



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: June 19, 2018**

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 Carolyn Graham, President
Director Linda Herndon, Vice President
Director Judy Mirbegian
Director Jim Freeman
Director Jim Lieberman
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Graham.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the agenda, with the amendment of the Administrative Customer Services Report.

EMPLOYEE RECOGNITION

The following staff were recognized:
Congratulations to Sam Garcia for passing his Waste Water Grade III
Welcome back to HVLCS D Barry Silva and Congratulations for passing his Waste Water Grade III
HVLCS D welcomes Brandon Bell as a new hire.

CONSENT CALENDAR

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the following Consent Calendar items.

- (A) MINUTES: Approval of the May 15, 2018 Board of Directors Regular Board Meeting minutes
- (B) MINUTES: Approval of the May 17, 2018 Finance Committee Meeting minutes
- (C) MINUTES: Approval of the May 31, 2018 Finance Committee Meeting minutes
- (D) DISBURSEMENTS: Check #035444 - # 035516 including drafts and payroll for a total of \$204,467.28.

BOARD COMMITTEE REPORTS

(for information only, no action anticipated)

Personnel Committee: Scheduled to meet Tuesday July 3rd.
Finance Committee: Scheduled to meet Tuesday June 26th.

Emergency Preparedness Program Committee: No meeting held
Lake Water Use Agreement-Ad Hoc Committee: No meeting held

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

(for information only, no action anticipated)

STAFF REPORTS

Financial Report:

Administration/Customer Services Report:

ACWA State Legislative Committee: Alyssa Gordon provided a written report on recent ACWA updates.

Field Operation Report: Director Mirbegian requests a month to month comparison to last years completed service orders

General Manager's Report: Director Freeman inquired about the recent fire at Mt. Meadow S, fire fighters were not able to locate one of the fire hydrants. Staff recommend the hydrants be re-painted either red or yellow and making it an Eagles Scout project. All District property inside the Association has been weed abated. Konocti Crew was re-routed to Benicia leaving Dallas Ct and Putah Creek to be completed. Other options for weed abatement of those areas are being considered.

PUBLIC HEARING

Discussion of Ordinance 57.1 Rescinding Ordinance 57.0 and all previous ordinances related to district fees and Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service, Reaffirming Prior Rates and Charges

Director Graham opened the Public Hearing at 7:39 PM for public comment.

Director Herndon moved and second by Director Mirbegian to adopt Ordinance 57.1 and rescind Ordinance 57. Staff informed members of the Public and the Board it is required to provide a 45-day public notification for fee changes, followed by an adopted Resolution implemented no sooner than 30 days after approval.

DISCUSSION AND POSSIBLE ACTION:

CLOSE PUBLIC HEARING Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges.

Public Hearing was closed at 7:53 PM

DISCUSSION AND POSSIBLE ACTION:

Adoption of RESOLUTION 2018-03 (Fee Schedule) Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service

Director Herndon moved and second by Director Mirbegian to approve Resolution 2018-03 (Fee Schedule) Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service

Resolution 2018-03 was approved and adopted by Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegian, Lieberman, Freeman

Nays: 0

Abstain: 0

Absent: 0

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager to enter into an agreement with Telstar Instrumentation to proceed with the installation of Chlorine Injectors at the Well Field

Director Mirbegian moved to approve the General Manager to enter into an agreement with Telstar Instrumentation to proceed with the installation of Chlorine Injectors at the Well Field, not to exceed \$5,836.00, second by Director Herndon.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegian, Lieberman and Freeman

Nays: 0

Abstain: 0

Absent: 0

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager to enter into an agreement with Bickmore for OPEB Valuation Services

Director Mirbegian moved to approve the General Manager to enter into an agreement with Bickmore for OPEB Valuation Services, not to exceed \$5000.00, second by Director Herndon.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegian, Lieberman and Freeman

Nays: 0

Abstain: 0

Absent: 0

DISCUSS AND REVIEW:

FY 2018-2019 Budget and Investment Policy

A) Resolution 2018-04–FY 2018-2019 Budget

B) Resolution 2018-05–Investment Policy for FY 2018-2019

Staff provided a summary of the purposed 2018-19 Budget Narrative. Following final review at the next scheduled Finance Committee, there will be a Special Meeting held on June 29th at 5:30 PM for approval and adoption of the FY 2018-2019 Budget.

Public Comment: Member of the public commented on staff salary and expressed support for annual incentive pay increases.

PUBLIC COMMENT

Members of the public shared comments and concern with the District mentioning the possibility of working with an international company such as Suez for water tank maintenance.

Members of the public also recommended the use of reflective tape on the fire hydrants until the hydrants can be painted.

Members of the public inquired about the Valley Oaks Development and the affect it will have on the revenue and expenditures. Staff explained the development would be required to be 100% self-sufficient and would not affect the HVLA constituents.

BOARD MEMBER COMMENT

Director Herndon commented on the improved format of the budget

CLOSED SESSION:

The Board will call to order and recess to Closed Session to discuss the following item:

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review of the General Manager's performance evaluation

Board recessed at 8:58 PM and entered into closed session at 9:07 PM.

ADJOURNMENT

On a motion made by Director Herndon and second by Director Freeman the Board voted unanimously to adjourn the closed session at 10:02 PM. Reportable action; Board of Directors conducted the General Managers annual performance evaluation and reviewed the General Managers contract.

The meeting was adjourned at 10:03 PM.



Carolyn Graham
President of the Board

8-28-2018
Date



Kirk Cloyd
General Manager/Secretary to the Board