



Hidden Valley Lake Community Services District

Regular Board Meeting of Directors

Tuesday, June 16, 2020 – 7:00 p.m.

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the <https://www.hvclsd.org> select the June 16, 2020 Board of Directors Meeting and select Join Microsoft Teams Meeting select Join on the web instead.

The general public may not attend this meeting at the district's offices due to social distancing requirements.

Members of the public are encouraged to submit their comments prior to 4 p.m. on June 16, 2020. Submitted comments from the public will be acknowledged by the Board as related to the agenda item.

Mail comments to the Board Secretary, Hidden Valley Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467 or email to pcuadras@hvclsd.org.

DATE: June 16, 2020

TIME: 7:00 p.m.

PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. ADMINISTRATION OF OATH OF OFFICE by District 1 Supervisor Moke Simon
Claude Brown, Director to the Board
6. CONSENT CALENDAR
 - A. MINUTES: Approval of the May 5, 2020 Personnel Committee Report
 - B. MINUTES: Approval of the May 14, 2020 Special Meeting Minutes
 - C. MINUTES: Approval of the May 18, 2020 Finance Meeting Report
 - D. MINUTES: Approval of the May 19, 2020 Board of Director Meeting Minutes
 - E. DISBURSEMENTS: Check # 037243 - # 037310 including drafts and payroll for a total of \$ 261,021.48
7. BOARD COMMITTEE REPORTS (for information only, no action anticipated)
Finance Committee
Personnel Committee
Emergency Preparedness Committee

8. **STAFF REPORTS** (for information only, no action anticipated)
Financial Report
Administration/Customer Service Report
ACWA State Legislative Committee-Hiatus
Field Operations Report
General Manager's Report
9. **BOARD LIST OF PRIORITIES:**
 - Moratorium
 - Tank 9 - Update
 - I&I
 - SCADA
 - AMI
 - Generators
10. **DISCUSSION AND POSSIBLE ACTION:** Adoption of the FY 2020-2021 Budget and Investment Policy
 - A. Public hearing to receive comment on proposed FY 2020-2021 Budget
 - B. Approve Resolution 2020-04–FY 2020-2021 Budget
 - C. Approve Resolution 2020-05–Investment Policy for FY 2020-2021
11. **DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Resolution 2020-06 Adopting Water and Sewer Connection Fees Pursuant to Ordinance 57.1 rescinding Resolution 2020-03
12. **DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Resolution 2020-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election
13. **DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Resolution 2020-08 Mountain Meadow North Water Main Replacement Project Acceptance and Notice of Completion.
14. **DISCUSSION AND POSSIBLE ACTION:** Approve Coastland Proposal for Engineering Design Services for the WWTP Access Road Rebuilding Project
15. **DISCUSSION AND POSSIBLE ACTION:** Approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project
16. **DISCUSSION AND POSSIBLE ACTION:** Approve the Survey and Legal Description costs for acreage associated with ground lease between HVLA and the District
17. **DISCUSSION AND POSSIBLE ACTION:** Approve RGS Proposal and Authorize the Operations Manager to Enter into an Agreement with RGS for Human Resources Ad Hoc Services
18. **DISCUSSION AND POSSIBLE ACTION:** Approve Resolution 2020-09 Director Benefits
19. **DISCUSSION AND POSSIBLE ACTION:** Approve Implementation of Operations Manager Position and Salary
20. **DISCUSSION AND POSSIBLE ACTION:** Approve Implementation of Compensation Study
21. **DISCUSSION AND POSSIBLE ACTION:** Approve Additional Attendees to Attend Robert DeLoach Presentation of GM and WRS Resumes
22. **CLOSED SESSION:** The Board will call to order and recess to Closed Session to discuss the following items:
PURSUANT TO CALIFORNIA GOVERNMENT CODE §54956.9: ANTICIPATED LITIGATION-Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (1 potential case)

RECONVENE TO OPEN SESSION: Presentation of any reportable items.
23. **DISCUSSION AND POSSIBLE ACTION:** Possible Action Resulting from Closed Session

24. **BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS**
Election of the Board President for the 2020 calendar year
Election of the Vice President for the 2020 calendar year

25. **APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES**
Finance Committee
Personnel Committee
Emergency Preparedness Committee
Lake Water Use Ad-HOC Committee
Valley Oaks Project Sub-Committee

26. PUBLIC COMMENT

27. BOARD MEMBER COMMENT

28. 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.

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.

OATH OF OFFICE

FOR PUBLIC OFFICERS AND EMPLOYEES
(State Constitution Art. XX Sect 3 as amended)

STATE OF CALIFORNIA }
 } ss.
County of LAKE } }

I, CLAUDE BROWN, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director of the: Hidden Valley Lake Community Services District
Name of District

Signature of Newly Appointed Director

Appointment date of director: June 2, 2020

Appointed to fill a vacancy created by
Resignation of: Judy Mirbegian

And whose term expires: December 2022*

Who resigned from office on: April 6, 2020

Resignation Accepted by District Board on: April 21, 2020

*New director appointed through December 2020; therefore, remainder of term will be filled as a 2-year unexpired term expiring December 2022.

Physical address of new director: 18873 Timber Point Rd., Hidden Valley Lake, CA 95467
Hidden Valley Lake, CA 95467

Mailing address of new director: 18873 Timber Point Rd., Hidden Valley Lake, CA 95467

Email address of new director: cbrown@hvlcasd.org

Subscribed and sworn to before me this 16 day of June, 2020

Signature of Person Administering Oath of Office/Witnessing Signature

Moke Simon, District 1 Supervisor
Printed Name and Title of Person Administering Oath of Office



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: May 5, 2020**

The Hidden Valley Lake Community Services District Personnel Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present Via Teleconference:

Director Jim Lieberman
Director Carolyn Graham
Paul Kelley, Interim General Manager
Penny Cuadras, Secretary to the Board

Others Present Via Teleconference:

Robert DeLoach, DeLoach & Associates

CALL TO ORDER

The meeting was called to order at 1:23 p.m. by Director Lieberman

APPROVAL OF AGENDA

Agenda was approved as written by Director Lieberman. Seconded by Director Graham.

DISCUSS AND REVIEW:

Revised Compensation Study

Paul Kelley, Interim General Manager, reported on the updates and modification of the Comp Study based on recommendation by the Personnel Committee. Mr. DeLoach discussed the need to update job descriptions in order to find correct match in job classification.

The Committee discussed consideration of implementing employee contribution towards health benefits. Mr. DeLoach recommended the Committee consider implementing a policy defining a specific date that all future employees would contribute towards health benefits.

Staff will provide a cost comparison based on a median, 5% and a 7% lag for Board consideration.

No Public Comment

DISCUSS AND REVIEW:

Recruitment and Selection of General Manager and Water Resources Specialist

Mr. DeLoach reviewed the recruitment process and requests direction from the Committee to provide a point of contact and clarification on material content.

The Personnel Committee will be the primary point of contact for approval of material prior to print for the General Manager position. The Interim GM will be the point of contact for the Water Resources Specialist content.

The Committee approved the brochure to state "positions opened until filled" and "salary currently under review". A mockup will be provided for review by the end of the week.

No Public Comment

DISCUSS AND REVIEW:

Establish GM Salary and Benefits

Mr. Kelley, Interim General Manager, asked the Committee to consider setting the GM Salary base line at 20-25% above the Utility Manager salary, based on experience and qualifications.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ITEMS FOR NEXT AGENDA

1. Update on Recruitment
2. Personnel Handbook
3. Job Classifications Review to Enact Recommendations

ADJOURNMENT

Meeting adjourned at 2:10 p.m. by unanimous vote.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: MAY 14, 2020**

The Hidden Valley Lake Community Services District Board of Directors met this evening at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present Via Teleconference:

Director Jim Lieberman
Director Gary Graves
Director Jim Freeman
Director Carolyn Graham
Paul Kelley, Interim General Manager
Penny Cuadras, Secretary to the Board

CALL TO ORDER

The meeting was called to order at 11:05 AM by Director Lieberman.

APPROVAL OF AGENDA

Moved by Director Graves and seconded by Director Graham motion carried 4-0.

DISCUSSION AND POSSIBLE ACTION:

Discuss the Vacant Board Seat

By Board direction, recruitment and posting has been completed for the Vacant Seat. Deadline to submit application is May 18, 2020 At 5:00 p.m.

The District will have three 4-year terms and two 2-year terms on the ballot in November, incoming candidate must run in the November Election to fill the remainder of the term.

DISCUSSION AND POSSIBLE ACTION:

Discuss the GM Recruitment

Robert DeLoach & Associates will be reaching out to the Personnel Committee for final approval of the recruitment brochure.

Mr. Kelley has asked Mr. DeLoach to contact Director Lieberman to provide recommendation on the need of an interim General Manager based on the response from recruitment.

Direction and protocols have been put into place to address the Moratorium and reopening after Shelter in Place.

Discussion to consider the current Utility Supervisor to address the GM decisions on a temporary basis. Board agrees for a short time no Interim GM will be needed.

DISCUSSION AND POSSIBLE ACTION:

Discuss the Possibilities of a Consultant for Water Resources Specialist Position

Alyssa Gordon will be retiring July 8, 2020 and has elected to use accrued vacation time making her final date here at the District June 12, 2020. Alyssa provided an overview of her proposal, if approved, starting date of August 8, 2020.

Mr. Kelley cautioned the Board to carefully consider CalPERS requirements and strict rules related to contracting with retired employee for services.

The Board directed staff to confirm legalities of contracting with retired employee for services as a consultant.

Board agrees to continue with recruitment process for Water Resources Specialist and consider entering into a limited short-term agreement with Alyssa Gordon to help with the transition.

PUBLIC COMMENT

No Public Comment

BOARD COMMENT

No Board Comment

ADJOURNMENT

Moved by Director Freeman, seconded by Director Graves to adjourn at 12:02 PM.

Roll call vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to adjourn at 12:02 PM.

Jim Lieberman Date
Vice-President to the Board

Penny Cuadras Date
Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: May 18, 2020**

The Hidden Valley Lake Community Services District Finance Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.
Present Via Teleconference were:

Director Graves
Director Freeman
Interim General Manager, Paul Kelley
Full Charge Bookkeeper, Trish Wilkinson
Secretary to the Board / Administrative Assistant, Penny Cuadras

CALL TO ORDER

The meeting was called to order at 1:06 pm by Director Graves.

APPROVAL OF AGENDA

Director Freeman approved the agenda as written.
Seconded by Director Graves.
Unanimous vote.

REVIEW AND DISCUSS:

Preliminary FY 2020/21 Budget

Committee reviewed individual line items of the preliminary 2020-21 budget. Proposed budget to go before the Board at the May Board of Directors Meeting for review.

REVIEW AND DISCUSS:

Updated CIP

Mr. Kelley reviewed the 2020-21 Capital Improvement Plan based on cash flow elements. Projects moving forward are contingent on an adopted and implemented rate increase.

REVIEW AND DISCUSS:

Compensation Study results calculated at -7% and -5%

Mr. Kelley discussed the potential impact to the District as related to implementing the study and reviewed the process for implementing results based on a match, lead or lag concept.

Salary increase for the Operations Manager/Utility Supervisor are comparable. Additional compensation during the absence of a General Manager for this position can be addressed by the Board and absorbed in other areas of the budget.

PUBLIC COMMENT

Members of the public thanked the District for providing the opportunity to attend via teleconference.

COMMITTEE MEMBER COMMENT

Director Freeman acknowledged former board member Linda Herndon for her attendance.
Members of the Committee acknowledged Staff for doing an outstanding job on the budget.

ADJOURNMENT

Director Freeman moved to adjourn.
Seconded by Director Graves.

The meeting was adjourned at 2:13 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: May 19, 2020**

The Hidden Valley Lake Community Services District Board of Directors met this evening at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present Via Teleconference were:

Director Jim Lieberman, Vice President
Director Jim Freeman
Director Gary Graves
Director Carolyn Graham
Interim General Manager, Paul Kelley
Penny Cuadras, Secretary to the Board / Administrative Assistant

Others Present Via Teleconference:

Robert DeLoach, Robert DeLoach & Associates
Greg Clumpner, NBS

CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Vice President Lieberman.

APPROVAL OF AGENDA

Moved by Director Graham and seconded by Director Graves to approve the agenda minus Item 15
Director Graham requests Item #15 be removed from agenda and discussion postponed until a full board has been seated.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (3) Directors, Graham, Graves and Freeman

NAYS: (1) Director Lieberman

ABSTAIN: (0)

ABSENT: (0)

Agenda approved removing item 15 with a 3-1 vote.

CONSENT CALENDAR

Director Freeman moved to approve the Consent Calendar as presented. Seconded by Director Graham. The Board approved the following Consent Calendar as presented.

- A. MINUTES: Approval of the April 16, 2020 Personnel Committee Report
- B. MINUTES: Approval of the April 20, 2020 Finance Committee Report
- C. MINUTES: Approval of the April 21, 2020 Board of Director Meeting Minutes
- D. DISBURSEMENTS: Check # 037181 - # 037242 including drafts and payroll for a total of \$210,051.09

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (3) Directors, Graham, Graves and Freeman

NAYS: (1) Lieberman

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously.

BOARD COMMITTEE REPORTS

Finance Committee: Met 5/18

Director Freeman recommends the District consider options for Insurance due to the 23-30% increase
Director Graham proposed a change to Director Benefits to Director only to be effective November
Director Graves suggests current Directors be grandfathered under current coverage.
Director Freeman requests a financial impact comparison be brought to the next Finance committee for review.

Personnel Committee: Met 4/16 and 5/5

Discussed Comp Study & DeLoach recruitment process

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Have not met.

Valley Oaks Sub-Committee: Have not met.

STAFF REPORTS

Financial Report:

Administration/Customer Services Report: Staff addressed the \$9K deficit due to nonpayment

Field Operation Report:

ACWA State Legislative Committee:

General Manager's Report: The General Manager discussed items in his report and responded to all inquiries.

I.T Monthly Report:

PROJECT PRIORITIES:

- Moratorium – The District has responded to the 4/17/2020 SWRCB letter, Staff is working with consultant to address 4 remaining recommendations.
- Tank 9 – IGM Paul Kelley and HVLA GM met to discuss a contract regarding a land adjustment
- I&I – Coastland met with staff to discuss I&I work
- SCADA
- AMI
- Generators – Staff are in negotiation with City of Sacramento in preparation for possible PSPS to have generators on site August – October.
Weed abatement has been scheduled with Konocti Conservation Crew and RGW.

DISCUSSION AND POSSIBLE ACTION:

Accept and Approve the Total Compensation Study as presented by Robert DeLoach & Associates and Direct Implementation

Mr. DeLoach reviewed revisions of the comp study and industry standards to Match, Lag or Lead based on a trued-up median.

Director Graves moved to approve the Total Compensation Study as presented by Robert DeLoach and Associates. Seconded by Director Freeman.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the Total Compensation Study as presented by Robert DeLoach and Associates.

Director Graham moved to adopt a 7% lag implemented January 2021, allowing for Prop 218 and what effect the COVID -fallout will have on the District.

Seconded by Director Graves

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

AYES: (2) Directors, Graham and Graves,

NAYS: (2) Directors Freeman and Lieberman

ABSTAIN: (0)

ABSENT: (0)

Motion dies for lack of majority.

Item tabled for further deliberation.

NBS to provide all options of impact on the rates (5-7% lag and Match Median) for Board review.

DISCUSS AND POSSIBLE ACTION:

Approve the General Manager and Water Resources Specialist Recruitment Brochure as Presented by Robert DeLoach and Associates

Director Freeman moved to approve as amended the General Manager and Water Resources Specialist Recruitment Brochure as Presented by Robert DeLoach and Associates.

Seconded by Director Graves.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the General Manager and Water Resources Specialist Recruitment Brochure as Presented by Robert DeLoach and Associates as amended.

DISCUSS AND POSSIBLE ACTION:

Accept and Approve NBS Proposal to Complete Rate Study Revision

Director Freeman moved to Accept and Approve NBS Proposal to Complete Rate Study Revision.

Seconded by Director Graves.

Greg Clumpner discussed items in his proposal and responded to all inquiries.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Accept and Approve NBS Proposal to Complete Rate Study Revision

DISCUSS AND POSSIBLE ACTION:

Adopt and Implement the 2018 NBS Water and Sewer Capacity Fee Analysis and Adopt and Approve Resolution 2020-03 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water and Sewer Capacity Fees Pursuant to Ordinance 57.1

Director Lieberman moved to Adopt and Implement the 2018 NBS Water and Sewer Capacity Fee Analysis and Adopt and Approve Resolution 2020-03 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water and Sewer Capacity Fees Pursuant to Ordinance 57.1.

Seconded by Director Graham

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Adopt and Implement the 2018 NBS Water and Sewer Capacity Fee Analysis and Adopt and Approve Resolution 2020-03 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water and Sewer Capacity Fees Pursuant to Ordinance 57.1.

DISCUSS AND POSSIBLE ACTION:

Provide an update on Valley Oaks Project and Approve the Issuance of a Will-Serve Letter

Director Freeman moved to Approve the Issuance of a Will-Serve Letter for Phase One of the Valley Oaks Project. Seconded by Director Graham.

No further questions from the Board.

No questions from the Public.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve the Issuance of a Will-Serve Letter for Phase One of the Valley Oaks Project.

DISCUSSION AND POSSIBLE ACTION:

Discuss 2020-21 Budget and CIP

Paul Kelley, IGM reviewed the proposed budget expanding on the CIP Budget. Mr. Kelley recommends the Board consider directing staff to contact SDRMA and ACWA and one additional agency for bids for a more cost-effective Insurance for the District.

Alyssa Gordon has agreed to extend her employment with the District until October 8, 2020. As advised by legal an agreement has been entered into with the District and Alyssa Gordon.

No further questions from the Board

No questions from the Public

Director Lieberman thanked the Finance Committee and Mr. Kelley and staff for the proposed budget presented.

Director Graves asked to address staffing concerns and asking the Utility Supervisor to step in as an Assistant GM in the absence of a General Manager.

Mr. Kelley recommends the Board address staffing concerns in a future Special Meeting.

PUBLIC COMMENT

No Public Comment.

BOARD MEMBER COMMENT

ADJOURNMENT

Members of the Board expressed appreciation for Mr. Kelley's leadership and organization he brought to the District and staff in a very short time.

Director Lieberman informed members of the board of the interview process of Director candidates.

On a motion made by Director Graves and seconded by Director Freeman the Board voted unanimously to adjourn the meeting by Roll Call Vote.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously

The meeting was adjourned at 9:18 p.m.

Jim Lieberman Date
Vice-President of the Board

Penny Cuadras Date
Secretary to the Board

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1023	HACH COMPANY			N		FUND TOTAL FOR VENDOR	5,588.31
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	860.67
01-1112	AMERICAN WATER WORKS ASSO			N		FUND TOTAL FOR VENDOR	222.50
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	258.95
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	240.02
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	7,700.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,465.69
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	2,084.64
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	2,327.21
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	6,097.25
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,996.96
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	153.27
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	1,169.50
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	156.69
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	48.62
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	65.60
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	437.95
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	146.76
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	1,262.50
01-2788	GHD			N		FUND TOTAL FOR VENDOR	1,251.50
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,948.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	312.50
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	110.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	258.75

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	729.50
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	266.85
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	67.00
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	4,636.36
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	0.00
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	2,944.91
01-2943	DICKENSON PEATMAN & FOGAR			N		FUND TOTAL FOR VENDOR	2,340.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	415.00
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	246.04
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	509.66
01-2997	DELOACH AND ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	3,756.00
01-2999	PAUL KELLEY CONSULTING, I			N		FUND TOTAL FOR VENDOR	3,520.00
01-3001	GOLD WEST INDUSTRIAL SUPP			N		FUND TOTAL FOR VENDOR	804.36
01-8	AT&T			N		FUND TOTAL FOR VENDOR	127.01
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	4,414.08
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00
*** FUND TOTALS ***							75,546.26

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	172.46
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	922.96
01-1112	AMERICAN WATER WORKS ASSO			N		FUND TOTAL FOR VENDOR	222.50
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	258.95
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	240.01
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	5,272.50
01-1666	AQUA TECH COMPANY			N		FUND TOTAL FOR VENDOR	2,600.00
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	7,700.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,465.68
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	2,223.57
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,358.08
01-1999	GRAINGER			N		FUND TOTAL FOR VENDOR	567.81
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,873.50
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	153.26
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	3,396.88
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	156.69
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	342.37
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	65.60
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	437.95
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	146.75
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	142.45
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	355.13
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,406.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	312.50
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	38,506.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	258.75
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	306.00
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	273.50
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	16.06
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	67.00
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	0.00
01-2943	DICKENSON PEATMAN & FOGAR			N		FUND TOTAL FOR VENDOR	2,340.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	415.00
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	274.58
01-2981	MILLERICK PLUMBING			N		FUND TOTAL FOR VENDOR	265.00
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	509.66
01-2997	DELOACH AND ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	3,756.00
01-2999	PAUL KELLEY CONSULTING, I			N		FUND TOTAL FOR VENDOR	3,520.00
01-3001	GOLD WEST INDUSTRIAL SUPP			N		FUND TOTAL FOR VENDOR	804.36
01-47	BRELJE AND RACE LABS, INC			N		FUND TOTAL FOR VENDOR	70.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	127.01
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	22,569.23
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00
*** FUND TOTALS ***							120,789.89

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
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01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	236.86
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*** FUND TOTALS ***

236.86

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2893	U.S. BANK			N		FUND TOTAL FOR VENDOR	2,086.50
*** FUND TOTALS ***							2,086.50
*** REPORT TOTALS ***			198,659.51				198,659.51

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	246.04
120 2088	SURVIVOR BENEFITS - PERS	9.37
120 2090	PERS PAYABLE	1,784.84
120 2091	FIT PAYABLE	1,284.94
120 2092	CIT PAYABLE	542.20
120 2093	SOCIAL SECURITY PAYABLE	12.09
120 2094	MEDICARE PAYABLE	387.73
120 2095	S D I PAYABLE	266.46
120 2099	DEFERRED COMP - 457 PLAN	312.50
120 5-00-5025	RETIREE HEALTH BENEFITS	1,175.55
120 5-00-5060	GASOLINE, OIL & FUEL	666.35
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	322.50
120 5-00-5092	POSTAGE & SHIPPING	211.47
120 5-00-5121	LEGAL SERVICES	2,598.75
120 5-00-5122	ENGINEERING SERVICES	1,251.50
120 5-00-5123	OTHER PROFESSIONAL SERVICES	10,142.36
120 5-00-5126	AUDIT SERVICES	5,950.00
120 5-00-5130	PRINTING & PUBLICATION	51.80
120 5-00-5145	EQUIPMENT RENTAL	460.00
120 5-00-5148	OPERATING SUPPLIES	4,241.01
120 5-00-5150	REPAIR & REPLACE	13,216.07
120 5-00-5155	MAINT BLDG & GROUNDS	932.00
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5191	TELEPHONE	890.91
120 5-00-5192	ELECTRICITY	4,414.08
120 5-00-5193	OTHER UTILITIES	240.02
120 5-00-5194	IT SERVICES	480.60
120 5-00-5195	ENV/MONITORING	2,948.00
120 5-00-5315	SAFETY EQUIPMENT	1,517.74

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5010	SALARIES & WAGES	3,711.79
120 5-10-5020	EMPLOYEE BENEFITS	3,027.56
120 5-10-5021	RETIREMENT BENEFITS	1,044.94
120 5-10-5090	OFFICE SUPPLIES	146.76
120 5-10-5170	TRAVEL MILEAGE	5.34
120 5-30-5010	SALARIES & WAGES	193.16
120 5-30-5020	EMPLOYEE BENEFITS	5,702.57
120 5-30-5021	RETIREMENT BENEFITS	1,157.81
120 5-30-5063	CERTIFICATIONS	110.00
120 5-40-5010	DIRECTORS COMPENSATION	14.93
120 5-40-5020	DIRECTOR BENEFITS	8.98
120 5-40-5030	DIRECTOR HEALTH BENEFITS	2,603.04
	** FUND TOTAL **	75,546.26
130 1052	ACCTS REC WATER USE	172.46
130 2075	AFLAC	274.58
130 2088	SURVIVOR BENEFITS - PERS	11.09
130 2090	PERS PAYABLE	2,148.20
130 2091	FIT PAYABLE	1,288.93
130 2092	CIT PAYABLE	548.29
130 2093	SOCIAL SECURITY PAYABLE	12.71
130 2094	MEDICARE PAYABLE	454.64
130 2095	S D I PAYABLE	312.64
130 2099	DEFERRED COMP - PLAN 457 PAYAB	312.50
130 5-00-5025	RETIREE HEALTH BENEFITS	1,175.55
130 5-00-5060	GASOLINE, OIL & FUEL	666.35
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	322.50
130 5-00-5092	POSTAGE & SHIPPING	211.47
130 5-00-5121	LEGAL SERVICES	2,598.75
130 5-00-5123	OTHER PROFESSIONAL SERVICES	5,506.00
130 5-00-5124	WATER RIGHTS	5,272.50
130 5-00-5126	AUDIT SERVICES	5,950.00
130 5-00-5130	PRINTING & PUBLICATION	51.79
130 5-00-5145	EQUIPMENT RENTAL	209.20
130 5-00-5150	REPAIR & REPLACE	46,676.41
130 5-00-5155	MAINT BLDG & GROUNDS	476.00
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5191	TELEPHONE	890.91
130 5-00-5192	ELECTRICITY	22,569.23
130 5-00-5193	OTHER UTILITIES	240.01
130 5-00-5194	IT SERVICES	786.60
130 5-00-5195	ENV/MONITORING	1,476.00
130 5-00-5315	SAFETY EQUIPMENT	1,656.33
130 5-10-5010	SALARIES & WAGES	3,711.78
130 5-10-5020	EMPLOYEE BENEFITS	3,027.56
130 5-10-5021	RETIREMENT BENEFITS	1,044.92
130 5-10-5090	OFFICE SUPPLIES	146.75

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-10-5170	TRAVEL MILEAGE	5.34
130 5-30-5010	SALARIES & WAGES	259.84
130 5-30-5020	EMPLOYEE BENEFITS	5,712.14
130 5-30-5021	RETIREMENT BENEFITS	1,669.29
130 5-40-5010	DIRECTORS COMPENSATION	15.67
130 5-40-5020	DIRECTOR BENEFITS	9.42
130 5-40-5030	DIRECTOR HEALTH BENEFITS	2,603.04
	** FUND TOTAL **	120,789.89
140 5-00-5192	ELECTRICITY	236.86
	** FUND TOTAL **	236.86
215 5-00-5123	OTHER PROFESSIONAL SERVICES	2,086.50
	** FUND TOTAL **	2,086.50

** TOTAL ** 198,659.51

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 Hidden Valley Lake
 VENDOR: ALL
 BANK: ALL
 VENDOR CLASS(ES): ALL CLASSES

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/01/2020 THRU 5/31/2020	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: FUND
 G/L EXPENSE DISTRIBUTION: YES
 CHECK RANGE: 000000 THRU 999999

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,765,252.36</u>	<u>135,284.03</u>	<u>2,666,831.67</u>	<u>98,420.69</u>	<u>96.44</u>
TOTAL REVENUES	<u>2,765,252.36</u>	<u>135,284.03</u>	<u>2,666,831.67</u>	<u>98,420.69</u>	<u>96.44</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	654,560.00	71,838.62	818,745.89	(164,185.89)	125.08
ADMINISTRATION	443,138.00	23,947.77	383,872.65	59,265.35	86.63
FIELD	338,928.00	23,269.51	273,452.40	65,475.60	80.68
DIRECTORS	49,730.00	2,713.47	32,261.10	17,468.90	64.87
SPECIAL PROJECTS	657,757.22	0.00	657,757.22	0.00	100.00
CAPITAL PROJECTS & EQUIP	<u>201,000.00</u>	<u>0.00</u>	<u>204,840.19</u>	<u>(3,840.19)</u>	<u>101.91</u>
TOTAL EXPENDITURES	<u>2,345,113.22</u>	<u>121,769.37</u>	<u>2,370,929.45</u>	<u>(25,816.23)</u>	<u>101.10</u>
REVENUES OVER/ (UNDER) EXPENDITURES	420,139.14	13,514.66	295,902.22	124,236.92	70.43

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	300.00	200.00	60.00
120-4036 DEVELOPER SEWER FEES	15,200.00	0.00	34,421.14 (19,221.14)	226.45
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,000.00	0.00	5,569.20 (569.20)	111.38
120-4050 SALES OF RECLAIMED WATER	118,000.00	13,073.27	109,635.73	8,364.27	92.91
120-4111 COMM SEWER USE	36,959.00	2,961.46	32,809.06	4,149.94	88.77
120-4112 GOV'T SEWER USE	855.00	71.21	783.31	71.69	91.62
120-4116 SEWER USE CHARGES	1,167,934.00	98,715.02	1,083,267.45	84,666.55	92.75
120-4210 LATE FEE	20,000.00	1,833.36	20,987.55 (987.55)	104.94
120-4300 MISC INCOME	1,500.00	2.50	5,598.21 (4,098.21)	373.21
120-4310 OTHER INCOME	200.00	0.00	0.00	200.00	0.00
120-4320 FEMA/CalOES Grants	1,083,419.00	0.00	1,038,782.50	44,636.50	95.88
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,500.00	3.86	1,868.81 (368.81)	124.59
120-4580 TRANSFERS IN	314,185.36	18,623.35	332,808.71 (18,623.35)	105.93
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,765,252.36	135,284.03	2,666,831.67	98,420.69	96.44
	=====	=====	=====	=====	=====

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	1.59 (1.59)	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	11,770.00	0.00	13,925.92 (2,155.92)	118.32
120-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	587.77	7,163.42	15,676.58	31.36
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	12,000.00	666.35	16,323.45 (4,323.45)	136.03
120-5-00-5061 VEHICLE MAINT	15,000.00	0.00	18,585.17 (3,585.17)	123.90
120-5-00-5062 TAXES & LIC	800.00	55.50	80.52	719.48	10.07
120-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (8,055.52)	129.84
120-5-00-5075 BANK FEES	21,000.00	1,632.39	17,627.33	3,372.67	83.94
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	322.50	7,529.50 (29.50)	100.39
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	211.47	5,924.00	1,076.00	84.63
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00	2,598.75	16,090.20 (11,090.20)	321.80
120-5-00-5122 ENGINEERING SERVICES	27,000.00	1,251.50	28,710.10 (1,710.10)	106.33
120-5-00-5123 OTHER PROFESSIONAL SERVICE	30,000.00	10,142.36	106,524.00 (76,524.00)	355.08
120-5-00-5126 AUDIT SERVICES	4,000.00	5,950.00	5,950.00 (1,950.00)	148.75
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	51.80	3,375.57	1,624.43	67.51
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00 (215.00)	215.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	460.00	3,562.57	1,437.43	71.25
120-5-00-5148 OPERATING SUPPLIES	40,000.00	4,241.01	55,745.89 (15,745.89)	139.36
120-5-00-5150 REPAIR & REPLACE	142,000.00	13,216.07	162,881.77 (20,881.77)	114.71
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	932.00	9,908.78 (4,408.78)	180.16
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,262.50	12,630.50	3,869.50	76.55
120-5-00-5157 SECURITY	5,000.00	0.00	779.16	4,220.84	15.58
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	36,222.02	8,777.98	80.49
120-5-00-5165 TERTIARY POND MAINTENANCE	35,000.00	0.00	35,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	182.43 (182.43)	0.00
120-5-00-5191 TELEPHONE	9,500.00	890.91	9,138.01	361.99	96.19
120-5-00-5192 ELECTRICITY	60,000.00	4,414.08	50,623.95	9,376.05	84.37
120-5-00-5193 OTHER UTILITIES	2,600.00	240.02	2,417.60	182.40	92.98
120-5-00-5194 IT SERVICES	45,000.00	480.60	32,337.59	12,662.41	71.86
120-5-00-5195 ENV/MONITORING	32,000.00	2,948.00	32,340.00 (340.00)	101.06
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	1,822.00	178.00	91.10
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	536.23	763.77	41.25
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	1,552.30 (52.30)	103.49
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	1,517.74	2,746.75	753.25	78.48
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	185.75	64.25	74.30
120-5-00-5580 TRANSFERS OUT	0.00	17,765.30	85,481.30 (85,481.30)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

120-SEWER ENTERPRISE FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	654,560.00	71,838.62	818,745.89 (164,185.89)	125.08

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	281,602.00	16,938.22	274,019.06	7,582.94	97.31
120-5-10-5020 EMPLOYEE BENEFITS	93,979.00	3,027.56	55,042.00	38,937.00	58.57
120-5-10-5021 RETIREMENT BENEFITS	57,507.00	3,829.89	48,387.62	9,119.38	84.14
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	146.76	2,836.18	1,163.82	70.90
120-5-10-5170 TRAVEL MILEAGE	1,200.00	5.34	1,242.98 (42.98)	103.58
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,294.81	1,705.19	57.37
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	50.00	300.00	14.29
TOTAL ADMINISTRATION	443,138.00	23,947.77	383,872.65	59,265.35	86.63

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	215,150.00	13,514.19	166,061.03	49,088.97	77.18
120-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,702.57	60,212.11	8,041.89	88.22
120-5-30-5021 RETIREMENT BENEFITS	46,724.00	3,942.75	45,142.40	1,581.60	96.62
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,349.50	450.50	74.97
120-5-30-5063 CERTIFICATIONS	1,500.00	110.00	200.00	1,300.00	13.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	456.58	543.42	45.66
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	30.78	469.22	6.16
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	338,928.00	23,269.51	273,452.40	65,475.60	80.68

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

120-SEWER ENTERPRISE FUND
 DIRECTORS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	209.93	2,632.14	367.86	87.74
120-5-40-5020 DIRECTOR BENEFITS	90.00	8.98	113.77 (23.77)	126.41
120-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	2,494.56	29,188.46	12,151.54	70.61
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	326.73	3,273.27	9.08
TOTAL DIRECTORS	49,730.00	2,713.47	32,261.10	17,468.90	64.87

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

120-SEWER ENTERPRISE FUND
 SPECIAL PROJECTS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	657,757.22	0.00	657,757.22	0.00	100.00
120-5-60-6009 ACCESS RD	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	657,757.22	0.00	657,757.22	0.00	100.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	201,000.00	0.00	200,125.92	874.08	99.57
120-5-70-7201 I & I	0.00	0.00	4,714.27 (4,714.27)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	201,000.00	0.00	204,840.19 (3,840.19)	101.91
TOTAL EXPENDITURES	2,345,113.22	121,769.37	2,370,929.45 (25,816.23)	101.10
REVENUES OVER/(UNDER) EXPENDITURES	420,139.14	13,514.66	295,902.22	124,236.92	70.43

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,256,021.80</u>	<u>174,845.00</u>	<u>2,047,169.86</u>	<u>208,851.94</u>	<u>90.74</u>
TOTAL REVENUES	<u>2,256,021.80</u>	<u>174,845.00</u>	<u>2,047,169.86</u>	<u>208,851.94</u>	<u>90.74</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	873,602.00	98,145.37	862,860.30	10,741.70	98.77
ADMINISTRATION	443,438.00	23,947.81	389,762.55	53,675.45	87.90
FIELD	339,528.00	28,345.55	328,852.84	10,675.16	96.86
DIRECTORS	54,530.00	2,724.66	32,496.08	22,033.92	59.59
CAPITAL PROJECTS & EQUIP	<u>158,988.00</u>	<u>0.00</u>	<u>164,908.12</u>	<u>(5,920.12)</u>	<u>103.72</u>
TOTAL EXPENDITURES	<u>1,870,086.00</u>	<u>153,163.39</u>	<u>1,778,879.89</u>	<u>91,206.11</u>	<u>95.12</u>
REVENUES OVER/(UNDER) EXPENDITURES	385,935.80	21,681.61	268,289.97	117,645.83	69.52

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	0.00	11,795.00	205.00	98.29
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	170.00	510.00	490.00	51.00
130-4040 LIEN RECORDING FEES	500.00	0.00	1,594.76 (1,094.76)	318.95
130-4045 AVAILABILITY FEES	25,000.00	0.00	21,796.80	3,203.20	87.19
130-4110 COMM WATER USE	104,000.00	7,778.59	90,024.01	13,975.99	86.56
130-4112 GOV'T WATER USE	6,000.00	366.87	4,919.48	1,080.52	81.99
130-4115 WATER USE	1,940,435.00	161,824.69	1,720,731.40	219,703.60	88.68
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	2,865.84	32,745.07 (7,745.07)	130.98
130-4215 RETURNED CHECK FEE	1,000.00	0.00	950.00	50.00	95.00
130-4300 MISC INCOME	2,000.00	132.50	2,685.69 (685.69)	134.28
130-4310 OTHER INCOME	100.00	1,695.71	1,695.71 (1,595.71)	1,695.71
130-4320 FEMA/CalOES Grants	0.00	0.00	17,229.50 (17,229.50)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	2,000.00	10.80	3,505.64 (1,505.64)	175.28
130-4580 TRANSFER IN	136,986.80	0.00	136,986.80	0.00	100.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,256,021.80	174,845.00	2,047,169.86	208,851.94	90.74

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	482.31 (482.31)	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	11,770.00	0.00	13,925.92 (2,155.92)	118.32
130-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	587.78	7,163.50	15,676.50	31.36
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	11,000.00	666.35	14,601.51 (3,601.51)	132.74
130-5-00-5061 VEHICLE MAINT	24,292.00	0.00	7,088.92	17,203.08	29.18
130-5-00-5062 TAXES & LIC	1,200.00	55.50	80.52	1,119.48	6.71
130-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (8,055.52)	129.84
130-5-00-5075 BANK FEES	21,000.00	1,632.39	17,304.81	3,695.19	82.40
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	322.50	24,693.50 (693.50)	102.89
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	211.47	5,923.94	76.06	98.73
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	2,598.75	15,662.70 (5,662.70)	156.63
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	290.00	59,710.00	0.48
130-5-00-5123 OTHER PROFESSIONAL SERVICE	40,000.00	5,506.00	65,251.30 (25,251.30)	163.13
130-5-00-5124 WATER RIGHTS	70,000.00	5,272.50	13,722.49	56,277.51	19.60
130-5-00-5126 AUDIT SERVICES	4,000.00	5,950.00	5,950.00 (1,950.00)	148.75
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	51.79	3,375.52	4,124.48	45.01
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	209.20	39,976.37 (4,976.37)	114.22
130-5-00-5148 OPERATING SUPPLIES	5,000.00	0.00	6,695.98 (1,695.98)	133.92
130-5-00-5150 REPAIR & REPLACE	185,000.00	46,673.56	121,287.29	63,712.71	65.56
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	476.00	8,147.53	3,852.47	67.90
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	312.50	3,048.00	1,152.00	72.57
130-5-00-5157 SECURITY	5,000.00	0.00	443.15	4,556.85	8.86
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	227.51 (227.51)	0.00
130-5-00-5191 TELEPHONE	9,500.00	890.91	9,159.89	340.11	96.42
130-5-00-5192 ELECTRICITY	150,000.00	22,569.23	135,825.61	14,174.39	90.55
130-5-00-5193 OTHER UTILITIES	2,200.00	240.01	2,417.50 (217.50)	109.89
130-5-00-5194 IT SERVICES	40,000.00	786.60	39,074.25	925.75	97.69
130-5-00-5195 ENV/MONITORING	20,000.00	1,476.00	14,030.50	5,969.50	70.15
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	30,103.15 (103.15)	100.34
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	268.11	731.89	26.81
130-5-00-5312 TOOLS - FIELD	1,000.00	0.00	1,552.28 (552.28)	155.23
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	1,656.33	2,885.31 (385.31)	115.41
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	3,550.00	5,450.00	39.44
130-5-00-5545 RECORDING FEES	100.00	0.00	185.75 (85.75)	185.75
130-5-00-5580 TRANSFERS OUT	0.00	0.00	213,409.66 (213,409.66)	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	20,000.00	0.00	0.00	20,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2020

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	873,602.00	98,145.37	862,860.30	10,741.70	98.77

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	281,602.00	16,938.29	278,751.49	2,850.51	98.99
130-5-10-5020 EMPLOYEE BENEFITS	93,979.00	3,027.56	55,113.76	38,865.24	58.64
130-5-10-5021 RETIREMENT BENEFITS	57,507.00	3,829.87	48,962.48	8,544.52	85.14
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	146.75	2,835.92	1,164.08	70.90
130-5-10-5170 TRAVEL MILEAGE	2,000.00	5.34	1,689.10	310.90	84.46
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,359.80	1,640.20	59.00
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	50.00	300.00	14.29
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	443,438.00	23,947.81	389,762.55	53,675.45	87.90

130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	215,150.00	18,179.18	215,843.36 (693.36)	100.32
130-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,712.14	59,905.45	8,348.55	87.77
130-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,454.23	50,880.43 (4,156.43)	108.90
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,349.48	450.52	74.97
130-5-30-5063 CERTIFICATIONS	600.00	0.00	190.00	410.00	31.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	456.54	543.46	45.65
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	27.58	1,972.42	1.38
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	200.00	3,800.00	5.00
TOTAL FIELD	339,528.00	28,345.55	328,852.84	10,675.16	96.86

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

130-WATER ENTERPRISE FUND
 DIRECTORS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	220.67	2,858.01	141.99	95.27
130-5-40-5020 DIRECTOR BENEFITIS	90.00	9.42	123.13 (33.13)	136.81
130-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	2,494.57	29,188.21	12,151.79	70.61
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	8,400.00	0.00	326.73	8,073.27	3.89
TOTAL DIRECTORS	54,530.00	2,724.66	32,496.08	22,033.92	59.59

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2020

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	134,000.00	0.00	133,417.28	582.72	99.57
130-5-70-7202 GENERATORS	24,988.00	0.00	16,953.39	8,034.61	67.85
130-5-70-7204 TANK 9	0.00	0.00	1,860.00 (1,860.00)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	0.00	12,677.45 (12,677.45)	0.00
TOTAL CAPITAL PROJECTS & EQUIP	158,988.00	0.00	164,908.12 (5,920.12)	103.72
TOTAL EXPENDITURES	1,870,086.00	153,163.39	1,778,879.89	91,206.11	95.12
REVENUES OVER/(UNDER) EXPENDITURES	385,935.80	21,681.61	268,289.97	117,645.83	69.52

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of May 31, 2020
(Rounded and Unaudited)

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 692,647	\$ 616,372	\$ 622,075	\$ 176,391	\$ 2,107,485
Cash Receipts					
Utility Billing Deposits	\$ 292,487	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 7,636	\$ -	\$ 1	
Total Cash Receipts	\$ 292,487	\$ 7,636	\$ -	\$ 176,392	
Cash Disbursements					
Accounts Payable Checks issued	\$ 182,549	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 27,359	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 47,849	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,265	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
Total Disbursements	\$ 261,021	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ 22,705	\$ 302,313	\$ -	\$ -	
Transfers Out	\$ 302,313	\$ 22,705	\$ -	\$ -	
Total Transfers Between Accounts	\$ 325,018	\$ 325,018	\$ -	\$ -	
Ending Balances in General Ledger	\$ 421,799	\$ 903,617	\$ 622,075	\$ 176,392	\$ 2,123,883
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 499,916	\$ 903,617	\$ 622,075	\$ 176,392	\$ 2,201,999

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	230,719	66,468	71,856	-	369,042
130 Water Operating	188,245	183,292	107,086	-	478,623
140 Flood Enterprise	(687)	-	-	-	(687)
215 2016 Sewer Refinancing Bond	-	236,490	93,975	176,392	506,857
218 2002 CIEDB Loan	3,518	-	12,294	-	15,812
219 2012 USDA Solar COP	-	32,511	875	-	33,385
313 Wastewater Operating Reserve	-	31,812	58,533	-	90,345
314 Wastewater CIP	-	21,285	94,641	-	115,926
319 2012 USDA Solar COP Reserve	-	31,302	-	-	31,302
320 Water CIP	2	111,506	-	-	111,508
325 Water Operating Reserve	1	123,872	-	-	123,873
350 2002 CIEDB Loan Reserve	-	-	182,816	-	182,816
711 2016 Bond Administration	-	-	-	-	-
712 Bond Revolving	-	65,077	-	-	65,077
Total Ending Balances in General Ledger	421,799	903,617	622,075	176,392	2,123,883

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District and US Bank is the Bond Trustee for the the 2016 Refunding >>>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

COMPANY: 999 - POOLED CASH FUND
ACCOUNT: 1010 CASH - POOLED
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 5/01/2020 THRU 5/31/2020
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	5/08/2020	BANK-DRAFT	000450	AFLAC	260.31CR	CLEARED	A	5/12/2020
1010	5/08/2020	BANK-DRAFT	000451	CALIFORNIA PUBLIC EMPLOYEES RE	4,435.23CR	CLEARED	A	5/11/2020
1010	5/08/2020	BANK-DRAFT	000452	NATIONWIDE RETIREMENT SOLUTION	312.50CR	CLEARED	A	5/08/2020
1010	5/08/2020	BANK-DRAFT	000453	STATE OF CALIFORNIA EDD	997.10CR	CLEARED	A	5/08/2020
1010	5/08/2020	BANK-DRAFT	000454	US DEPARTMENT OF THE TREASURY	2,383.32CR	CLEARED	A	5/08/2020
1010	5/22/2020	BANK-DRAFT	000455	AFLAC	260.31CR	OUTSTND	A	0/00/0000
1010	5/22/2020	BANK-DRAFT	000456	CALIFORNIA PUBLIC EMPLOYEES RE	4,435.23CR	CLEARED	A	5/26/2020
1010	5/22/2020	BANK-DRAFT	000457	NATIONWIDE RETIREMENT SOLUTION	312.50CR	CLEARED	A	5/22/2020
1010	5/22/2020	BANK-DRAFT	000458	STATE OF CALIFORNIA EDD	786.53CR	CLEARED	A	5/22/2020
1010	5/22/2020	BANK-DRAFT	000459	US DEPARTMENT OF THE TREASURY	1,924.89CR	CLEARED	A	5/22/2020
1010	5/22/2020	BANK-DRAFT	052220	CalPERS UAL 26384 May	155.90CR	CLEARED	G	5/26/2020
1010	5/22/2020	BANK-DRAFT	052221	CalPERS UAL 1739 May	10,983.88CR	CLEARED	G	5/26/2020
CHECK:								
1010	5/01/2020	CHECK	037243	ALPHA ANALYTICAL LABORATORIES	815.00CR	CLEARED	A	5/06/2020
1010	5/01/2020	CHECK	037244	AMERICAN WATER WORKS ASSOCIATI	445.00CR	CLEARED	A	5/14/2020
1010	5/01/2020	CHECK	037245	AT&T MOBILITY	67.00CR	CLEARED	A	5/06/2020
1010	5/01/2020	CHECK	037246	CNH PRODUCTIVITY PLUS ACCT	313.38CR	CLEARED	A	5/05/2020
1010	5/01/2020	CHECK	037247	DELOACH AND ASSOCIATES, INC	4,500.00CR	CLEARED	A	5/08/2020
1010	5/01/2020	CHECK	037248	GHD	1,251.50CR	CLEARED	A	5/06/2020
1010	5/01/2020	CHECK	037249	MEDIACOM	517.90CR	CLEARED	A	5/06/2020
1010	5/01/2020	CHECK	037250	PACIFIC GAS & ELECTRIC COMPANY	12,796.08CR	CLEARED	A	5/05/2020
1010	5/01/2020	CHECK	037251	TYLER TECHNOLOGY	131.20CR	CLEARED	A	5/05/2020
1010	5/08/2020	CHECK	037252	ALPHA ANALYTICAL LABORATORIES	440.00CR	CLEARED	A	5/13/2020
1010	5/08/2020	CHECK	037253	APPLIED TECHNOLOGY SOLUTIONS	830.00CR	CLEARED	A	5/26/2020
1010	5/08/2020	CHECK	037254	ARMED FORCE PEST CONTROL, INC.	10.00CR	CLEARED	A	5/14/2020
1010	5/08/2020	CHECK	037255	BADGER METER	306.00CR	CLEARED	A	5/18/2020
1010	5/08/2020	CHECK	037256	BRELJE AND RACE LABS, INC.	70.00CR	CLEARED	A	5/13/2020
1010	5/08/2020	CHECK	037257	PAUL KELLEY CONSULTING, INC	3,680.00CR	CLEARED	A	5/12/2020
1010	5/08/2020	CHECK	037258	SMITH & NEWELL CPA	11,900.00CR	OUTSTND	A	0/00/0000
1010	5/08/2020	CHECK	037259	SOUTH LAKE REFUSE COMPANY	480.03CR	CLEARED	A	5/12/2020
1010	5/08/2020	CHECK	037260	STREAMLINE	200.00CR	CLEARED	A	5/14/2020
1010	5/08/2020	CHECK	037261	USA BLUE BOOK	690.74CR	CLEARED	A	5/15/2020
1010	5/08/2020	CHECK	037262	FRASSI, THOMAS/CHRIS	108.10CR	CLEARED	A	5/12/2020
1010	5/08/2020	CHECK	037263	YING, ASTON	46.90CR	CLEARED	A	5/13/2020
1010	5/15/2020	CHECK	037264	ALPHA ANALYTICAL LABORATORIES	1,526.00CR	CLEARED	A	5/20/2020
1010	5/15/2020	CHECK	037265	AT&T	254.02CR	CLEARED	A	5/22/2020
1010	5/15/2020	CHECK	037266	BARTLEY PUMP, INC.	6,097.25CR	CLEARED	A	5/19/2020
1010	5/15/2020	CHECK	037267	BOLD POLISNER MADDOW NELSON &	517.50CR	CLEARED	A	5/20/2020
1010	5/15/2020	CHECK	037268	DATAPROSE, LLC	306.53CR	CLEARED	A	5/21/2020
1010	5/15/2020	CHECK	037269	DELOACH AND ASSOCIATES, INC	3,012.00CR	OUTSTND	A	0/00/0000
1010	5/15/2020	CHECK	037270	FAHRENHEIT HEATING & AIR CONDI	1,003.00CR	CLEARED	A	5/20/2020
1010	5/15/2020	CHECK	037271	GOLD WEST INDUSTRIAL SUPPLY	1,608.72CR	CLEARED	A	5/21/2020
1010	5/15/2020	CHECK	037272	GRAINGER	567.81CR	CLEARED	A	5/20/2020

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 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

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1010	5/15/2020	CHECK	037274	HARDESTER'S MARKETS & HARDWARE	390.99CR	CLEARED	A	5/20/2020
1010	5/15/2020	CHECK	037275	GARDENS BY JILLIAN	200.00CR	CLEARED	A	5/29/2020
1010	5/15/2020	CHECK	037276	LOCAL GOVERNMENT COMMISSION IN	4,636.36CR	CLEARED	A	5/22/2020
1010	5/15/2020	CHECK	037277	MICHELLE HAMILTON	1,575.00CR	CLEARED	A	5/18/2020
1010	5/15/2020	CHECK	037278	PACE SUPPLY CORP	139.60CR	CLEARED	A	5/19/2020
1010	5/15/2020	CHECK	037279	RAY MORGAN COMPANY	32.12CR	CLEARED	A	5/20/2020
1010	5/15/2020	CHECK	037280	REDWOOD COAST FUELS	1,019.32CR	CLEARED	A	5/18/2020
1010	5/15/2020	CHECK	037281	SPECIAL DISTRICT RISK MANAGEME	24,931.37CR	CLEARED	A	5/20/2020
1010	5/15/2020	CHECK	037282	TELSTAR INSTRUMENTS, INC	1,922.00CR	CLEARED	A	5/22/2020
1010	5/15/2020	CHECK	037283	U S POSTMASTER	220.00CR	CLEARED	A	5/22/2020
1010	5/15/2020	CHECK	037284	U.S. BANK	2,086.50CR	CLEARED	A	5/20/2020
1010	5/15/2020	CHECK	037285	USA BLUE BOOK	1,915.57CR	OUTSTND	A	0/00/0000
1010	5/15/2020	CHECK	037286	WAGNER & BONSIGNORE	5,272.50CR	CLEARED	A	5/22/2020
1010	5/15/2020	CHECK	037287	HORNER, MICHAEL & KA	9.89CR	CLEARED	A	6/01/2020
1010	5/15/2020	CHECK	037288	MARIGOLD, MARY	1.35CR	CLEARED	A	5/27/2020
1010	5/15/2020	CHECK	037289	OH, WHIE	6.22CR	CLEARED	A	5/26/2020
1010	5/22/2020	CHECK	037290	ALPHA ANALYTICAL LABORATORIES	1,307.00CR	CLEARED	A	6/01/2020
1010	5/22/2020	CHECK	037291	AQUA TECH COMPANY	2,600.00CR	CLEARED	A	6/01/2020
1010	5/22/2020	CHECK	037292	ARMED FORCE PEST CONTROL, INC.	195.00CR	OUTSTND	A	0/00/0000
1010	5/22/2020	CHECK	037293	CARDMEMBER SERVICE	355.13CR	CLEARED	A	5/29/2020
1010	5/22/2020	CHECK	037294	DICKENSON PEATMAN & FOGARTY	4,680.00CR	CLEARED	A	5/29/2020
1010	5/22/2020	CHECK	037295	MILLERICK PLUMBING	265.00CR	CLEARED	A	5/28/2020
1010	5/22/2020	CHECK	037296	OFFICE DEPOT	82.79CR	CLEARED	A	6/02/2020
1010	5/22/2020	CHECK	037297	RICOH USA, INC.	386.29CR	CLEARED	A	6/01/2020
1010	5/22/2020	CHECK	037298	SMITH CONSTRUCTION	38,506.00CR	OUTSTND	A	0/00/0000
1010	5/22/2020	CHECK	037299	STATE WATER RESOURCES CONTROL	110.00CR	CLEARED	A	6/04/2020
1010	5/22/2020	CHECK	037300	TELSTAR INSTRUMENTS, INC	2,644.38CR	CLEARED	A	6/01/2020
1010	5/22/2020	CHECK	037301	VERIZON WIRELESS	875.90CR	CLEARED	A	6/02/2020
1010	5/29/2020	CHECK	037302	ALPHA ANALYTICAL LABORATORIES	266.00CR	CLEARED	A	6/03/2020
1010	5/29/2020	CHECK	037303	AT&T MOBILITY	67.00CR	CLEARED	A	6/04/2020
1010	5/29/2020	CHECK	037304	OFFICE DEPOT	210.72CR	OUTSTND	A	0/00/0000
1010	5/29/2020	CHECK	037305	PACIFIC GAS & ELECTRIC COMPANY	14,424.09CR	CLEARED	A	6/02/2020
1010	5/29/2020	CHECK	037306	PAUL KELLEY CONSULTING, INC	3,360.00CR	CLEARED	A	6/02/2020
1010	5/29/2020	CHECK	037307	RAY MORGAN COMPANY	250.79CR	CLEARED	A	6/03/2020
1010	5/29/2020	CHECK	037308	SMITH & NEWELL CPA	3,500.00CR	OUTSTND	A	0/00/0000
1010	5/29/2020	CHECK	037309	THATCHER COMPANY, INC.	2,944.91CR	CLEARED	A	6/04/2020
1010	5/29/2020	CHECK	037310	USA BLUE BOOK	1,078.98CR	OUTSTND	A	0/00/0000
DEPOSIT:								
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1010	5/01/2020	DEPOSIT	000001	REGULAR DAILY POST 5/01/2020	1,027.04	CLEARED	C	5/04/2020
1010	5/04/2020	DEPOSIT		CREDIT CARD 5/04/2020	9,607.96	CLEARED	C	5/04/2020
1010	5/04/2020	DEPOSIT	000001	CREDIT CARD 5/04/2020	972.32	CLEARED	C	5/04/2020

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 COMPANY: 999 - POOLED CASH FUND
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 STATUS: All
 FOLIO: All

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1010	5/04/2020	DEPOSIT	000003	CREDIT CARD 5/04/2020	2,136.24	CLEARED	C	5/06/2020
1010	5/04/2020	DEPOSIT	000004	REGULAR DAILY POST 5/04/2020	3,190.29	CLEARED	C	5/05/2020
1010	5/05/2020	DEPOSIT		CREDIT CARD 5/05/2020	2,118.93	CLEARED	C	5/06/2020
1010	5/05/2020	DEPOSIT	000001	CREDIT CARD 5/05/2020	923.30	CLEARED	C	5/07/2020
1010	5/05/2020	DEPOSIT	000002	REGULAR DAILY POST 5/05/2020	496.23	CLEARED	C	5/06/2020
1010	5/06/2020	DEPOSIT		CREDIT CARD 5/06/2020	2,226.87	CLEARED	C	5/07/2020
1010	5/06/2020	DEPOSIT	000001	CREDIT CARD 5/06/2020	1,060.45	CLEARED	C	5/08/2020
1010	5/06/2020	DEPOSIT	000002	REGULAR DAILY POST 5/06/2020	592.20	CLEARED	C	5/07/2020
1010	5/07/2020	DEPOSIT		CREDIT CARD 5/07/2020	245.16	CLEARED	C	5/08/2020
1010	5/07/2020	DEPOSIT	000001	CREDIT CARD 5/07/2020	4,853.11	CLEARED	C	5/11/2020
1010	5/07/2020	DEPOSIT	000002	REGULAR DAILY POST 5/07/2020	2,491.99	CLEARED	C	5/08/2020
1010	5/08/2020	DEPOSIT		CREDIT CARD 5/08/2020	2,418.49	CLEARED	C	5/11/2020
1010	5/08/2020	DEPOSIT	000001	CREDIT CARD 5/08/2020	2,814.42	CLEARED	C	5/11/2020
1010	5/08/2020	DEPOSIT	000002	REGULAR DAILY POST 5/08/2020	3,561.60	CLEARED	C	5/11/2020
1010	5/09/2020	DEPOSIT		CREDIT CARD 5/09/2020	2,084.38	CLEARED	C	5/11/2020
1010	5/10/2020	DEPOSIT		CREDIT CARD 5/10/2020	1,878.90	CLEARED	C	5/11/2020
1010	5/11/2020	DEPOSIT		CREDIT CARD 5/11/2020	2,982.78	CLEARED	C	5/12/2020
1010	5/11/2020	DEPOSIT	000001	CREDIT CARD 5/11/2020	977.95	CLEARED	C	5/13/2020
1010	5/11/2020	DEPOSIT	000002	REGULAR DAILY POST 5/11/2020	11,147.94	CLEARED	C	5/12/2020
1010	5/12/2020	DEPOSIT		CREDIT CARD 5/12/2020	3,470.64	CLEARED	C	5/13/2020
1010	5/12/2020	DEPOSIT	000001	CREDIT CARD 5/12/2020	2,616.02	CLEARED	C	5/14/2020
1010	5/12/2020	DEPOSIT	000002	REGULAR DAILY POST 5/12/2020	2,371.02	CLEARED	C	5/13/2020
1010	5/13/2020	DEPOSIT		CREDIT CARD 5/13/2020	2,226.08	CLEARED	C	5/14/2020
1010	5/13/2020	DEPOSIT	000001	CREDIT CARD 5/13/2020	1,739.06	CLEARED	C	5/15/2020
1010	5/13/2020	DEPOSIT	000002	REGULAR DAILY POST 5/13/2020	12,150.75	CLEARED	C	5/14/2020
1010	5/14/2020	DEPOSIT		CREDIT CARD 5/14/2020	3,141.42	CLEARED	C	5/15/2020
1010	5/15/2020	DEPOSIT		CREDIT CARD 5/15/2020	1,539.62	CLEARED	C	5/18/2020
1010	5/15/2020	DEPOSIT	000001	REGULAR DAILY POST 5/15/2020	7,011.08	CLEARED	C	5/15/2020
1010	5/15/2020	DEPOSIT	000002	CREDIT CARD 5/15/2020	2,957.62	CLEARED	C	5/18/2020
1010	5/15/2020	DEPOSIT	000003	CREDIT CARD 5/15/2020	2,613.21	CLEARED	C	5/18/2020
1010	5/15/2020	DEPOSIT	000004	REGULAR DAILY POST 5/15/2020	8,165.16	CLEARED	C	5/18/2020
1010	5/15/2020	DEPOSIT	000005	DRAFT POSTING	12,377.02	CLEARED	U	5/18/2020
1010	5/15/2020	DEPOSIT	000006	CC DRAFT POSTING	15,617.42	CLEARED	U	5/18/2020
1010	5/18/2020	DEPOSIT		CREDIT CARD 5/18/2020	9,239.21	CLEARED	C	5/18/2020
1010	5/18/2020	DEPOSIT	000001	CREDIT CARD 5/18/2020	1,963.00	CLEARED	C	5/18/2020
1010	5/18/2020	DEPOSIT	000002	CREDIT CARD 5/18/2020	1,762.88	CLEARED	C	5/19/2020
1010	5/18/2020	DEPOSIT	000003	CREDIT CARD 5/18/2020	4,243.38	CLEARED	C	5/20/2020
1010	5/18/2020	DEPOSIT	000004	REGULAR DAILY POST 5/18/2020	17,640.47	CLEARED	C	5/19/2020
1010	5/19/2020	DEPOSIT		CREDIT CARD 5/19/2020	4,841.45	CLEARED	C	5/20/2020
1010	5/19/2020	DEPOSIT	000001	CREDIT CARD 5/19/2020	3,050.53	CLEARED	C	5/21/2020
1010	5/19/2020	DEPOSIT	000002	REGULAR DAILY POST 5/19/2020	9,659.71	CLEARED	C	5/20/2020
1010	5/20/2020	DEPOSIT		CREDIT CARD 5/20/2020	4,678.10	CLEARED	C	5/21/2020
1010	5/20/2020	DEPOSIT	000001	CREDIT CARD 5/20/2020	6,118.08	CLEARED	C	5/22/2020

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 COMPANY: 999 - POOLED CASH FUND
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 TYPE: All
 STATUS: All
 FOLIO: All

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 CHECK DATE: 5/01/2020 THRU 5/31/2020
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1010	5/21/2020	DEPOSIT	000001	REGULAR DAILY POST 5/21/2020	2,255.36	CLEARED	C	5/22/2020
1010	5/21/2020	DEPOSIT	000002	CREDIT CARD 5/21/2020	6,135.23	CLEARED	C	5/26/2020
1010	5/22/2020	DEPOSIT		CREDIT CARD 5/22/2020	1,728.72	CLEARED	C	5/26/2020
1010	5/22/2020	DEPOSIT	000001	CREDIT CARD 5/22/2020	1,096.29	CLEARED	C	5/26/2020
1010	5/22/2020	DEPOSIT	000002	REGULAR DAILY POST 5/22/2020	1,851.00	CLEARED	C	5/26/2020
1010	5/26/2020	DEPOSIT		CREDIT CARD 5/26/2020	1,715.49	CLEARED	C	5/26/2020
1010	5/26/2020	DEPOSIT	000001	CREDIT CARD 5/26/2020	421.95	CLEARED	C	5/26/2020
1010	5/26/2020	DEPOSIT	000002	CREDIT CARD 5/26/2020	98.96	CLEARED	C	5/26/2020
1010	5/26/2020	DEPOSIT	000003	CREDIT CARD 5/26/2020	917.11	CLEARED	C	5/28/2020
1010	5/26/2020	DEPOSIT	000004	CREDIT CARD 5/26/2020	1,642.81	CLEARED	C	5/28/2020
1010	5/26/2020	DEPOSIT	000005	REGULAR DAILY POST 5/26/2020	2,435.26	CLEARED	C	5/27/2020
1010	5/26/2020	DEPOSIT	000215	RECONCILE FUND 215	4,081.31	CLEARED	G	5/26/2020
1010	5/26/2020	DEPOSIT	000313	RECONCILE FUNDS CIVIC SPRKS	13,909.08	CLEARED	G	5/26/2020
1010	5/26/2020	DEPOSIT	000314	RECONCILE FUNDS I & I	4,714.27	CLEARED	G	5/26/2020
1010	5/27/2020	DEPOSIT		CREDIT CARD 5/27/2020	1,349.18	CLEARED	C	5/28/2020
1010	5/27/2020	DEPOSIT	000001	CREDIT CARD 5/27/2020	914.26	CLEARED	C	5/29/2020
1010	5/27/2020	DEPOSIT	000002	REGULAR DAILY POST 5/27/2020	886.27	CLEARED	C	5/28/2020
1010	5/27/2020	DEPOSIT	000313	CHECKING TO MM TRANSFER	15,312.56CR	CLEARED	G	5/27/2020
1010	5/27/2020	DEPOSIT	000314	CHECKING TO MM TRANSFER	33,858.00CR	CLEARED	G	5/27/2020
1010	5/27/2020	DEPOSIT	000320	CHECKING TO MM TRANSFER	111,505.66CR	CLEARED	G	5/27/2020
1010	5/27/2020	DEPOSIT	000325	CHECKING TO MM TRANSFER	123,871.59CR	CLEARED	G	5/27/2020
1010	5/28/2020	DEPOSIT		CREDIT CARD 5/28/2020	1,605.15	CLEARED	C	5/29/2020
1010	5/28/2020	DEPOSIT	000001	CREDIT CARD 5/28/2020	1,869.35	CLEARED	C	6/02/2020
1010	5/28/2020	DEPOSIT	000002	REGULAR DAILY POST 5/28/2020	393.38	CLEARED	C	5/29/2020
1010	5/28/2020	DEPOSIT	000219	SOLAR DEBT 120 TO 219	17,765.30CR	CLEARED	G	5/28/2020
1010	5/29/2020	DEPOSIT		CREDIT CARD 5/29/2020	1,169.86	CLEARED	C	6/03/2020
1010	5/29/2020	DEPOSIT	000001	CREDIT CARD 5/29/2020	1,540.82	CLEARED	C	6/02/2020
1010	5/29/2020	DEPOSIT	000002	REGULAR DAILY POST 5/29/2020	855.31	CLEARED	C	6/01/2020
1010	5/29/2020	DEPOSIT	000003	CREDIT CARD 5/29/2020	2,584.87	CLEARED	C	6/02/2020
1010	5/30/2020	DEPOSIT		CREDIT CARD 5/30/2020	1,899.13	CLEARED	C	6/02/2020
1010	5/31/2020	DEPOSIT		CREDIT CARD 5/31/2020	1,547.97	CLEARED	C	6/04/2020
EFT:								
1010	5/27/2020	EFT	000527	CDTFA - USE TAX FEE	111.00CR	CLEARED	G	5/28/2020
MISCELLANEOUS:								
1010	5/08/2020	MISC.		PAYROLL DIRECT DEPOSIT	23,371.76CR	CLEARED	P	5/08/2020
1010	5/22/2020	MISC.		PAYROLL DIRECT DEPOSIT	24,477.50CR	CLEARED	P	5/22/2020
SERVICE CHARGE:								
1010	5/04/2020	SERV-CHG		APRIL 2020 BANK FEES 527	1,552.19CR	CLEARED	G	5/04/2020
1010	5/04/2020	SERV-CHG	000001	APRIL 2020 BANK FEES 525	995.72CR	CLEARED	G	5/04/2020

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 5/01/2020 THRU 5/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
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 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT --DATE-- --TYPE-- NUMBER -----DESCRIPTION----- ----AMOUNT--- STATUS FOLIO CLEAR DATE

SERVICE CHARGE:

ACCOUNT	DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS	FOLIO	CLEAR DATE
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1010	5/15/2020	SERV-CHG		ACCOUNT ANALYSIS FEES 05/15	324.37CR	CLEARED	G	5/15/2020

TOTALS FOR ACCOUNT 1010

CHECK	TOTAL:	182,548.74CR
DEPOSIT	TOTAL:	9,745.75CR
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	47,849.26CR
SERVICE CHARGE	TOTAL:	3,264.78CR
EFT	TOTAL:	111.00CR
BANK-DRAFT	TOTAL:	27,247.70CR

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	182,548.74CR
DEPOSIT	TOTAL:	9,745.75CR
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	47,849.26CR
SERVICE CHARGE	TOTAL:	3,264.78CR
EFT	TOTAL:	111.00CR
BANK-DRAFT	TOTAL:	27,247.70CR



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

CAPITAL EXPENDITURES

2019 - 2020

MAY 2020

SEWER CIP/OP EXPENSES	FUND	Budget Expense	Year to Date Actual
I & I Study (Intern/Fellowship)	313	60,000	46,711
IT Upgrades	313	5,000	4,160
Vac Truck (60%)	712	201,000	200,126
I & I Repair	314	100,000	4,714
Chlorine tank auto shutoff	314	32,000	-
SCADA	712	30,000	-
Chlorine Disinfection Facility	314	45,000	-
Aquatic Harvesting	314	35,000	35,000
Total		\$ 508,000	\$ 290,711

SEWER CIP/OP REVENUE TRANSFERS	FUND	Transfer In	Year to Date Transfers
Sewer Op Reserve (3%)	313	45,147	34,038
FEMA/CalOES	313		-
Sewer CIP (3%)	314	45,147	34,038
FEMA/CalOES	314		-
Total		\$ 90,294	\$ 68,076

WATER CIP/OP EXPENSES	FUND	Budget Expense	Year to Date Actual
Unit 9 Tank Replacement 1,700,000 (*1)	320/325/130	220,000	-
AMI	320/325/130	100,000	-
Vac Truck (40%)	320	134,000	133,417
Repair Water Main Line	320	200,000	2,712
IT Upgrades	320	5,000	4,160
Total		\$ 659,000	\$ 140,289

WATER CIP/OP REVENUE TRANSFERS	FUND	Transfer In	Year to Date Transfer
Water CIP (8%)	320	148,243	111,177
Water OP Reserve Fund (5%)	325	105,548	79,164
Total		\$ 253,792	\$ 190,341



MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: June 10, 2020

RE: Office & Administrative Staff Overtime Monthly Report

May 2020

Overtime:

Administrative Assistant: 8.00 hours

Water Resources Specialist: 3.50 hours

Full Charge Bookkeeper: 2.00 hours

Senior Accounts Representative: .50 hours

Accounts Representative: - hours

Total Overtime: 14.00 hours



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2019 - 2020 BUDGET

May 2020

DEBT SERVICE REVENUE		FUND	BUDGET AMOUNT	
1)	1995-2 BOND - TAX ASSESSMENT	215	\$	298,541
2)	CIEDB LOAN - FUND 130	218		171,064
3)	USDA RUS LOAN (SOLAR) - FUND 120	219		32,258
TOTAL REVENUE			\$	501,862

DEBT SERVICE EXPENDITURE			BUDGET AMOUNT	PAID TO DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 179,000	179,000
	1995-2 BOND REDEMPTION (INTEREST)	215	105,272	105,272
	BOND ADMINISTRATION (ANNUAL FEE)	215	6,585	6,585
	COUNTY COLLECTION FEES	215	3,414	4,040
	CSD ADMIN COSTS	215	4,270	4,270
			\$ 298,541	\$ 299,167
2)	CIEDB (PRINCIPAL)	218	106,363	106,363
	CIEDB (INTEREST)	218	59,566	59,567
	CIEDB (ANNUAL FEE)	218	5,135	5,135
			171,064	171,065
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 16,500	16,500
	USDA RUS LOAN (INTEREST)	219	15,758	15,758
			\$ 32,258	\$ 32,258
TOTAL DEBT SERVICE			501,862	502,490

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 06/12/2020

RE: Senior Account Representative's Monthly Report

Monthly Billing 05/29/2020

Mailed statements: 2,123

Electronic statements: 509

The statement "SPECIAL MESSAGE"

At Hidden Valley Lake CSD the health & safety of our customers & employees is our top priority. With the COVID-19 State of emergency: the customer service lobby is closed to the public; We have instituted advised practices to keep employees safe and able to provide safe reliable water & wastewater services; Payments: By phone during business hours, online at www.hvlcsd.org or dropped in payment box located in the front of the office. Check the district website for COVID-19 related updates.

Delinquent Billing 05/20/2020

Delinquent statements for May bills:

Mailed statements: 555

Electronic statements: 78

As of 06/12/2020 there are 252 past due accounts

Courtesy Notification

No Courtesy notices delivered due to COVID-19.

No Electronic notices due to COVID-19.

Phone Notification

No Phone notifications due to COVID-19.

Lock Offs

No Lock Offs due to COVID-19.



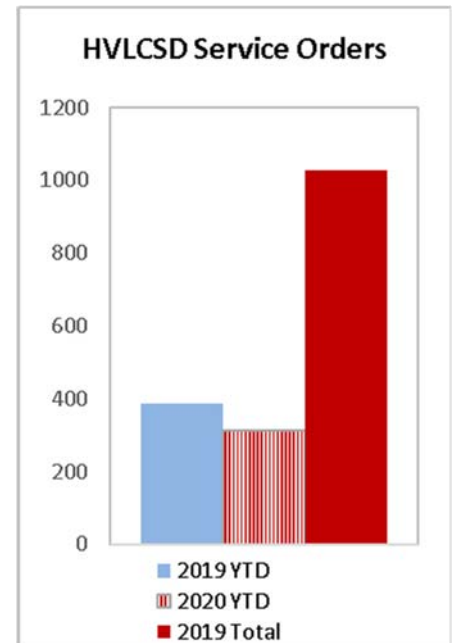
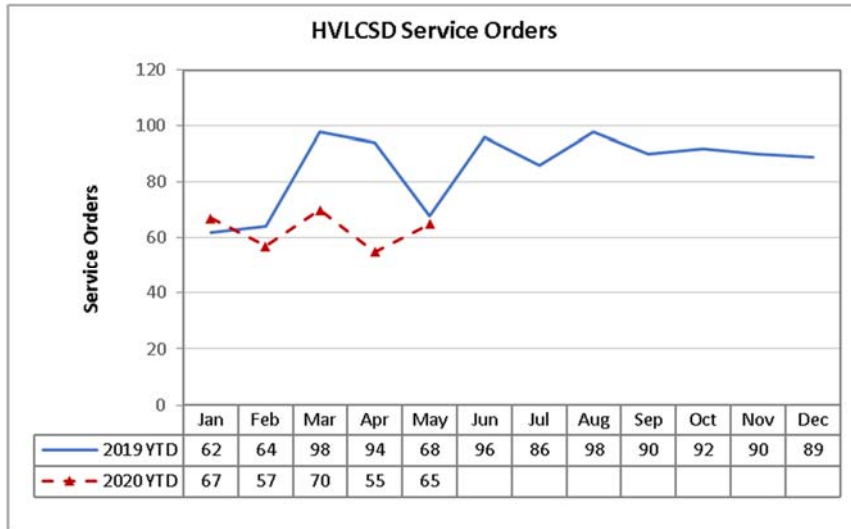
Hidden Valley Lake Community Services District

May 2020 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (This month)	0	New (This month)	0
Residential (Last month)	2447	Residential (Last month)	1465
Commercial & Govt (Last month)	39	Commercial & Govt (Last month)	16
Total :	2486		1481

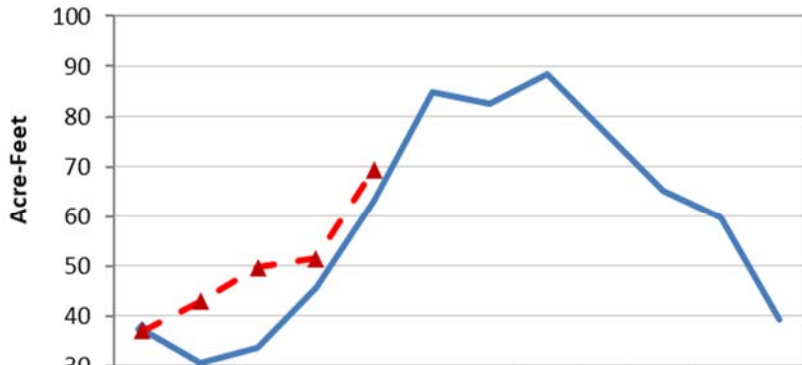
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
1.25	3.975	1.36



Hours		
Overtime Hours	55	\$2,353.77

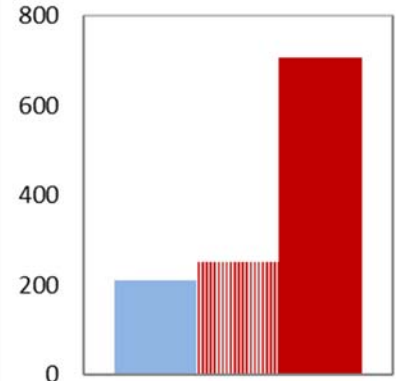
May 2020 Field Report

HVLCSD Municipal Well Production



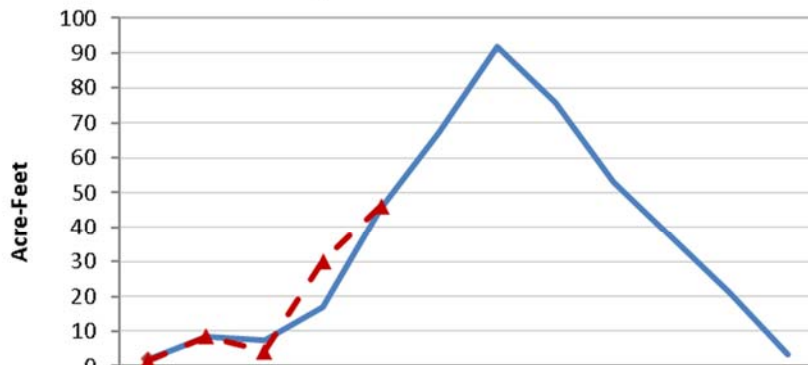
— 2019	37.2	30.7	33.6	45.7	63.0	84.8	82.6	88.4	76.6	65.2	59.8	39.3
-▲- 2020	37.1	43.0	49.7	51.6	69.5							

HVLCSD Municipal Well Production (AF)



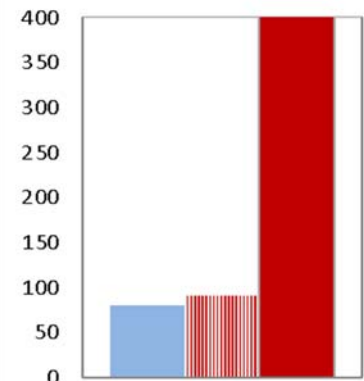
■ 2019 YTD
 ▨ 2020 YTD
 ■ 2019 Total

HVLCSD Municipal Reclaimed Water Use



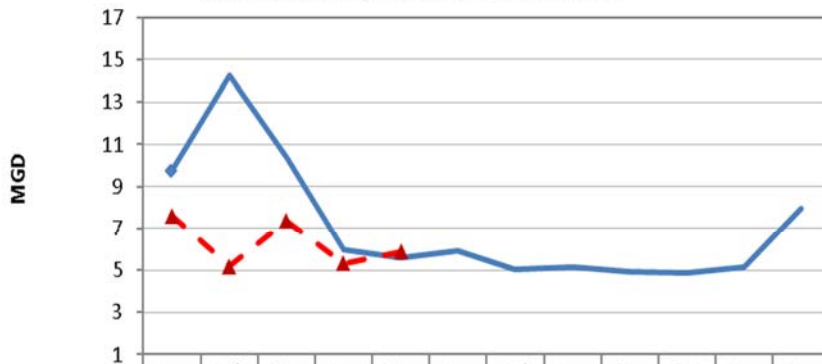
— 2019	1.87	8.57	7.38	16.8	45.4	67.4	91.8	75.8	53.0	36.9	20.9	3.37
-▲- 2020	1.55	8.59	4.27	30.2	46.1							

HVLCSD Municipal Reclaimed Water (AF)



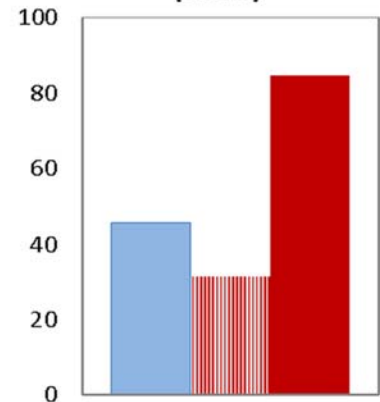
■ 2019 YTD
 ▨ 2020 YTD
 ■ 2019 Total

HVLCSD Municipal Wastewater Influent



— 2019	9.71	14.23	10.40	5.95	5.56	5.92	5.05	5.12	4.91	4.88	5.14	7.97
-▲- 2020	7.6	5.19	7.36	5.33	5.86							

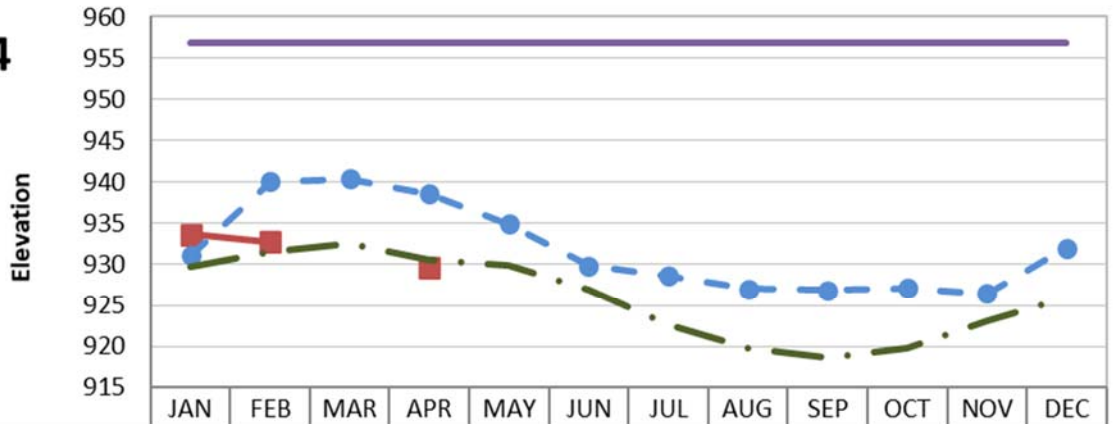
HVLCSD Municipal Wastewater Influent (MGD)



■ 2019 YTD
 ▨ 2020 YTD
 ■ 2019 Total

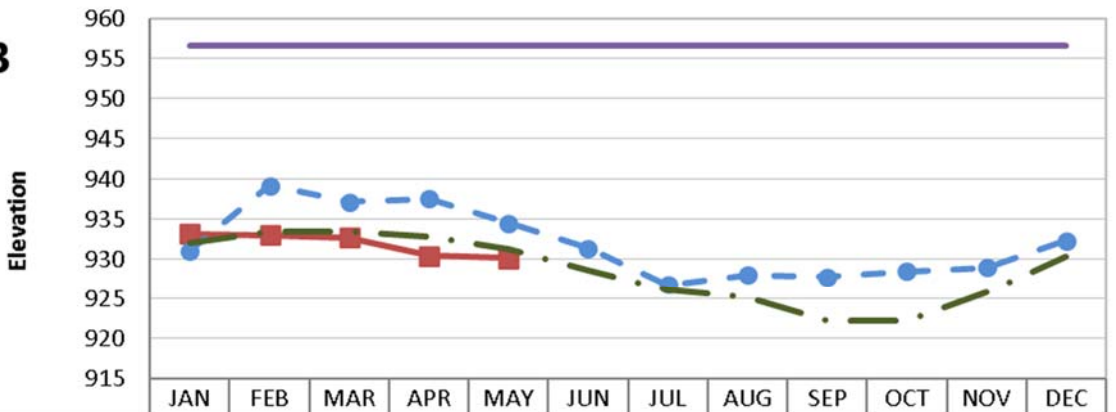
May 2020 Field Report

Well 4



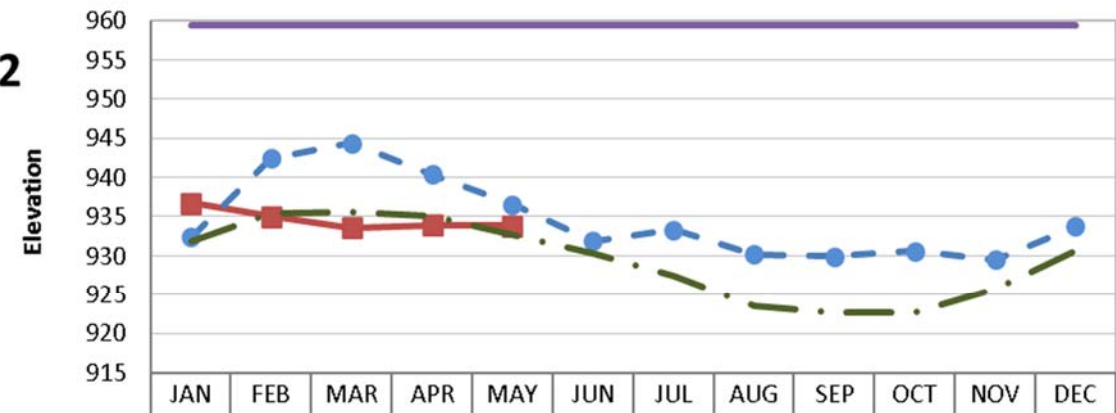
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 4 2020	933.72	932.81		929.72								
Top of Casing	956.89	956.89	956.89	956.89	956.89	956.89	956.89	956.89	956.89	956.89	956.89	956.89
Well 4 2019	931.14	940.06	940.39	938.56	934.89	929.89	928.64	927.06	926.89	927.14	926.47	932.06
Historicals	929.67	931.55	932.49	930.62	929.90	926.87	922.66	919.79	918.55	919.81	923.15	925.87

Well 3



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 3 2020	933.1	933.0	932.6	930.4	930.1							
Top of Casing	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7
Well 3 2019	931.1	939.1	937.1	937.6	934.5	931.3	926.7	928.0	927.7	928.5	928.9	932.3
Historicals	932.0	933.4	933.4	932.8	931.2	928.5	926.0	925.2	922.2	922.1	925.8	930.3

Well 2



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 2 2020	936.7	935.0	933.6	933.9	933.8							
Top of Casing	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4
Well 2 2019	932.4	942.4	944.3	940.3	936.5	931.8	933.3	930.1	929.9	930.6	929.5	933.7
Historicals	931.9	935.4	935.5	935.1	932.7	930.4	927.3	923.4	922.6	922.7	925.7	930.7

Projects Update

FEMA projects

RPA DR-4482 (COVID)

5/22 Submitted project application for COVID– related costs

5/26 Revoked project application due to ineligibility

HMGP DR-4344 Project 512 (LHMP)

This plan continues to be under review with FEMA

HMGP DR-4434 (February Rains)

5/21 Con-call with CalOES: Management cost eligibility

5/28 Notification that Project 138 is not a “Standard Lane” project

6/8 Submitted Coastland proposal for design and bid development for project 138 to Finance Committee

RPA DR-4308

6/8 CalOES continues to wait on FEMA for obligation

HMGP DR-4382 Project 112 (Unit 9 Tank)

5/8 Submitted draft ground lease documentation to HVLA, per the direction of the IGM, Paul Kelley

5/28 Submitted Grant Management cost Subapplication

6/2 Submitted draft ground lease documentation to the Board of Directors

6/4 Submitted draft ground lease documentation to District attorney

Projects Update

Non_FEMA projects

IRWM/Waterboards

5/21 CCR completed

6/3 CCRs posted to website and certification form sent the SWRCB DDW

6/8 Flyers and postcards sent to households, notifying the availability of the CCRs

Water main replacement

6/8 Final documentation and costs submitted to Finance Committee

I & I

6/8 Submitted Coastland proposal for design and bid development for Sewer Easement repair to Finance Committee

CivicSpark

5/18 Received direction from IGM to withdraw from 20/21 CivicSpark program

Capacity building—Monthly reports

SOP development

Digitalization of 1968 Infrastructure maps into GIS

6/9 Attended transition meeting with current Fellows

Temporary Generators

Addressing outstanding issues with City of Sacramento's Memorandum of Agreement

OSHA

5/29 OSHA arrived at the WWTP for a surprise "light" visit

6/2 Submitted Personnel policy 3501 for adoption at Board of Directors Special Meeting

6/5 Delivered documentation to OSHA as per request (see attached)

Lift Station generators

5/26 Responded to notification of missing permit

5/29 County to follow up on missing documentation

May 2020 Field Report

Water Operations and Maintenance Highlights

- 5/4 Removed Well 4 motor for repair
- 5/5 Mainline repairs on Powderhorn
- 5/8 Delivered stop boiling water notice
- 5/11 Trimmed weeds and bushes around hydrants
- 5/12-15 Trimmed weeds at the flood detention basin
- 5/18 Fixed leaks along Magnolia and Horseshoe and at Heartwood Ct.
- 5/22 Well 4 put back online; Well 3 taken off line
- Meter reads 5/26-5/27
- Routine maintenance and operations

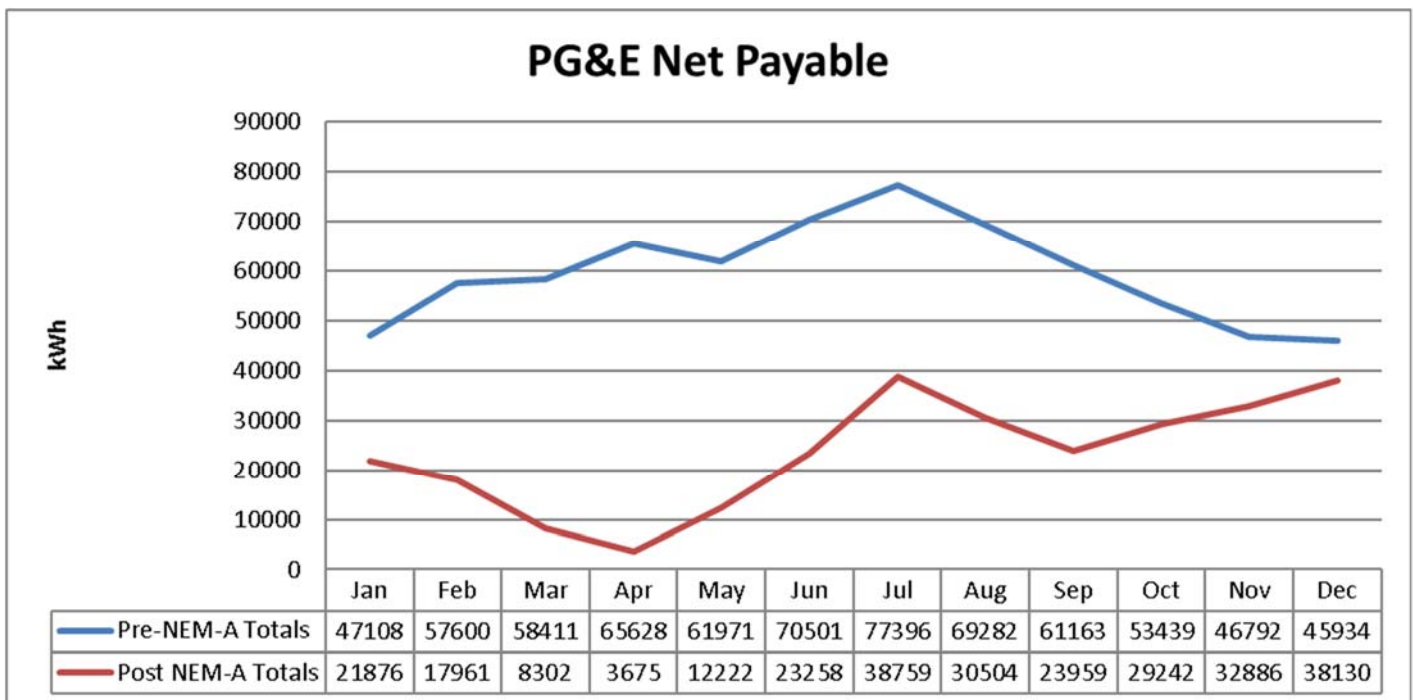
Wastewater Operations and Maintenance Highlights

- 5/11 Airlift cleaned and CL2 alarm tested
- 5/13 Waste line blockage removed
- 5/14 Supplements for AB added
- 5/20 Troubleshooting lift station 5
- Routine maintenance and operations

May 2020 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	22
Truck 2 (new construction truck)	1,068
Truck 3	1,527
Truck 4	214
Truck 6	870
Truck 7	1,200
Truck 8	0
Dump Truck	213
Backhoe	1.30 hrs
New Holland Tractor	7.60 hrs
Vac Truck	19

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	230.80	220.60
Fuel Log	230.50	220.20



Please Return To:

Department of Industrial Relations
 Division Of Occupational Safety & Health
PSM North Concord R7 D3
 1450 Civic Court, Suite 550
 Concord, CA 94520
 Tel. No. (925) 602-2665
 Fax No. (925) 602-2668
 Attention: *Supinda Wadsantad*

**DOCUMENT REQUEST SHEET**

Employer: Hudson Valley Lake CS Contact Name: Alyssa Gordon
 Date: 5/29/20 Fax or Postmark by: 6/8/20
 Received by: *[Signature]* signature required

As discussed during the inspection on 5/29/20, it has been determined that copies of the following documents are required for review. Please provide the Cal/OSHA inspector with the required copies by the "Fax or Postmark by" date noted above. If the copies are not provided by that date, then it will be interpreted as an admission that the documents do not exist and possible Citations and Monetary Penalties could result.

1. Legal Name of Employer; provide a copy of a Legal Document
2. Injury and Illness Prevention Program (written safety program) including Procedures for COVID-19
3. COVID-19 Procedures/Program if not included in IIPP
4. Personal Protective Equipment assessment for COVID-19
5. Written report and recommendations, if any, of a local health department inspection related to COVID-19
6. Written Process Safety Management Manual
7. Respiratory Protection Program
8. Emergency action plan
9. Block flow diagram
10. Overhead photo or layout of the facility
11. OSHA Log 300 for, 2018, 2019 and 2020
12. Evidence of workers' compensation insurance coverage
13. list of employees (name/title) working/involving in chlorine system
14. Current compliance audit report

If you require an extension of time in order to satisfy this request, please contact the Cal/OSHA inspector identified with your inspection at the phone numbers above.

INSPECTION NO. _____

CSE/IH ID. P7970 OPT. RPT NO. 1

Fiscal Year 2020-2021

Budget

(DRAFT)



Adopted June xx, 2020

Board of Directors:

Vacant, President

Jim Lieberman, Vice President

Jim Freeman

Carolyn Graham

Gary Graves

General Manager:

Vacant

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Summary Descriptions	14-16

DRAFT

Introduction

The Hidden Valley Lake Community Services District (District) is an independent special district serving the Hidden Valley Lake Community in southern Lake County, California. The District, which consists of 12 full-time employees that provide municipal water to approximately 2,475 homes and 35 businesses, and sewer services to approximately 1,485 within its three-square mile service area.

Mission Statement

"The mission of the Hidden Valley Lake Community Services District is to provide, maintain and protect our community's water."

History

The Stonehouse Mutual Water Company was established in 1968 and supplied water to the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Service District was established in 1984. A sewer system controversy led to a lawsuit between the two agencies in 1988; the suit was dismissed in the spring of 1989.

Stonehouse Mutual Water Company's problems led to discussions of a merge with Hidden Valley Lake Community Services District. It was evident that combining the two stand alone providers into one utility company would result in a tremendous cost savings for the agencies and rate payers. The merge also provided additional protection to the community via State oversight as well as access to grants and low cost loans. With the passage of AB 1504, the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

Board of Directors

The Board of Directors of the Hidden Valley Lake CSD consists of five elected officials who are tasked with representing the general interest of those in the Hidden Valley Lake community. Directors must live within the boundaries of the water, sewer and recycled water district, ensuring that they fully understand the intricacies of the community and are enlisted in services provided. Each member serves a four year term. Elections are held in November of even numbered years, and Director terms are staggered to mitigate disruption.

The Board of Directors sets goals and creates policies that guide District operations. The Board appoints a General Manager to handle the day to day operations of the District and to carry out the policies established by the Board. It is the General Manager's responsibility to ensure that District procedures are in line with the District's mission and Board policies. Beyond the General Manager, the Board also appoints legal counsel and financial auditors.

The HVLCSD Board of Directors is committed to transparency. Board meetings are held in accordance to the Brown Act and are noticed as such. Regular board meetings are held on the third Tuesday of the month at 7:00 p.m. at the District's business office, 19400 Hartmann Rd., Hidden Valley Lake. The board also assigns standing and ad hoc committees that meet throughout the year to assist in the development of policy. Committee meetings are also held at the District's business office; times and dates vary by committee and can be found on the district website, www.hvllcsd.org. Each meeting ends with a call for public comment, and community members are encouraged to attend and voice concerns.

2020-2021 BUDGET

Draft

SEWER ENTERPRISE FUND

REVENUE	
120- A/R Retiree Health	7,500
120-4020 PERMIT & INSPECTION FEES	500
120-4036 DEVELOPER SEWER FEES	-
120-4040 LIEN RECORDING FEES	-
120-4045 AVAILABILITY FEES	5,500
120-4050 SALES OF RECLAIMED WATER	110,000
130-4060 CC TRANSACTION FEE	-
120-4111 COMMERCIAL SEWER USE	43,113
120-4112 GOVERNMENT SEWER USE	900
120-4116 SEWER USE CHARGES	1,217,940
120-4210 LATE FEE 10%	20,000
120 4300 MISC INCOME	2,500
120-4310 OTHER INCOME	-
120-4320 FEMA/CalOES Grants	396,000
120-4550 INTEREST INCOME	1,700
120-4580 TRANSFER IN	-
TOTAL REVENUE	1,805,653

EXPENSES – SEWER ENTERPIRSE	
120-5-10-5010 ADMIN SALARY & WAGES	252,875
120-5-30-5010 FIELD SALARY & WAGES	255,455
120-5-40-5010 DIRECTORS SALARY & WAGES	3,000
120-5-10-5020 ADMIN EMPLOYEE BENEFITS	91,844
120-5-30-5020 FIELD EMPLOYEE BENEFITS	106,340
120-5-40-5020 DIRECTOR BENEFITS	230
120-5-10-5021 ADMIN RETIREMENT BENEFITS	47,189
120-5-30-5021 FIELD RETIREMENT BENEFITS	46,661
120-5-30-5022 FIELD CLOTHING ALLOWANCE	1,800
120-5-00-5024 WORKERS' COMP INSURANCE	15,000
120-5-00-5025 RETIREE HEALTH BENEFITS	14,000
120-5-00-5026 COBRA	-
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000
120-5-00-5040 ELECTION EXPENSE	12,000
120-5-00-5060 GASOLINE, OIL & FUEL	20,000
120-5-00-5061 VEHICLE MAINT	18,000
120-5-00-5062 TAXES & LICENSE	800
120-5-10-5063 ADMIN CERTIFICATIONS	500
120-5-30-5063 FIELD CERTIFICATIONS	1,500
120-5-00-5074 PROPERTY/LIABILITY INSURANCE	54,066
120-5-00-5075 BANK FEES	21,000
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500
120-5-10-5090 ADMIN OFFICE SUPPLIES	4,000
120-5-30-5090 FIELD OFFICE SUPPLIES	1,000
120-5-00-5092 POSTAGE & SHIPPING	7,000
120-5-00-5121 LEGAL SERVICES	20,000
120-5-00-5122 ENGINEERING SERVICES	50,000
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000
120-5-00-5126 AUDIT SERVICES	7,500
120-5-00-5130 PRINTING & PUBLICATION	5,000
120-5-00-5135 NEWSLETTER	500
120-5-00-5145 EQUIPMENT RENTAL	5,000
120-5-00-5148 OPERATING SUPPLIES	48,000
120-5-00-5150 REPAIR & REPLACE	145,000
120-5-00-5155 MAINT BLDG & GROUNDS	8,000
120-5-00-5156 CUSTODIAL SERVICES	16,500
120-5-00-5157 SECURITY	500
120-5-00-5160 SLUDGE DISPOSAL	45,000

120-5-10-5170 ADMIN TRAVEL MILEAGE	1,500
120-5-30-5170 FIELD TRAVEL MILEAGE	500
120-5-40-5170 DIRECTORS TRAVEL MILEAGE	200
120-5-10-5175 ADMIN EDUCATION/SEMINARS	4,000
120-5-30-5175 FIELD EDUCATION/SEMINARS	4,000
120-5-40-5175 DIRECTORS EDUCATION/SEMINARS	1,500
120-5-40-5176 DIRECTOR TRAINING	3,600
120-5-10-5179 ADM MISC EXPENSE	350
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000
120-5-00-5191 TELEPHONE	11,000
120-5-00-5192 ELECTRICITY	65,000
120-5-00-5193 OTHER UTILITIES	2,600
120-5-00-5194 IT SERVICES	36,500
120-5-00-5195 ENV/MONITORING	35,000
120-5-00-5198 ANNUAL OPERATING FEES	2,000
120-5-00-5310 EQUIPMENT - FIELD	1,000
120-5-00-5311 EQUIPMENT - OFFICE	1,000
120-5-00-5312 TOOLS - FIELD	1,500
120-5-00-5315 SAFETY EQUIPMENT	1,500
120-5-00-5545 RECORDING FEES	250
120-5-00-5580 TRANSFER OUT	-
120-5-00-5600 CONTINGENCY	-
120-5-60-6009 ACCESS ROAD	178,782
219-USDA SOLAR PRINCIPAL	17,000
219-USDA SOLAR INTEREST	15,255
TOTAL SEWER EXPENDITURES	1,822,797

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020-2021 BUDGET

Draft

WATER ENTERPRISE FUND

REVENUE –	
130-1051 A/R RETIREE HEALTH	7,500
130-4035 RECONNECT FEES	12,000
130-4038 COMM WATER CONNECTIONS	-
130-4039 WATER METER INSTALLATION	-
130-4040 RECORDING FEE INCOME	1,200
130-4045 AVAILABILITY FEES	22,000
130-4110 COMMERCIAL WATER USE	95,295
130-4112 GOVERNMENT WATER USE	6,000
130-4115 WATER USE CHARGES	1,968,074
130-4210 LATE FEE 10%	32,000
130 4215 RETURNED CHECK FEE	1,000
130-4320 FEMA/CalOES	30,000
130-4300 MISC INCOME	3,000
130-4310 OTHER INCOME	1,500
130-4550 INTEREST INCOME	3,500
130-4580 TRANSFER IN	-
TOTAL WATER REVENUE	2,182,069

EXPENSES - WATER ENTERPIRSE	
130-5-10-5010 ADMIN SALARY & WAGES	282,875
130-5-30-5010 FIELD SALARY & WAGES	225,455
130-5-40-5010 DIRECTORS SALARY & WAGES	3,000
130-5-10-5020 ADMIN EMPLOYEE BENEFITS	91,844
130-5-30-5020 FIELD EMPLOYEE BENEFITS	106,340
130-5-40-5020 DIRECTOR BENEFITS	120
130-5-10-5021 ADMIN RETIREMENT BENEFITS	47,189
130-5-30-5021 FIELD RETIREMENT BENEFITS	46,661
130-5-30-5022 FIELD CLOTHING ALLOWANCE	1,800
130-5-00-5024 WORKERS' COMP INSURANCE	15,000
130-5-00-5025 RETIREE HEALTH BENEFITS	14,000
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000
130-5-00-5040 ELECTION EXPENSE	12,000
130-5-00-5060 GASOLINE, OIL & FUEL	20,000
130-5-00-5061 VEHICLE MAINT	12,500
130-5-00-5062 TAXES & LICENSE	1,200
130-5-10-5063 ADMIN CERTIFICATIONS	-
130-5-30-5063 FIELD CERTIFICATIONS	600
130-5-00-5074 PROPERTY/LIABILITY INSURANCE	54,055
130-5-00-5075 BANK FEES	21,000
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600
130-5-10-5090 ADMIN OFFICE SUPPLIES	4,000
130-5-30-5090 FIELD OFFICE SUPPLIES	1,000
130-5-00-5092 POSTAGE & SHIPPING	6,500
130-5-00-5121 LEGAL SERVICES	20,000
130-5-00-5122 ENGINEERING SERVICES	60,000
130-5-00-5123 OTHER PROFESSIONAL SRV	50,000
130-5-00-5124 WATER RIGHTS	50,000
130-5-00-5126 AUDIT SERVICES	7,500
130-5-00-5130 PRINTING & PUBLICATION	7,500
130-5-00-5135 NEWSLETTER	500
130-5-00-5140 RENT & LEASES	-
130-5-00-5145 EQUIPMENT RENTAL	45,000
130-5-00-5148 OPERATING SUPPLIES	5,000
130-5-00-5150 REPAIR & REPLACE	125,000
130-5-00-5155 MAINT BLDG & GROUNDS	12,000
130-5-00-5156 CUSTODIAL SERVICES	4,200

130-5-00-5157 SECURITY	5,000
130-5-10-5170 ADMIN TRAVEL MILEAGE	2,000
130-5-30-5170 FIELD TRAVEL MILEAGE	2,000
130-5-40-5170 DIRECTORS TRAVEL MILEAGE	200
130-5-10-5175 ADMIN ED/SEMINARS	4,000
130-5-30-5175 FIELD EDUCATION/SEMINARS	4,000
130-5-40-5175 DIRECTORS ED/SEMINARS	1,500
130-5-40-5176 DIRECTOR TRAINING	5,000
130-5-10-5179 ADM MISC EXPENSE	350
130-5-00-5191 TELEPHONE	11,000
130-5-00-5192 ELECTRICITY	150,000
130-5-00-5193 OTHER UTILITIES	2,500
130-5-00-5194 IT SERVICES	36,500
130-5-00-5195 ENV/MONITORING	17,000
130-5-00-5196 RISK MANAGEMENT	-
130-5-00-5198 ANNUAL OPERATING FEES	32,000
130-5-00-5310 EQUIPMENT - FIELD	1,000
130-5-00-5311 EQUIPMENT - OFFICE	1,000
130-5-00-5312 TOOLS - FIELD	1,500
130-5-00-5315 SAFETY EQUIPMENT	1,500
130-5-00-5505 WATER CONSERVATION	9,000
130-5-00-5545 RECORDING FEES	250
130-5-00-5580 TRANSFER OUT	338,084
130-5-00-5600 CONTINGENCY	-
218-5522 INTEREST LONG TERM DEBT	55,865
218-5595 CIEDB LOAN ANNUAL FEE	4,816
218-5599 PRINCIPAL PMT	110,065
TOTAL WATER EXPENDITURES	2,182,069

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020 - 2021 CAPITAL IMPROVEMENT PLAN

PROPOSED BUDGET

WASTEWATER FUNDS	DESCRIPTION	Beginning Fund Balance	Revenue	Expense	Ending Fund Balance
314	Beginning Fund Balance 07/01/2020	\$ 127,212			
WASTEWATER CAPITOL IMPROVEMENT	Regulatory Compliance/I&I Mitigation			\$ 100,000	\$ 27,212
	Disaster Mitigation/SCADA Upgrade			\$ 30,000	\$ (2,788)
	Diaster Recovery/WWTP Access Road Repair			\$ 50,000	\$ (52,788)
	Reliable Water Supply/Leak Repair/Mini-Excavator			\$ 50,000	\$ (102,788)
	Risk Management Plan/Chlorine Tank Auto Shut-Off FY 21-22			\$ -	\$ (102,788)
	Regulatory Compliance/Dump Truck			\$ 75,000	\$ (177,788)
	Stormwater Master Planning/Mitigation			\$ 10,000	\$ (187,788)
	Transfer In from Fund 120		\$ -		
	Ending Fund Balance FYE 06/30/2021				\$ (187,788)
313	Beginning Fund Balance 07/01/2020	\$ 101,631			
WASTEWATER OPERATING RESERVE	Transfer In from Fund 120		\$ -		
	Ending Fund Balance FYE 06/30/2021				\$ 101,631
WATER FUNDS	DESCRIPTION	Beginning Fund Balance	Revenue	Expense	Ending Fund Balance
320	Beginning Fund Balance 07/01/2020	\$ 148,567			\$ 148,567
WATER CAPITOL IMPROVEMENT	Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks			\$ 360,000	\$ (211,433)
	Diaster Mitigation/SCADA Upgrade			\$ 30,000	\$ (241,433)
	Reliable Water Supply/Automatic Metering Infrastructure			\$ 200,000	\$ (441,433)
	Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply			\$ 50,000	\$ (491,433)
	Reliable Water Supply/Leak Repair Mini-Excavator			\$ 50,000	\$ (541,433)
	Regulatory Compliance/Dump Truck			\$ 75,000	\$ (616,433)
	Transfer In from Fund 130 (\$48,750 per Qtr)			\$ 169,042	
	Ending Fund Balance 06/30/2021				\$ (447,391)
325	Beginning Fund Balance 07/01/2020	\$ 150,261			
WATER OPERATING RESERVE	Transfer In from Fund 130 (\$48,750 per Qtr)		\$ 169,042		
	Ending Fund Balance FYE 06/30/2021				\$ 319,303

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2020 - 2021 DEBT SERVICE
PROPOSED BUDGET

DEBT SERVICE REVENUE		FUND	AMOUNT
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 300,224
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	170,746
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,255
TOTAL DEBT SERVICE REVENUE			<u>\$ 503,225</u>

DEBT SERVICE EXPENSE		FUND	AMOUNT
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994
	BOND ADMINISTRATION (ANNUAL FEE)	215	7,460
	COUNTY COLLECTION FEES	215	3,500
	CSD ADMIN COSTS	215	4,270
			<u>\$ 300,224</u>
2)	CIEDB (PRINCIPAL)	218	\$ 110,065
	CIEDB (INTEREST)	218	55,865
	CIEDB (ANNUAL FEE)	218	4,816
			<u>\$ 170,746</u>
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 17,000
	USDA RUS LOAN (INTEREST)	219	15,255
			<u>\$ 32,255</u>
TOTAL DEBT SERVICE EXPENSE			<u>\$ 503,225</u>

Summary Descriptions

Revenue

Permits and Inspections: New connections

Charges for Services: Water and sewer services, water overage, reclaimed water sales.

Miscellaneous: Availability (providing access to water and wastewater), lease income, interest, miscellaneous.

Expenditures

Salaries and Benefits: Salaries, wages, payroll taxes, retirement, employee medical and dental, director medical.

Insurance: Liability insurance.

Office Expenses: Office supplies, printing and publication, newsletter, administrative miscellaneous, recording fees.

Contractual Services: Software, cleaning service, internet, postage meter, web hosting.

Dues and Subscriptions: Membership fees and subscriptions.

Postage: Postage.

Repairs and Maintenance: Vehicle maintenance, repair and replace, maintenance building and grounds.

Gas, Fuel, and Oil: Gasoline, fuel & oil.

Supplies: General supplies.

Professional Services: Water rights consultants, aquatic ecologist, auditor, website design.

Travel: Mileage reimbursements, lodging (not related to education or seminars).

Telephone: Landline and mobile telephone service.

Power: Electricity.

Other Operating: Debt service payments, operating revenue set aside for capital improvements.

Office and Safety Equipment: Telephones, computers, printers, AED, medical supplies and hazmat equipment.

Environmental Monitoring: Lab samples.

Water Conservation: District education program, low flow toilet rebates, high efficiency washing machine rebates.

Annual Operating Fees: Permits, water rights, United States Geological Services fees.

Debt

Sewer Expansion and Wastewater Treatment Plant

In 1994, the District expanded the sewer system and relocated wastewater treatment to the new Grange Road plant. Prior to the expansion, there were many vacant lots remaining in the Hidden Valley Lake subdivision that were not considered buildable. The composition of the soil would not allow proper drainage that would make septic systems a feasible option to potential builders. The expansion of the system allowed 1460 properties within the Hidden Valley Lake Association to be viable for construction.

The project was funded by four bonds and a low interest loan. Of the four bonds, three were paid off early in order to minimize interest payments. The remaining bond, the 1995-2 series bond was issued by the USDA on August 16, 1995 for \$5,500,000. The bond carried a 5.5% interest rate. This Bond was refinanced in March of 2016. At that time, the balance was 3,650,000 and currently has an interest rate of 3.25%. The principal balance of the loan on June 30, 2019 was \$3,161,000. The principal and interest related to the 1995-2 bond is collected annually on the property tax roll.

Water Infrastructure Project

In 2002 the District upgraded the existing water infrastructure to meet increasing demands and ensure continuity of services. The Water Infrastructure Project included the addition of two 500,000 gallon storage tanks and the replacement of two pump stations. Additionally, pressure reducing valves were replaced throughout the District to ensure adequate water pressure was provided to all customers. The District's supervisory control and data acquisition (SCADA) system was also upgraded to allow for remote control of the water and wastewater systems.

The Water Infrastructure project was funded by the California Infrastructure and Economic Development Bank (CIEDB) via a low interest loan. The District borrowed \$3,000,000 on June 24, 2002 at 3.48%. The loan is set to mature in 2032, the principal is \$1,711,693. Loan payments were intended to be funded by new connections to the water system, but with the economic downturn, meter moratorium, and subsequent decline in new construction, annual loan payments are now made from the operating budget.

Solar Project

In an effort to mitigate anticipated increases in the cost of energy, the District installed a photovoltaic (PV) project at the Wastewater Treatment Plant. The PV went online in December 2011. The array was designed to meet the full demands of the Treatment facility, and the savings to the District have exceeded original estimates. The District has also extended this cost savings to the domestic well field on Grange Rd. as it is on contiguous properties with the PV.

The project was funded by the United States Department of Agriculture (USDA) via an \$885,000 grant and a \$640,000 low interest loan. Additionally, the District received \$200,000 in PG&E rebates for the project (to be paid over a five-year period). The USDA loan was signed on October 1, 2011 in the amount of \$640,000 at 3% interest. The outstanding balance of the loan is \$517,000 and the loan will mature in 2041. Annual loan payments were said to be made from the operating budget from surplus funds remaining after electricity is paid.



RESOLUTION NO 2020-04
A RESOLUTION FIXING AND APPROVING BUDGET
FOR FISCAL YEAR 2020-2021

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California as follows:

1. That the balance on hand as of June 16, 2020 in each of the funds of the District shall be reserved for use by the District during the fiscal year 2020-2021.
2. That the budget for said District for the fiscal year 2020-2021 heretofore presented to the Board and a copy of which hereto attached is approved.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 16th day of June 2020, by the following Roll Call Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board
Hidden Valley Lake
Community Services District

Penny Cuadras
Secretary to the Board
Hidden Valley Lake
Community Services District



RESOLUTION NO. 2020-05

A RESOLUTION APPROVING AND ADOPTING
INVESTMENT POLICY FOR FISCAL YEAR 2020-2021

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, that certain Investment Policy for Fiscal Year 2020-2021, attached hereto and setting forth the policy for investment of District's funds for said Fiscal Year, be and it is hereby, approved and adopted as the Official Investment Policy of this District for Fiscal Year 2020-2021.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 16th day of June 2020, by the following vote:

AYES,

NOES,

ABSENT,

ABSTAIN,

President of the Board
Hidden Valley Lake
Community Services District

Penny Cuadras
Secretary to the Board
Hidden Valley Lake
Community Services District



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
INVESTMENT POLICY
FY 2019-2020

Except for immediate cash requirement or pursuant to specific action by the Board of Directors, the District shall invest all of its surplus funds with the Local Agency Investment Fund, administered by the Treasurer of the State of California, or in a money market fund held with the District's Service Bank to assure in priority order; Safety; Liquidity and Yield with minimum risk and administrative cost.

Upon a positive vote by the Board, the District may invest in other securities and instruments as noted in Appendix A within the limitations indicated.

Reporting

District Staff shall prepare a monthly report titled "Investment Report", for review by the Board at its regular monthly meetings. This report shall display:

1. Monthly investments by the District
2. Rate of return and yield by item
3. Total interest income for the period

Total interest income earned for the period shall agree with the District's monthly financial reports.

The report shall include the type of investment, issuer, and account balance. For investments in the Local Agency Investment Fund, in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, or in a county investment pool, the report may instead attach the most recent statement received from the institutions. The monthly report shall state that the portfolio complies with this Investment Policy or the manner in which the portfolio is not in compliance. Monies not required for immediate needs shall be considered surplus funds and shall be invested to provide the highest yield and liquidity at the minimum level of risk, until needed for payment of District obligations.

The Full Charge Bookkeeper, or designee, shall present the Investment Report to the Board of Directors for consideration at the District's regular monthly meetings.

Service Bank

The Board shall designate a State or Federally chartered bank, operating within the State of California, to serve as the District's primary service bank, and the District shall use said bank as a clearing house for all funds.

Safekeeping Account

When practical all negotiable securities shall be held in a safekeeping account at the Trust Department of the designated District Service Bank.

Investment Documentation and Review

Each investment transaction must be duly documented. All dealer and safekeeping confirmations are to be reviewed by a person other than the person initiating the transaction. Any discrepancies must be resolved immediately and a new confirmation issued.

Audit

The Board shall establish an annual process of independent review by an external auditor. This review shall provide internal control by assuring compliance with policies and procedures. The external auditor shall submit a report of his/her findings for consideration by the Board. Upon deliberation, the Board shall consider the report and by official action accept or reject it.

Policy Review

The Hidden Valley Lake Community Services District's Investment Policy shall be adopted by resolution of the Board of Directors on an annual basis. This Investment Policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation to principal, liquidity and yield, and its compliance with current law and relation to financial and economic trends. Any amendments to the policy shall be forwarded to the Board of Directors for approval.

Standard of Care (Prudent Investor Standard)

The standard of care to be used in investing District funds shall be the prudent investor standard described in Government Code section 53600.3 and shall be applied in the context of managing an overall portfolio. The Board, acting in accordance with written procedures and this Investment Policy, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Legislative Changes

Any State of California legislative action that further restricts allowable maturities, investment type or percentage allocations will be incorporated into the Hidden Valley Lake Community Services District's Investment Policy and supersedes any and all previous applicable language.

Interest Earnings

All monies earned and collected from investments authorized in this policy shall be allocated monthly to various fund accounts based on the cash balance in each fund as a percentage of the entire pooled portfolio.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
INVESTMENT POLICY

APPENDIX A

Authorized Investments

Investments of District Funds are governed by the California Government Code Sections 53600 et seq. Within the context of those limitations, the following investments are authorized as further limited herein:

<u>INSTRUMENT</u>	<u>PERCENTAGE OF PORTFOLIO</u>
Repurchase Agreements	0 to 100%
Local Agency Investment Fund	0 to 100%
U.S. Treasury Bonds/Notes/Bills	0 to 100%
U.S. Government Agency Obligations	0 to 100%
Bankers' Acceptances	0 to 40%
Commercial Paper	0 to 15%
Negotiable Certificates of Deposit	0 to 30%
Time Certificates of Deposit	0 to 25%
Reverse Repurchase Agreements	0 to 20%

1. United States Treasury Bills, Bonds, Notes or certificates of indebtedness or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank Board (FHLB), the Federal Farm Credit System (FFCB), and the Federal Home Loan Mortgage Association (FHLMC). There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

Investments detailed in items 3 through 10 are further restricted to percentage of the cost value of the portfolio in any one user name to a maximum of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity limitation is applicable unless further restricted by this policy.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise as Bankers' Acceptances. Bankers' Acceptances purchased may not exceed 270 days maturity or 40% of the cost value of the portfolio. Bankers' Acceptances may only be purchased from the top 100 Banks of the World as compiled by American Banker from Merrill Lynch.

4. Commercial paper ranked P1 by Moody's Investor Services or A1+ by Standard & Poor's, and issued by domestic corporations having assets in excess of \$500,000,000 and having an AA or better rating on its' long-term debentures as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed 180 days to maturity nor represent more than 10% of the outstanding paper if the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio.

5. Negotiable Certificates of Deposit will be issued by nationally or state-chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of five years is applicable.

6. Repurchase agreements which specify terms and conditions may be transacted with banks and broker dealers. The maturity of the repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement.

7. Reverse repurchase agreements which specifies terms and conditions may be transacted with broker dealers and financial institutions but cannot exceed 20% of the portfolio value on the date entered into. The District may enter into reverse repurchase agreements only to fund short term liquidity needs. The term of reverse repurchase agreements may not exceed 92 days. Prior approval by the Board is required. The underlying securities must have been owned by the District at least 30 days before sale.

8. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by California State Law.

9. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

10. Moneys held by a trustee or fiscal agent and pledged to the payment or security of notes, bonds, or other indebtedness, or obligations under a lease, installment sale, or other agreement, or certificates of participation in such obligations (collectively "debt obligation"), may be invested in accordance with the statutory provisions governing the issuance of those debt obligations or in accordance with the ordinance, resolution, indenture, or agreement providing for their issuance.

AUTHORIZED BROKERS: Purchases and sales of securities shall be made through firms designated as Primary Dealers by the Federal Reserve Board; furthermore, the firm must operate from an office within this state.

INVESTMENT PURCHASES: Purchases shall attempt to be made in minimum amounts of \$1,000, par value. When practical, a minimum of three bids shall be obtained to insure competitive pricing. Investments shall be held in the safekeeping account with the exception that Time Certificates of Deposit shall be delivered to the District's vault and held until maturity. All transactions will be settled on payment vs. delivery.

INVESTMENT SALES: Securities may be sold prior to maturity to provide for cash flow needs. Securities shall not be sold for less than cost plus accrued interest without prior approval of the Board. Three bids should, when possible, be obtained to insure competitive pricing. Settlement shall be on a payment vs. delivery basis.

SWAP TRADES: The concurrent sale of an owned investment and purchase of a substitute investment may be performed provided the transaction results in a minimum gain of \$600.00. Normally, the maturity of the new investment should be within two weeks in either direction of the maturity of the security sold.

REPURCHASE AGREEMENT: Repo's shall be collateralized by Government Securities, Bankers' Acceptance, Commercial Paper or Negotiable Certificates of Deposit. Collateral will be included in percentage limitations under authorized investments. The market value plus accrued interest of the collateral must equal or exceed 102% of the repo cost at all times. All collateral shall be delivered to the safekeeping account or to the District.

REVERSE REPURCHASE AGREEMENT: Securities may be sold under an agreement to repurchase only when necessary to fund short term cash flow needs. However, each such transaction must be approved in advanced by the Board. Securities sold under such agreement to repurchase shall at no time be in excess of \$300,000, nor for a longer period than 92 days.

CREDIT REQUIREMENTS: For the purpose of this Policy, all Domestic Banks are limited to those with a current Thomson Bank Watch Inc. rating of "B/C" or better and a TBW-1 short term rating. The Investment Group is granted the authority to specify approved California Banks with a Thomson Bank Watch Inc. rating of "C" or better and TBW-2 rating where appropriate. Foreign Banks with domestic licensed offices must be AAA for country risk and "B" or better and a TBW-1 short term for the company by Thomson Bank Watch Inc. Domestic Savings Banks must be rated "B/C" or better and a TBW-1 short term rating by Thomson Bank Watch Inc.

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

DATE: June 16, 2020

AGENDA ITEM: Discussion and Possible Action: Adopt and Implement the 2018 NBS Water and Sewer Connection Fee Analysis and Adopt and Approve Resolution 2020-06 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water and Sewer Capacity Fees Pursuant to Ordinance 57.1 Rescinding Resolution 2020-03

RECOMMENDATIONS: Formally Approve and Adopt this study and its recommendations and proceed to implement the new capacity fees.

Adopt and Approve Resolution 2020-06 this will provide documentation of the study and the basis for adopting the new capacity fees.

FINANCIAL IMPACT:

FUND/AMT:

DEPARTMENT/AMT:

ACCOUNT/AMT:

BACKGROUND: Greg Clumpner, NBS confirmed in September of 2018 that the 2015 Rate Study had not included District connection fees. At that time the District General Manager requested NBS conduct a Connection fee study in order to provide connection fees for a possible new commercial development. NBS provided a draft administrative report October 2018, to date this study has not been adopted or implemented. The Board will need to adopt the Capacity Fee Report in order to implement the fees/charges recommended therein. These fees are not subject to the 45-day Prop 218 notice requirement. Rather, they fall under the requirements of the Mitigation Fee Act, which is less onerous in terms of notice, but does require a fee study to support the imposition of capacity fees.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 16, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

RESOLUTION 2020-06
RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT, COUNTY OF LAKE, STATE OF CALIFORNIA,
ADOPTING WATER AND SEWER CONNECTION FEES PURSUANT TO ORDINANCE 57.1

WHEREAS, pursuant to Ordinance 57.1, water, sewer, and recycled water rates are to be established from time-to-time to ensure that revenues cover expenses; and

WHEREAS, AB 3030 went into effect as of January 1, 2009, adding Section 53756 to the Government Code. Pursuant to Government Code Section 53756, the District may adopt a schedule of fees or charges that authorizes automatic adjustments that pass-through increases in wholesale charges for water or sewer adjustments for inflation for a period not to exceed five (5) years; and

WHEREAS, in order to cover actual costs incurred by the District in providing water, sewer and recycled water services to its customers, including funds for capital improvements and an appropriate level of operational reserves, will not produce revenues in excess of the costs of such service; and

WHEREAS, the District retained NBS in October of 2018 to conduct a water and sewer connection charge study to ensure these fees reflect the cost of capital infrastructure needed to serve new connections, or any person requesting additional capacity in the District's water and/or sewer utility. NBS also evaluated water, sewer and recycled water rates, which are addressed in a separate report; and

WHEREAS, said charges provided herein include facility capacity fees, which represent new connections' pro-rata share of the costs of system capacity and capital facilities needed to serve new connections of the utilities system and which are not revenues derived from operation of the system; and

WHEREAS, deferred revenue charges recapture the financing costs associated with the wastewater capacity necessary for new connections; and

WHEREAS, the Board is empowered, pursuant to Ordinance 57.1, to establish, impose and collect capacity fees, on new connections to the utilities system so that such new connections contribute a pro-rata share of the costs of system capacity and facilities needed to provide service for such new connections.

NOW, THEREFORE, the Board of Directors of the Hidden Valley Lake Community Services District (HVLCSO or District) do hereby RESOLVE, DETERMINE, AND ORDER as follows:

1. Water and Wastewater Connection Fees and Charges addressed at this public meeting as set forth in Exhibit "A", attached hereto and incorporated herein, are hereby approved and adopted.
2. The fees as set forth in the schedule attached hereto as Exhibit "A" represent a new connection's pro-rata share of the cost of providing system capacity and facilities to provide service for new connections and will produce revenues not in excess of those required to provide Water and Wastewater System facilities in order to serve the additional demands and needs of the utilities system.
3. The revenue derived from the Water and Wastewater Facilities Connection Fees as imposed and set forth in Exhibit "A" attached hereto, shall be used respectively for the exclusive purpose of providing facilities for water source, treatment and transmission of the Water System and for

Resolution 2020-03

facilities for treatment, transmission, disposal, and storage capacity of the Wastewater System. Such revenues shall not be used to replace existing components of either the Water System or the Wastewater System except to the extent that such replacement provides additional capacity to the Water System or the Wastewater System. Said revenues shall be maintained in separate funds and are not to be considered as or commingled with any other funds of the utilities system including, but not limited to, revenues derived from operation of the utilities system.

- 4. The capacity fees as set forth in Exhibit "A," attached hereto and made a part hereof by reference, are reasonable and are rationally related to the demand for system capacity and facilities generated by new connections.
- 5. Water and Wastewater Facilities Connection Fees as set forth in Exhibit "A" shall become effective immediately upon adoption of this Resolution.
- 6. All other previously approved capacity fees are rescinded upon adoption of this Resolution.

This Resolution shall be effective immediately upon adoption and shall remain in effect until changed by Board resolution.

Section 1: System Capacity Fees and Charges

Water Capacity Charges

Meter Install Fee	\$130
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Meter Size	Meter Cost	Maximum Potable Capacity Fee Per Meter
5/8, 3/4 Inch	\$329	\$9,137
1 Inch	\$448	\$22,842
1 1/2 Inch	\$702	\$45,684
2 Inch	\$944	\$73,095

Sewer Capacity Charge

Sewer Inspection Fee	\$100.00
Sewer Capacity Charges Per HEU*	\$9,537

*HEU: House Equivalent Unit

Section 2: Validity

If any section, subsection, clause, phrases, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Resolution.

Resolution 2020-03

Section 3: Effective Date

This Resolution shall be effective beginning July 1, 2020

Section 4: Repeal and Rescind

Upon adoption of this Resolution, all previous Connection Fees shall be repealed and rescinded, effective July 1, 2020.

PASSED AND ADOPTED on June 16, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman,
Vice President of the Board of Directors

ATTEST: _____
Penny Cuadras,
Secretary to the Board of Directors

1 RESOLUTION OF THE BOARD OF DIRECTORS OF THE
2 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
3 COUNTY OF LAKE, STATE OF CALIFORNIA

4 RESOLUTION NO. 2020-07

5 WHEREAS, the Hidden Valley Lake Community Services District is governed by five (5)
6 Directors elected by the registered voters of the District; and

7 WHEREAS, three (3) full four-year terms of offices of Director will expire in December
8 2020; and

9 WHEREAS, two (2) offices of Director were filled pursuant to Section 1780 of the
10 Government Code, State of California; person appointed until the next General Election,
11 November 3, 2020 (term of office expires December 2022); and

12 WHEREAS, pursuant to Section 10400 et seq. of the Elections Code, State of California,
13 the Hidden Valley Lake Community Services District Election may be consolidated with
14 elections called to be held on the same day as the General Election by other political
subdivisions, in the same territory, or in territory that is in part the same.

15 NOW, THEREFORE, BE IT RESOLVED THAT:

16 1. The Board of Supervisors and the Registrar of Voters office are requested to
17 consent to and order the consolidation of said election with such other elections as may be
18 held Tuesday, November 3, 2020, anywhere within the territory of the district.

19 2. All voting places, precincts, and election officials within the boundaries of the
20 Hidden Valley Lake Community Services District shall be the same as those utilized for the
November 3, 2020, General Election.

21 This Resolution was adopted by the Board of Directors of the Hidden Valley Lake
22 Community Services District at a meeting thereof held on the **16TH, day of June 2020**, by
23 the following vote:

24 AYES:

25 NOES:

26 ABSENT:

27
28 _____
CHAIR, Board of Directors

29 ATTEST:

30 _____
31 Secretary/Clerk
32

PAYMENT NO:	1	TO OWNER: HVLCS D	FROM CONTRACTOR: TerraCon Constructors, Inc.	VIA CM: Coastland Civil Engineering
PERIOD TO:	5/1/2020	19400 Hartmann Rd.	PO Box 276	1400 Neotomas Avenue
CCE JOB NO.:	99-4274	Hidden Valley Lake, CA 95467	Healdsburg, CA 95448	Santa Rosa, CA 95405

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract. Detail Sheet attached.

1. ORIGINAL CONTRACT SUM	<u>\$ 141,808.00</u>
2. Net Change by Change Orders	<u>\$ 4,670.27</u>
3. CONTRACT SUM TO DATE (Line 1 + 2)	<u>\$ 146,478.27</u>
4. TOTAL COMPLETED & STORED TO DATE	<u>\$ 152,824.64</u>
5. RETAINAGE:	
a. <u>5%</u> of completed work	<u>\$ 7,641.23</u>
b. <u>0%</u> of stored material	<u>\$ -</u>
Total Retainage (Line 5a + 5b)	<u>\$ 7,641.23</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	<u>\$ 145,183.41</u>
7. LESS PREVIOUS PAYMENTS	<u>\$ -</u>
8. CURRENT PAYMENT DUE	<u>\$ 145,183.41</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 4 less Line 6)	<u>\$ 1,294.86</u>


The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: TerraCon Constructors, Inc.
 BY:  Date: 5/18/20

OWNER: HVLCS D
 BY: _____ Date: _____

CONSTRUCTION MANAGER'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager certifies to the Owner that to the best of the Construction Manager's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED **\$ 145,183.41**

CM: Coastland Civil Engineering
 BY:  Date: 5/18/2020
 Clark Stauffer, Assistant Engineer

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

COASTLAND CIVIL ENGINEERING

PAYMENT DETAIL SHEET

Mountain Meadow North Water Main Replacement Project

OWNER : Hidden Valley Lake Community Services District
PROJECT TITLE: Mountain Meadow North Water Main Replacement Project

TO OWNER: HVLCSO
ADDRESS: 19400 Hartmann Rd.
 Hidden Valley Lake, CA 95467

FROM CONTRACTOR: TerraCon Constructors, Inc.
ADDRESS: PO Box 276
 Healdsburg, CA 95448

APPROVED BY: COSTLAND CIVIL ENGINEERING
ADDRESS: 1400 Neotomas Avenue
 Santa Rosa, CA 95405

PAYMENT NO.: 1
PERIOD TO: 5/1/2020
COASTLAND JOB NO.: 99-4274

PHONE: (707) 987-9201
FAX: (707) 987-3237

PHONE: (707) 433-0323
FAX: (707) 433-0322

PHONE: 707-571-8005
FAX: 707-571-8037

ITEM NO.	DESCRIPTION	APPROXIMATE QUANTITY	UNIT	UNIT PRICE	APPROXIMATE AMOUNT	TOTAL TO DATE		% OF ITEM COMPLETE	PREVIOUS ESTIMATE		THIS ESTIMATE	
						QUANTITY	AMOUNT		QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	Traffic Control System	1	L.S.	\$5,071.00	\$5,071.00	1.000	\$5,071.00	100%	0.000	\$0.00	1.000	\$5,071.00
2	Asphalt Concrete Trench Paving (Permanent)	40	Ton	\$533.00	\$21,320.00	44.890	\$23,926.37	112%	0.000	\$0.00	44.890	\$23,926.37
3	Pavement Markings	66	S.F.	\$39.00	\$2,574.00	66.000	\$2,574.00	100%	0.000	\$0.00	66.000	\$2,574.00
4	Traffic Striping	250	L.F.	\$11.00	\$2,750.00	250.000	\$2,750.00	100%	0.000	\$0.00	250.000	\$2,750.00
5	8-inch Water Main C900 PVC	295	L.F.	\$103.00	\$30,385.00	295.000	\$30,385.00	100%	0.000	\$0.00	295.000	\$30,385.00
6	8-inch Water Main CL50 DIP & CDF Backfill	35	L.F.	\$374.00	\$13,090.00	45.000	\$16,830.00	129%	0.000	\$0.00	45.000	\$16,830.00
7	8-inch Gate Valve	3	Each	\$2,079.00	\$6,237.00	3.000	\$6,237.00	100%	0.000	\$0.00	3.000	\$6,237.00
8	1-inch Single Water Service with 5/8-inch Meter	2	Each	\$4,362.00	\$8,724.00	2.000	\$8,724.00	100%	0.000	\$0.00	2.000	\$8,724.00
9	Temporary Blow Off	3	Each	\$617.00	\$1,851.00	3.000	\$1,851.00	100%	0.000	\$0.00	3.000	\$1,851.00
10	8 x 8 x 8 inch Tee	1	Each	\$1,479.00	\$1,479.00	1.000	\$1,479.00	100%	0.000	\$0.00	1.000	\$1,479.00
11	Water Main Tie-In	3	Each	\$10,176.00	\$30,528.00	3.000	\$30,528.00	100%	0.000	\$0.00	3.000	\$30,528.00
12	Abandon Water Main and Appurtenances	1	L.S.	\$1,158.00	\$1,158.00	1.000	\$1,158.00	100%	0.000	\$0.00	1.000	\$1,158.00
13	Mobilization	1	L.S.	\$16,641.00	\$16,641.00	1.000	\$16,641.00	100%	0.000	\$0.00	1.000	\$16,641.00
TOTAL ITEM WORK					\$141,808.00		\$148,154.37		\$0.00		\$148,154.37	
Materials On Hand												
		0		\$0.00	\$0.00	0.000	\$0.00	0%	0.000	\$0.00	0.000	\$0.00
TOTAL MOH					\$0.00		\$0.00		\$0.00		\$0.00	
Extra Work												
	Change Order #2 - Extra Work	1		\$4,670.27	\$4,670.27	1.000	\$4,670.27	100%	0.000	\$0.00	1.000	\$4,670.27
TOTAL EXTRA WORK					\$4,670.27		\$4,670.27		\$0.00		\$4,670.27	
SUBTOTAL W/O BACK CHRG					\$146,478.27		\$152,824.64		\$0.00		\$152,824.64	
Backcharges and Deductions												
		0		\$0.00	\$0.00	0.000	\$0.00	0%	0.000	\$0.00	0.000	\$0.00
TOTAL BACK CHG/DEDUCT					\$0.00		\$0.00		\$0.00		\$0.00	
A/P GROSS PAYMENT					\$146,478.27		\$152,824.64		\$0.00		\$152,824.64	
NOTES:							TOTAL TO DATE		PREVIOUS AMOUNT		CURRENT AMOUNT	
					ITEM WORK:		\$148,154.37		\$0.00		\$148,154.37	
					EXTRA WORK:		\$4,670.27		\$0.00		\$4,670.27	
					MOH:		\$0.00		\$0.00		\$0.00	
					GROSS AMT FOR RET		\$152,824.64		\$0.00		\$152,824.64	
					RETENTION RATE:		5%		5%			
					RETENTION ON GROSS:		\$7,641.23		\$0.00		\$7,641.23	
					BACKCHG/DEDUCT:		\$0.00		\$0.00		\$0.00	
		\$145,183.41		\$0.00		\$145,183.41						
										NET AMOUNT: \$145,183.41		

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

DATE: June 16, 2020

AGENDA ITEM: Acceptance of improvements for the Mountain Meadow North Water Main Replacement Project and approval of a resolution authorizing Notice of Completion.

RECOMMENDATIONS:

By resolution:

1. Accept the improvements associated with the Mountain Meadow North Water Main Replacement Project.
2. Authorize the release of the Performance and Labor and Materials bonds.
3. Retain the Maintenance Bond until June 16, 2021, and if there are no warranty items found, authorize the General Manager to release the Maintenance Bond at that time.
4. Direct the filing of the Notice of Completion for the project.

FINANCIAL IMPACT:

The overall expenditures associated with this project have included:

	Original Budget	Actual Expenditures
Construction Contract	\$ 141,808.00	\$ 148,154.37
Construction Contingency	\$ 14,180.00	\$ 4,670.27
Totals	\$ 155,988.00	\$ 152,824.64

BACKGROUND:

At the October 25, 2019, Board meeting, the Board of Directors authorized the Mountain Meadow North Water Main Replacement Project to TerraCon Construction, Inc.

Actual expenditures for the project were \$6,346 higher than the construction contract amount due to the quantities of paving and ductile iron water main being somewhat higher than originally estimated, and for the extra work associated with Change Order #2 that was not anticipated during design. The Actual Expenditures total cost was \$3,163 less than the total Original Budget including contingency.

The work has been completed to the District's satisfaction. Staff is recommending that the Board, by motion, accept the improvements associated with this project, authorize the release of the Performance and Labor and Material bonds, retain the maintenance bond for a period of one year and direct the filing of the Notice of

Completion. If no issues have been found with the improvements one year from acceptance, the Maintenance bond can be released without further action.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)



RESOLUTION NO. 2020-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, STATE OF CALIFORNIA, ACCEPTING THE IMPROVEMENTS CONSTRUCTED WITH THE MOUNTAIN MEADOW NORTH WATER MAIN REPLACEMENT PROJECT AND AUTHORIZING THE DISTRICT ENGINEER TO FILE THE NOTICE OF COMPLETION

WHEREAS, at the October 25, 2019, Board meeting, the Board approved an overall budget for the Mountain Meadow North Water Main Replacement Project ("Project) and authorized the award of the construction project to TerraCon Construction, Inc; and

WHEREAS, the project has been inspected and determined to have been completed in accordance with the contract requirements; and

WHEREAS, based upon the foregoing, staff recommends acceptance of the project on behalf of the District.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California as follows:

1. The District hereby accepts the improvements associated with the Mountain Meadow North Water Main Replacement Project.
2. Authorizes the District Engineer to release the Performance and Labor & Material surety posted with this project; and to hold the Maintenance Bond for a period of one year from the date of this resolution, at which time the District Engineer is authorized to release said bond if the improvements remain in good condition and there are no issues to be resolved.
3. Authorizes and directs the District Engineer to file a Notice of Completion concerning the Project with the Lake County Recorder's Office within ten (10) days of the date of this Resolution.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 16th day of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Lieberman
Vice President of the Board

Penny Cuadras
Secretary to the Board

RECORDING REQUESTED BY:

Hidden Valley Lake Community Services District

WHEN RECORDED MAIL TO:

Hidden Valley Lake Community Services District, General Manager
19400 Hartman Road
Hidden Valley Lake, CA 95467-8371

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the undersigned Hidden Valley Lake Community Service District, Hidden Valley, California, owners of various water infrastructure within Hidden Valley Lake, California, observed certain construction work to be performed within Hidden Valley Lake Community Service District, County of Lake, which work is generally described as follows:

Mountain Meadow North Water Main Replacement Project - The project generally consisted of replacing approximately 350 linear feet of water main via open trench construction. The completed project includes main connections, valves, water services, and trench paving. The project is located along portions of Hartmann Road, Donkey Hill Road, and Mountain Meadow North in Hidden Valley.

The contractor for the performance of such work was TerraCon Constructors and that said work was satisfactorily completed on June 16, 2020, in accordance with the Project Plans and Specifications. The final construction cost for the project was \$152,824.64.

This notice is given pursuant to Section 8100 and 9204 of the Civil Code of the State of California.

The District accepts the project as complete.

I declare under penalty of perjury of laws of the State of California that the foregoing is true and correct.

District Engineer
Hidden Valley Lake Community Services District

Date

This is to certify that the Notice of Completion above is hereby authorized by order of the Board of the Hidden Valley Lake Community Service District pursuant to approved resolution No. 2020-__ at the June 16, 2020, Board of Directors meeting, and owner consents to recordation thereof by its duly authorized representative.

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

DATE: June 16, 2020

AGENDA ITEM: Approve Coastland Proposal for Engineering Design Services for the WWTP Access Road Rebuilding Project

RECOMMENDATIONS: Approve Coastland Proposal for Engineering Design Services for the WWTP Access Road Rebuilding Project.

FINANCIAL IMPACT: \$10,660

FUND/AMT: 120-0-00-5122 Engineering Services

BACKGROUND:

The Federally declared disaster #4434 that occurred in late February 2019, damaged the WWTP Access Road. Engineering estimates to repair this damage totalled \$178,782. This repair project was submitted to CalOES and FEMA in late 2019 and approved in February 2020. The project was later obligated by FEMA in April 2020.

When a Federal disaster is declared for a particular county, agencies such as HVLCSO are eligible to submit a Request for Public Assistance (RPA). Once an RPA is received, CalOES, FEMA and the requesting agency work in concert to establish emergency and permanent repair costs caused by the disaster. For both types of repair work, FEMA will obligate 75% of the cost, and CalOES will obligate 75% of the remaining 25% (18.75% of total cost). This leaves the remaining 6.25% the obligation of the requesting agency to complete these repairs. In the case of the WWTP Access Road Repair, \$11,173.88 would be the final financial responsibility of HVLCSO.

The cost to repair this road places this project in FEMA's "Large Project" category (> \$131,100.00) and is thus only eligible for reimbursement of funds. In other words, once HVLCSO expends the funds, FEMA and CalOES will reimburse the expenditure. Another notable stipulation is the deadline in which HVLCSO has to complete these repairs. Eighteen months from the date of disaster declaration (5/18/19), is the date in which all repairs must be complete (11/18/20). Essentially, this leaves the remainder of this year's construction season (summer) to complete this work.

The costs listed in the attached proposal (\$10,660) are part of the original \$178,782 Engineering Estimate and are eligible for reimbursement.

It should also be noted that FEMA reimbursement for repair work from a previous disaster (4308) has been obligated but not yet distributed. The receipt of these funds ~\$166,000.00 would help HVLCSO manage the outlay of funds for the WWTP Access road.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

May 29, 2020

Ms. Alyssa Gordan
Water Resources Specialist
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
Via email: agordon@hvlcsd.org

Subject: **Proposal for Engineering Design Services for the
WWTP Access Road Rebuilding Project**

Dear Alyssa,

In response to your request, we are pleased to provide this proposal to assist Hidden Valley Lake Community Services District (District) with the development of bid documents for the rebuilding of approximately 2,065 feet of road between Grange Road and the District wastewater treatment plant's entry gate.

UNDERSTANDING

The Hidden Valley Lake WWTP is a critical facility that must be accessible during flood events. During the February 2019 floods, the access road to the WWTP sustained considerable damage from saturated soil conditions and heavy truck traffic on the chip-sealed gravel surface. Since that time, the access road has been temporarily regraded and repaired. The District is now interested in making repairs to the access road by grading, recompacting and chip-sealing.

According to construction plans, the access road was constructed in 1994 as part of Phase I of the District's Water Reclamation Project. According to the plans, the access road between Grange Road and the WWTP gate was constructed of 12 inches of aggregate base over geotextile fabric, with a seal coat surface. The plans show the road to be 20 feet wide with a centerline crown and 2% cross slopes, and 2 horizontal feet of shoulder on each side constructed of 12 inches of aggregate base. It is not known if the road was built according to plan. According to District staff, the road requires regrading every spring due to ruts sustained during the winter months.

Drainage facilities in the vicinity consist of ditches and culverts. According to the access road construction plans, a substantial drainage ditch crosses the access road from west to east through dual 18-inch by 28-1/2-inch reinforced concrete arch pipes. There is a smaller 13-1/2-inch by 22-inch reinforced concrete arch pipe closer to Grange Road that

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11865 Edgewood Road
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

www.coastlandcivil.com

conveys drainage from a short swale running southward along the west side of the road to a larger ditch continuing southward on the east side. The area is prone to flooding due to the combination of low-gradient land and the fact that the receiving waters, Crazy Creek, backs up water all the way to the access road during flood events, preventing stormwater from flowing offsite.

The road was originally constructed with two depressed sections that were lowered 0.6 feet to convey stormwater across the road. The northerly depressed road section is 150 feet in length and has a centerline elevation only 0.5-1 feet higher than the flowline of the westerly swale. The southerly road depression is adjacent to the dual RCP arches, is 100 feet in length, and has a centerline elevation approximately 2 feet higher than the culverts' upstream invert.

In 2013, the depressed road sections were filled because vehicles accessing the WWTP during high flows were flooded. The District placed a "terra-cell" product involving gravel in cells to fill the depressed road sections under the road section.

According to the plans, there are underground utilities within the road section. There is a joint trench, consisting of 10" sanitary sewer main, and a 12" reclaimed water pipe at an unknown depth on the western edge of the road. There is also a 2" W1 line near the road centerline.

The proposed design will consist of removing the remnants of existing chip-sealing by grinding, shaping and compacting the existing surface and sealing the surface with a chip-seal coating. Per discussions with District personnel, we will also include a bid alternate to use a cape seal for surfacing.

SCOPE OF SERVICES

The following Scope of Work is based on our understanding of the project details following a field visit with the District and review of the road construction documents.

Task 1 – Meetings with District Representatives

This task includes a phone conference meeting to review the draft submittal.

Task 2 – Environmental Clearance and Coordination with Utility Providers

As the project is reconstruction of an existing road, the project is categorically exempt under CEQA. Accordingly, we will include preparing a Notice of Exemption in accordance with CEQA and providing this to the District for adoption and recordation with the County.

Because the WWTP access road is not maintained by the County, an encroachment permit will not be necessary.



We will assemble all the available District information pertaining to the project including as-built drawings, utility information, easement data and additional pertinent information for the project. Additionally, we will contact utility companies that have facilities in the project area to obtain any record maps indicating the type and size of facilities for inclusion on the exhibits.

Task 3 – Prepare Bid Documents

Draft Submittal

Coastland will develop complete construction documents for the road improvements, consisting of specifications, exhibit drawings, and details as needed. The draft submittal will include digital copies of half-size plans, draft specifications, and an engineer's estimate of probable construction costs.

Final Submittal

Following the District's review of the draft submittal, we will prepare the final construction specifications, exhibits, details and estimate, which will be signed by a California registered Civil Engineer. An electronic copy of the construction documents will be provided in both PDF and AutoCAD formats. We will work with the District to determine the number of bid documents to reproduce for bidding purposes.

Task 4 – Bid Support

Coastland will provide the District with the Notice to Bidders for advertisement in local papers. We will also reproduce and distribute the construction documents to local plan rooms and interested contractors. During the bidding process, we will answer any questions that may arise and maintain a phone log of inquiries. We will prepare any addenda that may be necessary. Coastland will also conduct the bid opening at the District office, tabulate results and review the apparent low bidder's bid package.

Once the review of the bid has been completed, we will prepare a bid summary and forward it to the District with our recommendation for bid award. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the other bidders, we can provide this as extra service on a time and materials basis, as the time necessary to process the protest is unknown.

ASSUMPTIONS FOR SCOPE OF SERVICES

Coastland has assumed the following for this scope of work:

- A topographic survey is not included.
- Terra-cells will remain in place in the road depressions.
- This scope does not include environmental studies or permitting of any kind.



PROPOSED FEES & SCHEDULE

Based on our scope of work and our estimated time, we propose that the services associated with the project be completed for a not-to-exceed amount of \$10,660. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.

Coastland proposes the following tentative schedule.

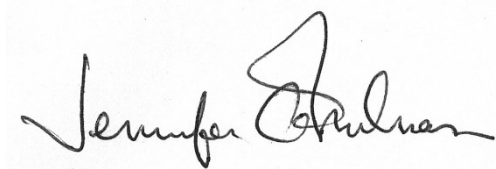
Design Contract Awarded	6/2 - HVL CSD Special Board Mtg
Draft Submittal	6/23
Final Submittal	7/3
Bid Authorization	7/7 – HVL CSD Special Board Mtg
Advertising of Notice to Bidders	7/9
Bid Opening	7/30
Construction Contract Awarded	8/4 - HVL CSD Special Board Mtg
Construction Begins	9/4
Construction Completed	9/30

We greatly appreciate the opportunity to provide this proposal and look forward to continuing to serve Hidden Valley Lake Community Services District. Please feel free to contact Jenny Melman or me at (707) 571-8005 if you have any questions or need any additional information.

Sincerely,



John Wanger, PE
Principal



Jenny Melman, PE
Senior Engineer





WORK ESTIMATE

WWTP Access Road Rebuilding Project

Proposal for Design Services

Hidden Valley Lake CSD

Task #	Task Description	Principal	PM/Senior	Asst	Admin	Total Hours	Total Cost	Notes
		Engineer	Engineer	Engineer	Asst			
		\$200	\$160	\$135	\$90			
1	Meetings with District Representatives							
	Design Review Meeting via Conference Call (1)	1	2			3	\$520	
	Subtotal					3	\$520	
2	Environmental Clearance and Coordination with Utility Providers							
	Prepare Notice of Exemption	1	2			3	\$520	
	Coordinate with Utility Companies		2	4		6	\$860	
	Subtotal					9	\$1,380	
3	Prepare Bid Documents							
	Draft Submittal							
	Specifications	1	10			11	\$1,800	
	Exhibits showing limits of work and typical section	1	8			9	\$1,480	
	Cost Estimate	1	3			4	\$680	
	QC Review/Value Engineering	2	1			3	\$560	
	Draft Submittal Subtotal					27	\$4,520	
	Final Submittal							
	Final Documents	1	4			5	\$840	
	Final Submittal Subtotal					5	\$840	
	Subtotal					32	\$5,360	
4	Bid Support							
	Bid administration	1	6		6	13	\$1,700	
	Bid Opening attendance	3	3			6	\$1,080	
	Bid analysis/recommendation	1	2			3	\$520	
	Subtotal					22	\$3,300	
	Miscellaneous Costs						\$100	Est reproduction
Total Hours		13	43	4	6	66		
Total Cost		\$2,600	\$6,880	\$540	\$540		\$10,660	



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

DATE: June 16, 2020

AGENDA ITEM: Approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project

RECOMMENDATIONS: Approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project

FINANCIAL IMPACT: \$13,970

FUND/AMT: 314 - 1130

BACKGROUND: Regulatory requirements for HVLCSD began in 2017 as a result of SSOs during disaster 4308. The Regional Waterboard required HVLCSD to repair its sewer collection system to reduce Infiltration and Inflow (I&I). Annual capital expenditures of \$100,000.00 have been committed by HVLCSD since this mandate.

In previous years, HVLCSD has invested in data & analytics designed to isolate and prioritize mitigation tasks. Point repairs, and several manholes lids are the most recent continuing actions.

The CCTV results of the Meadow View Easement is the most extensive repair that has been discovered since the mandate. Consequently, HVLCSD’s Engineers, Coastland Civil Engineering was consulted for their analysis and proposal. The attached documents represent a technical memorandum, and a proposal for Engineering Design Services. The output of this proposal will be the cost to replace the entire length of the easement using pipe-bursting technology <https://www.youtube.com/watch?v=HX5beh0ubGY>, along with bid support.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

Date: May 21, 2020

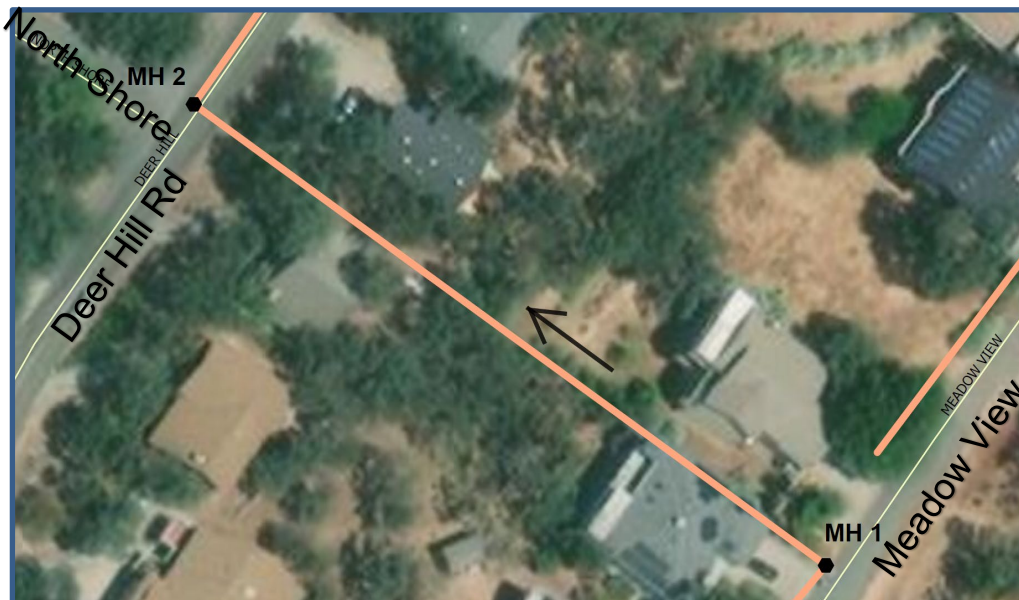
To: John Wanger, District Engineer
Hidden Valley Lake CSD
19400 Hartmann Rd
Hidden Valley Lake, CA 95467

From: Jenny Melman, PE

Subject: Recommendations for Sewer Repairs
Meadow View Easement, Hidden Valley Lake

At the request of the Hidden Valley Lake Community Services District (District), Coastland Engineering has made sewer repair recommendations based on the review of CCTV inspection video of sewer pipe located between MH 1 and MH 2 in an easement between Meadow View Drive and Deer Hill Road (at the intersection with North Shore Drive). The 6-inch diameter asbestos-cement sewer pipe (ACP), installed in 1968, is over 50 years old. A vicinity map showing the approximate manhole and pipe locations is shown below. From Google Earth, the distance between Meadow View Drive and Deer Hill Road is approximately 380 feet.

Recommendations for sewer repairs were based on the inspection of CCTV video (dated 4/02/20) provided by the District and limited Google Earth review of surface conditions. A field visit was not conducted to inspect manholes or evaluate surface conditions, nor were easements verified.



Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Dr., Suite 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333
www.coastlandcivil.com

CCTV Video

The CCTV inspection video of the Meadow View easement sewer begins at MH 1 and travels downstream for 353.6 feet. The survey is abandoned at this point, approximately 25 feet prior to arriving at MH 2, apparently because the CCTV robot could not continue beyond a severely offset joint that had been repaired by lining the pipe. No CCTV inspection video was provided for the remaining 25 feet of pipe.

CCTV Inspection Observations

Detailed observations made during the video inspection review are attached in the CCTV Observation Report. Distances recorded in the report are measured from MH 1.

Pipe conditions of the ACP were generally observed to be poor, due to numerous pipe defects, including a hole, cracks, moderate or severe offset and separated joints, root intrusion, and minor corrosion observed throughout the pipe as surface roughness and spalling.

Pipe material transitions from ACP to short sections of PVC occurred at 4 of the 5 laterals. Most of these transitions were defective, having offset joints and separated joints, often with broken spigot pipe ends on the ACP. Additionally, there were two previous point repairs using cured in place pipe lining.

There were no observed sags in the pipeline profile or fine deposits, indicating that the pipe backfill and bedding was adequately supporting the pipe.

No significant grease deposits were observed.

A summary table of the observed defects is shown below.

Observations	No. of Occurrences
Sewer lateral connections (tap factory)	5
Hole in pipe; soil visible	1
Joint Separated Large	3
Joint Separated Medium	6
Joint Offset Medium	3
Spot Repair, Liner	2
Infiltration Stain at Joint	2
Crack, circumferential	2
Root Intrusion	2
Surface Spalling, minor	throughout
Damaged Spigot Pipe Ends at Joints	numerous



Google Earth Observations

From Google Earth, MH 1 can be seen in Meadow View Drive, but MH 2 was not observed, possibly due to deep shadow cast over that portion of road. The ground surface elevation difference between the two manholes is estimated as 240 feet (per Google Earth) which indicates a very steep slope of 67%. The width of the sewer easement is not known, but the easement appears to be quite narrow, with the sewer likely to be very close to house foundations.

Sewer Recommendations

The sewer main in the easement between Meadow View Drive and Deer Hill Road is in poor condition with many defects including a hole in the pipe, cracks, moderate and severe offset and separated joints, root intrusion, and surface corrosion. These defects are significant sources of groundwater infiltration and indicate poor structural conditions that will continue to deteriorate over time if unaddressed. The sewer in question has already been repaired twice in the past. Based on these findings, Coastland recommends completing replacing the sewer pipe from manhole to manhole.

Due to the steepness of terrain and the apparent close proximity of structures to the sewer, we recommend replacing the sewer using “trenchless” pipe-bursting technology. Pipe-bursting requires vehicle access to manholes on either end of the project. Following cleaning, a cable is strung through the sewer pipe between manholes, and a bullet-shaped head is pulled through the sewer, which bursts the existing pipe walls, and pulls a seamless high-density polyethylene (HDPE) pipe behind it. This method effectively replaces the sewer main with a new structurally competent pipe without digging a trench along the length of sewer main. The new pipe is connected to the existing manholes with an HDPE ring that is sealed into the manhole walls.

Excavation is required only to reinstate each lateral connection to the new sewer main. There are four lateral connections in this section of sewer. Laterals will be reconnected using HDPE saddles that are fusion-welded to the main. Laterals will not be replaced.

Prior to pipe bursting, spot repairs may be required in the pipe at sites of severe defects that may otherwise obstruct and bind-up the pipe-bursting head. One such site was observed in the CCTV video at a previous repair site approximately 353 feet from MH 1. At this location, the CCTV video was aborted because the camera could not proceed through the reduced cross-sectional area. This site will likely need to be dug up and repaired prior to pipe-bursting.

Rehabilitation of Manholes 1 and 2 may also be advisable if any structural or maintenance defects are observed during inspection.











These recommendations are based upon CCTV video inspection and Google Earth assessments only and should be re-reviewed following a detailed site visit and manhole inspection to verify the construction method.




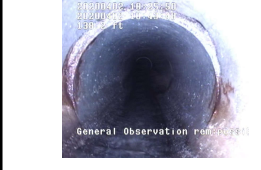




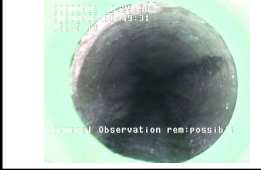






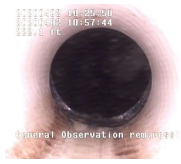






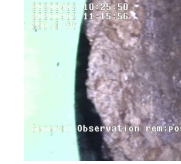

CCTV Observation Report

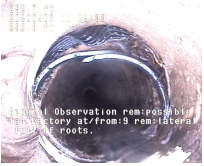

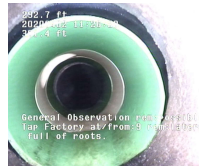
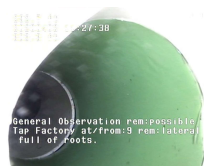
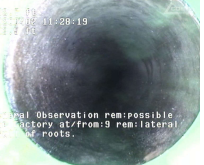
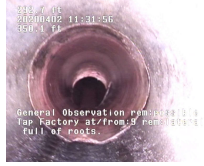
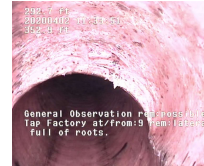

Client: HVL CSD
Project Name: Meadow View Easement

<p>Date of CCTV: 4/2/20 10:17 AM Street: Easement btwn Meadow View and Deer Hill Rd Upstream MH: MH 1 Downstream MH: MH 2</p>	<p>Survey Length: 353.6 feet Pipe Length: approx. 380 feet Material: ACP Pipe Diameter: 6 inch Direction of Video: DS</p>
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Distance (ft)	Code	Clock/Position	Comment	Image
0.5	MSL		Water Level 5%	
20	JSM		Joint Separated Medium	
22.7	SSS	9	Surface spalling	
39.7	SSS		Damaged pipe ends at joint	
43.7	CC	12 to 12	Circumferential crack	
100.8	MMC		Material change from ACP to PVC	
100.8	JOM		Joint Offset Medium	
102.3	TF	11	Tap Factory	

102.5	RP*L		Spot repair, liner	
105	MMC		End spot repair, liner Change to ACP	
126.7	HSV	10	Hole in pipe; soil and roots visible	
138.2	JSM/ISJ		Joint Separated Medium; Damaged pipe ends; Infil stain 2 - 9o'clock	
141.2	JSM		Joint Separated Medium; Damaged pipe ends;	
146.9	MMC		Material change from ACP to PVC	
146.9	JSM		Joint Separated Medium	
150.2	TFA	2	Tap Factory Active	
153.2	MMC		Material change from PVC to ACP	
153.2	JSM		Joint Separated Medium	
198.7	JOM		Joint Offset Medium	

219.6	MMC		Material change from ACP to PVC	
221	JSL		Joint Offset Large; Broken pipe end; Soil and roots visible	
223.2	MMC		Material change from PVC to ACP	
223.2	JSL		Joint Separated Large	
242.5	ISJ	8 to 5	Infil stain at joint	
289	MMC		Material change from ACP to PVC	
289.1	CC	8 to 12	Circumferential crack	
289.1	JSM		Joint separated medium	
290.4	TF	3	Tap Factory	
291.3	MMC		Material change from PVC to ACP; Damaged pipe end	
292.7	TF/RBL	9	Tap Factory: Lateral filled with roots	

293.1	JSL	9 to 3	Broken pipe at joint; Intruding gasket; Roots at joint	
301.4	MMC		Material change from ACP to PVC	
302	JOM		Joint Offset Medium	
303.3	TF	9	Tap Factory	
303.5	MMC		Material change from PVC to ACP	
350.9	MMC		Point repair/lining by MSI	
352.9	RPL		Pipe size reduction	
353.6	MSA		Survey Abandoned 150 feet from MH 2 due to point repair	



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

May 29, 2020

Ms. Alyssa Gordon
Water Resources Specialist
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
Via email: agordon@hvlcsd.org

Subject: **Proposal for Engineering Design Services for the
Meadow View Easement Sewer Replacement Project**

Dear Alyssa,

In response to your request, I am pleased to provide you this letter proposal to assist Hidden Valley Lake Community Services District (District) with the development of bid documents for the replacement of approximately 350 feet of sewer main between MH 1 and MH 2 located in an easement between Meadow View Drive and Deer Hill Road (near the intersection of Deer Hill Road and North Shore Drive).

UNDERSTANDING

Our understanding of the project is based on review of a CCTV inspection video of the sewer pipe and limited assessment of surface conditions using Google Earth. A field visit has not been conducted.

Coastland prepared a technical memorandum dated May 20, 2020, recommending rehabilitation of the sewer main using pipe-bursting technology. The sewer main is in poor condition with many defects including a hole in the pipe, cracks, moderate and severe offset and separated joints, root intrusion, and surface corrosion. These defects are significant sources of groundwater infiltration and indicate poor structural conditions that will continue to deteriorate over time if unaddressed. The sewer in question has already been repaired twice in the past.

From Google Earth, MH 1 can be seen in Meadow View Drive, but MH 2 was not observed, possibly due to deep shadow cast over that portion of road. The ground surface elevation difference between the two manholes is estimated as 240 feet (per Google Earth) which indicates a very steep slope of 67%. The width of the sewer easement is not known, but the easement appears to be quite narrow, with the sewer likely to be very close to house foundations.

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PROPOSED CONSTRUCTION METHODS

Due to the steepness of terrain and the close proximity to structures to the sewer, we recommend replacing the sewer using “trenchless” pipe-bursting technology. Pipe-bursting requires vehicle access to manholes on either end of the project. Following cleaning, a cable is strung through the sewer pipe between manholes, and a bullet-shaped head is pulled through the sewer, which bursts the existing pipe walls, and pulls a seamless high-density polyethylene (HDPE) pipe behind it. This method effectively replaces the sewer main with a new structural pipe without digging a trench along the length of sewer main. The new pipe is connected to the existing manholes with an HDPE ring that is sealed into the manhole walls.

Excavation is required only to reinstate each lateral connection to the new sewer main. There are four lateral connections in this section of sewer. Laterals will be reconnected using HDPE saddles that are fusion-welded to the main. Laterals will not be replaced.

Prior to pipe bursting, spot repairs may be required in the pipe at sites of severe defects that may otherwise obstruct and bind-up the pipe-bursting head. One such site was observed in the CCTV video at a previous repair site approximately 353 feet from MH 1. At this location, the CCTV video was aborted because the camera could not proceed through the reduced cross-sectional area. This site will likely need to be dug up and repaired prior to pipe-bursting.

This project may also include rehabilitation of manholes to reduce groundwater infiltration, or address any observed structural or maintenance defects, at the District’s request.

SCOPE OF SERVICES

The following Scope of Work is based on our understanding of the project details.

Task 1 – Meetings with District Representatives and Field Review

Immediately after the Notice to Proceed is issued by the District, Coastland will schedule a kick-off meeting with District staff to ensure we are aware of all project goals and constraints, followed by a field review to observe ground conditions, existing improvements, access to construction areas, and easement boundaries. Obstructions to accessing work areas will be identified. MHs 1 and 2 will be inspected and measured for depth. Structural or O&M issues in the manholes will be noted and possibly included in the design, as desired by the District.

Also included in this task will be a design review meeting via phone conference following the draft submittal.



Task 2 – Environmental Clearance and Coordination with Utility Providers

As the project is replacement of an existing sewer line, the project is categorically exempt under CEQA. Accordingly, we will prepare a Notice of Exemption in accordance with CEQA and provide this to the District for adoption and recordation with the County.

Because Meadow View Drive and Deer Hill Road are outside of the County right-of-way, no encroachment permit will be needed for this project.

We will assemble all the available District information pertaining to the project including as-built drawings, utility information, easement data and additional pertinent information for the project. Additionally, we will contact utility companies that have facilities in the project area to obtain any record maps indicating the type and size of facilities for inclusion on the plans.

Task 3 – Prepare Bid Documents

Draft Submittal

Following our field review and utility coordination, we will develop construction documents for the sewer replacement via pipe-bursting and reconnection of laterals.

As a cost-saving measure, Coastland proposes to prepare construction plans on an aerial mapping background provided by the District, thereby avoiding the expense of a topographic survey.

The draft submittal will consist of a complete set of plans consisting of a cover sheet, notes, plan sheet, and detail sheet. Also included in this submittal will be a complete set of specifications, suitable for public works bidding, and an engineer's estimate of construction cost. The draft submittal will be transmitted electronically in PDF format.

Final Submittal

Following the review of the draft submittal, Coastland will incorporate all review comments into the completed construction drawings, specifications and construction cost estimate, all which will be signed by a California registered Civil Engineer. An electronic copy of the drawings, specifications and final cost estimate will be provided in both PDF and AutoCAD formats. We will work with the District to determine the number of bid documents to reproduce for bidding purposes.

Task 4 – Bid Support

Coastland will provide the District with the Notice to Bidders for advertisement in local papers. We will also reproduce and distribute the construction documents to local plan rooms and interested contractors. During the bidding process, we will answer any



questions that may arise and maintain a phone log of inquiries. We will prepare any addenda that may be necessary. Coastland will also conduct the bid opening at the District office, tabulate results and review the apparent low bidder's bid package.

Once the review of the bid has been completed, we will prepare a bid summary and forward it to the District with our recommendation for bid award. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the other bidders, we can provide this as extra service on a time and materials basis, as the time necessary to process the protest is unknown.

ASSUMPTIONS FOR SCOPE OF SERVICES

Coastland has assumed the following for this scope of work:

- Aerial photography will be available from the District of sufficient resolution to be usable at 1"=40' scale.
- Easement information will be provided by the District, including easement width.
- A topographic survey is not included.
- Sewers to be replaced are located in an accessible District-owned easement.
- This scope does not include environmental studies or permitting of any kind.

PROPOSED FEES & SCHEDULE

Based on our scope of work and our estimated time, we propose that the services associated with the project be completed for a not-to-exceed amount of \$13,970. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates.

Coastland proposes the following tentative schedule.

Design Contract Awarded	6/2 - HVL CSD Special Board Mtg
Draft Submittal	6/23
Final Submittal	7/3
Bid Authorization	7/7 – HVL CSD Special Board Mtg
Advertising of Notice to Bidders	7/9
Bid Opening	7/30
Construction Contract Awarded	8/4 - HVL CSD Special Board Mtg
Construction Begins	9/4
Construction Completed	9/30

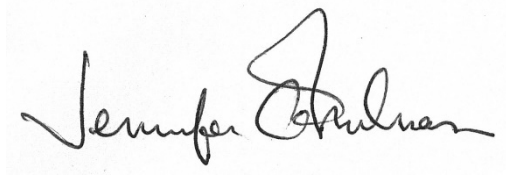


We greatly appreciate the opportunity to provide this proposal and look forward to continuing to serve Hidden Valley Lake Community Services District. Please feel free to contact Jenny Melman or me at (707) 571-8005 if you have any questions or need any additional information.

Sincerely,



John Wanger, PE
Principal



Jenny Melman, PE
Senior Engineer





WORK ESTIMATE

Meadow View Easement Sewer Repair

Proposal for Design Services

Hidden Valley Lake CSD

Task #	Task Description	Principal Engineer	PM/Senior Engineer	Asst Engineer	CAD Designer	Admin Asst	Total Hours	Total Cost	Subconsultant / Notes
		\$200	\$160	\$135	\$140	\$90			
1	Meetings with District Representatives/Site Review								
	Kick Off Meeting and Site Review	4	4				8	\$1,440	
	Design Review Meeting via Conference Call (1)	1	2				3	\$520	
	Subtotal						11	\$1,960	
2	Environmental Clearance and Coordination with Utility Providers								
	Prepare Notice of Exemption	1	2				3	\$520	
	Coordinate with Utility Companies		2	4	4		10	\$1,420	
	Subtotal						13	\$1,940	
3	Prepare Bid Documents								
	Draft Submittal								
	Improvement Plans (4-5 sheet set)	1	8		12		21	\$3,160	
	Specifications	1	8				9	\$1,480	
	Cost Estimate	1	1	2			4	\$630	
	Draft Submittal Subtotal						34	\$5,270	
	Final Submittal								
	Final Documents	1	4		4		9	\$1,400	
	Final Submittal Subtotal						9	\$1,400	
	Subtotal						43	\$6,670	
4	Bid Support								
	Bid administration	1	6			6	13	\$1,700	
	Bid Opening attendance	3	3				6	\$1,080	
	Bid analysis/recommendation	1	2				3	\$520	
	Subtotal						22	\$3,300	
	Miscellaneous Costs							\$100	Est mileage, photos, reproduction
Total Hours		15	42	6	20	6	89		
Total Cost		\$3,000	\$6,720	\$810	\$2,800	\$540		\$13,970	



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

DATE: June 16, 2020

AGENDA ITEM: Approve RGS Proposal and Authorize the Operations Manager to Enter into an Agreement with RGS for Human Resources Ad Hoc Services

RECOMMENDATIONS: Approve RGS Proposal

FINANCIAL IMPACT: \$25,000

FUND/AMT:

DEPARTMENT/AMT:

ACCOUNT/AMT:

BACKGROUND: The District is in a state of transition. A formal HR systems assessment process may help provide a roadmap for future efficiencies, opportunities, and threats. RGS provides support and guidance for organizations going through cultural transitions due to a period of inconsistent or absent leadership. The District would be assigned a Lead Advisor a to provide occasional additional HR consultation services if needed for significant issues as well as to ensure that District service needs are met.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 16, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

April 7, 2019

Penny Cuadras, Secretary to the Board
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

RE: PROPOSAL FOR HUMAN RESOURCES AD HOC SERVICES

Dear Penny,

Thank you for your time spent on Monday discussing your staffing and human resources needs with me. I enjoyed our discussion of how Regional Government Services (RGS) might provide expert advice and project-based support to the District for strategic and tactical human resources needs and functions.

We have expertise in all human resource (HR) fields including developing and revising policy documents and implementation plans, facilitating stakeholder alignment and implementation plans for developed systems and processes including policies, providing core training for staff and coaching support in human resources best practices for you and key leadership, providing critical advice and templates for communication during times of emergent issues, assessing risk factors in proposed management decisions related to human capital. We can also provide an assessment of the HR and Risk systems and processes currently in place. I have attached a general HR scope of work, a few examples of some of our models and tools, and have included below a brief outline of the “menu of services” we can provide in each of the areas listed above.

Provide Ad Hoc Support for HR Staff

RGS will assign the District a key seasoned HR professional who will collaborate with and provide ad hoc coaching and support to you, the District’s General Manager (Paul Kelley), and any other manager or supervisor you designate. We will also serve as an expert resource to complete higher level project work, as requested, for tactical and strategic HR issues and best practices or efficiencies for transactional day-to-day operations.

- Tactical HR issues may include: Compensation Decisions, Talent Acquisition, logistics of Open Enrollment, HR support for Costing of Labor Proposals, Workforce Planning, Personnel Matters, Policy Enforcement, Employee Engagement, Performance Management Oversight, Employee Relations, and Labor Relations.
- Strategic HR issues may include: Succession Planning, Leadership Development, Organizational Design, Director Skills Development, Executive Leadership Development

or Assessment, Training Gap Assessment and Planning, Performance Metrics, Risk Management, and Policy Needs.

- In a project-based role, the RGS consultant will identify the intended outcome, develop a plan to meet identified needs, provide a timeline and rough estimate of hours, and then work diligently to deliver the desired products and services.
- In a coaching role, the RGS consultant will typically provide coaching and guidance about issue resolution and redirect staff to the appropriate internal resource. The consultant's role is not intended to intervene directly on behalf of staff, but rather to serve as a resource to help the employee think through who to approach and how to resolve concerns.
- When asked to work directly with employees, the RGS consultant will make every effort to maintain employee confidentiality to the greatest extent possible. Reports to management will typically be statistical and thematic rather than specific as to issues discussed. The consultant will disclose to management any issues which reasonably indicate a potential breach of employment law. The consultant will advise the employee of the need to disclose and will identify the responsible manager to whom the issue is disclosed. This manager will be responsible to take all necessary actions to clarify and resolve the issue. The consultant will be available to advise management on responsibilities and facilitate communication if requested.

You will also have a Lead Advisor assigned to provide occasional additional HR consultation services if needed for significant issues as well as to ensure that your service needs are met. These Advisors may assign some of the work to other off-sight RGS employees as needed. Our goal is to get your District's HR work completed by a qualified person at the best possible price and discussions with you will always be part of the process.

Assess, Implement, and Support Human Resource Systems and Structures

The District is in a state of transition. A formal HR systems assessment process may help provide you with a roadmap for future efficiencies, opportunities, and threats. Please see the attached HR Assessment Meeting overview and The Value of an HR Needs Assessment to obtain an idea about how we approach this process. An assessment and report can (a) confirm that the District is moving in the correct direction, and (b) create a workplan for additional actions to consider.

Support for Employee Relations

RGS provides support for general employee relations matters including the development of an Employer-Employee Relations Policy which, as we discussed, will provide a framework and process by which the District would review a request by a group of employees for recognition as an organization (sample policy attached). The Policy also provides a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment. RGS also provides complete labor relations services including the development of Resolutions of Benefits, labor agreements, staffing plans, and fiscal projections.

Support for Transitional Times

RGS provides support and guidance for organizations going through cultural transitions due to a period of inconsistent or absent leadership. Advisor can facilitate meetings and conversations between employees and their supervisors and managers and provide workshops and coaching to improve communications throughout the organization.

Disability and Leave Management

RGS provides full-service support for leave management through active case management. RGS will work with your third-party administrator to keep the case moving forward and limit exposure, and with the injured or ill employee to help educate them and assist them in obtaining all of the legal protections available to them while limiting employer liability and gaining quicker and more efficient and effective returns to work or separation when necessary.

Provide Training for Managers and Supervisors

RGS offers a full slate of core training for supervisor and managers. We provides a series of 90 minute to four-hour courses that can be provided to managers and supervisors some, of which are outlined below. We also offer two 3-day Academies, one for Supervisors/Managers and another for Lead/Senior Workers.

While RGS strongly suggests the full set of courses offered through the RGS Supervisor/Manager and Lead/Senior Worker Academies, we also provide individual training sessions. Below is a list of some of the many sessions we offer that we feel would be helpful to District staff.

COURSE	AUDIENCE
Every Manager is an HR Manager (an eight-course series)	All managers and supervisors
Having Difficult Conversations	All positions that lead others
Documenting Conversations with Employees	All managers and supervisors
Effective Leave Management-What can I ask?	All managers and supervisors
Effective Performance Management	All managers and supervisors
Harassment and Bullying Prevention in 2020	All employees
From Blame to Accountability	All employees
Customer Service Standards	All employees

Effective Appropriate Decision-Making	All employees
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FEE SCHEDULE

As we discussed, a starting budget of \$25,000 will allow for an assessment and remote ad hoc coaching and support. For ongoing services including project-based implementation such as policy development and implementation, and other project-based work a budget of between \$30,000 and \$60,000 is more manageable. We regularly meet with you either by phone, video conference, or in person, to prioritize projects and adjust timelines across fiscal years to meet your current and future needs. RGS bills monthly based on actual hours worked and the cost of our services is based on the level of expertise utilized. Invoices are due upon receipt. Based on our conversation, we expect to utilize team members from the Senior/Lead Advisor level and below for your services. Our billable rate schedule follows:

Title	Hourly Rate
Chief Operating Officer	\$135 to \$220
Deputy Chief Operating Officer	\$130 to \$195
Senior/Lead Advisor	\$125 to \$190
Advisor	\$115 to \$160
Project Advisor	\$105 to \$125
Project Coordinator	\$85 to \$120
Technical Specialist	\$75 to \$115

Regional Government Services may charge travel expenses at the current Federal rate for advisor travel to and from agency worksite.

Should you have any questions or need additional information, please do not hesitate to contact me at (650) 587-7317 or via e-mail at dmuchmore@rgs.ca.gov. RGS looks forward to the opportunity to provide these services to the City.

Sincerely,

Deborah A Muchmore

Deborah Muchmore
Senior Human Resources Advisor
REGIONAL GOVERNMENT SERVICES

Exhibit B

Scope of Services

Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to serve as the Human Resources Advisor(s) to the _____ (Agency), which may require performing any or all of the functions described below:

1. Provide immediate ongoing Human Resources Management services. This work may be done onsite or remotely. Human Resources Management services include initiation of work on identified priority projects, and also include the following activities as needed:
 - 1.1. Provide professional human resources assistance regarding best practice to facilitate the effective and compliant administration of Agency's human resources policies and practices.
 - 1.2. Analyze a variety of information and recommend appropriate management action; provide written documentation of analysis and recommendations as needed.
 - 1.3. Draft specific documentation relevant to resolving a range of personnel issues; coach supervisors on conducting sensitive personnel conversations.
 - 1.4. Draft required management communications to employees and facilitate effective interpersonal skills and relationship building.
 - 1.5. Develop and/or update human resources administrative policies, procedures, forms and templates as needed to develop an effective and compliant system of human resources management practices and personnel transactions.
 - 1.6. Confer with staff as requested to obtain input and/or feedback regarding policy and procedure recommendations; or to obtain information relevant to the resolution of personnel issues.
 - 1.7. Create policy implementation plans and timelines, including identification of roles/activities to be carried out by the Agency's managers and supervisors.
 - 1.8. Coach supervisors as needed in team building, conflict resolution, and other collaborative workplace skills.
 - 1.9. Draft or update individual job classification descriptions on an as-needed basis, and make preliminary compensation recommendations for new job classes; conduct research and prepare individual essential functions information as needed.
 - 1.10. Monitor and manage medical leaves of absence, modified returns-to-work, and other illness/injury/disability issues as needed from initial injury through return to work or separation from employment; ensuring correct communications to all parties, and creating appropriate documentation.
 - 1.11. Develop and conduct managerial, supervisory, or employee training courses.
 - 1.12. Conduct non-executive and executive recruitments as requested, and design selection processes and instruments to be used.
 - 1.13. Conduct comparative and/or analytical studies of job classifications and compensation.
 - 1.14. Be reasonably available to perform services during the normal work week.
 - 1.15. Meet as often as necessary for the purpose of consulting about the Agency's human resources needs and issues, and the scope of work performed.

2. Projects and activities may be modified on request of the Agency. Agency will only be invoiced for the actual hours worked.
3. The RGS team assigned will be led by a Lead Advisor, who will both perform work and direct projects to other RGS staff as needed. RGS staff, with equal or lower bill rates, will be assigned to projects or tasks at Lead Advisor's discretion.



ASSESSMENT OF LOCAL AGENCY HR PRACTICES, ISSUES & NEEDS

Ongoing HR Management services commence with an agency-wide review of current HR practices, including meetings with the following employees/groups to discuss identified topics.

City Manager/General Manager/CEO Meeting - *allow at least two hours total (may entail multiple meetings)*

- Short-term HR priorities and long-term goals
- General philosophical approach to the treatment of employees, inclusiveness and collaboration or not, expenditure of resources or not, engagement with subordinate managers on HR matters or not, etc.

Individual Department Heads/Executive Team/Senior Staff Meetings - *allow at least one hour for each person*

- Standard practices used for dealing with performance or behavior problems, leave and attendance issues, and other employee matters
- What is and is not working well when it comes to employees and employee issues
- Standard practices used in hiring employees and exiting out employees
- Practices used for problem-solving on complex and time-consuming personnel matters
- Needs for policy and procedure support and clarity
- Needs for third-party facilitation and mediation of difficult situations
- Practices for delivering legally required training; also for good to have, but not legally required
- Safety program overview, who is responsible for what, what are the workers' comp key issues, overall plant safety issues
- Practices with regard to labor/management meetings: when, how often, and what is discussed.

Payroll and Benefits Administration Staff Meeting(s) - *allow at least one hour for each person*

- Overview of procedures for timesheets, special pays, on-call or call out pay, overtime calculations, overall pay calculation methods, pay system data structure
- What is and is not working for employee pay and benefits
- Overview of benefits administration, selection and analysis; process when something goes wrong with benefits
- Overview of compensation administration practices
- Overview of personnel records system
- Review of workers' comp claims trends, costs, management; possible intro to TPA to follow
- Frequently encountered issues or complaints and practices to resolve
- Needs for policy and procedure support and clarity
- Needs for third-party facilitation and mediation of difficult situations

Association Representatives/Union Stewards Meeting(s) - *allow at least one hour for each meeting (may meet with each group separately, or all together depending on number/variety of units)*

- Overview of current contract
- Present issues with application of contract or other personnel matters
- Needs for policy and procedure clarity
- Overview of future labor relations model desired by both labor and management

Meeting with Employment Attorney(s) on Pending Personnel Issues - *allow at least one hour if any issues pending*

- How did they happen?
- How can we help?
- What else do we need to be aware of?

THE VALUE OF AN HR ASSESSMENT

One of the unique features of Regional Government Services (RGS) is a complete “hands-on” human resource management consulting service—this ongoing and interactive role includes much more than just providing expert studies or reports, or delivering one-time services such as training program or labor negotiation. RGS is the HR department of many partner agencies. This unique relationship presents unique challenges. RGS Advisors must strive to understand and act effectively within the relationships of the staff of the partner agency; and must be acutely aware of the interpersonal impacts of HR activities. As a matter of policy, RGS intends that human resource management consulting services include an “HR assessment” early in the consulting relationship. The assessment is an internal environmental scan, intended to be broad rather than deep. This is generally done through a set of interviews with key stakeholders in the HR system, including employee groups. The findings can be reported in a number of ways—the essential thing is to clarify the organization’s values and expectations regarding personnel issues, and to identify areas of HR system competence and need. This in turn allows RGS Advisors to further identify specific action plans that will support existing competence, mitigate weaknesses, and develop new organizational capabilities.

This intentional way of analyzing and organizing RGS’ approach to delivering effective HR services provides significant benefits to both the client agency’s executive managers and the consulting Advisor team.

Benefits include:

- RGS ensures immediate correction of areas of high-risk non-compliance. Organizations may be unaware of compliance gaps, and an deliberate inquiry into compliance issues provides a comprehensive review and reduces risk for the partner agency.
- Because this is a whole-organization review, the partner agency is able to align top priorities with budget capability, and achieve maximum benefit for the whole organization.
- RGS designs a proactive system-building approach, extracting and addressing organizational themes and cross-departmental needs and recommending agency-wide systems, rather than simply problem-solving individual issues.
- RGS facilitates effective implementation of change efforts, by ensuring an up-front understanding of differences in expectations and values among the workforce, and crafting change communications and processes that address these different interests.
- An assessment assists the chief executive to identify specific HR management competence building strategies for the management team.
- An assessment ensures the best use of scarce administrative resources, as systems are developed and issues resolved in an organized way that builds a useful platform for effective ongoing personnel administration.
- By creating a clear work plan to track specific HR system and problem-solving accomplishments linked to the achievement of organizational objectives, an assessment allows the partner agency to oversee accountability of the whole team, both RGS and agency personnel.

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

DATE: June 16, 2020

AGENDA ITEM: Discussion and Possible Action: Approve Resolution 2020-09 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors To Provide Health Insurance Coverage To Each Active Board Member Only; Each Board Of Director Shall Contribute 5% Of The Cost Of The Director Health Insurance Premium

RECOMMENDATIONS: Consider Approval of Resolution 2020-09

FINANCIAL IMPACT: See Attached Spreadsheet

FUND/AMT:

DEPARTMENT/AMT:

ACCOUNT/AMT:

BACKGROUND: During the May 19, 2020 Board of Directors Meeting members of the board proposed the Director Benefits be restructured to Director only effective November 1, 2020. Options were discussed of “grandfathering” current District contribution for Board Member and Dependent coverage. Incoming Board Members will not be offered District contribution for dependent benefits. The Finance Committee discussed both options, however made no recommendation.

Underwriting confirmed that current board members dependent contribution that the district currently pays could be grandfathered in. If the district decides not to grandfather current board members dependent contribution this would trigger a mid-year qualifying event that would allow board members to drop their dependent(s) from coverage if desired. If the request to drop a dependent(s) is submitted to SDRMA within 31 days of the contribution changing the dependent that is dropped from coverage will be offered COBRA for 18 months.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 16, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Today's Date: 6/8/2020
 Rates effective through: 12/31/2020

SDRMA Health Benefits Gold PPO - Per Director

Current - Director Only	SDRMA Monthly Rate	5% Director Monthly Contribution	Monthly Cost to Director	Monthly Cost to District
	\$867.00	\$43.35	\$43.35	\$823.65
	SDRMA Annual Rate	5% Director Annual Contribution	Annual Cost to Director	Annual Cost to District
	\$10,404.00	\$520.20	\$520.20	\$9,883.80

Current - Director + Dependent	SDRMA Monthly Rate	5% Director Monthly Contribution	Monthly Cost to Director	Monthly Cost to District
	\$1,736.04	\$86.80	\$86.80	\$1,649.24
	SDRMA Annual Rate	5% Director Annual Contribution	Annual Cost to Director	Annual Cost to District
	\$20,832.48	\$1,041.62	\$1,041.62	\$19,790.86

Proposed - Financial Impact if Director paid for their Dependent	SDRMA Dependent Monthly Rate	5% Director Only Monthly Contribution	Monthly Dependent +5% Cost to Director	Monthly Dependent Savings to District
	\$869.04	\$43.35	\$912.39	\$825.59
	SDRMA Dependent Annual Rate	5% Director Only Annual Contribution	Annual Dependent +5% Cost to Director	Annual Dependent Savings to District
	\$10,428.48	\$520.20	\$10,948.68	\$9,907.08



RESOLUTION 2020-09

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO PROVIDE HEALTH INSURANCE COVERAGE TO EACH ACTIVE BOARD MEMBER ONLY

EACH BOARD OF DIRECTOR SHALL CONTRIBUTE 5% OF THE COST OF THE DIRECTOR HEALTH INSURANCE PREMIUM

WHEREAS, the Hidden Valley Lake Community Services District (District) provides health, dental and vision insurance to its employees and their families; and

WHEREAS, since 2004 the District has pursuant to California Government Code Sections 53200 – 53210 provided health insurance to Active Board Members and their spouses; and

WHEREAS, for budgetary purposes District provided health insurance will be available to Active Board Members only, effective November 1, 2020; and

WHEREAS, for budgetary purposes Active Board Members will contribute to the cost of the Director health insurance premium; and

NOW, THEREFORE, BE IT RESOLVED, that the Hidden Valley Lake Community Services District will provide health insurance coverage to each Active Board Member; and

BE IT FURTHER RESOLVED, that the health insurance provided to Active Board Members shall not exceed the level of insurance benefits provided by the District to its regular full-time employees.

BE IT FURTHER RESOLVED, that each Board Member shall continue to contribute 5% of the cost of the Director health insurance premium. This contribution is not to exceed 5% of their premium and not to exceed their monthly stipend.

BE IT FURTHER RESOLVED, all code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

PASSED AND ADOPTED on June 16, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman
Vice President of the Board

ATTEST:

Penny Cuadras
Secretary to the Board of Directors

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

DATE: June 16, 2020

AGENDA ITEM: Approve Implementation of Compensation Study for Operations Manager

RECOMMENDATIONS: Provide clarification of previous Board action to reorganize field staff effective immediately, making Dennis White the Operations Manager.

FINANCIAL IMPACT:

FUND/AMT:

DEPARTMENT/AMT:

ACCOUNT/AMT:

BACKGROUND: During the June 16, 2020 Special Meeting, the Board approved the Organizational Chart making it effective immediately with no clarification of salary or job description.

Job descriptions are pending from DeLoach and Associates for the Operations Manager, Accounting Supervisor and Administrative Svc Manager.

During the May 19, 2020 Regular Board Meeting the Board Approved the Compensation Study and tabled the implementation of the salaries for further discussion. It was proposed the increases be implemented in January 2021, following a successful 218 and adopted Rates.

Staff is requesting clarification and effective date.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 16, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Position		A	B	C	D	E	Current Annual "E"	Median Annual "E"	5% Lag Annual "E"	7% Lag Annual "E"	Percent Change
Admin Assistant <i>Admin Services Mgr</i>	CSD current	\$ 27.05	\$ 28.40	\$ 29.82	\$ 31.31	\$ 33.00	\$ 68,640				
	Median	\$ 31.73	\$ 33.39	\$ 35.15	\$ 37.00	\$ 38.95		\$ 81,016			15%
	5% Lag	\$ 30.14	\$ 31.73	\$ 33.39	\$ 35.15	\$ 37.00			\$ 76,965		11%
	7% Lag	\$ 29.51	\$ 31.05	\$ 32.69	\$ 34.41	\$ 36.22				\$ 75,345	9%
Full Charge Bookkeeper <i>Accounting Supervisor</i>	CSD current	\$ 31.48	\$ 33.06	\$ 34.71	\$ 36.45	\$ 38.41	\$ 79,893				
	Median	\$ 39.59	\$ 41.68	\$ 43.87	\$ 46.18	\$ 48.61		\$ 101,109			21%
	5% Lag	\$ 37.61	\$ 39.59	\$ 41.68	\$ 43.87	\$ 46.18			\$ 96,053		17%
	7% Lag	\$ 36.82	\$ 38.76	\$ 40.80	\$ 42.95	\$ 45.21				\$ 94,031	15%
Water Reources	CSD current	\$ 34.28	\$ 36.00	\$ 37.80	\$ 39.69	\$ 41.67	\$ 86,674				
	Median	\$ 37.20	\$ 39.16	\$ 41.22	\$ 43.39	\$ 45.67		\$ 94,994			9%
	5% Lag	\$ 35.34	\$ 37.20	\$ 39.16	\$ 41.22	\$ 43.39			\$ 90,244		4%
	7% Lag	\$ 34.59	\$ 36.42	\$ 38.33	\$ 40.35	\$ 42.47				\$ 88,344	2%
Senior Account Rep	CSD current	\$ 23.98	\$ 25.18	\$ 26.44	\$ 27.79	\$ 29.15	\$ 60,632				
	Median	\$ 27.37	\$ 28.81	\$ 30.32	\$ 31.92	\$ 33.60		\$ 69,888			13%
	5% Lag	\$ 26.00	\$ 27.37	\$ 28.80	\$ 30.32	\$ 31.92			\$ 66,394		9%
	7% Lag	\$ 25.45	\$ 26.79	\$ 28.20	\$ 29.69	\$ 31.25				\$ 64,996	7%
Accounts Rep <i>(Accounts Rep D & E more than Senior Rep A & B)</i>	CSD current	\$ 18.25	\$ 19.16	\$ 20.12	\$ 21.13	\$ 22.19	\$ 46,155				
	Median	\$ 23.70	\$ 24.95	\$ 26.26	\$ 27.65	\$ 29.10		\$ 60,528			24%
	5% Lag	\$ 22.52	\$ 23.70	\$ 24.95	\$ 26.26	\$ 27.65			\$ 57,502		20%
	7% Lag	\$ 22.04	\$ 23.20	\$ 24.42	\$ 25.71	\$ 27.06				\$ 56,291	18%
Utility Supervisor <i>Operations Mgr</i>	CSD current	\$ 36.85	\$ 38.70	\$ 40.63	\$ 42.66	\$ 44.96	\$ 93,517				
	Median	\$ 42.57	\$ 44.81	\$ 47.17	\$ 49.66	\$ 52.57		\$ 109,346			14%
	5% Lag	\$ 40.68	\$ 42.82	\$ 45.07	\$ 47.44	\$ 49.94			\$ 103,878		10%
	7% Lag	\$ 39.59	\$ 41.67	\$ 43.87	\$ 46.18	\$ 48.89				\$ 101,691	8%
Water Op Lead	CSD current	\$ 36.85	\$ 38.70	\$ 40.63	\$ 42.66	\$ 44.96	\$ 93,517	\$ 93,517	\$ 93,517	\$ 93,517	
	Median										
Sewer Op Lead	CSD current	\$ 36.85	\$ 38.70	\$ 40.63	\$ 42.66	\$ 44.96	\$ 93,517	\$ 93,517	\$ 93,517	\$ 93,517	
	Median							\$ -			
Operator II <i>UNFUNDED</i>	CSD current	\$ 28.43	\$ 29.93	\$ 31.51	\$ 33.16	\$ 34.91	\$ 72,613				
	Median	\$ 30.33	\$ 31.93	\$ 33.61	\$ 35.38	\$ 37.24		\$ 77,459			6%
	5% Lag	\$ 28.82	\$ 30.33	\$ 31.93	\$ 33.61	\$ 35.38			\$ 73,586		1%
	7% Lag - n/a									\$ 73,586	

Position		A	B	C	D	E	Current Annual "E"	Median Annual "E"	5% Lag Annual "E"	7% Lag Annual "E"	Percent Change
Operator I <i>(OP I D & E more than OP II A & B)</i>	CSD current	\$ 22.90	\$ 24.10	\$ 25.37	\$ 26.70	\$ 28.11	\$ 58,469				
	Median	\$ 27.00	\$ 28.42	\$ 29.92	\$ 31.49	\$ 33.15		\$ 68,952			15%
	5% Lag	\$ 25.65	\$ 27.00	\$ 28.42	\$ 29.92	\$ 31.49			\$ 65,504		11%
	7% Lag	\$ 25.11	\$ 26.43	\$ 27.83	\$ 29.29	\$ 30.83				\$ 64,125	9%
Utility Tech x3 <i>(Utility Tech C, D & E more than OP 1 A & B)</i> <i>(Utility Tech E more than OP II A)</i>	CSD current	\$ 17.87	\$ 18.81	\$ 19.80	\$ 20.84	\$ 21.94	\$ 45,635				
	Median	\$ 25.29	\$ 26.62	\$ 28.02	\$ 29.50	\$ 31.05		\$ 64,584			29%
	5% Lag	\$ 24.03	\$ 25.29	\$ 26.62	\$ 28.02	\$ 29.50			\$ 61,355		26%
	7% Lag	\$ 23.52	\$ 24.76	\$ 26.06	\$ 27.44	\$ 28.88				\$ 60,063	24%

		Current Step "E"	Median Step "E"	5% Lag Step "E"	7% Lag Step "E"
PRIOR Leads Omitted/3 Techs	Fiscal Salary Expense - Previous	\$ 826,110	\$ 987,502	\$ 937,777	\$ 922,185
	New Proposed Leads/3 Techs/OPII Omitted	Fiscal Salary Expense - Proposed	\$ 817,918	\$ 966,618	\$ 927,638
	Percent Change of Salary Expense	0%	15.38%	11.83%	10.32%
	Fiscal CalPERS Expense (10%)	\$ 81,792	\$ 96,662	\$ 92,764	\$ 91,205
	Fiscal Change CalPERS Expense	\$ -	\$ 14,870	\$ 10,972	\$ 9,413
	Fiscal Salary & CalPERS Expense	\$ 899,710	\$ 1,063,279	\$ 1,020,402	\$ 1,003,251
	Fiscal Difference	\$ -	\$ 163,569	\$ 120,692	\$ 103,541
	Difference between Previous and Proposed	\$ 8,192	\$ 17,884	\$ 10,139	\$ 10,138

* NO OT included
**General Manager Salary Omitted

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

DATE: June 16, 2020

AGENDA ITEM: Approve Implementation of Compensation Study

RECOMMENDATIONS: Implement Compensation Study as presented by DeLoach and Associates

FINANCIAL IMPACT:

FUND/AMT:

DEPARTMENT/AMT:

ACCOUNT/AMT:

BACKGROUND: During the May 19, 2020 Regular Board Meeting the Board Approved the Compensation Study and tabled the implementation of the salaries for further discussion. It was proposed a 5-7% lag of the median be implemented in January 2021, following a successful 218 and adopted Rates.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 16, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



Compensation and Classification Study

April 2020

Submitted by



DELOACH

— & ASSOCIATES, INC —



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INTRODUCTION

This Compensation and Classification Study (“Study”) is presented to the Hidden Valley Lake Community Services District (“District”) for use in evaluating its current competitiveness with other agencies of comparable size and scope and in making compensation decisions consistent with the organization’s compensation philosophy. This information is valuable in addressing the District’s current and future needs to attract, retain and reward employees, and to ensure a competent and motivated workforce.

The Study comprised all District employees with the exception of the General Manager who has a separate employee agreement with the Board of Directors. The Board of Director’s and staff provided insight into its organizational structure and its current and future staffing needs as well as plans to optimize existing resources.

The Study focused on appropriately classifying employees based on their current duties and responsibilities, creating career ladders that allow for growth based on knowledge and skills of experienced employees and the alignment of salaries based on the labor market in order to retain current employees and attract new employees in the future.

This Study will summarize the methodology and survey results and provide valuable information providing the Board of Director’s and General Manager with the tools to evaluate and assess potential changes or modifications to the current compensation and benefit plan.

PART I – COMPENSATION STUDY AND BENEFIT SURVEY

SURVEY METHODOLOGY

Hidden Valley Lake Community Services District seeks to have a compensation plan that is competitive with the labor market and provides the ability to attract, retain and motivate employees. The District is located in the community of Hidden Valley Lake, in Lake County, CA. The labor market is established based on the geographic areas from which it would be reasonable to expect candidates would be willing to commute to work. The Consultant performed an analysis of comparable organizations within a 50-mile radius, which included agencies in Lake, Napa, Sonoma, Mendocino, Glenn, Colusa and Yolo Counties.

A number of widely accepted methods were used to establish the work plan relative to the Study. The Consultant performed the data collection and carefully analyzed the position classifications, organizational structure, personnel rules, applicable actions of the Board of Directors and related work performed by other consultants. This Study compares the District's current median pay with that of the identified labor market agencies. The Board of Directors may consider the data and develop recommendations in relation to the organization's competitive posture and whether they will choose to "lead", "lag" or "match" the labor market.

The Study included a survey of employee benefits across all agencies within the labor market focusing on benefits widely accepted within public sector employment. These include retirement or pension benefits, medical, dental, vision, and life insurance. The data developed when coupled with employee wages will provide the Board of Director's a benchmark of its total compensation plan for District employees. The Board of Director's may consider the data and develop recommendations in relation to the organizations competitive posture and whether they will choose to "lead", "lag", or "match" the labor market. Decisions may also be based on the organization's ability to pay.

A component of designing the optimum compensation plan for the District is analyzing the link between the organizational structure and its performance effectiveness. The District has undergone significant change and a detailed assessment of the organizations performance is recommended. The performance capacity of the current organizational structure is integral to our critical path process of initiating a compensation strategy.

**Compensation Study and Benefits Survey Methodology
Analysis of Data and Recommendations**

1. Analyze and compile salary survey data and compute market median.
2. Compare District's salary structure with those in an established labor market; prepare salary survey report and summary overview describing results.
3. Conduct survey of employee benefits compared to survey agencies; prepare summary report describing results of the District's current position of "Lead, Lag or Match".
4. Identify issues for further analysis and consideration for possible adjustment to the compensation plan for specific positions based on survey results and internal salary relationships.
5. Review, analyze and compile benchmark and best practice data collected from survey agencies to evaluate the effectiveness of the District's compensation plan, organizational structure and service delivery methods.
6. Review, analyze and compile information from the document review, employee interviews, focus groups, and benchmarking to guide the analysis conducted.
7. Identify areas within the current employee position descriptions and compensation plan that may need further analysis to improve organizational efficiency and effectiveness. Areas in which recommendations may be made include salary compaction, the organizational structure of the District, staffing levels and span of control, as well as industry best business practices compared to survey agencies.
8. Prepare and present preliminary report to the Board of Director's; receive feedback and edit as necessary.
9. Prepare a present final report to the Board of Director's and as determined by the Board of Director's to the employees.

PARTICIPATING ORGANIZATIONS

The external survey for the District was conducted utilizing a group of comparable organizations within an identified labor market. Agencies were selected to ensure a representative sample of agencies that provide both water and sewer service. Additional factors taken into consideration in the survey of labor market agencies included the size of the organization, population, and geographical proximity to the District, number of employees, and other labor market considerations.

The Consultant collected data from a variety of resources, including meeting with a focus group comprised of the Interim General Manager, Administrative Assistant/Secretary to the Board of Directors, and Full-Charge Bookkeeper.

The following list of ten (11) agencies were determined to provide the highest degree of job match for survey purposes, and an appropriate balance of representative agencies from the various communities with the 50 mile radius.

The participating agencies include:

City of Vallejo
City of Napa
City of Yountville
City of Santa Rosa
City of Calistoga
City of Healdsburg
Town of Windsor
Sonoma County Water Agency
Clearlake Oaks County Water District
North Marin Water District
Valley of the Moon Water District

COMPENSATION SURVEY TERMS

The purpose of the compensation survey is to provide data that may be useful in analyzing the organization's structure and competitive posture within a defined labor market. The following definitions are provided:

Classification Titles, Descriptions and Job Matching

Each of the District's job descriptions were matched based on job content, rather than title, with each participating organization's comparable position(s). Classifications meeting 60% of the criteria were considered a job match. A blended rate was utilized in situations where two or more job descriptions were considered for the job match, utilizing an appropriate percentage based on the job analysis performed. In cases where the comparable organization's size and structure was larger and included a larger scope of responsibility (e.g. more functions and/ or staffing requiring greater degree of oversight) often associated with higher compensation, a lower level position was selected in the relative job family or a percentage factor adjustment was made to the reported rate as identified on the applicable survey. In cases where there were less than three comparable matches, the survey was found to be "inconclusive."

Salary Range Minimum and Maximum

The salary range (minimum and maximum) is provided for those organizations that had a comparable position classification based on job content and relevant job factors. The salary minimum represents the minimum or salary low-point within a specific salary range or steps. Conversely, the salary maximum represents the maximum or high-point within a salary range. Where there were no comparable positions, the survey shows "N/M" – no match. In cases where the survey does not result in three or more job matches, the result is deemed "inconclusive."

Median Salary

The median salary represents the mid-point of the salary distribution of the survey agencies, half representing those whose current salary is less than the District's salary and the remaining half having a higher salary.

ORGANIZATIONAL DATA

Agency	Total # of Metered Water Customers	Annual Operating Budget	Total # of Full-Time Employees
HVLCSD	2,481	\$2,973,757	12
City of Vallejo	38,000	\$40,045,588	95
City of Napa	25,000	\$29,764,450	63
City of Santa Rosa	53,000	\$41,189,565	76
City of Calistoga	3,000	\$3,447,065	18
City of Healdsburg	4,880	\$6,215,149	16 (1)
City of Windsor	3,000 (2)	N/R	15
Sonoma County Water Agency	N/R (3)	\$128,8m	115
Clearlake Oaks County Water District	N/R	N/R	N/R
North Marin Water District	21,000	\$26.7m	52
Valley of the Moon Water District	6,881	\$4,291,000	13

Notes:

- (1) City of Healdsburg water service employees shared with public works. Estimated number of employees allocated to water/sewer service is 16.
- (2) City of Windsor staff estimation of total connected services.
- (3) Sonoma County Water District did not provide the total number of metered customers in time to be incorporated in the Study,

COMPENSATION SURVEY RESULTS

The survey results shown below indicate the percentage that the District's compensation rates are either ahead, or behind the defined labor market median for each comparable position classification. The labor rates utilized were the rates in effect at the time the Study was conducted, April 2020.

POSITION CLASSIFICATION	+/- DIFFERENCE COMPARED TO LABOR MARKET MEDIAN/AVERAGE (Based on Hourly Maximum of the Current Salary Range)
Administrative Assistant/Secretary to the Board of Directors	-15.27%
Full Charge Bookkeeper	-20.99%
Senior Accounts Representative	-15.70%
Accounts Representative	-24.39%
Utility Supervisor	-14.48%
Utility Operator II	-6.25%
Utility Operator I	-15.20%
Utility Technician	-29.33%
Water Resource Specialist	-8.95%

COMPENSATION CONSIDERATIONS

The findings contained in this Study are based on external data collected from the survey agencies taking into consideration the current position descriptions and actual job functions. The external data should be used as a starting point to assign a pay range, with consideration given to aligning classifications within job families. Using the survey results (hourly median), the Consultant identified the closest range in the District's current pay range otherwise known as a "Match" compensation philosophy. (The closest range and step with each survey agency was split between the minimum and maximum hourly rate of pay. The maximum was selected for comparative purposes.) These findings are illustrative only, and subject to change at the direction of the Board of Directors. The Board of Directors may also select a lower or higher hourly rate of pay based on the desired compensation philosophy taking into account employee benefits and the District's financial ability to pay.

Position Classification	Currently Hourly Maximum	Labor Market Hourly Median	% Adjustment to Labor Market Median
Administrative Assistant/Secretary to the Board	\$33.00	\$38.95	15.27%
Full Charge Bookkeeper	\$38.41	\$48.61	20.99%
Senior Accounts Representative	\$29.15	\$34.58	15.70%
Accounts Representative	\$22.19	\$29.35	24.39%
Utility Supervisor	\$44.96	\$52.57	14.48%
Utility Operator II	\$34.91	\$37.24	6.25%
Utility Operator I	\$28.11	\$33.15	15.20%
Utility Technician	\$21.94	\$31.05	29.33%
Water Resource Specialist	\$41.67	\$45.67	8.75%

Changes in employee wages (not benefits) are subject to some volatility over time due to a variety of economic factors and may increase or decrease in relation to the public agency market for similar positions. It is recommended that the Board consider adopting a process to review and modify as necessary employee compensation on an annual or bi-annual basis to eliminate large increases or decreases in employee wages in relation to the market. A "Median Wage Adjustment" program that automatically indexes employee wages to benchmark positions included in this Study would help the District manage future employee compensation expense.

COMPENSATION SURVEY DATA SHEETS

Position Title: Administrative Assistant/Secretary to the Board of Directors

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	City of Vallejo	Administrative Secretary	\$31.06
2	Sonoma County Water Agency	Administrative Aide	\$32.08
3	City of Yountville	Administrative Assistant II	\$36.67
4	Town of Windsor	Deputy Town Clerk	\$37.24
5	City of Calistoga	Executive Assistant	\$37.91
6	City of Santa Rosa	Deputy City Clerk (1)	\$38.95
7	City of Healdsburg	Deputy City Clerk	\$43.80
8	City of Napa	Administrative Assistant (2)	\$44.73
9	Clearlake Oaks Co. Water Dist.	Admin. Services Manager	\$48.97
10	Valley of the Moon Water District	Administrative/Finance Manager (3)	\$49.56
11	North Marin Water District	District Secretary	\$61.46

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$33.00	\$38.95	- 15.27%

Note:

1. The Deputy City Clerk for the City of Santa Rosa represents the benchmark for this position classification.
2. The comparable position classification for the City of Napa (Administrative Assistant) was less than a 60% match and the hourly rate was adjusted downward by 10%. The position should remain a "benchmark position" with the adjustment.
3. The comparable position classification for the Valley of the Moon Water District (Administration/Finance Manager) was less than a 60% match and the hourly rate was adjusted downward 25%. The position should remain a "benchmark position" with the adjustment.

Position Title: Full Charge Bookkeeper

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	Clearlake Oaks County Water District	Customer Service Representative Lead	\$36.57
2	City of Healdsburg	Accounting Technician	\$37.76
3	Town of Windsor	Accounting Technician	\$39.11
4	City of Yountville	Accounting Technician II	\$43.24
5	Sonoma County Water Agency	Supervising Accountant	\$48.22
6	City of Santa Rosa	Accounting Services Supervisor	\$49.01
7	City of Napa	Senior Accountant	\$51.97
8	City of Vallejo	Accounting Manager	\$58.64
9	Valley of the Moon Water District	Administrative/Finance Manager	\$61.96
10	North Marin Water District	Senior Customer Services Representative	\$63.54

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$38.41	\$48.61	- 20.99%

Note:

1. The salaries for Sonoma County Water Agency and the City of Santa Rosa combined represent the median for the Full Charge Bookkeeper position.
2. The City of Calistoga had no comparable match for this position.

Position Title: Senior Accounts Representative

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	Sonoma County Water Agency	Senior Account Clerk	\$28.38
2	City of Vallejo	Sr. Customer Services Rep.	\$28.84
3	Clearlake Oaks County Water District	Customer Services Representative II	\$31.43
4	City of Healdsburg	Accounting Assistant II	\$32.57
5	City of Calistoga	Sr. Accounting Assistant	\$33.98
6	City of Santa Rosa	Sr. Customer Service Rep.	\$34.58
7	Town of Windsor	Accounting Specialist	\$34.60
8	Valley of the Moon Water District	Sr. Administrative Specialist	\$37.42
9	City of Napa	Accounting Technician	\$38.20
10	City of Yountville	Accounting Technician II	\$43.23

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$29.15	\$34.58	- 15.70%

Note:

1. The salaries for City of Vallejo and the City of Santa Rosa combined represent the median salary for the Senior Accounts Representative

Position Title: Accounts Representative

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	Clearlake Oaks County Water District	Customer Service Representative I	\$18.94
2	City of Vallejo	Customer Service Representative	\$24.88
3	Sonoma County Water Agency	Accounting Clerk II	\$25.74
4	City of Napa	Account Clerk I	\$28.64
5	City of Santa Rosa	Customer Service Rep.	\$29.13
6	City of Healdsburg	Accounting Assistant I	\$29.57
7	City of Calistoga	Accounting Assistant	\$32.57
8	Valley of the Moon Water District	Administrative Specialist	\$33.95
9	Town of Windsor	Accounting Specialist	\$34.60
10	North Marin Water District	Receptionist/Cashier	\$36.21
11	City of Yountville	Accounting Technician	\$39.29

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$22.19	\$29.35	- 24.39%

Note:

1. The salaries for the City of Napa and the City of Healdsburg combined represent the median salary for the Accounts Representative.
2. The City of Calistoga did not respond to survey requests for this position.

Position Title: Utilities Supervisor

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	Town of Windsor	Senior Water System Operator	\$41.06
2	Sonoma County Water Agency	Water Agency Maintenance Supervisor	\$42.22
3	City of Healdsburg	Utilities Maintenance Superintendent	\$49.18
4	City of Santa Rosa	Utility System Supervisor	\$49.73
5	City of Yountville	Public Works Supervisor	\$50.70
6	City of Vallejo	Asst. Water Distribution Superintendent	\$54.45
7	City of Calistoga	Maintenance Superintendent	\$54.29
8	North Marin Water District	Water Distribution & Treatment Plant Operator	\$55.93
9	Valley of the Moon	Water System Manager	\$63.47
10	City of Napa	Water Quality Manager	\$67.99

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$44.96	\$52.57	- 14.48%

Notes:

1. The salaries for the City of Yountville and the City of Vallejo combined represent the median salary for the Utility Supervisor position.
2. The Clearlake Oaks County Water District did not respond to survey requests for this

Position Title: Utility Operator II

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	Clearlake Oaks County water District	Distribution & Collections Operator II	\$33.19
2	City of Vallejo	Senior Water Distribution Technician	\$34.29
3	City of Napa	Water Facilities Worker II	\$34.34
4	City of Santa Rosa	Utilities System Operator II	\$35.44
5	Sonoma County Water Agency	Water Agency Senior Maintenance Worker	\$36.82
6	Town of Windsor	Water System Operator II	\$37.24
7	City of Calistoga	Senior Maintenance Technician	\$37.46
8	City of Healdsburg	Utility Worker II	\$37.94
9	City of Yountville	Water System Maintenance Worker II	\$42.74
10	North Marin Water District	Assistant Water Distribution & Treatment Plant Operator	\$44.91
11	Valley of the Moon Water District	Water System Operator III	\$46.78

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$34.91	\$37.24	- 6.25%

Note:

1. The Water System Operator II for the Town of Windsor represents the benchmark for this position classification.

Position Title: Utility Operator I

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	Clearlake Oaks County water District	Distribution & Collections Operator I	\$24.63
2	City of Vallejo	Water Maintenance Worker I	\$26.14
3	Sonoma County Water Agency	Water Agency Maintenance Worker II	\$30.94
4	City of Santa Rosa	Utility Systems Operator I	\$31.19
5	City of Healdsburg	Utility Worker I	\$32.52
6	City of Calistoga	Maintenance Technician II	\$33.15
7	Town of Windsor	Water System Operator I	\$33.78
8	City of Yountville	Water System Maintenance Worker I	\$35.16
9	North Marin Water District	Laborer	\$35.86
10	City of Napa	Water Service Worker	\$36.76
11	Valley of the Moon Water District	Water System Operator II	\$42.63

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$28.11	\$33.15	- 15.20%

Note:

1. The Maintenance Technician II for the City of Calistoga represents the benchmark for this position classification.

Position Title: Utility Technician

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	Clearlake Oaks County Water District	Utility Technician	\$17.50
2	Sonoma County Water Agency	Water Agency Maintenance Worker I	\$24.87
3	City of Vallejo	Water Maintenance worker I	\$26.14
4	City of Calistoga	Maintenance Technician I	\$30.07
5	City of Napa	Water Facilities I	\$30.21
6	City of Yountville	Utility Operator In Training (O.I.T.)	\$31.89
7	Town of Windsor	Utility Maintenance Worker I	\$32.16
8	Valley of the Moon Water District	Water Field Service Representative	\$32.61
9	City of Santa Rosa	Utilities Technician	\$34.85
10	North Marin Water District	Laborer	\$35.86

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$21.94	\$31.05	- 29.33%

Note:

1. The salaries for the City of Napa and the City of Yountville combined represent the median salary the Utility Technician.
2. The City of Healdsburg had no comparable match for this position.

Position Title: Water Resource Specialist

Labor Market Agency (Ranked low to high)		Comparable Position Match	Hourly Max.
1	City of Calistoga	Water Conservation Specialist	\$28.94
2	Sonoma County Water Agency	Water Agency Resource Program technician II	\$35.44
3	City of Napa	Water Conservation Specialist	\$40.45
4	City of Santa Rosa	Sustainability Representative	\$45.67
5	City of Healdsburg	Public Information & Community Outreach Coordinator	\$46.78
6	City of Vallejo	Environmental Services Manager	\$51.09
6	Town of Windsor	Environmental Programs Manager (1)	\$51.09
7	North Marin Water District	Water Conservation Coordinator	\$70.51

HVLCSD Hourly Maximum	Labor Market Hourly Median	HVLCSD % Above/Below Median
\$41.67	\$45.67	- 8.75%

Notes:

1. The Sustainability Representative for the City of Santa Rosa represents the benchmark for this position classification.
2. The comparable position classification for the City of Windsor (Environmental Programs Manager) was less than a 60% match and the hourly rate was adjusted down 10%. The position should remain a "benchmark position" with the adjustment.
3. The Valley of the Moon Water District and Clearlake Oaks County Water District did not have a comparable match for this position.
4. The City of Yountville did not respond to survey request for this position.

BENEFITS SURVEY

Hidden Valley Lake Community Services District provides a range of benefits to all full-time employees and seeks to develop a compensation plan that is competitive with the labor market and provides the ability to attract, retain and motivate employees. Employee benefits when coupled with direct wages or salary represent the total compensation plan for all eligible employees. While most public agencies provide many of the same benefits, differences exist based on the individual agency including employer contributions levels to specific benefits. Employee contributions to benefit costs vary from agency to agency. The following benefits are provided to all eligible District employees.

Cal-PERS (Pension/Retirement)
Medical Insurance
Dental Insurance
Vision Insurance
Life Insurance

Other employer provided benefits:

Deferred Compensation – Employee contribution
Tuition Reimbursement – Reimbursement of actual expense
Holiday Pay
Paid Vacation – Based on years of service
Paid Sick-Leave – Based on years of service

For purposes of the benefits survey the primary employer provided benefits of retirement (pension), medical, dental, vision and life insurance were included in the survey. A benefit comparison for each of the survey agencies is included on the following data sheets.

Cal-PERS Pension Retirement

Agency	Plan Benefit	Employee Contribution
HVLCSO	PERS Classic: 2.5% @ 55 New employees: 2% @ 62	Employees pays 8% (Classic) Employee pays 6.75% (PEPRA)
City of Vallejo	PERS Classic: 2% @ 55 New employees: 2% @ 62	Employee pays 8% plus 1% of employer share (9%) New employee pays 6.25%
City of Napa	PERS Classic: 2.7% @ 55 and 2% @ 60 New employees: 2% @ 62	Classic employee pays 12.5% and 11.5%. New employees 4% plus ½ of full cost (10.75%)
City of Santa Rosa	PERS: Tier I: 3% @ 60% Tier II: 2.5% @ 55 Tier III: 2% @ 62	Employee pays 10.5% Employee pays 10.5% Employee pays 6.25%
City of Calistoga	PERS Classic: 2.5% @ 55 New employees: 2% @ 62	Employees pays full employee portion
City of Healdsburg	PERS Classic: 2.5% @ 50 New employees: 2% @ 60	Employee pays 7% Employee pays 9%
City of Windsor	PERS Classic: 2.5% @ 55 New employees: 2% @ 62	Employees contribute 3%
Sonoma Co. Water Agency	County pension system Tier I: 3% @ 60 Tier II: 2% @ 62 Tier III: 2.5% @ 67	No employee contribution
Clearlake County Water District	N/R	N/R
North Marin Water District	PERS Classic: 2.5% @ 55 New employees: 2% @ 62	Employee contribution not defined (*)
Valley of the Moon Water District	PERS Classic: 2.5% @ 55 New Employees: 2% @ 62	Employee contributes 7%
City of Yountville	PERS Classic: 2.7% @ 55 and 2% at 55. New employees: 2% @ 62	Classic employees pay 8% and 7%. New employees pay 6.75%

Medical Insurance Plan – Agency Contribution to Any Plan

Agency	Coverage and Contribution
HVLCS D	District pays 100% of medical – premium only
City of Vallejo	Cafeteria Plan offered to all full-time employees. City pays 75% of family plan coverage employee pays 25%
City of Napa	Cafeteria Plan offered to all full-time employees. City contributes \$500.00/month towards any plan
City of Santa Rosa	Cafeteria Plan offered to all full-time employees. City contribution of \$1,875 per month
City of Calistoga	Cafeteria Plan offered to all full-time employees. City pays 90% and employee pays 10%
City of Healdsburg	City pays 100% of lowest cost medical plan. Employee pays the difference for more expensive plans
City of Windsor	City offers three plans and pays 85% and employee pays 15%
Sonoma County Water Agency	County contribution of \$1,980 per month: approx. 80% - (maximum for family plan)
Clearlake County Water District	N/R
North Marin Water District	Participates in CalPERS Medical Insurance. Employer pays 80% and employee pays 20%
Valley of the Moon Water District	Employer pays 100% of employee medical and a percentage of family coverage
City of Yountville	Employees hired prior to 1/1/2011 – 100% paid for by City, 90% for employees hired after 2011

Note: Average non-HVLCSD employee contribution: Between 10% - 33% of basic medical plan

Dental/Vision Insurance Plan – Agency Contribution to Any Plan

Agency	All employees
HVLCS D	District pays 100% of dental and vision plan coverage
City of Vallejo	City pays 100% of plan coverage
City of Napa	City pays 85% and employee pays 15% of plan coverage
City of Santa Rosa	City contributes \$176.72 per month per employee towards both dental and vision
City of Calistoga	City pays 100% of plan coverage
City of Healdsburg	City pays 100% of plan coverage
City of Windsor	City pays \$1,500 per employee per year for dental. City pays 100% of vision coverage
Sonoma County Water Agency	County pays @118.44 per month for dental and \$15.70 per month for vision for each employee
Clearlake County Water District	N/R
North Marin Water District	City pays \$1,500 per employee per year for dental. City pays \$184 per year per employee for vision coverage
Valley of the Moon Water District	District pays 100% of dental and vision plan coverage
City of Yountville	City pays 100% of dental and vision plan coverage

Note: Four of the survey agencies pay 100% of employee dental and vision coverage with the City of Windsor paying 100% of vision coverage only. Average non-HVLCSD employee contribution: 15% - 25%.

Life Insurance Plan – Agency Contribution to Any Plan

Agency	All Employees
HVLCSO	\$50,000 term policy. Premium paid for by the District
City of Vallejo	Coverage equal to two (2) times the annual employee salary up to \$250,000. Premium paid for by the City
City of Napa	\$50,000 term policy. Premium paid for by the City
City of Santa Rosa	\$20,000 term policy. Premium paid for by the City
City of Calistoga	\$50,000 term policy. Premium paid for by the City
City of Healdsburg	Non-responsive
City of Windsor	\$100,000 term policy. Premium paid for by the City
Sonoma County Water Agency	Coverage equal to one (1) times the annual salary. Premium paid for by the Agency
Clearlake County Water District	N/R
North Marin Water District	Coverage equal to one (1) times the annual employee salary. Premium paid for by the District
Valley of the Moon Water District	District contributes \$50.00 per month for term life insurance
City of Yountville	\$150,000 term policy. Premium paid for by the City.

Note: All agencies surveyed allow employee to purchase additional insurance at employee cost (payroll deduction).

EMPLOYEE BENEFIT CONSIDERATIONS

The increasing cost of employer provided benefits and specifically their long-term pension obligation, medical and retiree medical expenses, is having an effect on the overall cost-of-service for many organizations. In recent years agencies have modified their compensation practice to include strategies that reduce the employer short-term and long-term financial impacts with accommodations for current employees. The District provides a generous benefit package to its employees; however, the benefit survey indicates that it is not excessively so in relation to other survey agencies. A two-tier plan that requires a modest employee contribution or caps benefits for current employees and requires new employee (hired after a date certain) to make a contribution towards their pension and medical cost (including retiree medical) should be considered.

PART II – CLASSIFICATION STUDY

CLASSIFICATION STUDY METHODOLOGY

The District seeks to have a job classification plan that accurately reflects the duties, responsibilities, and essential functions of each position. The work of employees in each position should be consistent with the assigned classifications and job specifications. As part of the Study the Consultant independently evaluated each position and position title to determine if the positions were properly classified on the scope of responsibility, span of control, knowledge, skills and abilities, any special requirements including licenses and certification needed by employees. It is reasonable to assume that some position classifications will have limited comparable market data such as differences in operational performance needs and operational size, differences in the size of the organization and span of control or, the position is unique to the District and not found with other agencies. Further, the Consultant prepared recommendations for new job classifications and/or job titles for some positions based on key job factors and distinguishing characteristics.

A number of widely accepted job analysis methods were used to establish the work plan and to achieve greater validity and acceptability of the study findings. The Consultant initially conducted planning discussions with the Interim General Manager, Administrative Assistant/Secretary to the Board of Directors, Full Charge Bookkeeper and the Utility Supervisor to clarify the objectives of the Study and the positions to be reviewed. As part of the Study, the Consultant prepared customized Position Descriptions Questionnaires ("PDQ's"), conducted an orientation session with all District employees, analyzed the completed questionnaires, and reviewed the PDQ's with the Supervisor for all affected positions.

In conjunction with the PDQ, the Consultant reviewed the District's organization chart, employee classification plan and salary ranges. The Consultant interviewed all incumbents individually to obtain detailed information about work requirements and the nature of supervision exercised and received. Job descriptions were analyzed to determine if alignment existed between employee job functions and the description of duties and responsibilities.

**Classification Study Methodology
Organizational Staffing Analysis/Job Analysis**

1. Conduct project planning meeting with District Representatives to review scope of work.
2. Receive District's current job descriptions in electronic format; create customized individual Position Description Questionnaires (PDQ's) for employees and supervisors related to job content.
3. Provide information request to District representatives to obtain documentation to be used in the analysis of the staffing plan. Documents included organizational charts, staffing information, work plans, technology plans, performance and workload indicators, policies and procedures, etc.
4. Conduct orientation session with employees and supervisors to overview the scope of work and to disseminate PDQ's.
5. Receive and review employee completed PDQ's; prepare specific questions and meet with incumbent employees based on their individual PDQ.
6. Conduct individual meetings with Interim General Manager, Administrative Assistant/Secretary to the Board of Directors, Full Charge Bookkeeper and Utility Supervisor. Interviews will provide perspective on workload distribution, staffing reporting relationships, policies and procedures, service levels and performance data, use of technology, and other factors impacting service delivery.
7. Review and evaluate PDQ's, interview notes and other organizational data provided by the District; analyze for knowledge, skill, ability, education and experience relevance, conformity with ADA language relative to essential job functions (including physical requirements); develop classification recommendations as needed (add new, delete, consolidate, title change and/or reclassify).
8. Discuss and finalize job description format with District; develop new job descriptions as needed for all classifications in the Study. (Not In Contract)
9. Meet with District Representatives to review proposed changes to the classification plan, organizational structure and employee allocation recommendations. Propose modifications to current position descriptions.
10. Prepare and present preliminary report to committees of the Board of Directors, receive feedback and edit as required for presentation to the full Board of Directors.

POSITION CLASSIFICATIONS and JOB TITLES

The classification study utilized the current organizational structure and position classifications/titles when conducting the external survey of the approved survey agencies. The District’s employee job classifications were surveyed primarily based on job content and responsibilities rather than the individual job title alone. Each position classification was independently evaluated to determine if the positions were appropriately classified based on the scope of responsibility, types of knowledge, skills and abilities, education and required certifications and/or licenses. Position classifications are key to evaluating comparable compensation within like or similar positions in the labor market.

Based on the results of the external survey and internal analysis of the position classifications, three of the current position classifications and position titles would need to be changed to align with classifications typically associated with industry standards and generally accepted utility practice. These are shown in the chart below.

CURRENT POSITION CLASSIFICATION	PROPOSED POSITION CLASSIFICATION
General Manager (Not included in Study)	No Change
Administrative Assistant/Secretary to the Board of Directors	Administrative Services Manager
Full Charge Bookkeeper	Accounting Supervisor
Senior Accounts Representative	No Change
Accounts Representative	No Change
Utility Supervisor	Operations Manager
Utility Operator II & Utility Operator I	No Change
Utility Technician	No Change
Water Resource Specialist	No Change

As noted in the chart above, three positions are proposed to be reclassified to more accurately reflect and align with their actual duties and responsibilities. The duties assigned to each position are consistent with the current position description requirements, and include additional responsibilities identified in the Position Description Questionnaire, and verified by an immediate supervisor where appropriate, and found to be consistent with positions included in the labor market survey requiring similar or identical responsibility. The District is a small agency requiring employees to assume a broader range of responsibilities including responsibility for program or project management and staffing oversight. The justification and description requirements of the positions proposed for reclassification are as follows:

Analysis of Administrative Assistant/Secretary to the Board of Directors

The Administrative Assistant/Secretary to the Board of Directors (“Administrative Assistant”) manages or assists with most administrative service functions and programs and performs a variety of complex duties and functions that extend beyond that of the current position description. The core responsibilities related to management and administration of activities of the Board of Directors, public meetings and support for the General Manager are the primary function of the position. In smaller organizations, duties and responsibilities often crossover into other functional areas to efficiently manage the needs of the organization. The number of comparable position classifications can be limited. The Administrative Assistant manages and assumes a number of duties that include human resource and personnel administration and is the primary employee contact for all human resource related issues. Similarly, the position supports several functions typically associated with a finance or engineering support function such as management of customer liens, retention management of records and legal documents, workers compensation matters, employee injury reports, employee licensing and credentials, and new employee on-boarding. Many agencies of similar size and scope outsource the complex and technical human resource functions and consideration should be given to doing so in this case. A contract for these services will need to be managed by a District employee and there will continue to be routine or non-complex employee personnel issues that should be assigned to a full-time District employee. In this instance the Administrative Assistant position should be reclassified to reflect the actual scope of responsibilities and consideration given to a change in the position title. The survey of market agencies reflects a variety of position titles, however the title of Administrative Services Manager most closely aligns with the needs of the position.

Full Charge Bookkeeper

The review of position classifications for similar and related positions from each of the survey agencies found that there were no matches for the Full Charge Bookkeeper (“Bookkeeper”) job title. There were however a number of position descriptions that were a match for the current position description. The current position is the senior most position dealing with all aspects of the District’s finances and provides various financial and treasury reports to the Board of Directors as required. The position supervises and oversees all aspects of the District’s financial management systems including budget, banking, accounts payable and receivable, payroll administration, rate management, investments and customer account management. The Bookkeeper is the primary position in the current organizational structure for all issues related to customer accounts that are not handled by the Account Representative. The current organizational structure indicates that the Senior Account Representative reports directly to the General Manager, although in practice the Bookkeeper supervises the activities of both the Senior Accounts Representative and the Accounts Representative. Consideration should be given to reclassifying and retitling the Bookkeeper position to Accounting Supervisor and creating a job family or series with the Senior Accounts and Accounts Representative positions reporting to the Accounting Supervisor.

Utility Supervisor

The Utility Supervisor is the most senior operational position in the District and reports directly to the General Manager. The position requires extensive experience and knowledge of all aspects of the Districts water and wastewater operations including critical aspects of customer service, budget and administration. This extends to direct interaction with members of the Board of Directors and the public. In the absence of the General Manager this position is frequently called upon to provide guidance and direction to staff and as needed for the General Manager and Board of Directors. Consideration should be given to reclassifying the position to Operations Manager to reflect the senior management responsibilities inherent in the position and provide greater support for all aspects of District operations. To provide for greater continuity of leadership of the District, the reclassification of

the position would include the additional responsibility of serving in a temporary capacity in the absence of the General Manager.

The compensation analysis did not take into consideration an allowance for the expanded duties and responsibilities of the Utilities Supervisor assuming a higher management role in an 'acting' or temporary capacity. The common practice is to make an adjustment of 15% in the hourly rate for the period of time the Utility Supervisor would be serving in the temporary role. The alternative and recommended approach would be to modify the current position classification plan consistent with rational noted above and modify the compensation to reflect the permanent role and responsibility. A minimum of a 10% adjustment would be warranted.

ORGANIZATIONAL STRUCTURE AND STAFFING PLAN

The current organizational structure (organization chart) reflects the current operational practice of all employees reporting directly to the General Manager with the exception of the Operator and Utility Technician job classifications. (The current organization chart is shown as Exhibit A of the Study). The Operator position classification is currently the only classification that reflects a defined job series, (Operator II and Operator I). A job series within a specific position classification provides for increased performance management while promoting career development and growth. The current organization structure is represented on the following page.

The Study did not evaluate the performance characteristics of the current organizational structure although an alternative organizational structure developed by the staff and Board of Directors is currently under consideration. The Consultant has reviewed this alternative structure and believes that the District will be able to modify the plan of organization and incorporate new or revised position descriptions that create improved span of control and performance management. The proposed organizational structure incorporating these changes is included as Exhibit B.

Exhibit A

2019 ORGANIZATIONAL CHART

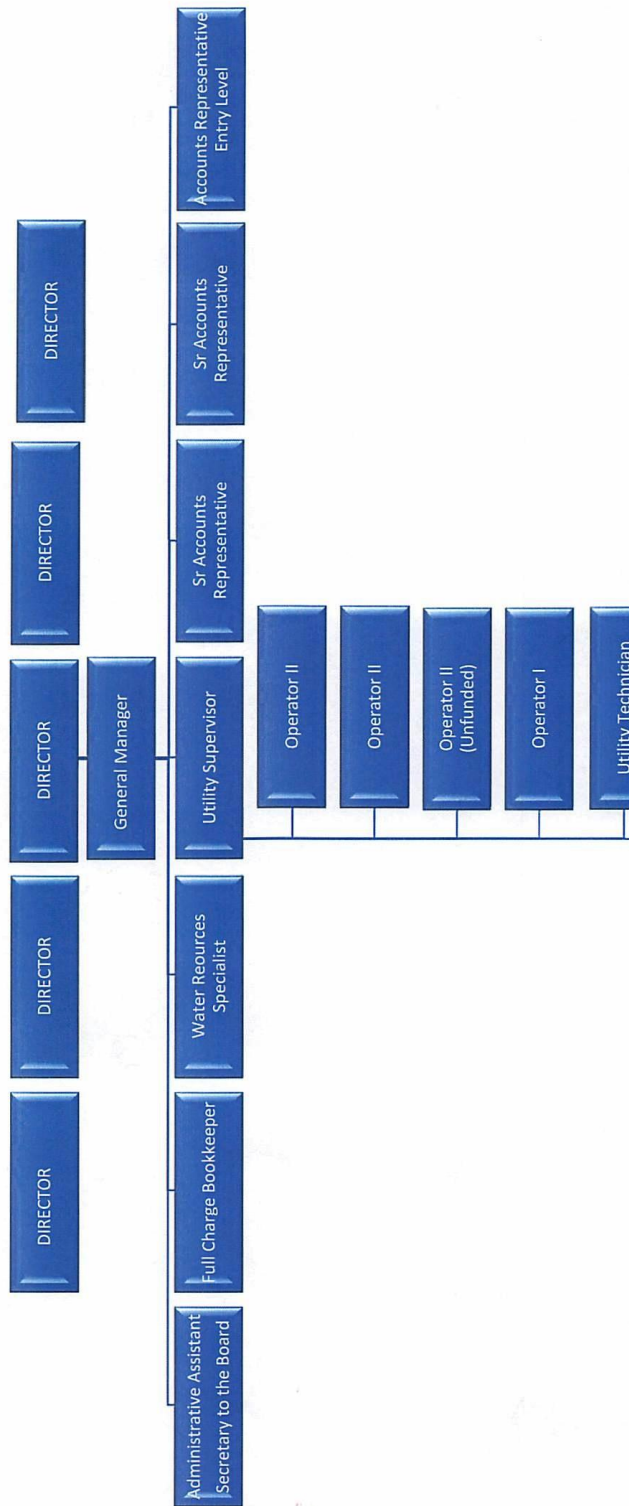
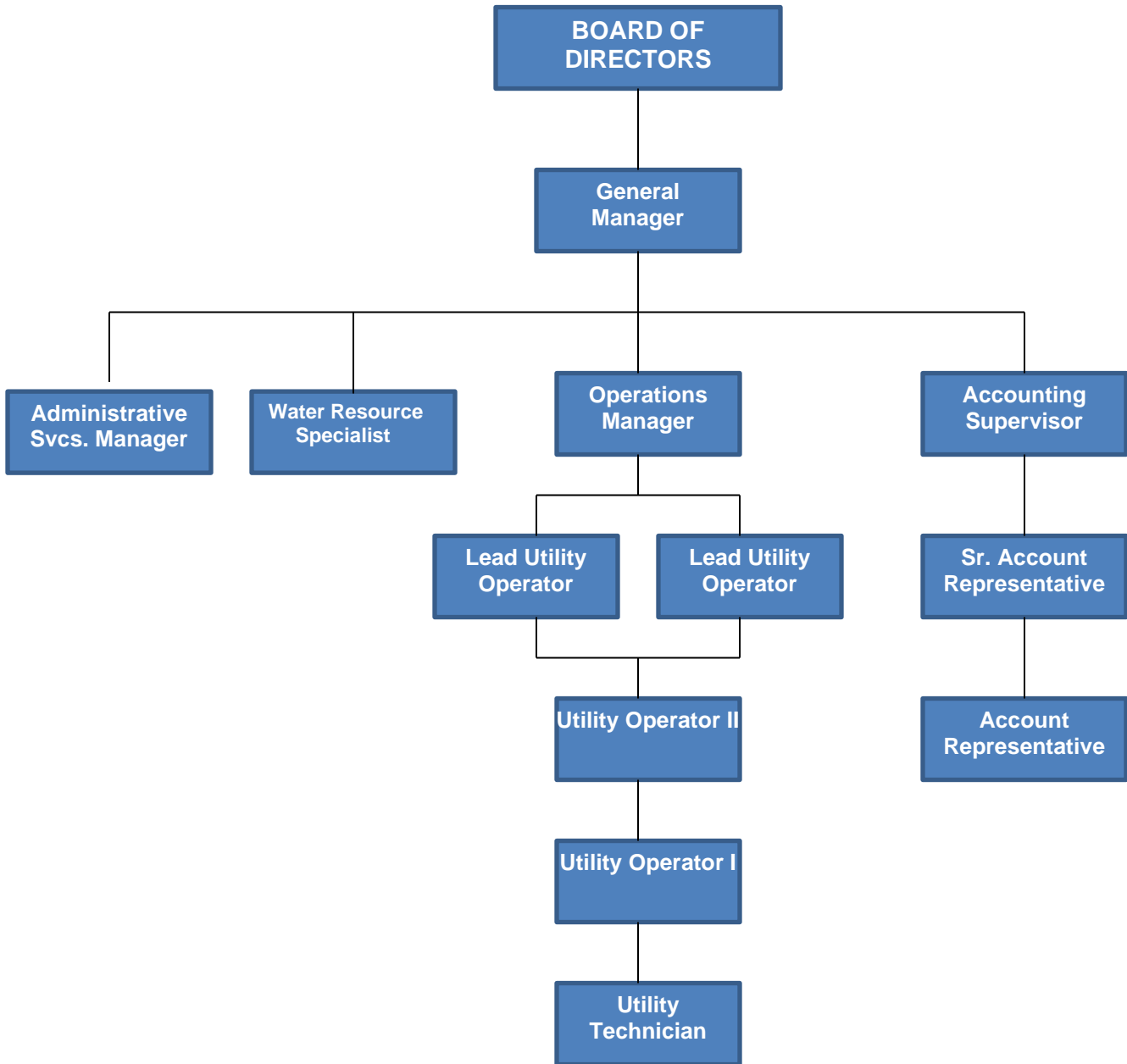


Exhibit B

PROPOSED ORGANIZATIONAL STRUCTURE



Proposed new job series: Utility Operator and Account Representative