



# Hidden Valley Lake Community Services District

## Special Meeting

DATE: December 12, 2019  
TIME: 1:00 PM  
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) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2019-13 appointing Administrative Assistant, Penny Cuadras as Board Secretary to the Board.
- 6) DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2019-14, Designation of Applicant's Agent to CalOES
- 7) DISCUSSION AND POSSIBLE ACTION: Authorize the District's Authorized Agent to sign the Match Commitment Letter and Project Maintenance Letter for the I&I HMGP Sub-application 4434-0002
- 8) PUBLIC COMMENT
- 9) BOARD MEMBER COMMENT
- 10) ADJOURN TO CLOSED SESSION
- 11) CLOSED SESSION: The Board will recess to Closed Session to discuss the following items:  
PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Public Employment (General Manager)
- 12) RECONVENE TO OPEN SESSION: Presentation of any reportable items
- 13) DISCUSSION AND POSSIBLE ACTION: Possible Action Resulting from Closed Session
- 14) ADJOURNMENT

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

**RESOLUTION 2019-11**

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS DESIGNATING THE ADMINISTRATIVE ASSISTANT AS  
THE SECRETARY TO THE BOARD**

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors will have need for a Secretary to the Board, effective December 12, 2019; and

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors designates, effective December 12, 2019 and until further notice, Administrative Assistant, Penny Cuadras as the Secretary to the Board.

**PASSED AND ADOPTED** on December 12<sup>th</sup> 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

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Judy Mirbegan,  
Acting President of the Board of Directors

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Penny Cuadras,  
Secretary to the Board of Directors

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** December 12, 2019

**AGENDA ITEM:** Designation of Applicant's Agent Resolution for Non-State Agencies

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**RECOMMENDATIONS:** Approve Resolution 2019-14, Designation of Applicant’s Authorized Agent

**FINANCIAL IMPACT:** “This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval”

**BACKGROUND:** This Resolution is recognized by CalOES as Form 130. This form is required for the application of funding through the Hazard Mitigation Grant Programs and Pre-Disaster Mitigation Program. The Governor’s Office of Emergency Services (Cal OES) is working in concert with FEMA, to help applicants navigate through the application process.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 12, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Secretary to the Board

**HVLCSD Resolution 2019-14**

**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION  
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE Board of Directors OF THE Hidden Valley Lake Community Services District  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)  
General Manager  
\_\_\_\_\_  
(Title of Authorized Agent)  
Water Resources Specialist

is hereby authorized to execute for and on behalf of the Hidden Valley Lake Community Services District, a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service. for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Hidden Valley Lake Community Services District, a public entity established under the laws of the State of California, hereby authorized its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.
- This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) \_\_\_\_\_

Passed and approved this 12th day of December, 2019

Judy Mirbegian, acting President, Board of Directors  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)  
Jim Lieberman, Director, Board of Directors  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)  
Jim Freeman, Director, Board of Directors  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)  
Carolyn Graham, Director, Board of Directors  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Penny Cuadras, duly appointed and Secretary to the Board of Directors of  
(Name) (Title)

Hidden Valley Lake Community Services District, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Hidden Valley Lake Community Services District  
(Governing Body) (Name of Applicant)

on the 12th day of December, 2019.

\_\_\_\_\_  
(Signature) (Title)

## **Cal OES Form 130** **Instructions**

**A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.**

When completing the Cal OES Form 130, Subrecipients should fill in the blanks on page 1. The blanks are to be filled in as follows:

### **Resolution Section:**

**Governing Body:** This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

**Name of Subrecipient:** This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

### **Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** 12/12/2019

**AGENDA ITEM:** Discussion and Possible Action: Authorize the District’s Authorized Agent to sign the Match Commitment Letter and Project Maintenance Letter for the I&I HMGP Subapplication 4434-0002

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**RECOMMENDATIONS:** Approve the AA to sign the Local Match Commitment and Project Maintenance Letter for the I & I Project application.

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**FINANCIAL IMPACT:** \$212,725(25% match)

**FUND/AMT:** 313

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**BACKGROUND:**

*Information presented at the 11/19/2019 Board of Directors packet;*

The total project cost of this application is \$850,898.

Goal 1B of the HVLCSD Strategic plan is to “Maintain and enhance sewer infrastructure”. The five-year capital improvement plan as indicated in the NBS Rate Study (Figure 14, page 14), identifies I & I as a necessary and high priority project. As such, HVLCSD has committed to a five-year annual capital contribution of \$100,000.

The Hazard Mitigation Grant Program (<https://www.fema.gov/hazard-mitigation-grant-program>) assists agencies in projects that will mitigate against known risks and vulnerabilities within that agency’s benefit area. Groundwater Infiltration and Rain inflow (I & I) into the District’s sewer lines is known to cause Sewer System Overflows, and Wastewater Treatment Plant damage. The I & I project therefore qualifies for this Federal funding opportunity because it is designed to mitigate against a known risk.

One HMGP Project eligibility requirement is to complete the project over a period of no more than 36 months. The performance period in this application has been listed as 30 months, thus spanning over 2.5yrs. At a total financial impact of \$212,725, the District’s annual contribution would be \$85,090.

Additionally, HMGP Project eligibility will allow for additional funding sources. The state-funded IRWM grant program (<https://water.ca.gov/-/media/DWR-Website/Web-Pages/Work-With-Us/Grants-And-Loans/IRWM-Grants/Files/Prop-1-Implementation/2019GuidelinesFinalforWeb4172019.pdf?la=en&hash=D35657D0001F320E6631B7FC5372E4C2C506369A&hash=D35657D0001F320E6631B7FC5372E4C2C506369A>) can be included as a fund source in the match portion of this program. The Department of Water Resources (DWR) is the distribution authority of Prop 1 funds to IRWMs statewide. The Westside SAC IRWM will be submitting an I & I project funding request on behalf of HVLCSO on 12/6/2019. The I & I project meets several objectives and goals of the Westside SAC's Integrated Regional Water Management Plan (IRWMP). The District does not represent a disadvantaged community (DAC) and is therefore eligible for funding of 50% of project costs (100% for DACs). The potential approval of this funding request could reduce the District's HMGP Project match amount from \$212,725 to \$106,363.

Project activities feature manhole lid replacements, as well as sewer line replacements. Stability, resilience, and sustainable growth within this infrastructure will extend the useful life of this substantial investment.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 12, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board



# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hvlcsd.org

December 12, 2019

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Re: DR4434-0002 Subapplication Funding Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as Hidden Valley Lake Community Services District's commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program.

**SOURCE OF NON-FEDERAL FUNDS:**

LOCAL AGENCY FUNDING	OTHER AGENCY FUNDING	PRIVATE NON-PROFIT FUNDING	STATE AGENCY FUNDING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NAME OF FUNDING SOURCE:**

**FUNDS AVAILABILITY DATE:**

**FEDERAL SHARE AMOUNT REQUESTED:**

**LOCAL SHARE AMOUNT MATCH:**

**FUNDING TYPE:**

<b>Hidden Valley Lake Community Services District</b>
<b>June 1, 2020</b>
<b>\$638,173</b>
<b>\$212,725</b>
<b>Sewer use fees, capital funds, force account labor</b>

If additional federal funds are requested, an additional local match fund commitment letter will be required.

Feel free to contact me with questions.

Sincerely,

Alyssa Gordon  
Water Resources Specialist  
707-987-9201  
agordon@hvlcsd.org





# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hvlcsd.org

## PROJECT MAINTENANCE LETTER

December 12, 2019

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

RE: DR4434-0002 Project Subapplication

Dear State Hazard Mitigation Officer:

This is to confirm that Hidden Valley Lake Community Services District is committed to perform the necessary maintenance for the entire useful life of this project (50 years) once completed. The Hidden Valley Lake Community Services District is allocating an annual budget of \$31,806 which will allow maintenance to occur as needed to ensure the I & I Reduction Project remains in good repair and operational.

**ENTITY RESPONSIBLE FOR THE  
MAINTENANCE:**

Hidden Valley Lake Community Services District

**PAST MAINTENANCE TASKS  
INVOLVED:**

Camera and Jet as needed, point repairs, line replacement as needed

**FUTURE MAINTENANCE TASKS  
INVOLVED:**

Annual camera & jet of 20% of sewer lines

**FUTURE MAINTENANCE SCHEDULE:**

Annually

**FUTURE COST OF MAINTENANCE:**

\$1,590,300

**SOURCE OF FUTURE MAINTENANCE  
FUNDS:**

Sewer use fees

Feel free to contact me with questions.

Sincerely,

Alyssa Gordon  
Water Resources Specialist  
707-987-9201  
agordon@hvlcsd.org