



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: May 19, 2020**

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 Via Teleconference were:

Director Jim Lieberman, Vice President  
Director Jim Freeman  
Director Gary Graves  
Director Carolyn Graham  
Interim General Manager, Paul Kelley  
Penny Cuadras, Secretary to the Board / Administrative Assistant

Others Present Via Teleconference:

Robert DeLoach, Robert DeLoach & Associates  
Greg Clumpner, NBS

**CALL TO ORDER**

The meeting was called to order at 7:04 p.m. by Vice President Lieberman.

**APPROVAL OF AGENDA**

Moved by Director Graham and seconded by Director Graves to approve the agenda minus Item 15  
Director Graham requests Item #15 be removed from agenda and discussion postponed until a full board has been seated.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (3) Directors, Graham, Graves and Freeman

NAYS: (1) Director Lieberman

ABSTAIN: (0)

ABSENT: (0)

Agenda approved removing item 15 with a 3-1 vote.

**CONSENT CALENDAR**

Director Freeman moved to approve the Consent Calendar as presented. Seconded by Director Graham. The Board approved the following Consent Calendar as presented.

- A. MINUTES: Approval of the April 16, 2020 Personnel Committee Report
- B. MINUTES: Approval of the April 20, 2020 Finance Committee Report
- C. MINUTES: Approval of the April 21, 2020 Board of Director Meeting Minutes
- D. DISBURSEMENTS: Check # 037181 - # 037242 including drafts and payroll for a total of \$210,051.09

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (3) Directors, Graham, Graves and Freeman

NAYS: (1) Lieberman

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously.

## BOARD COMMITTEE REPORTS

### Finance Committee: Met 5/18

Director Freeman recommends the District consider options for Insurance due to the 23-30% increase  
Director Graham proposed a change to Director Benefits to Director only to be effective November  
Director Graves suggests current Directors be grandfathered under current coverage.  
Director Freeman requests a financial impact comparison be brought to the next Finance committee for review.

### Personnel Committee: Met 4/16 and 5/5

Discussed Comp Study & DeLoach recruitment process

### Safety and Security Committee: Have not met.

### Lake Water Use Agreement-Ad Hoc Committee: Have not met.

### Valley Oaks Sub-Committee: Have not met.

## STAFF REPORTS

### Financial Report:

Administration/Customer Services Report: Staff addressed the \$9K deficit due to nonpayment

### Field Operation Report:

### ACWA State Legislative Committee:

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

### I.T Monthly Report:

## PROJECT PRIORITIES:

- Moratorium – The District has responded to the 4/17/2020 SWRCB letter, Staff is working with consultant to address 4 remaining recommendations.
- Tank 9 – IGM Paul Kelley and HVLA GM met to discuss a contract regarding a land adjustment
- I&I – Coastland met with staff to discuss I&I work
- SCADA
- AMI
- Generators – Staff are in negotiation with City of Sacramento in preparation for possible PSPS to have generators on site August – October.  
Weed abatement has been scheduled with Konocti Conservation Crew and RGW.

## DISCUSSION AND POSSIBLE ACTION:

### Accept and Approve the Total Compensation Study as presented by Robert DeLoach & Associates and Direct Implementation

Mr. DeLoach reviewed revisions of the comp study and industry standards to Match, Lag or Lead based on a trued-up median.

Director Graves moved to approve the Total Compensation Study as presented by Robert DeLoach and Associates. Seconded by Director Freeman.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the Total Compensation Study as presented by Robert DeLoach and Associates.

Director Graham moved to adopt a 7% lag implemented January 2021, allowing for Prop 218 and what effect the COVID -fallout will have on the District.

Seconded by Director Graves

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (2) Directors, Graham and Graves,

NAYS: (2) Directors Freeman and Lieberman

ABSTAIN: (0)

ABSENT: (0)

Motion dies for lack of majority.

Item tabled for further deliberation.

NBS to provide all options of impact on the rates (5-7% lag and Match Median) for Board review.

**DISCUSS AND POSSIBLE ACTION:**

**Approve the General Manager and Water Resources Specialist Recruitment Brochure as Presented by Robert DeLoach and Associates**

Director Freeman moved to approve as amended the General Manager and Water Resources Specialist Recruitment Brochure as Presented by Robert DeLoach and Associates.

Seconded by Director Graves.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the General Manager and Water Resources Specialist Recruitment Brochure as Presented by Robert DeLoach and Associates as amended.

**DISCUSS AND POSSIBLE ACTION:**

**Accept and Approve NBS Proposal to Complete Rate Study Revision**

Director Freeman moved to Accept and Approve NBS Proposal to Complete Rate Study Revision.

Seconded by Director Graves.

Greg Clumpner discussed items in his proposal and responded to all inquiries.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Accept and Approve NBS Proposal to Complete Rate Study Revision

**DISCUSS AND POSSIBLE ACTION:**

**Adopt and Implement the 2018 NBS Water and Sewer Capacity Fee Analysis and Adopt and Approve Resolution 2020-03 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water and Sewer Capacity Fees Pursuant to Ordinance 57.1**

Director Lieberman moved to Adopt and Implement the 2018 NBS Water and Sewer Capacity Fee Analysis and Adopt and Approve Resolution 2020-03 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water and Sewer Capacity Fees Pursuant to Ordinance 57.1.

Seconded by Director Graham

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Adopt and Implement the 2018 NBS Water and Sewer Capacity Fee Analysis and Adopt and Approve Resolution 2020-03 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water and Sewer Capacity Fees Pursuant to Ordinance 57.1.

**DISCUSS AND POSSIBLE ACTION:**

**Provide an update on Valley Oaks Project and Approve the Issuance of a Will-Serve Letter**

Director Freeman moved to Approve the Issuance of a Will-Serve Letter for Phase One of the Valley Oaks Project. Seconded by Director Graham.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman, and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve the Issuance of a Will-Serve Letter for Phase One of the Valley Oaks Project.

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss 2020-21 Budget and CIP**

Paul Kelley, IGM reviewed the proposed budget expanding on the CIP Budget. Mr. Kelley recommends the Board consider directing staff to contact SDRMA and ACWA and one additional agency for bids for a more cost-effective Insurance for the District.

Alyssa Gordon has agreed to extend her employment with the District until October 8, 2020. As advised by legal an agreement has been entered into with the District and Alyssa Gordon.

No further questions from the Board

No questions from the Public

Director Lieberman thanked the Finance Committee and Mr. Kelley and staff for the proposed budget presented.

Director Graves asked to address staffing concerns and asking the Utility Supervisor to step in as an Assistant GM in the absence of a General Manager.

Mr. Kelley recommends the Board address staffing concerns in a future Special Meeting.

**PUBLIC COMMENT**

No Public Comment.

**BOARD MEMBER COMMENT**

**ADJOURNMENT**

Members of the Board expressed appreciation for Mr. Kelley's leadership and organization he brought to the District and staff in a very short time.

Director Lieberman informed members of the board of the interview process of Director candidates.

On a motion made by Director Graves and seconded by Director Freeman the Board voted unanimously to adjourn the meeting by Roll Call Vote.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman, and Lieberman

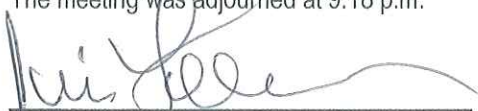
NAYS: (0)



ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously

The meeting was adjourned at 9:18 p.m.

  
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Jim Lieberman                      Date  
Vice-President of the Board

                        
\_\_\_\_\_  
Penny Cuadras                      Date  
Secretary to the Board

