



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: February 19, 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 7:00 p.m. by President Herndon.

APPROVAL OF AGENDA

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

EMPLOYEE RECOGNITION

Trish Wilkinson, Full Charge Bookkeeper, was recognized by staff and members of the Board for her hard work and dedication to the District. Trish completed the 2017-18 Audit with vast improvement reported from Smith & Newell. Trish has been a key member of the District and has excelled as the Full Charge Bookkeeper. The District is in better shape with fiscal processes and financial reporting process than previous years.

PRESENTATION

Smith & Newell 2017-18 Audit Report

Norm Newell, Smith & Newell, presented the 2017-18 Audit and responded to all inquiries.

ESRI GIS Conference

Alyssa Gordon provided an overview of the ESRI GIS Conference in Nashville Tennessee Feb 4-6. Ernesto Ruvalcaba, CivicSpark Fellow, presented a demonstration of the workflow on the GIS Workforce App.

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 January 3, 2019 Personnel Committee Meeting minutes

- B. MINUTES: Approval of the January 15, 2019 Board of Directors Meeting minutes
- C. MINUTES: Approval of the January 19, 2019 Board Workshop minutes
- D. DISBURSEMENTS: Check # 036065 - # 036144 including drafts and payroll for a total of \$382,404.59.

BOARD COMMITTEE REPORTS

Finance Committee: Met February 13th discussed benefits of a Water Advisory Group (WAG), Mid-Year Budget review and projected timeline. The Committee Charter and Committee Calendar were also addressed. Other items will be discussed later in the agenda.

Personnel Committee: Employee Handbook has been sent to the attorney for review and should be ready for final Board approval at the March Board Meeting.

Emergency Preparedness Program Committee: Have not met. Committee meeting scheduled for March 5th. Will discuss Committee Charter.

Lake Water Use Agreement-Ad Hoc Committee: Committee presented the signed 2019 Lake Water Use Agreement.

Valley Oaks Sub-Committee: Repairs have been made to Coyote Valley Road, substandard base material has been removed and replaced with proper material. Several areas have not been repaired and have substantial subsidence. HVLCS staff continue to work with Valley Oaks to address these road repairs.

Staff suggest setting an 18-month period where Valley Oaks is responsible for the condition of the road where repairs have been made. If no subsidence after the 18-month period the District would accept the responsibility for maintenance and repair for the water and sewer utilities within the roadway.

Staff suggests the District hire an inspector (Coastland) to complete all the inspections of the Valley Oaks Project installed lines, paid for by the developer.

Director Mirbegian requests this information be added to the GM Report.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

STAFF REPORTS

Financial Report:

Administration/Customer Services Report:

ACWA State Legislative Committee: Update provided by Alyssa Gordon

Field Operation Report:

I.T. Monthly Report:

General Manager's Report: Due to the recent rain events, Barry Silva brought in pumper trucks to avoid a sanitary sewer overflow. Staff remained on site 24/7 throughout the rain event.

Staff was made aware of an incident with pumper truck providing false information regarding the amount of water pumped and discharged. Follow up investigation is ongoing.

Cost of pumper trucks will be brought back to the Board.

EQ Basin did overflow into the tertiary pond. No contact with the chlorination Basin.

No SSO in the collection systems.

The General Manager discussed items in his report and responded to all inquiries.

DISCUSSION AND POSSIBLE ACTION

Accept NBS Rate Study

Moved by Director Mirbegian and seconded by Director Graham to accept NBS Rate Study as presented. Director Mirbegian clarified motion is to approve the study only.
The board unanimously approved to accept the NBS Rate Study as submitted.

DISCUSSION AND POSSIBLE ACTION:

Authorize staff to send out 218 Public Hearing Notice 45 days in advance of the water/sewer/recycled water rate increase hearing

Tabled

Moved by Director Mirbegian and seconded by Director Freeman, the Board unanimously approved to table item for further discussion.

A Board workshop recommended to review the rate study and other cost cutting options for the District.

DISCUSSION AND POSSIBLE ACTION

Review and Discuss Committee Charter's and Calendar (Hand Carry)

Director Herndon provided a Board Calendar for the District website and Charter templates.

Director Mirbegian provided an overview of the Finance Committee Charter.

Director Graham suggested changing the name of the Emergency Preparedness Committee to Safety and Security Committee, Board members agreed to the name change.

Committee's to follow Finance Committee suggested charter format and bring completed charters back to the March 19th Regular Board Meeting for final review.

Members of the Board to submit items for the Board Calendar to staff.

DISCUSSION AND POSSIBLE ACTION:

Approve RGS Contract for Financial Services

Moved by Director Mirbegian and seconded by Director Freeman to approve the RGS contract for Financial Services, the rate is included in the contract.

The Board unanimously approved the RGS contract for Financial Services.

DISCUSSION AND POSSIBLE ACTION:

Accept 2017-18 Audit Report as presented by Smith & Newell

A motion was made by Director Graham and Seconded by Director Lieberman to approve the 2017-2018 Audit Report as presented by Smith & Newell

The Board unanimously approved the 2017-2018 Audit Report as presented by Smith & Newell.

PUBLIC COMMENT

Member of the public commented on the ESRI Software and feels it is a quantum leap in data collection and very beneficial to the District. The public also agreed that an independent inspector for the Valley Oaks Pipe line would be a wise decision considering the District will be responsible after 18 months. As a rate payer understands cost go up year after year. Suggests the District look long and hard for ways to mitigate costs.

BOARD MEMBER COMMENT

Members of the Board acknowledged Trish for her outstanding hard work during the audit process.

ADJOURNMENT

On a motion made by Director Freeman and seconded by Director Lieberman the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 9:05 p.m.

Linda Herndon 3-19-19
Linda Herndon Date
President of the Board

Kirk Cloyd 3-19-19
Kirk Cloyd Date
General Manager/Secretary to the Board