

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

MARCH 20, 2012

CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on March 20, 2012 at the hour of 7:02 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegan and Herndon.
Also present: Tami Ipsen, Administrative Assistant/Secretary to the Board and Tasha Klewe, Accountant/Controller.

APPROVAL OF AGENDA:

Mr. Lieberman moved, Ms. Graham seconded to approve the March 20, 2012 Agenda.

Motion approved by unanimous vote.

APPROVAL OF MINUTES:

Mrs. Mirbegan moved, Mrs. Graham seconded to approve the February 21, 2012 board meeting minutes.

Motion approved by unanimous vote.

APPROVAL OF WARRANTS:

Mrs. Mirbegan moved, Mr. Lieberman seconded to ratify payment of warrants #029608 - #029709 (including voided warrants and direct deposits) for a period ending February 29, 2012.

The total amount of warrants was \$270,116.80.

Motion approved by unanimous vote.

COMMITTEE REPORTS:

A. Finance Committee Report

There was no report.

B. Security and Disaster Preparedness Program Committee Report

Mrs. Herndon reported on the February 27, 2012 committee meeting. The committee set a calendar and goals for the year. A tour of the District's facilities was rained out and will be rescheduled.

Mr. Freeman moved, Mrs. Mirbegan seconded to accept the Security and Disaster Preparedness Program Committee minutes.

Motion approved by unanimous vote.

COMMITTEE REPORTS: Cont'd

C. Personnel Committee

Mrs. Herndon reported on the March 6, 2012 committee meeting. The committee established a calendar and set goals for the year. They also discussed the salary survey results and the exempt status of the Administrative Assistant/Secretary to the Board position.

Mrs. Mirbegian moved, Mr. Lieberman seconded to accept the Personnel Committee minutes.

Motion approved by unanimous vote.

STAFF REPORTS:

A. Accountant/Controller's Finance and Investment Report

Tasha Klewe presented the February 29, 2012 Financial and Investment Reports. She also explained the pie charts showing distribution of the District's fund accounts. The February 29, 2012 Revenue and Expense Report indicates the District's revenue estimate is over approximately 4.49% and the expenses are under budget approximately 6.91%.

Mr. Lieberman moved, Mrs. Mirbegian seconded to accept the February 29, 2012 Financial and Investment Reports.

Motion approved by unanimous vote.

B. General Manager's Report:

Tasha Klewe reported on communications and water industry issues.

Ms. Graham moved, Mrs. Mirbegian seconded to accept the General Manager's report.

Motion approved by unanimous vote.

UNFINISHED BUSINESS:

A. Update Regarding the Solar Project

1) Discussion and possible Approval of a Pay Request to Real Goods Solar, Inc.

After discussion, Mr. Lieberman moved, Mrs. Mirbegian seconded to approve a pay request to Real Goods Solar, Inc. for the amount of \$55,575.00.

Motion approved by unanimous vote.

2) Discussion and Possible Approval of a Drainage Ditch Change Order

Tasha Klewe reported on the drainage ditch change order that will be funded under the solar project funding and the work will be done in house.

After discussion, Mr. Freeman moved, Mr. Lieberman seconded to approve the drainage ditch change order for \$3,410.

Motion approved by unanimous vote.

UNFINISHED BUSINESS:

A. Update Regarding the Solar Project Cont'd

3) Discussion and Possible Approval of the Notice of Completion

After discussion, Mrs. Mirbegian moved, Mr. Freeman seconded to approve the Notice of Completion.

Motion approved by unanimous vote.

B. Discussion and Possible Approval to Nominate a Representative to Run in the Upcoming LAFCO Election

After discussion, Mr. Lieberman moved, Mrs. Mirbegian seconded to nominate Jim Freeman to run in the upcoming LAFCO election.

Motion approved by unanimous vote.

C. Discussion Regarding the Salary Survey Results

Mrs. Herndon recommended this be tabled until the April 17, 2012 agenda and approve the Executive Summary of the Salary Survey Results.

NEW BUSINESS:

A. Letter of Concern from Property Owner Requesting a Variance for the Sewer Connection at 18699 Lakeridge Circle

Jim Winter, from GHD Engineers, explained the variable grade sewer system and how the system is not designed to work with the variance proposed by the property.

No action was taken.

B. Discussion and Possible Approval of the TMF Tune – Up for Public Utilities

Dennis White, Lead Water Operator, reviewed the document required by Department of Health. The report must be approved by the Board of Directors.

Ms. Graham moved, Mrs. Mirbegian seconded to accept the TMF Tune-up for Public Utilities.

Motion approved by unanimous vote.

C. Discussion and Possible Approval to Change the Exempt Status for the Administrative Assistant/Secretary to the Board

Mrs. Mirbegian moved, Mr. Lieberman seconded to table this item until the District has a General Manager.

Motion approved by unanimous vote.

D. Discussion and Possible Approval to Update the District's Mission Statement

After reviewing samples from other agencies, Mr. Lieberman moved, Mr. Freeman seconded to approve the following mission statement:

NEW BUSINESS: Cont'd

D. Discussion and Possible Approval to Update the District's Mission Statement Cont'd

"The mission of the Hidden Valley Lake Community Services District is to manage the natural resources with which the District is entrusted; to provide reliable, safe, high quality water and wastewater services in an economically and environmentally responsible manner."

Motion approved by unanimous vote.

E. Discussion and Possible Approval of a Resolution of a Compensation Policy

After discussion, the Board recommended the Personnel Committee take the comments and suggestions from the Board of Directors and legal Counsel to incorporate them into the DRAFT policy and bring back to the Board for discussion and possible approval.

F. Discussion and Possible Approval of a Resolution of a Communications Policy

Mrs. Mirbegian moved, Mr. Lieberman seconded to table this agenda item until the April Board Meeting.

Motion approved by unanimous vote.

G. Discussion and Possible Approval to Reappoint a Representative to the Lake County OES Area Committee or to Reappoint the Security and Disaster Preparedness Program Committee

After discussion, Mr. Freeman moved, Mr. Lieberman seconded to reappoint the Security and Disaster Preparedness Program committee members to be Mrs. Herndon and Mr. Lieberman and the Finance Committee to be Mrs. Mirbegian and Mr. Freeman.

Motion approved by unanimous vote.

H. Discussion and Possible Approval of a Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Supporting Paul Helliker as Chair of the Association of California Water Agencies

After discussion, Mrs. Mirbegian moved, Ms. Graham seconded to approve resolution 2012-04, a Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Supporting Paul Helliker as Chair of the Association of California Water Agencies.

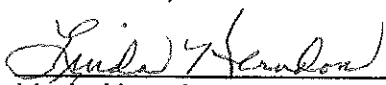
Resolution approved by unanimous vote.

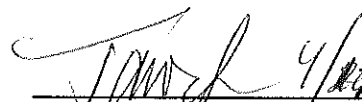
ORAL COMMUNICATIONS:

Mrs. Herndon thanked the Directors and Counsel.

ADJOURNMENT:

The meeting was adjourned at 9:10 p.m. on motion by Mr. Freeman, seconded by Mr. Lieberman, and unanimously carried.


Linda Herndon 4/17/12
President of the Board Date


Tami Ipsen 4/17/2012
Secretary to the Board Date