



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: November 17, 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 Mirbegian
Matt Bassett, Interim General Manager
Tami Ipsen, Administrative Services Officer/Secretary to the Board

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 Mirbegian and second by Director Graham the Board unanimously approved the agenda.

CONSENT CALENDAR

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

- (A) Approval of the Minutes of the Board of Directors Meeting October 20, 2015
- (B) Disbursements: check #033180-#033265, including auto drafts and payroll for a total of \$263,101.84
- (C) Approval for Director to attend ACWA Board Training Workshop on November 19-20, 2015 in Sacramento, California

BOARD COMMITTEE REPORTS

Personnel Committee: Director Herndon reported on the October 16, 2015 Personnel Committee meeting where the committee discussed the DRAFT Employee Handbook policies, organization chart and job descriptions. Director Herndon indicated there are additions to the report that she will present under the approval of the Employee Handbook agenda item. The committee discussed proposing a salary freeze and a policy for salary range adjustments approved by the Board of Directors.

Finance Committee: There was no report.

Emergency Preparedness Program Committee: Director Lieberman commented that the County of Lake is preparing for potential flooding due to a heavy rain forecast this winter and the effect on fire areas. Interim General Manager Matt Bassett presented an update of fire damaged tree removal within Flood Control.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported that ACWA Region 1 will be meeting on November 20, 2015.

ACWA State Legislative Committee: Director Herndon commented that State Legislative Committee is pursuing a new approach to Proposition 218.

County OES: Director Lieberman reported that Cal OES area committee is moving back to Lake County Sheriff.

STAFF REPORTS

General Manager's Report: Interim General Manager Matt Bassett answered Board questions related to the written GM report that included, Verizon cell tower, DWR compliance order for an alternate water source and chromium 6 issue, and Valley Oaks project.

DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-22 waiving water and sewer fees for customers who lost their homes in the Valley Fire disaster

On motion by Director Mirbegian and second by Director Graham the board unanimously approved to adopt resolution 2015-22, a resolution of the Hidden Valley Lake Community Services District Board of Directors to Temporarily Waive Normal Water and Sewer Fees Through June 2016 Billing Period, For Customers Who Lost Their Homes in the Valley Fire Disaster.

DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-23 September bill adjustment for homes that had unusually high water usage during the Valley Fire disaster

On motion by Director Mirbegian and second by Director Lieberman the board unanimously approved to adopt resolution 2015-23, a resolution of the Hidden Valley Lake Community Services District Board of Directors to Adjust Water Usage for the September 2015 Billing for Customers Who Had Unusually High Water Consumption During the Valley Fire Disaster.

DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-24 approving leak adjustments during January – April that may affect customers' sewer bill calculation for the upcoming fiscal year

Director Mirbegian moved to approve and then later rescinded her vote to table the agenda item for revision of the resolution. Director Graham seconded and motion was unanimously approved.

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

On motion by Director Graham and second by Director Herndon motion did not carry by the following votes:

Director Graham – No
Director Herndon – No
Director Lieberman – Yes

Director Mirbegian – No
Director Freeman – Yes

DISCUSSION AND POSSIBLE ACTION: approval of Employee Handbook

Director Herndon explained that only the policies are being recommended by the Personnel Committee for approval. The organization chart and Job Descriptions w/salary ranges will be presented at a later date for board approval.

On motion by Director Mirbegian and second by Director Herndon the board unanimously approved the Employee Handbook policies as presented.

DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-27 authorizing staff to waive miscellaneous fees and offer payment arrangements once every 12 months

On motion by Director Mirbegian and second by Director Graham the board unanimously approved resolution 2015-27, a resolution of the Hidden Valley Lake Community Services District Board of Directors Adopt a Policy to Authorize Staff to Waive Miscellaneous Fees and Make Payment Arrangements Once Every 12 Months to Customers.

DISCUSSION AND POSSIBLE ACTION: FEMA temporary housing units at the Water Reclamation Treatment Plant property for Valley Fire families that lost their homes

At a great length of discussion, the board determined that the FEMA project for housing units at the Water Reclamation Treatment Plant could only take place if fencing was provided by FEMA to secure the District's facilities and provide a safe environment. The Board directed staff to inform FEMA of the board's direction for the fruition of this project.

PUBLIC COMMENT

Property owner thanked the board and staff. Tami Ipsen presented a gift to the District.

BOARD MEMBER COMMENT

There were none.

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

The Board of Directors went into Closed Session at 9:55 p.m. and came out of Closed Session at 10:33 p.m. President of the Board reported the board approved to contract with Matt Bassett as General Manager of the District.

DISCUSSION AND POSSIBLE ACTION: APPROVAL OF RESOLUTION 2015-25 APPOINTING General Manager Matt Bassett as Secretary to the Board

On motion by Director Mirbegian and second by Director Graham the board approved resolution 2015-25 a resolution of the Hidden Valley Lake Community Services District Board of Directors Designating the General Manager as Secretary to the Board

DISCUSSION AND POSSIBLE ACTION: APPROVAL OF RESOLUTION 2015-26 Westamerica Bank signature card adding Matt Bassett

On motion by Director Lieberman and second by Director Graham the board unanimously approved resolution 2015-26, a resolution of the Hidden Valley Lake Community Services District Board of Directors adding Matt Bassett to the List of Individuals Authorized to Enter Deposit Account, Funds Transfer, Investment, Cash Management and Deposit Service Agreements with Westamerica Bank, and to Withdraw

Funds, Initiate Payment Orders and Otherwise Give Instructions to Westamerica Bank with Respect to the District's Deposit Accounts.

DISCUSSION AND POSSIBLE ACTION: approval for CPS HR Consulting to perform a salary review for the General Manager Job Description

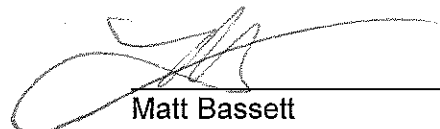
On motion by Director Mirbegian and second by Director Lieberman the board unanimously approved to contract with CPS HR Consulting to perform a salary review for the General Manager Job Description.

ADJOURNMENT

The Board voted unanimously to adjourn the meeting at 10:35 p.m.



Jim Freeman Date
President of the Board



Matt Bassett Date
General Manager/Secretary to the Board
12/21/15