



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PERSONNEL COMMITTEE MEETING

MEETING MINUTES

Wednesday, August 19, 2026 – 5:00 PM

The Hidden Valley Lake Community Services District (District) Personnel Committee met at the District office located at 19400 Hartmann Road Hidden Valley Lake, California 95467.

Present were:

Director Sean Millerick
Director Matthew Metcalf
Paul Kelley, General Manager
Kelly Reese, Administrative Services Manager

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Director Millerick.

APPROVAL OF AGENDA

Director Metcalf moved to approve the August 19, 2026, Personnel Committee agenda as presented. The motion was seconded by Director Millerick.

PUBLIC DISCUSSION

No public present.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Review and Recommend the Approval of the Revisions to the Operator-In-Training Job Description

The Personnel Committee discussed the updated revisions to the Operator-In-Training job description.

Staff discussed the revisions, responded to committee questions, and will correct grammatical errors.

The committee directed the General Manager to proceed with the updates and recommend Board Approval.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Review and Recommend the Approval of the Revisions to the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions

The Personnel Committee reviewed the Operator I, Operator II, Lead Operator, and Utility Superintendent Job Descriptions.

Staff discussed the revisions, responded to committee questions, and will correct grammatical errors.

Following discussion, the committee directed the General Manager to proceed with the updates and recommend Board Approval.

PUBLIC COMMENT

No Public Present.

COMMITTEE MEMBER COMMENT

No committee member comments.

ADJOURNMENT

Director Millerick moved to adjourn the meeting at 5:10 p.m.

Meeting adjourned at 5:10 p.m.