



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: April 19, 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
Director Jim Lieberman, Vice President
Director Carolyn Graham
Director Linda Herndon
Director Linda Herndon
Director Judy Mirbegian
Matt Bassett, General Manager
Alyssa Gordon, Interim Administrative Services Officer

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Freeman.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Graham the Board unanimously approved the agenda.

CONSENT CALENDAR

On motion by Director Mirbegian, and second by Director Herndon, the Board unanimously approved the following Consent Calendar items:

- (A) **MINUTES**: Approval of the minutes for the Board of Directors meeting March 15, 2016, Finance Committee meetings March 30th and April 6th 2016, and Personnel Committee meetings March 21st and April 6th, 2016.
- (B) **DISBURSEMENTS**: Check #033540 - #033601 including auto drafts and payroll, for a total of \$285,685.76
- (C) Approval for Board of Directors to attend ACWA 2016 Spring Conference – 5/3/16 thru 5/6/16 Monterey, CA

BOARD COMMITTEE REPORTS

Personnel Committee: Directors Mirbegian and Herndon reported that discussion and recommendations from the Personnel Committee meetings will be conducted via several ensuing agenda items.

Finance Committee: Directors Mirbegian and Graham reported that meetings have been held weekly regarding the current and forecasted budget.

Emergency Preparedness Program Committee: Director Lieberman reported that there was no meeting. After discussion the board reached consensus that the committee will meet with staff in early May to begin development of an Emergency manual.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported that SWRCB has extended drought regulations through October of this year, and also that ACWA is seeking support for drought resilience recognition in the midst of the state's long term urban conservation policy. Director Herndon also underscored the value of this proposed recognition.

ACWA State Legislative Committee: No report.

County OES: No report.

STAFF REPORTS

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Matt Bassett answered questions on several items in the report.

DISCUSSION AND POSSIBLE ACTION:

Personnel Committee's recommendations for the possible addition/elimination of District staffing positions.

Director Herndon read a letter that was included in the board packet on this topic.

(A) DISCUSSION AND POSSIBLE ACTION: Eliminate the Accountant/Controller position effective June 30, 2016.

A motion was made by Director Mirbegian, and seconded by Director Herndon, to approve the elimination of the Accountant/Controller position effective June 30, 2016. Roll call vote:

AYES (5): Graham, Mirbegian, Herndon, Lieberman, Freeman

NAYS (0)

ABSTAIN (0)

(B) DISCUSSION AND POSSIBLE ACTION: Create Full Charge Bookkeeper position effective July 1, 2016 (with salary range to be adopted no later than the June Board Meeting).

A motion was made by Director Herndon, and seconded by Director Mirbegan, to approve the creation of the Full Charge Bookkeeper position effective July 1, 2016 (with salary range to be adopted no later than the June Board Meeting).

Roll call vote:

AYES (5): Graham, Mirbegan, Herndon, Lieberman, Freeman

NAYS (0)

ABSTAIN (0)

(C) DISCUSSION AND POSSIBLE ACTION: Replace the Wastewater Lead Operator position with the new Wastewater 3 Operator position effective immediately (salary range for the Wastewater 3 Operator position to be adopted no later than the June Board Meeting).

A motion was made by Director Herndon, to approve the replacement of the Wastewater Lead Operator position with the new Wastewater 3 Operator position effective immediately (salary range for the Wastewater 3 Operator position to be adopted no later than the June Board Meeting).

Roll call vote:

AYES (5): Graham, Mirbegan, Herndon, Lieberman, Freeman

NAYS (0)

ABSTAIN (0)

(D) DISCUSSION AND POSSIBLE ACTION: Adjust the title of the Water Lead Operator to Field Operations Lead and add the Wastewater 3 Operator to the position's direct reports.

A motion was made by Director Herndon, and seconded by Director Mirbegan, to adjust the title of the Water Lead Operator to Field Operations Lead and add the Wastewater 3 Operator to the position's direct reports.

Roll call vote:

AYES (5): Graham, Mirbegan, Herndon, Lieberman, Freeman

NAYS (0)

ABSTAIN (0)

(E) DISCUSSION AND POSSIBLE ACTION: Reinstate the Administrative Assistant position effective immediately.

A motion was made by Director Herndon, and seconded by Director Mirbegan, to reinstate the Administrative Assistant position effective immediately.

Roll call vote:

AYES (5): Graham, Mirbegan, Herndon, Lieberman, Freeman

NAYS (0)

ABSTAIN (0)

(F) DISCUSSION AND POSSIBLE ACTION: Adjust the Organization Chart to reflect the changes made and approve.

A motion was made by Director Herndon, and seconded by Director Mirbegan, to adjust the organization chart to reflect the changes made and approve.

Roll call vote:

AYES (5): Mirbegan, Herndon, Graham, Herndon, Lieberman, Freeman

NAYS (0)
ABSTAIN (0)

DISCUSSION AND POSSIBLE ACTION:

Approval of the CPS HR CONSULTING Draft General Manager Base Salary Survey Study.

A motion was made by Director Mirbegan, and seconded by Director Herndon, to approve the CPS HR CONSULTING Draft General Manager Base Salary Survey Study.

Roll call vote:

AYES (5): Graham, Mirbegan, Herndon, Lieberman, Freeman

NAYS (0)

ABSTAIN (0)

DISCUSSION AND POSSIBLE ACTION:

Approval of Smith & Newell CPAS's three year – annual audit service agreement

A motion was made by Director Mirbegan, and seconded by Director Herndon, to approve the Smith & Newell CPAS's three year – annual audit service agreement

Roll call vote:

AYES (5): Graham, Mirbegan, Herndon, Lieberman, Freeman

NAYS (0)

ABSTAIN (0)

DISCUSSION AND POSSIBLE ACTION:

Support the ACWA position on the State Water Resources Control Board action to make drought emergency regulations permanent with Resolution #2016-06

On motion by Director Herndon, and second by Director Mirbegan, the Board unanimously approved to support the ACWA position on the State Water Resources Control Board action to make drought emergency regulations permanent with Resolution #2016-06.

DISCUSSION AND POSSIBLE ACTION:

Approve the annual Water Use Agreement with the Hidden Valley Lake Association

A motion was made by Director Graham, and seconded by Director Herndon, to approve the annual Water Use Agreement with the Hidden Valley Lake Association

Roll call vote:

AYES (4): Graham, Mirbegan, Herndon, Lieberman

NAYS (0)

ABSTAIN (1): Freeman

DISCUSSION AND POSSIBLE ACTION:

Accept Century 21's invitation and designate a representative from the District to attend their May 10th local realtor's meeting to discuss Hexavalent Chromium

After discussion, the board reached consensus on Director Mirbegan attending the Century 21 local realtor's meeting to deliver the State Water Resources Control Board's letter explaining the new standard for Hexavalent chromium in the drinking water.

DISCUSSION AND POSSIBLE ACTION: Approval for staff to complete the \$1 million – Hazard Mitigation Grant Program (HMGP) application for Flood Control improvements as described in the April 2000 Master Storm Drainage Plan. The HMGP has a 25% matching funds requirement

A motion was made by Director Graham, and seconded by Director Herndon, to complete the \$1 million – Hazard Mitigation Grant Program (HMGP) application for Flood Control improvements as described in the April 2000 Master Storm Drainage Plan. The HMGP has a 25% matching funds requirement.

Roll call vote:

AYES (0):

NAYS (5): Graham, Mirbегian, Herndon, Lieberman, Freeman

ABSTAIN (0):

DISCUSSION AND POSSIBLE ACTION: Receipt of \$10,000 reimbursement for District costs for Sewer System Assessment District No. 1, Series 1995-2, Refunding

On motion by Director Mirbегian, and second by Director Herndon, the Board unanimously approved placement if the \$10,000 reimbursement for District costs for Sewer System Assessment District No. 1, Series 1995-2, Refunding to be moved to the Sewer Fund Money Market Account.

DISCUSSION AND POSSIBLE ACTION: Approval of Hexavalent Chromium Compliance Plan

After discussion, the board reached consensus on continuation of this topic until anticipated personnel changes are in place, and the State Water Resources Control Board provides feedback on the plan.

DISCUSSION AND POSSIBLE ACTION: Approval of \$44,100 contract with the District's engineering firm, Coastland Civil Engineering to prepare the Engineering Report for our Hexavalent Chromium Compliance Plan

After discussion, the board reached consensus on continuation of this topic until anticipated personnel changes are in place, and the State Water Resources Control Board provides feedback on the plan.

DISCUSSION AND POSSIBLE ACTION: Acceptance of bid for two heating and A/C units to be replaced or repaired for the Administration Office building

On motion by Director Mirbегian, and second by Director Lieberman, the Board unanimously accepted the bid for two heating and A/C units to be replaced or repaired for the Administration Office building, specifically for the board room, for a cost not to exceed \$7,255.

PUBLIC COMMENT

Comments were made regarding the structure of the organization chart, the District's appearance at the community firewise event, and the local realtor's meeting

BOARD MEMBER COMMENT

Board comments were made regarding the Personnel Committee's efforts and results of recent changes. Additional comments regarding the GM screening as well as next steps in the GM screening process were introduced and discussed.

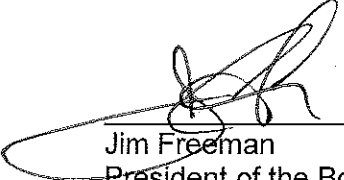
Director Freeman announced that there would be a break in the meeting before entering into closed session.

CLOSED SESSION:

- (A) Government Code Section 54956.9: Consultation and advice from legal counsel regarding initiation of litigation (one case)
- (B) Government Code Section 54956.8: Discussion of Assessor Parcel Number 014-280-18-00, located adjacent to the District's existing water reclamation plant, for purchase of a portion of Assessor Parcel Number 014-280-18-00.
- (C) Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

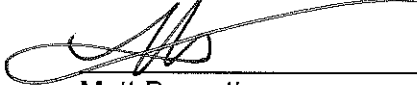
ADJOURNMENT

The meeting was adjourned at 10:59 p.m.
There was no reportable action.



Jim Freeman
President of the Board

5/17/16
Date



Matt Bassett
General Manager/Secretary to the Board

5/17/16
Date