



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: December 17, 2019

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 Judy Mirbegian, Acting President
Director Carolyn Graham
Director Jim Freeman
Director Jim Lieberman
Director Gary Graves
Penny Cuadras, Secretary to the Board

Others Present:

District 1 Supervisor Moke Simon

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Lieberman moved to approve the agenda as presented. Seconded by Director Freeman. Motion carries.

DISCUSSION AND POSSIBLE ACTION:

Oath of Office Administered to New Board Member

Oath of Office was administered by District 1 Supervisor, Moke Simon to newly appointed Director, Gary Graves.

BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS

Election of the Board President for the 2020 calendar year

Election of the Vice President for the 2020 calendar year

Director Lieberman nominated Director Mirbegian as President of the Board for the 2020 calendar year. Director Mirbegian accepted the nomination and was unanimously approved by the Board.

Director Graves nominated Director Freeman as the Vice President for the 2020 calendar year; position declined;

Director Graham nominated Director Lieberman as Vice President for the 2020 calendar year; Director Lieberman accepted nomination and was unanimously approved by the Board.

APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES FOR THE 2020 CALENDAR YEAR

Director Mirbegian made the following Board member committee assignments for the 2020 calendar year

Finance Committee: Director Mirbegian, Director Graves

Personnel Committee: Director Lieberman, Director Graham

Emergency Preparedness Committee: Director Freeman

Lake Water Use Ad-HOC Committee: General Manager, Director Mirbegian

Valley Oaks Project Sub-Committee: General Manager, Director Graham

EMPLOYEE RECOGNITION

Karen Jensen

Each member of the Board and staff acknowledged Karen as being an absolute amazing woman, calm and knowledgeable, a rock and solid foundation to the District, a fantastic employee and trainer to coworkers. Members of the public thanked Karen for always being able to provide an answer and support to the customers with a welcoming smile.
Karen you will be sorely missed.

CONSENT CALENDAR

Director Lieberman moved to approve the Consent Calendar. Director Graves seconded. The Board unanimously approved the following Consent Calendar items. Motion carries unanimously.

- (A) MINUTES: Approval of the November 5, 2019 Special Meeting minutes.
- (B) MINUTES: Approval of the November 7, 2019 Special Meeting minutes.
- (C) MINUTES: Approval of the November 13, 2019 Finance Committee Meeting minutes.
- (D) MINUTES: Approval of the November 14, 2019 Special Meeting minutes.
- (E) MINUTES: Approval of the November 19, 2019 Special Meeting minutes.
- (F) MINUTES: Approval of the November 19, 2019 Board of Directors Meeting Minutes.
- (G) MINUTES: Approval of the November 21, 2019 Special Meeting minutes.
- (H) DISBURSEMENTS: Check #036812 - #036901 including drafts and payroll for a total of \$993,432.35.

PROJECT PRIORITIES:

- Moratorium
- Tank 9 - IRWM GRANT / PROP 218
- I&I – HMGP / PROP 218
- SCADA – PROP 218
- AMI - SRF / LOAN / PROP 218
- Generators – HMGP / PG&E / PROP 218

Following a brief discussion, the Board agreed the priority of projects remain as listed.

BOARD COMMITTEE REPORTS

Finance Committee: Met to discuss Reserve Accounts, Trend Analysis of reserved accounts, Reviewed Investment Policy discussed setting a goal to maintain reserve of 3-6 months expense, MMN Project, Revenue Bonds vs Tax Bond vs Rate Increase.

Personnel Committee: Met 12/13 to discuss the need to re-structure field staff positions by removing an Operator II position, adding a third Utility Technician this FY. 20/21 FY consider adding a second Lead Supervisor position.

Utility Supervisor Dennis White provided information as to why the desperate need to add an additional Utility Technician. Director Lieberman provided several options to consider.

Director Graham asked staff to present a business case and structure that will justify addition and deletion of the positions, deferred maintenance and projects, OT hours worked due to lack of staff, schedule committee meeting.

Request from HVLA to rent the Vac Truck and Operator. Operational decisions should wait until a General Manager has been hired.

Continued to update Employee Handbook

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Have not met.

Valley Oaks Sub-Committee: To be scheduled

STAFF REPORTS

Financial Report: Inquiries addressed

Administration/Customer Services Report: No comment

Field Operation Report: No comment
ACWA State Legislative Committee: Have not met.
I.T Monthly Report: No Comment

DISCUSSION AND POSSIBLE ACTION:

Discuss FLSA Guidelines and Provisions Related to Overtime and Hours Worked

Director Lieberman moved to amend a motion to amend the definition of "overtime" as follows:
"Overtime is time worked in excess of forty hours in one work week (Note: this is the current definition and is approved by legal labor counsel with the following addition). Hours provided as paid time off, such as paid vacation, paid sick leave and paid holidays, do not count as hours worked for the purposes of overtime"

Seconded by Director Graham.

Legal recommendations discussed by members of the Board.

Public inquired about mandatory rest periods, Director Mirbegian addressed the question.

Roll Call Vote:

AYES: (5) Directors, Graham, Lieberman, Freeman, Graves and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to amend Employee policy related to Overtime and Hours Worked as written in the motion.

DISCUSSION AND POSSIBLE ACTION:

Consider Revisions to Policy 3102 Animals on District Property

Members of the Board discussed the many options and staff's request to reconsider making exceptions to the policy.

Policy upheld, stands as approved.

DISCUSSION AND POSSIBLE ACTION:

Adopt and Approve Policy 2104 SB-998 Discontinuation of Utility Service for Nonpayment

Director Graves moved to approve Policy 2104 SB-998 Discontinuation of Utility Service for Nonpayment as written. Seconded by Director Lieberman. No public comment.

Roll Call Vote:

AYES: (5) Directors, Graham, Lieberman, Freeman, Graves and Mirbegian

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve Policy 2104 SB-998 Discontinuation of Utility Service for Nonpayment

DISCUSS AND POSSIBLE ACTION:

Clarification of the Travel Mileage Reimbursement Policy

Clarification of the policy to be added to the Employee Handbook - Memo to go to all Staff

DISCUSS AND POSSIBLE ACTION:

Authorize the District Utility Supervisor to Rebuild Pump for Lift Station-1 Pump #2.

Dennis White, Utility Supervisor recommendation is to rebuild the pump, estimated time to be completed is about 12 weeks. A used pump is in place until replacement is complete.

Director Lieberman clarified the cost of the pump to be \$26,015.18.

Director Lieberman moved and seconded by Director Freeman to authorize the District Utility Supervisor to rebuild pump for Lift Station-1 Pump #2 at a cost not to exceed \$26,015.18. No Public Comment

Roll Call Vote:

AYES: (5) Directors, Graham, Lieberman, Freeman, Graves and Mirbegian

NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

Motion Carries unanimously to authorize the District Utility Supervisor to rebuild pump for Lift Station-1 Pump #2 at a cost not to exceed \$26,015.18.

DISCUSSION:

Discuss Trane Project and Provide Staff Direction

Michael Day provided an update of recent changes with the project. Director Mirbegian recommends the project be put on hold until a General Manager has been hired to take on a project of this size.

PUBLIC COMMENT

Members of the public asked for a status on the moratorium.
Member questioned what the availability fees are on the tax bill and how it can be charged during a moratorium. Board asked staff to look into this and get back to the public on the issue.

BOARD MEMBER COMMENT

Moratorium
Mountain Meadow North Main Line Project
Valley Oaks

ADJOURNMENT

On a motion made by Director Freeman and seconded by Director Lieberman the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 9:25 p.m.

 01-21-2020

Judy Mirbegian
Acting President of the Board

Date

 01/21/2020

Penny Cuadras
Secretary to the Board

Date