



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: September 18, 2018**

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:**

Director Carolyn Graham, President  
Director Linda Herndon, Vice President  
Director Jim Freeman  
Director Jim Lieberman  
Kirk Cloyd, General Manager

**Absent:**

Director Judy Mirbegian

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by President Graham.

**APPROVAL OF AGENDA**

On a motion made by Director Lieberman and second by Director Herndon the Board unanimously approved the agenda.

**PRESENTATIONS**

Lake County Milers Club presented the District with a Spring has Sprung plaque and an update of how the District sponsorship has benefited the students of Lake County.

Civic Spark Fellows, Michael Burley and Ernesto Ruvalcaba provided a brief introduction to the Board and presented the primary focus for the coming year at HVLCSD.

Chlorine Contact Basin, before and after video

**CONSENT CALENDAR**

On a motion made by Director Herndon and second by Director Lieberman the Board unanimously approved the following Consent Calendar.

- A. MINUTES: Approval of the August 15, 2018 Special Meeting Minutes
- B. MINUTES: Approval of the August 23, 2018 Special Meeting Minutes
- C. MINUTES: Approval of the August 28, 2018 Board of Directors Regular Board Meeting Minutes.
- D. DISBURSEMENTS: Check # 35672 - # 35758 including drafts and payroll for a total of \$569,702.11.

**BOARD COMMITTEE REPORTS**

Finance Committee: Director Freeman provided an overview of the Suez and Trane presentations.

Personnel Committee: No meeting held

Emergency Preparedness Program Committee: No meeting held

Lake Water Use Agreement-Ad Hoc Committee: No meeting held

Valley Oaks Project Sub-Committee: Temporary T-Meter has been permitted for dust control only.

Staff conferred with Roland Stanford, previous HVLCSG G.M., and are scheduled to talk with District legal counsel and NBS to discuss process and formula for commercial connection fees.

### **STAFF REPORTS**

Financial Report: David Spillman will be retiring; however, he will work with the Full Charge Bookkeeper through the audit. Staff will be working with RGS to fill this position.

ACWA State Legislative Committee:

Administration/Customer Services Report:

Field Operation Report:

General Manager's Report: The General Manager discussed the report from Peter Keil, (Water Rights Attorney) regarding the meter moratorium.

### **DISCUSSION AND POSSIBLE ACTION:**

**Discuss and approve the General Manager to enter into an annual IT maintenance contract with Applied Technology Solutions for a monthly amount of \$573.00; not to exceed an annual amount of \$6,876.00.**

On a motion by Director Herndon and second by Director Lieberman the Board unanimously moved to approve the General Manager to enter into an annual IT maintenance contract with Applied Technology Solutions for a monthly amount of \$573.00; not to exceed an annual amount of \$6,876.00.

No public comments.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Mirbegian

The Board unanimously approved the General Manager to enter into an annual IT maintenance contract with Applied Technology Solutions for a monthly amount of \$573.00; not to exceed an annual amount of \$6,876.00.

### **DISCUSSION AND POSSIBLE ACTION:**

**Discuss and approve the General Manager to enter into a contract with Aquatic Harvesting for removal of aquatic weeds in the tertiary pond at the WWTP for an amount not to exceed \$28,200.00**

On a motion by Director Freeman and second by Director Herndon the Board unanimously moved to approve the General Manager to enter into a contract with Aquatic Harvesting for removal of aquatic weeds in the tertiary pond at the WWTP for an amount not to exceed \$28,200.00

Staff reminded the Board that funds would come from the 314 account as this was not a budgeted item and would not be reimbursed by FEMA.

If Board approved this would be added to the future budget as a maintenance item.

No public comments.

Roll Call Vote:

AYES: (4) Directors Graham, Herndon, Freeman and Lieberman  
NAYS: (0)  
ABSTAIN: (0)  
ABSENT: (1) Director Mirbegian

The Board unanimously approved the General Manager to enter into a contract with Aquatic Harvesting for removal of aquatic weeds in the tertiary pond at the WWTP for an amount not to exceed \$28,200.00.

**DISCUSSION AND POSSIBLE ACTION**

**Discuss and approve the scheduling of the next Strategic Planning Workshop**

Staff to provide facilitator resume to the Board at the October Regular Board Meeting.

Members of the Board recommend November 3<sup>rd</sup> or 17<sup>th</sup> for a Strategic Planning Workshop.

**DISCUSSION AND POSSIBLE ACTION**

**Review and discuss the draft Employee Handbook**

Director Herndon provided an update of the draft Employee Manual. The revisions have reduced unnecessary detail, eliminating step by step functions and processes that have been updated, and reduced 143 pages to just over 80 pages. Employee questions and concerns have been addressed. Still needed are:

Formatting and final edits

Safety Shoes required

Disaster and emergency service worker oath requirement

Performance Pay

Director Herndon provided the guidelines of the Performance Pay benefit that is proposed to be added to the Employee Manual.

Board to review and provide comments and suggestions to the General Manager prior to legal review and Board approval.

**PUBLIC COMMENT**

Civic Spark Fellow shared insight of attending District meetings and information and knowledge gained.

**BOARD MEMBER COMMENT**

Director Herndon welcomed Civic Spark Fellows and looks forward to working with them and the progress they bring to the District.

**ADJOURNMENT**

On a motion made by Director Freeman and second by Director Lieberman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:42 p.m.

  
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Carolyn Graham  
President of the Board

10/31/2018  
\_\_\_\_\_  
Date

  
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Kirk Cloyd  
General Manager/Secretary to the Board

11-1-18  
\_\_\_\_\_  
Date

