



Hidden Valley Lake Community Services District

Regular Board Meeting Minutes

DATE: August 21, 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 August 21, 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, and Tami Ipsen, Administrative Assistant/Secretary to the Board.

Absent: Tasha Klewe, Accountant/Controller.

4) APPROVAL OF AGENDA:

Director Mirbegian moved, Director Lieberman seconded to approve the August 21, 2012 Agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

- A. MINUTES: Approval of the July 12, 2012 Special Meeting Minutes and the July 17, 2012 Regular Board Meeting Minutes
- B. WARRANTS: Approved warrant # 030127-030182
- C. Authorize Interim General Manager to execute Master Service Agreement between the HVLCS and GHD for consulting engineering services.

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

Motion approved by unanimous vote.

6) BOARD COMMITTEE REPORTS:

Personnel Committee – There was no report.

Finance Committee Report – Director Mirbegian reported on the July 26, 2012 Finance Committee meeting.

Security and Disaster Preparedness Program Committee Report – There was no report.

7) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

There was no report given. Report was included in Board packet.

7) STAFF REPORTS: *Cont'd*

General Manager's Report:

Interim General Manager Roland Sanford updated the Board on the ongoing negotiations regarding the State Water Resources Control Board's Putah Creek Administrative Civil Liability complaint/Cease and Desist order, upcoming Strategic Plan, promoting "Take it to the Tap" at community events, Red Cross emergency relief supply storage, Solar Project ribbon cutting ceremony and announced that Directors Mirbegian and Lieberman received their Special District Governance certificates from CSDA Governance Academy.

8) **ADOPTION OF RESOLUTION** reaffirming the HVLCSD Board of Directors commitment to open government and compliance with the Ralph M. Brown Act

After discussion, Director Freeman moved, Director Graham seconded to approve resolution 2012-12, A Resolution of the Hidden Valley Lake Community Services District Reaffirming the Board of Directors' Commitment to Open Government and Compliance with the Ralph M. Brown Act.

Resolution approved by unanimous vote.

9) **LEVEE TRAIL CONCEPT PLAN PRESENTATION** by HVLA

Bill Chapman, General Manager of HVLA, briefed the Board on HVLA's levee trail concept plan and inquired as to whether or not the HVLCSD Board had any interest in allowing the HVLA to construct and maintain a trail on the District's levee. The Board affirmed that there is interest and directed staff to investigate the issues that would need to be addressed in an agreement between the two organizations for discussion at a subsequent Board meeting.

10) **PUBLIC HEARING** to consider placement of default liens on real property pursuant to government code 61115.

Director Herndon opened the hearing at 7:50 p.m. There was no public comment. The hearing was closed at 7:51 p.m.

11) **DISCUSSION AND POSSIBLE ACTION:** Resolution confirming default balances and directing staff to file liens on real property

After discussion, Director Mirbegian moved, Director Lieberman seconded to approve resolution 2012-13, 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.

Resolution approved by unanimous vote.

12) **REVISION TO HVLCSD PERSONNEL POLICY MANUAL**

12A) Discussion and Possible Action: Adoption of Anti-Harassment and Discrimination Policy

Director Mirbegian moved, Director Lieberman seconded to adopt an Anti-Harassment and Discrimination Policy as amended with the following correction:

Page one, Section 2, item f, to read: f) The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim of the harassment.

Motion approved by unanimous vote.

- 13) DISCUSSION AND POSSIBLE ACTION: Referral of Compensation Policy to Personnel Committee and Legal Counsel for refinement and clarification.

After discussion, Director Mirbegian moved, Director Graham seconded to approve the following changes to the Compensation Policy:

Under **Procedure**, to read "The District's Board of Directors will set total compensation, salary ranges and benefits. Salary Ranges of the District's positions will be set at a level not to exceed the median market value of comparable positions in the region."

Motion approved by unanimous vote.

- 14) PUBLIC COMMENTS:

Larry Ray, President of the Upper Putah Creek Stewardship, was introduced. He explained a little about the stewardship and membership. The committee meets the third Wednesday of each month.

- 15) BOARD MEMBER COMMENT:

Director Mirbegian recommended a change in the organizational chart to include the rate payers. Staff will prepare a revised organizational chart for the September board meeting.

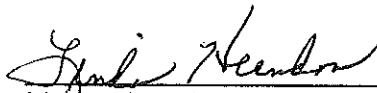
Director Mirbegian reported that her and Director Lieberman attended South Lake Fire council meeting on August 4, 2012.

Director Herndon requested the staff not remove items from the Board meeting agendas without first conferring with the Board.

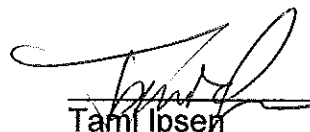
- 16) CLOSED SESSION: Government Code 54957 (b) Personnel Performance Evaluation: Interim General Manager

The Board of Directors went into closed session at 8:37 p.m. and came out of closed session at 9:51 p.m. There was no reportable action.

- 17) ADJOURNMENT: The meeting was adjourned at 9:52 p.m. and was unanimously carried to adjourn by the Board.


Linda Herndon
President of the Board

9/18/12
Date


Tami Ipsen
Secretary to the Board

9/19/2012
Date