



Hidden Valley Lake Community Services District

Regular Board Meeting Minutes

DATE: May 22, 2012
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on May 22, 2012 at the hour of 7:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian and Herndon. Also present: Roland Sanford, Interim General Manager, Tami Ipsen, Administrative Assistant/Secretary to the Board and Tasha Klewe, Accountant/Controller.

4) APPROVAL OF AGENDA:

Director Mirbegian moved, Director Lieberman seconded to approve the May 22, 2012 Agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

- A. MINUTES: Approval of the May 1, 2012 Special Meeting Minutes and the April 17, 2012 Regular Board Meeting Minutes.
- B. WARRANTS: Approved warrant # 029798-029905.

Director Mirbegian moved, Director Graham seconded to pull item C. from the Consent Calendar for further discussion and approve items A. and B.

Motion approved by unanimous vote.

- C. Adoption of Resolution 2012-06, a Resolution Approving Membership in the ACWA Joint Powers Insurance Authority, Consenting to Join the Health Benefits Program of the ACWA Joint Powers Authority, Ratifying the Action of the ACWA Health Benefits Authority Board of Directors to Terminate Health Benefits Authority Joint Powers Agreement, and Authorizing and Directing the Hidden Valley Lake Community Services District to Execute All Necessary Documents.

After discussion, Director Freeman moved, Directors Mirbegian seconded to approve Resolution 2012-06, a Resolution Approving Membership in the ACWA Joint Powers Insurance Authority, Consenting to Join the Health Benefits Program of the ACWA Joint Powers Authority, Ratifying the Action of the ACWA Health Benefits Authority Board of Directors to Terminate Health Benefits Authority Joint Powers Agreement, and Authorizing and Directing the Hidden Valley Lake Community Services District to Execute All Necessary Documents.

Resolution approved by unanimous vote.

6) BOARD COMMITTEE REPORTS:

Finance Committee Report – Director Mirbegian reported there will be a Finance Committee meeting on May 24, 2012 to address the 2012-2013 Budget.

Security and Disaster Preparedness Program Committee Report – Director Herndon suggested scheduling a committee meeting. The committee scheduled a committee meeting on June 5, 2012 at 3:00 p.m.

Personnel Committee – Director Herndon reported on the May 14, 2012 Personnel Committee Meeting.

7) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Tasha Klewe presented the April 30, 2012 Financial and Investment Reports. She also explained the pie charts showing distribution of the District's fund accounts. The April 30, 2012 Revenue and Expense Report indicates the District's revenue estimate is over approximately 4.12% and the expenses are over budget approximately 3.6%.

General Manager's Report:

Interim General Manager Roland Sanford reported on his meeting with Crazy Creek developer, Water Rights Permit update and Tami Ipsen reported on Credit Incentive Program with SDRMA and credits earned for the year.

8) REVISIONS TO HVLCSD PERSONNEL POLICY MANUAL

8A. Discussion and Possible Action: Adoption of Compensation Policy

After discussion, Director Graham moved, Director Lieberman seconded to approve resolution 2012-07, a Resolution to Adopt a Compensation Policy upon review of counsel.

Resolution approved by unanimous vote.

8B. Discussion and Possible Action: Adoption of Revised Organizational Chart

After discussion, Director Mirbegian moved, Director Freeman seconded to adopt the revised Organizational Chart.

Motion approved by unanimous vote.

8C. Discussion and Possible Action: Revised Sexual Harassment Policy

After discussion, Director Lieberman moved, Director Mirbegian seconded to adopt the revised Sexual Harassment Policy upon review of counsel.

Motion approved by unanimous vote.

8D. Discussion and Possible Action: Revised Harassment Policy

After discussion, Director Mirbegian moved, Director Freeman seconded to adopt the revised Harassment Policy upon review of counsel.

Motion approved by unanimous vote.

9) DISCUSSION AND POSSIBLE ACTION: Implementation of Paperless Agenda Program

After discussion, the Board directed staff to provide a cost comparison at the June 19, 2012 Board Meeting.

10) DISCUSSION AND POSSIBLE ACTION: Procurement of Boardroom Table

After discussion, the Board directed staff to provide a cost comparison for a boardroom table at the June 19, 2012 Board Meeting.

11) DISCUSSION AND POSSIBLE ACTION: LAFCO Board – Elections of Special District Representative

After discussion, Director Mirbegian moved, Director Lieberman seconded to vote for Jim Freeman as LAFCO Board of Directors Special District Representative.

Motion approved by unanimous vote.

Break at 8:30 p.m. Back in session at 8:35 p.m.

12) DISCUSSION AND POSSIBLE ACTION: Proclamation Declaring Tap Water as District's Drink of Choice

Director Graham moved, Director Lieberman seconded to approve the Proclamation Declaring Tap Water as District's Drink of Choice with the following revision:

Last paragraph to read, NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Hidden Valley Lake Community Services District proclaims tap water as the drink of choice in Hidden Valley Lake, and urges all citizens to take it from the tap.

Motion approved by unanimous vote.

13) DISCUSSION AND POSSIBLE ACTION: Retention of General Employment Advice and Counseling Services

Mr. Sanford reviewed the value of retaining an HR attorney to address the District's policies and other concerns.

After discussion, Director Lieberman moved, Director Mirbegian seconded to retain the services of Downey Brand Attorney.

Motion approved by unanimous vote.

14) DISCUSSION AND POSSIBLE ACTION: CPS HR Consulting Base Salary Survey

Director Freeman moved, Director Mirbegian seconded to accept the Salary Survey performed by CPS HR Consulting.

Motion approved by unanimous vote.

15) DISCUSSION AND POSSIBLE ACTION: Letter from SWRCB Regarding Intent and Proceed with Administrative Civil Liability (ACL) Complaint and Cease and Desist Order for Diversion of Water from Putah Creek Underflow in Lake County While Failing to Provide Supplemental Releases

Mr. Sanford reviewed the ACL. A meeting is scheduled on May 23, 2012 with the SWRCB.

16) DISCUSSION AND POSSIBLE ACTION: Work Priorities for the Interim General Manager

The Board of Directors discussed priorities with specifically addressing strategic planning for long and short term.

17) DISCUSSION AND POSSIBLE ACTION: Service Agreement with Bob Murray and Associates for Recruitment of General Manager

Director Mirbegian moved, Director Lieberman seconded to table this item to a later date.

Motion approved by unanimous vote.

18) Development of Board Communications Policy

18A) Discussion and Possible Action: Adoption of Board - GM Communication Policy

Director Mirbegian moved, Director Lieberman ~~moved~~ seconded to accept the Board – GM Communication Policy upon review of counsel.

Motion approved by unanimous vote. *Corrected 6/19/2012*

19) PUBLIC COMMENTS:

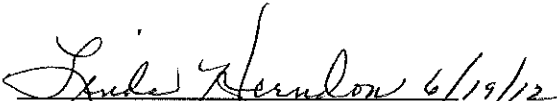
There were none.

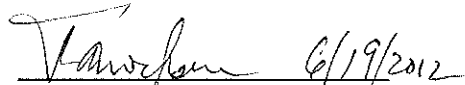
20) BOARD MEMBER COMMENT:

Director Herndon informed the Board and staff that former Director Bob Barton and his wife have sold their house and will be moving to Southern California.

21) ADJOURNMENT:

The meeting was adjourned at 10:04 p.m. on motion by Director Freeman, seconded by Director Mirbegian, and unanimously carried.


Linda Herndon Date
President of the Board


Tami Ipsen Date
Secretary to the Board