



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: October 16, 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 were:

Director Linda Herndon, Vice-President
Director Judy Mirbegian
Director Jim Freeman
Director Jim Lieberman,
Kirk Cloyd, General Manager

Absent:

Director Carolyn Graham, President (Excused)

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice-President Herndon.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Lieberman the Board unanimously approved the agenda with the removal of Item 19 (Closed Session).

EMPLOYEE RECOGNITION

The District recognized Karen Jensen for 14 years of service and dedication. Karen has been instrumental in cross training and providing support to fellow staff. Members of the Board expressed appreciation of the balance and calm Karen brings to the office.

PRESENTATIONS

CivicSpark fellows, Ernesto Ruvalcaba and Michael Burley provided a progress report and discussed future steps throughout the service year.

CONSENT CALENDAR

On a motion made by Director Freeman and second by Director Lieberman the Board unanimously approved the following Consent Calendar items:

- A. MINUTES: Approval of the September 18, 2018 Board of Directors Regular Board Meeting Minutes (Director Mirbegian reminded staff her absence was Excused)
- B. MINUTES: Approval of the September 18, 2018 Finance Committee Meeting Minutes
- C. MINUTES: Approval of the September 21, 2018 Lake Water Use Ad-HOC Committee Meeting Minutes
- D. MINUTES: Approval of the September 24, 2018 Personnel Committee Meeting Minutes

- G. DISBURSEMENTS: Check # 35759- # 35829 including drafts and payroll for a total of \$213,480.21.

BOARD COMMITTEE REPORTS

Finance Committee: Met October 4th

Personnel Committee:

Emergency Preparedness Program Committee: Has not met, however, there is a desire to schedule a meeting to discuss; Security concerns, Cyber Security updates and repair items.

Lake Water Use Agreement-Ad Hoc Committee: Met September 21st, HVLA asked the District to draft an updated agreement for review and approval by the HVLA Board.

Valley Oaks Project Sub-Committee: Scheduled to meet October 18th to discuss Commercial Connection fees calculated by NBS. Lake County will be contacted to determine ownership and maintenance responsibilities of Coyote Valley Road.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

Director Herndon attended the HVLA Communal Table held at the Greenview. Topic of concern were the Meter Moratorium; Director Herndon referred all questions to Kirk Cloyd, General Manager.

STAFF REPORTS

Financial Report: Board appreciates the addition of the Finance section in GM Report

ACWA State Legislative Committee: Recap of the ACWA report appreciated by the Board

Administration/Customer Services Report:

Field Operation Report:

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

DISCUSSION AND POSSIBLE ACTION:

Discuss AMI options and plans;

Schneider Electric – GPR Loan forgiveness and SRF Loan

SUEZ dba Utility Services – Sole Source or Master Service Agreement

Discussed and reviewed Schneider Electric and Suez options.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the Water and Sewer Fiscal Sustainability Plans as required for the Clean Water State Revolving Fund AMI application

Tabled

Moved by Director Freeman seconded by Director Mirbegan to table the approval of the Water and Sewer Fiscal Sustainability Plans as required for the Clean Water State Revolving Fund AMI application.

Motion Carried Unanimous.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager to enter into an agreement with SUEZ

Director Freeman moved and seconded by Director Lieberman to approve the General Manger to move forward with negotiations of a Sole Source Agreement or Master Service Agreement with Suez, Options to be presented to Board for direction.

Motion Carried Unanimous.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve an increase to the General Managers current purchasing limitations from \$5,000 to \$15,000

Director Mirbegian moved and seconded by Director Freeman to approve an increase to the General Managers current purchasing limitations from \$5,000 to \$15,000.

Motion Passed Unanimous.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager to enter into an agreement with Wagner & Bonsignor to proceed with Meter Moratorium Mitigation

Tabled

Director Mirbegian moved and seconded by Director Freeman to table for further clarification. Board request a Board Workshop conference call with Paula Whelan, Wagner & Bonsignor.

Motion Carried Unanimous.

DISCUSS:

Discuss and direct staff on how to proceed with the Employee Handbook

The Board directed staff to send revised Employee Handbook to legal for review. Following legal review, the draft will come back to the Personnel Committee for review and final approval by the Board.

Pay for Performance Policy will be added at a later date.

PUBLIC COMMENT

A member of the public thanked staff for keeping the water running during the PG&E power outage.

A member of the public acknowledged members of the Board for renewing the CivicSpark Agreement.

A member of the public informed the District of a new CalFire grant funding for fuel reduction and vegetation management, deadline to submit application is December 2018.

BOARD MEMBER COMMENT

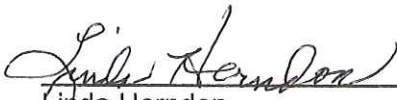
Director Freeman expressed his appreciation for the amount of work the Board and the Committees have accomplished.

Director Lieberman asked if Consultant resumes have been received for the update of the Strategic Plan.

Director Herndon appreciates staff keeping the members of the Board apprised during the PG&E power outage.

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 9:23 p.m.



Linda Herndon Date
Vice-President of the Board

 11-26-18

Kirk Cloyd Date
General Manager/Secretary to the Board

