



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: November 20, 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 Mirbegian
Director Jim Freeman
Director Jim Lieberman
Kirk Cloyd, General Manager

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Graham.

APPROVAL OF AGENDA

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

EMPLOYEE RECOGNITION

PRESENTATIONS

CONSENT CALENDAR

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

- A. MINUTES: Approval of the October 8, 2018 Special Meeting minutes
- B. MINUTES: Approval of the October 9, 2018 Finance Committee Meeting minutes
- C. MINUTES: Approval of the October 16, 2018 Board of Directors Board Meeting minutes
- D. MINUTES: Approval of the October 18, 2018 Valley Oaks Sub-Committee Meeting minutes
- E. MINUTES: Approval of the October 19, 2018 Finance Committee Meeting minutes
- F. DISBURSEMENTS: Check #35830 - # 35905 including drafts and payroll for a total of \$441,831.31

BOARD COMMITTEE REPORTS

Finance Committee: Committee to provide report on Agenda items

Personnel Committee: Have not met. Staff reported District Legal Counsel does not provide employee law regarding Employee Handbook. Personnel Committee recommend staff negotiate process and follow District Legal Counsel recommendations.

Emergency Preparedness Program Committee: Have not met. Director Graham to provide available dates for meeting.

Lake Water Use Agreement-Ad Hoc Committee: Committee to complete draft and provide to HVLA for signature.

Valley Oaks Sub-Committee: Met October 18, Committee recommends going on hiatus until KIMCO moves forward with LAFCO requirements and District requirements.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

STAFF REPORTS

Financial Report: Staff will provide revised Pooled Cash format next month

ACWA State Legislative Committee:

Administration/Customer Services Report: Only 2 meters remain locked-off

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 bid proposals for the development of the LHMP and provisionally award; pending grant approval

Following discussion and review of the submitted bid proposals, Director Freeman moved and Director Mirbegian seconded the approval to award the bid for the development of the HVLCSD Local Hazard Mitigation Plan to Foster Morrison Consulting, pending CalOES Grant approval. The motion was unanimously approved by the Board.

DISCUSSION AND POSSIBLE ACTION:

Discuss and enter into a Memorandum of Agreement (MOA) Between Hidden Valley Lake Community Services District and the County of Lake Pertaining to Assistance Provided Under the Emergency Management Mutual Aid (EMMA) Plan

Director Freeman moved and seconded by Director Mirbegian to approve the General Manager to enter into a Memorandum of Agreement (MOA) Between Hidden Valley Lake Community Services District and the County of Lake Pertaining to Assistance Provided Under the Emergency Management Mutual Aid (EMMA) Plan for the Mendocino Complex Fire. The motion was unanimously approved by the Board.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve revision of the current and future employee handbook to add Christmas Eve day as a full paid holiday (office to be closed) when it falls on a Monday

Director Mirbegian moved and seconded by Director Herndon to approve the of closing the District on December 24, 2018 when it falls on a Monday.

Recommendation for a complete review by the Personnel Committee to make this a clear policy in the Employee Handbook and brought back to the Board in that format for future years. The motion was unanimously approved by the Board.

DISCUSSION AND POSSIBLE ACTION:

Discuss AML options and provide the Board with additional information; requesting direction to proceed

Director Mirbegian moved and Director Herndon seconded to table further discussion and options, pending award of Prop 1 funding, possibly by June 2018. The Finance Committee to work towards a Budget Plan for Suez if Prop 1 Funding is not awarded. The motion was unanimously approved by the Board.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve payment for emergency power generator (October 14-16, 2018) to United Rental in the amount of \$16,447.69 and Coastal Mountain Electrical in the amount of \$2,562.50 from Operational Reserves (Fund 325 \$20k available as of 11/14/18)

Director Mirbegian moved and seconded by Director Herndon to approve the payment for the emergency power generator (October 14-16, 2018) to United Rental in the amount of \$16,447.69 and Coastal Mountain Electrical in the amount of \$2,562.50 from Operational Reserves Fund 325. The motion was unanimously approved by the Board.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the transfer of funds from Capital Improvement Reserves (Fund 320) to Operational Reserves (Fund 325) to pay for power generation during the proposed November power shut down. Recommendation to transfer \$25K

Staff request an amendment to agenda item to reflect "A direct transfer of funds from the Capital Improvement fund 320 to the Operational Account 130 in the amount of \$11,522.73 to pay United Rental."

Director Mirbegian moved and seconded by Director Lieberman to approve the transfer of funds from the Capital Improvement Reserves (Fund 320) to the Operational Account 130 to pay United Rental for power generation during the proposed November power shut down not to exceed \$11,522.73. The motion was unanimously approved by the Board.

PUBLIC COMMENT

Member of the public recognized the efforts of all staff and thanked the Board for allowing the staff additional time off for the Holiday.

Member of the public also inquired about alternative energy back up.

BOARD MEMBER COMMENT

Staff were reminded of the swearing in of the elected Board members. Permission requested to move this to the first week after the Election in the future. Members of the Board agreed.

CLOSED SESSION:

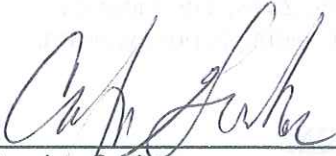

(A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager Evaluation

The Board recessed at 8:23 P.M. and entered into closed session at 8:25 P.M.

ADJOURNMENT

On a motion made by Director Mirbegian and second by Director Freeman the Board voted unanimously to adjourn the closed session at 8:29 P.M. No reportable action.

The meeting was adjourned at 8:30 p.m.

	12-18-2018		12-18-18
Carolyn Graham	Date	Kirk Cloyd	Date
President of the Board		General Manager/Secretary to the Board	