HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: August 20, 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 Linda Herndon, President
Director Judy Mirbegian, Vice President
Director Jim Lieberman
Director Jim Freeman
Director Carolyn Graham
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

CALL TO ORDER

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

APPROVAL OF AGENDA

Staff request Agenda Item 7-H be removed from the agenda and placed on the September Consent Calendar.
Director Freeman request Agenda Item 10 be moved to follow Agenda Item 6.

On a motion made by Director Freeman and second by Director Lieberman the Board unanimously approved the amended agenda.
The Agenda was unanimously approved with the noted changes.

PRESENTATIONS: (Suez/Ferguson-Neptune)

DISCUSSION AND POSSIBLE ACTION:
Discuss District meter replacement with an AMR/AMI option and provide staff with direction

The Board directed Staff to provide a side by side comparison of Suez and Neptune to be presented at the September Regular Board Meeting

CONSENT CALENDAR

On a motion made by Director Graham and second by Director Lieberman the Board unanimously approved the following Consent Calendar.

Director Mirbegian request items I-N be moved to the regular Agenda to allow for discussion. Motion carries unanimously.

(A) MINUTES: Approval of the July 16, 2019 Board of Directors Regular Board Meeting Minutes.

(B) MINUTES: Approval of the July 3, 2019 Special Meeting Minutes.

(C) MINUTES: Approval of the July 3, 2019 Personnel Committee Meeting Minutes.

(D) MINUTES: Approval of the June 4, 2019 Personnel Committee Meeting Minutes.

(E) DISBURSEMENTS: Check #036533 - #036600 including drafts and payroll for a total of $335,001.18.

(F) ACCEPT: Westside IRWM 2019 "Update" Plan

(G) REVISION: Rename Resolution 2019-06 to Resolution 2019-07

(H) LIEN POLICY (Revision): Approve revision to the District Lien Policy to reflect: Staff's authority to adjust fees according to Lake County requirements.

Moved to September Agenda

(I) NEPOTISM POLICY(Revision): Review and consider adoption of the revised Nepotism Policy based on CSDA's recommendation.

Director Mirbegian provided an adopted Nepotism policy passed March 2013. Director Mirbegian prefers revised policy be accepted.
Clarification of "immediate family" was provided according to California Law.

Staff recommend item be moved to September to allow further review.

(J) ADOPTION AND AMENDMENT OF POLICIES POLICY (Revision): Review and consider adoption of the revised Adoption and Amendment of Policies Policy.

Director Mirbegian moved to accept the ADOPTION AND AMENDMENT OF POLICIES Policy, striking "*at a meeting of the Board*" from the policy.
Seconded by Director Lieberman.
Motion carries unanimously.

(K) ASSOCIATION MEMBERSHIPS POLICY (Revision): Review and consider adoption of the revised Association Membership Policy

Director Graham moved to approve ASSOCIATION MEMBERSHIPS POLICY with the amendment to Section 1005.2 Appointment of Representatives; "*The appointment by the Board President and ratified by the Board Members*" ...
Seconded by Director Mirbegian.
Motion carries unanimously.

(L) BASIS OF AUTHORITY POLICY (Revision): Review and consider adoption of the revised Basis of Authority Policy

Director Mirbegian moved to approve the revised BASIS OF AUTHORITY POLICY as presented.
Seconded by Director Graham.
Motion carries unanimously.

(M) BOARD STAFF COMMUNICATION POLICY (Revision): Review and consider adoption of the revised Board Staff Communication Policy

Director Graham moved to table the revised Board Staff Communication Policy until an established Board Governance Model has been developed.
Seconded by Director Lieberman and tabled by the Board.

(N) CODE OF ETHICS POLICY (Revision): Review and consider adoption of the revised Code of Ethics Policy

Director Graham moved to table the revised Code of Ethics Policy until an established Board Governance Model has been developed.
Seconded by Director Lieberman and tabled by the Board.

BOARD COMMITTEE REPORTS

Finance Committee: Met today, discussed OPEB and Committee Charter.
Personnel Committee: Have not met. Meeting to be scheduled
Safety and Security Committee: Director Graham reviewed the 2012 VA. Committee toured facility and discussed possible vulnerable areas. Staff is currently working on the hand held radios and will be issued to staff during emergencies.
Lake Water Use Agreement-Ad Hoc Committee: Staff met with HVLA GM for quarterly meeting.
Valley Oaks Sub-Committee: On hold until a Developer's agreement with Valley Oaks is created, approved and signed by the HVLCSD Board and Valley Oaks Representative.

Revision of Committee Charters will be tabled until an established Board Governance Model has been developed.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

None

STAFF REPORTS

Financial Report: A Board member requested to review Budget Accountability Policy provided by District Counsel
Administration/Customer Services Report: Reviewed & accepted.
Field Operation Report: Reviewed & accepted.
ACWA State Legislative Committee: Reviewed & accepted.
I.T Monthly Report: Reviewed & accepted.
General Manager's Report: General Manager provided information about Sourcewell, an option to purchase new and used equipment without the District being required to go out for bid.

The General Manager also provided an update on Trane and the future possibilities for the District.

DISCUSSION AND POSSIBLE ACTION:
Acceptance of NBS Rate Study, discuss Proposition 218 and provide Staff with direction. Staff recommends proceeding with the Prop. 218 rate increase process based on NBS's recommendations

Finance Committee made the recommendation to the Board to accept the NBS Rate Study as ceiling rates and provide direction to staff to present quotes for scope of work from PR Firms for a Prop 218 public outreach.

Director Freeman moved to accept the NBS Rate Study as presented.
Seconded by Director Graham,
Motion carried unanimously.

Staff directed to develop a scope of work and provide sealed bid for a PR Firm to be presented to the Finance Committee then to the Board for approval.

DISCUSSION AND POSSIBLE ACTION:
Discuss and provide staff with direction for Committee Charters

Director Mirbegian moved to table item until a Board Governance Model has been established.
Seconded by Director Freeman,
Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION:
Discuss GM salary study

Director Mirbegian moved to approve the revised June 19th 2019 CPS Salary Survey at Dr Bienati's recommendation.
Seconded by Director Graham
Motion carried unanimously.

PUBLIC COMMENT

Member of the public glad to hear work is being done to improve the infrastructure. Concerns expressed with automatic meter reading system replacing employees. Staff ensured the public that no employee jobs are at risk with the implementation of automated meters.

BOARD MEMBER COMMENT

Director Mirbegian expressed appreciation to staff for work on bringing policies up to date.
Staff met with constituents concerned with moratorium concerns and have assured them the District is meeting all requirements and continue to work on lifting the State imposed moratorium.

Director Lieberman thanked the Finance Committee for working on the budget and the hard work and decisions that need to be considered regarding the rates and prop 218 process.

Director Freeman mentioned the major damage to the ground caused by the overflow from the fire engine during the recent house fire inside the association.

ADJOURNMENT

On a motion made by Director Mirbegian and second by Director Graham the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:35 p.m.

Linda Herndon — Date
President of the Board

Kirk Cloyd 9-19-19
Kirk Cloyd — Date
General Manager/Secretary to the Board