HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

REGULAR BOARD MEETING
WEDNESDAY, JULY 15, 2026 – 6:00 PM
MEETING MINUTES

The Regular Meeting of the Hidden Valley Lake Community Services District (District) Board of Directors was in the District Boardroom at 19400 Hartmann Rd, Hidden Valley Lake, California 95467.

Directors Present:
- Director Jim Freeman, President – Attended Remotely
- Director Gary Graves, Vice President
- Director Jim Lieberman
- Director Sean Millerick
- Director Matthew Metcalf

Staff Present:
- Paul Kelley, General Manager
- Trish Wilkinson, Accounting Supervisor
- Hannah Davidson, Project Manager
- Penny Cuadras, Administrative Services Manager
- Kelly Reese, Administrative Services Manager

CALL TO ORDER
The meeting was called to order at 6:01 p.m. by Director Graves.

APPROVAL OF AGENDA
Director Lieberman made a motion to approve the July 15, 2026 Regular Board Meeting Agenda as presented. Director Millerick seconded the motion.

No further discussion.
No public comment.

Roll Call Vote:
AYES: (5) Directors, Lieberman, Millerick, Metcalf, Graves and Freeman
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

Motion carries unanimously to approve the July 15, 2026 Regular Board Agenda as presented.

PUBLIC DISCUSSION

No public comment.

CONSENT CALENDAR

Consent Calendar Item b.1, Approval of the Artificial Intelligence (AI) Policy #1017, will be moved to a Regular Agenda Item, 3.05, for Board of Directors Discussion and Possible Action.

Director Lieberman made a motion to approve the Consent Calendar, without item b.1.
Director Metcalf seconded the motion.

a. Minutes:
    1. Approval of the June 10,2026, Finance Committee Meeting Minutes.
    2. Approval of the June 17, 2026, Personnel Committee Meeting Minutes.
    3. Approval of the June 17, 2026, Regular Board of Directors Meeting Minutes.
b. 1. Approval of the Artificial Intelligence (AI) Policy #1017 – moved to agenda item 3.05
c. Disbursements:
    1. Check #4636 - #4696 including drafts and payroll for a total of $391,344.71.

No further discussion.
No public comment.

Director Lieberman made a motion to Approve the Consent calendar.
Director Metcalf seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Millerick, Freeman, Lieberman, Metcalf and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to approve the Consent calendar with the discussed amendments.

3.05 Discussion and Possible Action: Approval of the Artificial Intelligence (AI) Policy #1017

Staff presented the policy and its primary purpose. This is to ensure that the District is utilizing tools in a responsible manner. Personnel committee reviewed the AI policy.

Board members discussed the policy and the updates required to ensure it remains aligned with evolving technologies. Board of Directors directed Personnel Committee to review policy as necessary. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Graves made a motion to Approve the Artificial Intelligence (AI) Policy.
Director Freeman seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Lieberman, Millerick, Metcalf, Freeman and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to approve the AI Policy #1017.

3.1 Discussion and Possible Action: Consider Approval of Archer Public Affairs Contract for Social Media, Communications, and Public Relations

Staff presented the Archer Public Affairs Contract, associated costs, and scope of work.

Board members discussed the presented contract and raised concerns. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Freeman made a motion to Approve Archer Public Affairs Contract for Social Media, Communications, and Public Relations.
Director Millerick seconded the motion.

Roll Call Vote:
AYES: (4) Directors, Metcalf, Millerick, Freeman and Graves
NAYS: (1) Director Lieberman
ABSTAIN: (0)
ABSENT: (0)

Motion carries by a majority vote to Approve Archer Public Affairs Contract for Social Media, Communications, and Public Relations.

4. **Discussion and Possible Action: Consider Approval and Adopt Resolution 2026-09 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election**

Staff discussed Resolution 2026-09 and elections process.

Board members discussed the presented Resolution. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Millerick made a motion to Approve and Adopt Resolution 2026-09 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election.
Director Metcalf seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Lieberman, Metcalf, Millerick, Freeman and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve and Adopt Resolution 2026-09 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election.

5. **Discussion and Possible Action: Consider Approval of Directors Compensation Adjustment per Ordinance No. 61**

Staff discussed Ordinance No. 61, annual COLA, CIP, and annual evaluation.

Board members discussed Ordinance No. 61. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Metcalf made a motion to Approve Directors Compensation Adjustment per Ordinance No. 6.
Director Millerick seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Lieberman, Metcalf, Millerick, Freeman and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve Directors Compensation Adjustment per Ordinance No. 61.

6. Discussion and Possible Action: Consider Approval of Transition of Credit Card Service Provider to Five Star Bank

Staff discussed Five Star Bank transition process, rates, and benefits of banking services.

Board members discussed Five Star Bank transition process. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Freeman made a motion to Approve Transition of Credit Card Service Provider to Five Star Bank.
Director Millerick seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Lieberman, Metcalf, Millerick, Freeman and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve Transition of Credit Card Service Provider to Five Star Bank.

7. Discussion and Possible Action: Review of Smith & Newell CPA Communication and Engagement Letter for FY 2025-2026

Staff discussed the Smith & Newell Communication Letter for FY 2025-2026.

No action is required for this item; it is being presented for informational purposes only.

8. Discussion and Possible Action: Consider Approval of the Lead Operator Job Description and Pay Scale

Staff discussed the Lead Operator job description and pay scale. They outlined the operational need for the Lead Operator position and reviewed related updates to the organizational chart.

Board members discussed the job description and pay scale. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Freeman made a motion to Approve Lead Operator Job Description and Pay Scale. Director Lieberman seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Millerick, Metcalf, Lieberman, Freeman and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve the Lead Operator Job Description and Pay Scale.

9. Discussion and Possible Action: Consider Approval of the Revised Job Title and Description Updating the Water Resources Specialist Position to Water Resources Analyst

Staff discussed the revised job title and description for the Water Resources Specialist/Analyst position. Staff described the necessary elements and reasoning for the updates.

Board members discussed the job description and updates. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Metcalf made a motion to Approve the Revised Job Title and Description Updating the Water Resources Specialist Position to Water Resources Analyst.
Director Millerick seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Lieberman, Metcalf, Millerick, Freeman and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve the Revised Job Title and Description Updating the Water Resources Specialist Position to Water Resources Analyst.

10. Discussion and Possible Action: Consider Approval of Bennett Engineering Services' Contract Amendment in the Amount of $81,941 for the Defensive Space and Ignition Resistant Construction Project

Staff discussed the presented contract amendment of $81,941 to update necessary elements to continue the project.

Board members discussed the contract amendment. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Lieberman made a motion to Approve Bennett Engineering Services' Contract Amendment in the Amount of $81,941 for the Defensive Space and Ignition Resistant Construction Project.
Director Millerick seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Metcalf, Millerick, Lieberman, Freeman and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve Bennett Engineering Services' Contract Amendment in the Amount of $81,941 for the Defensive Space and Ignition Resistant Construction Project.

11. Reports:

Board Reports

Finance Committee: Met.
Personnel Committee: Met.
Emergency Preparedness Committee: To be scheduled.
FLASHES/Trane Committee: Met.
Lake Water Use Agreement Ad Hoc Committee: Have not met.
Valley Oaks Project Sub-Committee: Have not met.
Brambles Ad Hoc Committee: Have not met.

General Manager and Staff Reports

Board Priorities: Update provided by staff.
Projects Update: Update provided by staff.
Financial Report: Update provided by staff.
Administration/Customer Service Report: Update provided by staff.
Regulatory and Legislative Updates: Update provided by staff.
Field Operations Report: Update provided by staff.
General Manager's Report: Update provided by staff. The General Manager addressed all inquiries from the Board.

Meeting Interruption: Power Outage
7:39 p.m. to 7:42 p.m.

12. In Recognition of the Distinguished and Heartfelt Service of Penny Cuadras

Staff and Board recognized Penny Cuadras and her dedication to the District.
No action on this item.

13. Public Comment

The Board received public comments; no motions or actions were taken in response.

14. Board Member Comment

Members of the Board expressed their gratitude to the staff.

15. Adjourn

Motion by Director Millerick to adjourn at 8:12 p.m. Second by Director Metcalf.

No further discussion.
No public comment.
Meeting adjourned at 8:12 p.m.

Gary Graves 8/20/26
Gary Graves Date
Vice President

Paul Kelley 8/20/26
Paul Kelley Date
General Manager/Secretary to the Board