



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: April 21, 2020**

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 Via Teleconference were:

Director Jim Lieberman, Vice President  
Director Jim Freeman  
Director Gary Graves  
Director Carolyn Graham  
Interim General Manager, Paul Kelley  
Penny Cuadras, Secretary to the Board / Administrative Assistant

Others Present Via Teleconference:

Robert DeLoach, Robert DeLoach & Associates

**ADMINISTRATION OF OATH OF OFFICE**

Administrative Oath of Office was administered to Interim General Manager Paul Kelley, Paul Kelley Consulting Inc. by Jim Lieberman Vice President to the Board of Directors.

**CALL TO ORDER**

The meeting was called to order at 7:07 p.m. by Vice President Lieberman.

**APPROVAL OF AGENDA**

Mr. Kelley requests and action Item be added to agenda item 9 to address recent response from SWRCB. Director Graves moved to approve the Agenda with recommendations, seconded by Director Graham.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously.

**CONSENT CALENDAR**

Director Freeman moved to approve the Consent Calendar as presented. Seconded by Director Graham. The Board approved the following Consent Calendar as presented. Motion carries unanimously.

- A. MINUTES: Approval of the February 6, 2020 Lake Water Use Agreement Minutes
- B. MINUTES: Approval of the February 7, 2020 Personnel Committee Meeting Minutes
- B. MINUTES: Approval of the February 12, 2020 Finance Committee Meeting Minutes
- C. MINUTES: Approval of the February 18, 2020 Closed Session Meeting Minutes
- D. MINUTES: Approval of the February 18, 2020 Regular Board of Directors Meeting Minutes
- E. MINUTES: Approval of the February 19, 2020 Closed Session Meeting Minutes
- F. MINUTES: Approval of the February 21, 2020 Personnel Committee Meeting Minutes
- G. MINUTES: Approval of the February 26, 2020 Board Workshop Minutes
- H. MINUTES: Approval of the February 28, 2020 Personnel Committee Meeting Minutes

- I. MINUTES: Approval of the March 4, 2020 Finance Committee Meeting Minutes
- J. MINUTES: Approval of the March 5, 2020 Personnel Committee Meeting Minutes
- K. MINUTES: Approval of the March 13, 2020 Closed Session Meeting Minutes
- L. MINUTES: Approval of the March 17, 2020 Closed Session Meeting Minutes
- M. MINUTES: Approval of the March 20, 2020 Closed Session Meeting Minutes
- N. MINUTES: Approval of the March 25, 2020 Closed Session Meeting Minutes
- O. MINUTES: Approval of the March 26, 2020 Special Meeting Minutes
- P. APPROVE: Personnel 3104 Sick Leave Policy Addendum
- Q. DISBURSEMENTS: FEBRUARY: Check # 037051 - # 037114 including drafts and payroll for a total of \$203,172.36.  
MARCH: Check # 037115 - # 037180 including drafts and payroll for a total of \$249,316.81.

### BOARD COMMITTEE REPORTS

Finance Committee: Met March 4<sup>th</sup> and April 20<sup>th</sup>

Personnel Committee: Met Feb 7<sup>th</sup> and Feb 21<sup>st</sup> discussed Employee Manual

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee:

Valley Oaks Sub-Committee: Have not met.

### STAFF REPORTS

Financial Report:

Administration/Customer Services Report:

Field Operation Report:

ACWA State Legislative Committee:

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

Members of the Board expressed appreciation to the GM for the reports and updates and staff efforts during the COVID-19 orders.

I.T Monthly Report: No Comment

### PROJECT PRIORITIES:

- Moratorium
- Tank 9
- I&I
- SCADA
- AMI
- Generators

### DISCUSSION AND POSSIBLE ACTION:

#### RECENT LETTER RECEIVED FROM SWRCB REGARDING MORATORIUM

The District received a letter from the State Water Board's Division of Water Rights dated April 17<sup>th</sup> on the "Subterranean Stream Investigation of Coyote Valley, Lake County". This was a determination letter by the staff that the State Board agrees with the HVLCSO's studies and assertion that the water it uses is from ground water and not from underflow of Putah Creek.

Mr. Kelley has discussed the impact with Peter Kiel and Paula Whealen and has been assured that the State recommendations (pg. 3 of the letter) will not impact district riparian water rights to fill the Hidden Valley Lake.

Based on recommendation from Peter Kiel and Paula Whealen, Mr. Kelley advised that a prompt response to the State would be valuable. Mr. Kelley requested authorization from the Board to work with the Consultants to draft a response, acknowledging the April 17<sup>th</sup> letter and the five recommendations. Address recommendation one and direct the request to revoke the water rights and submit the Request For

Revocation Of Water Right. The district will provide an expanded response of acknowledgement to items 2-5 in a subsequent letter. Work with District consultant work

No further questions from the Board.  
No questions from the Public.

Director Graves moved to accept and respond to Item one (1) of the five (5) state recommendations stated in the April 17, 2020 State Water Resource Board letter re: Subterranean Stream Investigation of Coyote Valley. Seconded by Director Graham.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously.

**DISCUSS AND POSSIBLE ACTION:**

**Approve Resolution 2020-01 Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Declaration of The Board Vice-President Altering the Regular Meeting Location Due to A Local Emergency in Response to the COVID-19**

Director Freeman moved to approve Resolution 2020-01 Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Declaration of The Board Vice-President Altering the Regular Meeting Location Due to A Local Emergency in Response to the COVID-19.  
Seconded by Director Graham.

No further questions from the Board.  
No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously.

**DISCUSS AND POSSIBLE ACTION:**

**Approve Resolution 2020-02 Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Acknowledgment the Declaration of Emergency by the State of California Governor and Lake County Public Health Department in Responses to the COVID-19 and discuss the Districts response to COVID 19**

Director Graves moved to approve Resolution 2020-02 Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Acknowledgment the Declaration of Emergency by the State of California Governor and Lake County Public Health Department in Responses to the COVID-19 and discuss the Districts response to COVID 19.  
Seconded by Director Freeman

No further questions from the Board.  
No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously.

**DISCUSS AND POSSIBLE ACTION:**

**Discuss and Approve Robert DeLoach and Associates Proposal  
in the amount of \$1250 to update job descriptions.**

Director Freeman moved to approve Robert DeLoach and Associates Proposal in the amount of \$1250 to update job descriptions.

Seconded by Director Graham

Based on the results of the external survey and internal analysis of the position classifications, three of the current position classifications and position titles would need to be changed to align with classifications typically associated with industry standards and generally accepted utility practice.

1. Administrative Assistant/Secretary to the Board of Directors - Administrative Services Manager  
DeLoach Recommendation: The Administrative Assistant position should be reclassified to reflect the actual scope of responsibilities and consideration given to a change in the position title. The survey of market agencies reflects a variety of position titles, however the title of Administrative Services Manager most closely aligns with the needs of the position.
2. Full Charge Bookkeeper – Accounting Supervisor  
DeLoach Recommendation: The current organizational structure indicates that the Senior Account Representative reports directly to the General Manager, although in practice the Bookkeeper supervises the activities of both the Senior Accounts Representative and the Accounts Representative. Consideration should be given to reclassifying and retitling the Bookkeeper position to Accounting Supervisor and creating a job family or series with the Senior Accounts and Accounts Representative positions reporting to the Accounting Supervisor.
3. Utility Supervisor – Operations Manager  
Consideration should be given to reclassifying the position to Operations Manager to reflect the senior management responsibilities inherent in the position and provide greater support for all aspects of District operations. To provide for greater continuity of leadership of the District, the reclassification of the position would include the additional responsibility of serving in a temporary capacity in the absence of the General Manager.
  - 12 position descriptions (Includes the General Manager)
  - Updated position description, job duties, and position requirements
  - Conform to Americans with Disabilities Act requirements for essential and reasonable accommodation for current and prospective employees
  - Standardized format incorporating published salary and benefits
  - Digitalized format for publication and District website

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously.

**DISCUSS AND POSSIBLE ACTION:**

**Accept and Approve the Total Compensation Study as presented by Robert DeLoach & Associates**

Board recommendation Staff provide a fiscal impact based median and 5% lag and bring back for consideration. Director Graham requests staff consider a 10 % employee contribution to health care costs or an adjustment on the family plan.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously

**DISCUSSION AND POSSIBLE ACTION:**

**Authorize the Interim General Manager to enter into a contract with Robert DeLoach and Associates, not to exceed \$30K, for the recruitment of a Water Resources Specialist and General Manager.**

Director Freeman moved to authorize the Interim General Manager to enter into a contract with Robert DeLoach and Associates, not to exceed \$30K, for the recruitment of a Water Resources Specialist and General Manager.

No further questions from the Board

No questions from the Public

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries Unanimously

**DISCUSSION AND POSSIBLE ACTION:**

**Approve Smith & Newell Amended Contract**

Director Graves moved to approve the amended Smith & Newell Contract.

Seconded by Director Graham.

No further questions from the Board

No questions from the Public

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries Unanimously

**DISCUSSION AND POSSIBLE ACTION:**

Discuss the 20-21 preliminary budget and consider the necessary elements to build the budget; Rate Study, Total Compensation Study and Capital Improvement Plan

Mr. Kelley provided an overview of beginning the budget creation process and working towards a solid rate study with a revised Capital Improvement Plan.

DISCUSSION AND POSSIBLE ACTION:

Notice of Current Vacancy, of one Director seat with the term ending 2022, on the Hidden Valley Lake Community Services District Board

Director Mirbegian resigned as Board Director and President to the Board effective April 6, 2020 the Registrar office of Lake County has been notified. The District will now begin the process of noticing interview and selection process to fill the vacant seat.

DISCUSSION AND POSSIBLE ACTION:

Appointment of Director to the Finance Committee and Ad-Hoc Committee- Lake Water Use Agreement

Director Lieberman appointed Director Freeman to the Finance Committee. Director Lieberman asked for volunteers to fill the seat on the Lake Water Use Ad Hoc Committee until the vacant Director seat is filled and consider the re-organization of the committees.

Director Freeman accepted the appointment to the Finance Committee.

With no volunteers, Director Lieberman will fill the seat for the Lake Water Use Ad Hoc Committee.

PUBLIC COMMENT

No Public Comment.

BOARD MEMBER COMMENT

Director Freeman commented on the water and sewer availability fees and confirm it had been addressed. Director Graham and Director Graves recognized Judy Mirbegian for her 11 years of service at the District. Director Graves and Director Lieberman acknowledged the efforts of the Interim General Manager and staff for their efforts and commitment to the District during the unusual circumstances.

Director Lieberman acknowledge all staff's effort that has worked long and hard on the moratorium, the Interim General Manager for clearing the confusion of the management of the Mountain Meadow Project and getting the much need work completed. Compensation and salary survey are so important, our employees need to know how important they are and are appreciated and want the staff to have the wages they should have, while considering what the District can afford.

Mr. Kelley suggests the Board consider a way to acknowledge long term Board members in the future.

ADJOURNMENT

On a motion made by Director Graham and seconded by Director Graves the Board voted unanimously to adjourn the meeting by Roll Call Vote.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)


ABSENT: (0)

Motion Carries unanimously

The meeting was adjourned at 9:57 p.m.

  
Jim Lieberman  
Vice-President of the Board

Date

  
Penny Cuadras  
Secretary to the Board

Date

05/19/20