



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: December 15, 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
Alyssa Gordon, Interim Administrative Services Officer
Matt Bassett, General Manager

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 Lieberman and second by Director Freeman the Board unanimously approved the agenda.

CONSENT CALENDAR

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

(A) MINUTES: Approval of the Minutes of the Board of Directors meeting November 17, 2015

(B) DISBURSEMENTS: check #033266 – 033340 for a total of \$276,161.86.

BOARD COMMITTEE REPORTS

Personnel Committee: The Personnel Committee met on December 11, 2015. Director Herndon indicated a detailed discussion will be conducted in later agenda items.

Finance Committee: No report

Emergency Preparedness Committee: Director Lieberman will represent the District by attending The Department of Water Resources Flood fighting class on December 16, 2015.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1: Director Mirbegian noted that two meetings are scheduled in January.

ACWA State Legislative Committee: No meeting. Director Herndon noted that meetings will re-convene in January.

County OES: No meeting.

STAFF REPORTS

General Manager's Report: In addition to his written report, General Manager Matt Bassett provided an update on the progress of several SDRMA reimbursement requests, a correction to the Financial Report, the potential for mitigation of EQ basin pumping, and progress on flood alerts & issues. Mr. Bassett also responded to questions on all items in his written report.

DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2015-24 approving leak adjustments during January-April that may affect customers' sewer bill calculation for the upcoming fiscal year

On motion by Director Mirbegian and second by Director Herndon, the Board unanimously approved Resolution 2015-24 approving leak adjustments during January-April that may affect customers' sewer bill calculation for the upcoming fiscal year.

DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2015-28 requiring a resolution specific to salary and wage adjustments

The Board unanimously approved by motion from Director Mirbegian and second by Director Herndon Resolution 2015-28 of the HVLCS D adopting a salary range adjustment policy.

Director Herndon and Director Mirbegian explained that recent salary range changes brought about the need for clarity and specific board approval on future salary range changes.

DISCUSSION AND POSSIBLE ACTION: Approval of salary and wage freeze until a new salary survey can be completed

Director Mirbegian explained that since most positions are either at, or have exceeded the median in accordance with the CPS HR study of 2013, it is the Personnel Committee's suggestion to freeze wages until a new study is commissioned.

The Board unanimously approved by motion from Director Mirbegian and second by Director Graham to freeze salary and wages ranges until a new study is commissioned.

DISCUSSION AND POSSIBLE ACTION: Determine the Board's consensus for seeking new general legal counsel

General Manager Matt Bassett discussed selection criteria with the Board, and received direction.

DISCUSSION AND POSSIBLE ACTION: Elimination of positions for Administrative Services Officer and Assistant to Field Operations

Director Herndon explained that after a review of organizational and staffing needs, the Personnel Committee recommends these two positions be eliminated.

On motion by Director Mirbegian and second by Director Herndon, the Board unanimously approved the elimination of positions of the Administrative Services Officer and the Assistant to Field Operations.

DISCUSSION AND POSSIBLE ACTION: Approve staff to move forward on recruitment for a long-term General Manager

The Board discussed the timing of recruitment efforts.

On motion by Director Mirbegian and second by Director Graham to authorize the Board President to execute services agreement for permanent General Manager recruitment services, voting results are as follows:

Director Graham – Yes
Director Lieberman – No
Director Mirbegian – No
Director Herndon – Yes
Director Freeman – No

Director Freeman requested item be reviewed by the Personnel Committee, and have staff add the item to next month's agenda, under closed session.

DISCUSSION AND POSSIBLE ACTION: Approval of use of meeting room for county election polling center

General Manager Matt Bassett will invite the requestor to tour the facility.

PUBLIC COMMENT

A property owner wished all a Happy winter solstice.

BOARD MEMBER COMMENT

Director Herndon requested a workshop be established to update the District's Strategic Plan.

ADJOURNMENT

The Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:20 p.m.



Jim Freeman
President of the Board

1/25/16
Date



Matt Bassett
General Manager/Secretary
the Board

1/25/16
Date