



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

**REGULAR BOARD MEETING
MEETING MINUTES
WEDNESDAY, JANUARY 21, 2026 – 6:00 PM**

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

Director's Present:

Director Jim Freeman, President
Director Jim Lieberman, Vice President
Director Gary Graves
Director Sean Millerick
Director Matthew Metcalf

Staff Present:

Paul Kelley, General Manager
Penny Cuadras, Administrative Services Manager
Trish Wilkinson, Accounting Supervisor
Hannah Davidson, Project Manager
Kelly Reese, Water Resources Specialist

Also Present:

Norman Newell CPA, Smith and Newell CPAs

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Director Freeman.

APPROVAL OF AGENDA

Director Lieberman made a motion to approve the January 21, 2026, Regular Board Agenda. Director Millerick seconded the motion. Staff recommend moving Agenda Item #6 to follow the Consent Calendar to allow for the presentation of the Audit.

No Further Discussion

No Public Comment

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick, and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to approve the January 21, 2026, Regular Board Agenda as presented.

NOMINATION AND ELECTION OF OFFICERS

Nomination of Board President

- Director Lieberman nominated Director Freeman for the position of Board President
- Director Graves seconded the motion
- Director Freeman accepted the nomination

No Further Discussion

No Public Comment

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick, and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, electing Director Freeman as Board President.

Nomination of Vice President

- Director Lieberman nominated Director Graves for the position of Vice President
- Director Millerick seconded the motion
- Director Graves accepted the nomination

No Further Discussion

No Public Comment

Roll Call Vote:

AYES: (5) Directors, Lieberman, Metcalf, Millerick, Graves, and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, electing Director Graves as Board Vice President.

APPOINTMENT OF BOARD MEMBERS TO STANDING AND AD-HOC COMMITTEES

The Board of Directors unanimously agreed to maintain the existing officers in their current positions.

Committee	2025	Appointment 2026
Finance	Directors Freeman and Graves	Directors Freeman and Graves
Personnel	Directors Millerick and Metcalf	Directors Millerick and Metcalf
Emergency Preparedness	Directors Lieberman and Metcalf	Directors Lieberman and Metcalf
FLASHES/Trane	Directors Millerick and Graves	Directors Millerick and Graves
Lake Water Use Ad Hoc	Director Lieberman	Director Lieberman
Valley Oaks Ad Hoc	Director Millerick	Director Millerick
Brambles Ad Hoc	Directors Lieberman and Metcalf	Directors Lieberman and Metcalf

No Further Discussion

No Public Comment

Roll Call Vote:

AYES: (5) Directors, Lieberman, Metcalf, Millerick, Graves, and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to maintain the existing officers in their current positions.

PUBLIC COMMENT

Member of the Public requests to hold comments until the end of the meeting.

CONSENT CALENDAR:

Director Graves made a motion to approve the Consent Calendar. Director Metcalf seconded the motion.

A. Minutes:

1. Approval of the December 9, 2025, Finance Committee Meeting Minutes.
2. Approval of the December 17, 2025, Regular Board Meeting Minutes

B. Disbursements:

1. Check #004206 - #004278 including drafts and payroll for a total of \$551,429.27.

No Further Discussion

No Public Comment

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick, and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve the Consent Calendar as presented.

DISCUSSION AND POSSIBLE ACTION:

Accept the 2024-25 Audit as Presented

The Board reviewed the 2024-25 audit report as presented by Mr. Norman Newell, CPA. Mr. Newell provided an overview of the District's financial statements, internal controls, and key findings. Board members discussed the financial condition of the District and inquired about the audit's findings and recommendations.

Director Graves made a motion to accept the 2024-25 Audit as Presented. Director Millerick seconded the motion.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to accept the 2024-25 Audit as presented.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of the Proposed FY 25-26 Budget to Actual Adjustments

The Board reviewed the FY 2025–26 Budget to Actual and adjustments. Staff provided an overview of revenues and expenditures to date, highlighting variances between budgeted and actual amounts. Discussion included revenue projections, expenditure, CIP funds and areas of potential concern.

Director Graves made a motion to approve the Proposed FY 25-26 Budget to Actual Adjustments as presented. Director Metcalf seconded the motion.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve the Proposed FY 25-26 Budget to Actual Adjustments as presented.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of Sierra Fire Service’s Quote in the Amount of \$29,614.04 and Authorize the General Manager to Sign for Two Remote Hydrant Systems

The Board discussed the quote provided by Sierra Fire Service for the purchase of two remote hydrant systems at a total cost of \$29,614.04. The General Manager explained the benefits of the systems, including enhanced fire safety coverage and operational efficiency. The General Manager noted an alternative use for the hydrants during the rainy season such as pumping stormwater from the catch basin into the nearby creek to help with drainage and flood mitigation.

A motion was made by Director Millerick and seconded by Director Lieberman to approve the quote from Sierra Fire Service in the amount of \$29,614.04 and authorize the General Manager to sign all necessary documents.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve the quote from Sierra Fire Service in the amount of \$29,614.04 and authorize the General Manager to sign all necessary documents.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of Telstar’s Proposal for the Installation of an Automatic Chlorine Shutoff Valve for the Wastewater Treatment Plant for \$40,040

The Board reviewed Telstar’s proposal in the amount of \$40,040 for the installation of an automatic chlorine shutoff valve at the Wastewater Treatment Plant. Staff provided an overview of the project scope and operational benefits.

A motion was made by Director Graves and seconded by Director Lieberman to approve Telstar’s proposal in the amount of \$40,040 for the installation of an automatic chlorine shutoff valve at the Wastewater Treatment Plant.

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve Telstar’s proposal in the amount of \$40,040 for the installation of an automatic chlorine shutoff valve at the Wastewater Treatment Plant.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of Bennett Engineering Services’ Contract Amendment of \$24,672

The Board reviewed a proposed contract amendment with Bennett Engineering Services in the amount of \$24,672. The General Manager provided an overview of the amendment. Board members discussed the necessity of the amendment and cost justification.

Director Lieberman made a motion to approve the contract amendment with Bennett Engineering Services in the amount of \$24,672. Motion was seconded Director Graves.

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve the contract amendment with Bennett Engineering Services in the amount of \$24,672.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of Peterson Mechanical’s and Coastal Mountain Electric’s Quotes of \$9,100 and \$2,523 for the Purchase and Installation of an A/C Unit

The Board reviewed quotes from Peterson Mechanical in the amount of \$9,100 and Coastal Mountain Electric in the amount of \$2,523 for the purchase and installation of a new air

conditioning unit. Staff provided an overview of the proposed work and timeline and responded to questions from the members of the board.

A motion was made by Director Millerick and seconded by Director Metcalf to approve the quotes from Peterson Mechanical (\$9,100) and Coastal Mountain Electric (\$2,523) for the purchase and installation of the A/C unit.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve the quotes from Peterson Mechanical (\$9,100) and Coastal Mountain Electric (\$2,523) for the purchase and installation of the A/C unit.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of DCCM's Proposal to Complete Designs for the Water Storage Tank Wildfire Mitigation Project for \$102,264

The Board reviewed DCCM's proposal in the amount of \$102,264 to complete designs for the Water Storage Tank Wildfire Mitigation Project. Staff provided an overview of the proposed project scope, timeline, and cost.

A motion was made by Director Graves and seconded by Director Millerick to approve DCCM's proposal in the amount of \$102,264 to complete designs for the Water Storage Tank Wildfire Mitigation Project.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve DCCM's proposal in the amount of \$102,264 to complete designs for the Water Storage Tank Wildfire Mitigation Project.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of the Lake County Operational Area Agreement and Adoption of Resolution No. 2026-01

The General Manager provided an overview of the agreement's purpose, key terms, and benefits for coordinated emergency management and response within the County. Board members acknowledged the importance of maintaining compliance with operational area requirements.

A motion was made by Millerick and seconded by Director Metcalf to approve the Lake County Operational Area Agreement and adopt Resolution No. 2026-01.

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve the Lake County Operational Area Agreement and adopt Resolution No. 2026-01.

DISCUSSION AND POSSIBLE ACTION:

Consider Approval of DCCM's Proposal to Complete a Hexavalent Chromium Compliance Alternative Analysis Study for \$95,671

The General Manager provided an overview of the study's scope and objectives, including proposed alternatives to meet the required compliance requirements. The General Manager also discussed his recent presentation on Hexavalent Chromium at the HVLA board meeting and meetings with the HVLA General Manager and Board President.

Board members recognized the study's importance in meeting regulatory and environmental requirements, noting that California is the only state with this specific requirement. They also referenced customer concerns, discussed the District's alternative options for compliance, and noted that the District must bear the full cost to meet these guidelines.

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The motion carried unanimously, to approve DCCM's Proposal to Complete a Hexavalent Chromium Compliance Alternative Analysis Study for \$95,671.

Members of the Board paused the meeting at 7:34 p.m. and returned at 7:43 p.m.

DISCUSSION AND POSSIBLE ACTION:

Required Governance Training, SB 827 Fiscal Training, and Form 700 Filing

The General Manager provided an overview of the compliance obligations, deadlines, and available resources for completing the training and filings, emphasizing the importance of timely completion to maintain compliance with state regulations.

No action taken.

BOARD REPORTS

Finance Committee: Met.

Personnel Committee: Scheduled to meet.

Emergency Preparedness Committee: Have not met.

FLASHES/Trane Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Scheduled to meet in February.

Valley Oaks Ad Hoc Committee: Have not met.

Brambles Ad Hoc: 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 Services Report: Update provided by staff.

ACWA Committee Updates: Update provided by staff.

Field Operation Report: Update provided by staff.

General Manager Report: The General Manager provided an overview of the report and responded to all inquiries from the Board.

PUBLIC COMMENT

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

BOARD MEMBER COMMENT

Members of the Board expressed their gratitude for all staff's hard work and dedication to the District.

ADJOURNMENT

A motion was made by Director Lieberman and seconded by Director Graves to adjourn the meeting.

No Further Discussion.

No Public Comment.

Meeting adjourned at 8:15 p.m.



Jim Freeman
President of the Board

3/11/26
Date



Paul Kelley
General Manager/Secretary to the Board

3/11/26
Date