheduled for Nov 18

Field Operation Report: Service orders have increased due to replacing meters

ACWA State Legislative Committee: Region 1 Awarded the Outreach Award, Director Millerick will accept the award at the ACWA Conference in December

Projects Update: Alyssa Gordan, Project Manager provided a brief update on active projects

General Manager Report: The General Manager discussed items in his report and responded to all inquiries

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Discuss Innovative Alternatives for Underground Infrastructure**

Staff provided information on a cost-effective push pull mainline product that can be installed by District staff, with no damage to the roads and driveways.

Board requests staff arrange a presentation from the vendor at the December Board Meeting.

No further discussion.

No public Comment.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Discuss Ground Water Sustainability Agency Authority (GSA) Options for the District**

Staff reported on the process, benefits and disadvantages of the District becoming a GSA as discussed with Paula Whealen, Wagner & Bonsignore, Consulting Civil Engineers. A Scope of Work and proposal will be presented to the Board at the December Board Meeting.

No further discussion.

No public comment.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Discuss the GM's Evaluation Form**

President Freeman reviewed the GM Evaluation form and process, encouraging fellow Board Members to invest time and thought when completing the form. The Board will meet to discuss the evaluation in closed session at the November Board Meeting.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Review Revisions to the District's Employee Manual**

Revisions to the Employee Policy Manual were reviewed and discussed. The Board requests additional time to review, request staff bring back to the November Board Meeting.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Provide Direction to Staff Regarding Other Post-Employment Benefits (OPEB) Policy**

Staff recommend the current policy be revised with the following guidelines: The district will provide healthcare to the retiree only, following 15 years of service, retirement not earlier than age 55 and until they become eligible for Medicare.

Staff were directed to provide a spreadsheet with a comparison including payroll, savings and cost of a 5% and 10% employee contribution to the healthcare plan premium.

**DISCUSSION AND POSSIBLE ACTION:**

**Review and Update 5-Year Strategic Plan (30 minutes allotted for discussion)**

Members of the Board and staff reviewed the 5-Year Strategic Plan focusing on the Core Values and Goals.

- ❖ Core Values
  - Stewardship –Long term health and welfare of our water sources – it is our responsibility to be the stewards, protectors, and keepers of that resource
- ❖ Goals
  - Deliver high quality water and wastewater
    - Infrastructure affects the quality of the water must be #1 Goal
  - Define high quality water
    - Not only meet standards but reduce below the required levels
  - Quality Reliability
    - Backflow Criteria
  - Achieve and Maintain Financial Stability
    - Through high net-worth
    - Supply
    - Growth
    - Innovation
- ❖ Expand Education and Outreach
  - Newsletter
  - AMI Education
  - Community Events
- ❖ Offer Innovative Services
  - FLASHES
  - Metering
  - Water truck services
- ❖ Refine Governance and Administrative Processes
  - Updated Employee Policy Manual
  - Hired a Labor Attorney

**PUBLIC COMMENT**

No Public Comment.

**BOARD MEMBER COMMENT**


Director Graves acknowledged staff for continued efforts and hard work.

**ADJOURNMENT**

On a motion made by Director Graves and seconded by Director Lieberman the Board voted unanimously to adjourn the meeting at 9:17 P.M.

  
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Jim Freeman  
President of the Board

11/24/21  
Date

  
\_\_\_\_\_  
Dennis White  
General Manager, Secretary to the Board

Date

