



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: December 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 were:

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

CALL TO ORDER

The meeting was called to order at 7:02 p.m. by President Graham

ADMINISTRATION OF OATH OF OFFICE

Secretary to the Board Kirk Cloyd administered the Oath of Office for the following elected officials;

- (A) Linda Herndon
- (B) Judy Mirbegan

APPROVAL OF AGENDA

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

EMPLOYEE RECOGNITION

Barry Silva has brought cost saving measure from other Districts that have been beneficial to the District. He has also focused on cleaning up the District WWTP.

Alyssa Gordon received her Wastewater Distribution Grade 2 Certificate. This is a very difficult exam, considering, her primary focus for the past year has been working on reimbursement funds from FEMA, grants and other District projects. Great Job Alyssa!

PRESENTATIONS

Civic Spark Fellows, Ernesto Ruvalcaba and Michael Burley, provided an update on the I&I Project and the progress of the Storm Water Basin debris removal

CONSENT CALENDAR

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

- A. MINUTES: Approval of the November 19, 2018 Finance Committee Meeting minutes.

- B. MINUTES: Approval of the November 20, 2018 Board of Directors Board Meeting minutes.
- C. MINUTES: Approval of the November 30, 2018 Special Meeting minutes.
- D. DISBURSEMENTS: Check # 35906 - # 36000 including drafts and payroll for a total of \$279,611.85.

BOARD COMMITTEE REPORTS

Finance Committee: Met December 11th will discuss recommendation on agenda item 14

Personnel Committee: Met December 6th, discussed the legal cost for the review of the Employee Handbook.

Emergency Preparedness Program Committee: No meeting held

Lake Water Use Agreement-Ad Hoc Committee: No meeting held, pending response from HVLA.

Valley Oaks Sub-Committee (On Hiatus):

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

None noted.

STAFF REPORTS

Financial Report: Director Mirbegian request CPA Consultant be added to the Agenda for the January Regular Board Meeting.

ACWA State Legislative Committee: No Meeting, Sub Committee discussion regarding SB998, *Discontinuation of residential water service: urban and community water systems.*

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:

Approve the General Manager to enter into an agreement with Wagner & Bonsignor to proceed with Meter Moratorium Mitigation.

Moved by Director Mirbegian and seconded by Director Herndon the Board unanimously approved the General Manager to enter into an agreement with Wagner & Bonsignor to proceed with Meter Moratorium Mitigation, Option 1 – Percolating Groundwater Determination to Lift the Division of Drinking Water's (DDW) Connection Moratorium against Hidden Valley Lake Community Services District, by Roll Call Vote.

Roll Call Vote:

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION:

Approve the Water and Sewer Fiscal Sustainability Plans as required for the Clean Water State Revolving Fund

Moved by Director Herndon and seconded by Director Mirbegian the Board unanimously approved the Water and Sewer Fiscal Sustainability Plans as required for the Clean Water State Revolving Fund.

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to enter into an agreement with the State of California State Water Resources Control Board to proceed with the Financial Assistance Application and adopt the following Resolutions;

Reimbursement Resolution 2018-08

Authorizing Resolution 2018-09

Pledge Revenues and Fund 2018-10

Moved by Director Mirbegian and seconded by Director Freeman, the Board unanimously approved to authorize the General Manager to enter into an agreement with the State of California State Water Resources Control Board to proceed with the Financial Assistance Application and adopt the following Resolutions;

Reimbursement Resolution 2018-08,

Authorizing Resolution 2018-09,

Pledge Revenues and Fund 2018-10

With the understanding that this is a Grant Opportunity and not a loan commitment.

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously

DISCUSSION AND POSSIBLE ACTION:

Based on new information, reconsider retaining Legal review and accept the Employee Handbook as presented

Tabled; to be brought back in the January Regular Board Meeting for a full Board review.

INFORMATION AND DISCUSSION:

Discuss FEMA training opportunities for Directors.

Members of the Board were provided information on the required FEMA training for District Employee's. Training opportunities as well as technical support were offered to members of the Board, should they choose to participate in order to have a better understanding on FEMA requirements for the District.

PUBLIC COMMENT

Members of the Public were glad to hear the I&I project is moving forward, additionally, they support having legal counsel review the employee handbook.


BOARD MEMBER COMMENT

Members of the Board wishes all a Safe and Happy Holiday.

Director Herndon will be leaving for the Holidays and plans to return December 28th.

ADJOURNMENT

On a motion made by Director Freeman and second by Director Lieberman the Board voted unanimously to adjourn. The meeting was adjourned at 8:18 p.m.

 1-15-2019

Carolyn Graham Date
President of the Board

 1-15-19

Kirk Cloyd Date
General Manager/Secretary to the Board