



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: June 16, 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 Via Teleconference were:

Director Jim Lieberman, Vice President
Director Jim Freeman
Director Gary Graves
Operations Manager, Dennis White
Penny Cuadras, Secretary to the Board / Administrative Assistant

Via Teleconference:

Director Carolyn Graham

Also Attending

District 1 Supervisor Moke Simon

CALL TO ORDER

The meeting was called to order at 7:23 p.m. by Vice President Lieberman.

APPROVAL OF AGENDA

Moved by Director Freeman to remove items 17 and 18 from the agenda for future GM input. Seconded by Director Graves. Director Graham moved to remove item 21 from the agenda. Seconded by Director Freeman.

Director Graham moved to remove items 17, 18 and 21 from the June 16, 2020 Agenda. Seconded by Director Freeman.

Items removed from Agenda:

(17) Approve RGS Proposal and Authorize the Operations Manager to Enter into an Agreement with RGS for Human Resources Ad Hoc Services

(18) Approve Resolution 2020-09 Director Benefits

(21) Approve Additional Attendees to Attend Robert DeLoach Presentation of GM and WRS Resumes

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to approve amended agenda removing items 17, 18 and 21 with a 4-0 vote.

ADMINISTRATION OF OATH OF OFFICE:

Oath of Office was administered by District 1 Supervisor Moke Simon to newly appointed Director Claude Brown.

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.

- A. MINUTES: Approval of the May 5, 2020 Personnel Committee Report
- B. MINUTES: Approval of the May 14, 2020 Special Meeting Minutes
- C. MINUTES: Approval of the May 18, 2020 Finance Meeting Report
- D. MINUTES: Approval of the May 19, 2020 Board of Director Meeting Minutes
- E. DISBURSEMENTS: Check # 037243 - # 037310 including drafts and payroll for a total of \$261,021.48

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the Consent Calendar as presented.

BOARD COMMITTEE REPORTS

Finance Committee: Committee will discuss during Item 10 of the Agenda

Personnel Committee: Committee met June 4 discussed changes to recruitment brochure, job titles and agreed to put Employee Handbook on hold.

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Have not met.

Valley Oaks Sub-Committee: Have not met, waiting for GM to meet.

STAFF REPORTS

Financial Report: No questions

Administration/Customer Services Report: Current financial impact of \$38K (4 months delinquent)

Field Operation Report: Weed abatement in progress scheduled for 21st -23rd.

ACWA State Legislative Committee: Hiatus, Alyssa Gordan has retired from position and is now vacant for anyone interested.

General Manager's Report: Operations Manager provided an update on the OSHA inspection. No update on moratorium.

I.T Monthly Report:

PROJECT PRIORITIES:

•Moratorium

•Tank 9 - Update

•I&I

•SCADA – Repairing as needed. Staff suggest the District contract with an engineer for recommendations and bid the project.

•AMI

•Generators – MOA Sacramento Standby generators was denied for months of May – October. Advance request does not meet emergency need, will be addressed in the event of PSPS. PGE will provide 48-hour notice of PSPS.

DISCUSSION AND POSSIBLE ACTION:

Adoption of the FY 2020-2021 Budget and Investment Policy

A. Public hearing to receive comment on proposed FY 2020-2021 Budget

B. Approve Resolution 2020-04–FY 2020-2021 Budget

C. Approve Resolution 2020-05–Investment Policy for FY 2020-2021

Public Hearing opened for Public comment at 7:46 P.M.

Public Hearing Closed at 7:47 P.M. with no Public comment

Director Freeman moved to approve Resolution 2020-04–FY 2020-2021 Budget. Seconded by Director Graves.

Director Freeman provided report and recommendation by the Finance Committee.

If approved Budget will be forwarded to NBS for Rate Study.

Director Graham requests a Budget workshop be in place in the future for all Board members to participate in the review of the Budget.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve Resolution 2020-04–FY 2020-2021 Budget.

Director Freeman moved to approve Resolution 2020-05–Investment Policy for FY 2020-2021. Seconded by Director Graves.

Finance Committee recommends approval of Resolution 2020-05–Investment Policy for FY 2020-2021.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve Resolution 2020-05–Investment Policy for FY 2020-2021.

DISCUSS AND POSSIBLE ACTION:

Approve and Adopt Resolution 2020-06 Adopting Water and Sewer Connection Fees Pursuant to Ordinance 57.1 rescinding Resolution 2020-03

The Board approved Connection Fees by Resolution 2020-03 May 19, 2020. The amended Resolution 2020-06 includes the actual cost of the meters, and capacity fees for 1 & 1 ½" meters (included in the Study).

Members of the Board discussed annual review of the costs to the District.

Director Graham mentioned recommendation made by Greg Clumpner, NBS, October 2018 Study for connection fees was still valid today. However, the District should consider updating connection fees every 4-5 years.

Director Freeman moved to table for further review by the Finance Committee, and possible revision to include automatic escalation clause should cost increase. Seconded by Director Graves.

Director Graham requests Committee run changes by Greg Clumpner, Committee agrees.

Resolution 2020-03 adopted the 2018 connection fees.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Brown, Graves, Freeman and Lieberman

NAYS: (1) Graham

ABSTAIN: (0)

ABSENT: (0)

Motion Carries by majority vote to Table Resolution 2020-06 Adopting Water and Sewer Connection Fees Pursuant to Ordinance 57.1 rescinding Resolution 2020-03

DISCUSS AND POSSIBLE ACTION:

Approve and Adopt Resolution 2020-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election

Director Graves moved to Accept and Approve Resolution 2020-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election. Seconded by Director Freeman

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Accept and Approve Resolution 2020-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election

DISCUSS AND POSSIBLE ACTION:

Approve and Adopt Resolution 2020-08 Mountain Meadow North Water Main Replacement Project Acceptance and Notice of Completion.

Director Freeman moved to Approve and Adopt Resolution 2020-08 Mountain Meadow North Water Main Replacement Project Acceptance and Notice of Completion. Seconded by Director Graves

Director Freeman provided a report and recommendation by the Finance Committee.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Adopt and Approve Resolution 2020-08 Mountain Meadow North Water Main Replacement Project Acceptance and Notice of Completion.

DISCUSSION AND POSSIBLE ACTION:

Approve Coastland Proposal for Engineering Design Services for the WWTP Access Road Rebuilding Project

On June 13, 2020 the District received an obligation and payment of funds in the amount of \$370K from the 2017 Disaster. 94% of the project will be paid for by FEMA with only six months to close out this project.

No Further Discussion from the Board.

No Public comments.

Roll Call Vote:

AYES: (4) Directors Brown, Graves, Freeman, and Lieberman

NAYS: (1) Director Graham

ABSTAIN: (0)

ABSENT: (0)

Motion Carries by majority vote to Approve Coastland Proposal for Engineering Design Services for the WWTP Access Road Rebuilding Project.

DISCUSSION AND POSSIBLE ACTION:

Approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project

Director Freeman moved to approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project. Seconded by Director Graves

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors Brown, Graves, Freeman, and Lieberman

NAYS: (1) Director Graham

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project.

DISCUSS AND POSSIBLE ACTION:

Approve the Survey and Legal Description costs for acreage associated with ground lease between HVLA and the District

Director Graves moved to table item pending an estimated cost to conduct land survey. Seconded by Director Graham.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0) Director

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Table item pending an estimated cost to conduct land survey.

DISCUSSION AND POSSIBLE ACTION:

Approve Implementation of Operations Manager Position and Salary

Director Graves moved to Approve Implementation of Operations Manager Position and Salary. Seconded by Director Freeman.

Director Freeman provided a report and recommendation by Finance Committee.

Dennis White was acknowledged for 18 years of service and dedication to the District.

Motion by Director Brown and seconded by Director Graves to table item pending completed job descriptions.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0) Director

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to table pending completed job descriptions.

DISCUSSION AND POSSIBLE ACTION:

Approve Implementation of Compensation Study

Director Graham moved to approve Implementation of Compensation Study. Seconded by Director Lieberman.

Director Graham moved to approve Implementation of Compensation Study adopting a 7% lead/lag Step E effective January 1, 2021. Seconded by Director Freeman

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Implementation of Compensation Study adopting a 7% lag/lead Step E effective January 1, 2021.

President Lieberman announced a 5-minute break @ 9:30 P.M. Return back at 9:35 P.M.

CLOSED SESSION:

**The Board will call to order and recess to Closed Session to discuss the following items:
PURSUANT TO CALIFORNIA GOVERNMENT CODE §54956.9: ANTICIPATED LITIGATION-Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (1 potential case)**

Present were; Directors Brown, Graves, Freeman and Lieberman

Attending Via Teleconference: Director Graham.

President Lieberman reminded members of the Board this is a Closed Session; No members of the Public may attend, and meeting may not be recorded. Director Graham confirmed and agreed.

The Board entered into Closed Session at 9:36 P.M.

DISCUSSION AND POSSIBLE ACTION:

Possible Action Resulting from Closed Session

Board came out of Closed Session at 10:05 P.M.

Reconvene To Open Session at 10:06 P.M. with no reportable action.

BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS

Election of the Board President for the 2020 calendar year – JIM LIEBERMAN

Election of the Vice President for the 2020 calendar year – GARY GRAVES

APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES

Finance Committee – JIM FREEMAN & GARY GRAVES

Personnel Committee – CAROLYN GRAHAM & CLAUDE BROWN

Emergency Preparedness Committee - JIM LIEBERMAN

Lake Water Use Ad-HOC Committee- JIM LIEBERMAN

Valley Oaks Project Sub-Committee – CAROLYN GRAHAM

PUBLIC COMMENT

No Public Comment.

BOARD MEMBER COMMENT

Director Graham thanked members of the Board and Public for attending the meeting.

ADJOURNMENT

On a motion made by Director Freeman and seconded by Director Graves the Board voted unanimously to adjourn the meeting by Roll Call Vote.

Roll Call Vote:

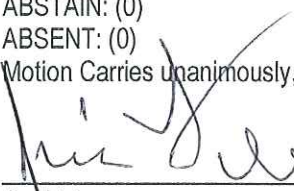
AYES: (5) Directors Brown, Graham, Graves, Freeman, and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously, meeting was adjourned at 10:19 P.M.



Jim Lieberman
President of the Board

Date

7/21/2020

Penny Cuadras
Secretary to the Board

Date