HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

REGULAR BOARD MEETING
WEDNESDAY, AUGUST 19, 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
- 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 Millerick made a motion to amend the Consent Calendar. Item 3.1 on July 15, 2026, Agenda needs to be corrected to reflect the motion passing by majority vote.

Director Lieberman seconded the motion to amend the consent calendar.

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

PUBLIC DISCUSSION

No public comment.

CONSENT CALENDAR

a. Minutes:
   1. Approval of the August 12,2026, FLASHES Committee Meeting Minutes.
   2. Approval of the August 19, 2026, Personnel Committee Meeting Minutes.
   3. Approval of the August 19, 2026, Regular Board of Directors Meeting Minutes.

b. Disbursements:
   1. Check #1002 - #1082 including drafts and payroll for a total of $1,321,848.25.

Director Millerick made a motion to Approve the Consent calendar as amended.
Director Lieberman seconded the motion.

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

4. Discussion and Possible Action: Consider Approval of Annual Stale Check Handling

Staff discussed the Annual Stale Check Handling process, which includes the publication of unclaimed funds notices. These funds represent uncashed refund checks issued to customers due to escrow overpayments, property sales, account closures, or situations where no forwarding address was available. Notices will be published twice in the Lake County Record-Bee, and claimants will have 60 days to recover the funds. Any funds remaining unclaimed after the notice period will be transferred to the District's General Fund.

Board members discussed the Annual Stale Check Handling. Staff addressed Board inquiries as requested.

No further discussion.
No public comment.

Director Lieberman made a motion to Approve the Annual Stale Check Handling.
Director Millerick seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Metcalf, Freeman, Millerick, Lieberman, and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve Annual Stale Check Handling.

5. **Discussion and Possible Action: Consider Approval of the Revisions to the Operator-In-Training Job Description**

Staff presented and discussed updates and revisions to the Operator-in-Training position. Staff explained the necessary changes related to supervisory structure, updated language to more accurately reflect the position, accommodation statements, certification timelines and requirements.

Board members discussed the revisions to the Operator-In-Training job description. Staff addressed Board inquires as requested.

No further discussion.
No public comment.

Director Millerick made a motion to Approve the Revisions to the Operator-In-Training Job Description.
Director Metcalf seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Lieberman, Freeman, Millerick, Metcalf, and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve the Revisions to the Operator-In-Training Job description.

6. **Discussion and Possible Action: Consider Approval of the Revisions to the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions**

Staff presented and discussed the necessary updates to the Operator I, Operator II, Lead Operator, and Utility Superintendent job descriptions. Updates included revisions to driving requirements, certification requirements/timeline, and supervisory structure to ensure the positions accurately reflect current operational responsibilities.

Board members discussed the updated job descriptions. Staff responded to Board inquiries as requested.

No further discussion.
No public comment.

Director Lieberman made a motion to Approve the Revisions to the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions.
Director Metcalf seconded the motion.

Roll Call Vote:
AYES: (5) Directors, Millerick, Freeman, Metcalf, Lieberman, and Graves
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)
Motion carries unanimously to Approve the Revisions to the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions.

7. **Discussion and Possible Action: Consider Approval of the Purchase of an Upgraded Pump for Well 3 in the Amount of $48,452.63**

Staff presented and discussed the necessary elements required to increase capacity at Well 3.

Board members discussed the pump and its importance to the system. Staff addressed Board inquiries as requested.

No further discussion.
Public comment addressed.

Director Lieberman made a motion to Approve the Purchase of an Upgraded Pump for Well 3 in the Amount of $48,452.63
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 Purchase of an Upgraded Pump for Well 3 in the Amount of $48,452.63

8. Discussion and Possible Action: Discussion and Possible Direction Regarding District Property or Easement Purchase and Acquisition

Staff discussed the desire for direction regarding future property acquisitions and easement purchases by the District.

Board members directed staff to pursue District Property and Easement Purchase and Acquisition Plan.

No further discussion.
No public comment.

9. Discussion and Possible Action: Review Notice DR4308 Debt Recovery Payment of $211,231.11 for the 2017 Stormwater Disaster

Staff discussed and presented the CalOES Debt Recovery Payment letter from the 2017 Stormwater Disaster.

Board members discussed the Recovery Payment Letter from the 2017 Stormwater Disaster. Staff responded to Board inquiries as requested.

No action on this item.

No further discussion.
No public comment.

10. Discussion and Possible Action: Monthly Financials

Staff discussed and presented the Monthly Financials.

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

No action on this item.

No further discussion.
No public comment.

11. Reports:

Board Reports

Finance Committee: Did Not Met in August.
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 on item #10.
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.

12. Public Comment

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

13. Board Member Comment

Members of the Board expressed their gratitude to the staff.

14. Adjourn

Motion by Director Lieberman to adjourn at 7:31 p.m. Second by Director Millerick.

No further discussion.
No public comment.

Meeting adjourned at 7:31 p.m.

Gary Graves 9/16/26 Paul Kelley 9/16/26

Gary Graves Date	Paul Kelley Date
Vice President	General Manager/Secretary to the Board