



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: February 16, 2016**

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, General Manager
Alyssa Gordon, Interim Administrative Services Officer

CALL TO ORDER

The meeting was called to order at 7:01 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

A motion was made by Director Mirbegian to remove items E & F for further discussion

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

- (A) MINUTES: Approval of the minutes for the Board of Directors meeting January 19, 2016
- (B) DISBURSEMENTS: Check #033399 - #033467 including auto drafts and payroll, for a total of \$172,536.35
- (D) APPROVAL OF PARTIAL SPONSORSHIP - "Spring Has Sprung" 5K/10K Run Sponsorship: Authorize District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials – total cost not to exceed \$2,500

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved Consent Calendar items E & F

- (E) APPROVAL GENERAL COUNSEL AGREEMENT – Enter into agreement With Bold, Polisner, Maddow, Nelson and Judson to provide General Counsel services
- (F) APPROVAL TO PROPERLY REFLECT BILLING DUE DATE ON SEWER USE FEE ORDINANCE

BOARD COMMITTEE REPORTS

Personnel Committee: Director Mirbegian reviewed the minutes from the meeting held on February 1, 2016.

Finance Committee: No meeting in February.

Emergency Preparedness Program Committee: No meeting in February.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian provided a documented re-cap of the January 25, 2016 Board orientation and strategic planning meeting located at the District.

ACWA State Legislative Committee: Director Herndon plans to attend the upcoming legislative session on February 26, 2016.

County OES: No meeting in February.

STAFF REPORTS

General Manager's Report: In addition to his written report, General Manager Matt Bassett discussed recent video surveillance results of sewer lateral and mains.

DISCUSSION AND POSSIBLE ACTION: Mid-year CPA review and recommendations

After discussion on format and content, the monthly financial reports will be revised, and a procedure document developed by staff. The Board will begin work on Finance Policy as part of the District's Strategic plan.

DISCUSSION AND POSSIBLE ACTION:

Discussion of financial report options for review and approval by the Board at its regular monthly meetings

The financial report discussion concluded with a request for a single-paged Statement of Net Position and a single-paged Cash Flow statement be added to the monthly financial reports in the Board packet.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2016-04 approving and confirming the Report and Reassessment for the refunding of the outstanding bonds for Sewer System Assessment District No. 1.

On motion by Director Mirbegian and second by Director Herndon, the Board had a roll call and unanimously approved Resolution 2016-04 approving and confirming the Report and Reassessment for the refunding of the outstanding bonds for Sewer System Assessment District No. 1.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2016-05 authorizing the issuance and sale of refunding bonds for Sewer System Assessment District No. 1.

On motion by Director Mirbegian and second by Director Graham, the Board had a roll call and unanimously approved Resolution 2016-05 authorizing the issuance and sale of refunding bonds for Sewer System Assessment District No. 1.

DISCUSSION AND POSSIBLE ACTION:

Approval of CPS HR Consulting contract for General Manager recruitment.

The Board discussed amending the contact names on the CPS HR Consulting contract. On motion by Director Herndon and second by Director Mirbegian, the Board unanimously approved as amended, the CPR HR Consulting contract for the GM recruitment. The contacts name will be Director Linda Herndon and Director Judy Mirbegian.

DISCUSSION AND POSSIBLE ACTION:

Approval of CPS HR Consulting contract for General Manager Job Description salary review.

The Board has requested clarification on the "Proposed Labor Market Agencies" identified in the General Manager base salary Study. Director Herndon will review with CPS, and provide feedback.

DISCUSSION AND POSSIBLE ACTION:

District's past progress and future direction with its Petition for Change for Water License #13527 and Permit #20770B.

Director Mirbegian discussed options to help resolve curtailment, moratorium, and the District's due diligence towards the Petition for Change. The consensus is to continue to allocate funds towards this effort.

DISCUSSION AND POSSIBLE ACTION:

Direct staff on efforts to finalize the Hexavalent Chromium compliance plan, required by State Water Resources Control Board, Division of Drinking Water.

General Manager Matt Bassett reviewed the District's efforts, accomplishments, and next steps in Hexavalent Chromium compliance.

DISCUSSION AND POSSIBLE ACTION: Status and direction on the \$1M "Flood Mitigation in the Valley Fire Area" project submitted as a Notice of Interest (NOI) to the Hazard Mitigation Grant Program (HMGP).

General Manager Matt Bassett explained staff's success in receiving an invitation to fill out the full application for FEMA grant funding, and invited discussion on the 25% funding requirement.

PUBLIC COMMENT

An inquiry was made regarding perimeter fencing on the levy, and how HVLA & CSD could work together to accomplish this.

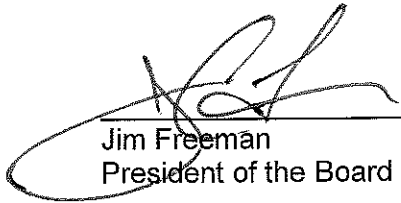
An audience member thanked the General Manager, and everyone for all their hard work.

BOARD MEMBER COMMENT

Director Mirbegian suggested that the Director Herndon or other Board member apply for the nomination of LAFCO's current openings for independent Special District Board of Directors members.

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


Board of Directors went into closed session at 9:45PM and adjourned at 10:45PM. There was no reportable action.



Jim Freeman
President of the Board

4/4/16

Date



Matt Bassett
General Manager/Secretary to the Board

3/31/16

Date