



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: May 15, 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 Jim Lieberman  
Director Judy Mirbegian  
Director Jim Freeman  
General Manager, Kirk Cloyd  
Administrative Assistant, Penny Cuadras

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

Director Graham requested Agenda Item 16 Closed Session be removed from the Agenda.

Director Mirbegian moved to approve the Agenda with the removal of item 16 and second by Director Herndon the Board unanimously approved the amended agenda.

**EMPLOYEE RECOGNITION**

Staff recognized the newest member of the HVLCSD Team, Brandon Bell. Brandon has received his Operator in Training certification from the State of California and will be placed on the on-call rotation once he has completed the training process.

**PRESENTATIONS**

Alyssa Gordon provided an overview of the XIO SCADA conversion to Cloud SCADA for water, wastewater and recycled water.

The District was recognized by the South Lake County Fire Protection District 293 and presented the Valley Fire Recognition Challenge Coin for their leadership, heroic efforts, dedication and resilience during and after the 2015 Valley Fire. The letter of recognition was read by GM Kirk Cloyd.

**CONSENT CALENDAR**

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the following Consent Calendar items with the noted corrections made to the Lake Water Use Agreement minutes.

(A) MINUTES: Approval of the April 17, 2018 Board of Directors Regular Board Meeting minutes.

(B) MINUTES: Approval of the April 19, 2018 Lake Water Use Agreement Meeting minutes.

(C) MINUTES: Approval of the May 4, 2018 Personnel Committee Meeting minutes.

(D) DISBURSEMENTS: Check # 035363- # 035443 including drafts and payroll for a total of \$209,920.07.

### **BOARD COMMITTEE REPORTS**

Personnel Committee: Following the Personnel Committee rewrite and employee review, the Committee plans to present the revised handbook to the Board at the June 19 Regular Board Meeting with recommendation for approval and implementation of the revised Employee Handbook.

Finance Committee: Meeting Scheduled for May 17.

Emergency Preparedness Program Committee: To be Scheduled

Lake Water Use Agreement-Ad Hoc Committee: Director Mirbegian requested Lake Water Use Agreement to be added to the June 19 Agenda for further discussion.

Valley Oaks Project Sub Committee: Have not met. Following a brief update of a recent phone conversation with Mr. Porter, Director Mirbegian recommends staff speak with legal counsel before moving forward.

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

Director Mirbegian attended the Golf on the Green meeting at the request of the HVLCSO General Manager.

### **STAFF REPORTS**

ACWA State Legislative Committee: Alyssa Gordon provided an update of the May 14 Meeting. The main topic of the meeting was the most recent Water Conservation measures and continuing to make Conservation a Way of Life.

Financial Report:

Administration/Customer Services Report:

Field Operation Report: AML funding was denied. However, other funding options are being considered.

General Manager's Report: The General Manager provided an update from the State Water Board meeting he attended in Sacramento where he discussed the meter moratorium. The meeting can be viewed on the hvclsd.org website under News and Updates.

### **OPEN PUBLIC HEARING:**

**Discussion of Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges. Set the date of the second reading of Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges at the next scheduled Regular Board Meeting.**

Public hearing was opened at 8:11 pm there were no written or public comments. The General Manager clarified that an ordinance is the highest level of authority at a special district and Ordinance 57.1 would allow rates and charges to be established by Resolution. By establishing rates and charges by Resolution, the District saves the cost for the process of a second Public Hearings, streamlines the process and conforms to industry standards.



**CLOSE PUBLIC HEARING:**

**Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges.**

The Public Hearing was closed at 8:18 pm.

**DISCUSS AND POSSIBLE ACTION:**

**Approve the General Manager to enter into a contract with Coastland Engineering for sealed bid and engineering services regarding refurbishment of the CL-2 basin and valve repair.**

Director Mirbegan moved to approve the General Manager to enter into a contract with Coastland Engineering for sealed bid and engineering services regarding refurbishment of the CL-2 basin and valve repair, not to exceed \$32,000.00 seconded by Director Herndon. Unanimously approved by the Board by roll call vote:

Ayes: (5) Directors: Graham, Herndon, Mirbegan, Lieberman and Freeman

Nays: (0)

Abstain: (0)

Absent: (0)

**PUBLIC COMMENT**

No public present.

**BOARD MEMBER COMMENT**

Director Graham inquired about the reveal of the HVLCSD Time Capsule.

Members of the board recommend the General Manager seek legal counsel regarding recent information from State Water Board and Division State Water Rights.

**ADJOURNMENT**

On a motion made by Director Mirbegan and seconded by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 8:42 p.m.

 6-19-18  
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Carolyn Graham Date  
President of the Board

 6-21-18  
\_\_\_\_\_  
Kirk Cloyd Date  
General Manager/Secretary to the Board

