



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: August 15, 2017**

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

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

On a motion made by Director Herndon and second by Director Mirbegian the Board unanimously approved the August 15, 2017 Regular Board Meeting Agenda.

**EMPLOYEE RECOGNITION**

The District recognized Alyssa Gordon for her hard work, dedication and challenges she has overcome to meet the CalOES/FEMA application requirements related to the 2017 Storms, the Hazard Mitigation applications as well as representing The District at ACWA State Legislature.

Alyssa was also congratulated on her 3<sup>-year</sup> anniversary with The District.

**PRESENTATIONS**

RGS Senior Financial Advisor, David Spillman presented an overview and preliminary observations of The District's budget and reporting format and financial policies and procedures.

**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 Board of Directors Regular Board Meeting minutes for July 18, 2017
- (B) DISBURSEMENTS: Check #34711 - #34790 including drafts and payroll for a total of \$340,203.82.

**BOARD COMMITTEE REPORTS**

Personnel Committee: Meeting scheduled for August 17 at noon.

Finance Committee: Meeting to be scheduled.

The Committee plans to work with Mr. Spilman to develop a Financial Orientation for all Board Members as well a policy for reviewing of financial statements.

Emergency Preparedness Program Committee: No meeting was held.

Lake Water Use Agreement-Ad Hoc Committee: No meeting was held.

### **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 1 Board: Director Mirbegian recommended the Board support the nomination of Mr. Hastey for President, currently Vice President of ACWA..

Other Meetings Attended: Staff attended the ACWA Region 1 Marin Municipal Water District Mount Tam Watershed Tour.

### **STAFF REPORTS**

ACWA State Legislative Committee: Scheduled for August 25.

Financial Report: No questions.

Administration/Customer Service Report: The Board acknowledged the front staff for their hard work and great customer care.

Director Mirbegian requested a quarterly Lien Report be provided to the Board in the General Managers Report.

Field Operations Report: Alyssa Gordon provided an update on FEMA as well as the recent FEMA /CalOES site inspection at the WWTP. A second site inspection Aug. 15<sup>th</sup> by FEMA and CalOES representatives (with wastewater treatment plant experience) helped provide an accurate picture of how the storms have affected The District and the amount of damage that remains to be repaired.

FEMA has approved reimbursement for Emergency work related to the past winter storms. A percentage of that will be paid to the County for providing pumping and dumping services.

Field Staff was acknowledged for their hard work due to the increased amount of service orders.

Lake County Water Agency OES: Scheduled to meet August 24 at 1pm, Lakeport City Hall.

General Manager's Report: The General Manager discussed items in his report, and responded to all inquiries.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Review and discuss the Lake Water Use Agreement and Hidden Valley Lake Associations Current Insurance Policy**

On a motion by Director Mirbegian and second by Director Herndon The Current Lake Water Use Agreement and the HVLA's current Insurance Policy was approved.

Staff recommend the Ad-Hoc Committee strengthening the language of the agreement to state clear and precise requirements to include the following;

The District must be notified and included in meetings and or conversations regarding the inspection of the dam and dredging of the Lake.

An annual review to be conducted of HVLA's Insurance policy regarding the coverage of the Lake.

No Public Comment

Roll call vote:

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

NAYS (0):

ABSTAIN (0):

ABSENT (0):

The Hidden Valley Lake CSD Board of Directors unanimously approved The Current Lake Water Use Agreement and the HVLA's current Insurance Policy.

**DISCUSSION AND POSSIBLE ACTION: Discuss the AMI Meter replacement project. Schneider Electric had a representative subset of our existing meters bench tested. The initial rough estimate indicated replacing existing meters with new meters would capture lost revenue netting approx. \$32K per year; while no longer subsidizing constituents with older meters that are not accurately reading. The bench test focused actual numbers clarifying the annual increase for the capture of lost revenue to \$42.5K. If the Board concurs, staff would bring the next phase of the AMI meter replacement project to a future Board meeting for review and possible approval**

Members of the Board request the hard cost of the project and the bench test report be provided for review. Project will only be viable if Prop 1 and SRF funding is approved. The Board unanimously concur to moving forward with the next phase of the AMI meter replacement project.

Public questions on the meter testing process and life expectancy of the meters were answered.

**DISCUSSION AND POSSIBLE ACTION: Discuss the new project proposal for the access road and pond levee repair at the Wastewater Treatment Plant**

Alyssa Gordon presented a power point of the access road and pond levee repair. Board request Staff to present RFP for possible budget adjustment. Finance Committee Meeting to be scheduled this week to discuss Reserve funding for this project as FEMA reimbursement is not guaranteed. A Special Meeting will be scheduled for final discussion.

**DISCUSSION AND POSSIBLE ACTION: Brown Act-Discussion and Clarification**

Specific Brown Act items were discussed for clarification. Members of the Board requested Brown Act Training be added to the Board Workshop. Workshop is pending Board decision on a date.

**DISCUSSION AND POSSIBLE ACTION: Discuss and approve Resolution 2017-08 A Resolution Establishing Health Benefit Contribution for The Hidden Valley Lake Community Services District's Board of Directors.**

On a motion by Director Graham and second by Director Mirbegian item was tabled, Staff was directed to provide additional information on Health Benefits for Directors

**DISCUSSION AND POSSIBLE ACTION: Clarify Appointment of Committees**

Director Lieberman clarified the following Committee Assignments:

Appointed Finance Committee as of January 19, 2017

Director Carolyn Graham

Director Judy Mirbegian

Appointed Personnel Committee as of January 19, 2017

Director Linda Herndon

Director Jim Freeman

Appointed OES Committee as of January 19, 2017

Director Jim Liberman

Appointed Ad-Hoc Committee Lake Water Use Committee as of April 8, 2017

Director Jim Lieberman

Director Judy Mirbegian

General Manager Kirk Cloyd

Director Herndon request a Policy be set on the Re-organization of Board Committee Assignments.

### PUBLIC COMMENT

Members of the public expressed agreement with moving forward with the AMI meters and suggested homeowners be provided education on using the AMI Meters as well as material made available on the website.

Staff were acknowledged for the work they do for the HVLA community.

### BOARD MEMBER COMMENT

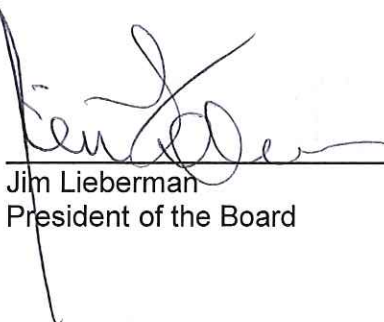
Director Freeman notified fellow Board Members he will be out of town, Director Lieberman agreed to sign checks on Friday, August 18th.

Director Lieberman congratulated field staff for obtaining their certification in Water and Waste Water; Sam Garcia WTII, Norman Rogers WWTIII and Stephen Amos OIT-I.

Director Herndon thanked the staff for their thoughts and acts of kindness during her recent recovery at home.

### ADJOURNMENT

On a motion by Director Freeman and second by Director Mirbegian the meeting was adjourned at 9:32 PM.

  
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Jim Lieberman  
President of the Board

9/19/2017  
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Date

  
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Kirk Cloyd  
General Manager/Secretary to the Board

9-20-17  
\_\_\_\_\_  
Date