



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: February 18, 2020**

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

Present were:

Director Judy Mirbегian, President
Director Jim Lieberman
Director Jim Freeman
Director Gary Graves
Director Carolyn Graham (via teleconference)
Penny Cuadras, Secretary to the Board

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Mirbегian.

APPROVAL OF AGENDA

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

EMPLOYEE RECOGNITION

The Board recognized Trish Wilkinson for receiving her Advanced Accounting Certificate. Trish has continued to work full time while attending classes at Yuba College. Trish was also recognized on the Dean List, an academic award of distinction. The Board expressed their appreciation for her commitment to the District.

CONSENT CALENDAR

Director Freeman moved to approve the Consent Calendar as presented. Seconded by Director Graham. The Board approved the following Consent Calendar as presented. Motion carries unanimously.

- (A) MINUTES: Approval of the December 11, 2019 Finance Committee Meeting Minutes.
- (B) MINUTES: Approval of the January 6, 2020 Personnel Committee Meeting Minutes.
- (C) MINUTES: Approval of the January 8, 2020 Personnel Committee Meeting Minutes.
- (D) MINUTES: Approval of the January 8, 2020 Closed Session Meeting Minutes.
- (E) MINUTES: Approval of the January 14, 2020 Closed Session Meeting Minutes.
- (F) MINUTES: Approval of the January 15, 2020 Closed Session Meeting Minutes.
- (G) MINUTES: Approval of the January 15, 2020 Finance Committee Meeting Minutes.
- (H) MINUTES: Approval of the January 16, 2020 Personnel Committee Meeting Minutes.
- (I) MINUTES: Approval of the January 20, 2020 Closed Session Meeting Minutes.
- (J) MINUTES: Approval of the January 21, 2020 Regular Board Meeting Minutes.
- (K) APPROVAL OF NEW AND REVISED POLICIES: Personnel Policy 3101 Nepotism (revised)
- (L) APPROVE: THE 2020 LAKE WATER USE AGREEMENT
- (M) DISBURSEMENTS: Check #036956 - #037050 including drafts and payroll for a total of \$510,802.61.

BOARD COMMITTEE REPORTS

Finance Committee: Met February 12th report of meeting provided by Director Mirbегian

Personnel Committee: Met February 7th continued to update Employee Handbook

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Met February 6th, HVLA Board approved and signed with no changes, \$1 fee remains, HVLA committed to quarterly meetings. Dam Inspection report was provided with noted issues that are to be addressed by staff.

Valley Oaks Sub-Committee: Have not met.

STAFF REPORTS

Financial Report: Reviewed with no questions.

Administration/Customer Services Report: 525 customers received a Late Notice 154 have not paid, a significant increase than prior to SB 998. Staff requested to include total pending lock off and financial impact in future reports.

Field Operation Report: Report from Erik Ekdahl, SWRCB: Draft investigation is undergoing review, estimated 4-8 weeks before information can be provided.

ACWA State Legislative Committee: Meeting on 2/21/20

I.T Monthly Report: No Comment

PROJECT PRIORITIES:

- Moratorium
- Tank 9
- I&I
- SCADA
- AMI
- Generators

DISCUSSION AND POSSIBLE ACTION:

Accept the 2018-19 Audit Report by Smith & Newell as presented

The Finance Committee recommend the Board accept the 2018-19 Audit Report by Smith & Newell as presented. The Committee requested that Norm Newell not be present for the acceptance, but to schedule a time to meet the Interim General Manager to discuss the financial position of the District.

Director Lieberman moved to accept the 2018-19 Audit Report by Smith & Newell as presented.

Seconded by Director Graham.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to accept the 2018-19 Audit Report by Smith & Newell as presented.

DISCUSSION

Availability Fees

Director Mirbegian reported on water and sewer availability fees collected on the Tax Roll on unimproved lots only. The availability fees were implemented by Ordinance prior to the 218-process. Legal counsel has advised this is a legal fee for the District to collect.

DISCUSSION

History of Rate Increases (recent five-year period) and Future Projections

The Board discussed the history of rate increases over the recent five-year period and future projections.

Volumetric and Fixed Water rates have increased by 44% over the recent five years

Volumetric Sewer rates have increased by 33% and Fixed rates have increased by 34% over the recent five years.

As advised by Greg Clumpner with NBS, "the Board must reprioritize projects that the District can realistically accomplish in the next five years."

DISCUSS AND POSSIBLE ACTION:

Approve Revised Reorganization Chart and Budget for FY 2020/21 for the Reorganization of Staff in Field Operations

The Board agreed to budget the positions and bring back to the board for review.

DISCUSS AND POSSIBLE ACTION:

Review and Award Proposal to Conduct a Total Salary & Compensation Study

The Finance Committee recommend the Board consider Robert DeLoach & Associates Inc. proposed scope of work to conduct the Total Compensation study not to exceed \$14,812.

Director Liebermann moved to approve Robert DeLoach & Associates Inc. proposed scope of work to conduct a total compensation study not to exceed \$14,812.

Seconded by Director Graham.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve Robert DeLoach & Associates Inc. proposed scope of work to conduct a total compensation study not to exceed \$14,812.

DISCUSS AND POSSIBLE ACTION:

Accept Telstar Proposal in the Amount of \$11,972.00 to Supply and Install New Chlorine Leak Detector

The Finance Committee recommend the Board consider the approval of Telstar Proposal in the Amount of \$11,972.00 to Supply and Install New Chlorine Leak Detector. This is a budgeted item from fund 120/5150.

Director Lieberman moved to accept the Telstar Proposal in the Amount not to exceed \$11,972.00 to Supply and Install New Chlorine Leak Detector.

Seconded by Director Graves.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to accept the Telstar Proposal in the Amount not to exceed \$11,972.00 to Supply and Install New Chlorine Leak Detector.

DISCUSSION AND POSSIBLE ACTION:

Consider Appointment of Leo Havener as Interim General Manager and Approve Services Agreement

Director Mirbegian provided an overview of the terms of the agreement. Director Freeman moved to approve the Appointment of Leo Havener as Interim General Manager and Approve the Personnel Services Agreement.

Seconded by Director Lieberman.

Roll Call Vote:

AYES: (3) Directors, Lieberman, Freeman and Graves

