



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PERSONNEL COMMITTEE MEETING MEETING MINUTES

Wednesday, June 17, 2026 – 4:30 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
Penny Cuadras, Administrative Services Manager
Kelly Reese, Administrative Services Manager

CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Director Millerick.

APPROVAL OF AGENDA

Director Metcalf moved to approve the June 17, 2026, Personnel Committee agenda as presented. The motion was seconded by Director Millerick.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Review and Recommend the Approval of the Revisions to the Water Resources Specialist Job Description

The Personnel Committee discussed the current Water Resources Specialist Job Description and the proposed revised job title and description.

Staff shared the consideration of the revised job title from Water Resources Specialist to Water Resources Analyst. The revised job title more accurately reflects the duties performed, given the position's involvement with field operations. The updated job description reflects supervision by the Utility Superintendent.

Following discussion, the committee agreed that revising the job title and job description support operational structure and accurately reflect the duties performed. The committee directed the General Manager to proceed with the updates and recommended Board Approval.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Review and Recommend the Approval of the Lead Operator Job Description

The Personnel Committee reviewed the Lead Operator Job Description for a second time. The committee reviewed and discussed the need within the department and potential benefits of establishing a Lead Operator position.

Following discussion, the committee directed the General Manager to proceed with next steps to establish this position which entails salary discussion with the Finance Committee.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Review and Recommend the Approval of Artificial Intelligence (AI) Policy #1017

The Personnel Committee reviewed the proposed Artificial Intelligence Policy #1017. Staff explained that the policy is important to Districts as it provides a standard for AI use. The policy establishes guidelines for responsible, ethical, and secure use of AI. The policy is intended to provide clear guidance to staff and ensure consistency with emerging technology.

Committee members discussed the importance of maintaining updated policy as technologies change. The policy outlines responsibilities for staff, maintaining compliance, and ensuring human oversight during decision making.

Following discussion, the committee supported the proposed policy and agreed to recommend that the Board approve Public Records Request Policy #1017.

PUBLIC COMMENT

No Public Present.

COMMITTEE MEMBER COMMENT

No committee member comments.

ADJOURNMENT

Director Millerick moved to adjourn the meeting at 5: 08 p.m., seconded by Director Metcalf.

Motion carries to adjourn the meeting at 5:08 p.m.