



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: June 20, 2017**

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 Lieberman, President Kirk Cloyd, General Manager
Director Carolyn Graham, Vice President Penny Cuadras, Administrative Assistant
Director Linda Herndon
Director Judy Mirbegian
Director Jim Freeman

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Mirbegian moved to approve the June 20, 2017 Regular Board Meeting Agenda second by Director Herndon . The Board unanimously approved the June 20, 2017 Regular Board Meeting Agenda.

EMPLOYEE RECOGNITION

- (A) Trish Wilkinson was recognized for dedication and service to the District
- (B) Dennis White was recognized for 15 Years of service and dedication to the District
- (C) Harley Sells was recognized for his quick response and assistance to the Fire Department and HVLA Security during a recent fire in the community.

PRESENTATIONS

- (A) RMP summary and visuals were presented by Alyssa Gordon. All comments and inquiries were addressed by staff.

CONSENT CALENDAR

Director Mirbegian moved to approve the Consent Calendar, with exception of the May 25, 2017 Special Meeting minutes, for Regular Board Meeting June 20, 2017, second by Director Graham the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of Board of Directors Special Meeting minutes for May 8, 2017.
- (B) MINUTES: Approval of Board of Directors Regular Board Meeting minutes for May 16, 2017.
- (C) MINUTES: Approval of Finance Committee Meeting minutes for May 19, 2017.
- (D) MINUTES: Approval of Personnel Committee Meeting minutes for May 22, 2017.

- (E) MINUTES: Special Meeting Minutes for May 25, 2017 was moved to the July Consent Calendar.
- (F) MINUTES: Approval of Finance Committee Meeting minutes for June 2, 2017.
- (G) DISBURSEMENTS: Check #34561 - # 34629 including drafts and payroll for a total of \$213,137.06.

BOARD COMMITTEE REPORTS

Personnel Committee: Meeting held Monday, May 22, 2017. Director Herndon presented the committee recommendations to approve the CPS HR Agreement. OIT and Utility Worker positions were discussed. Updates and Job Descriptions to be presented to the Personnel Committee for review. Results of the Salary Survey will be reviewed by the board and necessary adjustments in salary ranges will be made; automatically lifting the Salary Range Freeze as documented and approved by motion on December 15, 2015.

Finance Committee: Meeting held May 19, 2017 and June 2, 2017 finalizing the FY 2017-18 Budget. Director Mirbegan request staff to continue to move forward in a timely matter to hire a CPA Consultant as support to the Bookkeeper.

Emergency Preparedness Program Committee: No meeting was held

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegan provided a report on her attendance of the recent ACWA event.

ACWA Region 1 Tour 2017 will be held on August 4, 2017" Marin Municipal Water District Mount Tam Watershed Tour "

ACWA State Legislative Committee: Alyssa Gordon reported on her attendance of the ACWA Legislative Days Event.

Next meeting scheduled for June 30th, 2017

County OES:. Lake County Water Masters OES meet monthly in Lakeport in an effort to plan for future emergent situations related to the local Water agencies. County OES has dissolved, following detailed discussion, it was recommended by staff and approved by President Lieberman to remove this item from the agenda outline until such time that the County resumes the meetings.

STAFF REPORTS

Financial Report: No Questions

Administration/Customer Service Report: No Questions

Field Operations Report: Field Operators have been very busy making repairs as noted by Director Mirbegan.

General Manager's Report: The General Manager discussed items in his report, and responded to all inquiries.

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager's authority to execute an Agreement for Service with NBS for water, sewer and recycled water rate study not to exceed \$55,000.00. Funding to be split at a rate of 33% from the water enterprise and 67% from the sewer/recycled enterprise account.

Staff recommend this item be tabled for the July Meeting.

DISCUSSION AND POSSIBLE ACTION:

Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the General Manager to enter into an agreement to proceed.

Roll Call vote:

AYES: (3) Directors Lieberman, Herndon, Freeman

NAYS: (2) Directors Graham and Mirbegian

ABSTAIN: (0)

ABSENT: (0)

Following a detailed discussion from Staff, Board and members of the public, Motion was passed with a 3 to 2 Roll Call vote to approve the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric with amendment to the agreement to reflect only AMI Project to move forward at this time.

Staff directed to confirm rolling Civic Spark Intern funding into the contract.

DISCUSSION AND POSSIBLE ACTION:

Adoption of FY 2017-2018 Budget and Investment Policy.

- a. Public hearing to receive comment on proposed FY 2017-2018 Budget.

Director Lieberman opened the hearing at 9:25 PM for public comment.

Public comments and questions were addressed.

The hearing was closed at 9:27 PM.

- b. Adoption of Resolution 2017-06 A Resolution Fixing and Approving Budget for Fiscal Year 2017-2018 – Approval of FY 2017-2018 Budget.

Due to the 10% increase in Health Benefits beginning January 2018, the Finance Committee proposed that the Directors consider paying for the 10% increase in Directors health benefits. An annual savings of \$7344.00.

Director Lieberman asked this be brought back to the July meeting as an agenda item with a resolution.

The Board reached consensus on not losing sight of future Director health insurance options.

A motion was made by Director Mirbegian and seconded by Director Herndon to adopt Resolution 2017-06 to approve the FY 2017-2018 Budget.

Roll call vote:

AYES:(5) Directors Lieberman, Graham, Herndon, Mirbegian, Freeman

NAYS:(0)

ABSTAIN:(0)

ABSENT: (0)

Motion was passed by unanimous vote to approve and adopt Resolution 2017-07 to approve the FY 2017-2018 Budget.

- c. Adoption of Resolution 2017-07 – Approval of Investment Policy for FY 2017-2018.

A motion was made by Director Mirbegian seconded by Director Graham, to adopt Resolution 2017-07 Approval of the Investment Policy for FY 2017-2018.

Roll call vote:

AYES: (5) Directors Lieberman, Graham, Herndon, Mirbegian, Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion was passed by unanimous vote to approve and adopt Resolution 2017-07 Approval of the Investment Policy for FY 2017-2018.

DISCUSSION AND POSSIBLE ACTION:
Discuss the Smith & Newell 2015-16 audit findings.

Findings were discussed in detail by Director Mirbegian all comment and questions were addressed. Operating Procedures are being developed and put into place while steps are being taken to provide support to the Full-Charge Bookkeeper through a CPA Consultant.

DISCUSSION AND POSSIBLE ACTION:
Discuss and approve the General Manager's authority to enter into an agreement with Civic Spark, Water Action Fellowship.

Director Mirbegian moved to approve the General Manager entering into an agreement with Civic Spark, Water Action Fellowship and second by Director Herndon, with additional discussion it was recommended by Director Herndon to table this item for further review and brought back to the July meeting.

DISCUSSION AND POSSIBLE ACTION:

Update and discuss the RWRF access road repairs. Quotes received for repair to date are \$110,000.00 and \$154,000.00. Staff is currently working with the neighbor that allowed damage to the roadway through their easement.

Proposal currently under review by Mr. Indebro. (*Update, Lake County has agreed to make the repairs.*)

DISCUSSION AND POSSIBLE ACTION:

Discuss Board Effectiveness and Self-Evaluation; Board members of the HVL Community Services District work hard to set and achieve the goals of the District. Board Members are well-trained by the CSDA Leadership Academy concerning the importance of Board effectiveness and self-assessment. To ensure that those efforts are successful, it is important that the Board take time to review their performance to gauge their effectiveness. With that in mind, it is proposed that a Board workshop be scheduled within the first quarter of the FY 2017-2018 following the guidelines suggested by the CSDA for self-assessment and evaluation.

Board Workshop to be scheduled for late August or September.

PUBLIC COMMENT

Member of the public expressed appreciation of staff for going above and beyond for the customers of the community.

Mark with Schneider Electric discussed ability for the auto shut-off on the meters to prevent water theft.

Staff expressed the importance of the field staff to the District and the Community. "The value of morale can only be quantified as Intellectual Capital" and the benefits of moving forward with the AMI project for the Community, the District and staff.

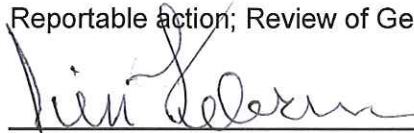
BOARD MEMBER COMMENT

There was no Board comment.

ADJOURNMENT

The Board of Directors recessed at 10:08 PM and went into closed session at 10:16 PM and came out of session at 10:37 PM, immediately adjourned with a motion by Director Freeman and a second by Director Herndon.

Reportable action; Review of General Managers current goals.

 7/18/2017

Jim Lieberman
President of the Board

Date

 7-20-17

Kirk Cloyd
General Manager/Secretary to the Board

Date