



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

**REGULAR BOARD MEETING
TUESDAY, JANUARY 21, 2025– 7:00 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 Millerick, President
Director Jim Freeman, Vice President
Director Jim Lieberman
Director Gary Graves

Staff Present:

Dennis White, General Manager
Penny Cuadras, Administrative Assistant
Trish Wilkinson, Accounting Supervisor
Hannah Davidson, Project Manager
Kelly Reese, Water Resources Specialist

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Director Millerick.

APPROVAL OF AGENDA

Motion by Director Graves to approve January 21, 2025, Regular Board Agenda
Seconded by Director Freeman.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman, and Millerick

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to approve the January 21, 2025, Regular Board Agenda as presented.

BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS

Election of the Board President for the 2025 calendar year

Director Millerick called for nomination of Board President. Director Graves nominated Jim Freeman as Board President, Seconded by Director Lieberman.

Nomination for 2025 Board President accepted by Director Freeman

Election of the Vice President for the 2025 calendar year

Director Freeman called for nomination of the Vice President. Director Graves nominated Jim Lieberman as Vice President, Seconded by Director Millerick.

Nomination for Vice President accepted by Director Lieberman.

APPOINTMENT OF BOARD MEMBERS TO STANDING AND AD-HOC COMMITTEES

Director Freeman made no changes to assignment of committee members; seats remain as the 2024 assignments.

Finance Committee: Directors Freeman and Graves

Personnel Committee: Directors Millerick and Metcalf

Emergency Preparedness Committee: Directors Lieberman and Metcalf
Lake Water Use Ad-Hoc Committee: Director Lieberman
Valley Oaks Project Sub-Committee: Director Millerick
Trane Ad-Hoc Committee: Directors Graves and Millerick

CONSENT CALENDAR

Moved by Director Graves and seconded by Director Millerick to approve the Consent Calendar as presented.

- A. MINUTES: Approval of December 5, 2024, Board of Directors Workshop Minutes
- B. MINUTES: Approval of December 10, 2024, Finance Committee Meeting Minutes
- C. MINUTES: Approval of December 17, 2024, Regular Board of Directors Meeting Minutes
- D. DISBURSEMENTS: Check #003249 - #003325 including drafts and payroll for a total of \$910,073.86.

No Further Discussion
No Public Comment

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman and Millerick

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to approve the Consent Calendar as presented.

BOARD COMMITTEE REPORTS

Finance Committee: Met 1/14/2025

Personnel Committee:

Emergency Preparedness Committee:

Lake Water Use Agreement-Ad Hoc Committee:

Valley Oaks Sub-Committee:

Trane Energy Resilience Ad Hoc Committee:

Brambles Golf Course Project:

Board List of Priorities update provided by Staff.

STAFF REPORTS

Financial Report: No Comments

Administration/Customer Services Report: No Comments

Field Operation Report: No Comments.

ACWA State Legislative Committee: Report provided by Hannah Davidson

Projects Update: No Comments

General Manager Report: The General Manager provided an update on District operations and responded to all inquiries.

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to Purchase Eclipse Actuator Emergency Chlorine Shutoff Systems For Two 1-Ton Containers Not to Exceed \$22,500

Motion by Director Graves to Authorize the General Manager to Purchase Eclipse Actuator Emergency Chlorine Shutoff Systems For Two 1-Ton Containers Not to Exceed \$22,500.

Second, by Director Lieberman.

No Further Discussion.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman and Millerick

NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

Motion Carries to Authorize the General Manager to Purchase Eclipse Actuator Emergency Chlorine Shutoff Systems For Two 1-Ton Containers Not to Exceed \$22,500.

DISCUSSION AND POSSIBLE ACTION:

Approve and Adopt Resolution 2025-01 Placing in Support of Hannah Davidson to Serve on the Association of California Water Agencies State Legislative Committee

Motion by Director Millerick to Approve and Adopt Resolution 2025-01 Placing in Support of Hannah Davidson to Serve on the Association of California Water Agencies State Legislative Committee
Second, by Director Graves.

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman and Millerick
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

Motion Carries to Approve and Adopt Resolution 2025-01 Placing in Support of Hannah Davidson to Serve on the Association of California Water Agencies State Legislative Committee

DISCUSSION AND POSSIBLE ACTION:

Approve Revisions to the #2000 Annual Sewer Consumption Value Policy

Motion by Director Graves to Approve Revisions to the #2000 Annual Sewer Consumption Value Policy
Second, by Director Millerick.

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman and Millerick
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

Motion Carries to Approve Revisions to the #2000 Annual Sewer Consumption Value Policy

DISCUSSION AND POSSIBLE ACTION:

Accept Reserve Study Scope of Work and Authorize the General Manager to Execute an Agreement to Implement the Reserve Study Scope of Work

Motion by Director Graves to Accept the Browning Group Reserve Study Scope of Work and Authorize the General Manager to Execute an Agreement to Implement the Reserve Study not to exceed \$10,000.
Second, by Director Millerick

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman and Millerick
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

Motion Carries to Accept the Browning Group Reserve Study Scope of Work and Authorize the General Manager to Execute an Agreement to Implement the Reserve Study not to exceed \$10,000.

DISCUSSION AND POSSIBLE ACTION:

Accept the Proposal Submitted by Mike Loughrin, Transformance Advisors Inc. to Establish a Lean Transformation Program and Authorize the General Manager to Execute an Agreement Mike Loughrin, Transformance Advisors Inc.

Motion by Director Graves to Accept the Proposal Submitted by Mike Loughrin, Transformance Advisors Inc. to Establish a Lean Transformation Program and Authorize the General Manager to Execute an Agreement Mike Loughrin, Transformance Advisors Inc.
Second, by Director Lieberman

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman and Millerick

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Accept the Proposal Submitted by Mike Loughrin, Transformance Advisors Inc. to Establish a Lean Transformation Program and Authorize the General Manager to Execute an Agreement Mike Loughrin, Transformance Advisors Inc.

DISCUSSION AND POSSIBLE ACTION:

Approve and Adopt Procurement Policy #2106

Motion by Director Graves to Approve and Adopt Procurement Policy #2106 Amended as follows:

- General Manager Signature Authority \$15,000.00

Approval by General Manager

- Utility Supervisor Signature Authority \$2500.00
- Accounting Supervisor Signature Authority \$500.00
- Administrative Services Manager Signature Authority \$500.00

Motion by Director Graves to Approve and Adopt Procurement Policy #2106 as modified.

Second, by Director Metcalf

No Further Discussion.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors, Graves, Lieberman, Metcalf, Freeman and Millerick

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Approve and Adopt Procurement Policy #2106 as modified

PUBLIC COMMENT

Taken

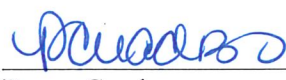
BOARD MEMBER COMMENT

Members of the Board expressed appreciation to staff.

ADJOURNMENT

Meeting was adjourned by Director Freeman at 8:20 p.m.


Jim Freeman
President of the Board
Date 2/18/25


Penny Cuadras
Secretary to the Board
Date 3.3.2025