



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: MARCH 18, 2014**

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 Judy Mirbegian, President
Director Jim Freeman, Vice President
Director Jim Lieberman
Director Carolyn Graham
Director Linda Herndon
Tami Ipsen, Administrative Assistant
Roland Sanford, General Manager
Norm Newell, Smith & Newell Certified Public Accountants

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion made by Director Lieberman and second by Director Herndon the Board unanimously approved the agenda with the following change:

Discussion and vote on Agenda Item # 11 (Discussion and Possible Action: Approval of 2012-2013 Audit Report) to follow Agenda Item # 5 and precede Agenda Item # 6.

CONSENT CALENDAR

On a motion made by Director Herndon and second by Director Lieberman the Board unanimously approved the following Consent Calendar items:

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting on February 18, 2014
- (B) Warrant: Approval of Warrants #030800-031731 for \$244,881.73
- (C) Revised Water Use Agreement: Approval of revised Water Use Agreement between HVLCD and Hidden Valley Lake Association

DISCUSSION AND POSSIBLE ACTION: Approval of 2012-2013 Audit Report

Mr. Norm Newell of Smith & Newell Certified Public Accountants gave a brief presentation on the results of his firm's audit of the District's 2012-2013 financial records. On motion by Director Freeman and second by Director Herndon the Board unanimously approved the 2012-2013 Audit Report and associated findings.

BOARD COMMITTEE REPORTS

Personnel Committee: no report.

Finance Committee: Director Graham reported the committee met with Mr. Norm Newell of Smith & Newell Certified Public Accountants on the March 11, 2014 and reviewed his firm's 2012-2013 Audit Report of the District's financial records.

Security and Disaster Preparedness Program Committee: Director Lieberman reported the committee met on March 5, 2014 and reviewed the committee's purpose statement and discussed the need for and potential scope of an Emergency Preparedness Policy.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported that the ACWA Region 1 will be meeting next week.

ACWA State Legislative Committee: Director Herndon provided an overview of various bills and other proposed legislation currently being reviewed by the ACWA State Legislative Committee.

County OES: Director Lieberman updated the Board on the status of the County's OES Coordinator position.

STAFF REPORTS

General Manager's Report:

General Manager Roland Sanford augmented his written report with a brief verbal update on the status of the California Department of Public Health's proposed hexavalent chromium drinking water status, and his participation on ACWA's Groundwater Task Force.

PUBLIC HEARING to consider placement of default balance liens on real property pursuant to Government Code Section 61115

Director Mirbegian opened the hearing at 8:16 p.m. There were no public comments. The hearing was closed at 8:17 p.m.

DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2014-04 confirming default balances and directing staff to file liens on real property

On a motion made by Director Herndon and second by Director Lieberman the Board voted unanimously to approve Resolution 2014-04, a Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Confirming the Default Balance Associated with the Defaulting Bill Listed in Exhibit A and Directing Staff to File a Lien on Said Property.

DISCUSSION AND POSSIBLE ACTION: Approval of District Employee Job Descriptions and Salary Schedule

On a motion made by Director Freeman and second by Director Lieberman the Board approved the proposed District employee job descriptions and salary schedules, with the following revision:

Change status of Senior Accounts Representative from "Exempt" to "Non-Exempt"

Ayes: Directors Graham, Freeman, Lieberman and Mirbegian

Noes: Director Herndon

**DISCUSSION AND POSSIBLE ACTION: Protocols for Board Officer Succession –
Board President and Vice President**

No action was taken.

PUBLIC COMMENT

Public member commented on The General Manager's article in the recent HVLA Views magazine and asked why the District's Mission Statement had not yet been posted in the boardroom.


Director Mirbegian commented the Board will be reviewing the mission statement in the near future and that the current or a revised mission statement will be permanently posted in the boardroom shortly thereafter.

BOARD MEMBER COMMENT

There were none.

ADJOURNMENT

On a motion made by Director Freeman and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:05 p.m.



Judy Mirbegian 4-15-14.
President of the Board Date



Roland Sanford 4-16-14
General Manager/Secretary to Date
the Board