



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: OCTOBER 15, 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 Judy Mirbегian, Acting President
Director Jim Lieberman
Director Carolyn Graham
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

Director Jim Freeman arrived at 7:01 pm

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Lieberman moved to approve the agenda as presented. Seconded by Director Graham. Motion carries 3-0.

EMPLOYEE RECOGNITION

Dennis White and Sam Garcia -PSPS Event

Staff recognized Dennis and Sam for their dedication and commitment to the District during the recent Power Shutdown. They drove to Sacramento after a full work day to pick up the generators and set them up after they arrived back at the District. Dennis and Sam went above and beyond to provide necessary accommodations, the District never lost water.

PRESENTATIONS:

- A. **Director Herndon Service to the District**
- B. **AMI Meter Replacement: With Suez Maintenance Program or through Ferguson (in house maintenance) and Bid Requirements**

Members of the Board recognized Linda Herndon for her many years of dedication and commitment to the District as a Director and President to the Board.

Staff provided an outline of Ferguson and Suez AMI Meter Replacement options.

CONSENT CALENDAR

Director Lieberman moved to approve the Consent Calendar. Director Graham seconded. Director Mirbегian requested Item 7 -C be removed from the Consent Calendar for discussion and revision.

1. Doug Coty was present at the September Board Meeting and must be recognized as such in the meeting minutes.
2. Remove "at the close of day" under Board Comment, as this was not what was stated. Requested Letter of Resignation be attached with the meeting minutes.

Director Lieberman moved to approve the September 17 2019 Meeting Minutes with the above amendment, seconded by Director Graham. Motion carries unanimous.

- (A) MINUTES: Approval of the September 4, 2019 Special Meeting minutes
- (B) MINUTES: Approval of the September 4, 2019 Personnel Committee Meeting minutes
- (C) MINUTES: Approval of the September 17, 2019 Board of Directors Regular Board Meeting minutes

- (D) APPROVAL OF NEW AND REVISED POLICIES
 - 1) Policy 2401 District Web Page Privacy Policy
 - 2) Policy 2101 Credit Card Fees (Recommended for Approval Pending Legal Review)

- (E) DISBURSEMENTS: Check # 036674 - # 036741 including drafts and payroll for a total of \$234,914.37.

BOARD COMMITTEE REPORTS

Finance Committee: Met October 9th. Director Freeman and Director Mirbegan provided a report of the meeting. Staff will provide a status of District projects.

Personnel Committee: Have not met.

Safety and Security Committee: Have not met. Director Mirbegan asked about Well Protection and projected cost.

Lake Water Use Agreement-Ad Hoc Committee: Have not met. Association GM notified staff via email of the required Butterfly Valve turning at the time of the maintenance. The District should be notified in a timelier manner in the future.

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

STAFF REPORTS

Financial Report: Reviewed & accepted.

Administration/Customer Services Report: No Lock-offs due to the PSPS, the District did remain open for the customers.

Field Operation Report: Reviewed & accepted.

ACWA State Legislative Committee: Reviewed & accepted.

I.T Monthly Report: Reviewed & accepted. Director Mirbegan would like a report on how many hits the District website has received.

General Manager's Report: Reviewed & accepted. Staff reported on AWEA presented Lessons Learned webinar, PSPS PG&E Notifications and CPUC Funding for PSPS events.

Staff provided an update on the RFP for the Salary Survey and recommendation from Joan Pugh Newman, Labor Attorney.

DISCUSSION AND POSSIBLE ACTION:

Discuss Trane Public/Private Partnership Options and Grant Funding Opening April 2020

The Board instructed the General Manager to issue the Letter to Proceed with the initial assessment.

DISCUSSION AND POSSIBLE ACTION:

Discuss and Approve the Revised Board Vacancy Policy. Staff Recommends Removing the Policy from The Board Manual and Combine with CSD Board Vacancy Policy

Director Graham moved to approve the Revised Board Vacancy Policy.

Seconded by Director Lieberman.

Director Freeman recommended to strike the Ad Hoc Committee process and remove attachment (C) from the Board Vacancy Policy.

Director Graham moved to approve the Revised Board Vacancy Policy and strike the Ad Hoc Process and remove Attachment (C).

Seconded by Director Lieberman;

Roll Call Vote:

AYES: (4) Directors, Graham, Lieberman, Freeman and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries 4-0 to approve the Revised and Amended Board Vacancy Policy.

DISCUSSION AND POSSIBLE ACTION:

Discuss Board Presidential Vacancy and Realign Committee Assignments.

Vice-President, Judy Mirbegian is to step in as the Acting President. Bring item back in November to make change, re-organization at the December Board Meeting that will become effective in the January 2020 Meeting.

Director Graham will fill the vacant position on the Personnel Committee.

DISCUSSION AND POSSIBLE ACTION:

Agenda Correction and Public Notification-Recording of Meeting Policy agendized as District Transparency Policy in September. Approve and Adopt the Recording of Meetings Policy as revised

Director Graham moved to Approve and Adopt the Recording of Meetings Policy as revised.

Seconded by Director Lieberman.

Roll Call Vote:

AYES: (4) Directors, Graham, Lieberman, Freeman and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries 4-0 to Approve and Adopt the Recording of Meetings Policy as revised.

DISCUSSION AND POSSIBLE ACTION:

Discuss and Approve the Revised Nepotism Policy

Director Lieberman moved to Approve the Revised Nepotism Policy.

Seconded by Director Freeman.

Roll Call Vote:

AYES: (4) Directors, Graham, Lieberman, Freeman and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries 4-0 to Approve the Revised Nepotism Policy.

Members of the public asked "Is this Policy in compliance to State Law" Staff assured members of the public the policy is in compliance.

DISCUSSION AND POSSIBLE ACTION:

Adopt both Resolution 2019-08, A Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Electing to Become Subject to the Uniform Construction Cost Accounting Procedures and Policy 2103, A Policy to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (ACT) (Section 22000, ET SEQ. of the Public Contract Codes).

