



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: January 19, 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
Director Jim Lieberman, Vice President
Director Carolyn Graham
Director Linda Herndon
Director Judy Mirbegian
Matt Bassett, General Manager
Alyssa Gordon, Interim Administrative Services Officer

CALL TO ORDER

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

APPROVAL OF AGENDA

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

CONSENT CALENDAR

A motion was made by Director Mirbegian, seconded by Director Herndon, and unanimously approved by the Board to remove items A, B, & C from the Consent Calendar:

(A) **MINUTES**

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the Minutes from the Board of Directors meeting December 15, 2015

(B) **DISBURSEMENTS**

Director Mirbegian brought to the attention of the Board, items from the Financial and Billing & Collection reports

(C) Approval of 2014-2015 Audit Report

Norm Newell from Smith & Newell summarized the audit findings for fiscal year 2014-2015. Mr. Newell also discussed with the Board the Finding and Recommendations section, and possible improvement opportunities. The Board recommended that the District's Balance Sheet and Income & Expense Report appear in the upcoming Board packet (Board meeting February 16, 2016), in a format consistent with standard accounting practices.

On a motion made by Director Herndon and second by Director Mirbegian the Board unanimously approved the Audit Report for fiscal year 2014-2015.

BOARD COMMITTEE REPORTS

Personnel Committee: No meeting in January.

Finance Committee: Director Graham indicated that the mid-year budget and audit report findings were reviewed. Director Freeman also mentioned that forecasting and the accounting of Valley Fire line items will be illustrated in the third quarter of the fiscal year.

The Board also expressed an interest in maintaining clarity and transparency in terms of Valley Fire reimbursement and ensuring allocation of funds. In a future Board meeting, the Board recommends that staff compile Valley Fire reimbursement results, and develop corresponding Resolutions for funds allocation.

Emergency Preparedness Program Committee: No meeting in January.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Team meeting held January 6, 2016. Director Mirbegan has been appointed to the Finance Committee. January 25, 2016 Board meeting orientation and strategic planning is scheduled and located at the District. Team building scheduled January 28, 2016, and a Board meeting is scheduled January 29, 2016.

ACWA State Legislative Committee: Director Herndon was reassigned to ACWA State Legislature Committee. The first meeting of this legislative session is scheduled for January 22, 2016.

County OES: No meeting in January.

STAFF REPORTS

General Manager's Report: In addition to his written report, General Manager Matt Bassett provided a recap of recent events that occurred at the storm water detention pond, and road conditions at the wastewater treatment plant. Mr. Bassett also responded to questions on all items in his written report.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2016-01 Authorizing residential customers with 3/4" meters required for home sprinkler systems, to be charged the same as the residential 5/8" meter monthly base rate

On motion by Director Graham and second by Director Mirbegan, the Board unanimously approved Resolution 2016-01 authorizing the Hidden Valley Lake Community Services District monthly base fees for 5/8" and 3/4" residential meters to be the same 5/8" rate for residential water accounts.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2016-02 authorizes staff employees Matt Bassett & Dennis White as district representatives to purchase government surplus through the Government Operations Agency

On motion by Director Mirbegan and second by Director Lieberman, the Board unanimously approved Resolution 2016-02 as amended authorizing as representative Matt Bassett, General Manager, to acquire surplus property through the California State Agency for surplus property and accept responsibility for payment of incidental fees by the surplus property agency under the term and conditions accompanying this form. In discussion, the Board noted that they could grant authority only to their single employee, the General Manager.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2016-03 authorizing removal of Roland Sanford from LAIF account and adding Matt Bassett

On motion by Director Herndon and second by Director Mirbegan, the Board unanimously approved Resolution 2016-03 updating the LAIF authorizations to remove Roland Sanford and add Matt Bassett and sign the form as required by the State Treasurer's Office.

DISCUSSION AND POSSIBLE ACTION:

Approval of Mr. Mike Merrill's attorney fees in the amount of \$125 & \$186 for invoices #915041 & #915042 dated 9/11/15 & 9/30/15

After discussion, the Board unanimously agreed to pay these invoices.

DISCUSSION AND POSSIBLE ACTION:

Review staff's list of firms and approve the forms the Board would like to interview and retain as its general counsel

After discussion, the Board agreed that the firm Bold, Polisner, Maddow, Nelson & Judson appears to be the best candidate for general counsel. The Board has directed staff to provide a contract from this agency at the next Board meeting.

DISCUSSION AND POSSIBLE ACTION:

Recruitment of permanent General Manager – recommendation from Personnel Committee for recruiting agency

The Board agreed that the Personnel Committee will meet with CPS HR to ratify the job description later this month. Further discussion regarding a formal contract and salary review activities is scheduled for the February Board meeting.

DISCUSSION AND POSSIBLE ACTION:

Oath of Office taken by General Manager, Matthew J Bassett

Mr. Bassett indicated that this item has been resolved and confirmed by Lake County Department of Elections.

DISCUSSION AND POSSIBLE ACTION:

Election of Board President and Board Vice President for Calendar Year 2016

The Board voted unanimously to appoint Director Freeman as the Board President and Director Lieberman as Board Vice President for the 2016 Calendar Year.

PUBLIC COMMENT

An inquiry was made regarding paper and electronic billing and billing due date.

BOARD MEMBER COMMENT

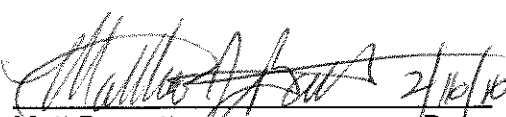
No comment by the Board.

ADJOURNMENT

On a motion made by Director Herndon and second by Director Lieberman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:50 p.m.



Jim Freeman
President of the Board
2/12/16
Date



Matt Bassett
General Manager/Secretary to the Board
2/12/16
Date