



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday January 17, 2017
TIME: 7:00 p.m.
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) BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS
 - (A) Election of the Board President for the 2017 calendar year
 - (B) Election of the Vice President for the 2017calendar year
- 5) ADMINISTRATION OF OATH OF OFFICE
 - (A) James "Jim" Freeman
 - (B) Carolyn Graham
 - (C) James "Jim" Lieberman
- 6) APPROVAL OF AGENDA
- 7) PRESENTATIONS
 - A) Verizon Cell Tower Update (Feasibility Report & Preliminary site review by Lake County.)
 - B) Weed Abatement Project (Partnership with the Konocti Conservation Crew #27.)
- 8) CONSENT CALENDAR
 - (A) MINUTES: Approval of the minutes for the Board of Directors meeting December 20, 2016.
 - (B) DISBURSEMENTS: Check # 34189 - # 34258 including drafts and payroll for a total of \$170,460.71

9) BOARD COMMITTEE REPORTS (for information only, no action anticipated)

Personnel Committee
Finance Committee
Emergency Preparedness Committee

10) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)

ACWA Region 1
ACWA State Legislative Committee
County OES
Other meetings attended

11) STAFF REPORTS (for information only, no action anticipated)

Financial Report
Administration/Customer Service Report
Field Operations Report
General Manager's Report

12) DISCUSSION AND POSSIBLE ACTION: Approval of RESOLUTION 2017-01
Hidden Valley Lake Community Services District Emergency Declaration

13) DISCUSSION AND POSSIBLE ACTION: Approval of RESOLUTION 2017-02 2017
Hidden Valley Community Services District Board of Directors Policy Manual

14) PUBLIC COMMENT

15) BOARD MEMBER COMMENT

16) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hiddenvalleylakecsd.com. Click on the "Board Packet" link on the Agenda tab.

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.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: December 20, 2016**

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

Absent
Director Carolyn Graham

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the agenda.

PRESENTATIONS

General Manager Kirk Cloyd presented the following items:

- (A) Regional Water Quality Control Board Letter requiring lake and well monitoring, requested by the Board of Directors.
- (B) Coastland Engineering made a charitable Christmas donation to the 2016 Lake County Fire Victims Fund on behalf of Hidden Valley Lake CSD.
- (C) SDA Research made a charitable donation of \$100.00 to the American Cancer Society on behalf of Hidden Valley Lake CSD for participating in an asset management, maintenance and inspection survey.

Director Herndon requested a Thank You card be sent for their kindness and support of the HVL community.

CONSENT CALENDAR

On motion by Director Mirbegian, and second by Director Herndon, the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of the amended minutes for the Board of Directors meeting August 16, 2016.
- (B) MINUTES: Approval of the minutes for the Board of Directors meeting November 22, 2016.
- (C) DISBURSEMENTS: Check #034136 - #034188 including drafts and payroll for a total of \$125,269.07.

BOARD COMMITTEE REPORTS

Personnel Committee: No meeting held.

Finance Committee: No meeting held.

Emergency Preparedness Program Committee: No meeting held. Director Lieberman requested a meeting be scheduled for January.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported a kick-off meeting is planned for January 25, 2017 for 2017 strategic planning. Director Mirbegian also requested that information from ACWA Conference, Sonoma Co Atmospheric Rivers Conference be provided to the Board.

ACWA State Legislative Committee: Director Herndon reported that the next meeting is scheduled for January 2017. Director Herndon has been invited to serve on a web group for Water Rate Assistance program.

County OES: General Manager Kirk Cloyd reported on Local Water Agency meeting in the General Manager Report.

STAFF REPORTS

Financial Report: Director Mirbegian noted the expense report looked good.

Administration/Customer Service Report: Director Mirbegian noted good response to phone calls going out on delinquent bills.

Field Operations Report:

General Manager's Report: General Manager Kirk Cloyd discussed items in his report, and responded to inquiries regarding the Moratorium, flood control, the RWRf access road, SDRMA Leadership Academy 2017 for all Board Members and the General Manager and the upcoming AED purchases.

DISCUSSION AND POSSIBLE ACTION:

**Approval of Resolution 2016-21 2016 Hidden Valley Lake Community Services District
Board of Directors Policy Manual**

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously agreed to table this for further review. The policy manual will be provided to each Director for wordsmithing and will follow up with a workshop before readdressing in January 2017

DISCUSSION AND POSSIBLE ACTION:

**Approval of Resolution 2016-22 authorizing the General Manager to execute the CPA
Services Agreement**

Director Mirbegian moved to approve and second by Director Herndon, the Board unanimously approved Resolution 2016-22 authorizing the General Manager to execute the CPA Services Agreement.

PUBLIC COMMENT

Interim General Manager for the Hidden Valley Lake Association Rob Wood introduced himself. Mr. Wood expressed his interest in maintaining a close and positive working relationship with the District, and provided several examples including working together to lift the SWRCB-imposed moratorium. He cited examples of the financial burden the moratorium has had on the HVLA, its property owners and surrounding businesses; offering support in the form of working with the state to have the moratorium lifted. Additionally, Mr. Wood mentioned the idea of an integrated field command center between HVLA & HVLCSO in the event of an emergency and offered his knowledge of grant applications.

BOARD MEMBER COMMENT

Director Herndon thanked the staff for the nice District Christmas Party and the fun had by all.

CLOSED SESSION:

**Government Code 54957 (b) Personnel Performance Evaluation – General Manager.
GM goal-setting.**

ADJOURNMENT

The Board of Directors went into closed session at 8:22 PM and adjourned at 8:45 PM. President Freeman noted no reportable action.

Jim Freeman Date
President of the Board

Kirk Cloyd Date
General Manager/Secretary to the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

December, 2016

DISBURSEMENT SUMMARY REPORT

12/1/2016-12/31/2016

Disbursement Summary

Fund		
120 - Sewer	\$	52,878.37
130 - Water	\$	71,690.99
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	1,085.46
	SUB TOTAL \$	125,654.82
*Payroll	\$	44,805.89
Total Warrants	\$	170,460.71

**Funds disbursed directly to employees and Directors. Pass-thru funds (collected from the employee and paid on their behalf by the District) are included in totals for funds 120 and 130.*



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

December, 2016

DISBURSEMENT DETAIL REPORT

12/1/2016-12/31/2016

DRAFT DATE	TYPE	NUMBER	NAME	DRAFT AMOUNT	STATUS
12/9/2016	BANK-DRAFT	31	NATIONWIDE RETIREMENT SOLUTION	875.00	CLEARED
12/9/2016	BANK-DRAFT	32	STATE OF CALIFORNIA EDD	1,650.00	CLEARED
12/9/2016	BANK-DRAFT	33	US DEPARTMENT OF THE TREASURY	4,280.28	CLEARED
12/23/2016	BANK-DRAFT	34	NATIONWIDE RETIREMENT SOLUTION	875.00	CLEARED
12/23/2016	BANK-DRAFT	35	STATE OF CALIFORNIA EDD	1,660.97	CLEARED
12/23/2016	BANK-DRAFT	36	US DEPARTMENT OF THE TREASURY	4,320.31	CLEARED
12/23/2016	BANK-DRAFT	37	US DEPARTMENT OF THE TREASURY	45.90	CLEARED
TOTAL				13,707.46	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
12/2/2016	CHECK	34189	ADVANCED ELECTRONIC SECURITY S	264.00	CLEARED
12/2/2016	CHECK	34190	ALPHA ANALYTICAL LABORATORIES	223.00	CLEARED
12/2/2016	CHECK	34191	COASTLAND CIVIL ENGINEERING, INC	780.00	CLEARED
12/2/2016	CHECK	34192	COUNTY OF LAKE HEALTH SERVICES	165.76	CLEARED
12/2/2016	CHECK	34193	COUNTY OF LAKE HEALTH SERVICES	1,124.00	CLEARED
12/2/2016	CHECK	34194	COUNTY OF LAKE HEALTH SERVICES	594.00	CLEARED
12/2/2016	CHECK	34195	ELLISON, SCHNEIDER & HARRIS L.	390.00	CLEARED
12/2/2016	CHECK	34196	LAKE COUNTY VECTOR CONTROL DIS	27.92	OUTSTND
12/2/2016	CHECK	34197	MANIKANDA RAJA MD	175.00	CLEARED
12/2/2016	CHECK	34198	MICHELLE HAMILTON	590.00	CLEARED
12/2/2016	CHECK	34199	OFFICE DEPOT	376.81	CLEARED
12/2/2016	CHECK	34200	REDFORD SERVICES	835.00	CLEARED
12/2/2016	CHECK	34201	RICOH USA, INC.	142.53	CLEARED
12/2/2016	CHECK	34202	SIERRA CHEMICAL CO.	1,733.04	CLEARED
12/2/2016	CHECK	34203	ST HELENA HOSPITAL dba JOBCARE	260.00	CLEARED
12/2/2016	CHECK	34204	STATE BOARD OF EQUALIZATION	258.83	CLEARED
12/2/2016	CHECK	34205	STATE BOARD OF EQUALIZATION	315.00	CLEARED
12/2/2016	CHECK	34206	STATE BOARD OF EQUALIZATION	192.97	CLEARED
12/2/2016	CHECK	34207	TYLER TECHNOLOGY	29,977.00	CLEARED
12/2/2016	CHECK	34208	U S POSTMASTER	188.00	CLEARED
12/2/2016	CHECK	34209	OCWEN LOAN SERVICING	10.22	CLEARED
12/2/2016	CHECK	34210	PARKER, LLOYD C	46.83	CLEARED
12/2/2016	CHECK	34211	TIRADO, TAMARA D	242.42	CLEARED
12/9/2016	CHECK	34212	ALPHA ANALYTICAL LABORATORIES	834.00	CLEARED

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
12/9/2016	CHECK	34213	CALIFORNIA PUBLIC EMPLOYEES FI	7,402.02	CLEARED
12/9/2016	CHECK	34214	DATAPROSE	283.13	CLEARED

12/9/2016	CHECK	34215	MEDIACOM	426.28	CLEARED
12/9/2016	CHECK	34216	OFFICE DEPOT	147.33	CLEARED
12/9/2016	CHECK	34217	PACIFIC GAS & ELECTRIC COMPANY	8,841.71	CLEARED
12/9/2016	CHECK	34218	PEHLING & PEHLING, CPA'S	900.00	CLEARED
12/9/2016	CHECK	34219	SIERRA CHEMICAL CO.	227.13	CLEARED
12/9/2016	CHECK	34220	SOUTH LAKE REFUSE COMPANY	356.25	CLEARED
12/9/2016	CHECK	34221	USA BLUE BOOK	550.02	CLEARED
12/9/2016	CHECK	34222	CALIFORNIA PUBLIC EMPLOYEES RE	4,669.06	CLEARED
12/9/2016	CHECK	34223	HUGHES, WILLIAM	15.66	CLEARED
12/9/2016	CHECK	34224	DEAN, CORLISS	235.08	OUTSTND
12/16/2016	CHECK	34225	ALPHA ANALYTICAL LABORATORIES	580.00	CLEARED
12/16/2016	CHECK	34226	ARMED FORCE PEST CONTROL, INC.	390.00	CLEARED
12/16/2016	CHECK	34227	AT&T	636.38	CLEARED
12/16/2016	CHECK	34228	BADGER METER	30.00	CLEARED
12/16/2016	CHECK	34229	BOLD POLISNER MADDOW NELSON &	135.00	CLEARED
12/16/2016	CHECK	34230	COASTLAND CIVIL ENGINEERING, I	6,806.25	OUTSTND
12/16/2016	CHECK	34231	COUNTY OF LAKE HEALTH SERVICES	250.74	CLEARED
12/16/2016	CHECK	34232	HACH COMPANY	61.42	CLEARED
12/16/2016	CHECK	34233	HARDESTER'S MARKETS & HARDWARE	182.62	CLEARED
12/16/2016	CHECK	34234	GARDENS BY JILLIAN	200.00	OUTSTND
12/16/2016	CHECK	34235	MENDO MILL CLEARLAKE	209.34	CLEARED
12/16/2016	CHECK	34236	NAPA AUTO PARTS	7.43	CLEARED
12/16/2016	CHECK	34237	OFFICE DEPOT	78.39	CLEARED
12/16/2016	CHECK	34238	PACE SUPPLY CORP	4,120.52	CLEARED
12/16/2016	CHECK	34239	ROBERTSON & ASSOCIATES,CPA	575.00	OUTSTND
12/16/2016	CHECK	34240	SWRCB	11,195.00	CLEARED
12/16/2016	CHECK	34241	SWRCB	2,088.00	CLEARED
12/16/2016	CHECK	34242	TYLER TECHNOLOGY	121.00	CLEARED
12/16/2016	CHECK	34243	WAGNER & BONSIGNORE	1,850.00	CLEARED
12/16/2016	CHECK	34244	WESTGATE PETROLEUM CO., INC.	1,017.53	OUTSTND
12/23/2016	CHECK	34245	ALPHA ANALYTICAL LABORATORIES	1,038.00	CLEARED
12/23/2016	CHECK	34246	CARDMEMBER SERVICE	1,757.00	CLEARED
12/23/2016	CHECK	34247	DELL MARKETING	168.43	CLEARED
12/23/2016	CHECK	34248	GHD	6,835.00	CLEARED
12/23/2016	CHECK	34249	GLEN & MARILYN THOMAS	100.00	CLEARED
12/23/2016	CHECK	34250	NBS GOVERNMENT FINANCE GROUP	1,085.46	CLEARED
12/23/2016	CHECK	34251	OFFICE DEPOT	234.04	CLEARED
12/23/2016	CHECK	34252	RICOH USA, INC.	417.84	CLEARED
12/23/2016	CHECK	34253	STEPHEN AMOS	500.00	CLEARED
12/23/2016	CHECK	34254	VERIZON WIRELESS	637.13	CLEARED
12/23/2016	CHECK	34255	CALIFORNIA PUBLIC EMPLOYEES RE	4,675.89	CLEARED
12/23/2016	CHECK	34256	SAUNDERS, JAMES A	79.91	OUTSTND
12/23/2016	CHECK	34257	MILLS, TRISHIA	44.86	OUTSTND
12/23/2016	CHECK	34258	SWAN, PATRICIA	39.18	OUTSTND
TOTAL				111,947.36	

DATE	TYPE	NAME	AMOUNT	STATUS
12/9/2016	MISC.	PAYROLL DIRECT DEPOSIT	22,455.66	CLEARED

12/23/2016	MISC.	PAYROLL DIRECT DEPOSIT	22,073.18	CLEARED
12/23/2016	MISC.	PAYROLL DIRECT DEPOSIT	277.05	CLEARED
TOTAL			44,805.89	



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

December, 2016

Financial Report

REVENUE & EXPENSE SEWER REPORT

12/1/2016-12/31/2016

120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL REVENUE	1,066,000.00	82,976.03	556,700.18	509,299.82	52%

EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL	409,227.00	34,777.83	185,549.46	223,677.54	45%
ADMINISTRATION	345,801.26	28,591.11	161,171.46	184,629.80	47%
FIELD	357,298.00	15,186.50	99,418.24	257,879.76	28%
DIRECTORS	50,035.00	156.1	15,720.65	34,314.35	31%
TOTAL	1,162,361.26	78,711.54	461,859.81	700,501.45	40%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	100.00	300.00	200.00	60%
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0%
120-4040 LIEN RECORDING FEES	0.00	0.00	13.12	-13.12	-
120-4045 AVAILABILITY FEES	7,000.00	0.00	496.00	6,504.00	7%
120-4050 SALES OF RECLAIMED WATER	90,000.00	199.59	60,712.34	29,287.66	67%
120-4111 COMM SEWER USE	29,900.00	2,496.75	14,980.50	14,919.50	50%
120-4112 GOV'T SEWER USE	550.00	53.12	318.72	231.28	58%
120-4116 SEWER USE CHARGES	936,850.00	79,934.67	479,139.11	457,710.89	51%
120-4210 LATE FEE	0.00	0.00	320.35	-320.35	-
120-4300 MISC INCOME	1,000.00	189.42	208.47	791.53	21%
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0%
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0%
120-4550 INTEREST INCOME	200.00	2.48	211.57	-11.57	106%
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0%
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0%
TOTAL	1,066,000.00	82,976.03	556,700.18	509,299.82	52%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	0.00	10,540.47	1,659.53	86%
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	-668.05	3,990.60	9,947.40	29%
120-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	0.00	4,800.00	0%
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0%
120-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	508.77	2,788.45	7,211.55	28%
120-5-00-5061 VEHICLE MAINT	7,500.00	3.72	1,557.44	5,942.56	21%
120-5-00-5062 TAXES & LIC	650.00	13.96	306.46	343.54	47%
120-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38	-3,098.38	122%
120-5-00-5075 BANK FEES	11,000.00	1,108.33	7,305.51	3,694.49	66%
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,300.00	0.00	3,093.60	1,206.40	72%
120-5-00-5092 POSTAGE & SHIPPING	5,350.00	192.58	1,750.91	3,599.09	33%
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,113.03	-3,113.03	-
120-5-00-5121 LEGAL SERVICES	10,000.00	67.50	1,867.50	8,132.50	19%
120-5-00-5122 ENGINEERING SERVICES	26,400.00	6,835.00	10,298.55	16,101.45	39%
120-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,693.50	-1,193.50	180%
120-5-00-5126 AUDIT SERVICES	7,200.00	737.50	737.50	6,462.50	10%
120-5-00-5130 PRINTING & PUBLICATION	7,750.00	42.99	1,340.20	6,409.80	17%
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0%
120-5-00-5145 EQUIPMENT RENTAL	6,700.00	280.19	975.92	5,724.08	15%

120-5-00-5148 OPERATING SUPPLIES	12,300.00	2,097.19	7,247.82	5,052.18	59%
120-5-00-5150 REPAIR & REPLACE	101,839.00	192.60	18,808.46	83,030.54	18%
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	392.50	6,704.41	1,295.59	84%
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	712.50	3,487.50	6,112.50	36%
120-5-00-5157 SECURITY	500.00	132.00	346.50	153.50	69%
120-5-00-5160 SLUDGE DISPOSAL	19,000.00	0.00	25,768.68	-6,768.68	136%
120-5-00-5191 TELEPHONE	7,300.00	849.90	4,473.58	2,826.42	61%
120-5-00-5192 ELECTRICITY	19,000.00	1,953.52	7,759.56	11,240.44	41%
120-5-00-5193 OTHER UTILITIES	2,600.00	178.13	890.11	1,709.89	34%
120-5-00-5194 IT SERVICES	21,800.00	15,139.00	17,069.70	4,730.30	78%
120-5-00-5195 ENV/MONITORING	34,000.00	2,290.00	17,068.00	16,932.00	50%
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	1,361.25	-1,361.25	-
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	1,718.00	1,898.00	-298.00	119%
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0%
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	0.00	1,300.00	0%
120-5-00-5312 TOOLS - FIELD	1,000.00	0.00	406.10	593.90	41%
120-5-00-5315 SAFETY EQUIPMENT	1,900.00	0.00	2,793.27	-893.27	147%
120-5-00-5545 RECORDING FEES	200.00	0.00	8.50	191.50	4%
120-5-00-5600 CONTINGENCY	22,000.00	0.00	0.00	22,000.00	0%
TOTAL	409,227.00	34,777.83	185,549.46	223,677.54	45%

ADMINISTRATION					
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES	225,718.00	23,175.47	111,351.92	114,366.08	49%
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	497.81	26,746.32	45,100.68	37%
120-5-10-5021 RETIREMENT BENEFITS	39,384.26	3,878.02	20,372.34	19,011.92	52%
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0%
120-5-10-5090 OFFICE SUPPLIES	3,440.00	418.31	1,125.05	2,314.95	33%
120-5-10-5170 TRAVEL MILEAGE	1,112.00	0.00	337.47	774.53	30%
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	621.50	1,208.86	2,791.14	30%
120-5-10-5179 ADM MISC EXPENSES	300.00	0.00	29.50	270.50	10%
TOTAL	345,801.26	28,591.11	161,171.46	184,629.80	47%

FIELD	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-30-5010 SALARIES & WAGES	237,769.00	11,716.11	61,350.68	176,418.32	26%
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	470.06	21,246.33	50,472.67	30%
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	2,750.33	14,608.86	25,707.14	36%
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	250.00	1,750.00	-250.00	117%
120-5-30-5063 CERTIFICATIONS	750.00	0.00	230.00	520.00	31%
120-5-30-5090 OFFICE SUPPLIES	560.00	0.00	157.37	402.63	28%
120-5-30-5170 TRAVEL MILEAGE	684.00	0.00	0.00	684.00	0%
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	75.00	3,925.00	2%
TOTAL	357,298.00	15,186.50	99,418.24	257,879.76	28%

DIRECTORS	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	936.60	2,063.40	31%
120-5-40-5020 DIRECTOR BENEFITS	230.00	0.00	34.85	195.15	15%
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	0.00	14,749.20	31,710.80	32%
120-5-40-5170 TRAVEL MILEAGE	95.00	0.00	0.00	95.00	0%
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0%
120-5-40-5176 DIRECTOR TRAINING	250.00	0.00	0.00	250.00	0%
TOTAL	50,035.00	156.10	15,720.65	34,314.35	31%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

December, 2016

Financial Report

REVENUE & EXPENSE **WATER** REPORT

12/1/2016-12/31/2016

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ALL REVENUE	1,635,557.00	104,284.62	832,349.22	803,207.78	51%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	55,655.54	252,326.28	434,467.72	37%
ADMINISTRATION	358,922.00	15,824.66	93,489.40	265,432.60	26%
FIELD	370,669.00	18,800.47	121,157.61	249,511.39	33%
DIRECTORS	51,330.00	166.85	15,907.45	35,422.55	31%
TOTAL	1,467,715.00	90,447.52	482,880.74	984,834.26	33%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,035.00	8,380.00	4,620.00	64%
130-4039 WATER METER INST	500.00	170.00	850.00	-350.00	170%
130-4040 RECORDING FEE	100.00	0.00	13.14	86.86	13%
130-4045 AVAILABILITY FEES	20,000.00	0.00	2,054.00	17,946.00	10%
130-4110 COMM WATER USE	77,913.00	4,899.42	46,105.30	31,807.70	59%
130-4112 GOV'T WATER USE	5,194.00	889.14	3,043.53	2,150.47	59%
130-4115 WATER USE	1,491,050.00	93,812.61	750,200.98	740,849.02	50%
130-4210 LATE FEE	25,000.00	3,009.05	18,174.19	6,825.81	73%
130-4215 RETURNED CHECK FEE	1,000.00	150.00	600.00	400.00	60%
130-4300 MISC INCOME	1,500.00	319.43	2,792.90	-1,292.90	186%
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0%
130-4550 INTEREST INCOME	300.00	-0.03	135.18	164.82	45%
TOTAL REVENUES	1,635,557.00	104,284.62	832,349.22	803,207.78	51%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5024 WORKERS' COMP INSURANC	12,200.00	0.00	10,540.47	1,659.53	86%
130-5-00-5025 RETIREE HEALTH BENEFIT	13,938.00	-1,084.93	1,271.83	12,666.17	9%
130-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	0.00	4,800.00	0%
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	508.76	2,750.40	7,249.60	28%
130-5-00-5061 VEHICLE MAINT	7,500.00	363.87	2,207.72	5,292.28	29%
130-5-00-5062 TAXES & LIC	1,200.00	13.96	306.46	893.54	26%
130-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38	-3,098.38	122%
130-5-00-5075 BANK FEES	11,000.00	1,108.32	6,935.12	4,064.88	63%
130-5-00-5080 MEMBERSHIP & SUBSCRIPT	17,300.00	0.00	14,014.60	3,285.40	81%
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	192.58	1,750.90	3,599.10	33%
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,122.70	-3,122.70	-
130-5-00-5121 LEGAL SERVICES	10,000.00	67.50	1,867.50	8,132.50	19%
130-5-00-5122 ENGINEERING SERVICES	44,500.00	9,436.25	33,837.48	10,662.52	76%
130-5-00-5123 OTHER PROFESSIONAL SER	1,500.00	0.00	2,043.50	-543.50	136%
130-5-00-5124 WATER RIGHTS	85,056.00	390.00	9,513.05	75,542.95	11%
130-5-00-5126 AUDIT SERVICES	7,200.00	737.50	737.50	6,462.50	10%
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	42.98	1,347.37	6,402.63	17%
130-5-00-5135 NEWSLETTER	1,100.00	0.00	0.00	1,100.00	0%
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	280.18	3,617.22	14,032.78	20%
130-5-00-5148 OPERATING SUPPLIES	1,400.00	578.92	1,244.52	155.48	89%
130-5-00-5150 REPAIR & REPLACE	160,000.00	4,478.65	34,454.22	125,545.78	22%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	197.50	6,509.41	1,890.59	77%

130-5-00-5156 CUSTODIAL SERVICES	9,600.00	712.50	2,287.50	7,312.50	24%
130-5-00-5157 SECURITY	450.00	132.00	346.50	103.50	77%
130-5-00-5191 TELEPHONE	8,000.00	849.89	4,473.49	3,526.51	56%
130-5-00-5192 ELECTRICITY	96,000.00	6,888.19	41,259.09	54,740.91	43%
130-5-00-5193 OTHER UTILITIES	2,200.00	178.12	890.06	1,309.94	40%
130-5-00-5194 IT SERVICES	26,100.00	15,048.00	17,038.70	9,061.30	65%
130-5-00-5195 ENV/MONITORING	21,600.00	385.00	3,320.00	18,280.00	15%
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	14,049.80	17,478.24	2,621.76	87%
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	0.00	2,000.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0%
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	315.96	1,684.04	16%
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	0.00	2,787.89	-1,087.89	164%
130-5-00-5505 WATER CONSERVATION	9,000.00	100.00	6,950.00	2,050.00	77%
130-5-00-5545 RECORDING FEES	200.00	0.00	8.50	191.50	4%
130-5-00-5600 CONTINGENCY	45,000.00	0.00	0.00	45,000.00	0%
TOTAL	686,794.00	55,655.54	252,326.28	434,467.72	37%

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	11,855.23	52,436.82	183,693.18	22%
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	174.74	24,807.78	47,339.22	34%
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	2,754.93	13,072.17	27,794.83	32%
130-5-10-5090 OFFICE SUPPLIES	4,214.00	418.26	1,124.96	3,089.04	27%
130-5-10-5170 TRAVEL MILEAGE	1,664.00	0.00	337.46	1,326.54	20%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	621.50	1,680.71	1,919.29	47%
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	29.50	270.50	10%
TOTAL	358,922.00	15,824.66	93,489.40	265,432.60	26%

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	15,010.70	80,592.70	168,143.30	32%
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	470.04	21,246.23	50,771.77	30%
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	3,069.73	16,671.32	25,161.68	40%
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	250.00	1,750.00	-250.00	117%
130-5-30-5063 CERTIFICATIONS	600.00	0.00	240.00	360.00	40%
130-5-30-5090 OFFICE SUPPLIES	686.00	0.00	157.36	528.64	23%
130-5-30-5170 TRAVEL MILEAGE	896.00	0.00	0.00	896.00	0%
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	0.00	500.00	3,900.00	11%
TOTAL	370,669.00	18,800.47	121,157.61	249,511.39	33%

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3000.00	166.85	1001.10	1,998.90	33%
130-5-40-5020 DIRECTOR BENEFITS	230.00	0.00	37.15	192.85	16%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46460.00	0.00	14749.20	31,710.80	32%
130-5-40-5170 TRAVEL MILEAGE	640.00	0.00	0.00	640.00	0%
130-5-40-5176 DIRECTOR TRAINING	1000.00	0.00	120.00	880.00	12%
TOTAL	51,330.00	166.85	15,907.45	35,422.55	31%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**December, 2016
FINANCIAL REPORT
POOLED CASH**

AS OF December 31, 2016

Beginning Balance	449,545.12
Cash Receipts	
Deposit	257,962.03
Transfers	0.00
Total Receipts	257,962.03
Cash Disbursements	
Accounts Payable	125,654.82
Payroll	44,805.89
Bank Fees	2,216.65
Total Disbursements	172,677.36
Ending Balance	534,829.79

TEMPORARY INVESTMENTS

AS OF December 31, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,433.83	41,635.55	109,069.38	109,069.38
130	Water Operating Fund	100,496.04	(431.66)	100,064.38	100,064.39
215	1995-2 Redemption	60,980.44	78,167.67	139,148.11	139,148.10
218	CIEDB Redemption	11,537.53	-	11,537.53	11,537.51
219	USDARUS Solar Loan (Sewer)	821.12	108,359.88	109,181.00	109,181.01
313	Wastewater Cap Fac Reserved	259,254.02	38,010.75	297,264.77	297,264.77
314	Wastewater Cap Fac Unrestricted	261,920.37	290,302.82	552,223.19	552,223.20
319	Solar Reserve	-	35,325.31	35,325.31	35,325.30
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,566.02	-	171,566.02	171,566.02
711	Bond Administration	27,211.79	14,431.72	41,643.51	41,643.52
TOTAL		961,221.16	605,802.05	1,567,023.21	1,567,023.22



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**December, 2016
FINANCIAL REPORT**

**CAPITAL EXPENDITURES
2016-2017 BUDGET**

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	76,100.00	0.00
Complete Revised Sewer System Management Plan	9,000.00	0.00
Install Security Fencing at Lift Station 1 & 4	10,000.00	0.00
New Roof for Admin Building	40,000.00	6,710.00
Preliminary Design-Chlorine Disinfection Facility	45,006.00	0.00
Crazy Creek Land Purchase	0.00	11,765.50
WWTP Sand Filters	25,000.00	0.00
Chlorine Tank Auto shut-off	32,000.00	0.00
Total	237,106.00	18,475.50

Water		Yr to Date Actual
New Roof for Admin Building (not from Capital)		2,110
\$4,600 trsf from 5505 - Water Conservation, \$2,110 fr Operating		4,600
(No planned capital expenditures in FY 2015-2019)		-
Total		6,710

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 12/15/16

RE: Senior Account Representative's Monthly Report

Monthly Billing 12/29/2016

Mailed statements: 2,176

Electronic statements: 377

The statement "special message" notified customers of the FY 2016/17 and Drought Stage 2 rates in effect. Office Closure 12 pm – 1 pm on the 3rd Wednesday of each month.

Delinquent Billing 12/21/2016

Delinquent statements for December bills:

Mailed statements: 572

Electronic statements: 81

Courtesy Notification 01/10/2017

Courtesy notices delivered to the customer's property for delinquent October bills: 127

Electronic notices: 10

Phone Notification 01/11/2017

Phone notifications: 73

The phone notification was sent out around 10:30 am resulting in 55 payments received by the office staff during business hours.

Lock Offs 01/12/2017

18 customers were in the lock off process at 5:00 pm on 01/11/2017.

8 payments were made before service orders went out in the field at 9:00 am on 01/12/2017.

A total of 10 customers were locked off for nonpayment.

Throughout lock off day 5 payments were collected and meters unlocked.

At the time of this report only 5 meters remain locked.



Hidden Valley Lake Community Services District

December 2016 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (December)	0	New (December)	0
Residential (November)	2435	Residential (November)	1463
Commercial & Govt (November)	35	Commercial & Govt (November)	15
Total (October) :	2470		1478

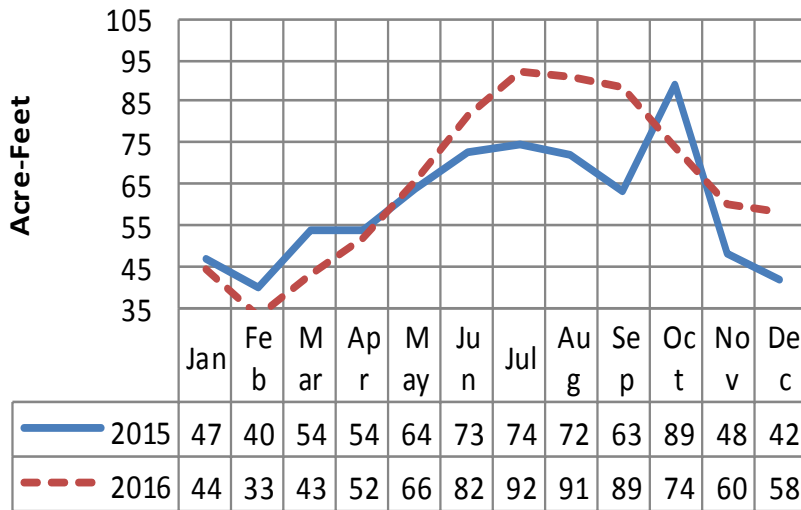
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
7.59	7.76	9.71

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	932.81	925.06	927.34
AG	932.62	OOS	927.06
TP Wells	955.02	946.88	951.26
Grange Rd	936.72	935.46	937.07
American Rock	973.39	967.44	970.06
Spyglass	970.03	962.99	965.68
Luchetti	925.31	918.89	922.01
18th T	945.44	939.52	941.61

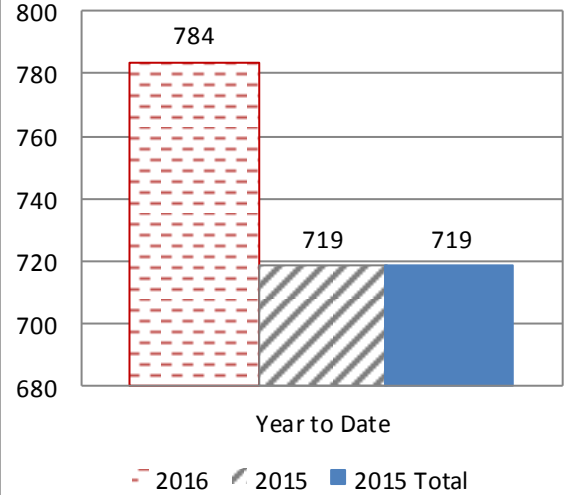
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
113	1222	1424
Overtime Hours	18	\$680.76

December 2016 Field Report

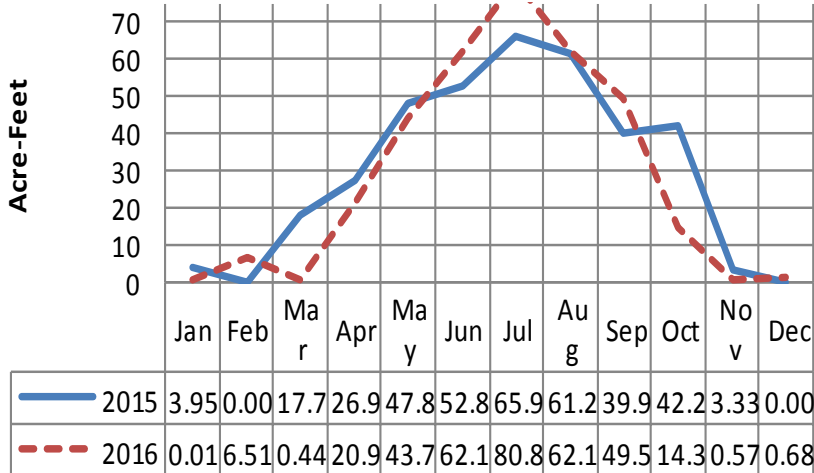
HVLCSD Municipal Well Production



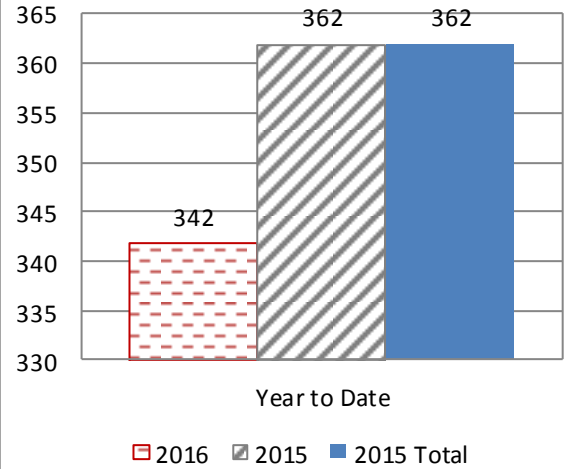
HVLCSD Municipal Well Production



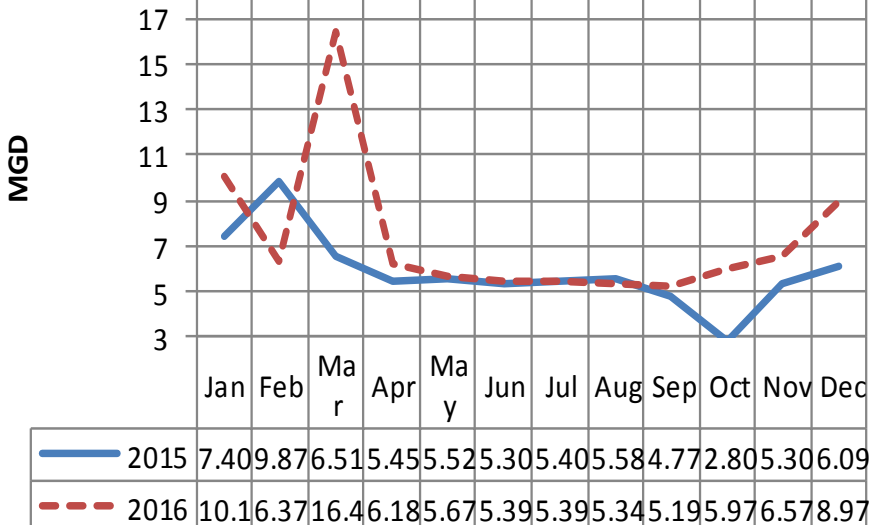
HVLCSD Municipal Reclaimed Water Use



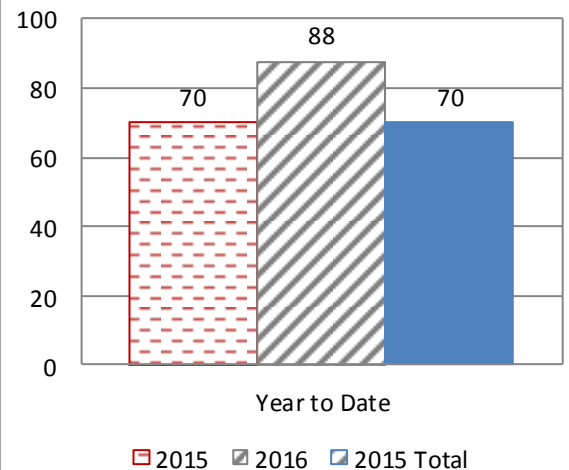
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



December 2016 Field Report

Water Operations and Maintenance Highlights

- 12/6, 12/8 Courtesy notices, lock offs
- 12/7 Data Logging Project preparation
- 12/18 Service line repair Fairway Pt
- 12/20 Service line repair Oak Grove Rd
- 12/21 Locating Air Vacs
- 12/27 Service line repair East Ridge Cir
- Routine operations and maintenance
- 12/27-12/29 Meter reads

Wastewater Operations and Maintenance Highlights

- 12/6, 12/8 Courtesy notices, lock offs
- 12/9 Electrical work to main pumps at WWTP (800,801)
- Repair to Blower motor bearings
- 12/13 Repairs to furnace at WWTP
- 12/21 Data logging updates to SCADA
- 12/30 Filter maintenance
- 12/27-12/29 Meter reads
- Routine operations and maintenance

December 2016 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	Non-op
Truck 3	
Truck 4	220.5
Truck 6	
Truck 7	
Truck 8	
Dump Truck	
Backhoe	
	Non-op
Tractor	(scrap)
New Holland	
Tractor	

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	91660.1	20305.5
Fuel Log	351.9	7.6
December		
Tank Level	426.63	413.04
November		
Tank Level	423.91	423.91

Vehicle Maintenance		
Vehicle	Type of activity	Time
Backhoe	Troubleshooting	16 total
Truck 6	Service	16 total
Golf Carts	Electrical issues	16 total



Hidden Valley Lake Community Services District

19400 Hartmann Road
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707.987.9201
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www.hiddenvalleylakecsd.com

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: December 20, 2016
RE: General Manager's Monthly Report

Good evening. The following report discusses items Hidden Valley Lake CSD completed over the past month and is intended to provide the Board and public with an update on the progression of projects.

Water

HVLCSD's water system largely remained unaffected by the recent rain and associated flooding which allowed crews to focus on the more pressing issues with sanitary sewer.

Sanitary Sewer

The recent rain and associated flooding caused havoc for HVLCSD. The hydraulic overloading due to I&I was not isolated to our district as every sewer system in Lake County experienced the same catastrophic event. According to representatives from the California Rural Water Association (CRWA), HVLCSD fared better than most due to our proactive approach.

It became apparent that our sanitary sewer system had become inundated with I&I when all lift stations went into "High Alarm" with all pumps at full speed. District staff noted this in advance and contacted known pumper companies to assist in the removal of the sanitary wastewater that was vastly diluted by the I&I. With pumper trucks stretched thin throughout the region, Lake County OES was contacted for assistance. As the county's resources quickly diminished, State OES was contacted and additional resources were located and brought to the District.

District staff and pumper trucks worked around the clock to remove water from lift station 1 and the District's EQ basin at the RWRF (Sewer treatment plant). This waste stream was trucked to Lake County Special District's treatment plant for disposal.

The current cost for this effort is still being calculated as invoices have not yet been received.

Known District issues that came from this flooding event:

1. Two SSO's occurred on North Shore when the system became hydraulically overloaded.



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2. The RWRP is engineered to process 0.8MGD. With an inflow of 3.4MGD, the treatment process at the RWRP became ineffective and shut down due to hydraulic overloading. The EQ basin filled with the diverted inflow, however, staff was able to jumpstart the treatment process and the plant is currently operational.
3. As of 3pm Thursday January 12th, all pumper trucks were released from service yet remain on standby if needed.

The District has obtained files from Coastland Engineering that identify several potential I&I locations. District staff located areas of concern during this event. The District is prioritizing these issues and will include them in the CIP budget addressing the most egregious first.

Stormwater

The stormwater pump station ran at full capacity throughout the storm event. The District intends to work with contracted engineers, the Army Corps. and a local land owner to develop a strategy which is expected to address some of the flooding issues along the north side of Putah Creek.

Human Resources

No report.

Facilities

There were no flooding or leak issues at District buildings during this rain event.

Vehicles & Equipment

No known issues at this time.

General Information

As a follow-up to the Board's inquiry of the services that can and cannot be provided by our contracted CPA services, I received this response from Pehling & Pehling CPAs,

"I can provide all of the mentioned services just not all in the same year. If the District receives any federal funding in a year, then the number of non-audit hours an auditor may perform in a year is limited. The other basic premise for auditing is that I can't audit my own work. I can provide monthly or quarterly reviews or compilations."



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The District has drafted an article for HVLA's February edition of The View Magazine to brief residents on the Moratorium and Chrome 6 issues, goals of the District and progress to date.

As a reminder, the CSDA will hold their Special District Leadership Academy Conference (SDLA) in Napa July 10th -12th, 2017 with registration and a networking reception the night of Sunday July 9th. This is "A comprehensive Governance Conference for elected and appointed directors and trustees." All Directors and the G.M. are encouraged to attend this conference as it is a benefit to the District at large, the individual Directors and the public they serve.

Emergency Preparedness:

The Emergency Preparedness Committee met on Thursday 1-12-17. I attended Lake County's monthly water utilities emergency preparedness meeting in Lakeport on Thursday 1-12-17. Progress continues to be made in listing resources that districts can provide each other during an emergency using FEMA's resource database link program IRIS (Incident Resource Inventory System), review of the county's Emergency Water Plan & EOC document is underway and Wine Country Water Works is sponsoring a class for the required FEMA - Emergency Management Institute (EMI) Courses: IS-100.B, IS-200 & IS-700 on Feb. 9th in Clear Lake. We will have staff members attend if space is available.

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

DATE: January 17, 2017

AGENDA ITEM: Election of Board President and Board Vice President for calendar year 2017

RECOMMENDATIONS: Designate a Board President and Vice President for the 2017 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
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, 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 January 17, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

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

DATE: January 17, 2017

AGENDA ITEM: Administration of Oath of Office

RECOMMENDATIONS: Staff recommends the Board request that the Secretary to the Board administer the associated oath of office to Directors Freeman, Graham and Lieberman.

FINANCIAL IMPACT: None

BACKGROUND:

<input type="checkbox"/>	APPROVED AS RECOMMENDED	<input type="checkbox"/>	OTHER (SEE BELOW)
--------------------------	----------------------------	--------------------------	----------------------

Modification to recommendation and/or other actions:

I, Kirk Cloyd, 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 January 17, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

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

DATE: January 17, 2017

AGENDA ITEM: Resolution 2017-01 Hidden Valley Lake Community Services District Emergency Declaration

RECOMMENDATIONS: Approve Resolution 2017-01 Hidden Valley Lake Community Services District Emergency Declaration

FINANCIAL IMPACT: None. However, may reduce district liability.

BACKGROUND: If a local government determines that effects of the emergency are beyond the capability of local resources to mitigate effectively, the next step is to issue a declaration of local emergency.

The process to request county, state and/or federal assistance after a disaster or emergency is initiated when the local governing body submits a formal request to the appropriate county, state or federal office.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, 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 January 17, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

RESOLUTION 2017-01

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
EMERGENCY DECLARATION**

WHEREAS, a sudden, generally unexpected occurrence or set of circumstances demanding immediate public action has arisen within the Community Services District of HIDDEN VALLEY LAKE which incident it generally describes as follows; conditions of extreme peril to the safety of persons and property have arisen within the Community Services District caused by Flood, commencing on or about 5 pm on the 8 day of January, 2017; and

WHEREAS, the Head of State upon advice of the General Manager of HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT has determined that the aforesaid incident poses a present and reasonable imminent danger to public health, safety or general welfare of the people or their property so that it has become necessary for the General Manager to utilize and coordinate the services, equipment, supplies and facilities of existing departments, offices and agencies of the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT for the purposes of emergency management, public health and emergency functions; and

WHEREAS, the Head of State has determined that the immediate public action is needed to prevent, minimize, or mitigate damage to the public health, safety or general welfare of the people of the Community Services District of Hidden Valley Lake or their property which may otherwise result from the above described incident and that taking the time required to comply with the various state and local procurement laws would endanger the health or safety of the people or their property; and

WHEREAS, it is requested, that the head of state declare a state of emergency in the COMMUNITY SERVICES DISTRICT of HIDDEN VALLEY LAKE; and

WHEREAS, the constituents of the COMMUNITY SERVICES DISTRICT of HIDDEN VALLEY LAKE should be able to depend upon guidance from their General Manager, Kirk Cloyd,

NOW THEREFORE, I, _____ Board President of the COMMUNITY SERVICES DISTRICT of HIDDEN VALLEY LAKE, CALIFORNIA, hereby declare that as of Sunday, January 8, 2017 a state of emergency exists in the COMMUNITY SERVICES DISTRICT of HIDDEN VALLEY LAKE, CALIFORNIA.

This declaration of emergency shall remain in effect until further notice is given, pursuant to my judgment, that the state of emergency no longer exists.

PASSED AND ADOPTED on January 17, 2017 by the following vote:

RESOLUTION 2017-01

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
EMERGENCY DECLARATION**

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Freeman
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors

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

DATE: January 17, 2017

AGENDA ITEM: Resolution 2017-02 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual

RECOMMENDATIONS: Approve Resolution 2017-02 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual

FINANCIAL IMPACT: None

BACKGROUND: The purpose of the policy manual is to provide guidance for decision making, clear Board intent, goals, and aspirations, promote consistency of Board action, clarify Board member’s roles, responsibilities, and commitments.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, 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 January 17, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

RESOLUTION 2017-02

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF
DIRECTORS POLICY MANUAL**

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors Policy Manual defines the role of the Board and delineates how the Board will carry out its responsibilities. The 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual and the Bylaws are the primary governing documents for Hidden Valley Lake Community Services District.

WHEREAS, the purpose of the policy manual is to: Make clear Board intent, goals, and aspirations, promote consistency of Board action, clarify Board member's roles, responsibilities, and commitments

WHEREAS, the Board of Directors Policy Manual provides guidance for decision making. A copy of the 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual will be given to each Board member and revisions will be distributed, as appropriate.

WHEREAS, the 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual, is attached.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors hereby approves and adopts the 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual effective January 17, 2017.

PASSED AND ADOPTED on January 17, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Freeman
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors



Hidden Valley Lake CSD
Board of Directors' Policy

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Board of Directors' Policy



Hidden Valley Lake CSD Board of Directors' Policy

I. MISSION STATEMENT

The mission of the Hidden Valley Lake Community Services District is to ~~effectively and innovatively manage the natural resources with which the District is entrusted; to provide reliable, safe, high quality water, wastewater and recycled water services in an economically and environmentally responsible manner. Preserve, protect and defend water and wastewater service to the rate payer.~~ provide, maintain and protect our community's water. (CG)

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Core Values

The following core values reflect what is truly important to the District as an organization and are the guiding principles that dictate the Board's actions and the philosophical beliefs the Board value when faced with options and alternatives for the District's future:

- Public Health - To provide safe, reliable drinking water and wastewater treatment;
- Customer Service - To deliver customer-focused service and be responsive to our ratepayers;
- Cost-Effectiveness - To deliver the highest value at the lowest cost to ensure reasonable rates;
- Integrity - To conduct business with high ethical standards, promoting transparency and trust;
- Organizational Excellence - To practice good governance and support District employees to be productive and motivated;
- Reliability - To maintain and update infrastructure to ensure reliable service;
- Stewardship - To protect our natural resources and the environment;
- Innovation - To utilize our assets (infrastructure, natural resources and people) to maximize the value to the community.

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Goals

Our overarching goal is to provide affordable, high-quality water and wastewater services to our customers. The ability to achieve this overarching goal is dependent, at least in part, on the District's ability to achieve additional goals pertaining to innovation, financial stability, governance and administrative processes, and education and outreach:

OBJECTIVE 1. — Deliver High-Quality Water and Wastewater Services - To continue to deliver the highest quality water and wastewater services.

OBJECTIVE 2. — Maintain Financial Stability - We will maintain financial stability and equitable rates.



Hidden Valley Lake CSD Board of Directors' Policy

OBJECTIVE 3. Expand Education and Outreach - We will expand education and outreach programs to enhance customer awareness of District services and to promote government transparency.

OBJECTIVE 4. Offer Innovative Services - We will innovate to maximize value to the community.

OBJECTIVE 5. Refine Governance and Administrative Processes - We will continuously refine our governance and administrative processes to promote efficiency, transparency, and customer service.

Adopted December 20, 2016.

II. OPERATING PRINCIPLES OF THE BOARD (NORMS)

IMPLEMENTATION

- The Board is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon ~~the occasion of~~ the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.

COMMUNICATION NORMS

- All communication will be accurate and brief.
- We will attempt to describe our behavior before we engage in it, and actively listen when communicated with. *(clarify meaning-how does this play out)*
- Check Your Assumptions (C.Y.A.).
- Revisit and display these norms at each Board meeting.

PROCESS NORMS

- The Board ~~needs to~~ will address and resolve policy issues and set priorities. The Team is committed to doing this by practicing the building of consensus and orderly implementation.
- The Team is committed to HVLCS D's mission ~~and~~ to work as a team.
- The Team ~~needs to~~ will monitor and respond to changes in the industry, market and environment.
- Staff ~~needs to~~ will make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external ~~organizations-for organizations.~~ *(clarify meaning-how does this play out)*
- All requests from the Board for information/agenda items will be funneled through the General Manager (G.M.) and distributed to all Board members.

RELATIONSHIP NORMS

- Create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and the public.
- Fundamental agreement that the focus of HVLCS D's mission is its' accomplishments and future vision that meets the needs of its' ~~members-(ratepayers-?)~~
- Establish, accept and support common purpose and vision.

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Hidden Valley Lake CSD Board of Directors' Policy

- The "Team" includes the Board, Staff, Consultants and ~~Membership. (who are the members?) members versus ratepayers.~~

CAPACITY NORMS

- Continue the process of hiring qualified personnel.
- Expand education for the Board and Staff.
- Expect creative decision-making.
- Maintain competitive advantage by adhering to a policy of updating technology and resources.
- Ensure a cooperative and open (what does this mean?) work environment.

"Norms" were developed by the Board of Directors of SDRMA and adapted for the use of the HVLCSO Board of Directors. (2017)

III. POWER OF THE BOARD

- A. The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
- B. Individual Directors shall have no power to act for HVLCSO, or the Board, or to direct the staff of HVLCSO, except as authorized by the Board.
- C. The Board sets the policy for the Community Service District (CSD).

The CSD's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the District of the Board by majority vote of the Board members present during duly-convened Board meetings. Members of the Board will deal with matters within the District, and of the District through the General Manager, and not through other District staff. Members of the Board will refrain from making requests directly to District staff (rather than to the District) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from District staff.

IV. CODE OF ETHICS

- A. The proper operation of the District requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Board members and staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.
- B. To conform to the requirements of AB1234, all Board members ~~need to~~ will take at least two (2) hours of ethics training every two years and receive a certificate of completion. New Board members ~~need to~~ will complete the training within one (1) year of taking office. The District must keep records

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Hidden Valley Lake CSD
Board of Directors' Policy

indicating when each Board member has completed the training and who provided the training for five years.

- C. Except as specifically authorized, a Board member will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require a District employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Board members.
- D. A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
- E. This section does not prohibit a board member from performing any of the following: (1) making a confidential inquiry or complaint to the District's general counsel or grand jury concerning a perceived violation of law, including disclosing facts to the District's general counsel or grand jury that are necessary to establish the alleged illegality of an action taken by the District, (2) expressing an opinion concerning the propriety or

IV.CODE OF ETHICS, continued

legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation. A Board member who willfully and knowingly discloses, confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor.

Board members are prohibited from soliciting political funds or contributions at District facilities. A Board member will not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Board member will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. Board members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the District has, or is likely to have, business dealings. Similarly, Board members must not accept any other preferential treatment under these circumstances because their position with the District might be inclined to, or be perceived to, place them under obligation.



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F. District officials shall not, for a period of one year after leaving [their] office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, that local government agency, or any committee, subcommittee, or present member of that local government agency, or any officer or employee of the local government agency, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

G. The G.M. has primary responsibility for (1) ensuring compliance with the District's Personnel Manual, and ensuring that District staff does not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the G.M. is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the District by disclosing to the G.M. to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the G.M.'s responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the G.M. is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the G.M.

H. A Board member will not directly or indirectly use or attempt to use the District or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the G.M. or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation, waste of District funds, abuse of District, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Board member or District employee.

A Board member will not use or threaten to use any official authority or influence to ~~effect~~[affect](#) any action as a reprisal against a District Board member or District employee who reports or otherwise brings to the attention of the G.M., any Board members or the public any information regarding the subjects described in this section.

IV.CODE OF ETHICS, continued

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the G.M., or (2) a Board member, if the complaint involves the conduct of the G.M., who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the G.M. (or the Board in case of a complaint against the G.M.) will take appropriate action consistent with the District's Personnel Manual and applicable law (Labor Code Section 1102.5 and following, and Government Code Section 53296).

H. A Board member will not include false or misleading information in a candidate's statement for a general District election.

I. A perceived violation of this policy by a Board member should be referred to the President of the Board



Hidden Valley Lake CSD
Board of Directors' Policy

or the full Board for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the District Attorney and/or the grand jury.

V. GOVERNING LAWS

- A. The Board of Directors shall comply with and shall be guided by applicable provisions of the State law, District Rules and Regulations, and the motions, resolutions and ordinances enacted by the Board of Directors.
- B. Motions, resolutions and ordinances may be enacted by the Board in accordance with Title 6, Division 3 of the California Government Code.

VI. ELECTION OF OFFICERS

In accordance with HVLCS D's Rules and Regulations, there shall be three officers: a president, a vice-president and a secretary, the president and vice president shall be members of the HVLCS D Board of Directors and the secretary may be a board member or the General Manager.

Elections shall be held the third Tuesday in November in accordance with state and federal elections. Directors will serve a four-year term. No director of the District shall serve as a director on any other Board of Directors that could be looked upon as a conflict of interest (I.e. The Hidden Valley Lake Association.)

VII. ROLE OF BOARD MEMBERS (POWERS, PURPOSES, DUTIES AND FUNCTIONS)

A. POWERS

The enabling codes established by the California State Legislature empowers the Board to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

The Governing Board is responsible for the general control of the District and to establish policy. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District.

The powers and duties of the Board include governance, executive and judicial functions. These relate to the Board's own operations as a governing body and to all functions of the District.



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B. PRIMARY RESPONSIBILITIES

Directors responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all HVLCSD members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.

C. PRIMARY DUTIES

1. Develop a strategic plan for the District.
2. Set written policies for the HVLCSD operation.
3. Take action at legal meetings.
4. Provide Fiduciary oversight for all District finances.
 - a. approve fiscal budget
 - b. monitor the budget spending
5. Set rates and use fees for District services.
6. Personnel, as relates to the G.M.:
 - a. hires and discharges the G.M.
 - b. evaluates the G.M. a minimum of annually
7. Establish written policy on how Board Meetings are conducted.
8. Ratify committee appointments made by the President.
9. Set Director compensation limits.

D. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern HVLCSD activities.

The Board shall consider and approve or disapprove matters submitted to it by a Director, the G.M. or the public.

The Board shall prescribe rules for its own governance which are consistent with its regulations and State and Federal Laws and regulations.

E. EXECUTIVE FUNCTIONS

The Board is authorized to delegate any of its powers and duties to "an officer or employee of HVLCSD." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

F. JUDICIAL FUNCTIONS

The Board believes that HVLCSD employees and citizens have the right to a hearing and a resolution of grievances, complaints and criticisms. In order to maintain positive personnel and public relations, the Board convened shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies.

VIII. ROLE OF INDIVIDUAL DIRECTORS



Hidden Valley Lake CSD Board of Directors' Policy

The Board of Directors is the unit of authority for HVLCS D. Apart from his/her normal function as a part of this unit; Board Members may not commit the District to any policy, act or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board. Board Members do not represent any factional segment of the [membership ratepayers](#), but are, rather, a part of the body which represents and acts for the [membership ratepayers](#) as a whole.

VIII. ROLE OF INDIVIDUAL DIRECTOR, continued

Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written request to the President of the Board or the G.M. Agenda item requests received after the posting deadline for a specific agenda as set forth in state law will be added to the following agenda.

Board Members will make every effort to attend assigned committee meetings and board meetings; to prepare adequately for each such meeting and to observe the rules of decorum as set forth herein.

When requesting information from staff, Board Members shall contact the G.M. When responding to member entity requests and concerns, Board Members should reroute such inquiries to the G.M.

IX. MEETING OF THE BOARD

A. TIME AND PLACE OF MEETINGS

Unless otherwise specified by action of the Board, meetings shall be held in the Hidden Valley Lake CSD Board Room at the Hidden Valley Lake CSD office, 19400 Hartmann Rd. Hidden Valley Lake CA 95467, on the third Tuesday of each month.

B. PUBLIC NATURE OF MEETINGS

All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under provisions of law. Meetings of standing committees of the Board composed of two or more members of the Board shall be subject to the "open meetings laws and regulations" and shall comply with notification as required by law.

C. QUORUM AND VOTING REQUIREMENTS

A majority of the Board of Directors shall constitute a quorum for the transaction of business. No ordinance, resolution or motion shall be passed without ~~four~~[three](#) affirmative votes.

D. RULES OF DECORUM FOR BOARD MEETINGS

Comment [1]: This should say "three" votes and resolutions, ordinances and motions are not always passed by affirmative votes. It depends how the motion is written.



Hidden Valley Lake CSD Board of Directors' Policy

1. DECORUM—Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is retained at all times. The presiding officer of the Board, who shall be the President, Vice President, or in their absence, other member so designated by the Board, shall be responsible for maintaining the order and decorum of the meetings.

2. RULES OF DECORUM—While any meeting of the Board is in session, the following rules of order and decorum shall be observed:
 - a. BOARD OF DIRECTORS—The members of the Board shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.

 - b. HVLCSO STAFF MEMBERS —Employees of HVLCSO shall observe the same rules of order and decorum as those which apply to the members of the Board.

 - c. PERSONS ADDRESSING THE BOARD—Public oral communications at the Board meetings should not be a substitute for any item that can be handled during the normal working hours of HVLCSO. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the HVLCSO Board as a whole, for matters that cannot be handled during the regular working hours of HVLCSO.

IX. MEETING OF THE BOARD, continued

Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board or committee meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

- d. MEMBERS OF THE AUDIENCE—No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board Meeting. Any person who conducts him/herself in the afore-mentioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

3. ADDRESSING THE BOARD—A person wishing to address the Board regarding an item which is on the Board meeting agenda shall submit a request on the form provided prior to the start of the meeting. Persons wishing to discuss a non-agenda item may seek recognition by the presiding officer during the "Public Comment" portion of the meeting. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:



Hidden Valley Lake CSD
Board of Directors' Policy

- a. Each person shall state their name and address; the organization, if any, which they represent; and, if occurring during the "Public Comment" portion of the meeting, the subject they wish to discuss.
 - b. During the "Public Comment" portion, any subject which is not deemed relevant by the Board shall be concluded.
 - c. Each person shall confine their remarks to the Board agenda item or approved "Public Comment" subject being discussed.
 - d. Each person shall confine their remarks to five (5) minutes, unless further time is granted by the Board.
 - e. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.
 - f. No question may be asked of a member of the Board or of the District staff without permission of the presiding officer.
4. ENFORCEMENT OF DECORUM—The rules of decorum set forth above shall be enforced in the following manner:
- a. WARNING—The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order said person to leave. If such person does not leave the meeting room, the presiding officer may order any law enforcement officer who is on duty to remove said person from the Board meeting room.

IX. MEETING OF THE BOARD, continued

- b. DISORDERLY CONDUCT—Clear Room (Govt. Code 54957.9). In the event that any meeting is willfully interrupted by an individual, group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
- c. MOTION TO ENFORCE—If the presiding officer of the Board fails to enforce the rules set forth above, any member of the Board may move to require the presiding officer to do so. If the presiding officer of the Board fails to carry out the will of a majority of the Board, the majority may designate another member of the Board to act as presiding officer for the limited purpose of enforcing any rule of this section which it wishes to enforce.



Hidden Valley Lake CSD
Board of Directors' Policy

d. ADJOURNMENT—If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the meeting may be adjourned or continued by the presiding officer or a majority of the Board, and any remaining Board business may be considered at the next meeting.

5. SEVERABILITY—If any provision of this section is or any reason held unconstitutional or otherwise invalid by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent portion of this section, and such holding shall not affect the validity of the remaining portions of this section.

E. BOARD ACTION

The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Director's present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings, and unless otherwise provided by its own terms, shall become effective upon adoption. All motions, including a motion to adopt an ordinance or to approve a resolution, shall require a second. If a second is not received, the motion shall die without the requirement of a vote. Any member of the Board, excluding the President, can make and second a motion, but the President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the director who made the motion, with the approval of the second, may modify his motion or withdraw it completely. However, after the question has been stated by the President, the motion may be changed only by a motion to amend which is seconded and carried.

IX. MEETING OF THE BOARD, continued

F. ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board, each member shall be recognized by the Chair before speaking. Notwithstanding any provision of this Policy, however, each member of the Board shall have a right to be heard within reason on any issue before the Board. Each member of the Board may seek information or comment by the staff on any question.

G. PARLIAMENTARY PROCEDURES AFFECTING MOTIONS

After a motion has been made and seconded, any member of the Board may make any of the following motions:



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1. To continue the motion to a specific time.
2. To table the motion, the effect of which defers further discussion and a vote until the majority of the board again wishes to resume consideration of the motion.
3. To commit or refer the motion to a committee, the effect of which is to defer further consideration until the committee has reported its findings to the Board.
4. To amend the motion to modify its wording before adoption, provided the suggested amendment is germane to the original motion.
5. To propose a substitute motion, which has the effect of disposing of the motion before the Board and eliminating the necessity of a vote on the original motion.

H. ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board and having the President state that without objection the matter will stand approved. If any member should object to such unanimous consent, the President shall then call for a vote.

I. CLOSED SESSION

Except as required by law, all proceedings in Closed Sessions shall remain confidential.

X. PRESIDENT

A. DUTIES

The president shall sit at and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

B. RESPONSIBILITIES



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Board of Directors' Policy

X. PRESIDENT, Continued

The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

- 1 Sign all instruments, act, and carry out stated requirements and the will of the Board;
- . .
- 2 Sign the documents as directed by the Board on behalf of the District;
- . .
- 3 Appoint and disband all committees, subject to Board ratification;
- . .
- 4 Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- . .
- 5 Coordinate the Agenda with the G.M.;
- . .
- 6 Confer with the G.M. or designee on crucial matters which may occur between Board meetings;
- . .
- 7 Be responsible for the orderly conduct of all Board meetings;
- . .
- 8 Be the Spokesperson for the Board; and
- . .
- 9 Perform other duties as authorized by the Board.
- . .

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XI. VICE-PRESIDENT

When the President resigns or is absent or disabled, the Vice-President shall perform the President's duties.

When the President disqualifies himself/herself from participating in an agenda item or becomes partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

When the President and Vice-President resign or are absent or disabled, the board shall appoint a remaining Board member to assume the President's duties.

When the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the board shall appoint a remaining Board member to assume the duties of the presiding officer.

XII. SECRETARY



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A. DUTIES

The secretary of the Governing Board shall have the following duties:

- 1 Certify or attest to actions taken by the Board when required;
- 2 Sign the minutes of the Board meeting following their approval;
- 3 Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary; and
- 4 Perform any other duties assigned by the Board.

XII. SECRETARY, Continued

B. RESPONSIBILITIES

Note: It is the responsibility of the Secretary to ensure:

- 1 Open session meetings of the Board of Directors are recorded. These recordings are for use by the Secretary (or their designee) for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board.
- 2 Minutes of each Board meeting are prepared and maintained;
- 3 Board records and other documents/reports are maintained, as required by law; and
- 4 Board officers receive the correspondence addressed to them.

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XIII. COMMITTEES

- A. The Board President may appoint committees, subject to ratification of the Board. The Board may create standing committees and ad hoc committees at its discretion. Unless authority to perform a duty is expressly delegated to a Committee, committee motions and recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board.
- B.
 1. Committees shall be appointed by the President, or the Vice President, operating in the President's absence, with the ratification of the Board.
 2. Committees so appointed may be open to non-members of the Board of Directors. Committees shall include at least one (1) member of the Board of Directors, —but may not include a majority of the Board of Directors.

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- 3. The appointing officer shall name the chairperson of each committee, without Board ratification.
- 4. Each committee chairperson shall select such staff and consultants as is deemed necessary or appropriate, to facilitate the committee's operations.
- 5. ~~Each committee shall meet as needed, either at the call of the committee chairperson, any~~
~~y~~ two-committee members or the G.M.
- 6. Committees shall operate in a manner that complies with the Ralph M. Brown Act, its amendments and interpretations.
- 7. Any committee may be dissolved by the President, subject to ratification by the Board of Directors.

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XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

A. REMUNERATION

It shall be the policy of the HVLCSD Board that each member of the Governing Board elected by the public at large or appointed by the HVLCSD Board of Directors may receive compensation in the amount of one hundred dollars (\$100) for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board. No Member shall receive compensation for more than a total of three (3) days in any calendar month. This shall include travel time up to one day before and after said service. This policy is based, in part, on Section 61047(a) of the California Government Code and HVLCSD Ordinance No. 2015-01.

B. REIMBURSEMENT

The reimbursement of Directors and Directors-elect shall be made in accordance with the following provisions:

Directors shall be reimbursed by HVLCSD for reasonable expenses, including travel, lodging and meals incurred when attending board and committee meetings. All directors shall be reimbursed said expenses when making any trips on official business of HVLCSD when so authorized by the Board. All requests for reimbursement will be made to the HVLCSD Full Charge Bookkeeper within 120 days of the actual expense.

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XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS, continued

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While driving on HVLCSD business either using their own personal vehicle or a rental vehicle, Directors must meet the following conditions;

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- 1. The Director should obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt.
- 2. The Director must possess and maintain a valid California driver's license.
- 3. The Director must provide authorization for HVLCSD to access the Director's driver license record through the California Department of Motor Vehicles Employer Pull Notice Program.
- 4. Directors who have their driver's license suspended or revoked are required to report these conditions to the HVLCSD G.M. and no longer drive on HVLCSD business.
- 5. HVLCSD accepts no responsibility for citations issued to a Director by any law enforcement



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agency while driving a vehicle on HVLCSD business under any circumstance. All liabilities created by any citation will be the sole responsibility of Directors who receive them.

6. Any personal vehicle driven on HVLCSD business must be properly registered with the California Department of Motor Vehicles.

The amount of mileage reimbursement will be consistent with IRS Guidelines. All Board members should keep travel, meals and lodgings costs within reasonable constraints, keeping in mind that these expenses require the use of public monies. Emphasis should be placed on keeping costs to acceptable practices as recognized in the non-privatized water utility industry.

Directors and/or consultants who bring personal guests to dinners, etc. are required to pay for their guest separately at the time of service.

Receipts or other supporting documentation for expenses directly billed to HVLCSD shall be submitted to the District, regardless of the amount.

EXPENSES FOR EDUCATIONAL PROGRAMS AND CONFERENCES – All reasonable expenses, including registration, transportation, meals and lodging shall be arraigned in advance through the District when possible. Any incidental expenses incurred when attending HVLCSD Board approved training seminars, programs, workshops or conferences shall be paid for upon completing the required reimbursement request form and submitting the associated receipts.

If a Board member is issued an HVLCSD credit card while on official district business, UNDER NO CIRCUMSTANCES MAY PERSONAL EXPENSES BE CHARGED ON AN HVLCSD CREDIT CARD.

XV. PERSONNEL POLICIES

A SEXUAL HARRASSMENT

Sexual harassment by any Director or employee shall not be tolerated. The Board considers sexual harassment to be a major offense which may result in disciplinary action up to and including dismissal of the offending employee. All Directors are required to attend sexual harassment training and a refresher class every two years.

An employee who feels that he/she is being harassed is strongly encouraged to immediately report such incident to the immediate supervisor of the accused employee or to the G.M. without fear of reprisal.

XV. PERSONNEL POLICIES, Continued

If a supervisor is so notified, the supervisor shall relay such information to the G.M. who will assist in the investigation and resolution of complaints. The G.M. may, in his or her discretion, assign the investigation of the alleged misconduct to an outside party such as an attorney, law firm or private investigator experienced in such matters. If the G.M. is the accused harasser, the employee or supervisor should report such incident to the Board President. Thereafter, the Board President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire board. The Board shall promptly investigate the allegation(s) or assign the investigation to an outside party.



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Depending on the nature of the allegation(s) and the outcome of the investigation, the Board shall take all appropriate remedial measures.

In the case of a Director harassing an employee, the G.M. should be notified, so that he/she can then notify the President of the Board. Thereafter, the President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire Board. The Board shall assign the investigation of the alleged misconduct to an outside party.

If the Director charged with sexual harassment is the President of the Board, the G.M. shall report the fact and nature of the allegation(s) to the entire Board at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

B. NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or veteran status.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against a physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct.

C. AMERICANS WITH DISABILITIES ACT—REASONABLE ACCOMMODATION

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make.→

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the HVLCSO's Coordinator for Nondiscrimination in Employment (the G.M. shall be designated as the Coordinator). The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.



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XV. PERSONNEL POLICIES, Continued

. . . Note: The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district. Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the district. The burden of proving undue hardship rests with the district, and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation...

XVI. CONFLICT OF INTEREST CODE

Government Code Section 87100 states as follows:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

Government Code Section 87101, 87103 and 87103.5 provide explicit language explaining the nature of a "conflict of interest" and disclosure relating to Board responsibilities. Members are required to be in compliance with all Federal and State requirements of the "Conflict Codes".

XVII. ATTENDANCE

A. BOARD MEETINGS

Board members are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, members should be present for scheduled meeting or events whenever possible. The failure of a director to attend three (3) consecutive regular meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness, or except when absent from the State with the prior consent of the Board, as provided by Government Code, Section 1770, shall cause such director's remaining term in office to be considered vacant.

Such vacancies shall be filled for the unexpired term by appointment in accordance with policy established by the Board of Directors. Such appointment will be made by the remaining members of the HVLCSO Board. In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the HVLCSO Board of Directors, after discussion and consideration, shall, when deemed appropriate, do the following:

1. Instruct staff to post the vacancy on the District website and bulletin boards.
 - a. Said notice shall advise eligible personnel of the steps to take to apply for appointment;



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2. Establish the closing date for the receipt of applications.

~~a.~~ Applicants shall submit the following, by the date specified in the notice:

a.

- a letter of interest;
- a resume, with particular emphasis on the applicant's knowledge of special districts, risk-financing, water, wastewater and environmental practices.

XVII. ATTENDANCE, Continued

3. Interview applicant(s) at the next regularly scheduled meeting of the HVLCSO Board of Directors following the date of closure for applications; and
4. Appoint the selected applicant without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 3) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above.

B. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

In accordance with Objective IV of the MISSION STATEMENT, the Board reconfirms a goal "To develop and maintain a superior level of understanding and competence in Board and Staff and assure the Districts' awareness of the benefits of safe operations and proper claims procedures." In addition, the Board believes it is to the advantage of all Board Member to participate in conferences, meetings and educational programs where said Directors' knowledge of water, wastewater, regulatory compliance, energy resource generation and management and associated matters may be increased, so that the Directors can better perform their duties in accordance with their appointed position. Finally, the Board of Directors employs staff to administer and operate the District, and encourages said staff to continue its education in water, wastewater, regulatory compliance, energy resource generation and management and associated matters and further finds that there is value in networking available through staff attendance at and participation in some conferences and meetings.

As a result of these findings, the Board of Directors has determined that the following provisions shall apply to educational programs, conferences and meetings, except those sponsored/presented by HVLCSO:

1. That Directors of HVLCSO shall attend, on behalf of HVLCSO, such educational programs, conferences and meetings (other than HVLCSO meetings) as have been approved by the Board of Directors prior to such attendance; and
2. That, to the extent possible, staff will, from time to time, present comprehensive lists of conferences,

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meetings and educational programs so that the Board may consider attendance on a broader than single-event approach, in order to provide a coordinated plan for attendance; and

3. That if a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program; and
4. At the Board meeting following such attendance, or the next reasonable opportunity thereafter, the attendee(s) shall report to the Board on information and ideas learned at the event(s); and
5. The President is exempt from the reporting requirement, unless he/she's the only Director in attendance; and

XVII. ATTENDANCE, Continued

6. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act, when more than two Directors attend the same event.

XVIII. INCOMPATIBLE EMPLOYMENT

Pursuant to the provision of the Government Code, Section 53227, an employee of HVLCSD may not be sworn into office as an elected or appointed member of HVLCSD's Board of Directors unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.

XIX. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District.

XX. GENERAL PROVISIONS

Any of the within policies not required by law may be suspended by a majority of the Board. Any policy not required by law may be altered, amended, or repealed at a duly noticed meeting by a majority vote of the Board. This policy is meant to be supplementary to, and not exclusive of, other federal, state and local laws with regard to conflicts of interest, etc.

Ad Hoc Committee Process

OBJECTIVE: To provide a guide for the committee which will enable successful applicant screening and recommendations to the board.

Process :

The committee will review the following process steps, develop an activity timeline , interview applicants and deliver recommendations to the board.

Develop a Timeline:

- 60-day appointment deadline
- Work within parameters of regularly scheduled Board meetings if possible
- Schedule interviews accordingly
- Consider special meetings of the Board if necessary
- Conduct interviews
- Develop recommendations
- Deliver recommendations to the Board

INTERVIEW OF APPLICANTS:

The objective of the interview is to understand the background and qualifications of the applicant sufficient to determine suitability as a Director for the District. In addition we will help the applicant understand the duties and responsibilities of the position.

The interview may contain 5 parts:

1. Introductions
2. Background information about the District
3. Candidate requirements and Director term & responsibilities
4. Actual interview questions
5. Opportunity for applicant to make additional comments and ask any final questions.

DISTRICT INFORMATION:

MISSION: The mission of the Hidden Valley Lake CSD is to provide safe drinking water that meets or exceeds all of the State and Federal Government standards; maintain a water reclamation plant that disposes of wastes in an effective and efficient manner and produces reclaimed water. The District will provide these services as economically as possible.

HISTORY:

Stonehouse Mutual Water Company was established in 1968 and supplied water the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Services District was established in 1984. A sewer system controversy led to a lawsuit between the two agencies in 1988 and was later dismissed in the Spring of 1989.

Stonehouse Mutual Water Company's problems led to discussions of a merger with the Hidden Valley Lake CSD. It was evident that one utility company resulted in tremendous cost savings, additional protection to the community by State oversight and access to low cost loans and grants. With the passage of AB 1504 the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

Today the Hidden Valley Lake CSD has 7 water tanks and 4 wells which provide water to the residents in Hidden Valley Lake. The District also has an agriculture well which provides water down Putah Creek during the summer months to mimic the natural surface water flow. A sewer reclamation plant located on Grange Road provides reclaimed water for the Hidden Valley Lake Golf Course.

ACCOMPLISHMENTS:

- \$18 million Water Reclamation Plant which provides water to the golf course
- \$3 million Water Infrastructure Improvement Project
- Provided grants to HVLA for flood control and the Master Storm Drainage Plan

AWARDS:

- Clair A Hill Award – environmental award and government/finance/administration award
- CRWA – Environmental award
- Large system of the year award – twice; once in 1993 and again in 2004

POLITICAL INVOLVEMENTS:

- Mel is on the Executive Board of Directors for NRWA
- Member – CRWA and CSDA – helped us get the \$3 million loan for the Water Infrastructure Improvement Project

DIRECTOR REQUIREMENTS:

- Term is 4 years
- Unexpired term for this vacancy is ____.
- Must be a registered voter in the District
- Strict adherence to the Brown Act
- Personal Financial reporting – Form 700
- Ethics training required by AB1234

INTERVIEW QUESTIONS:

1. Tell us something about yourself. What is your professional background; other experience and what you would bring to the District.
2. Are you a registered voter in the District?
3. Why do you want to serve on the District Board of Directors?
4. Have you ever served on a public or private Board of Directors? Elaborate on your experiences.
5. What, if anything, do you know about the Brown Act?
6. As a Director, how do you envision your interaction with the General Manager and staff?
7. How do you feel about working with a strong General Manager?
8. Do you have any questions about the role of a Director or about the District?
9. Is there anything you'd like to add or do you have any other questions?

