



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: SEPTEMBER 30, 2015**

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
Director Jim Lieberman, Vice President
Director Carolyn Graham
Director Linda Herndon
Director Judy Mirbegan
Tami Ipsen, Administrative Services Officer
Coleen Blakey, Interim Accountant/Controller
Matt Bassett, Interim General Manager

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 Lieberman and second by Director Mirbegan the Board unanimously approved the agenda with the following change:

Table agenda Item #16, Discussion and Possible Action: Recruitment of permanent General Manager – recommendation from Personnel Committee for recruiting agency.

CONSENT CALENDAR

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

- (B) Warrants: # Check #033034-#033120 including auto draft and payroll for a total of \$722,479.61
- (C) Rescind resolution 2015-17 and adopt resolution 2015-19 amended miscellaneous fees and charges
- (D) Sponsor Coyote Valley Elementary Jog A Thon event promoting water conservation theme
- (E) District's Alternate Schedule Policy and 9/80 schedule review

On motion by Director Graham, and second by Director Mirbegan the Board unanimously approved to remove consent Calendar Item (A) Approval of the Minutes of the Board of Directors meeting August 18, 2015 for amendment. In the minutes, under agenda item 12, Discussion and Possible Action: Adoption of Resolution 2015-18 authorizing termination of Leak Adjustment Program quantifying overage and opinion of who is determining the leak and adjusting, to add Director Graham requested a resolution for leak adjustments during winter months when water use sets the sewer rate for the next fiscal year.

BOARD COMMITTEE REPORTS

Personnel Committee: Personnel Committee met on September 9, 2015. Report enclosed.
Finance Committee: no report.
Emergency Preparedness Program Committee: No report. Director Lieberman did comment that the committee will meet to discuss Valley Fire.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian was unable to attend ACWA Region 1 meeting in September due to the Valley Fire. Well wishes were extended from ACWA.

ACWA State Legislative Committee: Director Herndon reported on the August 24, 2015 State Legislative Committee meeting and reviewed the upcoming bills.

County OES: Director Lieberman reported the OES meeting on September 16, 2015 was canceled due to the Valley Fire.

Other: Director Herndon read her report outlining the events held at the ACWA Continuing Education for Water Professionals Workshop held on September 10, 2015 at Jack London Square, Oakland, CA.

STAFF REPORTS

General Manager's Report: Interim General Manager Matt Bassett reviewed the Accountant/Controller's report and in addition to the Interim General Manager's report he reviewed the list of anticipated items, including filing claim for Valley Fire losses.

DISCUSSION AND POSSIBLE ACTION: Adoption of resolution 2015-20 declaring intention to refund bonds to levy reassessment as security for refunding bonds and to continue the lien of the original assessment

Interim Accountant/Controller Coleen Blakey presented the results of her research for the proposed refinancing of 95-2 bond. This agenda item was referred to the Finance Committee for review and further research.

DISCUSSION AND POSSIBLE ACTION: Authorizing President of the Board Jim Freeman to enter into agreement with Municipal Capital Markets Group

Board referred to Finance Committee as part of agenda item 9.

DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2015-21 to initiate Drought Surcharge effective October 1, 2015

On motion by Director Lieberman and second by Director Graham, the Board of Directors unanimously approved Resolution 2015-21 to initiate Drought Surcharge Stage 2 effective October 1, 2015.

DISCUSSION AND POSSIBLE ACTION: authorizing a credit card to the Interim General Manager

On motion made by Director Lieberman and second by Director Herndon was unanimously approved by the Board of Directors to authorize the Interim General Manager a District credit card.

**DISCUSSION AND POSSIBLE ACTION: Approval to reallocate
2015-2016 Capital Expenditures**

Interim Accountant/Controller Coleen Blakey reviewed staff's recommendations of reimbursing \$101,000 from the CIEDB Rate Stabilization Account to the Unrestricted Sewer Capital Fund.

On motion by Director Mirbegian and second by Director Herndon and unanimously carried by the Board of Directors to reallocate the Capital Expenditures for fiscal year 2015-2016 as presented.

DISCUSSION AND POSSIBLE ACTION: Approval of the Employee Handbook

Personnel Committee requested the Personnel Committee to meet to review the Employee Handbook to include Employee Job Descriptions with Salaries and Organization Chart.

**DISCUSSION AND POSSIBLE ACTION: Approval to revise the
General Manager Job Description and salary review**

The Board directed staff to contract with CPS HR Consulting to review the revised General Manager Job Description.

**DISCUSSION AND POSSIBLE ACTION: recruitment of permanent General Manager –
recommendation from Personnel Committee for recruiting agency**

This item was tabled.

DISCUSSION AND POSSIBLE ACTION: Approval of Verizon Lease Option

Interim General Manager Matt Bassett reviewed the Verizon Lease Option agreement with the correction of instead of \$1,250 per month that it will be \$1,550 per month. The Board directed staff to research any health ramifications of radio waves that could be generated by the cell tower.

**DISCUSSION AND POSSIBLE ACTION: Acceptance of roofing bid for
Administration Office Building**

On motion by Director Mirbegian and second by Director Herndon the Board unanimously approved to approve roofing expenses to not exceed \$10,000.

PUBLIC COMMENT

There were none.

BOARD MEMBER COMMENT

There were none.

CLOSED SESSION

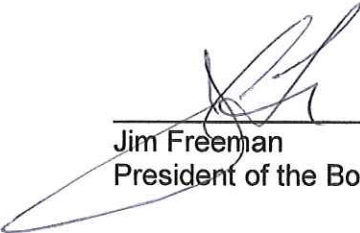
**A) Government Code Section 54957 (b) Personnel Performance Evaluation –
Interim General Manager**

B) Government Code Section 54956.9 (a) pending litigation (one case/multiple claims)

The Board of Directors went into closed session at 9:25 p.m. and returned to open session at 11:08 p.m. There was no reportable action.

ADJOURNMENT

The Board voted unanimously to adjourn the meeting at 11:08 p.m.



Jim Freeman
President of the Board

10/20/15

Date