



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: January 19, 2020 – 7:00 PM

The Hidden Valley Lake Community Services District Board of Directors met this evening via Teleconference

Present Via Teleconference were:

Director Jim Freeman, President
Director Claude Brown
Director Gary Graves
Director Jim Lieberman
Director Sean Millerick
General Manager, Dennis White
Administrative Services Manager, Penny Cuadras

Others Present via Teleconference were:

Accounting Supervisor, Trish Wilkinson
Water Resources Specialist, Alyssa Gordon
Water Resources Specialist, Hannah Davidson
Norman Newell, Smith & Newell

CALL TO ORDER

The meeting was called to order at 7:07 P.M. by President Freeman.

APPROVAL OF AGENDA

Director Graves moved to approve the January 19, 2021 Regular Board Agenda as presented. Seconded by Director Millerick.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

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

DISCUSSION AND POSSIBLE ACTION:

**Accept Independent Auditor's Report For The Year Ended
June 30, 2020 as Presented by Smith & Newell CPA.**

Mr. Norman Newell presented the 2020 Audit and responded to all inquiries.

The Board Accepted the Independent Auditor's Report For The Year Ended June 30, 2020 as Presented by Smith & Newell CPA.

DISCUSSION AND POSSIBLE ACTION:

Provide Direction For The General Manager To Address Water Consumption Disputed By A Customer

Following discussion with the customer, Director Graves moved to revisit the rescinded Leak Adjustment policy and seek legal counsel for further direction. Seconded by Director Lieberman.

No Further Discussion from the Board.

No Further Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous for the Board to revisit the rescinded Leak Adjustment policy and seek legal counsel for further direction.

"Customer agreed to pay this week the regular monthly charges without the late fees to bring account current minus fees in question."

Staff will contact customer when item is back on the agenda for discussion.

CONSENT CALENDAR

Director Brown moved to approve the Consent Calendar. Seconded by Director Graves. The Board approved the following Consent Calendar as presented.

- (A) MINUTES: Approval of the December 4, 2020 Special Meeting Minutes.
- (B) MINUTES: Approval of the December 4, 2020 Board Workshop Minutes.
- (C) MINUTES: Approval of the December 10, 2020 Personnel Committee Meeting Minutes.
- (D) MINUTES: Approval of the December 14, 2020 Finance Committee Meeting Minutes.
- (E) MINUTES: Approval of the December 15, 2020 Regular Board Meeting Minutes.
- (F) DISBURSEMENTS: Check #037797 - #037912 including drafts and payroll for a total of \$496,491.70.

Director Lieberman moved to amend item 6(A) December 4, 2020 Special Meeting Minutes on the Consent Calendar.

Director Millerick moved to approve items (B) through (F) on the consent calendar. Seconded by Director Lieberman. 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 items 6(B) through 6(F) of the Consent Calendar.

Director Lieberman moved to approve the consent calendar with the amendment to item 6(A) December 4, 2020 Special Meeting Minutes. Seconded by Director Graves.

No Further Discussion from the Board.

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 with the amendments to item 6(A) December 4, 2020 Special Meeting Minutes.

BOARD COMMITTEE REPORTS

Finance Committee: Met Friday, will provide report as addressed in the agenda.

Personnel Committee: Have not met.

Emergency Preparedness Committee: Meeting in February

Lake Water Use Agreement-Ad Hoc Committee: Meeting in February

Valley Oaks Sub-Committee: Have not met.

STAFF REPORTS

Financial Report: Increase in maintenance cost due to annual maintenance of generators,

Administration/Customer Services Report: Delinquent accounts continue to increase; second delinquent letters will go out February 20th. Notice to pay was sent to tenants to pay in 30 days, Landlords will be notified. The District has received a few payments on customer accounts from North Coast Opportunities. Resources have been provided on the District website for customers.

Staff provided clarification on duplicate statements that went out to customers, measures have been put in place to prevent the error from happening in the future.

Field Operation Report: Staff provided clarification on all inquiries from the Board.

ACWA State Legislative Committee: District has been accepted into the Committee; Hannah will be attending the first meeting January 22nd.

General Manager Report: Staff provided information to the Board about the Hartmann Ball Park Project; the District may be eligible for a Grant for 100% funding with no match commitment. Funding will be based on Gov Code and original formation of the District.

PROJECT PRIORITIES: No Discussion

- Generators
- Tank 9
- I&I
- SCADA
- AMI

DISCUSSION:

Project Update

Staff received a Notice to submit a Sub-Application for the Water Main Project, staff is currently working with GHD to get the application submitted.

DISCUSSION AND POSSIBLE ACTION:

Consider Forming Trane Energy Resilience Ad Hoc Committee

District counsel offered the solution of creating an AD-Hoc Committee to continue discussion with Trane regarding the specifics of a potential project.

Director Freeman request Director Brown and Director Graves be on that Committee.

Director Millerick made the motion to approve the formation of the Trane Energy Resilience Ad Hoc Committee featuring Director Graves and Director Brown. Seconded by Director Lieberman.

No Further Discussion from the Board.

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 formation of the Trane Energy Resilience Ad Hoc Committee featuring Director Graves and Director Brown.

Staff confirmed legal did advise it would be in the best interest of the District to form an ad hoc committee and consult with a financial advisor. The Ad-Hoc committee may provide information to the Board in a closed session.

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2021-01 Designation of Applicant's Authorized Agent

Director Lieberman moved to Approve Resolution 2021-01 Designation of Applicant's Authorized Agent.

Seconded by Director Graves.

Finance Committee recommendation to the Board is to Approve Resolution 2021-01 Designation of Applicant's Authorized Agent.

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 Resolution 2021-01 Designation of Applicant's Authorized Agent.

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

Director Brown moved to Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

Seconded by Director Graves.

Finance Committee recommendation to the Board is to Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

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 Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to issue a Request for Proposal to reduce vegetative debris in the firebreak area to protect against stormwater inundation of critical infrastructure during extreme rain events.

Director Graves moved to Authorize the General Manager to issue a Request for Proposal to reduce vegetative debris in the firebreak area to protect against stormwater inundation of critical infrastructure during extreme rain events.

Seconded by Director Brown

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 Authorize the General Manager to issue a Request for Proposal to reduce vegetative debris in the firebreak area to protect against stormwater inundation of critical infrastructure during extreme rain events.

DISCUSSION AND POSSIBLE ACTION:

Accept Salaries as proposed by the General Manager.

Director Graves moved to Accept Salaries as proposed by the General Manager.

Seconded by Director Brown

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 Accept Salaries as proposed by the General Manager. Operator II at 5%, Operator I and Accounts Representative as proposed.

PUBLIC COMMENT

No members of the Public present.

BOARD MEMBER COMMENT

The Board thanked Trish for a great job on the Audit and for the third year with no deficiencies. Director Graves thanked all staff for their effort.

ADJOURNMENT

On a motion made by Director Lieberman and seconded by Director Graves the Board voted unanimously to adjourn the meeting at 9:07 PM by Roll Call Vote.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous, meeting was adjourned at 9:07 P.M.



Jim Freeman
President of the Board

2/18/21
Date



Dennis White
General Manager, Secretary to the Board

2-23-21
Date

