



Hidden Valley Lake Community Services District

Regular Board Meeting Minutes

DATE: September 18, 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 September 18, 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.

4) APPROVAL OF AGENDA:

Director Mirbegian moved, Director Graham seconded to approve the September 18, 2012 Agenda with the following change:

Move Agenda Item 14a ahead of Agenda Item 8.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

- A. MINUTES: Approval of the August 21, 27 and 29, 2012 Meeting Minutes
- B. WARRANTS: Approved warrant # 030183-030275.
- C. Approval of Revised HVLCSO Organizational Chart to reflect inclusion of "Hidden Valley Lake CSD Rate Payers"
- D. Approval to Submit HVLCSO Application to Join South Lake Fire Safe Council
- E. Approval of Resolution 2012-14 Authorizing Adoption of Anti-Harassment and Discrimination Policy

Director Freeman moved, Director Graham seconded to approve the Consent Calendar.

Motion approved by unanimous vote.

6) BOARD COMMITTEE REPORTS:

Personnel Committee – no report.

Finance Committee Report – Director Mirbegian reported the committee met on August 23, 2012 and reviewed the Investment Policy and opportunities to refinance District loans.

Security and Disaster Preparedness Program Committee Report – no report.

7) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet.

General Manager's Report:

Interim General Manager Roland Sanford reported on the status of the State Water Resources Control Board regarding Putah Creek Supplemental Stream Flow Cease and Desist Order, and noted that the District and the SWRCB were close to resolving the issue. He updated the Board on the Water Rights Petition for Change and reported that the petition will to be submitted to SWRCB before the holidays.

14) CLOSED SESSION:

- a) Government Code Section 54956.9(c) - Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation against the District pursuant to subdivision (b) of Section 54956.9: (3 potential case)

The Board moved into Closed Session at 7:15 p.m. to conference with legal counsel in regards to potential litigation (3 potential cases). The Board came out of Closed Session at 8:16 pm.

Board President Herndon reported the Board unanimously voted to formally deny the claims filed by Tasha Klewe and Kathy Burns, both dated July 3, 2012, against the District.

8) DISCUSSION AND POSSIBLE ACTION: Salary range adjustment to the Administrative Assistant/Secretary to the Board position

Director Herndon introduced the agenda item and stated that pursuant to the recent Grand Jury report, the Board was obligated to adjust the salary scale for the Administrative Assistant/Secretary to the Board position as recommended by the May 30, 2012 CPS HR Consulting base salary study. She proposed that the salary scale be reduced by 32 percent, approximately 6 percent lower than the median base salary figure identified by CPS HR Consulting, to allow for future near-term cost of living increases while at the same time remaining in compliance with the Board's Compensation Policy.

Several members of the public expressed concerns regarding the May 30, 2012 CPS HR Consulting base salary study and the manner in which the Board was proposing to move forward with the salary reduction. One member of the public spoke in support of the proposed salary reduction. Following public comment, Director Mirbegan stated that it was the Board's duty to address excessive salaries, but also recommended that the salary reduction be limited to 25.7 percent (which is at "Step E" an annual salary reduction of \$24,635.20 from \$95,867.20 to \$71,232) as recommended in the May 30, 2012 CPS HR Consulting base salary study, rather than the 32 percent reduction proposed by Director Herndon.

On a motion made by Director Graham and second by Director Mirbegan the Board unanimously voted to reduce the salary of the Administrative Assistant/Secretary to the Board position by 25.7 percent, effective September 28, 2012.

9) ANNUAL WATER CONSERVATION T-SHIRT CONTEST

Interim General Manager Roland Sanford briefed the Board on the District's annual water conservation t-shirt contest for the students of Coyote Valley Elementary School and explained that the Board members would be selecting the 1st, 2nd and 3rd place winners from among the top entries, as identified by the school's Parent Teacher Organization. The top three contestants and

9) ANNUAL WATER CONSERVATION T-SHIRT CONTEST *Cont'd*

families will be invited to the October 16, 2012 Board meeting for a brief awards ceremony and photos with the Board.

10) DISCUSSION AND POSSIBLE ACTION: Appointment of the HVLCSD Representatives to ACWA JPIA Board of Directors

On a motion made by Director Freeman and second by Director Graham the Board unanimously voted to appoint Director Mirbegian as the District's representative to the ACWA JPIA Board of Directors, and Director Lieberman as the District's alternate representative to the ACWA JPIA Board of Directors.

11) DISCUSSION AND POSSIBLE ACTION: Development of Strategic Plan

Interim General Manager Roland Sanford introduced the strategic planning topic and stated that as a first step toward the development of a Strategic Plan the Board should consider what it hoped to achieve through strategic planning and the purpose of the Strategic Plan, the appropriate level of detail, and whether or not the plan should be prepared in-house or with consultant assistance. The Board discussed the questions posed by the Interim General Manager and directed staff to develop a schedule and work plan for preparing the Strategic Plan.

12) PUBLIC COMMENTS:

A property owner announced that the next meeting of the Putah Creek Stewardship group was scheduled for 7 pm on Wednesday, September 19th, at the Calpine visitor center.

13) BOARD MEMBER COMMENT:

There was none.


14) CLOSED SESSION:


- b) Government Code Section 54957 (e) Public Employee
Title: General Manager

The Board moved into closed session at 9:45 pm to discuss item 14b (General Manager position) and returned to open session at 10:03 pm.

Board President Herndon announced that there was no reportable action taken during closed session.

15) ADJOURNMENT: On a motion made by Director Freeman and second by Director Mirbegian the Board unanimously voted to adjourn the meeting at 10:05 pm.


Linda Herndon 11/20/12
President of the Board Date


Tami Ipsen 11/20/2012
Secretary to the Board Date