



# Hidden Valley Lake Community Services District

## Regular Board Meeting Minutes

DATE: October 16, 2012  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on October 16, 2012 at the hour of 7:00 p.m. by President Herndon, at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian and Herndon. Also present: Roland Sanford, Interim General Manager.

4) APPROVAL OF AGENDA:

Director Mirbegian moved, Director Lieberman seconded to approve the October 16, 2012 Agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

- A. MINUTES: Approval of the September 18, 2012 Meeting Minutes
- B. WARRANTS: Approval of warrant # 030276 - #030348 for \$215,159.14
- C. Approval of Resolution 2012-15 Authorizing Interim General Manager to Sign Checks

Consent Calendar Item A was removed to provide staff with the opportunity to review the tape recording of the September 18, 2012 board meeting and clarify the written minutes as appropriate. The revised September 18, 2012 board meeting minutes will be included in the November 20, 2012 board agenda for possible approval.

Director Mirbegian moved, Director Lieberman seconded to approve items B and C on the Consent Calendar.

Motion approved by unanimous vote.

6) ANNUAL WATER CONSERVATION T-SHIRT CONTEST AWARDS

On behalf of the District, Tami Ipsen presented award certificates to the following 5 poster contest finalists:

Alexandra Diaz – 1<sup>st</sup> Place  
Madeline Hoskins – 2<sup>nd</sup> Place  
Hollie Alberigi – 3<sup>rd</sup> Place  
Isabella Dubois - Finalist  
Grace Edwards - Finalist

The 1<sup>st</sup> Place poster by Alexandra Diaz will be reproduced on t-shirts to be worn at Coyote Valley Elementary School's Jog a Thon fundraiser event on October 19, 2012.

7) BOARD COMMITTEE REPORTS:

Personnel Committee – There was no report.

Finance Committee Report – Director Mirbegian reported on the October 26, 2012 Finance Committee meeting. The committee met with Bill Watson to review opportunities for refinancing District debt and the investment of the District's funds.

Security and Disaster Preparedness Program Committee Report – There was no report.

8) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet. Director Mirbegian requested that future Accountant/Controller reports include a summary of current revenue and expenses as well as projected revenue and expenses for the year. Director Mirbegian provided staff with a report template.

General Manager's Report:

Interim General Manager Roland Sanford that he had nothing to add to his written report, which was included in the Board packet.

9) DISCUSSION AND POSSIBLE ACTION: Resolution approving and adopting revised Investment Policy for fiscal year 2012-2013.

Director Freeman moved, Director Mirbegian seconded to approve Resolution 2012-16, a resolution adopting a revised Investment Policy for the Fiscal Year 2012-2013.

Resolution approved by unanimous vote.

10) DISCUSSION AND POSSIBLE ACTION: Recommended elements of an agreement between the HVLCSD and HVLA for construction and maintenance of a levee trail

Director Herndon directed staff to transmit the recommended elements of an agreement between HVLCSD and HVLA, as articulated in the agenda summary, to HVLA.

11) DISCUSSION AND POSSIBLE ACTION: CPS HR Consulting Service Agreement for base salary surveys

Director Mirbegian moved, Director Graham seconded to approve the CPS HR Consulting Agreement for base salary surveys.

Motion approved by unanimous vote.

12) DISCUSSION AND POSSIBLE ACTION: Documenting and Cataloging District Policies

Director Mirbegian provided a brief overview of the California Special District Association (CSDA) Sample Policy Handbook and recommended that the Board consider utilizing a similar format, and possibly adopt as District policies, many of the sample policies presented in the CSDA Sample Policy Handbook. Director Herndon appointed an "Ad Hoc" Committee consisting of Directors Mirbegian and Lieberman as committee members. The committee will review CSDA's Sample Policy Handbook and more specifically, identify those CSDA sample policies that the Board may want to consider adopting as District policies.

13) PUBLIC COMMENTS:

Community member asked if whether the base salary information that will be produced by CPS HR Consulting will be posted on the District's website. Director Herndon reported it would be on the District's website either as a separate item or as part of a board meeting packet.

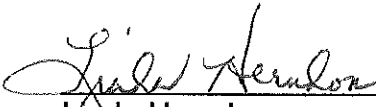
14) BOARD MEMBER COMMENT:

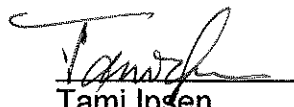
There were none.

15) CLOSED SESSION: Government Code Section 54957 (e) Public Employee  
Title: General Manager Position

The Board went into Closed Session at 8:25 p.m. and came back into Open Session at 9:55 p.m. Director Herndon stated there was no reportable action taken.

16) ADJOURNMENT: The meeting was adjourned at 10:05 p.m. by unanimous vote.

  
Linda Herndon      11/20/12  
President of the Board      Date

  
Tami Ipsen      11/20/12  
Secretary to the Board      Date