



# Hidden Valley Lake Community Services District

Regular Board Meeting of Directors

Tuesday, April 21, 2020 – 7:00 p.m.

**DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE**

To join this meeting go to the [www.hvllcsd.org](http://www.hvllcsd.org) select the April 21, 2020 Board of Directors Meeting. Select Join Microsoft Teams Meeting Select [Join on the web instead](#)

**The general public may not attend this meeting at the district's offices due to social distancing requirements**

For public comments during the meeting, the board president will inquire prior to board discussion if there are any comments from the public on each item. Members of the public are encouraged to submit their comment by email, the board secretary will submit any emailed comments to the board president. For purposes of submitting comments by email during the meeting please send your email to [pcuadras@hvllcsd.org](mailto:pcuadras@hvllcsd.org).

The public can send written comments to be received by the board secretary prior to 4 p.m. on April 21, 2020. The written comments will be read during public comments or the agenda item specified.

Mail comments to the attention of: Penny Cuadras, Hidden Valley Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467 or email at [pcuadras@hvllcsd.org](mailto:pcuadras@hvllcsd.org).

DATE: April 21, 2020

TIME: 7:00 p.m.

PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) ADMINISTRATION OF OATH OF OFFICE  
Interim General Manager, Paul Kelley, Paul Kelley Consulting Inc.
- 5) APPROVAL OF AGENDA
- 6) CONSENT CALENDAR
  - A. MINUTES: Approval of the February 6, 2020 Lake Water Use Agreement Minutes
  - B. MINUTES: Approval of the February 7, 2020 Personnel Committee Meeting Minutes
  - C. MINUTES: Approval of the February 12, 2020 Finance Committee Meeting Minutes
  - D. MINUTES: Approval of the February 18, 2020 Closed Session Meeting Minutes
  - E. MINUTES: Approval of the February 18, 2020 Regular Board of Directors Meeting Minutes
  - F. MINUTES: Approval of the February 19, 2020 Closed Session Meeting Minutes

- G. MINUTES: Approval of the February 21, 2020 Personnel Committee Meeting Minutes
- H. MINUTES: Approval of the February 26, 2020 Board Workshop Minutes
- I. MINUTES: Approval of the February 28, 2020 Personnel Committee Meeting Minutes
- J. MINUTES: Approval of the March 4, 2020 Finance Committee Meeting Minutes
- K. MINUTES: Approval of the March 5, 2020 Personnel Committee Meeting Minutes
- L. MINUTES: Approval of the March 13, 2020 Closed Session Meeting Minutes
- M. MINUTES: Approval of the March 17, 2020 Closed Session Meeting Minutes
- N. MINUTES: Approval of the March 20, 2020 Closed Session Meeting Minutes
- O. MINUTES: Approval of the March 25, 2020 Closed Session Meeting Minutes
- P. MINUTES: Approval of the March 26, 2020 Special Meeting Minutes
- Q. APPROVE: Personnel 3104 Sick Leave Policy Addendum
- R. DISBURSEMENTS:
  - FEBRUARY**: Check # 037051 - # 037114 including drafts and payroll for a total of \$203,172.36.
  - MARCH**: Check # 037115 - # 037180 including drafts and payroll for a total of \$249,316.81.

- 7) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Finance Committee
  - Personnel Committee
  - Emergency Preparedness Committee
  - Lake Water Use Agreement-Ad Hoc Committee
  - Valley Oaks Project Committee
- 8) STAFF REPORTS (for information only, no action anticipated)
  - Financial Report
  - Administration/Customer Service Report
  - ACWA State Legislative Committee
  - Field Operations Report
  - General Manager's Report
- 9) BOARD LIST OF PRIORITIES:
  - Moratorium
  - Tank 9
  - I&I
  - SCADA
  - AMI
  - Generators
- 10) DISCUSSION AND POSSIBLE ACTION: Approve Resolution 2020-01 Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Declaration of The Board Vice-President Altering the Regular Meeting Location Due to A Local Emergency in Response to the COVID-19
- 11) DISCUSSION AND POSSIBLE ACTION: Approve Resolution 2020-02 Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Acknowledgment the Declaration of Emergency by the State of California Governor and Lake County Public Health Department in Responses to the COVID-19 and discuss the Districts response to COVID 19
- 12) DISCUSSION AND POSSIBLE ACTION: Discuss and Approve Robert DeLoach and Associates Proposal in the amount of \$1250 to update job descriptions.
- 13) DISCUSSION AND POSSIBLE ACTION: Accept and Approve the Total Compensation Study as presented by Robert DeLoach & Associates

- 14) DISCUSSION AND POSSIBLE ACTION: Authorize the Interim General Manager to enter into a contract with Robert DeLoach and Associates, not to exceed \$30K, for the recruitment of a Water Resources Specialist and General Manger.
- 15) DISCUSSION AND POSSIBLE ACTION: Approve Smith & Newell Amended Contract
- 16) DISCUSSION AND POSSIBLE ACTION: Discuss the 20-21 preliminary budget and consider the necessary elements to build the budget; Rate Study, Total Compensation Study and Capital Improvement Plan
- 17) DISCUSSION AND POSSIBLE ACTION: Notice of Current Vacancy, of one Director seat with the term ending 2022, on the Hidden Valley Lake Community Services District Board.
- 18) DISCUSSION AND POSSIBLE ACTION: Appointment of Director to the Finance Committee and Ad-Hoc Committee- Lake Water Use Agreement
- 19) PUBLIC COMMENT
- 20) BOARD MEMBER COMMENT
- 21) ADJOURN

Public records are available upon request. Board Packets are posted on our website at [www.hvlcsd.org/meetings](http://www.hvlcsd.org/meetings)

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.