



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

**TUESDAY, FEBRUARY 20, 2024 - 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.

Directors Present:

Director Sean Millerick, President
Director Jim Freeman, Vice President
Director Gary Graves

Staff Present:

Dennis White, General Manager,
Trish Wilkinson, Accounting Supervisor
Hannah Davidson, Water Resources Specialist

Via Teleconference:

Director Jim Lieberman
Alyssa Gordon, Project Manager

Others Present:

Norm Newell, Smith and Newell, CPA's

CALL TO ORDER

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

APPROVAL OF AGENDA

Motion by Director Freeman to approve the February 20, 2024, Regular Board Agenda.
Seconded by Director Graves.

Roll Call Vote:

AYES: (4) Directors, Graves, Freeman, Lieberman, and Millerick
NAYS: (0)
ABSTAIN: (0)
ABSENT: (0)

Motion carries to approve the February 20, 2024, Regular Board Agenda.

DISCUSSION AND POSSIBLE ACTION:

Nomination and Appointment of Director to Fill Board Seat Vacancy

President Millerick opened the nomination period.

Board discussion ensued regarding the efficient interview process. Candidates were asked a single set of universal questions and responses were rated with a 1/5 scoring system.

Motion by Director Lieberman nominating Matthew Metcalf, Seconded by Director Graves.

Motion by Director Millerick nominating Lester Hoskins, Seconded by Director Freeman.

Roll Call Vote for Matthew Metcalf

AYES: (3) Directors, Freeman, Graves, and Lieberman,
NAYS: (1) Director Millerick
ABSTAIN: (0)
ABSENT: (0)

Roll Call Vote for Lester Hoskins
AYES: (1) Director Millerick
NAYS: (3) Director Freeman, Graves, and Lieberman
ABSTAIN: (0)
ABSENT: (0)

Motion carries by unanimous vote appointing Matthew Metcalf to fill the board seat vacancy.

ADMINISTRATION OF OATH OF OFFICE:

General Manager, Dennis White administered the Oath of Office to newly appointed Director Matthew Metcalf.

APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES

Director Millerick made the following Board member committee assignments for the 2024 calendar year:

Finance Committee: Directors Jim Freeman and Gary Graves
Personnel Committee: Directors Sean Millerick and Matthew Metcalf
Emergency Preparedness Committee: Director Jim Lieberman and Matthew Metcalf
Lake Water Use Ad-HOC Committee: Director Jim Liberman
Valley Oaks Project Sub-Committee: Director Millerick
Trane Ad-Hoc Committee: Directors Gary Graves and Sean Millerick

REVIEW AND ACCEPT:

Independent Auditor's Report For The Year Ended June 30, 2023, as Presented by Smith & Newell

Norm Newell, Smith & Newell presented the 2022-23 Audit and responded to all inquiries.

CONSENT CALENDAR

Motion by Director Freeman to approve the Consent Calendar as presented.
Seconded by Director Graves.

Director Millerick requested a correction be made to the Personnel Meeting Minutes to reflect start time 8:31am.

- A. MINUTES: Approval of the January 9, 2024, Finance Committee Meeting Minutes.
- B. MINUTES: Approval of the January 16, 2024, Regular Board of Directors Meeting Minutes.
- C. MINUTES: Approval of the January 31, 2024, Personnel Committee Meeting Minutes.
- D. DISBURSEMENTS: Check #2339 - #2411 including drafts and payroll for a total of \$740,873.41

No Further Discussion
No Public Comment

Roll Call Vote:
AYES: (4) Directors, Graves, Freeman, Lieberman, and Millerick
NAYS: (0)
ABSTAIN: (1) Director Metcalf
ABSENT: (0)
Motion Carries to approve the Consent Calendar as amended.

BOARD COMMITTEE REPORTS

Finance Committee: No Discussion.
Personnel Committee: No Discussion.
Emergency Preparedness Committee: Have not met.
Lake Water Use Agreement-Ad Hoc Committee: Have not met.
Valley Oaks Sub-Committee: Have Not Met.
Trane Energy Resilience Ad Hoc Committee: Have Not Met.

Board List of Priorities update provided by Staff.

STAFF REPORTS

Financial Report: No Comments

Administration/Customer Services Report:

Field Operation Report: No Comments.

ACWA Committee's: Updates provided by Hannah Davidson

Projects Update: Update provided by Alyssa Gordon.

General Manager Report: The General Manager announced Alyssa Gordon's 10-year anniversary with the District. Director Freeman recommended an Ad Hoc Committee for the Brambles Project be discussed next month.

DISCUSSION AND POSSIBLE ACTION:

**Authorize the General Manager to enter into a Microgrid Incentive Program (MIP)
Application Agreement with Trane US, Inc, and to Adopt Resolution 2024-01**

Motion by Director Graves to Authorize the General Manager to enter into a Microgrid Incentive Program (MIP) Application Agreement with Trane US, Inc, and to Adopt Resolution 2024-01.
Seconded by Director Freeman

No further Discussion
No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries by unanimous vote to Authorize the General Manager to enter into a Microgrid Incentive Program (MIP) Application Agreement with Trane US, Inc, and to Adopt Resolution 2024-01.

DISCUSSION AND POSSIBLE ACTION:

**Authorize the General Manager to Award the LHMP Update Project, to Contract with, and to Issue the
Notice to Proceed with Foster Morrison Consulting According to the Contract Terms**

Motion by Director Freeman to Authorize the General Manager to Award the LHMP Update Project, to Contract with, and to Issue the Notice to Proceed with Foster Morrison Consulting According to the Contract Terms.
Seconded by Director Graves.

No further Discussion

Public Comment: Members suggest Mission and Vision Statement include wastewater services.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries by unanimous vote to Authorize the General Manager to Award the LHMP Update Project, to Contract with, and to Issue the Notice to Proceed with Foster Morrison Consulting According to the Contract Terms.

DISCUSSION AND POSSIBLE ACTION:

**Authorize the General Manager to Enter into a Planning & Cost Share Agreement
with HVLA for the Stormwater Mitigation Project**

Motion by Director Graves to Authorize the General Manager to Enter into a Planning & Cost Share Agreement with HVLA for the Stormwater Mitigation Project.
Seconded by Director Freeman.

No further Discussion

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries by unanimous vote to Authorize the General Manager to Enter into a Planning & Cost Share Agreement with HVLA for the Stormwater Mitigation Project.

DISCUSSION AND POSSIBLE ACTION:

Approve the Job Description for the Administrative Support Assistant

Motion by Director Freeman to Approve the Job Description for the Administrative Support Assistant.
Seconded by Director Graves.

No further Discussion

No Public Comment

Roll Call Vote:

AYES: (4) Directors Graves, Freeman, Lieberman, and Millerick

NAYS: (0)

ABSTAIN: (1) Director Metcalf

ABSENT: (0)

Motion carries to Approve the Job Description for the Administrative Support Assistant.

DISCUSSION AND POSSIBLE ACTION:

Discuss Director Attendance at 2024 Trainings/Conferences

Members of the Board discussed the 2024 training and conferences.

PUBLIC COMMENT

Members of the public welcomed the newly appointed Matthew Metcalf. Appreciation to staff for their hard work and dedication.

BOARD MEMBER COMMENT

No Comments

ADJOURNMENT

Motion by Director Freeman to adjourn the meeting at 8:49 p.m.

Seconded by Director Graves.

No further Discussion

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries by unanimous vote to adjourn the meeting at 8:49 p.m.

 3-19-2024

Sean Millerick
President of the Board



Dennis White
General Manager, Secretary to the Board