



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: May 17, 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 Mirbegan

Matt Bassett, General Manager  
Alyssa Gordon, Interim Administrative  
Services Officer  
Dennis White, Field Operations lead  
Paul Silva, Wastewater Operations lead  
Trish Wilkinson, Senior Accounts  
Representative

**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 Mirbegan and second by Director Herndon the Board unanimously approved the agenda.

**CONSENT CALENDAR**

Director Mibegan requested an amendment to the attendance at the Finance Committee meeting minutes of April 22, 2016, which will be included in the next Board of Directors meeting consent calendar on June 21, 2016.

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

- (A) **MINUTES**: Approval of the minutes for the Board of Directors meeting April 19, 2016, Finance Committee meetings April 27<sup>th</sup> and May 6<sup>th</sup>, and Special meetings May 2<sup>nd</sup>, 2016 and May 3<sup>rd</sup>, 2016.
- (B) **DISBURSEMENTS**: Check #033602 - #033691 including auto drafts and payroll, for a total of \$207,761.72

## **BOARD COMMITTEE REPORTS**

Personnel Committee: No meeting.

Finance Committee: Directors Mirbegian and Graham presented current draft assumptions of revenue and expenses for the upcoming FY 2016-2017 budget.

Emergency Preparedness Program Committee: No meeting.

## **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 1 Board: Director Mirbegian reported on the basis of litigation against the state on the Hexavalent Chromium regulation. This basis included the lack of economic feasibility of compliance, as well as the compounding negative effect of the drought on water districts.

ACWA State Legislative Committee: Director Herndon reported on a presentation from the ACWA Spring Conference that enumerated the challenges for this water district such as DAC, and source water supply.

County OES: No report.

## **STAFF REPORTS**

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Matt Bassett, Field Operations lead Dennis White, and IASO Alyssa Gordon answered questions on items in the report.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Approval of sewer collection system main line repair bid**

A motion was made by Director Mirbegian and seconded by Director Herndon for ABC Services be the vendor of choice to repair the sewer collection system mainline as described at a cost of \$41,260.00.

### **DISCUSSION AND POSSIBLE ACTION: Appropriate insurance reimbursements for losses on the Well 4 Structure, Wire fencing, and Garage from Other Income (4310) into Capital Account for Vehicles (1291)**

A motion was made by Director Lieberman and seconded by Director Mirbegian to appropriate insurance reimbursement for losses on the Well 4 structure, wire fencing, and garage from other income (4310) into Capital account for vehicles (1291).

An additional motion was made by Director Mirbegian and seconded by Director Lieberman to replace trucks 3,7 & 6 with 3 Nissan Frontier trucks from Jim Bone Nissan in Santa Rosa as recommended by staff for a total truck cost of \$60,000.00, and a \$3,000.00 allocation for outfitting the trucks as described in the board packet.

**DISCUSSION AND POSSIBLE ACTION:**  
**Approval to renew a five year aluminum irrigation pipe storage agreement with Comstock Family. The rental is \$300 per year, for a total of \$1,500**

The board has requested a copy of the existing, expired contract. The topic will be tabled until the next Board of Director's meeting on June 21, 2016.

Director Freeman requested that Agenda Item 17 be moved prior to Agenda Item 12.

**DISCUSSION AND POSSIBLE ACTION: Presentation of Certification of Appreciation to Staff**

Director Freeman expressed his thanks to the District Staff on behalf of the Board of Directors, for their tireless efforts and unflinching devotion during the Valley Fire. A plaque was presented to staff.

**CLOSED SESSION**

**(A) Government Code Section 54957 Consider Public Employee Appointment – General Manager:**

The Board entered into closed session at 8:45, and returned from closed session at 9:15 PM. There was no reportable action.

**DISCUSSION AND POSSIBLE ACTION: Consider appointment of Kirk Cloyd as General Manager and approve personal services agreement**

A motion by Director Herndon and seconded by Director Mirbegian was made to approve Kirk Cloyd as General Manager and approve the personal services agreement effective 5/31/2016.

Roll call vote:

AYES (5): Freeman, Lieberman, Herndon, Graham, Mirbegian

NAYS (0):

ABSTAIN (0):

**DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2016-07 appointing General Manager Kirk Cloyd as Secretary to the Board**

On motion by Director Herndon and second by Director Mirbegian the Board unanimously approved Resolution 2016-2017 appointing General Manager Kirk Cloyd as Secretary to the Board.

**DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2016-08 WestAmerica bank signature card to add General Manager Kirk Cloyd**

On motion by Director Mirbegian, and second by Director Herndon the Board unanimously approved Resolution 2016-08 WestAmerica bank signature card to add General Manager Kirk Cloyd.

**DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-09 Authorizes General Manager Kirk Cloyd as District representative to purchase government surplus through the Government Operations Agency**

On motion by Director Herndon and second by Director Graham the Board unanimously approved Resolution 2016-09 Authorizing General Manager Kirk Cloyd as District representative to purchase government surplus through the Government Operations Agency.

**PUBLIC COMMENT**

No public comment

**BOARD MEMBER COMMENT**

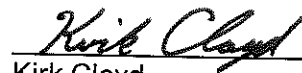
Director Mirbegian thanked General Manager Matt Bassett for his service, and wished him good luck.

**ADJOURNMENT**

The meeting was adjourned at 9:25 PM.

  
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Jim Freeman  
President of the Board

*6/21/16*  
\_\_\_\_\_  
Date

  
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Kirk Cloyd  
General Manager/Secretary to the Board

*6/22/16*  
\_\_\_\_\_  
Date