



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: November 22, 2016**

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

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by President Freeman.

**APPROVAL OF AGENDA**

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

**PRESENTATIONS**

General Manager Kirk Cloyd presented the Personnel Action Form (PAF). The PAF will become part of the Personnel File to be reviewed by GM, Finance and Human Resources for each staff member.

**CONSENT CALENDAR**

On a motion by Director Mirbegan and second by Director Herndon the Board removed item 5A of the August 16, 2016 Regular Board Meeting from the Consent Calendar for further discussion.

On motion by Director Mirbegan, and second by Director Herndon, the Board unanimously approved the following Consent Calendar items:

(B) MINUTES: Approval of the minutes for the Board of Directors meeting October 18, 2016.

(C) DISBURSEMENTS: Check #034080 - #034135 including drafts and payroll for a total of \$220,316.20

On a motion by Director Mirbegian and second by Director Lieberman, the Board unanimously approved the change to wording on Agenda Item 9 of the August 16, 2016 minutes.

### **BOARD COMMITTEE REPORTS**

Personnel Committee: No meeting held.

Finance Committee: No meeting held.

Emergency Preparedness Program Committee: No meeting held.

### **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 4: Directors Mirbegian, Herndon and Graham, as well as General Manager Kirk Cloyd attended ACWA Region 4 Tour held in Winters on November 7, 2016. Director Mirbegian reported on the replenishment and refurbishment of Lower Putah Creek and the conservation ideas that were discussed. Director Graham reported on the America River restoration and study to monitor fish and track migration patterns due to habitat restoration. Director Herndon noted that similar refurbishment and restoration may benefit Coyote and Gallagher Creeks.

Director Mirbegian reported that Solano Water Agency offered to write a letter of support to the State Water Board regarding the annual discharge to Putah Creek and the Moratorium.

ACWA Region 1 Board: No report.

ACWA State Legislative Committee: Director Herndon reported that the next meeting is scheduled for January 2017.

County OES: General Manager Kirk Cloyd reported on Local Water Agency meeting in General Manager Report.

### **STAFF REPORTS**

Financial Report: Director Mirbegian stated that the Revenue and Expenses report looked good.

Salary savings, new state regulations, underbilled customers, and CPA support were discussed in the context of their financial impact to the District.

Director Mirbegian requested that a copy of Regional Water Board letter be in the December Board Packet.

Director Mirbegian inquired about underbilled amount owed being accrued into accounts receivable, asked that the Board strongly recommend this to be done.

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Kirk Cloyd discussed items in his report, and responded to inquiries regarding billing, road repair, and weed abatement.

**DISCUSSION AND POSSIBLE ACTION:**

**Approval of Resolution 2016-19, Investment of Hidden Valley Lake Community Services District's Monies in Local Agency Investment Fund**

On motion by Director Mirbegian, and second by Director Graham, the Board unanimously approved Resolution 2016-19, Investment of Hidden Valley Lake Community Services District's Monies in Local Agency Investment Fund.

**DISCUSSION AND POSSIBLE ACTION:**

**Approval of Resolution 2016-20 Hidden Valley Lake Community Services District Board of Directors Updating the Hidden Valley Lake Community Services District Conflict of Interest Code and Rescinding Resolution Number 2014-12**

On motion by Director Herndon and second by Director Mirbegian, the Board unanimously approved Resolution 2016-20, Hidden Valley Lake Community Services District Board of Directors Updating the Hidden Valley Lake Community Services District Conflict of Interest Code and Rescinding Resolution Number 2014-12.

**PUBLIC COMMENT**

No public comment.

**BOARD MEMBER COMMENT**

Director Herndon, Mirbegian and President Freeman acknowledged Sr Accounts Representative Marty as a positive addition to the front office staff. The Board also acknowledged the resignations of Paul and Barry.

**CLOSED SESSION:**

**Government Code 54957 (b) Personnel Performance Evaluation – General Manager. GM goal-setting.**

**ADJOURNMENT**

The Board of Directors went into closed session at 8:14 PM and adjourned at 10:37 PM. No reportable action.

  
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Jim Freeman  
President of the Board

12/20/16  
Date

  
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Kirk Cloyd  
General Manager/Secretary to the Board

12-20-16  
Date