



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday June 20, 2017
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) EMPLOYEE RECOGNITION
 - A. Hidden Valley Lake Community Services District would like to recognize, Trish Wilkinson for her dedication and service to the District. Trish took on the new position of Full Charge Bookkeeper and was immediately faced with the annual audit followed closely by the budget for the new year. She is also recognized for identifying procedural errors, finding their solutions and drafting SOP's to ensure future compliance. Trish has accomplished this while attending school to further her understanding and skill level in the municipal financial world.
 - B. It was brought to the District's attention that Utility Worker Harley Sells played an important role in the safety of a local family and of the HVLA community as a whole. While on rounds Harley noticed smoke from a customer's house and went to the location (Hidden Valley Road and Deer Hill.) Being second on the scene, Harley assisted with the management of the Fire Hydrant, tracking the time of hydrant usage, supported the fire department in shutting off the water to the house; all while directing traffic. Tom with HVLA Security stated that Harley was a MAJOR asset to Security with his traffic control efforts. The cause of the fire has not been determined, however, it is believed to have started in the kitchen and moving up to the second floor. No injuries were reported at the time of this report.
- 6) PRESENTATIONS

RMP Summary presented by Alyssa Gordon
- 7) CONSENT CALENDAR
 - (A) MINUTES: Approval of Special Meeting minutes for May 8, 2017.

- (B) MINUTES: Approval of Board of Directors Regular Board Meeting minutes for May 16, 2017.
- (C) MINUTES: Approval of Finance Committee Meeting minutes for May 19, 2017
- (D) MINUTES: Approval of Personnel Committee Meeting minutes for May 22, 2017
- (E) MINUTES: Approval of Special Meeting Minutes for May 25, 2017
- (F) MINUTES: Approval of Finance Committee Meeting minutes for June 2, 2017
- (G) DISBURSEMENTS: Check # 34561 - # 34629 including drafts and payroll for a total of \$213,137.06

8) BOARD COMMITTEE REPORTS (for information only, no action anticipated)

Personnel Committee met on May 22, 2017
 Finance Committee met on May 19, 2017 and June 2, 2017
 Emergency Preparedness Committee No meeting held

9) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)

ACWA Region 1 (Please see attached)
 ACWA State Legislative Committee
 County OES
 Other meetings attended

10) STAFF REPORTS (for information only, no action anticipated)

Financial Report
 Administration/Customer Service Report
 Field Operations Report
 General Manager's Report

11) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager's authority to execute an Agreement for Service with NBS for water, sewer and recycled water rate study not to exceed \$55,000.00. Funding to be split at a rate of 33% from the water enterprise and 67% from the sewer/recycled enterprise account.

12) DISCUSSION AND POSSIBLE ACTION: Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the General Manager to enter into an agreement to proceed.

13) DISCUSSION AND POSSIBLE ACTION: Adoption of FY 2017-2018 Budget and Investment Policy.

- A) Public hearing to receive comment on proposed FY 2017-2018 Budget.
- B) Adoption of Resolution 2017-06– Approval of FY 2017-2018 Budget.

C) Adoption of Resolution 2017-07 – Approval of Investment Policy for FY 2017-2018

- 14) DISCUSSION AND POSSIBLE ACTION: Discuss the Smith & Newell 2015-16 audit findings.
- 15) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager's authority to enter into an agreement with Civic Spark, Water Action Fellowship.
- 16) DISCUSSION AND POSSIBLE ACTION: Update and discuss the RWRF access road repairs. Quotes received for repair to date are \$110,000.00 and \$150,000.00. Staff is currently working with the property owner to move forward with the repair.
- 17) DISCUSSION AND POSSIBLE ACTION: Discuss Board Effectiveness and Self-Evaluation; Board members of the HVL Community Services District work hard to set and achieve the goals of the District. Board Members are well-trained by the CSDA Leadership Academy concerning the importance of Board effectiveness and self-assessment. To ensure that those efforts are successful, it is important that the Board take time to review their performance to gauge their effectiveness. With that in mind, it is proposed that a Board workshop be scheduled within the first quarter of the FY 2017-2018 following the guidelines suggested by the CSDA for self-assessment and evaluation.
- 18) PUBLIC COMMENT
- 19) BOARD MEMBER COMMENT
- 20) CLOSED SESSION (A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager Annual Evaluation
- 21) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.