



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: SEPTEMBER 17, 2019

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, President
Director Judy Mirbegan, Vice President
Director Jim Lieberman
Director Jim Freeman
Director Carolyn Graham
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant
Doug Coty, Legal Counsel

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by President Herndon.

APPROVAL OF AGENDA

Director Lieberman moved to approve the agenda as presented. Seconded by Director Mirbegan. Motion carries unanimously.

ADJOURN TO CLOSED SESSION

CLOSED SESSION: The Board will call to order and recess to Closed Session to discuss the following items:

- **PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review and discussion of the General Manager's finalized performance evaluation**
- **PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957.6: Review and negotiate General Manager's contract provisions**

Members of the Board adjourned to Closed Session at 6:03 p.m.

RECONVENE TO OPEN SESSION:

Board reconvened at 7:19 p.m. with no reportable actions.

DISCUSSION AND POSSIBLE ACTION:

Possible Action Resulting from Closed Session; Approve General Manager's Employment Contract Revisions

No reportable action or decisions made during Closed Session

EMPLOYEE RECOGNITION

- A) Introduction of Cody Lockwood-New District employee**
- B) Introduction of Hannah Davidson -CivicSpark 2019/20**
- C) Introduction of Zachary Gianotti -CivicSpark 2019/20**

Staff introduced new District employee Cody Lockwood and Civic Spark Fellows Hannah Davidson and Zachary Gianotti.

CONSENT CALENDAR

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

Director Graham request item 9-D be removed from the agenda and added to the October Regular Board Meeting for further discussion. The Board approves the amended agenda with the removal of the Approval of Revised District Nepotism Policy. Motion carries unanimously.

- (A) MINUTES: Approval of the August 20, 2019 Board of Directors Regular Board Meeting Minutes.
- (B) MINUTES: Approval of the August 20, 2019 Finance Committee Meeting Minutes
- (C) MINUTES: Approval of the August 19, 2019 Special Meeting Minutes
- (D) Approval of Revised District Nepotism Policy(Removed)
- (E) Approval of District Transparency Policy
- (F) Approval of Revised District Lien Policy

DISBURSEMENTS:

Check # 036601 - # 036673 including drafts and payroll for a total of \$802,564.83

Director Mirbegian moved to approve the Disbursements of Check # 036601- # 036673 including drafts and payroll for a total of \$802,564.83.

Seconded by Director Lieberman.

The Board unanimously approved the Disbursements of Check # 036601- # 036673 including drafts and payroll for a total of \$802,564.83, motion carries.

BOARD COMMITTEE REPORTS

Finance Committee: Have not met. Director Mirbegian request update on Credit Card Policy

Personnel Committee: Met September 4th Director Lieberman reported on items discussed and reviewed.

Safety and Security Committee: Director Graham reported on tour of District facilities and recent EPA webinar regarding the required Vulnerability Assessment and updating the District ERP.

Lake Water Use Agreement-Ad Hoc Committee: Have not met. It was reported that the District was not notified of the quarterly Gate Valve and Butterfly Valve turning, however, the HVLCSO GM was notified via e-mail after the event by the HVLCSO GM.

Valley Oaks Sub-Committee: Project put on hold by County of Lake and Army Corp of Engineers until further notice.

STAFF REPORTS

Financial Report: Clarification of Overtime error noted in report.

Administration/Customer Services Report: Increase in lock off due to July rate change.

Field Operation Report: Reviewed & accepted.

ACWA State Legislative Committee: Reviewed & accepted.

I.T Monthly Report: Reviewed & accepted.

General Manager's Report: Reviewed & accepted.

DISCUSSION AND POSSIBLE ACTION:

CPS HR Salary Study 1.0 vs. 2.0-CPS 1.0 used the Mean & not the Median to recommend salary ranges for District positions. The result was several positions received an increase that should not have while others did not receive an increase that should have (Based on study 1.0.) Staff would like to know how the Board wishes to proceed.

Options include:

- A. No change until next study in 2020;
- B. Adjust pay for those underpaid positions from Sept. 20, 2019 forward; or
- C. Adjust pay for those underpaid positions from Sept. 20, 2019 forward and provide back pay to July 1, 2018 when the error was first implemented.

Board request staff provide an RFP on a Salary Study and contact Joan Pugh Newman, Labor Attorney, for best practices.

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2019-09 Approving The Form Of And Authorizing Execution Of The Memorandum Of Understanding And Authorizing Participation In The Special District Risk Management Authority Health Benefits Ancillary Coverages (Vision Insurance)

Director Mirbegian moved to approve Resolution 2019-09 Approving The Form Of And Authorizing Execution Of The Memorandum Of Understanding And Authorizing Participation In The Special District Risk Management Authority Health Benefits Ancillary Coverages (Vision Insurance).

Seconded by Director Graham.

The Board unanimously approved Resolution 2019-09 Approving The Form Of And Authorizing Execution Of The Memorandum Of Understanding And Authorizing Participation In The Special District Risk Management Authority Health Benefits Ancillary Coverages (Vision Insurance)

DISCUSSION AND POSSIBLE ACTION:

SUEZ and FERGUSON AMR/AMI options and comparison. Suez provides an AMI option and maintenance program where they own the meters and data collection system while Ferguson offers an AMR system that can be upgrade to an AMI system using the same meters. Provide staff direction as to which option to pursue and identify financing for. Staff to return to the Board for final approval

The Board directed staff to provide total cost with interest for Suez and Ferguson offers as well as the cost of billing software for the AMI system.

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to enter into a professional service agreement not to exceed \$25,000 and proceed with the 218 process. Current responsive quotes include RGS & CV Strategies

Director Mirbegian moved to approve the General Manager to enter into a professional service agreement with CV Strategies not to exceed \$25,000 and proceed with the 218 process.

Seconded by Director Lieberman.

The Board unanimously approved the General Manager to enter into a professional service agreement with CV Strategies not to exceed \$25,000 and proceed with the 218 process.

