



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SPECIAL MEETING MINUTES  
MEETING DATE: JUNE 2, 2020**

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.  
Present Via Teleconference:

Director Jim Lieberman  
Director Gary Graves  
Director Jim Freeman  
Director Carolyn Graham  
Penny Cuadras, Secretary to the Board

**CALL TO ORDER**

The meeting was called to order at 6:05 PM by Director Lieberman.

**APPROVAL OF AGENDA**

Moved by Director Freeman and seconded by Director Graves

Roll Call vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to approve the Agenda as presented

**DISCUSSION AND POSSIBLE ACTION:**

**Interview, Discuss, And Consider Candidates to Serve on The District Board and Committees**

The District had two candidates submit applications and participate in the interview process; Claude Brown and Sean Millerick. Each member of the Board participated in the interview process asking individual questions of each candidate.

President Lieberman called for a break at 7:26 pm. President Lieberman called meeting to order at 7:35 pm.

**DISCUSSION AND POSSIBLE ACTION:**

**Appoint A New Director to Fill the Vacant Seat on The Board of The Hidden Valley Lake Community Services District**

Motion by Director Freeman to appoint Claude Brown to the Hidden Valley Lake Community Services District Board of Directors.

Seconded by Director Graham.

Roll Call Vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to appoint Mr. Claude Brown to the Hidden Valley Lake Community Services District Board of Directors.

Director Graves announced swearing in of Mr. Claude Brown will be conducted by District Supervisor Moke Simon at the next Regular Board Meeting.

**DISCUSSION AND POSSIBLE ACTION:**

**Discussion and Possible Approval of Field Staff Re-Organization**

Director Freeman moved to approve the reorganization of the Field Staff.

Seconded by Director Graham.

The Board discussed the Operations Manager position, making Dennis White the District Operations Manager effective immediately.

Roll Call Vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to approve the re-organization of the Field Staff effective immediately.

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss and Consider Land Lease Between the District and HVLA**

Director Freeman recused himself from the discussion and vote.

Director Graves moved to approve the land lease between the District and HVLA.

Seconded by Director Graham.

Lease options and maintenance of the property was discussed. Staff asked permission to move forward to request cost estimate to complete land survey.

Roll Call Vote;

AYES: (3) Director Graham, Graves and Lieberman

NAYS: (0)

ABSTAIN: (1) Director Freeman

ABSENT: (0)

Motion carried 3-0 to approve the land lease between Hidden Valley Lake Community Services District and HVLA.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve and Adopt Personnel Policy 3501 Safety and Health Program IIPP**

Moved by Director Graham to Approve and Adopt Personnel Policy 3501 Safety and Health Program IIPP.

Seconded by Director Graves.

Roll Call Vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to Approve and Adopt Personnel Policy 3501 Safety and Health Program IIPP.

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss Recent OSHA Inspection and Approve and Adopt Injury Illness Protection Program**

Moved by Director Freeman to Approve and Adopt Injury Illness Protection Plan.

Seconded by Director Graham.

Staff updated the Board on the unexpected OSHA Inspection on 5/29/2020. Discussing items that must be provided to OSHA investigator before July 8, 2020.

Roll Call Vote;  
AYES: (4) Director Graham, Freeman, Graves and Lieberman  
NAYS: (0)  
ABSTAIN: (0)  
ABSENT: (0)  
Motion carried 4-0 to Approve and Adopt Injury Illness Protection Plan.

**PUBLIC COMMENT**

No Public Comment

**BOARD COMMENT**

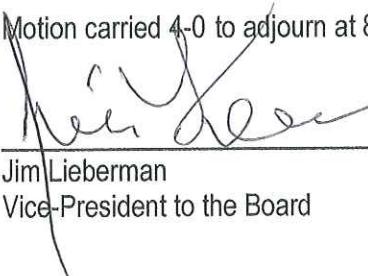
Board President Lieberman notified members of the Board, due to technical issues, all future meetings will be held at the District. Social distancing requirements will be followed, and masks will be required. Physically attending the meetings is an individual decision by each Director and will be accommodated as necessary.  
Director Graham suggests, due to mask requirements, consider frequent breaks be taken during meetings.  
Director Graves notified the Board after June 17<sup>th</sup> he will be attending meetings virtually.  
Director Lieberman extended his appreciation to all staff for the hard work and continuous efforts during the time without a General Manager.  
Director Freeman received an email from Robert DeLoach, as of today three General Manager and two Water Resource Specialist resumes have been received.

**ADJOURNMENT**

Moved by Director Freeman, seconded by Director Graves to adjourn at 8:22 PM.

Roll call vote;  
AYES: (4) Director Graham, Freeman, Graves and Lieberman  
NAYS: (0)  
ABSTAIN: (0)  
ABSENT: (0)

Motion carried 4-0 to adjourn at 8:22 PM.

  
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Jim Lieberman  
Vice-President to the Board

7/21/2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Penny Cuadras  
Secretary to the Board

\_\_\_\_\_  
Date

