



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PERSONNEL COMMITTEE MEETING MEETING MINUTES THURSDAY, MARCH 12, 2026 – 5:00 PM

The Hidden Valley Lake Community Services District (District) Finance 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
Hannah Davidson, Project Manager
Kelly Reese, Water Resources Specialist

CALL TO ORDER

The meeting was called to order at 5:02 p.m. by Director Millerick.

APPROVAL OF AGENDA

Director Metcalf moved to approve the March 12, 2026, Personnel Committee agenda as presented. The motion was seconded by Director Millerick.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consider Approval of the Revised Return to Work Policy # 3004.20.2.2

The Personnel Committee reviewed the Revised Return to Work Policy #3004.20.2.2 and recommended Board approval.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Approval of the Revised Procurement Policy #2106

The Personnel Committee reviewed the Revised Procurement Policy #2106 and recommended Board approval.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Consider Approval of the Lead Operator Job Description

The Personnel Committee reviewed and discussed the draft Lead Operator Job Description. The Personnel Committee discussed the operational needs within the department and the potential benefits of establishing a Lead Operator position.

The committee instructed the General Manager to continue revising the Lead Operator Job Description, incorporating the recommended updates to the education/experience and license/certification sections, and to return the revised draft to the committee for further review.

PUBLIC COMMENT

No Public Present.

COMMITTEE MEMBER COMMENT

No committee member comments.

ADJOURNMENT

Director Millerick moved to adjourn the meeting at 5:34 p.m., seconded by Director Metcalf. The motion carried unanimously.