



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: September 20, 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	Alyssa Gordon, Water Resources Specialist
Director Linda Herndon	Penny Cuadras, Administrative Assistant
Director Carolyn Graham	
Director Judy Mirbegian	

CALL TO ORDER

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

APPROVAL OF AGENDA

General Manager Kirk Cloyd requested an amendment to the agenda, prior to approval. Mr. Cloyd asked that Item #11, "Approval of Resolution 2016-17 WestAmerica bank signature card to add Patricia Wilkinson, Full Charge Bookkeeper" be added.

On a motion made by Director Herndon and second by Director Mirbegian the Board unanimously approved the agenda as amended.

CONSENT CALENDAR

Director Mirbegian requested that the meeting minutes from Regular Board Meeting August 16, 2016 be pulled from the Consent Calendar for further discussion.

On a motion by Director Herndon and second from Director Mirbegian, the Board unanimously approved Item 5B from the Consent Calendar.

DISBURSEMENTS: Check #033930 - #033987 including drafts and payroll for a total of \$144,558.11

Director Mirbegian requested an amendment to the Regular Board Meeting minutes of August 16, 2016 regarding agenda item 9.

BOARD COMMITTEE REPORTS

Personnel Committee: Director Herndon provided a review of the recent meeting held on 9/15/16. The committee plans to meet in early October to develop a recommendation to the Board.

Finance Committee: No meeting held.

Emergency Preparedness Program Committee: No meeting held.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegan reported on conservation levels of agencies within ACWA, and the Little Hoover Commission's activities. Probable increases in water use fees are also a topic that ACWA is monitoring.

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

County OES: Director Lieberman reported a meeting had not yet been held, but referred to the General Manager's report for more information on a disaster preparedness plan.

STAFF REPORTS

Financial Report: Director Mirbegan requested a quarterly Balance Sheet be included in regular financial reporting.

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Kirk Cloyd highlighted a few items on his report, and responded to inquiries on all items to the report.

The Board requested that the topic of salary range for Account Representative be agendaized for approval in a Board meeting.

DISCUSSION AND POSSIBLE ACTION:

Approve payment for Crazy Creek Development LLC Cost Share

A motion was made by Director Mirbegan, and seconded by Director Graham, to approve payment of outstanding invoices to Crazy Creek Development LLC to a sum no greater than \$11,765.50.

Roll call vote:

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

Nays (0):

Abstain (0):

DISCUSSION AND POSSIBLE ACTION:

Review outstanding Telstar Invoices and approve partial or full payment.

After discussion, the Board reached consensus to have General Manager Kirk Cloyd move forward with payments of Telstar invoices as appropriate, remaining within the previously approved Capital Improvement Project budget.

DISCUSSION AND POSSIBLE ACTION:

Approval of Resolution 2016-17 WestAmerica bank signature card to add Patricia Wilkinson, Full Charge Bookkeeper.

On motion by Director Mirbegan and second by Director Herndon, the Board unanimously approved Resolution 2016-17, WestAmerica bank signature card to add Patricia Wilkinson, Full Charge Bookkeeper.

PUBLIC COMMENT

A request for clarification on the content of employee badges was made. Also, commendations were made for a job well done this month, and a member requested caution when choosing payments of vendor invoices. An inquiry regarding Wild Diamond will be addressed individually with Mr. Cloyd.

BOARD MEMBER COMMENT

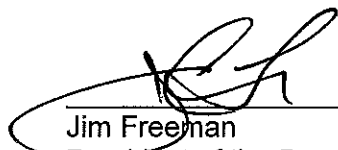
None.

CLOSED SESSION:

(A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager. GM three-month evaluation and goal-setting.

ADJOURNMENT

The Board of Directors went into closed session at 8:32PM and adjourned at 10:15PM. There was no reportable action.



Jim Freeman
President of the Board

10/18/16
Date



Kirk Cloyd
General Manager/Secretary to the Board

10-19-16
Date