



Hidden Valley Lake Community Services District

Regular Board Meeting Minutes

DATE: July 17, 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 July 17, 2012 at the hour of 7:02 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, and Tami Ipsen, Administrative Assistant/Secretary to the Board.

Absent – Tasha Klewe, Accountant/Controller.

4) APPROVAL OF AGENDA:

Director Lieberman moved, Director Mirbegian seconded to approve the July 17, 2012 Agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

A. MINUTES: Approval of the June 19, 2012 Meeting Minutes

B. WARRANTS: Approved warrant # 029992-030126

C. AUTHORIZE THE INTERIM GENERAL MANAGER to execute annual Joint Funding Agreement between District and United States Geological Survey for continued operation of "Putah Creek near Guenoc" stream flow gauging station.

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

Motion approve by unanimous vote.

6) BOARD COMMITTEE REPORTS:

Personnel Committee – Director Herndon reported on the June 27, 2012 and July 11, 2012 Personnel Committee meetings where the committee has been reviewing and revising the policies in the Personnel Policy Manual.

Finance Committee Report – Director Mirbegian reported on the June 29, 2012 Finance Committee meeting. The committee will be bringing to the Board of Directors a revised Investment Policy and 2012-2013 budget assumptions.

Security and Disaster Preparedness Program Committee – Director Lieberman will be attending the OES Area meeting on July 19, 2012 and the committee will be meeting in September.

7) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Mr. Sanford reported on the finance and investment report.

General Manager's Report:

Mr. Sanford reported on providing water down Putah Creek, as part of Condition 18, earlier than anticipated this year, confirmed the Solar Project Ribbon Cutting Ceremony date set for October 15, 2012, and the press release addressing the 3% rate increase.

8) REVISIONS TO HVLCSD PERSONNEL POLICY MANUAL

- 8A Discussion and Possible Action: Adoption of revised Administrative Leave (exempt employees) policy

After discussion, Director Mirbegian moved, Director Lieberman seconded to approve the Personal Leave Policy, formerly Administrative Leave Policy.

Motion approve by unanimous vote.

- 8B Discussion and Possible Action: Adoption of revised Employee Health Alternate Coverage policy

After discussion, Director Freeman moved, Director Lieberman seconded to approve the Employee Medical Benefit Alternate Coverage Policy, formerly the Employee Health Alternate Coverage Policy, with the following change:

Line 13 to read, "Employee must provide proof of alternate medical coverage and a signed release form acknowledging his/her decision to decline District medical benefit coverage."

Motion approve by unanimous vote.

- 8C Discussion and Possible Action: Adoption of revised School Activity Leave policy

After discussion, Director Mirbegian moved, Director Freeman seconded to approve the School Activity Leave policy.

Motion approve by unanimous vote.

- 8D Discussion and Possible Action: Adoption of Smoke Free Workplace policy

After discussion, Director Mirbegian moved, Director Freeman seconded to approve the Smoke Free Workplace policy.

Motion approve by unanimous vote.

9) DISCUSSION AND POSSIBLE ACTION: Implementation of Paperless Agenda Program

Mr. Sanford reported on the cost analysis of access of an electronic copy of the board packet through a tablet verses the cost of printing and delivering a board packet each month. Staff was directed to do a further cost and use analysis on a tablet verses a laptop.

- 10) DISCUSSION AND POSSIBLE ACTION: CSDA Individual and District Recognition for Board Member Training

Director Mirbegian moved, Director Lieberman seconded to approve individual Board Member training recognition certificates.

Motion approved by unanimous vote.

- 11) DISCUSSION AND POSSIBLE ACTION: Procurement of Boardroom Table

After discussion, Director Freeman moved, Director Graham seconded to approve an allowance of up to \$300 on a boardroom table.

Motion approved by unanimous vote.

- 12) PUBLIC COMMENT

There was no public comment.

- 13) BOARD MEMBER COMMENT

Director Graham shared an article in South County News regarding Rethink Your Drink and PG&E energy retrofit program.

Director Herndon addressed the current media releases regarding following the Brown Act agenda posting requirements and the underfunded State mandated reporting of agenda controversy.

Director Mirbegian recommended a log book for directors to log their time when performing Director's duties at the District Office.

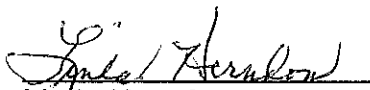
- 14) CLOSED SESSION:

14A Government Code Section 54957(b) Personnel
Performance Evaluation: Interim General Manager

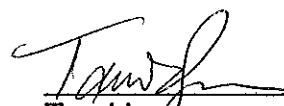
14B Government Code Section 54956.9(b)(1) Anticipated Litigation
Significant exposure to litigation against the District

The Board of Directors went into closed session at 8:30 p.m. and came out of closed session at 10:15 p.m. Director Herndon stated there was no reportable action taken.

- 15) ADJOURNMENT: The meeting was adjourned at 10:16 p.m. on motion by Director Mirbegian, seconded by Director Freeman, and unanimously carried.


Linda Herndon
President of the Board

8/21/12
Date


Tami Ipsen
Secretary to the Board

Date