# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
# BOARD OF DIRECTORS MEETING MINUTES
# MEETING DATE: June 18, 2019

The Hidden Valley Lake Community Services District Board of Directors met this evening at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Present were:

Director Linda Herndon, President
Director Judy Mirbegian, Vice President
Director Jim Freeman
Director Jim Lieberman
Director Carolyn Graham
Kirk Cloyd, General Manager

## CALL TO ORDER

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

## APPROVAL OF AGENDA

On a motion made by Director Lieberman and seconded by Director Graham the Board unanimously approved the agenda.

## CONSENT CALENDAR

On a motion made by Director Freeman and seconded by Director Lieberman the Board unanimously approved the following Consent Calendar items.

A. MINUTES: Approval of the June 5, 2019 Finance Committee Meeting minutes.

B. MINUTES: Approval of the June 4, 2019 Special Meeting minutes.

C. MINUTES: Approval of the June 4, 2019 Personnel Committee Meeting minutes.

D. MINUTES: Approval of the May 29, 2019 Board Workshop minutes.

E. MINUTES: Approval of the May 29, 2019 Special Meeting minutes.

F. MINUTES: Approval of the May 21, 2019 Board of Directors Regular Board Meeting minutes.

G. MINUTES: Approval of the May 16, 2019 Special Meeting minutes.

H. MINUTES: Approval of the May 13, 2019 Board Workshop minutes.

I. MINUTES: Approval of the May 8, 2019 Board Workshop minutes.

J. DISBURSEMENTS: Check # 036387 - # 036469 including drafts and payroll for a total of $292,764.73.

## BOARD COMMITTEE REPORTS

Personnel Committee: Committee anticipates the review of the Employee Manual to be completed within 60 days. The Committee is in the process of reviewing the Compensation Policy with primary focus on the span of time between the labor market studies. Director Herndon reports that the median is the preferred point to work from based on her research.
Finance Committee: Remarks held until the budget is discussed later in the agenda.
Emergency Preparedness Program Committee: Has not met as a Committee. Director Graham reported on her attendance at the SLFSC meeting.
Very low attendance to the June 1st Fire Wise Event. One last fire siren to be installed on the Fire House.
Saturday June 22nd 10-2 pm there will be a symposium on Generator Safety at the Fire House on 175.
Director Graham spoke of an attempt to get a Neighbor helping Neighbor program started to help with brush clearing and tree trimming.
Director Graham attended and recommends seeing the Wild and Wilder Film at Soper Reese Theater in Lakeport, a focus on fire prevention.
Director Graham also attended the HVLA Emergency Preparedness Committee meeting with District staff and Cal Fire. She shared how the agencies are working together and speaking the same language during an emergency. HVLA will be setting up as an Incident Command Center. HVLA staff will be participating in additional training on Target Solution. Cal Fire asked that fire hydrants be painted and cleared of brush to be more visible and requested an updated GIS map.
Several sites mentioned for the location of a Resiliency Center that would provide members a cooling area and power for necessary medical equipment during a power outage. HVLA Generators have been ordered but not due to be completed until August 15th. Resiliency Centers will be set up at Twin Pine and Middletown Senior Center.
Staff reports all fire hydrants are 100% functional. The association has placed blue Bots Dots on the roads as markers to assist in locating the hydrants.
Lake Water Use Agreement-Ad Hoc Committee: Has not met.
Valley Oaks Sub-Committee: Has not met. LAFCo process not expected to begin until July. Currently an escrow account has not been established to begin work.

## STAFF REPORTS

Financial Report: The audit process has begun; Smith and Newell have been contacted to schedule the audit in August / September.
Director Mirbegian requests the Financial Statement area of discussion section regarding the Financial Statement of Revenue be discussed in the next Finance Committee Meeting.
Administration/Customer Services Report: Director Mirbegian acknowledged Marty Rodriquez for the consistency and work behind the Customer report and the great work he is doing with the customers.
ACWA State Legislative Committee: Alyssa Gordon provided and update on current and upcoming Legislative Bills, specifically AB 402.
Field Operation Report: Very comprehensive report. Ranger has not been sent for mechanic appraisal, pending staff availability.
I.T. Monthly Report:
General Manager's Report: Hand Carried due to time constraint.
The General Manager discussed items in his report and responded to all inquiries.

## DISCUSSION AND POSSIBLE ACTION:
## Discuss the Board cost sharing for their medical benefits at a rate not to exceed 5% per Director and/or Director and family member(s).

Director Mirbegian proposes effective July 1st that Directors share in the cost of their premiums at least 5%. Health benefits for the Directors costs the District about $87,000 a year. 5 % is approx. $4,460 a year for all five Board members combined. Director Mirbegian suggested that with the potential for a rate increases in the coming years, this may be helpful as an example to their constituents.

Director Mirbegian made a motion effective July 1, 2019, that the Board of Directors and/or family members will cost share on their Health Insurance premium at 5% of the premium.
Director Graham seconded.

Director Freeman moved to amend the motion to state the Board of Directors and/or family enter into a cost sharing agreement for their medical benefits not to exceed 5% and not to exceed their monthly stipend which is currently $100 per month; effective July 1, 2019.
Seconded by Director Mirbegian.

Roll Call Vote:
AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

The Board unanimously approved the Board Directors and/or dependent to enter into a cost sharing agreement for their medical benefits not to exceed 5% and not to exceed their monthly stipend which is currently $100 per month effective July 1, 2019.

## DISCUSSION AND POSSIBLE ACTION (SP Goal #2a):
## Adoption of FY 2019-2020 Budget and Investment Policy

**A) Public hearing to receive comment on proposed FY 2019-2020 Budget**
**B) Approve Resolution 2019-04–FY 2019-2020 Budget**
**C) Approve Resolution 2019-05–Investment Policy for FY 2019-2020**

Public Hearing opened by Director Herndon: No written protest.
Public Hearing closed by Director Herndon

Director Freemen moved to Approve Resolution 2019-04–FY 2019-2020 Budget.
No Second, dies for lack of a second.

Director Mirbegian moved to Approve Resolution 2019-04–FY 2019-2020 Budget with the following amendment, In the Water and Wastewater Funds, respectively, that a collective amount of $40,000, ($20,000 in each fund) be decreased in Wages and Salary.
Seconded by Director Graham.

Amendment by Director Freeman; strike $40,000 insert $20,000. No second, amendment dies for lack of a second.

Call for questions, no further questions or decisions to be made.

Roll Call Vote:
AYES: (3) Directors Mirbegian, Graham, and Lieberman
NAYS: (2) Directors Herndon and Freeman
ABSTAIN: (0)
ABSENT: (0)

Motion passes to Approve Resolution 2019-04–FY 2019-2020 Budget with the following amendment, In the Water and Wastewater Funds, respectively, that a collective amount of $40,000, ($20,000 in each fund) be decreased in Wages and Salary.

Director Mirbegian moved to Approve Resolution 2019-05–Investment Policy for FY 2019-2020.
Seconded by Director Lieberman

Roll Call Vote:
AYES: (5) Directors Graham, Mirbegian, Liberman Freeman and Herndon
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Unanimously approved Resolution 2019-05–Investment Policy for FY 2019-2020.

**DISCUSSION AND POSSIBLE ACTION (SP Goal #1c):**
**Authorize the General Manager to sign the Local Match Commitment and Maintenance Letter for the Generator Project Sub-application.**

Director Mirbegian moved to approve the General Manager to sign the Local Match Commitment and Maintenance Letter for the Generator Project Sub-application.
Seconded by Director Lieberman.

No Discussion, Motion carried unanimously

**DISCUSSION AND POSSIBLE ACTION (SP Goal #1c):**
**Discuss contingency plan for power outages; potential issues and solutions.**

PG&E has committed to providing at minimum a 72-hour notice of a planned power outage.
Staff has SOP drafted and in review which will provide a chain of command and process for topping all tanks, coordination with HVLA for issuance of a NIXLE Alert. The District will ask homeowners to limit water use to indoors only, no outdoor water use at all. If this is followed there will be enough water in the tanks for 72 hours, buying the District enough time for generators to arrive. District concerns for having water for fire-flow and daily public use.
Plan B Several options for generators are being coordinated to have available as a backup plan
The Long-Term plan is to continue to move forward with the Hazard Mitigation Plan process. Minimum of 2-2 ½ years until permanent generators will be installed. 75% of

the generators will be paid for through Hazard Mitigation process with the remaining 25% from the constituents through their water bill.

**DISCUSSION AND POSSIBLE ACTION (SP Goal #4b):**
**Discuss Board Nomination for ACWA available seats. Approve Resolution No. 2019-06 A Resolution of The Board of Directors of The Hidden Valley Lake Community Services District Placing in Support of the Nomination of (Name) to the Association of California Water Agencies Committee.**

Director Herndon provided candidate packets to the Board members for review of opportunities and interests.

No members interested.

## PUBLIC COMMENT

Member of the public encourages the frugalness of the board.
Member of the public recognizes that Budget meetings are always difficult, appreciates the Board taking a long hard look at the Budget. The letter the GM put on the Website was very informative. And would be a good idea to be sent out in the bills as a notice to all customers. It is good to hear that the District has plans for the expected power outages.
Going forward, the District may want to mention in the letter that 75% of the generators will be paid for through Hazard Mitigation, as a rate payer I would feel a lot better knowing that I won't be paying of the entire amount of the generators.

Lake County OES (arm of the Lake County Sheriff's office) and local agencies are working together to provide a unified message for the public for power outages and emergent situations.

The Hazard Mitigation Plan Grant Application for the Unit 9 Tank project has been approved and the District has been ranked #1 for funding.

## BOARD MEMBER COMMENT

Director Freeman asked the public if they had heard of other constituents expressing concerns about the generators. A member of the public stated some have a lot to say and are not happy about the assessment the Association has in place to obtain their backup generators; while others understand the need and accept it. They noted that it is an even spilt on the subject.

Director Mirbegian asked for clarification on tomorrow's meeting.

Director Lieberman attended the Fire Wise event and stated he was approached by many parents and motivated 8-12-year-old children that asked for the opportunity to tour the plant. The coloring books really piqued their interest.

## ADJOURNMENT

On a motion made by Director Mirbegian and seconded by Director Lieberman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 8:32 p.m.

Linda Herndon — Date
President of the Board

Kirk Cloyd 7-16-19
Kirk Cloyd — Date
General Manager/Secretary to the Board