



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
MEETING DATE: APRIL 17, 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 Mirbegan
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 Mirbegan and second by Director Herndon the Board unanimously approved the agenda.

EMPLOYEE RECOGNITION

Sam Garcia, was recognized by staff for his dedication and hard work as the Interim Utility Supervisor while Dennis White, Utility Supervisor was out on leave.

PRESENTATIONS

I&I Assessment Report provided by Civic Spark Fellow, Marina Deligiannis and Jacob Gill

CONSENT CALENDAR

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

- (A) MINUTES: Approval of the Finance Committee Meeting minutes for February 23, 2018
- (B) MINUTES: Approval of the Regular Board Meeting minutes for March 20, 20108
- (C) MINUTES: Approval of the Finance Committee Meeting minutes for March 13, 2018
- (D) MINUTES: Approval of the Finance Committee Meeting minutes for April 2, 2018
- (E) DISBURSEMENTS: Check #35284 - #35362 including drafts and payroll for a total of \$347,689.45.

BOARD COMMITTEE REPORTS

Personnel Committee: Has not met. Committee continues to work on the Employee Handbook and plans to meet the week of April 30th.

Finance Committee: Committee met March 13 and April 2nd and is preparing to begin the Budget process.

Emergency Preparedness Program Committee: Scheduled to meet May 14th.

Lake Water Use Agreement-Ad Hoc Committee: Scheduled to meet Thursday April 19th.

Valley Oaks Project Sub-Committee: Has not met. Staff suggests Members of the Board review SCIP funding as it was mentioned by Mr. Porter as a possible funding option.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

Other meetings attended: No other meetings attended by Members of the Board

STAFF REPORTS

Financial Report:

Administration/Customer Services Report:

Field Operation Report:

ACWA State Legislative Committee: Alyssa Gordon provided a brief update of the meeting held on April 13th.

General Manager's Report: The General Manager discussed items in his report and responded to all inquiries.

PUBLIC HEARING FOR ORDINANCE 59.1: Open Public Hearing for Public and Board Comments

Public Hearing opened at 7:53 PM

CLOSE PUBLIC HEARING FOR ORDINANCE 59.1: Followed by a motion and Second, Vote to Accept or Decline Ordinance 59.1

On a motion by Director Mirbegian and second by Director Herndon the Board voted unanimously to accept Ordinance 59.1 by roll call vote.

No written or public comments.

Roll Call Vote:

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Public Hearing for Ordinance 59.1 was passed and closed at 7:55 PM.

DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2018-02, "Engineering Standard Specifications and Drawings"

On motion by Director Herndon and second by Director Freeman the Board unanimously approved, as amended, Resolution 2018-02, Engineering Standard Specifications and Drawings by roll call vote.

No written or public comments.

Roll Call Vote:

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Resolution 2018-02 Engineering Standard Specifications and Drawings was passed and approved.

**PUBLIC HEARING FOR SEWER SYSTEM MANAGEMENT PLAN:
Open Public Hearing for Public and Board Comments**

Public Hearing was opened at 7:58.

**CLOSE PUBLIC HEARING FOR SEWER SYSTEM MANAGEMENT PLAN:
Followed by a motion and Second, Vote to Accept or Decline the Sewer System
Management Plan**

On a motion by Director Mirbegian and second by Director Herndon the Board voted unanimously to accept and approve the Sewer System Maintenance Plan by roll call vote.

No written or public comments.

Roll Call Vote:

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Public Hearing for Sewer System Maintenance Plan was passed, approved and closed at 8:01 PM.

**DISCUSSION AND POSSIBLE ACTION:
Discuss and approve the implementation of CPS HR Consulting's Salary Survey
as follows:**

On a motion by Director Mirbegian and second by Director Herndon the Board voted unanimously to implement CPS HR's Salary Survey findings effective July 1, 2018 excluding the General Manager.

On a motion by Director Mirbegian and second by Director Herndon the Board voted unanimously to implement the salary for the newly approved Utility Technician position, with the amended salary rate reflective of the Finance Committee recommendation, effective April 18, 2018.

By roll call vote;

No public comments.

Roll Call Vote:

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

