



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: January 15, 2019**

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 Linda Herndon, President
Director Judy Mirbegan, Vice President
Director Jim Freeman
Director Jim Lieberman
Director Carolyn Graham
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion made by Director Herndon and seconded by Director Mirbegan the Board unanimously approved the agenda.

BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS

Director Mirbegan nominated Director Herndon as President of the Board for the 2019 calendar year. Director Freeman seconded the nomination, Director Herndon accepted the nomination and was unanimously approved by the Board.

Director Herndon nominated Director Mirbegan as Vice President of the Board for the 2019 calendar year. Director Freeman seconded the nomination, Director Mirbegan accepted the nomination and was unanimously approved by the Board.

**APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC
COMMITTEES**

Director Herndon made the following Board member Committee assignments for the 2019 calendar year.

Finance Committee: Director Mirbegan, Director Freeman
Personnel Committee: Director Lieberman, Director Herndon
Emergency Preparedness Committee: Director Graham
Lake Water Use Ad-HOC Committee: Director Mirbegan
Valley Oaks Project Sub-Committee: Director Herndon

Director Freeman moved to accept the Committee assignments for the 2019 calendar year as presented, seconded by Director Mirbegan and was unanimously approved by the Board.

CONSENT CALENDAR

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

- A. MINUTES: Approval of the December 6, 2018 Personnel Committee Meeting minutes.
- B. MINUTES: Approval of the December 10, 2018 Board Workshop minutes.
- C. MINUTES: Approval of the December 11, 2018 Finance Committee Meeting minutes.
- D. MINUTES: Approval of the December 18, 2018 Board of Directors Regular Board Meeting minutes.
- E. MINUTES: Approval of the December 18, 2018 Board of Directors Workshop minutes.
- F. DISBURSEMENTS: Check # 36001 - # 36064 including drafts and payroll for a total of \$347,557.70.

BOARD COMMITTEE REPORTS

Finance Committee: Have not met. Meeting to be scheduled to begin pre-budget and mid-year budget review.

Personnel Committee: Met to review the Employee Handbook, will discuss later in agenda.

Emergency Preparedness Program Committee: Did not meet.

Lake Water Use Agreement-Ad Hoc Committee: Agreement has not been signed staff will provide the current agreement to the interim HVLA GM for approval.

Valley Oaks Sub-Committee: Valley Oaks began the LAFCO process to annex into the District.

Director Herndon proposed a review of all Committee Charters at the February Board meeting.

STAFF REPORTS

Financial Report: Staff provided an update regarding retainment of an Accountant Consultant through RGS. Request for approval will be brought before the Board once a quote for services have been provided by RGS.

Director Mirbegian requests clarification of revenue variances from Norm Newall regarding placement of FEMA reimbursement funds.

Administration/Customer Services Report:

ACWA State Legislative Committee: Next Meeting 2/1/2019 to discuss State Water Tax.

Field Operation Report: No comment.

I.T. Monthly Report (December 2018) – New Item: ESRI Water Conference and out of State travel discussed. Staff to provide total cost of conference, travel and lodging.

President Herndon requests, as policy states, all out of state travel to go before the Board for review and approval. Confirm liability concerns with CivicSpark.

General Manager's Report: The General Manager discussed items in his report and responded to all inquiries.

Correction: Information Technology: Item 1 Advanced Applied Technology.
Staff recommend adding the purchase of 4 Generators to HVLCS D Strategic Plan.

DISCUSSION AND POSSIBLE ACTION:

Assets and Replacement Cost. (12-12-18 Finance Comm Request)

Staff provided an overview and estimated cost of \$13,977,915.00 to replace 10,4571 linear feet of sewer lines throughout the District.

Coastland Engineering estimated cost does not include the sewer lift stations or the Sewer Treatment Plant.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager to enter into an agreement with Coastland Engineering to assist in the completion of two HMGP Sub applications (Unit 9 Tank – 112 Tide flex Valve – 120)

Moved by Director Mirbegan and seconded by Director Freeman the Board unanimously approved the General Manager to enter into an agreement with Coastland Engineering to assist in the completion of two HMGP Sub applications for Unit 9 Tank –112 and Tide flex Valve –120

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The Board unanimously approved the General Manager to enter into an agreement with Coastland Engineering to assist in the completion of two HMGP Sub applications for Unit 9 Tank –112 and Tide flex Valve –120 by Roll Call Vote.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the Hidden Valley Lake CSD Employee Handbook

Moved by Director Mirbegan and seconded by Director Graham to discuss and approve the Hidden Valley Lake CSD Employee Handbook.

Director Lieberman retracted his previous statement regarding legal review of the employee handbook, Director Lieberman suggests a legal review would be in the best interest of the District. Cost for the legal review is estimated at \$7500.

Director Mirbegan moved and seconded by Director Graham to change the motion to Approve the Hidden Valley Lake CSD Employee Handbook pending legal review and approval. Pay for Performance left as a place holder, policy to be added at a later date. The Board unanimously approved the Hidden Valley Lake CSD Employee Handbook pending legal review and approval.

Motion Carries Unanimous.

DISCUSSION AND POSSIBLE ACTION:

Discuss and accept the report from CPS HR Consulting for the Water Resources Specialist position

Moved by Director Graham and seconded by Director Lieberman to accept the report from CPS HR Consulting for the Water Resources Specialist position.

By majority (4-1) vote, the Board accept the report from CPS HR Consulting for the Water Resources Specialist position.

DISCUSSION AND POSSIBLE ACTION:

Discuss succession planning and approve two unfunded positions; Customer Services Representative (Entry Level) and an Operator II

Moved by Director Freeman and seconded by Director Mirbegian the Board unanimously approved two unfunded positions; Customer Services Representative (Entry Level) and an Operator II.

Motion Carries Unanimous.

DISCUSSION AND POSSIBLE ACTION:

Discuss setting an annual Board Calendar to include specific committee dates that can be amended by each committee if desired. (monthly, quarterly, annually, etc.)

Director Herndon requests all Committee's provide an annual calendar with prescheduled meetings set. Calendar will be posted on the HVLCSO Website. Members of the Board agree to bring a Committee calendar before the full Board for review.

DISCUSSION AND POSSIBLE ACTION:

Board review and discussion of late fee policy

Director Graham provided concerns from a community member regarding late fees on the constituent's bill. The customer was invited to attend a Board Meeting to lodge an appeal.

The Board at large determined that the current Late Fee Policy is fair and to remain in effect with no changes.

PUBLIC COMMENT

Member of the public thank staff for continued hard work and commitment to the District and its customers.

Member of the Public encourage staff and members of the Board to continue to work together for the better of the District, and agrees Legal review of the Employee Handbook is a wise decision.

BOARD MEMBER COMMENT

Director Graham thanked her peers for the Certificate of Appreciation.

Director Graham stated PG&E has not filed Chapter 11 but it is likely. PG&E assures its customers there will be no impact on services provided.

ADJOURNMENT

On a motion made by Director Mirbegian and seconded by Director Lieberman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:23 p.m.


Linda Herndon
President of the Board

2/28/19
Date


Kirk Cloyd
General Manager/Secretary to the Board

2-19-19
Date