



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: October 20, 2020 – 7:00 PM**

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 Jim Lieberman, President  
Director Claude Brown  
Director Jim Freeman  
Director Gary Graves  
Director Carolyn Graham-Via Teleconference  
General Manager, Dennis White  
Administrative Services Manager, Penny Cuadras  
Accounting Supervisor, Trish Wilkinson  
Water Resources Specialist, Alyssa Gordon-Via Teleconference  
Water Resources Specialist-I, Hannah Davidson

Others Present:

Michael Day- Advanced Energy Program Development with Trane Technologies,

**CALL TO ORDER**

The meeting was called to order at 7:03 p.m. by President Lieberman.

**APPROVAL OF AGENDA**

Director Lieberman Requests item #16 be moved to Item #7 following Committee Reports.  
Director Freeman moved to approve the Agenda as amended. Seconded by Director Graves.

Roll Call Vote:

AYES: (5) Directors, Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimous to approve the agenda with amendment.

**CONSENT CALENDAR**

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

- A. MINUTES: Approval of the September 2, 2020 Special Meeting Minutes.
- B. MINUTES: Approval of the September 10, 2020 Special Meeting Minutes.
- C. MINUTES: Approval of the September 14, 2020 Finance Committee Meeting Minutes.
- D. MINUTES: Approval of the September 15, 2020 Regular Board Meeting Minutes.
- E. DISBURSEMENTS: Check # 037526 - # 037644 including drafts and payroll for a total of \$370,695.21.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to approve the Consent Calendar as presented.

## **BOARD COMMITTEE REPORTS**

Finance Committee: Met 10/19/2020-Reviewed health care options-further discussion postponed until April, Other items discussed according to Agenda

Personnel Committee: Met 10/15/2020

Emergency Preparedness Committee: 10/6/2020

Lake Water Use Agreement-Ad Hoc Committee: Met 10/6/2020 Committee provided a report of items addressed; Up-keep and maintenance of detention basin and levee, dredging of the lake

Valley Oaks Sub-Committee: Have not met. General Manager will be meeting with Mr. Porter on Friday to provide the Phase II invoice. Invite will be sent to Director Graham to attend the meeting.

## **DISCUSSION AND POSSIBLE ACTION:**

### **RFQ Results – Selection of ESCO**

Director Graves moved to authorize the General Manager to enter into an agreement with Trane Technologies to move forward with contract negotiations. Seconded by Director Freeman.

Alyssa Gordon provided an overview of the two RFQ's submitted by Site Logic and Trane Technologies. Based on scoring system, points weighted in favor of Trane with focus on Resilience and Innovation.

Staff recommends the Board authorize the General Manager to enter into an agreement to move forward with contract negotiations with Trane Technologies.

Michael Day, Advanced Energy Program Development with Trane Technologies, presented the proposed projects, process and timeline.

Members of the Board request an introduction workshop the 1<sup>st</sup> week of December followed by a Project review workshop the 1<sup>st</sup> week of January.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to authorize the General Manager to enter into an agreement to move forward with contract negotiations with Trane Technologies.

## **STAFF REPORTS**

Financial Report:

Administration/Customer Services Report: Delinquent accounts have decreased by \$41K

Field Operation Report:

ACWA State Legislative Committee:

General Manager Report:

## **PROJECT PRIORITIES:**

•Tank 9

•I&I

•SCADA

•AMI

•Generators – Prioritize purchase of generators for Administration Office

Members of the Board request staff provide a quarterly update on projects.

## **DISCUSSION AND POSSIBLE ACTION:**

### **Ratify Contract and Appointment of Dennis White as General Manager**

Director Graves moved to Ratify the Contract and Appointment of Dennis White as General Manager. Seconded by Director Freeman.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (1) Director Graham

ABSENT: (0)

Motion Carries by majority vote to Ratify Contract and Appointment of Dennis White as General Manager.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve Resolution 2020-14 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors Adding Dennis White To The List Of Individuals Authorized To Have A Credit Card, Enter Into Deposit Account, Funds Transfer, Investment, Cash Management And Deposit Service Agreements With West America Bank, And To Withdraw Funds, Initiate Payment Orders And Otherwise Give Instructions To West America Bank With Respect To The District's Deposit Accounts**

Moved by Director Freeman to approve Resolution 2020-14. Seconded by Director Graves.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to Approve Resolution 2020-14 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors Adding Dennis White To The List Of Individuals Authorized To Have A Credit Card, Enter Into Deposit Account, Funds Transfer, Investment, Cash Management And Deposit Service Agreements With West America Bank, And To Withdraw Funds, Initiate Payment Orders And Otherwise Give Instructions To West America Bank With Respect To The District's Deposit Accounts

**DISCUSS:**

**De-Briefing of LNU Complex Fire**

Staff and members of the Board discussed the LNU Complex Fire and how HVLCSD Staff responded to the August 19, 2020 Mandatory Evacuation.

District field staff remained on site 24 hour a day for the duration of the evacuation in an effort to maintain tank levels and continue to keep the District running. As the fire began to surround the HVL area, firebreaks were created at the request of CalFire and approval of the HVLCSD Board.

Dennis White attended CalFire de-briefing's and remained in constant contact with the Fire Chief in order to gain accurate and up to date information on the fire and pending impact on HVL. Alyssa Gordon remained vigilant in providing updates to staff and members of the Board as they became available.

Staff will schedule a workshop at the end of fire season, requesting CalFire, HVLA Security and Lake County Sherriff, to attend.

**DISCUSSION AND POSSIBLE ACTION:**

**Hydro-Seeding of District Properties that were Cleared for Fire Breaks**

Members of the Board and staff discussed options and cost of erosion control in areas of firebreaks created during the LNU Complex Fire.

**DISCUSSION AND POSSIBLE ACTION:**

**Establish Procedure for Water Bill Adjustments due to Leaks**

Members of the Board directed staff to update the Leak Adjustment Policy and bring before the Board for review.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve NBS 2020 Rate Study and Authorize Staff to Proceed with the 218 Process**

Director Freeman moved to approve the NBS 2020 Rate Study and Authorize Staff to Proceed with the 218 Process. Seconded by Director Graves.

No Public Comment.

Roll Call Vote:  
AYES: (4) Directors Brown, Graves, Freeman and Lieberman  
NAYS: (1) Director Graham,

ABSTAIN: (0)  
ABSENT: (0)

Motion carries by majority vote to Approve NBS 2020 Rate Study and Authorize Staff to Proceed with the 218 Process.

**DISCUSSION AND POSSIBLE ACTION:**

**Consider Options for PR like CV Strategies for the 218 Process**

Members of the Board directed staff to NOT use CV Strategies for the 218 process.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve Easement documentation, authorize the General Manager to sign the HVLCSD Easement, and for the Board President to sign the HVLA Easement**

Director Freeman moved Approve Easement documentation, authorize the General Manager to sign the HVLCSD Easement, and for the Board President to sign the HVLA Easement. Seconded by Director Graves. Recommended by Finance Committee.

No Public Comment.

Roll Call Vote:  
AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman  
NAYS: (0)  
ABSTAIN: (0)  
ABSENT: (0)

Motion carries unanimous to Approve Easement documentation, Authorize the General Manager to sign the HVLCSD Easement, and for the Board President to sign the HVLA Easement. Seconded by Director Graves. Recommended by Finance Committee.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve and Adopt the following Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager**

Director Brown moved to Approve and Adopt the following Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager. Seconded by Director Freeman.

Director Graves moved to amend motion to include Salary Range to be implemented January 1, 2021, pending a successful 218 process.

No Public Comment.

Roll Call Vote:  
AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman  
NAYS: (0)  
ABSTAIN: (0)  
ABSENT: (0)

Motion carries unanimous to Approve and Adopt Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager, Salary Range to be implemented January 1, 2021, pending a successful 218 process.

No Public Comment.

**PUBLIC COMMENT**

No Public comment.

**BOARD MEMBER COMMENT**

Director Graham announced this as her last meeting good luck, goodbye and thank you for the past 8-years. Wishes Sean Millerick the best of luck and a successful term.

ADJOURNMENT

On a motion made by Director Brown and seconded by Director Freeman the Board voted unanimously to adjourn the meeting at 10:56 PM by Roll Call Vote.

Roll Call Vote:

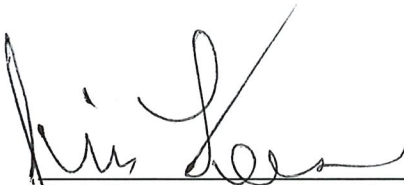
AYES: (5) Directors Brown, Graham, Graves, Freeman, and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous, meeting was adjourned at 10:56 P.M.

  
\_\_\_\_\_  
Jim Lieberman                      Date 11/30/20  
President of the Board

 12-1-20  
\_\_\_\_\_  
Dennis White                      Date  
General Manager, Secretary to the Board

