



Hidden Valley Lake Community Services District

Regular Board Meeting Minutes

DATE: November 20, 2012
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on November 20, 2012 at the hour of 7:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian and Herndon. Also present: Roland Sanford, Interim General Manager. (Director Graham arrived following agenda item 5, just before the Board discussed agenda item 6).

4) APPROVAL OF AGENDA:

Director Freeman moved, Director Mirbegian seconded to approve the November 20, 2012 Agenda.

Motion approved by the following votes:

Ayes: Director Freeman, Lieberman, Mirbegian and Herndon.
Absent: Director Graham

5) APPROVAL OF CONSENT CALENDAR:

A. MINUTES: Approval of the September 18, 2012 Regular Board Meeting Minutes, October 16, 2012 Regular Board Meeting Minutes and the October 16, 2012 Special Meeting Minutes.

B. WARRANTS: Approved warrant # 030349-#030431 for \$142,400.66.

Director Mirbegian moved, Director Lieberman seconded to approve the Consent Calendar.

Motion approved by the following votes:

Ayes: Director Freeman, Lieberman, Mirbegian and Herndon.
Absent: Director Graham

6) BOARD COMMITTEE REPORTS:

Personnel Committee – Director Herndon reported on the October 24, 2012 committee meeting.

Finance Committee Report – Director Mirbegian reported on the October 26, 2012 Finance Committee.

6) BOARD COMMITTEE REPORTS: Cont'd

Security and Disaster Preparedness Program Committee Report -- Director Herndon reported on the October 30, 2012 Security and Disaster Preparedness Committee meeting.

7) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet.

General Manager's Report:

Interim General Manager Roland Sanford reported on Director Mirbegian's request to have Financial Reports show a breakdown of regular verses overtime labor changes for accounts 120-5010 and 130-5010 (salary and wages). Director Herndon requested that the bi-monthly revenue/expense report include more information regarding the reason for any actual or projected month and year-to-date variables.

Mr. Sanford reported that staff had recently met with Greg Davidson, the District Bond Administrator, who provided an update on the status of two District sewer bonds (95-2; 95-3). According to Greg Davidson, the District is in a position to pay off the 95-3 bond and make an advance payment on the 95-2 bond. He also noted that reports summarizing the status of District sewer bonds 95-2 and 95-3 are being prepared by Greg Davidson and will be forwarded to the Board when they become available.

Mr. Sanford noted that the District's records regarding CalPERS and more specifically, the District's contact with CalPERS and subsequent contract amendments, appears to be incomplete, and that staff has contacted CalPERS and requested copies of all relevant District documents on file with CalPERS.

8) DISCUSSION AND POSSIBLE ACTION: Revision of Administrative Assistant/Secretary to the Board job description and title, and assignment of Secretary to the Board function to General Manager's job description.

Director Mirbegian moved, Director Graham seconded to approve the transfer of the Secretary to the Board function to the General Manager position.

Motion approved by unanimous vote.

Several Board members expressed a reluctance to proceed with the staff's proposed revisions to the Administrative Assistant/Secretary to the Board job description and title until they had a better understanding of the associated CalPERS retirement costs.

Director Mirbegian moved, and Director Lieberman seconded to postpone consideration of the proposed job description and title revision until additional information regarding the associated CalPERS retirement costs is available.

Motion approved by unanimous vote.

9) Revisions to HVLCSD Personnel Policy Manual

9A) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Jury Duty Leave policy

Director Graham suggested that the words "will be" be included in the first sentence of the policy so that the sentence would read "When a District employee is summoned to jury duty service, he/she shall be encouraged to serve and will be given time off with compensation."

Director Mirbegian moved, Director Lieberman seconded to approve the Jury Duty Leave Policy with the suggested change by Director Graham.

Motion approved by unanimous vote.

9B) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Time-Off to Vote policy

After discussion, Director Mirbegian moved and Director Lieberman seconded to approve the revised Time-Off to Vote policy.

Motion approved by unanimous vote.

9C) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Employee Medical Benefit Alternate Coverage policy

Director Herndon proposed adding the following language to the end of the first paragraph under the "Policy" subheading: "When two or more employees who are members of the same family unit qualify under Insurance Company requirements for coverage by one family member policy, they must be covered under one policy and are not eligible for individual District coverage."

After discussion, Director Mirbegian moved and Director Graham seconded to approve the revised Medical Benefit Alternate Coverage policy with the suggested change by Director Herndon.

Motion approved by unanimous vote.

9D) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Hours Worked and Overtime policy

After discussion, Director Lieberman moved and Director Mirbegian seconded to approve the revised Hours Worked and Overtime policy.

Motion approved by unanimous vote.

10) DISCUSSION AND POSSIBLE ACTION: Ad hoc Policy Committee review of CSDA sample policy manual and Policy Committee recommendations regarding District policies

Ad Hoc Policy Committee member Director Mirbegian summarized the committee's conclusions and recommendations regarding the CSDA sample policy manual and noted that there were a number of policies included in the CSDA sample policy manual that the Board may want to consider adopting as District policies. She also noted that it was the committee's recommendation that the sample policies be divided among the Board's three standing committees for further review and consideration. Director Herndon said she would review the list of sample policies in the next few days and assign policies to Board committees for further review and consideration.

11) PUBLIC COMMENTS:

A public member commented that when adopting policies or revisions to policies, particularly policies that relate to employee benefits, the Board should clarify whether or not the adopted policy or revised policy applies to current and/or future employees.


12) BOARD MEMBER COMMENT:

13) CLOSED SESSION: Government Code Section 54957 (e) Public Employee
Title: General Manager position

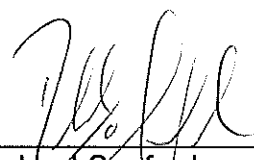
The Board went into Closed Session at 8:45 p.m. and came out of Closed Session at 8:55 p.m.

Director Herndon stated there was no reportable action taken.

14) ADJOURNMENT: The meeting was adjourned at 8:56 p.m. and unanimously carried.



Judy Mirbegian Date
President of the Board

 1-18-13

Roland Sanford Date
General Manager/Secretary to the Board