



**Hidden Valley Lake Community Services District
Personnel Committee Meeting Agenda
Wednesday, June 17, 2026 – 4:30 PM
19400 Hartmann Road, Hidden Valley Lake, CA**

The agenda and all supporting documents are available for public review at 19400 Hartmann Road, Hidden Valley Lake, CA 95467, 72 hours in advance of each regularly scheduled meeting. Materials related to any items on this agenda submitted to the Board after distribution of the agenda, and not otherwise exempt from disclosure, will be made available for public review during normal business hours.

Assistance for Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call the Clerk of the Board at 707-987-9201 so the necessary arrangements can be made.

1. Opening Greeting

- a. Call to Order
- b. Roll Call:
- c. Pledge of Allegiance
- d. Approval or Amendment of the Agenda

2. Public Discussion

The public is welcomed and encouraged to address the Board at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to act on any matter not on the agenda unless it determines an emergency or the need to act arose after the posting of the agenda. This period will be limited to thirty minutes, and individual speakers will be limited to five minutes.

3. Discussion and Possible Recommendation: Review and Recommend the Approval of the Revisions to the Water Resources Specialist Job Description.

4. Discussion and Possible Recommendation: Review and Recommend the Approval of the Lead Operator Job Description

5. Discussion and Possible Recommendation: Review and Recommend the Approval of Artificial Intelligence (AI) Policy #1017

6. Public Comment

7. Committee Member Comment

8. Adjourn

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

Meeting Date: June 17, 2026

Budgeted: N/A

Meeting: Personnel Committee

Budgeted Amount: N/A

To: Personnel Committee

Cost Estimate: N/A

From: General Manager

Funding Source: N/A

Written by: Water Resources Specialist

Funding Account #: N/A

Project Name: N/A

Project #: N/A

AGENDA ITEM #: 3

AGENDA ITEM TITLE: Consider Approval of the Revised Job Title and Description Updating the Water Resources Specialist Position to Water Resources Analyst

SUMMARY: The proposed update to the job title and description is intended to more accurately reflect the duties performed. Given the position's close involvement with field operations and staff, renaming the role to Water Resources Analyst better captures its responsibilities and aligns the position under the supervision of the Utility Superintendent.

BACKGROUND/ANALYSIS: The primary updates to the job description include changes to the job title, reporting structure, and several additions to the sections covering reports, environmental factors, and required abilities.

This position plays a highly supportive and influential role for the Utility Superintendent, updating the supervision section to reflect that the role now reports to the Utility Superintendent is a more accurate and appropriate fit.

It was important to clarify that this position is based at the wastewater facility rather than the main office, as the location directly influences daily responsibilities and interaction with field staff. Additional updates include specifying new reporting requirements, highlighting the significant use of Excel and data analysis, and emphasizing that the role operates with a high level of independence, as well as in a team context.

RECOMMENDATION: Staff requests that the Personnel Committee review and provide input on the proposed Water Resources Analyst position and recommend that the Board of Directors approve the position to more accurately reflect its duties and enhance support for the Utility Superintendent and Field Operations.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

ATTACHMENTS: Water Resources Analyst Job Description Draft



Hidden Valley Lake Community Services District

Water Resources Analyst Flex I/II Job Status: Non-Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision; a **Water Resources Analyst I** participate in technical studies and special projects to support District operations and policy/program development; maintains a variety of technical databases; compiles various regulatory reports on a regular basis; supports the District's GIS and SCADA programs and databases; work with various vendors that provide services to the District; may assist to administer grants and loans; may represent the District in various state and local boards and public forums; and performs related duties as assigned.

Additional Definition/Summary for the Water Resources Analyst II

Under general supervision; a **Water Resources Analyst II** plans and conducts technical studies and special projects to support District operations and policy/program development; develops and maintains a variety of technical databases; compiles various regulatory reports on a regular basis; manages the District's GIS and SCADA programs and databases; oversees various vendors that provide services to the District; applies for and administer grants and loans; represents the District in various state and local boards and public forums; and performs related duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction and supervision from the Utility Superintendent.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Collects, assembles, analyzes, and interprets data pertaining to a variety of water and wastewater resource management issues including supply/demand projections, water use and treatment, wastewater treatment, water quality, water conservation, financial analysis, and historical trends. Provides data for use in feasibility studies.
- Assists with maintenance of water production, treatment, and/or water use computer databases. Monitors service orders for water loss calculations.
- Prepares narrative and statistical reports in accordance with regulatory requirements (such as the Field Operations Report, Watermaster Report, Groundwater Monitoring Report, Water Loss Report, Monthly Billed Consumption, Solar Monitoring, Electronic Annual Reporting (EAR)).
- Assists in the development and adoption of District initiatives through research and analysis.
- Research and draft Standard Operating Procedures (SOPs) for review and approval by the Utility Superintendent.
- May represent the district at public and utility-related organizations and assist with the preparation and presentation of water resources exhibits at community events.
- Provides support to management during emergencies (such as fire, floods, power outages).

- Works with multiple vendors in accordance with contract terms and support needs.
- May help administer grants and loans according to relevant terms.
- Assists in the Bid and Request for Proposal or Qualifications process. Coordinates bid selections, awards of contract, and notices to proceed.
- Provides support and administration to the District Supervisory Control and Data Acquisition (SCADA) System. Troubleshoots issues and escalates if necessary.
- Maintains the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff.
- Supports billing staff (Account Representatives) during high call volumes.

Additional Essential Functions for the Water Resources Analyst II

- Assists with the development and maintenance of water production, treatment, and/or water use computer databases. Assists in documentation and database management of daily water and wastewater rounds, and monthly drawdowns. Monitors service orders for water loss calculations.
- Represents the district at public and utility-related organizations, makes oral presentations, presents findings, and assists with the preparation and presentation of water resources exhibits at community events.
- Manages multiple vendors in accordance with contract terms and support needs.
- Develops and submits grant and loan applications; administers grants and loans according to relevant terms.
- Facilitates upgrades as needed.
- Manages the ArcGIS database and mapping environment. Performs data collection and data entry to the database to expand the capacity of maps. Develops and maintains a geometric database for water and wastewater infrastructure, recycled water, and hydraulic modeling. Generates maps to assist in field operations, troubleshooting, and maintenance plans.
- Use the District's in-house Utility Billing software for budgeting and project management activities, and to generate data for water consumption, water loss, and sewer use reports. Generates "average sewer use" figure annually for billing staff. Supports billing staff during high call volumes.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

The physical demands described here are representative of those necessary to successfully perform the essential functions of the **Water Resources Analyst I & II** position.

Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; walking short to moderate distances; occasional bending, stretching, stooping, reaching, twisting, and turning. Must be able to lift, push or pull at least 25 pounds. Must possess hand and finger dexterity sufficient to operate a computer keyboard and some hand tools; vision to read printed materials and a computer screen; hearing and speech to

communicate in person and over the telephone or radio; attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of the **Water Resources Analyst I & II** position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee works primarily in an office environment with moderate noise levels and controlled temperature conditions. Employee may also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset public representatives, private representatives, and contractors in interpreting and enforcing District policies and procedures.

The role is primarily located at the wastewater treatment facility and requires candidates who are highly self-motivated and capable of working independently when needed.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Education and Experience for the **Water Resources Analyst I:**

Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities listed above.

A typical way to obtain the required knowledge and abilities would be:

- Associate degree with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- One year of experience with a water supply/management organization

Education and Experience for the **Water Resources Analyst II:**

- Graduation from a four-year college or university with major coursework in water resources, planning, engineering, natural resources, public policy or administration, or a related field, and/or
- Three years of experience with a water supply/management organization

Licenses/Certificates:

A valid California driver's license and satisfactory driving record to maintain insurability is required.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Rules of English grammar, punctuation, and spelling.
- MS Office products (such as Word, Excel, and Outlook), Publisher, and Adobe Acrobat Writer.
- Principles of database management.
- Supervisory Control and Data Acquisition (SCADA) systems and software.

- Basic operation, equipment, and terminology associated with water treatment, wastewater treatment, and distribution systems; and
- ArcGIS database software.

Ability to:

- Perform basic mathematical computations.
- Compile and interpret water resources data.
- Write technical reports regarding various water and wastewater reporting and compliance issues.
- Conduct analytical and research studies.
- Support project activity, including scheduling and overseeing vendor activities.
- Operate a variety of computer programs, including word processing programs, databases, spreadsheets, graphics, and desktop publishing programs.
- Perform Significant Excel-based work.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Learn and apply the District's Utility Billing Software.
- Maintain computer records and databases.
- Prepare effective educational and informational written materials.
- Make effective oral presentations to the Board of Directors and public groups.
- Additional Abilities Required for the Water Resources Analyst II.
- Write grant proposals, loan proposals, and Requests for Proposals.
- Direct the planning and administration of grant and loan programs.
- Plan and conduct advanced analytical and research studies.
- Represent the District at various state and local boards and groups.
- Make sound decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Additional Abilities Required for the Water Resources Analyst II

- Write grant proposals, loan proposals, and Requests for Proposals.
- Direct the planning and administration of grant and loan programs.
- Plan and conduct advanced analytical and research studies.
- Represent the District at various state and local boards and groups.
- Make sound decisions within procedural guidelines; and
- Establish and maintain effective working relationships with in-house personnel, the public and outside agencies.

Other Duties:

Perform other related duties as required.

DRAFT

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

Meeting Date: June 17, 2026

Budgeted: N/A

Meeting: Personnel Committee

Budgeted Amount: N/A

To: Personnel Committee

Cost Estimate: N/A

From: General Manager

Funding Source: N/A

Written by: General Manager

Funding Account #: N/A

Project Name: N/A

Project #: N/A

AGENDA ITEM #: 4

AGENDA ITEM TITLE: Consider Approval of the Lead Operator Job Description

SUMMARY: The District's Utility Superintendent is responsible for the daily operation, maintenance, and monitoring of the District's facilities and infrastructure. As operational responsibilities and regulatory requirements have increased, the need for additional on-site leadership and coordination within the operations team has become more apparent.

BACKGROUND/ANALYSIS: The District has had two Comp and Class studies since 2020 that recommended Operations division have a Utility Superintendent and Lead Operators as a management model for the division. The District created the Utility Superintendent position in the fall of 2025, and started the position January 2 2026.

Currently, field staff report directly to the Utility Superintendent, and while staff work collaboratively, there is limited formal structure for day-to-day leadership when the Utility Superintendent is engaged in administrative duties, regulatory coordination, or off-site responsibilities. Establishing a Lead Operator position would provide a designated staff member to assist with operational coordination, support staff training, and ensure consistency in operational practices.

The proposed Lead Operator position would serve as a working lead within the district field operations and would not function as a supervisory position but would provide technical guidance and operational support to other operators while they are on call and during normal hours.

RECOMMENDATION: Staff requests the Personnel Committee review and provide input, and recommend that the Board of Directors approve the creation of a Lead Operator position to

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

support operational oversight, improve coordination among operations staff, and enhance system reliability and regulatory compliance.

ATTACHMENTS: Lead Operations Job Description Draft



**Hidden Valley Lake
Community Services District**

Lead Operator

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SALARY RANGE

Reports to: Utility Superintendent Status: Non Exempt					
	Step A	Step B	Step C	Step D	Step E
	\$	\$	\$	\$	\$

DEFINITION:

Under general supervision from the Utility Superintendent, the Lead Operator provides lead direction and work instruction to an assigned crew, troubleshoots and prioritizes maintenance and repair problems; performs the full range of work in support of District water treatment and distribution and/or wastewater collection system installation, inspection, preventive and corrective maintenance and repair activities; ensures safety policies and procedures are adhered to; inspects and performs preventive maintenance, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; serves as the secondary designee to the Utility Superintendent and acts in their absence as directed by the General Manager.

Performs related duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Works under the direct supervision of the Utility Superintendent. Receives general oversight from the General Manager as required.

CLASS CHARACTERISTICS:

The Lead Operator performs advanced-level plant operations under limited supervision and coordinates the work activities of utility staff. The position is responsible for ensuring operational efficiency, regulatory compliance, and adherence to established policies and procedures.

Work at this level involves substantial variety and complexity and requires the consistent exercise of independent judgment in selecting appropriate work methods, materials, and operational procedures. Incumbents receive general instructions at the time of assignment and are expected to determine the proper procedures, techniques, and materials necessary to complete assigned tasks. Matters involving

significant deviations from standard practice or unanticipated problems are to be reported to the Utility Superintendent.

Incumbents routinely deliver training and technical guidance to employees in entry- and intermediate-level classifications to ensure compliance with established procedures and standards. Lead Operators assign, review, and guide the work of assigned staff; provide technical instruction and corrective feedback; and actively participate in all phases of plant operations to ensure safe, efficient, and effective facility performance.

Incumbents do not hire, evaluate, or discipline subordinates. Incumbents are expected to advise the Utility Superintendent of staff performance problems observed.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Lead Duties

- Lead, assign, coordinate, and review the work of utility operations staff engaged in the operation, maintenance, repair, and construction of water treatment and distribution, wastewater collection and treatment, and recycled water systems.
- Provide training, instruction, and technical guidance to assigned personnel; monitor work quality and ensure adherence to established procedures and safety standards.
- Plan and coordinate daily work activities; prioritize assignments; schedule staff, equipment, and materials to ensure timely completion of projects and service requests.
- Coordinate the procurement of materials, supplies, parts, and equipment necessary for the operation and maintenance of District facilities and infrastructure.
- Monitor system performance and regulatory compliance; make operational decisions and adjustments as necessary to maintain safe and efficient operations.
- Maintain and review operational records, logs, and compliance documentation; compile data and prepare draft reports for regulatory agencies for supervisory review and submission.
- Communicate with supervisors, contractors, regulatory agencies, and the public regarding operational activities, service interruptions, and customer concerns; respond to and assist in resolving complaints.
- Respond to emergencies and coordinate field response efforts; participate in on-call rotation and serve as a Disaster Service Worker as required.

Operational Duties

- Operate, monitor, maintain, troubleshoot, and repair water treatment and distribution systems, wastewater collection and treatment systems, and recycled water systems.
- Operate and maintain system equipment including pumps, valves, motors, blowers, hydrants, control valves, and dewatering equipment.
- Monitor and interpret gauges, meters, digital displays, laboratory results, and recording devices; make adjustments to ensure compliance with operational and safety standards.
- Collect water, wastewater, and recycled water samples; perform routine laboratory analyses and water quality testing.
- Perform preventative maintenance and minor repairs on mechanical, electrical, and related utility equipment.
- Read and interpret plans, specifications, and system diagrams; estimate material needs and coordinate equipment rental as necessary.

- Perform skilled and semi-skilled manual labor; operate and perform light maintenance on vehicles and heavy equipment including trucks, tractors, and backhoes.
- Conduct inspections of facilities, lift stations, treatment plants, pipelines, and related infrastructure to identify maintenance or safety issues.
- Assist with site cleanup and ensure proper handling and disposal of hazardous materials.
- Work independently or as part of a crew; work overtime, weekends, evenings, and holidays as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

A Lead Operator oversees daily operations, ensures safety compliance, and supports team performance. The working conditions are outlined below:

Physical Conditions:

- Use the senses of smell to detect odors such as chlorine and hydrogen sulfide; detect temperature variations through touch; and hear frequency differences in pumps and motors, or can accommodate for such sensory requirements,
- Touch-noticing temperature differences,
- Hear frequency differences in pumps and motors or have a means to accommodate such variances,
- Stand, walk, and sit for extended periods; use hands and fingers to manage, feel, or operate tools and controls; reach with hands and arms; climb, balance, stoop, kneel, crouch, and crawl,
- Frequently lift and/or move objects weighing up to 50 pounds,
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, or have corrective measures to compensate for vision limitations,
- **Contact lenses are not permitted when working with or near chlorine gas or biological materials.**
- Use taste and smell as indicators of operational or environmental conditions consistent with industry practices.

Mental Working Conditions:

Cognitive Demands

- Continuous monitoring of systems and processes.
- Analyzing data, identifying irregularities, and troubleshooting issues.
- Making quick, informed decisions under pressure.

Responsibility Level

- Supervising operators or team members, as necessary.
- Ensuring safety standards and quality requirements are met.
- Reporting to Utility Supervisor and coordinating across departments.

Stress Factors

- Managing emergencies or unexpected equipment failures.
- Emergency situations may require working nights, weekends, or extended hours.

- Accountability for team performance and safety compliance.

Skills Required

- Strong leadership and communication skills.
- Problem-solving and critical thinking.
- Ability to multitask and prioritize effectively.
- Ability to remain calm under pressure.
- High attention to detail.

Environmental Factors:

- Work is performed in both indoor and outdoor environments, including treatment plants, pump stations, confined spaces, trenches, and construction sites.
- Exposure to noise, vibration, mechanical equipment, chemicals (including chlorine), untreated wastewater, biological hazards, fumes, dust, and varying weather conditions.
- Work may involve exposure to hazardous materials and requires the use of personal protective equipment (PPE).
- Position requires participation in an on-call rotation and response to emergencies outside normal working hours.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A high school diploma or equivalent is required.
- Computer literacy, including word processing and spreadsheet/database software.
- Knowledge of water, wastewater and recycled water operation, preventative maintenance, and safe work practices.
- Minimum one (1) year experience as a Utility Operator II for HVLCSD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required.
- Knowledge of recycled water distribution and regulations is desired.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Practices, tools, equipment and supplies required to maintain and repair water treatment and distribution infrastructure, wastewater collection mains and lift stations.
- The operation, cleaning and preventive maintenance of water treatment and distribution facilities and equipment.
- Basic principles and practices of equipment servicing and repair.
- Tools and equipment required for the work.
- Basic safety practices related to the work, including confined space entry.

- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Perform skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and wastewater infrastructure, including booster pump, and wastewater lift stations.
- Operate, maintain and repair water treatment and distribution facilities and equipment.
- Perform servicing and minor maintenance on a variety of stationery and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving, and operating trucks and equipment.
- Interpret and explain regulations, policies and procedures.
- Make accurate mathematical calculations.
- Read maps, manuals and specifications.
- Maintain accurate records of work performed.
- Prioritize own work and use independent judgment within procedural guidelines.
- Serve as crew leader and train others in work procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND/OR EXPERIENCE, LICENSES/CERTIFICATES:

- A high school diploma or equivalent is required.
- A class “A” California driver’s license (with tank endorsement) and;
- Minimum of three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

Required:

1. Water Treatment Grade II
2. Water Distribution Grade II
3. Wastewater Grade II

Must maintain all certifications.

Must be able to respond to after-hours emergencies within 30 minutes.

Other Duties

Must be available for responding to off-hours emergency situations at all times. This position requires participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, and potentially hazardous materials and electrical or heavy equipment.

Perform other related duties as required.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

Meeting Date: June 17, 2026

Budgeted: N/A

Meeting: Personnel Committee

Budgeted Amount: N/A

To: Personnel Committee

Cost Estimate: N/A

From: General Manager

Funding Source: N/A

Written by: Administrative Services Manager

Funding Account #: N/A

Project Name: N/A

Project #: N/A

AGENDA ITEM #: 5

AGENDA ITEM TITLE: Review and Recommend Approval of Artificial Intelligence (AI) Policy #1017

SUMMARY: Currently, the District does not have a comprehensive policy addressing the use of AI systems. The proposed Artificial Intelligence (AI) Policy #1017 establishes guidelines for the responsible, ethical, and secure use of AI technologies by the District. The policy provides standards for AI use, identifies prohibited activities, assigns employee responsibilities, and establishes oversight requirements to ensure compliance with legal, privacy, and cybersecurity requirements.

BACKGROUND/ANALYSIS: Artificial Intelligence (AI) technologies are increasingly being incorporated into workplace operations across public and private organizations. AI tools can assist with information analysis, administrative efficiency, content generation, data organization, customer service enhancement, and other operational functions. As AI technologies continue to evolve and become more accessible, it is important that the District establish clear guidelines governing their responsible and ethical use.

The proposed policy establishes a framework for the responsible adoption, management, and oversight of AI technologies used by District staff. The policy is designed to maximize the benefits of AI while protecting confidential information, maintaining compliance with applicable laws, and ensuring human oversight of decision-making processes.

The proposed Artificial Intelligence (AI) Policy was reviewed by District Counsel to ensure consistency with applicable federal and state laws governing privacy, data protection, public records, intellectual property, cybersecurity, and the ethical use of emerging technologies. The

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

STAFF REPORT

policy has also been reviewed by Applied Technology Solutions, the District's contracted Information Technology services provider, to evaluate cybersecurity considerations, implementation requirements, operational impacts, and alignment with current technology management practices.

RECOMMENDATION: Recommend the Approval of the Artificial Intelligence (AI) Policy #XXXX

ATTACHMENTS: Artificial Intelligence (AI) Policy #1017



POLICY	Artificial Intelligence (AI) Policy	
POLICY # 1017	ADOPTED:	REVISION:

1017.1 PURPOSE:

The District recognizes that Artificial Intelligence (AI) tools can enhance service quality and operational efficiency. This policy establishes a framework guiding the ethical and responsible use of AI systems by, or on behalf of, the District. It enables the District to use AI systems to benefit employees and clients while safeguarding against potential harm.

1017.2 POLICY:

The District recognizes the value of AI tools that through thoughtful application can significantly benefit our agency, our clients, and the communities they serve. We are equally mindful of the risks and challenges associated with AI and the potential for unintended consequences. Our goal is to understand AI systems and tools, their ethical and equitable use, and manage associated risks. Our approach to AI adoption is a careful balance between innovation and caution.

This policy encompasses all employees, contractors, and partners of the District. It covers the use of existing and future AI tools, systems, and platforms, including but not limited to Large Language Models (LLMs), AI-powered plug-ins, and data-driven analytical tools. The scope extends to all operational and decision-making processes within the District where AI technologies are utilized, ensuring our approach to AI remains human-centered, adaptive, and forward-thinking.

When operating, configuring, purchasing, developing, or maintaining AI systems, the District will:

- Uphold this AI policy and any other related AI policies and procedures. The District uses AI to provide comprehensive insights, predictive analysis, and streamlined processes, while human expertise ensures that final decisions are made with compassion, ethical consideration, and a deep understanding of the internal and external community we serve. The District will also adhere to all relevant legal frameworks governing AI, including data protection, privacy, and intellectual property laws. Our policy mandates continuous monitoring of the legal landscape to ensure compliance with both local and international AI regulations, safeguarding against legal and ethical risks.
- Conduct AI tool/system reviews to assess potential risk. The District is committed to utilizing AI responsibly, preventing harm and avoiding facilitation of malicious activities. The District will provide clear information about how AI is being used within our organization, the data it processes, and the decision-making frameworks it supports.



POLICY	Artificial Intelligence (AI) Policy	
POLICY # 1017	ADOPTED:	REVISION:

- Obtain technical documentation about AI tools/systems in use.
- Require AI contractors to comply with established requirements. The District requires adherence to ethical and legal standards from all third-party AI providers and systems to safeguard the integrity and respect for individual rights in AI-related activities.
- Follow the Incident Response Plan in the event of an AI tool/system incident.

1017.3. PROHIBITED USES

The use of certain AI systems or specific activities using AI systems are prohibited due to the sensitive nature of the information processed and severe potential risk. When using AI systems, District employees, contractors and business partners **may not**:

- Enter or otherwise share personal, confidential or individually identifying health information.
- Use real-time and covert biometric identification or falsification (e.g., facial recognition, voice identification or simulation).
- Use emotion analysis.
- Enable fully automated decisions that do not include meaningful human oversight and substantially impact individuals’ legal rights, financial status, employment opportunities, workplace accommodation, disciplinary status, access to essential services, health, safety, or privacy.
- Enable social scoring, or the use of AI systems to track and classify individuals based on their behaviors, socioeconomic status, or personal characteristics.
- Engage in cognitive behavioral manipulation of people.

1017.4. AI-RELATED DEFINITIONS

Artificial Intelligence: “Artificial intelligence” or “AI” is any machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.

Algorithm: A series of logical steps through which an agent (typically a computer or software program) turns particular inputs into particular outputs.

AI system: Any system, software, sensor, or process that automatically generates outputs including, but not limited to, predictions, recommendations, or decisions that augment or



POLICY	Artificial Intelligence (AI) Policy	
POLICY # 1017	ADOPTED:	REVISION:

replace human decision-making. This extends to software, hardware, algorithms, and data generated by these systems, used to automate large-scale processes or analyze large data sets.

Cognitive behavioral manipulation of people or specific vulnerable groups: Cognitive behavioral manipulation refers to AI-driven tools or algorithms designed to influence or alter an individual's decision-making process or belief system. These systems use psychological, behavioral, or emotional data to create targeted strategies that can manipulate thoughts, feelings, or actions, particularly focusing on vulnerable groups or individuals.

Emotion analysis: Computer vision techniques to classify human facial expressions and body language to infer emotions or sentiment (e.g., positive, negative, neutral, happy, angry, nervous).

Personal and medical identifying information: Personal identifying information includes data that identifies an individual personally, such as name, address, email address, social security number, passport number, driver's license number, financial information, and telephone number. Individually identifiable health information includes data related to an individual's physical or mental health condition, provision of health care, or payment for the provision of healthcare that can be linked to a specific individual. This includes medical records, health insurance information, laboratory test results, medical history, and other individually identifiable data collected during the provision of healthcare services.

Real-time and covert biometric identification: The live identification of an individual using technologies including, but not limited to, facial recognition and iris scanning, without that individual's knowledge or meaningful consent.

Social scoring: The use of AI systems to track and classify individuals based on their behaviors, socioeconomic status, or personal characteristics. Refers to artificial intelligence or algorithmic systems that aggregate and interpret an individual's personal data to assign a quantifiable score or rating that ranks them against other individuals and impacts their access to services, opportunities, or societal privileges. These systems are characterized by their use of data related to behavior, preferences, interactions, financial transactions, and other personal attributes which are not directly linked to the application of the score. They can be part of a comprehensive profile that is used to make significant decisions about an individual's rights, opportunities, or social standing.

1017.5 RESPONSIBILITIES OF USERS



POLICY	Artificial Intelligence (AI) Policy	
POLICY # 1017	ADOPTED:	REVISION:

All District employees are responsible for following this policy, as well as any other District AI-related policies or procedures.

- District employees must notify their supervisor when they are using AI tools or systems for work. Supervisors are responsible for ensuring that staff are properly trained to both use the AI tool and to assess and mitigate potential negative consequences.
- If District staff become aware of an instance where an AI system has caused harm, staff must report the instance to both their supervisor and the designated District administrative staff member. If District employees are harmed, staff must also notify the Districts Human Resources Staff.
- If an AI system operated by the District or on its behalf ceases to provide a positive utility to District employees, clients, and/or client community, then the use of that AI system must be discontinued. If the abrupt cessation of the AI system would significantly disrupt service delivery, usage of the AI system shall be phased out.
- The District is subject to the California Public Records Act (CPRA). District staff must follow all current procedures for records retention and disclosure of any records associated with AI systems.
- Appropriate remedial measures and corrective action, including termination, will be instituted if prohibited behavior or violations of this policy are found.

1017.6 OVERSIGHT ROLES

The District General Manager will designate a member of administrative management to develop and enforce such procedures or practices as are needed to:

- Ensure AI systems are used in accordance with this policy and any other District policies and procedures.
- Oversee AI enterprise security infrastructure, cybersecurity operations, updating security policies, procedures, standards, guidelines, and policy compliance.
- Notify District departments when an update to this policy or any other District AI policies or procedures are released.
- Oversee the procurement of AI systems and require vendors to comply with District organizational values and policy standards through contractual agreements.
- Consult with District Legal Counsel as needed regarding any legal issues or risks associated with District AI systems usage.



HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

POLICY	Artificial Intelligence (AI) Policy	
POLICY # 1017	ADOPTED:	REVISION:

- At their discretion, inspect the usage of AI systems and require an alternative or cease its usage of AI systems or a partner’s usage of AI systems on behalf of the District.

Jim Freeman, President to the Board

ATTEST:

Paul Kelley, General Manager

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