



**Hidden Valley Lake Community Services District
Special Meeting
Director Vacancy Interviews
Tuesday, February 6, 2024 – 12:00 PM
19400 Hartmann Road, Hidden Valley Lake, CA.**

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION: Interview, Discuss, and Consider Candidates to Serve on the District Board and Committees

Last	First	Time
Hoskins	Lester	12:30 pm
Boyd	Bren	12:50 pm
Brashares	Bruce	1:10 pm
Waite	William	1:30 pm
Metcalf	Matthew	1:50 pm
Lentz	Edith	2:10 pm

- 6) PUBLIC COMMENT
- 7) BOARD MEMBER COMMENT
- 8) ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting. Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: February 6, 2024

AGENDA ITEM: Interview, Discuss, and Consider Candidates to Serve on the District Board and Committees

This item is presented for the Board to review applications, conduct interviews, nominate, and appoint a new Director to fill the vacancy on the Hidden Valley Lake Community Services District Board of Directors.

Nomination and appointment of a new director has been agendaized for the February 20, 2024, Regular Board Meeting.

Background

Hidden Valley Lake Community Services District Board Member, Claude Brown submitted his resignation in writing to the General Manager, with an effective date of January 17, 2024. Subsequently, the Board elected to fill the vacant Director position by appointment. All applicants are required to be residents and voters in the District's service area. Eligibility requirements have been confirmed. All eligible applicants were invited to interview for an appointment to the vacant position on the Board of Directors. Attachment 1 includes 6 eligible applications that were received in response to the Notice of Vacancy posted from December 6, 2023, to February 5, 2024, in compliance with Government Code §1780.

Since the Board-approved Appointee will fill the vacancy created by the resignation of Claude Brown, the Appointee will complete a partial term beginning February 20, 2024, and continuing through November 2024 and thereafter until the person who is elected at that November 2024 election to fill the vacancy has been qualified (GC §1780). Once the new Board member has been appointed at the February 20, 2024, Regular Board Meeting, the Board Secretary will administer the Oath of Office.



Attention: Administrative Services Manager

IVED
DEC 07 2023
2:16:24 PM

APPLICATION FOR POSITION AS BOARD MEMBER REPRESENTING HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PLEASE TYPE OR PRINT IN INK. Completed Applications and a Resume must be submitted to the District Secretary at 19400 Hartmann Road, Hidden Valley Lake, Ca. 95467 by 0:00 pm Date. Applications and Resume submitted after the deadline will not be considered. Responses to all items are required for application to be considered complete.

Applicant Name: Lester Dale Hoskins III

Address: [REDACTED] - Hidden Valley Lake

Phone Number (day): [REDACTED]

Phone Number (alt):

1. Are you a voter of the district? Yes No
2. Are you currently a registered voter? Yes No
3. Do you currently reside in this District? Yes No

4. List your education or attach resume:
Attached Resume

5. List your current employer and work experience or attach resume:
Attached Resume

6. Describe any other relevant current or past experience that would qualify you for this position, including the dates of service and the length of time of the experience, specifically:

a. Previous elected positions or experience with elected boards:

None.

b. Volunteer services or community participation:

Ongoing donations and support for the community.

c. Other group memberships and affiliations:

Middletown Merchants Association

7. State your reason for interest in this position and explain why you believe you would be the best candidate for this seat in 500 words or less. (You may use this form or attach a separate document for your response.)


Cover Letter Attached

8. Provide a minimum of three, and no more than five, references. Include name, address, and phone number for each reference.

- 1. Kim Armstrong, [REDACTED]
- 2. Lisa Rogers, [REDACTED]
- 3. Jen Mullin, [REDACTED]
- 4. Brandon Skinner, [REDACTED]
- 5. Dylan Hood, [REDACTED]

Thank you for your interest in the Hidden Valley Lake Community Services District

Signed:


Name

12/07/2023
Date

DALE HOSKINS

12/07/2023

To Whom It May Concern:

My name is Lester Dale Hoskins III, but I go by my middle name, Dale. I live with my wife [REDACTED] whom I've been married to since 2013, our 7-year-old son, [REDACTED] and our 2-year-old daughter, [REDACTED]; in our home in Hidden Valley Lake that we bought in 2013. My family is rooted in South Lake County with my children representing the 7th generation!

I am applying for the position of Board Member with the Hidden Valley Lake Water District. I am an active community member with a background in law enforcement and community/public service and would love the chance to participate further by lending my advisory skills to an organization such as this.

I am a small business owner in South Lake County, providing pest control and other services to keep all my customers lives comfortably pest free. I have excellent interpersonal communication skills and possess an abundance of common sense. With my background and knowledge, I believe I would serve as an excellent Board Member to the organization. I would be thrilled to have the opportunity to serve and put my knowledge to good use.

I am available for further discussion of this opportunity in detail.

Thank you for your time and consideration,

Dale Hoskins

Lester Dale Hoskins III
[REDACTED]
[REDACTED]

DALE HOSKINS

SUMMARY

Self-employed business Owner. Motivated, energetic, hardworking leader, with years of experience in meeting the needs of the community or company I serve. Known to be reliable, professional, responsible, resourceful, organized, and diligent; with excellent written, oral and interpersonal communication skills. Talent for cultivating and supporting the relationships of the team and clients, always leading by example.

EXPERIENCE

OWNER/OPERATOR

HERITAGE PEST MANAGEMENT OF WINE COUNTRY

2022 – PRESENT

- Provide direct day-to-day supervision and management of all staff, whether in the office or in the field.
- Lead by example, maintain and communicate company core values, vision, and culture.
- Immediately identify, communicate, and aid in resolution of potential concerns, threats, or key issues.
- Direct oversight of pest control customer service and treatments to ensure proper communication, scheduling, and effectiveness of technicians' skills. Perform other related duties, as needed, to ensure success of branch/company.
- Be knowledgeable and follow all State and local regulations and safety procedures.
- Submit all paperwork, documentation, and customer payments on time, completely and accurately.
- Have an expert knowledge of pest control techniques, chemicals, and supplies.
- Consistently analyze expenses to find ways to minimize expenses and optimize profits without effecting the quality of services offered.
- Evaluate and decide, or suggest, upon investments in equipment, infrastructure, chemicals and personnel.
- Identify opportunities to expand, marketing to new clients or a need to shift our program in order to take advantage of changes in the local pest control market.
- Provide reporting to Regulatory Commission for all legal and professional obligations of licensing, inspections, etc.
- Inspire and motivate employees to perform to their best abilities through positive encouragement, incentive initiatives and camaraderie.
- Ensure the overall delivery and quality of pest control services to the customers.
- Contract and communicate with several vendors to assure a smooth operation with exceptional products and equipment.

GENERAL MANAGER

ARMED FORCE PEST CONTROL, INC.

2020 – 2022

- Supervision and management of all technicians, inspectors, and office staff, whether in the office or in the field.
- Lead by example, maintain and communicate company core values, vision, and culture.
- Immediately identify, communicate, and aid in resolution of potential concerns, threats, or key issues.
- Direct oversight of pest control customer service and treatments to ensure proper communication, scheduling and effectiveness of technicians' skills. Perform other related duties, as needed, to ensure success of branch/company.
- Be knowledgeable and follow all State and local regulations and safety procedures.
- Submit all paperwork, documentation, and customer payments on time, completely and accurately.
- Have an expert knowledge of pest control techniques, chemicals, and supplies.
- Be knowledgeable regarding services, programs, policies, warranties, and pricing.
- Consistently analyze expenses to find ways to minimize expenses and optimize profits without effecting the quality of services offered.
- Evaluate and decide, or suggest, upon investments in equipment, infrastructure, chemicals and personnel.
- Identify opportunities to expand, marketing to new clients or a need to shift our program in order to take advantage of changes in the local pest control market.
- Create and implement initiatives that further the company's overall growth and goals.
- Identify potential or current problems and points of friction; find solutions in order to maximize efficiency and revenue.
- Provide reporting to Regulatory Commission for all legal and professional obligations of licensing, inspections, etc.
- Ensure the overall delivery and quality of pest control services to the customers.

POLICE OFFICER**2016 – 2018****CALISTOGA POLICE DEPARTMENT**

- Enforce all local, state, and federal laws; patrol your assigned area watching for indications of criminal activity, passive or active threats to life & property and investigate crime within the City of Calistoga.
- Write in depth incident & arrest reports with precise, factual and detailed accounts to be provided to further agencies for potential prosecution.
- Facilitate recommendations for charges against a suspect to the District Attorney's office following all protocols of documentation and other such guidelines.
- Process warrants with review by the District Attorney's Office and submittal, strictly in-person, to the Judge for approval. All warrants processes require an executions plan, booking and documentation of all evidence collected, writing reports of findings during and surrounding the incident.
- Administer search warrants having provided all the documentation and evidence for an approval by a Judge. Process the scene once administered and provide a full detailed report to the Judge and have it filed with the courts.
- Provide detailed accounts of ongoing cases, at times years following an arrest, in a court of law appearing as a subpoenaed witness in any case required.
- Operate under extreme pressure, and at times, life-threatening circumstances while performing the duties sworn to perform, and in the most professional manner, paying close attention to all my surroundings and then processing all the details of the incident.

ANIMAL CONTROL OFFICER II**2015 – 2016****LAKE COUNTY ANIMAL CARE & CONTROL**

- Enforce all local, state, and federal laws as it pertains to domestic animals and livestock.
- Patrol your assigned area watching for indications of criminal activity, passive or active threats to domestic animals and livestock and investigate crimes related within the County of Lake.

During the time I served Lake County, I responded to several reports of animal abuse, neglect, at-large and severe bites. I investigated several cases of neglect that resulted in near-death to horses and dogs. I was able to catch aggressive pigs, wild goats and wrangle up cattle off of highways by myself. During the time I served there, I was advised of how valuable I was to the point that when I advised my director that I will be resigning, he called my next employer to ask for me to stay for a past the 2-week notice.

JUVENILE CORRECTIONAL OFFICER**2014 – 2015****LAKE COUNTY PROBATION**

- Monitor daily activities of detained minors.
- Remain alert for potential problems and take measures to reduce tension and avoid violence.
- Provide behavior evaluations and recommendations for Probation Officers and medical staff.
- Document any type of incident, especially ones that result in disciplinary action.

During the time I served Juvenile Hall, I responded to several physical altercations, and potential riots. When time permitted, I volunteered to assist in the on-site school and tutored the minors on some of their hard studies. When we were given notice that Juvenile Hall will be closing, the teacher at the school insisted that I explore the idea of being a teacher due to my behavior with the minors and my ability to teach.

OFFICE ASSISTANT II – CONFIDENTIAL**2014****LAKE COUNTY HUMAN RESOURCES**

- Perform a variety of office, administrative, and general support assignments.
- Gather, assemble, and organize, data & information.
- Serve as an office receptionist, greeting office visitors and answering the telephone.
- Maintain and update records and information retrieval systems.
- Type, process, and proof-read a variety of documents, reports and other material.
- Update and maintain computerized records and generate reports.
- Use spreadsheets and other computer driven documentation and reporting software.

During my time in the Human Resources Department, I handled many administrative tasks and assisted the director, as well as all the other office staff in the Human Resources office as well as the Administrative Office. I effectively displayed my ability to perform an administrative role in a professional environment and had been accommodated for my performance and the extra responsibility I took on when it wasn't even requested. I was known to be an asset to the department, not only due to my work ethic, but to the working relationships I had created within the other county departments and with department heads.

EDUCATION

- AUTOMOTIVE ELECTRIC SYSTEMS SPECIALIST CERTIFICATE, SANTA ROSA JUNIOR COLLEGE**
Completed specialty automotive classes awarding me an Automotive Electric Systems Specialist Certificate. I also took and completed an advanced, Applied Mathematics course.
- WELDING TECHNOLOGIES CERTIFICATE, YUBA COMMUNITY COLLEGE**
Completed a full year of Welding technologies awarding me a completion certificate.
- BUREAU OF SECURITY AND INVESTIGATE SERVICES (BSIS) ARMED GUARD CERTIFICATE, STATE OF CALIFORNIA**
Completed and obtained certificate in April 2021.
- POST BASIC CERTIFICATION, STATE OF CALIFORNIA**
Completed Academy in June 2016 and obtained my "BASIC" Certificate in January 2018.
- EXTENSIVE LIST OF CALIFORNIA STATE, POST ACCREDITED TRAININGS**
Completed approximately 180 hours of extensive additional training through the state of California Peace Officer Standards and Trainings including the following:
 - PC 832 Arrest
 - PC 832 Firearms
 - Firearms/Long Rifle
 - Firearms/Tactical Rifle
 - Terrorism Response
 - PC 186.22 Gangs
 - 11550 H&S Drug Influence
 - Tactical Communication
 - Crisis Intervention



Attention: Administrative Services Manager

RECEIVED
DEC 19 2023
BY: al6 1250

APPLICATION FOR POSITION AS BOARD MEMBER REPRESENTING HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PLEASE TYPE OR PRINT IN INK. Completed Applications and a Resume must be submitted to the District Secretary at 19400 Hartmann Road, Hidden Valley Lake, Ca. 95467 by 0:00 pm Date. Applications and Resume submitted after the deadline will not be considered. Responses to all items are required for application to be considered complete.

Applicant Name: BREN BOYD
Address: [REDACTED]
HIDDEN VALLEY CA. 95467
Phone Number (day): [REDACTED]
Phone Number (alt): _____

- 1. Are you a voter of the district? Yes X No _____
- 2. Are you currently a registered voter? Yes X No _____
- 3. Do you currently reside in this District? Yes X No _____

4. List your education or attach resume:
former B.O.D. DIRECTOR / TREASURER
H.V.L.

5. List your current employer and work experience or attach resume:
SOLSTICE SANTA ROSA
CULINARY SERVICE DIRECTOR

6. Describe any other relevant current or past experience that would qualify you for this position, including the dates of service and the length of time of the experience, specifically:

a. Previous elected positions or experience with elected boards:

DIRECTOR CHEF ASSOCIATION OF THE
PACIFIC COAST
MEMBER / TREASURER
B. O. D. H. V. L.

b. Volunteer services or community participation:

c. Other group memberships and affiliations:

7. State your reason for interest in this position and explain why you believe you would be the best candidate for this seat in 500 words or less. (You may use this form or attach a separate document for your response.)

I HAVE AN INTEREST IN THE FUTURE
WATER COSTS OF OUR WATER DEPARTMENT

8. Provide a minimum of three, and no more than five, references. Include name, address, and phone number for each reference.

- 1. DEBBIE CERUTI [REDACTED]
[REDACTED]
- 2. [REDACTED]
- 3. DEE-FE JANUARY [REDACTED]
[REDACTED]
- 4. [REDACTED]
- 5. PAM PERRY [REDACTED]
[REDACTED]

Thank you for your interest in the Hidden Valley Lake Community Services District

Signed: [Signature]
Name

12-18-23
Date

RECEIVED
DEC 29 2023
2:10



Attention: Administrative Services Manager

**APPLICATION FOR POSITION AS BOARD MEMBER
REPRESENTING HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT**

PLEASE TYPE OR PRINT IN INK. Completed Applications and a Resume must be submitted to the District Secretary at 19400 Hartmann Road, Hidden Valley Lake, Ca. 95467 by 0:00 pm Date. Applications and Resume submitted after the deadline will not be considered. Responses to all items are required for application to be considered complete.

Applicant Name: Bruce M Brashares
Address: [REDACTED]
Hidden Valley Lake, CA 95467
Phone Number (day): [REDACTED]
Phone Number (alt):

- 1. Are you a voter of the district? Yes X No _____
- 2. Are you currently a registered voter? Yes X No _____
- 3. Do you currently reside in this District? Yes X No _____

4. List your education or attach resume:

See attached resume

5. List your current employer and work experience or attach resume:

See attached resume

6. Describe any other relevant current or past experience that would qualify you for this position, including the dates of service and the length of time of the experience, specifically:

a. Previous elected positions or experience with elected boards:

Elected by the members to the Hidden Valley Lake Association Board of Directors in 2015 and again in 2018. Along with two other Directors I was later subjected to a recall (this is HVLA) which the members voted was not warranted. The HVLA has over 3,000 parcels/members and an annual budget over \$14M. The geographic area is roughly similar to the geographic area served by Hidden Valley Lake Community Service District.

During my six years of service on the board I served 4 of them as an officer, one year as Secretary, one year as Vice President and two years as President.

Being aware of the additional public disclosure requirements of elected Boards, as Director I worked hard for transparency and better communication with members. I was able to convince a reluctant Board to add a second monthly public meeting and add a member comment section to the beginning of the meeting to go with the member comment section then at the end of the meeting. I was also instrumental in getting the Board to agree to tape the meetings (Pre-Pandemic and Zoom) and post them on the website for anytime member access.

Provided continuity during a period of rapid turnover of Directors and was able to expand fire prevention program (sirens and generators through a special assessment and annual tree maintenance through reserves) as well as re-start and give momentum to a major construction project (Hartmann building).

b. Volunteer services or community participation:

Serve on the board of a local charity (Totes4Teens) that benefits local teenagers in need.

Continue to volunteer with Hidden Valley Lake Association currently serving as a member of the Finance Committee.

c. Other group memberships and affiliations:

Greenwood Gang member since 1965

7. State your reason for interest in this position and explain why you believe you would be the best candidate for this seat.

My main interest in serving as a CSD Director comes from my overall desire to serve my community. Being retired I have the time to give back to my community. That desire can be seen in my six years of service as an HVLA Director and the accomplishments I achieved. With CSD and HVLA sharing a history and almost the

same geographic area and members/customers/constituents there are many common interests between the two. It seems logical for me to take my knowledge of the community and working on an elected board and use it to contribute in additional ways on the CSD Board. Past interactions with HVLA and CSD have taught me about some CSD operations and some of the differences in how the two organizations are governed. It is clear that water is soon to be the new gold (if it's not already) and I am very interested in its future. Learning more about CSD operations and becoming better educated on the issue to be a better director is something I look forward to.

I have lived in Hidden Valley Lake for 18 years and have owned my home and been a CSD customer for 12 years. From my past business life I bring experience in customer service and CRM systems, administrative services and staff supervision, volunteer management and team building, and working with non-profit boards and budgets.

My experience with HVLA has given me experience in working on a board using Roberts Rules and understanding fiduciary responsibility. I am familiar with board meetings (executive and open) and pride myself on always having reviewed the materials and being prepared for discussion and a vote. I am a hard worker.

Years of working on HVLA's annual budget and yearly budget process has made me very familiar with reading and understanding budget documents and the steps in the yearly process to develop and approve them. My experience includes deciding with the other Directors on what increases are warranted and if a special assessment may be necessary (as in the case of fire sirens and backup generators). These decisions need to be made with input from the members and under fiduciary guidelines.

I have considered running for the CSD board in the past but have felt that my emphasis should remain with HVLA. The current situation with HVLA has again got me looking for other ways that I can use my skills and experience to serve my community. That the current opportunity became available now is my sign that there are other organizations where I can help out and CSD is a prime example. I would be honored to be appointed and feel that I would be a good contributor and Director. I look forward to discussing the possibilities with you soon.

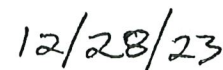
Provide three references:

Sean Millerick	HVLCSD Director	19400 Hartmann Rd, HVL
Jim Freeman	HVLCSD Director	19400 Hartmann Rd, HVL
Kim Smith	HVLA Dir. of Acct.	18174 HV Rd, HVL 707 987-3138 x117

Signed:



Name



Date

BRUCE BRASHARES

ADMINISTRATIVE SERVICES SPECIALIST

Able and proven Manager and customer service professional with experience in all aspects of administration, supervision, reporting, team building, quality improvement, and customer service. Experienced recruiting, training, and developing staff and volunteer teams. Civic-minded individual with desire to serve our local community with long history of dedicated non-profit service.

MAJOR ACHIEVEMENTS

- ✓ Twenty year resident of Hidden Valley Lake and home owner and customer of HVLCSD for the past twelve years.
- ✓ As a six year Hidden Valley Lake Association Board member with four years of service as an officer I have extensive experience working on a board and board procedures including agenda setting, posting of agendas, board packets (open and executive) and properly running meetings based on Roberts Rules of Order.
- ✓ As a Board member I often worked with other area organizations on a number of common interest projects. This gave me an appreciation of challenges we face along with how interconnected we are in serving the same customer/client base.
- ✓ As a Board member (and particularly as President) I met regularly with HVLCSD staff and board members to renew our annual agreement and discuss other areas of mutual interest such as the lake, coordinating repairs (road work etc), and the contract rate for recycled water.
- ✓ At HVLA Board meetings I supported requests from HVLCSD to sign on with them or to support their efforts on a number of issues, sometimes needing to convince my fellow board members to vote with CSD.
- ✓ Worked together with HVLCSD on exchanging lots to facilitate the building of a new storage tank, dealing with the effects of the Water Hook-Up Moratorium, and clearing a perimeter around the Association for fire protection.
- ✓ Have become very knowledgeable reading and understanding complex organizational finances including annual budget process and annual reserve study requirements.
- ✓ Experienced with Committee systems and how they support the Board. Have served as a board liaison and as an active member of a number of permanent and ad hoc committees covering a large range of responsibilities.
- ✓ Experienced working in teams and producing results. I have attended a number of team building training and pride myself on working well with others (on all levels) through clear communication, understanding and consensus building.

BRUCE BRASHARES

PROFESSIONAL EXPERIENCE

HIDDEN VALLEY LAKE ASSOCIATION, HVL, CA **2013 - Present**
Volunteer serving at various levels of a very large Home Owners Association. HOA has over 3,000 parcel/members and an annual budget over \$14M. Six years on Board of Directors including a year as Vice President, a year as Secretary and two years as President. Served on the Commons, Environmental Control, Finance, Golf & Greens, Lake and Safety & Security committees as either an at large member or board liaison. During six years as Director served with five different General Managers.

WELLS FARGO CENTER FOR THE ARTS, Santa Rosa CA **2002 - 2012**
Patron Service Director – Supervise sales staff (hiring, scheduling, training, reviewing) for front counter and phone center handling \$6 million annually, responsible for daily operation of computer system and it's configuration, provides reports and analysis on sales activity to management, handles difficult customer relations issues. Responsible for processing donations and memberships and fulfillment of membership packets. Works closely with Fundraising staff to monitor activity and effects of various campaigns. Responsible for recruiting, training and scheduling Center's volunteer usher corps. Holds regular volunteer orientations, updates and distributes volunteer handbook, develops volunteer schedule based on needs of various departments, and manages awards and rewards program.

JOHNSON AND ASSOCIATES, Sebastopol, CA **1999–2002**
Office Administrator/Recruiter Office Administrator for executive recruiting office while learning executive recruitment. Responsible for all client reporting and maintenance of the agency resume database, handled client orders and customer service issues while learning recruiting duties.

FOUNDATION FOR MEDICAL CARE, Santa Rosa CA **1987-1999**
Director of Marketing and Development Held progressively responsible positions beginning with Service Representative, followed by Marketing Representative until promoted to Director in 1996. Developed accounts for administrative services of medical benefits by local doctor non-profit foundation, built and maintained brokerage network accessing foundation plans, promoted company at trade shows and industry events, served as President and other board positions for local and national industry association, acted as corporate liaison with affiliated companies and vendors, developed reporting packages for clients, worked with clients during new software system implementation and created custom reports using Access as needed. Supervised the development and customer service team. Handled difficult customer service issues with existing customers and brokers.

EDUCATION

CALIF. STATE UNIVERSITY, FULLERTON
Bachelor of Arts Degree Major of Political Science, Minor in Economics



Attention: Administrative Services Manager

RECEIVED
JAN 08 2024
BY: alu 1:30

Revised

APPLICATION FOR POSITION AS BOARD MEMBER REPRESENTING HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PLEASE TYPE OR PRINT IN INK. Completed Applications and a Resume must be submitted to the District Secretary at 19400 Hartmann Road, Hidden Valley Lake, Ca. 95467 by 0:00 pm Date. Applications and Resume submitted after the deadline will not be considered. Responses to all items are required for application to be considered complete.

Applicant Name: William E. Waite

Address: [REDACTED]

Phone Number (day): [REDACTED]

Phone Number (alt): [REDACTED]

- 1. Are you a voter of the district? Yes X No
- 2. Are you currently a registered voter? Yes X No
- 3. Do you currently reside in this District? Yes X No

4. List your education or attach resume:
BA Degree from SFSU with a major in Psycology with minor
Statcal Analysis.

5. List your current employer and work experience or attach resume:
Retired 17 years ago
I retired after 30 years in the Banking and Title Insurance and
and Escrow business. I was VP in charge of the commercial
Real Estate closing Dept.

6. Describe any other relevant current or past experience that would qualify you for this position, including the dates of service and the length of time of the experience, specifically:

a. Previous elected positions or experience with elected boards:

Board of Directors for Hidden Valley HO

BOD for MATH

b. Volunteer services or community participation:

Since retirement: BOD for HVL HOA, Grand Jury, Parks and I
Rec. Trails Committee, BOD Middletown Bocce Assn.

c. Other group memberships and affiliations:

7. State your reason for interest in this position and explain why you believe you would be the best candidate for this seat in 500 words or less. (You may use this form or attach a separate document for your response.)

Having a clean water supply for our neighborhoods is a big
concern for me. Especially with all the growth our part of the

County is experiencing these days. Also with a contamination site so close by and with all the issues brought on by the Valley fire. These and other growth issues need to be dealt with great care and foresight. I think my background and experience in planning and commitment will fit nicely into the existing Board.

8. Provide a minimum of three, and no more than five, references. Include name, address, and phone number for each reference.

1. Jim Freeman, [REDACTED]
2. Jim Lieberman, [REDACTED]
3. Matt Woodard, [REDACTED]
4. _____
5. _____

Thank you for your interest in the Hidden Valley Lake Community Services District

Signed:


William E. Waite

Name

Jan 8, 2024

Date

William (Bill) E. Waite

Hidden Valley Lake, CA 95467

My wife, [REDACTED] and I have owned our lake property since 1996 and became permanent residents of HVL in July, 2007, when we moved from Novato, CA. I retired from the Title Insurance industry after more than 30 years, mostly in San Francisco.

I had a very successful career in commercial title insurance where I would be the neutral third party to Purchase and Sale contracts for large commercial real estate transactions. Over the years, I have been involved in numerous community non-profit organizations as well as state and national PAC committees.

I realized early on that I am not content to just join and be "another silent voice" in an organization:

- I must get involved by either participating in committees or getting on boards.
- I make it a point to join and participate.
- I am the type of person who will get answers.
- I tell it like I see it.
- I believe in fairness and that rules are made to be honored and apply to all.

I admit that I may not have all the answers, but I do know how to do the research and/or assemble the people that will get them. I am also aware that being a board member means answering questions from all the ratepayers and that not all the answers that the board will come up with will please everyone. I will comply with and perform my duties in the best interest of the district. I am open to suggestions from everyone, and I will present those opinions to the board regardless of my personal interests.

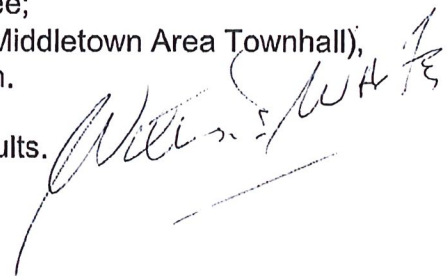
Under the umbrella of the District's Mission—provide, maintain, and protect our water--I think that the priorities of the board are to manage the budget, manage the assets of the district, and to stay on top of its Strategic Plan.

This community has come a long way in managing its assets over the years, and I want to see that progress continued. Times are changing and we need to adapt our capabilities.

Since moving here, I served 6 years as a director of the Hidden Valley Lake Homeowner's Association; served

- 2 years on the Lake County Grand Jury;
- 2 years on the HVL Greenview Oversight Committee;
- Entering my second term on the board for MATH (Middletown Area Townhall), and on the BOD of the Middletown Bocce Ball Assn.

I look forward to the selection process and trust in the results.





Attention: Administrative Services Manager

RECEIVED
DEC 29 2023
BY: a/l/e.....150

APPLICATION FOR POSITION AS BOARD MEMBER REPRESENTING HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

PLEASE TYPE OR PRINT IN INK. Completed Applications and a Resume must be submitted to the District Secretary at 19400 Hartmann Road, Hidden Valley Lake, Ca. 95467 by 0:00 pm Date. Applications and Resume submitted after the deadline will not be considered. Responses to all items are required for application to be considered complete.

Applicant Name: Matthew Metcalf

Address: [REDACTED]
Hidden Valley Lake, CA 95467

Phone Number (day): [REDACTED]

Phone Number (alt): _____

- 1. Are you a voter of the district? Yes X No _____
- 2. Are you currently a registered voter? Yes X No _____
- 3. Do you currently reside in this District? Yes X No _____

4. List your education or attach resume:

Resume attached

5. List your current employer and work experience or attach resume:

Resume attached

Matthew J. Metcalf

Hidden Valley Lake, CA 95467

- Experience**
- Hidden Valley Lake Association / Greenview Restaurant**
Hidden Valley Lake, CA November 2016 – November 2023
Director of Food/Beverage/Events
- Manage all Food & Beverage for 6,000 person Golf Course/HOA including restaurant, bar, catering and events.
 - Implemented new menu, hired and trained staff, initiated purveyor relationships.
 - Doubled food sales in 24 months.
 - Reduced subsidy from \$3000,000 annually to under \$100,000.
 - Assistant Project Manager for new 12,000 square foot restaurant/event center/pro shop completed in 2023
 - Implemented new management team to run F&B operation of approximately \$2.5 million annually.
 - Directly managed 70+ employees.
- Black Rock Golf Course**, Cobb, CA November 2015 – May 2016
Executive Chef
- Set up all BOH and FOH systems for start up fine dining golf course restaurant.
 - Implemented new menu, hired and trained staff, initiated purveyor relationships.
 - Designed kitchen, storage and office spaces with appropriate equipment and work areas.
 - Instituted purchasing, prep, inventory and cost control systems.
 - Achieved three stellar reviews from the Lake County Record Bee.
- Bristol Farms**, San Francisco, CA November 2014 – October 2015
Manager of Perishables
- Managed Food Service, Deli, Cheese, Chocolate, Sushi, Sandwich, Pizza, Bakery, Produce, Meat, Seafood, Peet's Coffee, Catering, Dairy and Floral departments.
 - Responsible for all aspects of store operations including hiring, payroll, safety/health department compliance, cash management, human resources, purchasing/receiving, physical plant maintenance, inventory, weights and measures compliance, employee development, corporate business reviews.
 - Intense focus on customer service, high quality and setting industry standards.
- Creative Culinary Concepts**, San Francisco, CA 2009-Present
Owner/Chef
- Private catering for small groups
 - Specialized in Angel Island BBQ events
 - Individual and group culinary instruction
- Annex Burger**, Oakland, CA 2014
Executive Chef/General Manager
- Set up all BOH and FOH systems for start up Burger/Beer restaurant in Jack London
 - Implemented new menu, hired and trained staff, initiated purveyor relationships

- Reorganized kitchen, storage and office spaces with appropriate equipment and work areas.
- Designed purchasing, prep, inventory and cost control systems

Annabelle's Bar & Bistro, San Francisco, CA

2009-2013

Executive Chef

- Responsible for all back of house operations, serving lunch and dinner daily
- Seasonal, local, sustainable menu changes, daily specials, banquet and holiday menus
- Responsible for all purchasing, purveyor relationships, hiring/firing, employee scheduling, inventory, recipe costing, expediting kitchen line, pest control, equipment and refrigeration maintenance, linen ordering, health and fire department inspections
- Train and supervise 30 kitchen employees daily
- Participate in server education on a daily basis at pre-shift meetings
- San Francisco Certified Green Business

Asia SF, San Francisco, CA

1997-2009

Vice President/Corporate Executive Chef (2007-2009)

- Implemented daily Executive Chef for San Francisco location
- Developed Asia SF Hollywood Four-Course menu
- Designed all aspects of the Hollywood kitchen including: researching, costing and configuring all cooking and refrigeration equipment in coordination with menu, with the expectation of 600 covers nightly, water/sewage systems, hood/ventilation/air quality control, electric, plumbing, structural, health, sanitation, fire and subsequent permitting
- Prepared all preliminary financial projections for Food and Beverage, including menu costing, scheduling, labor cost and overall profitability

Executive Chef/Wine Director (1997-2007)

- Managed kitchen staff of 20 full-time employees
- Responsible for menu development, kitchen operations, purchasing, hiring/firing, equipment purchasing and maintenance, pest control, linen services, fire inspections, health department inspections, food costs, labor costs, china/flatware purchasing, monthly kitchen inventory, monthly wine inventory, monthly kitchen purchasing ledger
- Maintained a 23% food cost
- Designed and maintained a 120 selection wine list
- Received and maintained a 3-star Food and 3-star Overall review from Michael Bauer, Senior Food Editor, San Francisco Chronicle, 1998-2009
- Awarded "Bay Area's Top 100 Restaurants", San Francisco Chronicle multiple years
- "Award of Excellence", Wine Spectator Magazine, 2001-2008

Five Star Yacht Charters, Sausalito, CA

1996-2004

Event Chef (1998-2004)

- Worked occasional events, specifically for frequent V.I.P. clients

Executive Chef (1996-1998)

- Responsible for events up to 59 guests on-board, including food ordering and preparation, dining room/buffet design
- Responsible for First Mate duties on vessel

Taste Catering, San Francisco, CA
Chef

1997-2002

- Worked in numerous capacities, executing high-end events for 10-3,000 guests
- Assisted Executive Chef in designing new menu items and creating recipes
- Tested recipes for inclusion on permanent menus

Stars Restaurant, San Francisco, CA 1996-1997
Line Cook

- Worked full-time as Sauté Chef
- Trained by Chef Jeremiah Towers

The Little Nell, Aspen, CO 1995
Line Cook

- Full-time externship under James Beard Award winning Chef George Mahaffey at this 5 Diamond AAA, 5 Star Mobil Guide property
- Worked all stations hot and cold, including one month butcher and one month pastry

Education **City College**, San Francisco, CA 2014

The Culinary Institute Of America, Hyde Park, NY
 • A.O.S. – Culinary Arts, Graduated 1996

Suffolk College, Riverhead, NY
 • A.A.S. – Restaurant Management, Graduated 1994

SUNY Farmingdale, Farmingdale, NY
 • Studied Engineering, 1991-1992

Community

- **Certified Tourism Ambassador** – Lake County, CA 2019 - Present
- **Board of Directors** – Lake County Chamber of Commerce, Lake County, CA 2020 – Present
 - **President 2023 -2024**
- **Board of Directors** – Middletown Area Merchants Association, Middletown CA 2019 - 2022
- **Board of Directors** – Lake County Winery Association, Kelseyville, CA 2019 - 2023
 - **Vice President 2023**
- **Advisory Board** – Woodland College, Lower Lake, CA 2019 – 2022
- **Board of Directors** – Maitri AIDS Hospice, San Francisco, CA 2001-2009
- **Advisory Board** – Maitri AIDS Hospice, San Francisco, CA 2009-2016
- **Macy's Passport** – Larry Hashbarger 1999-2009
- **Habitat For Humanity** – Volunteer

Certifications

- **Serve Safe** – Management Class, San Francisco, CA Valid until 2027
- **American Culinary Federation** – Member, San Francisco Chapter

Other

- Windows on Long Island at the Rainbow Room, Rockefeller Center, 1993
- Student Leader Award, Suffolk College, Riverhead, NY, 1994
- Culinary Math Tutor – The Culinary Institute of America, 1995-1996
- James Beard House Dinner – Chef George Mahaffey, 1995
- Macy's Cellar, Bloomingdale's Cooking Demonstrations, 1998. 2001. 2003, 2010
- Cooked at Julia Child's 90th Birthday Party, 2003
- One week stage with Hubert Keller, Fleur de Lys, Las Vegas, 2004

References

- **Hubert Keller** – Chef/Owner, Fleur De Lys, San Francisco & Fleur/Burger Bar, Las Vegas
- **Micah Tell** – Director of Operations, Slanted Door Restaurants – [REDACTED]
- **Erik Reese** – Managing Director, Vertically Integrated Restaurants – [REDACTED]
- **Jim Freeman** – CSD Board Member – [REDACTED]

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Attention: Administrative Services Manager

**APPLICATION FOR POSITION AS BOARD MEMBER
REPRESENTING HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT**

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Applicant Name: edith lentz
Address: [REDACTED]
HVL, CA 95467
Phone Number (day): [REDACTED]
Phone Number (alt):

1. Are you a voter of the district? Yes No
2. Are you currently a registered voter? Yes No
3. Do you currently reside in this District? Yes No

4. List your education or attach resume:

BS, BUS ADM, CAL POLY POMONA

MS, EDUCATION, CHAPMAN UNIVERSITY

5. List your current employer and work experience or attach resume:

RETIRED

over 50 years Teacher: High School, Middle School, Elementary, Sped Ed, Community College

Currently, sub at Middletown High School

6. Describe any other relevant current or past experience that would qualify you for this position, including the dates of service and the length of time of the experience, specifically:

a. Previous elected positions or experience with elected boards:

Served on Board of HVL 2019-2021

b. Volunteer services or community participation:

served on Commons, EC, committees HVL

c. Other group memberships and affiliations:

7. State your reason for interest in this position and explain why you believe you would be the best candidate for this seat in 500 words or less. (You may use this form or attach a separate document for your response.)

As a resident of HVL since 2015, I have seen many changes in our community,

both negative and positive. As a HVL Board member, I was able to

see behind the public view. I enjoyed making the decisions to help
improve our community. I am not afraid of committment and am willing
to make the tough decisions. I enjoyng giving back to the community.

8. Provide a minimum of three, and no more than five, references. Include name, address, and phone number for each reference.

1. Ron & Linda Roberts, [REDACTED]
2. Elizabeth Eaholtz, [REDACTED]
3. Julie Snodgrass, [REDACTED]
4. _____
5. _____

Thank you for your interest in the Hidden Valley Lake Community Services District

Signed:

edith lentz

Name

01/02/2024

Date