



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

**REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 19, 2025– 6:00 PM
MEETING MINUTES**

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.

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:

Greg Clumpner, NBS

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by the Chair/President Director Freeman.

APPROVAL OF AGENDA

Motion by Director Lieberman to approve the November 19, 2025, Regular Board Agenda.
Second by Director Millerick.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to approve the November 19, 2025, Regular Board Agenda as presented.

PUBLIC COMMENT

A Member of the public requested to hold her comment until the end of the meeting.

CONSENT CALENDAR:

Moved by Director Lieberman to approve the Consent Calendar as presented.
Second by Director Graves.

A. Minutes:

1. Approval of the October 7, 2025, Finance Committee Meeting Minutes.
2. Approval of the October 15, 2025, Personnel Committee Meeting Minutes.
3. Approval of the October 30, 2025, Emergency Preparedness Committee Meeting Minutes.

B. Disbursements:

1. Check #004038 - #004128 including drafts and payroll for a total of \$513,499.85.

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 Consent Calendar as presented.

Public Hearing on Proposed Adjustments to Water, Wastewater, Recycled Water Rates and Tabulation of Protests

A. Presentation on 2025 Rate Study

B. Board Questions

C. Open Public Hearing to Receive Public Comment and Written Protests

D. Close Public Hearing

E. Tabulate Protests to Proposed Rates

F. If a Majority Protest is not Tabulated, Approve Resolution 2025-18 Adopting 2025 Rate Study and Approving Water, Wastewater, Recycled Water Rates

Staff presented the 2025 Rate Study, which included:

- Proposed adjustments to water, wastewater, and recycled water rates for FY 2025
- Methodology and assumptions used in the study
- Projected revenue needs and customer impacts

Board members raised no questions.

The Public Hearing at 6:06 PM.

Members of the public present provided no comments or written protests.

The Public Hearing closed at 6:07 PM.

The Board Secretary reported that six written protests were timely received from verified customers. With 2,500 service connections, a majority protest would require 1,300 submissions. Therefore, the six protests received do not meet the threshold for a majority.

Since a majority protest was not received, the Board considered Resolution 2025-18, adopting the 2025 Rate Study and approving the proposed Water, Wastewater, and Recycled Water Rates.

Motion by Director Graves to Approve Resolution 2025-18 Adopting 2025 Rate Study and Approving Water, Wastewater, Recycled Water Rates.

Second by Director Millerick.

No Further Discussion

No Public Comment

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve and Adopt Resolution 2025-18 Adopting 2025 Rate Study and Approving Water, Wastewater, Recycled Water Rates.

Discussion And Possible Action:

Approve PumpMan Quote in the Amount of \$20,793.62 for a Flygt Pump for Lift Station #2 on Mountain Meadow North

Motion by Director Graves to Approve PumpMan Quote in the Amount of \$20,793.62 for a Flygt Pump for Lift Station #2 on Mountain Meadow North.

Second by Director Millerick.

No Further Discussion

Member of the public inquired about the capacity of the Flygt pump, Staff will follow up with a response following the meeting.

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve PumpMan Quote in the Amount of \$20,793.62 for a Flygt Pump for Lift Station #2 on Mountain Meadow North.

Discussion and Possible Action:

Approve H & R Plumbing and Drain Cleaning, Inc.'s Quote in the Amount of \$56,000 to Complete Sewer Manhole Rehabilitation

Motion by Director Millerick to Approve H & R Plumbing and Drain Cleaning, Inc.'s Quote in the Amount of \$56,000 to Complete Sewer Manhole Rehabilitation.

Second by Director Metcalf.

No Further Discussion

No Public Comment

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve H & R Plumbing and Drain Cleaning, Inc.'s Quote in the Amount of \$56,000 to Complete Sewer Manhole Rehabilitation.

Discussion and Possible Action:

Approve the General Manager to sign the Advance Security HVLCSD Access Control proposal in the Amount of \$20,399.16

Motion by Director Millerick to Approve the General Manager to sign the Advance Security HVLCSD Access Control proposal in the Amount of \$20,399.16.

Second by Director Metcalf.

No Further Discussion

No Public Comment

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve the General Manager to sign the Advance Security HVLCSD Access Control proposal in the Amount of \$20,399.16.

Discussion And Possible Recommendation:

Approve and Adopt Resolution 2025-20 Adopting One Time Reversal of Misc Fees within a Twelve-Month Period Policy #2403

Motion by Director Millerick to Approve and Adopt Resolution 2025-20 Adopting One Time Reversal of Misc Fees within a Twelve-Month Period Policy #2403.

Second by Director Metcalf.

No Further Discussion

No Public Comment

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve and Adopt Resolution 2025-20 Adopting One Time Reversal of Misc Fees within a Twelve-Month Period Policy #2403.

Discussion And Possible Recommendation:

Approve and Adopt Resolution 2025-21 Adopting Accounts Receivable Write-Off – Bad Debt Policy #2404

Motion by Director Millerick to Approve and Adopt Resolution 2025-21 Adopting Accounts Receivable Write-Off – Bad Debt Policy #2404.

Second by Director Metcalf.

No Further Discussion

No Public Comment

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve and Adopt Resolution 2025-21 Adopting Accounts Receivable Write-Off – Bad Debt Policy #2404.

Discussion And Possible Recommendation:

Approve and Adopt Resolution 2025-22 Payment Arrangement Policy #2113

Motion by Director Millerick to Approve and Adopt Resolution 2025-22 Payment Arrangement Policy #2113.

Second by Director Metcalf.

No Further Discussion

No Public Comment

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve and Adopt Resolution 2025-22 Payment Arrangement Policy #2113.

Discussion And Possible Recommendation:

Approve and Adopt Resolution 2025-23 Stale Check Handling Policy #2405

Motion by Director Millerick to Approve and Adopt Resolution 2025-23 Stale Check Handling Policy #2405.

Second by Director Metcalf.

No Further Discussion

No Public Comment

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve and Adopt Resolution 2025-23 Stale Check Handling Policy #2405.

BOARD REPORTS

Finance Committee: Met 11/12

Personnel Committee: Met 11/13 Report provided by Board Secretary.

Emergency Preparedness Committee: Met 10/30 Report provided by Board Secretary

Lake Water Use Agreement-Ad Hoc Committee: Have not met.

Valley Oaks Sub-Committee: Have not met.

FLASHES Ad Hoc Committee: Have not met.

Brambles Golf Course Project: Met 10/30 Report provided by Board Secretary

GENERAL MANAGER AND STAFF REPORTS

Board Priorities:

Projects Update: Board Secretary provided an update on Cr-6 compliance and Deadline of October 2027

Financial Report:

Administration/Customer Services Report: 5 vacant lots remain locked off.

ACWA Committee Updates: Update provided by Project Manager, Hannah Davidson.

Field Operation Report: Board Secretary informed the Board that all District trucks now have an "S" logo on the right bottom bumper to distinguish District vehicles.

General Manager Report: Update provided by staff.

PUBLIC COMMENT

Comments taken from Members of the Public:

One member of the public provided a written protest after the closing of the Public Hearing and adoption of Resolution 2025-18 Adopting 2025 Rate Study, bringing the total number of protests to 7.

One member of the public provided additional comments on the meeting actions and asked questions that the Board and GM answered.

BOARD MEMBER COMMENT

Members of the Board expressed their gratitude to the staff.

ADJOURNMENT

Motion by Director Lieberman to adjourn at 7:22 p.m.

Second by Director Graves.

No Further Discussion.

No Public Comment.

Meeting adjourned at 7:22 p.m.



Jim Freeman
President of the Board

12/19/25

Date



Paul Kelley
General Manager/Secretary to the Board

Date