



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: AUGUST 18, 2015**

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  
Tami Ipsen, Administrative Services Officer  
Roland Sanford, General Manager  
Matt Bassett, Interim General Manager  
Mike Merrill, District Counsel

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by President Freeman.

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the agenda.

**CONSENT CALENDAR**

A motion made by Director Mirbegian to remove item E for discussion. On motion by Director Herndon and second by Director Lieberman the Board unanimously approved the following Consent Calendar items:

- (A) Minutes: Approval of the Minutes of the Board of Directors July 21, 2015, regular meeting, July 20, 2015 July 27, 2015 and August 5, 2015 special meetings.
- (B) Distributions: checks #032946-#033033 including auto drafts and payroll for a total of \$287,193.31
- (C) Authorizing for Board Member Attendance at Association of California Water Agencies (ACWA) December 1-4 2015 Fall Conference in Indian Wells, CA
- (D) Adoption of Resolution 2015-13 and Resolution 2015-14 authorizing General Manager to file financial assistance application with SWRCB for financing of hexavalent chromium treatment facility feasibility study
- (F) Adoption of Resolution 2015-16 designating the Administrative Services Officer to the Secretary to the Board in the absence of a permanent General Manager

On a motion made by Director Mirbegian to and second by Director Lieberman the Board unanimously approved Consent Calendar item E. Adoption of Resolution 2015-15 authorizing General Manager Roland Sanford or Board President Jim Freeman to sign documents pertaining to the purchase of 14.36 +/- acres from Crazy Creek Development LLC, and the resolution to reflect the cost of the parcel at \$120,000.

### **BOARD COMMITTEE REPORTS**

Personnel Committee: no report

Finance Committee: no report

Emergency Preparedness Program Committee: no report

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

ACWA Region 1 Board: Director Mirbegian reported the ACWA Region 1 Board had met and discussed a variety of topics, including the ongoing drought and the 1894 Drought Relief Act, 5% increase in ACWA dues within the next 2 years and the legislative issue addressing a "public goods charge".

ACWA State Legislative Committee: Director Herndon reported that the Legislative Committee is scheduled to meet on August 24th.

County OES: Director Lieberman reported that the next County OES meeting is scheduled for the third Thursday in September in Kelseyville.

### **STAFF REPORTS**

General Manager's Report: General Manager Roland Sanford gave a "hello, goodbye" GM Report. As his last report to the Board of Directors, he reviewed where the District stood on each project, which included the moratorium on new water service connections intertwined with hexavalent chromium issue, the aging infrastructure and additional projects on the horizon.

### **DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2015-17 approving revised miscellaneous fees and charges effective September 1, 2015**

On motion by Director Herndon and second by Director Graham to include next to Water meter fee "(actual charge)" and next to the fee of \$170 add "min. and up" the Board unanimously approved Resolution 2015-17, a resolution of the Board of Directors of the Hidden Valley Lake Community Services District Adopting Miscellaneous Fees and Charges Pertaining to Water and Sewer Services

### **DISCUSSION AND POSSIBLE ACTION: ACWA Committee appointment Recommendations for the 2016-2017 Term**

On motion by Directors Herndon and second by Director Lieberman the Board unanimously approved the ACWA Region 1 slate recommended by the Nominating Committee as follows:

Chair: Judy Mirbegian, Director, Hidden Valley Lake CSD

Vice Chair: Dennis Mayo, Director, McKinleyville CSD

Member: Michael Ban, Environmental Engineering Services Manager, Marin Municipal Water District

Member: David Bentley, Auditor-Controller, North Marin Water District

Member: David Guhin, Director of Santa Rosa Water, City of Santa Rosa

Brad Sherwood, Community & Government Affairs manager, Sonoma Water Agency

Sheri Woo, Director, Humboldt Bay Municipal Water District

**DISCUSSION AND POSSIBLE ACTION: ACWA Committee Appointment  
Recommendation for the 2016-2017 Term**

On motion by Director Mirbegan and second by Director Herndon the Board unanimously approved to recommend appointment of Linda Herndon for ACWA's State Legislative Committee and Judy Mirbegan for ACWA Finance Committee.

**DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2015-18  
authorizing termination of Leak Adjustment Program quantifying overage and  
opinion of who is determining the leak and adjustment**

General Manager Roland Sanford commented that by going to monthly meter reading leaks will be caught sooner and customer will not go two full months without knowing they have a leak.

On motion by Directors Mirbegan and second by Director Lieberman and unanimously approved to adopt Resolution 2015-18 a Resolution of the Hidden Valley Lake Community Services District Board of Directors Rescinding "Bill Adjustment for Leaks Policy" and Terminating Leak Adjustment Program.

*connected  
9/30/2015  
Director Graham requested a resolution for leak adjustments during the winter months since the water use drops the sewer rate for the next fiscal year*

**DISCUSSION AND POSSIBLE ACTION: LAFCO Municipal Service Review**

General Manager Roland Sanford recommended including just the Valley Oaks project in the Municipal Service Review (MSR). While encompassing only the Valley Oaks project, will assist in moving forward in completing the MSR. The MRS is in conjunction with the Sphere of Influence. By including just the Valley Oaks project will enable the process to move along also.

The Board agreed to include only the Valley Oaks project in the MRS and SOI.

BREAK: 8:25 p.m.

BACK IN SESSION: 8:30 p.m.

**DISCUSSION AND POSSIBLE ACTION: Board member health benefits**

After discussion the Board requested a copy of the government code for Directors compensation and a presentation on cafeteria plans.

**DISCUSSION AND POSSIBLE ACTION: Recruitment of permanent  
General Manager**

The Board appointed the Personnel Committee to review RFPs due by August 28, 2015 by 5:00 p.m. to prepare a recommendation. The Personnel Committee will work with the recruiting firm.

**PUBLIC COMMENT**

There was a question regarding the current water rate and the new water rate, which will take effect September 1, 2015 by a property owner.

Property owner thanked Roland for his hard work.

**BOARD MEMBER COMMENT**

Director Mirbegan expressed concerns of possible contamination in sediment after the wild fires in the area.

Adjournment: By motion from Director Mirbegan and second by Director Graham the Board adjourned at 9:25 p.m. by unanimous vote.



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Jim Freeman, President of the Board



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Tami Ipsen, Secretary to the Board