



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

**REGULAR BOARD MEETING
WEDNESDAY, MARCH 18, 2026– 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 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

CALL TO ORDER

The meeting was called to order at 6:01pm by Director Freeman.

APPROVAL OF AGENDA

Director Millerick made a motion to approve the March 18, 2026, Regular Board Meeting Agenda as presented. Director Lieberman 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)

Motion carries unanimously to approve the March 18, 2026, Regular Board Agenda as presented.

PUBLIC COMMENT

No public present.

CONSENT CALENDAR:

Director Millerick made a motion to approve the Consent Calendar. Director Liberman seconded the motion.

A. Minutes:

1. Approval of the February 5, 2026, Personnel Committee Meeting Minutes.
2. Approval of the February 5, 2026, Emergency Preparedness Meeting Minutes
3. Approval of the February 11, 2026, Finance Committee Meeting Minutes.
4. Approval of the February 18, 2026, Regular Board of Directors Meeting Minutes.

B. Disbursements:

1. Check #004349 - #004411 including drafts and payroll for a total of \$375,199.24.

C. Policies and Resolutions of the Board of Directors:

1. Approval of the Revised Return to Work Policy # 3004.20.2.2
2. Approval of Resolution 2026-05 Authorizing the transfer of funds to California CLASS
3. 2026 Lake Use Agreement

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 carries unanimously, to approve the Consent Calendar as presented.

DISCUSSION AND POSSIBLE ACTION:

Motion to Approve Contracting with Daupler for After-Hours Service Call Assistance Software for \$34,997

Director Lieberman made a motion to Approve Contracting with Daupler for After-Hours Service Call Assistance Software for \$34,997. Director Metcalf seconded the motion.

The General Manager emphasized the importance of proactive and reliable communication during emergencies, stating that this software will strengthen public safety efforts and community engagement. The General Manager recommended approval of the contract as a solution to modernize the District's notification capabilities.

Staff reported that the GOGov platform will enhance the District's ability to communicate timely alerts and updates to residents during emergencies. The system is user-friendly, integrates with existing communication tools, and allows for targeted messaging.

Board members discussed the need for efficient emergency communication and expressed support for improving outreach to the community.

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 unanimously to Approve Contracting with Daupler for After-Hours Service Call Assistance Software for \$34,997.

DISCUSSION AND POSSIBLE ACTION:

Motion to Approve Contracting with GOGov for Emergency Notification Software for \$4,300/year

Director Millerick made a motion to Approve Contracting with GOGov for Emergency Notification Software for \$4,300/year. Director Graves seconded the motion.

The General Manager emphasized the importance of having a reliable emergency notification system in place and stated that the platform would strengthen the District's ability to communicate effectively during emergency situations. The General Manager recommended approval of the contract.

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 Contracting with GOGov for Emergency Notification Software for \$4,300/year.

DISCUSSION AND POSSIBLE ACTION:

Motion to Approve PumpMan's Quote in the Amount of \$35,628.02 for Well 2 Repair and Maintenance and Authorize the General Manager to Sign

Director Graves made a motion to Approve PumpMan's Quote in the Amount of \$35,628.02 for Well 2 Repair and Maintenance and Authorize the General Manager to Sign the Estimate. Director Lieberman seconded the motion.

The General Manager emphasized the importance of maintaining critical infrastructure and stated that completing the repairs will help ensure system reliability and service continuity. The General Manager recommended approval of the quote and authorization to proceed.

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 unanimously to Approve PumpMan's Quote in the Amount of \$35,628.02 for Well 2 Repair and Maintenance and Authorize the General Manager to Sign the Estimate.

DISCUSSION AND POSSIBLE ACTION:

Motion to Approve DCCM's Proposal to Complete Designs for the Wellfield-Water Plant Generator Project for \$98,614

Motion by Director Lieberman to Approve DCCM's Proposal to Complete Designs for the Wellfield-Water Plant Generator Project for \$98,614. Director Millerick seconded the motion.

The General Manager emphasized the importance of backup power infrastructure for maintaining uninterrupted water service and stated that completing the design phase is a critical step toward project implementation. The General Manager recommended approval of the proposal.

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 unanimously to Approve DCCM's Proposal to Complete Designs for the Wellfield-Water Plant Generator Project for \$98,614.

DISCUSSION AND POSSIBLE ACTION:

Motion to Approve the Revised Procurement Policy #2106

Motion by Director Metcalf to Approve the Revised Procurement Policy #2106. Director Millerick seconded the motion.

Staff provided an overview of the updates, noting that the revisions are intended to improve transparency, ensure compliance with current regulations, and streamline procurement procedures.

Board members discussed the changes, including thresholds for competitive bidding, documentation requirements. Questions raised were addressed by the General Manager. The General Manager recommended approval of the revisions of the policy.

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 unanimously to Approve the Revised Procurement Policy #2106

BOARD REPORTS

Finance Committee: Met.

Personnel Committee: Met.

Emergency Preparedness Committee: Met.

Lake Water Use Agreement-Ad Hoc Committee: Met

Valley Oaks Sub-Committee: Plan to schedule a meeting, project is moving forward.

FLASHES Project Committee: Meeting schedule for April

Brambles Golf Course Project: 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: Update provided by staff. The General Manager addressed 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 to the staff.

CLOSED SESSION

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review and Discussion of the General Manager’s Performance Evaluation

The Board adjourned into a break /Closed Session at 7:44pm

The Board started the Closed Session at 7:50pm

The Board returned into Open Session at 8:24pm – gave direction , No Reportable Action was taken in Closed Session.

Board members provided general comments during the Open Session, regarding the evaluation process and the clarity of the materials presented. Members noted that the process was well-structured and helpful in facilitating a comprehensive review.


ADJOURNMENT

Motion by Director Lieberman to adjourn at 8:51p.m. Second by Director Graves.

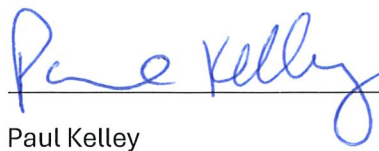
No Further Discussion.

No Public Comment.

Meeting adjourned at 8:35p.m.

 4/15/26
Date

Jim Freeman
President of the Board

 4/15/26
Date

Paul Kelley
General Manager/Secretary to the Board

