



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: August 18, 2020**

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 Lieberman, President
Director Claude Brown
Director Jim Freeman
Director Carolyn Graham
Director Gary Graves
Secretary to the Board, Penny Cuadras
Accounting Supervisor, Trish Wilkinson
Water Resources Specialist, Hannah Davidson

Also Attending Via Tele-Conference were:

Water Resources Specialist, Alyssa Gordon

Absent:

Operations Manager, Dennis White

CALL TO ORDER

The meeting was called to order at 7:02 p.m. by President Lieberman.

APPROVAL OF AGENDA

Director Graves moved to approve the Agenda. Seconded by Director Freeman.

Roll Call Vote:

AYES: (5) Directors, Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to approve the agenda as presented.

CONSENT CALENDAR

Director Brown moved to approve the Consent Calendar as presented. Seconded by Director Graham. The Board approved the following Consent Calendar as presented.

- A. MINUTES: Approval of the July 20, 2020 Finance Committee Report
- B. MINUTES: Approval of the July 21, 2020 Regular Board Meeting Minutes
- C. DISBURSEMENTS: Check #37381- # 37467 including drafts and payroll for a total of \$461,140.75.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the Consent Calendar as presented.

BOARD COMMITTEE REPORTS

Finance Committee: Met 8/18/2020 committee will discuss recommendations as addressed in the agenda.

Personnel Committee: Have not met. Meeting scheduled 7/27.

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Have not met.

Valley Oaks Sub-Committee: Have not met.

STAFF REPORTS

Financial Report: Aging report of delinquent accounts provided

Administration/Customer Services Report: Staff have mailed out 100 Delinquent Notices

Field Operation Report: Utility Technician position filled, OSHA required eye wash station has been installed, SCBA to be addressed. Staff are working to address additional OSHA requirements.

ACWA State Legislative Committee: Vacant Position

Operations Manager Report:

PROJECT PRIORITIES:

- Moratorium
- Tank 9
- I&I
- SCADA
- AMI
- Generators

DISCUSSION AND POSSIBLE ACTION:

Authorize Staff to solicit bids for the WWTP Access Road Rebuilding Project in support of disaster recovery of February 2019 (DR 4434)

Director Freeman moved to a authorize staff to solicit Bids for the WWTP Access Road Rebuilding Project In Support Of Disaster Recovery Of February 2019 (Dr 4434).

Seconded by Director Graves.

Recommended for approval by the Finance Committee. Estimated cost of the project \$99K with a 96% FEMA reimbursement. FEMA Deadline of November 18, 2020 to complete the work. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Project work planned to begin October 15th with a projected completion date of October 30, 2020.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Authorize Staff to solicit bids for the WWTP Access Road Rebuilding Project in support of disaster recovery of February 2019 (DR 4434).

DISCUSS AND POSSIBLE ACTION:

Authorize Staff to solicit bids for the Meadow View Easement Sewer Replacement Project in support of CVRWQCB abatement requests originating from DR4301 and DR 4308

Director Freeman moved to Authorize Staff to solicit bids for the Meadow View Easement Sewer Replacement Project in support of CVRWQCB abatement requests originating from DR4301 and DR 4308.

Seconded by Director Graves.

Recommended for approval by the Finance Committee. Estimated cost of the project of \$133K with a commitment of 50% State grant fund match. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Coastland estimated completion date of November 15, 2020.

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Authorize Staff to solicit bids for the Meadow View Easement Sewer Replacement Project in support of CVRWQCB abatement requests originating from DR4301 and DR 4308.

DISCUSS AND POSSIBLE ACTION:

Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests

Director Graves moved to Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests.

Seconded by Director Freeman.

Recommended for approval by the Finance Committee. Exposure Monitoring proposal of \$6500 is comprised of two tasks: 1. Chlorine Gas Exposure Assessment, and 2. Chlorine Monitoring Equipment Training.

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests.

DISCUSS AND POSSIBLE ACTION:

Approve Committee Charters

Director Graham moved to approve the Committee Charters.

Seconded by Director Brown.

Director Graham suggested the name of the Safety and Security Committee be changed to the Emergency Preparedness Committee.

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Committee Charters as amended.

DISCUSSION AND POSSIBLE ACTION:

Approve Policy # 1002 Mobile/Stationary Meter Use Policy and Resolution 2020-10 Adopting Mobile and Stationary Meter Use fee

Director Graves moved to Approve Policy # 1002 Mobile/Stationary Meter Use Policy and Resolution 2020-10 Adopting Mobile and Stationary Meter Use fee.

Seconded by Director Freeman

Staff provided background and process of Policy # 1002 Mobile/Stationary Meter Use Policy.

No Further Discussion from the Board.
No Public comments.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman, and Lieberman

NAYS: (0) Director

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Policy # 1002 Mobile/Stationary Meter Use Policy and Resolution 2020-10 Adopting Mobile and Stationary Meter Use fee.

PUBLIC COMMENT

No Public comment.

BOARD MEMBER COMMENT

Director Graham asked for clarification regarding a customer question; "If customers are paying for the meter, who owns the meter?" Staff will review Standard Drawings and discuss with legal.

Director Lieberman acknowledged staff for continuing to function during COVID-19 and shortage of personnel.

ADJOURNMENT

On a motion made by Director Brown and seconded by Director Freeman the Board voted unanimously to adjourn the meeting by Roll Call Vote.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman, and Lieberman

NAYS: (0)


ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously, meeting was adjourned at 8:21 P.M.



Jim Lieberman Date 9/16/2020
President of the Board



Penny Cuadras Date 9/16/2020
Secretary to the Board