



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

**REGULAR BOARD MEETING  
WEDNESDAY, DECEMBER 17, 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's Absent**

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:**

Craig Clumpner, NBS  
Michael Day, Trane  
Salvador Flores, Operating Engineers Local Union No. 3  
Mark Mullimer, Northern Ca Regional Director, State Building and Construction Trade  
Michael Smith, United Assoc. of Journeymen and Apprentices for Plumbing, Local Union  
No. 38  
Frank Cuneo, North Bay TIP Apprenticeship Program

**CALL TO ORDER**

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

**APPROVAL OR AMENDMENT OF AGENDA**

Motion by Director Graves to approve the December 17, 2025, Regular Board Agenda.  
Second by Director Millerick. At the request of Director Freeman, agenda item #8 was advanced to item #4 to permit the Trane representative to present earlier in the meeting.

**Roll Call Vote:**

**AYES: (4) Directors, Graves, Lieberman, Millerick, and Freeman**

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Metcalf

Motion carries to approve the December 17, 2025, Regular Board Agenda as Presented.

#### **PUBLIC COMMENT**

No Public Comment Taken.

#### **CONSENT CALENDAR:**

Moved by Director Graves to approve the Consent Calendar with the discussed revisions.

Second by Director Millerick.

A. Minutes:

1. Approval of the November 12, 2025, Finance Committee Meeting Minutes.
2. Approval of the November 12, 2025, Special Meeting Minutes.
3. Approval of the November 13, 2025, Personnel Committee Meeting Minutes.
4. Approval of the November 19, 2025, Regular Board of Directors Meeting Minutes.
5. Approval of the November 19, 2025, JPA Meeting Minutes.

B. Disbursements:

1. Check #004129 - #004205 including drafts and payroll for a total of \$407,888.05.

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.

#### **DISCUSSION AND POSSIBLE ACTION:**

**Consider both the Corrections to the Microgrid Incentive Program Grant Agreement and the Project Development Agreement with Trane and Create the FLASHES Project Standing Committee**

Motion by Director Graves to Create the FLASHES Project Standing Committee and to appoint Director Millerick as the Chair of the Committee.

Second by Director Lieberman.

The Committee' duties include reviewing and monitoring the project; meeting with parties of mutual interest; evaluating potential energy purchase collaborations; reviewing contracts, construction, and labor issues; and considering other relevant elements of the project.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Metcalf

Motion carries to Create the FLASHES Project Standing Committee and to appoint Director Millerick as the Chair of the Committee.

**DISCUSSION AND POSSIBLE ACTION:**

**Consider for approval of the Utility Superintendent Pay Scale – Replacing the Utility Supervisor Job Description**

Motion by Director Lieberman to Approve the Utility Superintendent Pay Scale – Replacing the Utility Supervisor Job Description Effective January 2, 2026.

Second by Director Graves.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Metcalf

Motion Carries to Approve the Utility Superintendent Pay Scale – Replacing the Utility Supervisor Job Description Effective January 2, 2026.

**DISCUSSION AND POSSIBLE ACTION:**

**Approval of Coastland’s \$18,665 Proposal to Provide Professional Engineering Services for the Isolation Valve Installation Project**

Motion by Director Millerick to Approve Coastland’s \$18,665 Proposal to Provide Professional Engineering Services for the Isolation Valve Installation Project.

Second by Director Lieberman.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Metcalf

Motion carries to Approve Coastland’s \$18,665 Proposal to Provide Professional Engineering Services for the Isolation Valve Installation Project.

**DISCUSSION AND POSSIBLE ACTION:**

**Approval of GHD’s \$36,500 Amendment to the SCADA Cybersecurity Enhancement Project**

Motion by Director Graves to Approve GHD’s \$36,500 Amendment to the SCADA Cybersecurity Enhancement Project.

Second by Director Millerick.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Metcalf

Motion carries to Approve GHD's \$36,500 Amendment to the SCADA Cybersecurity Enhancement Project.

#### **DISCUSSION AND POSSIBLE ACTION:**

##### **Office Closure and Revise the December 2025 and January 2026 Holiday Schedule**

Motion by Director Lieberman to Approve the Office Closure and Revise the December 2025 and January 2026 Holiday Schedule.

Second by Director Graves.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Metcalf

Motion carries to Approve the Office Closure and Revise the December 2025 and January 2026 Holiday Schedule.

#### **DISCUSSION AND POSSIBLE ACTION:**

##### **Update on the Hexavalent Chromium Compliance Plan and Public Notice Requirement**

Staff provided an update on the Hexavalent Chromium Compliance Plan, including current regulatory requirements and compliance timelines. The Board was informed of the associated public notice requirements, outreach efforts, and next steps to ensure regulatory compliance. No action was taken at this time.

#### **BOARD REPORTS**

Finance Committee: Met December 9, 2025

Personnel Committee: Have not met.

Emergency Preparedness Committee: Have not met.

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

Valley Oaks Sub-Committee: Have not met.

FLASHES Ad Hoc Committee: Met December 11, 2025

Brambles Golf Course Project: Met December 11, 2025

#### **GENERAL MANAGER AND STAFF REPORTS**

Board Priorities:

Projects Update: Update provided by staff.

Financial Report: Update provided by staff.

Administration/Customer Services Report: 2 properties remain locked

ACWA Committee Updates: Update provided by staff.

Field Operation Report: Update provided by staff.

General Manager Report: Seven candidates were interviewed for the Account Representative position. An offer was extended and accepted, and the new hire will begin on January 5, 2026. A cybersecurity presentation and a Flood/Fire alternative options meeting in Lower Lake were attended; the item will be brought before the Board at a later date. Attendance at the CASA Conference in Napa in August was noted.

**CONTINUED PUBLIC COMMENT**

Marty Englander inquired about the District's preparation for potential flooding associated with the upcoming rain. She also requested that the Board consider becoming a supporting member of the Chipping Program, with a contribution of \$30 for unlimited chipping services.

Ms. Englander expressed appreciation for the attendance of local union representatives and thanked District staff for their hard work, extending holiday wishes to all.

**BOARD MEMBER COMMENT**

Members of the Board expressed their gratitude to the staff, extending holiday wishes to all.

**ADJOURNMENT**

Motion by Director Lieberman to adjourn at 8:30 p.m.

Second by Director Graves.

No Further Discussion.

No Public Comment.

Meeting adjourned at 8:30 p.m.

  
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Jim Freeman Date  
President of the Board

 1/22/26  
\_\_\_\_\_  
Paul Kelley Date  
General Manager/Secretary to the Board