



Hidden Valley Lake Community Services District
Special Meeting Agenda
December 4, 2020
5:30 PM

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the <https://www.hvlcsd.org> select the December 4, 2020 Board of Special Meeting and select Join Microsoft Teams Meeting, select Join on the web instead.

Members of the public may mail comments to: Hidden Valley Community Services District, 19400 Hartmann Road, Hidden Valley Lake, CA. 95467 or email to pcuadras@hvlcsd.org.

Submitted comments from the public will be acknowledged by the Board President as related to the agenda item.

DATE: December 4, 2020

TIME: 5:30 PM

PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **ADMINISTRATION OF OATH OF OFFICE** – Newly Elected Board Members
Claude Brown
Jim Freeman
Gary Graves
Jim Lieberman
Sean Millerick
- 6) **BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS**
Election of the Board President for the 2021 calendar year
Election of the Vice President for the 2021 calendar year

7) **APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES FOR THE 2021 CALENDAR YEAR**

Finance Committee
Personnel Committee
Emergency Preparedness Committee
Lake Water Use Ad-HOC Committee
Valley Oaks Project Sub-Committee

8) **DISCUSSION AND POSSIBLE ACTION:** Accept the Improvements Associated with the WWTP Access Road Improvements Project and Approval of Resolution 2020-16 Authorizing Notice of Completion.

9) **PUBLIC COMMENT**

10) **BOARD MEMBER COMMENT**

11) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at www.hvllcsd.org/meetings.

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: December 4, 2020

AGENDA ITEM: Administration of Oath of Office

RECOMMENDATIONS: Staff recommends, Moke Simon District 1 - Lake County Board of Supervisors, administer the associated oath of office to the following New Board Members;

- Claude Brown
- Jim Freeman
- Gary Graves
- Jim Lieberman
- Sean Millerick

FINANCIAL IMPACT: None

BACKGROUND:

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 4, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: December 4, 2020

AGENDA ITEM: Election of Board President and Board Vice President for calendar year 2021

RECOMMENDATIONS: Designate a Board President and Vice President for the 2021 calendar year.

FINANCIAL IMPACT: None

BACKGROUND: Each January the Board designates two individuals to serve as the Board's President and Vice President, respectively, for the balance of the calendar year.

APPROVED
AS RECOMMENDED

OTHER

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 4, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: December 4, 2020

AGENDA ITEM: Discussion and Possible Action: Board member assignments and representation on District and regional standing committees

RECOMMENDATIONS: Consider reassignment of Board members to District and regional standing committees and establish protocols for reporting items discussed at regional standing committees.

FINANCIAL IMPACT: None

BACKGROUND: On June 16,2020 appointed Board President Jim Lieberman made the following Board member assignments:

- Finance – Directors Gary Graves and Jim Freeman
- Personnel – Directors Carolyn Graham and Claude Brown
- Emergency Preparedness – Director Jim Lieberman
- Lake Water Use Ad-HOC– Director Jim Lieberman
- Valley Oaks Project Sub-Committee – Director Carolyn Graham

In addition to the three District standing committees; Finance, Personnel, and Emergency Preparedness, this Board also recognized the Lake Water Use Ad-HOC and the Valley Oaks Project Sub-Committee. Staff recommends that the Board review all committee assignments and modify if necessary.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 4, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: December 4, 2020

AGENDA ITEM: Accept the Improvements Associated with the WWTP Access Road Improvements Project and Approval of Resolution 2020-16 Authorizing Notice of Completion.

RECOMMENDATIONS: Approve the attached resolution which takes the following actions regarding the WWTP Access Road Improvements Project:

1. Accept the improvements associated with the WWTP Access Road Improvements Project.
2. Authorize the release of the Performance and Labor and Materials bonds.
3. Retain the Maintenance Bond until December 4, 2021, and if there are no warranty items found, authorize the General Manager to release the Maintenance Bond at that time.
4. Direct the filing of the Notice of Completion for the project.

FINANCIAL IMPACT:

The overall expenditures for this project have included:

Construction	\$120,188.64
Construction Contingency (10%)	\$ 0.00
<u>Construction Management & Inspection</u>	<u>\$ 4,700.00*</u>
Total Estimated Project Construction Budget	\$124,888.64

*Actual expenses through November 2020 are \$4,170; however, it is anticipated that there will be additional charges for closing out the project.

It should be noted that the final costs were less than the original approved budget (\$154,205) due to no use of allocated contingency monies and significantly less construction management and inspection costs.

BACKGROUND: The WWTP Access Road Improvements Project included grading and double chip-sealing 2,040 feet of access road between Grange Road and the WWTP entrance gate. The project was awarded on October 6, 2020 to Smith Construction and General Engineering, Inc. The amount of the original construction contract was \$120,186 and the overall budget set by the Board was \$154,205 (included 10% contingency and monies for construction management and inspection.)

The work has been completed to the District’s satisfaction. Staff is recommending that the Board, by motion, accept the improvements associated with this project, authorize the release of the Performance and Labor and Material bonds, retain the maintenance bond for a period of one year and direct the filing of the Notice of

Completion. If no issues have been found with the improvements one year from acceptance, the Maintenance bond can be released without further action.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions: None recommended.

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 4, 2020.

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



RESOLUTION NO. 2020-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, ACCEPTING THE IMPROVEMENTS CONSTRUCTED WITH THE WWTP ACCESS ROAD IMPROVEMENT PROJECT AND AUTHORIZING THE DISTRICT ENGINEER TO FILE THE NOTICE OF COMPLETION

WHEREAS, at the October 6, 2020, Special Board Meeting, the Board approved an overall budget for the WWTP Access Road Improvement ("Project) and authorized the award of the construction project to Smith Construction and General Engineering, Inc.; and

WHEREAS, the project has been inspected and determined to have been completed in accordance with the contract requirements; and

WHEREAS, based upon the foregoing, staff recommends acceptance of the project on behalf of the District.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California as follows:

1. The District hereby accepts the improvements associated with the WWTP Access Road Improvement Project.
2. Authorizes the District Engineer to release the Performance and Labor & Material surety posted with this project; and to hold the Maintenance Bond for a period of one year from the date of this resolution, at which time the District Engineer is authorized to release said bond if the improvements remain in good condition and there is no issues to be resolved.
3. Authorizes and directs the District Engineer to file a Notice of Completion concerning the Project with the Lake County Recorder's Office within ten (10) days of the date of this Resolution.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 4th day of December 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Board President

Dennis White,
Secretary to the Board

RECORDING REQUESTED BY:

Hidden Valley Lake Community Services District

WHEN RECORDED MAIL TO:

Hidden Valley Lake Community Services District, General Manager
19400 Hartman Road
Hidden Valley Lake, CA 95467-8371

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned Hidden Valley Lake Community Service District, Hidden Valley, California, owners of various water infrastructure within Hidden Valley Lake, California, observed certain construction work to be performed within Hidden Valley Lake Community Service District, County of Lake, which work is generally described as follows:

WWTP Access Road Improvements Project - This project is located at the District’s Wastewater Treatment Plant (WWTP) access road. The project generally consisted of roadway surface preparation and a double chip-seal of the roadway section in accordance with the Project Plans and Specifications.

The contractor for the performance of such work was Smith Construction and General Engineering Inc. and that said work was satisfactorily completed on October 30, 2020, in accordance with the Project Plans and Specifications. The final construction cost for the project was \$120,188.64.

This notice is given pursuant to Section 8100 and 9204 of the Civil Code of the State of California.

The District accepts the project as complete.

I declare under penalty of perjury of laws of the State of California that the foregoing is true and correct.

District Engineer
Hidden Valley Lake Community Services District

Date

This is to certify that the Notice of Completion above is hereby authorized by order of the Board of the Hidden Valley Lake Community Service District pursuant to approved Resolution No. 2020-16 at the December 4, 2020, Board of Directors meeting, and owner consents to recordation thereof by its duly authorized representative.