



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: May 21, 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
Penny Cuadras, Administrative Assistant

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Mirbegian moved to approve the May 21, 2019 Agenda with the removal of Agenda item #12 Discuss and approve Committee Charters, to be revisited following the completion of the Board Governance Training. Agenda item #18 Closed Session, Board is not ready yet. Seconded by Director Graham to approve the May 21, 2019 Agenda with noted amendments.
The Board unanimously approved the agenda with the noted amendments.

CONSENT CALENDAR

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

Director Mirbegian request the March 19, 2019 meeting minutes (A) be pulled for minor corrections.

Moved to accept the minutes for the March 19, 2019 Regular Board Meeting by Director Mirbegian with the removal of the underlining on page 3 beginning with Director Mirbegian under Discussion and Possible Action: Scheduling of Board Workshop with Dr Larry Bienati.

Seconded by Director Lieberman to approve the March 19, 2019 Meeting Minutes with the noted amendment. Motion passes Unanimously.

- A. MINUTES: Approval of the March 19, 2019 Regular Board Meeting minutes.
- B. MINUTES: Approval of the April 4, 2019 Safety and Security Meeting minutes.
- C. MINUTES: Approval of the April 10, 2019 Finance Committee Meeting minutes.
- D. MINUTES: Approval of the April 11, 2019 Personnel Committee Meeting minutes.

- E. MINUTES: Approval of the April 16, Regular Board Meeting minutes.
- F. MINUTES: Approval of the April 18, 2019 Finance Committee Meeting minutes.
- G. MINUTES: Approval of the April 22, 2019 Personnel Committee Meeting minutes.
- H. MINUTES: Approval of the April 23, 2019 Closed Session Meeting minutes.
- I. DISBURSEMENTS: Check # 036313 - # 036386 including drafts and payroll for a total of \$357,630.48.

BOARD COMMITTEE REPORT

Finance Committee: (April 10 & 18) No report

Personnel Committee: (April 11 & 22) Additional meeting required to complete the review of the Employee Handbook

Emergency Preparedness Program Committee: (April 4) District Tour to be scheduled

Lake Water Use Agreement-Ad Hoc Committee:

Valley Oaks Sub-Committee: Have not met. Staff provided brief update; Due to LAFCO notification issues Valley Oaks annexation into the District has been delayed. No escrow account has been set up by Valley Oaks.

Poppy Bank Lien has been filed with the County.

STAFF REPORTS

Financial Report: Water Enterprise Fund, Director Mirbegian expressed concerns of coming in below the projected Water Revenue.

Administration/Customer Services Report: No comments

ACWA State Legislative Committee: Region 1 Board position available nomination packets have gone out.

Field Operation Report: No comments

I.T. Monthly Report (April 2019): No comments

General Manager's Report: The General Manager discussed funding options for Unit 9 Tank replacement and an update on the meter moratorium.

DISCUSSION AND POSSIBLE ACTION (SP-2A) Review and discuss the Draft 2019-20 Budget

Director Graham suggested cuts to the budget; PR Fund, implement cost share for employee benefits, re-evaluate the purchase of VAC truck, no additional personnel added without optimization study to identify operational efficiencies, reconsider allocation for the General Manager salary increase. Suggests a Board Workshop to discuss the proposed budget.

Director Freeman reminded the board of the Mission of the District, to Provide, Maintain and Protect our community's water, *if the District does not continue to make improvements and put reserves aside, we will end up with inefficient system, infrastructure repairs are necessary for progress.*

Director Mirbegian suggested reallocation of the General Manager salary increase. Salary study should be overlaid with the benefit package and consider cost share for Directors and staff, re-evaluate the purchase of VAC truck. Suggests a Board Workshop to discuss the proposed budget.

Members of the Board request a Board Workshop be scheduled to allow additional time for review and discuss the 2019-20 Draft Budget.

DISCUSSION AND POSSIBLE ACTION (SP-2D)

Review and discuss the Draft Rate Study as presented by NBS Staff requests direction on how the Board wishes to proceed

Members of the Board request a Board Workshop to provide the opportunity for further discussion with NBS Consultant, Greg Clumpner (via teleconference).

DISCUSSION AND POSSIBLE ACTION (SP-5D)

Review the Compensation Policy update-salary survey every 3 yrs. vs. every 5 yrs.

Members of the Board requests the Personnel Committee review the compensation policy and provide a recommendation to the Board.

DISCUSSION AND POSSIBLE ACTION (SP-5D)

Discuss and approve the proposed increase for On Call Pay

Director Mirbegian Moved to approve the increase to the On Call Pay from \$150 per week to \$400 per week at an additional annual cost of \$13,600. To be effective July 1, 2019 pending approval of the 2019-20 Budget. Seconded by Director Graham.

The Board unanimously approved the increase to the On Call Pay from \$150 per week to \$400 per week at an additional annual increase of \$13,600. To be effective July 1, 2019 pending approval of the 2019-20 Budget.

DISCUSSION AND POSSIBLE ACTION (SP-1A)

Discuss and approve Resolution No. 2019-06 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District Adopting A Resolution Stating That The District Utilizes The National Incident Management System Consistent With The Integration Of Said System And The Standardized Emergency Management System In California

Director Mirbegian moved to adopt Resolution No. 2019-06 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District Adopting A Resolution Stating That The District Utilizes The National Incident Management System Consistent With The Integration Of Said System And The Standardized Emergency Management System In California. Seconded by Director Lieberman.

Roll Call Vote:

Ayes: Directors, Graham Mirbegian, Lieberman, Freeman and Herndon
Noes: None
Abstain: None
Absent: None

The Board unanimously approved and adopted Resolution No. 2019-06 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District Adopting A Resolution Stating That The District Utilizes The National Incident Management System Consistent With The Integration Of Said System And The Standardized Emergency Management System In California

PUBLIC COMMENT

Members of the public acknowledged Board discussion of deferred maintenance and the increase costs of delayed repairs, including salary increases. Member encouraged all present to attend the Fire Wise Event in honor of Phil Bayles on June 1st at the Greenview.

Deferred maintenance can be costly as seen in the past, as rate payers we know we need to pay this we may not like it but understand. Fair compensation is important to retain quality staff. We count on the Board to do what is reasonable and in the best interest of the rate payers.

Members of the public were thanked for showing up and asked their thoughts on a rate increase. Understanding of an increase was expressed by several members of the public

BOARD MEMBER COMMENT

Director Mirbegian requests the draft agenda be distributed simultaneously to all members of the Board to allow more time for review. Director Herndon agrees with the suggested distribution as long as it follows the laid-out Governance plan.

Director Lieberman expressed concern of possible brown outs and the effects on septic/sewer system.

Next Agenda Items

- Contingency plan for power outages with potential issues and solutions
- 2019-20 Budget

ADJOURNMENT

On a motion made by Director Mirbegian and seconded by Director Graham the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 8:37 p.m.



Linda Herndon _____ Date
President of the Board



Kirk Cloyd _____ Date
General Manager/Secretary to the Board