

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: August 16, 2016**

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 were:

Director Jim Freeman, President	Kirk Cloyd, General Manager
Director Jim Lieberman, Vice President	Alyssa Gordon, Water Resources Specialist
Director Linda Herndon	Penny Cuadras, Administrative Assistant
Director Judy Mirbegian	

Members absent:

Director Carolyn Graham

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by President Freeman.

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the agenda. General Manager Kirk Cloyd noted a change in the content of the Board of Directors Meeting packet.

**CONSENT CALENDAR**

A motion was made by Director Herndon to remove item 5A from the Consent Calendar for discussion. Director Mirbegian seconded the motion, with a request of an amendment to the Emergency Preparedness Committee meeting minutes.

The Board unanimously approved the Emergency Preparedness Committee meeting minutes as amended.

The Board unanimously approved the following remaining Consent Calendar items:

(A) MINUTES: Approval of the minutes for the Board of Directors meeting July 19, 2016

DISBURSEMENTS: Check #033843 - #033929 including drafts and payroll for a total of \$194,110.26

## **BOARD COMMITTEE REPORTS**

**Personnel Committee:** Director Mirbegian requested staff to schedule a meeting in the upcoming week (8/22-8/26).

**Finance Committee:** Director Mirbegian requested the 2016-2017 approved Budget be distributed in the normal format. The Board has accepted that this report will be produced by the incoming full charge bookkeeper.

**Emergency Preparedness Program Committee:** General Manager Kirk Cloyd provided a summary of a recent Emergency Preparedness training that took place earlier in the month, in Fortuna, CA., as well as recent experiences in internet and phone outages.

## **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

**ACWA Region 1 Board:** Director Mirbegian reported that while continuing to participate in ACWA Region 1, she will be stepping down as the Chair to the Board.

**ACWA State Legislative Committee:** Director Herndon provided a summary of the most recent meeting of the legislative session, highlighting new activities by the little Hoover Commission.

**County OES:** Director Lieberman reported that the Emergency Operating Center (EOC) meeting will be taking precedence over County OES meetings, as per Dr. Karen Tait.

## **STAFF REPORTS**

**Financial Report:** Director Mirbegian inquired on a few items in the report, and requested the General Manager present a monthly analysis, moving forward.

**Administration/Customer Service Report:**

**Field Operations Report:** Staff responded to inquiries by Director Mirbegian and Director Lieberman.

**General Manager's Report:** General Manager Kirk Cloyd responded to inquiries on all items to the report. A public hearing will be held by Lake County Planning Commission regarding Wild Diamond Vineyards, later this month. The Board has recommended General Manager Kirk Cloyd appear at the hearing, and confirm groundwater recharge test of Wild Diamond Vineyard wells and baseline monitoring of potential waterways which flow to Hidden Valley Lake will be performed.

## **DISCUSSION AND POSSIBLE ACTION: Discuss billing opportunities of misread meters.**

The Board reviewed current documentation, and proposed minor changes prior to delivery. As a result of the discussion it was conveyed to staff to bill and collect the underbilled accounts.

**DISCUSSION AND POSSIBLE ACTION:**  
**Approve Resolution 2016-16 to adopt District Billing Recoupment Policy and Procedure.**

On motion by Director Mirbegian, and second by Director Lieberman, the Board unanimously approved Resolution 2016-16 authorizing adoption of a Utility Billing Undercharge/Overcharge Policy.

**PUBLIC COMMENT**

A comment was made regarding the importance of diversifying internet providers, and taking into account the speed of repair.

Another comment thanked the Board for investigating a number of options in Hexavalent Chromium compliance, and well site selection.

**BOARD MEMBER COMMENT**

Director Herndon discussed the opportunity for all Board members to enroll in continuing education, as well as taking an active part in District policy development.


Director Mirbegian and Director Lieberman will pass on the District's check signing responsibility to Director Freeman, and Director Graham.

**ADJOURNMENT**

On motion by Director Herndon and second by President Freeman, the Board unanimously voted to adjourn. The meeting was adjourned at 9:01 PM.

  
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Jim Freeman  
President of the Board

12/20/16  
Date

  
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Kirk Cloyd  
General Manager/Secretary to the Board

12-20-16  
Date