



Hidden Valley Lake Community Services District

Regular Board Meeting Minutes

DATE: March 19, 2013
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 March 19, 2012 at the hour of 7:00 p.m. by President Mirbegian at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Herndon, Lieberman, and Mirbegian. Also present: Roland Sanford, General Manager; and Tami Ipsen, Administrative Assistant.

4) APPROVAL OF AGENDA:

Director Graham moved, Director Lieberman seconded to approve the March 19, 2013 agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

A. WARRANTS: Approved warrants #030657 - 030728 for \$345,427.42.

6) BOARD COMMITTEE REPORTS:

Personnel Committee – There was no report.

Finance Committee Report – Director Freeman reported on the February 21, 2013 Finance Committee meeting.

Security and Disaster Preparedness Program Committee - There was no report.

7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 – Director Mirbegian reported there will be a conference call for Region 1 Board members on March 20, 2013.

ACWA State Legislative Committee – Director Herndon had nothing to add to the February 8, 2013 State Legislative Committee meeting minutes included in the Board packet.

County OES – Director Lieberman reported the OES Area Committee is reorganizing and there have been no meetings since the last Hidden Valley Lake CSD regular board meeting.

Other meetings attended – There were none.

8) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet. Mr. Sanford had nothing to add to the written report.

General Manager's Report:

In addition to the items discussed in his written report, Mr. Sanford reported that one of the District employees was involved in a serious motorcycle accident and will be convalescing for at least the next few weeks. He reported that he had participated in a telephone conference call with the Water Bond Coalition, a diverse group of largely Northern California water purveyors, previously formed to advocate on behalf of Northern California water interests during the implementation of State Proposition 50, but now potentially interested in reactivating in response to pending legislation that would define the scope of a forthcoming State water bond. Mr. Sanford also reported that Lake County LAFCO recently approved a revised Sphere of Influence (SOI) for LACOSAN and that the revised Sphere of Influence did not appear to impinge on the current or projected SOI for the District. He referenced the forthcoming Spring ACWA conference and requested that Board members wishing to attend the conference let staff know.

9) **DISCUSSION AND POSSIBLE ACTION:** Staff workload and work priorities for the next six months

Mr. Sanford provided a brief summary of the current staff workload and discussed the need to address routine but critically important work tasks that have been deferred or received insufficient attention over the last 12 months. He also identified several work tasks that must be completed in the short term, in order for the District to move forward with other projects and activities in the next one to three years. Mr. Sanford described staff work priorities for the next six months. The Board concurred with Mr. Sanford's prioritization of work tasks and acknowledged that in view of the substantial workload, completion of at least some less urgent work tasks and activities would be delayed.

10) **REVISIONS TO HVLCSD PERSONNEL POLICY MANUAL**

- 10A) Discussion and Possible Action: Adoption of revised Sick Leave Policy
- 10B) Discussion and Possible Action: Adoption of revised Nepotism Policy
- 10C) Discussion and Possible Action: Adoption of Americans with Disability (ADA) Policy
- 10D) Discussion and Possible Action: Adoption of revised Grievance Policy

After discussion, Director Herndon moved, Director Lieberman seconded to approve the revised sick leave and Grievance policies and the proposed Accommodations for Disability (ADA) policy as recommended by the Personnel committee, and also approved the revised Nepotism policy with the following modification: substitute "relative" for "immediate family".

Motion approved by unanimous vote.

11) **DISCUSSION AND POSSIBLE ACTION:** Development of guidelines for District sponsorship of community events

On motion by Director Graham, seconded by Director Lieberman this item was moved to the April 16, 2013 regular board meeting.

Motion approved by unanimous vote.

- 12) DISCUSSION AND POSSIBLE ACTION: Authorization for District to participate in Calpine's 2013 Earth Day Celebration

After discussion, Director Lieberman moved, Director Graham seconded to approve District participation in Calpine's Earth Day Celebration on April 27, 2013 and to spend up to \$500 to promote water awareness at the event.

Motion approved by unanimous vote.

- 13) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2013-04 authorizing Board member participation and District representation on regional committees for the 2013 calendar year

After discussion, Director Herndon moved, Director Lieberman seconded to approve resolution 2013-04, a Resolution Authorizing Board Member Participation and District Representation on Regional Committees for the 2013 Calendar Year.

Resolution approved by unanimous vote.

- 14) PUBLIC COMMENTS:

There were none.


- 15) BOARD MEMBER COMMENT:

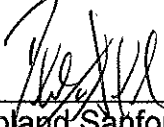
Several Board members expressed their satisfaction with the first Strategic Planning workshop and commented they were looking forward to the second Strategic Planning workshop on March 30, 2013 at 8:00 a.m.

- 16) CLOSED SESSION: Consultation and advice from legal counsel regarding pending litigation (one case/multiple claims). California Government Code Section 54956.9(a)

The Board went into Closed Session at 8:30 p.m. and returned into Open Session at 9:47 p.m. Director Mirbegan stated there was no reportable action taken in Closed Session.

- 17) ADJOURNMENT: The meeting was adjourned at 9:55 p.m. on motion by Director Herndon, seconded by Director Freeman, and unanimously carried.


Judy Mirbegan 4-16-13
President of the Board Date

 4-16-13
Roland Sanford Date
General Manager/Secretary to the Board