



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: July 17, 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 Judy Mirbegian
Director Jim Freeman
Director Jim Lieberman,
Kirk Cloyd, General Manager

CALL TO ORDER

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

APPROVAL OF AGENDA

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

EMPLOYEE RECOGNITION

Trish Wilkinson was recognized by the Finance Committee and commended for going above and beyond to complete all of the tasks that are asked of her. Her dedication in keeping the District's financial records organized, accurate and timely does not go unrecognized and is greatly appreciated.

PRESENTATIONS

Marina Deligiannis, CivicSpark Intern, provided a Service Year Wrap Up and Project Closure Report to the Board

CONSENT CALENDAR

On a motion made by Director Mirbegian and seconded by Director Herndon the Board unanimously approved the following Consent Calendar items with the exception of item B, to be pulled to make recommended corrections. *After reviewing the minutes and mentioned documents, Item C, the June 19, 2018 Regular Board meeting minutes was the document requiring the corrections.*

- A. **MINUTES:** Approval of the June 7, 2018 Finance Committee Meeting minutes
- B. **MINUTES:** Approval of the June 18, 2018 Special Meeting minutes
- C. **MINUTES:** Approval of the June 19, 2018 Board of Directors Regular Board Meeting minutes
- D. **MINUTES:** Approval of the June 27, 2018 Finance Committee Meeting minutes
- E. **MINUTES:** Approval of the June 29, 2018 Special Meeting minutes

- F. **MINUTES**: Approval of the July 3, 2018 Personnel Committee Meeting minutes
- G. **DISBURSEMENTS**: Check # 35517 - # 35602 including drafts and payroll for a total of \$204,929.12.

BOARD COMMITTEE REPORTS

Personnel Committee: Director Herndon provided a brief update of the meeting held July 3rd, 2018.

Finance Committee: Meeting to be scheduled to prepare for the audit and continue to work on target percentages to amend investment policy.

Emergency Preparedness Program Committee: No Meeting Held

Lake Water Use Agreement-Ad Hoc Committee: No Meeting Held

Director Mirbegian informed the Board, final approval of the agreement is pending HVLA Board approval.

Valley Oaks Project Sub-Committee: No Meeting Held

Director Herndon provided a brief update on recent email correspondence with Mr. Porter and Poppy Bank.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

STAFF REPORTS

Financial Report: Finance Committee must consider a different auditor as the district is coming close to the end of time allotted to use the current auditor.

ACWA State Legislative Committee: In summer session until August 10

Administration/Customer Services Report: No questions or concerns

Field Operation Report: Alyssa Gordon provided a review of new format and updated reports. Barry Silva has implemented procedural changes to improve operator accountability and training and implemented procedures and equipment changes to improve speed and accuracy of sampling.

General Manager's Report: Servpro removed all the mold from the server room caused by the leak in the roof in 2016, the roof has been repaired. Repairs to the walls and ceiling will be scheduled in the near future.

DISCUSSION AND POSSIBLE ACTION

Discuss and approve the General Manager to enter into a contract with the Local Government Commission (LGC) for services through the CivicSpark program

Director Mirbegian moved to approve the General Manager to enter into a contract with (Local Government Commission Services (LGC) for services through the Civic Sparks program, seconded by Director Freeman. Motion passed unanimously by roll call vote.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegian, Lieberman and Freeman

Nays: 0

Abstain: 0

Absent: 0

DISCUSSION AND POSSIBLE ACTION:

Discuss and consider the rescheduling of the August Board Meeting as the GM will be out of state the third week of August

Director Mirbegian moved to approve the rescheduling of the August Regular Board meeting to August 28, 2018, seconded by Director Lieberman. Motion passed unanimously by roll call vote.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegian, Lieberman and Freeman

Nays: 0

Abstain: 0

Absent: 0

DISCUSSION AND POSSIBLE ACTION

Discuss and approval of 2.5% increase for General Manager, retroactive to July 1, 2018

Director Lieberman motioned to approve a 2.5% increase for the General Manager, retroactive to July 1, 2018. Seconded by Director Herndon. Motion passed unanimously by roll call vote.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegian, Lieberman and Freeman

Nays: 0

Abstain: 0

Absent: 0

During the GM performance evaluation, the Board, in consideration for above average performance, agreed to the increase and are voting in open session. Motion passed unanimously by roll call vote.

A Member of the public voiced concerns that staff had not received raises. The Public was informed that as of July 1, 2018 all staff members received a salary adjustment to bring them up to industry standards. With this information the member of the Public was satisfied and in favor of the General Manager and Staff increases.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegian, Lieberman and Freeman

Nays: 0

Abstain: 0

Absent: 0

PUBLIC COMMENT

Members of the public are in favor of renewing the CivicSpark agreement and believes it to be a benefit.

The Public voiced their support in addressing the Valley Oaks Project.

BOARD MEMBER COMMENT

Director Freeman inquired about the time capsule located in front of the building under the monument. Staff should have the monument unearthed within a few days.

Staff asked members of the Board for availability to schedule a reveal luncheon for the community, Board Members and Staff.

Director Graham requested Director Herndon provide a letter and fellow Board Members provide pictures and items of interest for the Time Capsule.


Members of the Board are to send staff a list of those that they wish to invite to the time capsule reveal and documents and items to include in the next Time Capsule.

Alyssa Gordon provided an update and timeline on the bid process to clean the Chlorination Basin.

Director Graham requested a Gifting Policy be brought before the Board at the next Board Meeting. Director Herndon advised the Board this is a policy that will be added to the revised Employee Manual and will be brought before the Board for approval.

ADJOURNMENT

On a motion made by Director Mirbegian and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 8:36 p.m.



Carolyn Graham Date
President of the Board 8-28-2018



Kirk Cloyd Date
General Manager/Secretary to the Board 9-4-18