



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: April 16, 2019**

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

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegian and seconded by Director Graham the Board unanimously approved the agenda.

**PRESENTATION**

Michael Day with Trane presented an update on the proposed Trane project.

CivicSpark Fellows, Michael Burley and Ernie Ruvalcaba provided an update on the I&I project and the benefits of gathering, managing, and analyzing the water and sewer infrastructure data through GIS (geographic information system).

**CONSENT CALENDAR**

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

- A. MINUTES: Approval of the March 13, 2019 Finance Committee Meeting minutes.
- B. MINUTES: Approval of the March 19, 2019 Board of Directors Regular Board Meeting minutes.
- C. MINUTES: Approval of the March 21, 2019 Finance Committee Meeting minutes.
- D. DISBURSEMENTS: Check # 036217 - # 036312 including drafts and payroll for a total of \$556,576.51.

**BOARD COMMITTEE REPORTS**

Finance Committee (April 10<sup>th</sup>): *reviewed 2019-20 draft budget, workshop planning and on call pay*

Personnel Committee (April 11<sup>th</sup>): *reviewed draft employee handbook*

Safety & Security Committee (April 4<sup>th</sup>): discussed the draft committee charter, Vulnerability Assessment Plan, District tour in May, Board Disaster Awareness and Table top training, HVLA has offered to the District a 50' antenna/tower that would potentially hold a CalFire smoke check camera/HVLCSD radio repeater and potentially help with radio read for AMI meters.

Lake Water Use Agreement-Ad Hoc Committee (March 21<sup>st</sup>-First Quarter meeting for 2019): Staff met with Interim HVLA GM Charles Russ discussed MSDS application, plans to dredge the lake and plans for relocating the silt to the beaches and dog parks.

Valley Oaks Sub-Committee (Annexation discussions continue- March 21<sup>st</sup>, 27<sup>th</sup> & April 2): Valley Oaks has requested to annex into the District, Coastland, escrow account, working with District Counsel re: will-serve letter and contract with an outside Inspector

Staff will be scheduling a conference call with Water Rights Attorney to discuss the preliminary reports. Senator Mike McGuire has submitted a 3<sup>rd</sup> letter of support requesting the State Water Board to lift the Moratorium.

Constituents and local realtors continue to send letters to the SWRCB as well.

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

None noted or discussed

#### **STAFF REPORTS**

Financial Report: No inquiries.

Administration/Customer Services Report: No inquiries.

ACWA State Legislative Committee: No inquiries.

Field Operation Report: Environmental Health Services of Lake County have verbally approved the District Risk Management Plan, pending letter of acceptance.

I.T. Monthly Report: No inquiries.

General Manager's Report: No inquiries.

#### **DISCUSSION AND POSSIBLE ACTION (SP Goal #1c):**

##### **Authorize the General Manager to sign the Local Match Commitment and Maintenance Letter for the Water Storage Reliability Project (Unit 9 Tank)**

Director Mirbegian moved to approve the General Manager to sign the Local Match Commitment and Maintenance Letter for the Water Storage Reliability Project (Unit 9 Tank). Seconded by Director Lieberman.

The Board unanimously approved the General Manager to sign the Local Match Commitment and Maintenance Letter for the Water Storage Reliability Project (Unit 9 Tank).

#### **DISCUSSION AND POSSIBLE ACTION (SP Goal #5d):**

##### **Approve Resolution 2019-03 A Resolution of The Board of Directors of The Hidden Valley Lake Community Services District Adopting an Amended Job Description and Salary Range Adjustment for The Water Resources Specialist Flex I/II Position**

Director Mirbegian moved to approve Resolution 2019-03 A Resolution of The Board of Directors of The Hidden Valley Lake Community Services District Adopting an Amended Job Description and Salary Range Adjustment for The Water Resources Specialist Flex I/II Position. Seconded by Director Lieberman.



Roll Call Vote:

Ayes: Directors Graham, Mirbegian, Freeman, Lieberman and Herndon  
Noes: 0  
Abstain: 0  
Absent: 0

The Board unanimously approved Resolution 2019-03 A Resolution of The Board of Directors of The Hidden Valley Lake Community Services District Adopting an Amended Job Description and Salary Range Adjustment for The Water Resources Specialist Flex I/II Position by Roll Call Vote. (The Board recognizes this to go into effect July 1, 2019 with the new budget.)

**DISCUSSION AND POSSIBLE ACTION (SP Goal #1b):**

**Discuss and recommend payment source of multiple pumper truck invoices as a result of WWTP inundation 3/18-3/26/19**

Director Mirbegian moved to approve payment source of multiple pumper truck invoices as a result of WWTP inundation 3/18-3/26/19 to come from Fund 314. Seconded by Director Lieberman.

The Board unanimously approved payment source of multiple pumper truck invoices as a result of WWTP inundation 3/18-3/26/19 to come from Fund 314.

**DISCUSSION AND POSSIBLE ACTION (SP Goal #1a):**

**RGS proposal for District Table Top Exercise including the Board of Directors Guide to Disaster Operations and Workshop**

Director Graham moved to approve the RGS proposal for District Table Top Exercise including the Board of Directors Guide to Disaster Operations and Workshop. Seconded by Director Mirbegian.

Director Graham made a motion to amend the RGS proposal for District Table Top Exercise excluding the Board of Directors Guide to Disaster Operations and Workshop. Amendment seconded by Director Mirbegian.

The Board unanimously approved the RGS proposal for District Table Top Exercise tabling the Board of Directors Guide to Disaster Operations and Workshop.

Director Graham suggested Strategic Plan Goal 1-A be revisited to address Board Disaster training and emergency service training.

**DISCUSSION (SP Goal #5a):**

**Update and Discussion of the Facilitation Plan of Dr. Lawrence Bienati for meeting Strategic Plan Goal #5 for Board Effectiveness based on the Carver method of Policy Governance and Operations Management**

The Board discussed the process for using Dr Lawrence Bienati.

**ADJOURN TO CLOSED SESSION**

Postponed to April 23<sup>rd</sup> at 5:30 p.m.

**PUBLIC COMMENT**

