



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: March 18, 2014
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) CONSENT CALENDAR
 - (A) MINUTES: Approval of the Minutes of the Board of Directors meeting of February 18, 2014

 - (B) WARRANTS: Approval of Warrant #030800 - #031731 for \$344,881.73

 - (C) REVISED WATER USE AGREEMENT: Approval of revised Water Use Agreement between HVLCSD and Hidden Valley Lake Association

- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Personnel Committee
 - Finance Committee
 - Security and Disaster Preparedness Program Committee

- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
 - ACWA Region 1
 - ACWA State Legislative Committee
 - County OES
 - Other meetings attended

- 8) STAFF REPORTS (for information only, no action anticipated)
 - General Manager's Report

- 9) PUBLIC HEARING to consider placement of default balance liens on real property pursuant to Government Code Section 61115

- 10) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2014-04 confirming default balances and directing staff to file liens on real property

- 11) DISCUSSION AND POSSIBLE ACTION: Approval of 2012-2013 Audit Report

- 12) DISCUSSION AND POSSIBLE ACTION: Approval of Revised District Employee Job Descriptions and Salary Schedule
- 13) DISCUSSION AND POSSIBLE ACTION: Protocols for Board Officer Succession – Board President and Vice President
- 14) PUBLIC COMMENT
- 15) BOARD MEMBER COMMENT
- 16) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hiddenvalleylakecsd.com. Click on the "Board Packet" link on the Agenda tab.

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.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: FEBRUARY 18, 20104**

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 were:

Director Judy Mirbegian, President
Director Jim Freeman, Vice President
Director Jim Lieberman
Director Carolyn Graham
Director Linda Herndon
Tami Ipsen, Administrative Assistant
Roland Sanford, General Manager
Mike Merrell, District Counsel (arrived at 7:45 p.m.)

CALL TO ORDER

The meeting was called to order at 7:02 p.m. by President Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Lieberman and second by Director Graham the Board unanimously approved the agenda.

CONSENT CALENDAR

On a motion made by Director Freeman and second by Director Herndon the Board unanimously approved the following Consent Calendar items:

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting of January 21, 2014.
- (B) Warrants: Approval of warrants #031550-031649 for \$335,125.34.

BOARD COMMITTEE REPORTS

Personnel Committee: Director Herndon stated there was nothing to add to the January 27, 2014 Personnel Committee report.

Finance Committee: no report

Security and Disaster Preparedness Program Committee: no report

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported that recent ACWA Region 1 Board discussions have focused on the impacts of the drought and the status of the California Water Action plan.

ACWA State Legislative Committee: Director Herndon had nothing to report.

County OES: Director Lieberman reported the County of Lake is looking to fill the currently vacant OES position.

STAFF REPORT

General Manager's Report: In addition to his written report, General Manager Roland Sanford provided a brief status report on the drought and the District's Water Rights Petition for Change.

DISCUSSION AND POSSIBLE ACTION: ADOPTION OF RESOLUTION 2014-02 CALLING FOR VOLUNTARY WATER CONSERVATION

On motion by Director Herndon and second by Director Graham the Board unanimously approved Resolution 2014-02, A Resolution of the Hidden Valley Lake Community Services District Board of Directors Supporting Governor Brown's call for all Californians to Voluntarily Reduce Water Usage by 20 Percent.

DISCUSSION AND POSSIBLE ACTION: ADOPTION OF CEQA NOTICE OF EXEMPTION FOR TEMPORARY SUSPENSION OF SUPPLEMENTAL STREAM FLOW RELEASE REQUIREMENTS PROJECT

On motion by Director Freeman and second by Director Herndon the Board unanimously approved and authorized staff to submit the CEQA Notice Exemption for the "Upper Putah Creek Temporary Urgency Change Petition Project" to the Office of Planning and Research (OPR) and the County of Lake.

DISCUSSION AND POSSIBLE ACTION: ADOPTION OF RESOLUTION 2014-03 REQUESTING CHANGE OF BOARD MEMBER ELECTION DATE

On motion by Director Freeman and second by Director Lieberman the Board unanimously approved Resolution 2014-03, a Resolution of the Hidden Valley Lake Community Services District Board of Directors Requesting the County of Lake to Change the District's Board Member Election Cycle from Odd-Numbered Years to Even-Numbered Years.

DISCUSSION AND POSSIBLE ACTION: BOARD MEMBER COMMITTEE ASSIGNMENTS AND MEETING SCHEDULES FOR 2014

Director Mirbegian made the following Board member committee assignments for the 2014 calendar year:

- Finance Committee: Directors Freeman and Graham
- Personnel Committee: Directors Mirbegian and Herndon
- Security and Disaster Preparedness Program Committee: Director Lieberman
- Lake Water Use Agreement Review Ad Hoc Committee: Directors Herndon and Mirbegian

PUBLIC COMMENT

Property owner shared information on public water conservation awareness.

BOARD MEMBER COMMENT

Director Freeman noted that General Manager Roland Sanford has written an article for the next edition of the HVLA Views.

CLOSED SESSION: Consultation and advice from legal counsel regarding pending litigation (one case/multiple claims) California Government Code 54956.9 (a)

The Board went into Closed Session at 8:12 p.m. and returned to Open Session at 9:20 p.m. President Mirbegan stated there was no reportable action taken in Closed Session.

ADJOURNMENT

On a motion made by Director Lieberman and second by Director Freeman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:21 p.m.

Judy Mirbegan Date
President of the Board

Roland Sanford Date
General Manager/Secretary to
the Board

**Hidden Valley Lake CSD
Warrant Summary Report
February 28, 2014**

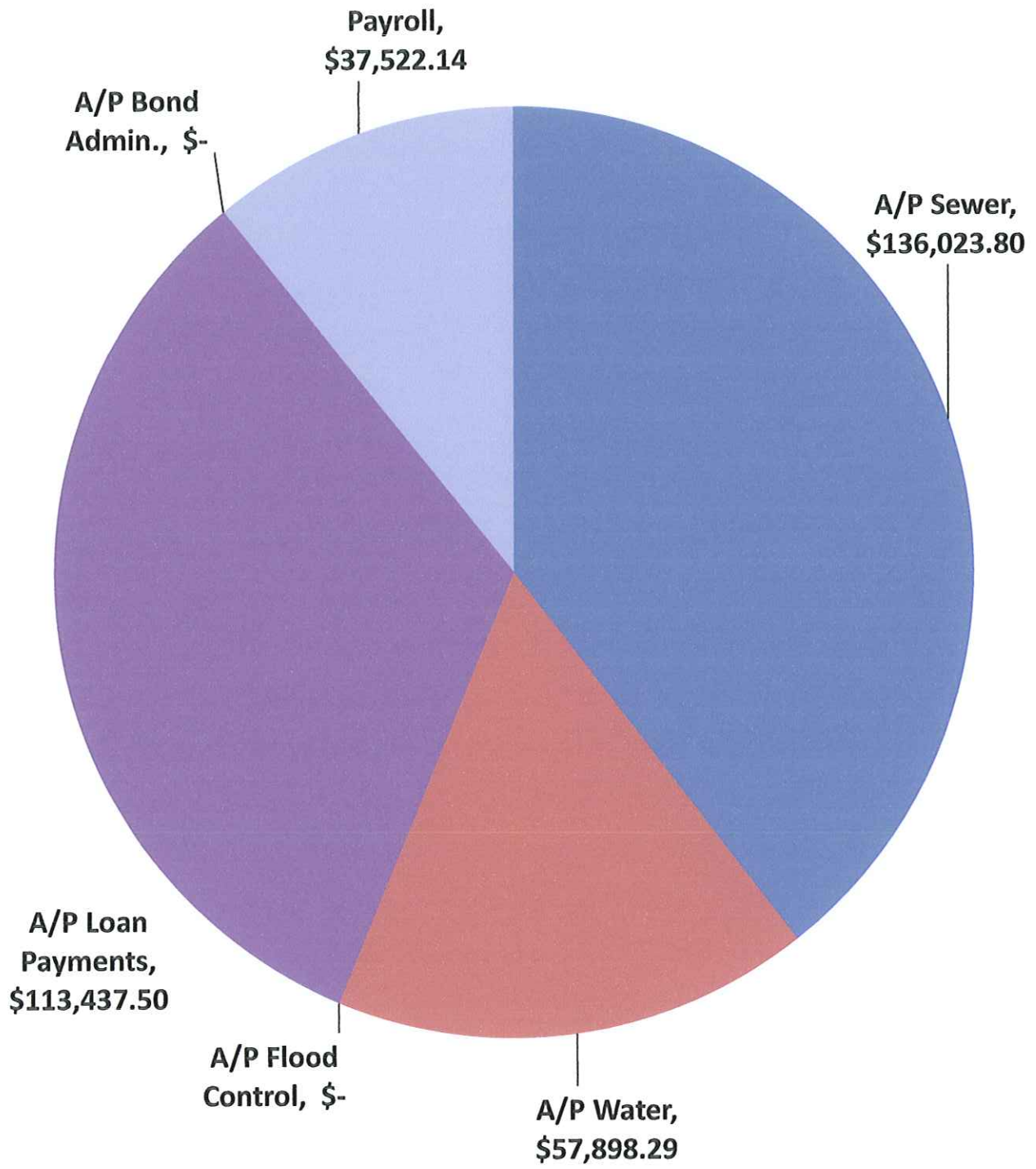
HVLCSD Deposit Summary

Cash	\$	92,840.72
Transfers:		
Money Market	\$	79,000.00
Total Deposits	\$	171,840.72

HVLCSD Disbursement Summary

Accounts Payable		
120 - Sewer	\$	136,023.80
130 - Water	\$	57,898.29
140 - Flood Control	\$	-
175 - FEMA Fund	\$	-
215 - USDA Sewer Bond	\$	113,437.50
217 - State Loan	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
Total AP	\$	307,359.59
Payroll*	\$	37,522.14
Total Warrants	\$	344,881.73

**Payroll line item includes only funds disbursed directly to employees. Pass-thru funds (collected from the employee and paid on their behalf by the District) are included in the Accounts Payable Disbursement Summary.*



- A/P Sewer
 - A/P Flood Control
 - A/P Sewer Reserve Improv
 - Payroll
- A/P Water
 - A/P Loan Payments
 - A/P Bond Admin.

3/06/20 14 11:

33 AM

CHECK RECONCILIATION REGIS PAGE: 1

COMPANY:-999 POOLED CASH FUND

CHECK DATE: 2/01/2014 THRU 2/28/2014

ACCOUNT: 1010 CASH - POOLED

CLEAR DATE: 0/00/0000 THRU 99/99/9999

TYPE: ALL

STATEMENT: 0/00/0000 THRU 99/99/9999

STATUS: All

VOIDED DATE: 0/00/0000 THRU 99/99/9999

FOLIO: ALL

AMOUNT:0.00 THRU 999,999,999.99

CHECK NUMBER:000000 THRU 999999

ACCO	NAME	-----DESCRIPTION-----	AMOUNT		FOLIO	CLEAR DATE
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	1010					
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1010

DEPOSIT:	2/03/2014	DEPOSIT		CREDIT CARD 2/03/2014	1,589.70	POSTED	C	2/04/2014
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1010	2/03/2014	DEPOSIT	000003	CREDIT CARD 2/03/2014	402.31	POSTED	C	2/06/2014
1010	2/04/2014	DEPOSIT		CREDIT CARD 2/04/2014	465.87	POSTED	C	2/06/2014
1010	2/04/2014	DEPOSIT	000001	CREDIT CARD 2/04/2014	944.27	POSTED	C	2/07/2014
1010	2/04/2014	DEPOSIT	000002	REGULAR DAILY POST 2/04/2014	1,520.99	POSTED	C	2/05/2014
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1010	2/05/2014	DEPOSIT	000001	REGULAR DAILY POST 2/05/2014	1,001.27	POSTED	C	2/06/2014
1010	2/06/2014	DEPOSIT		CREDIT CARD 2/06/2014	1,240.41	POSTED	C	2/11/2014
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1010	2/10/2014	DEPOSIT	000003	CREDIT CARD 2/10/2014	98.52	POSTED	C	2/13/2014
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1010	2/11/2014	DEPOSIT	000002	REGULAR DAILY POST 2/11/2014	616.24	POSTED	C	2/12/2014
1010	2/12/2014	DEPOSIT		CREDIT CARD 2/12/2014	81.69	POSTED	C	2/19/2014
1010	2/12/2014	DEPOSIT	000001	CREDIT CARD 2/12/2014	798.47	POSTED	C	2/18/2014
1010	2/12/2014	DEPOSIT	000002	REGULAR DAILY POST 2/12/2014	1,866.42	POSTED	C	2/13/2014
1010	2/12/2014	DEPOSIT	000003	CREDIT CARD 2/12/2014	192.09	POSTED	C	2/19/2014
1010	2/13/2014	DEPOSIT		CC DRAFT POSTING	173.89	POSTED	U	2/19/2014
1010	2/13/2014	DEPOSIT	000001	CREDIT CARD 2/13/2014	81.69	POSTED	C	2/19/2014
1010	2/13/2014	DEPOSIT	000002	CREDIT CARD 2/13/2014	646.93	POSTED	C	2/19/2014
1010	2/13/2014	DEPOSIT	000003	REGULAR DAILY POST 2/13/2014	3,236.67	POSTED	C	2/14/2014
1010	2/14/2014	DEPOSIT		CREDIT CARD 2/14/2014	192.09	POSTED	C	2/19/2014
1010	2/14/2014	DEPOSIT	000001	CREDIT CARD 2/14/2014	273.78	POSTED	C	2/18/2014
1010	2/14/2014	DEPOSIT	000002	CREDIT CARD 2/14/2014	1,676.06	POSTED	C	2/19/2014
1010	2/14/2014	DEPOSIT	000003	REGULAR DAILY POST 2/14/2014	4,402.73	POSTED	C	2/18/2014
1010	2/18/2014	DEPOSIT		CREDIT CARD 2/18/2014	1,592.52	POSTED	C	2/19/2014
1010	2/18/2014	DEPOSIT	000001	CREDIT CARD 2/18/2014	465.86	POSTED	C	2/25/2014
1010	2/18/2014	DEPOSIT	000002	CREDIT CARD 2/18/2014	7,536.83	POSTED	C	2/21/2014
1010	2/18/2014	DEPOSIT	000003	REGULAR DAILY POST 2/18/2014	17,020.00	POSTED	C	2/19/2014
1010	2/19/2014	DEPOSIT		CREDIT CARD 2/19/2014	424.18	POSTED	C	2/25/2014
1010	2/19/2014	DEPOSIT	000001	CREDIT CARD 2/19/2014	121.69	POSTED	C	2/24/2014
1010	2/19/2014	DEPOSIT	000002	CREDIT CARD 2/19/2014	1,663.50	POSTED	C	2/24/2014
1010	2/19/2014	DEPOSIT	000003	REGULAR DAILY POST 2/19/2014	2,628.46	POSTED	C	2/20/2014
1010	2/20/2014	DEPOSIT		CC DRAFT POSTING	72.01	POSTED	U	2/25/2014
1010	2/20/2014	DEPOSIT	000001	CREDIT CARD 2/20/2014	361.24	POSTED	C	2/25/2014
1010	2/20/2014	DEPOSIT	000002	REGULAR DAILY POST 2/20/2014	1,102.48	POSTED	C	2/21/2014
1010	2/21/2014	DEPOSIT		CREDIT CARD 2/21/2014	548.78	POSTED	C	2/25/2014
1010	2/21/2014	DEPOSIT	000001	REGULAR DAILY POST 2/21/2014	923.36	POSTED	C	2/24/2014

1010 2/21/2014 DEPOSIT 000002	DAILY PAYMENT POSTING - ADJ	27.09CR	POSTED	U 2/21/2014
1010 2/21/2014 DEPOSIT 000003	DAILY PAYMENT POSTING - ADJ	90.02CR	POSTED	U 2/21/2014
1010 2/21/2014 DEPOSIT 000004	DAILY PAYMENT POSTING - ADJ	74.26CR	POSTED	U 2/21/2014
1010 2/24/2014 DEPOSIT	DAILY PAYMENT POSTING - ADJ	192.09CR	POSTED	U 2/24/2014
1010 2/25/2014 DEPOSIT	CREDIT CARD 2/25/2014	192.09	POSTED	C 2/27/2014
1010 2/25/2014 DEPOSIT 000001	CREDIT CARD 2/25/2014	167.38	POSTED	C 2/28/2014
1010 2/25/2014 DEPOSIT 000002	REGULAR DAILY POST 2/25/2014	1,967.70	POSTED	C 2/26/2014
1010 2/26/2014 DEPOSIT	Transfer from LAIF to Ckgt	79,000.00	POSTED	G 2/26/2014
1010 2/26/2014 DEPOSIT 000001	DAILY PAYMENT POSTING - ADJ	232.09CR	POSTED	U 2/26/2014
1010 2/27/2014 DEPOSIT	PD 8/30/2013	12,183.70	CLEARED	R 3/03/2014
1010 2/27/2014 DEPOSIT 000001	CREDIT CARD 2/27/2014	200.5	CLEARED	C 3/03/2014
1010 2/27/2014 DEPOSIT 000002	REGULAR DAILY POST 2/27/2014	286.41	POSTED	C 2/28/2014
1010 2/28/2014 DEPOSIT	CREDIT CARD 2/28/2014	462.58	CLEARED	C 3/04/2014
1010 2/28/2014 DEPOSIT 000001	Payment on Account	482.97	OUTSTND	R 0/00/0000
1010 2/28/2014 DEPOSIT 000002	CREDIT CARD 2/28/2014	619.27	CLEARED	C 3/04/2014
1010 2/28/2014 DEPOSIT 000003	REGULAR DAILY POST 2/28/2014	5,791.69	CLEARED	C 3/03/2014
1010				

EFT: 2/03/2014 EFT	SOLAR LOAN INT PMT	9,127.50	POSTED	G 2/11/2014
1010				

MISCELLA 2/03/2014 MISC.	Correct Web Payment	174.62CR	POSTED	G 2/11/2014
1010 2/03/2014 MISC. 000001	REVERSE JE 608447	9,127.50CR	POSTED	G 2/11/2014
1010 2/03/2014 MISC. 000002	SOLAR LOAN INT PMT	9,127.50CR	POSTED	G 2/11/2014
1010 2/07/2014 MISC.	PAYROLL DIRECT DEPOSIT	16,991.39CR	POSTED	P 2/07/2014
1010 2/07/2014 MISC. 000001	PAYROLL DIRECT DEPOSIT	349.90CR	POSTED	P 2/07/2014
1010 2/07/2014 MISC. 000002	Correct Director Payroll	7.65	POSTED	G 2/07/2014
1010 2/07/2014 MISC. 000003	Correct Director Payroll	7.65CR	POSTED	G 2/07/2014
1010 2/07/2014 MISC. 000004	Corrected Director Payroll FEB	7.65	POSTED	G 2/07/2014
1010 2/07/2014 MISC. 031639	DAVE BURNS VOIDED	90	VOIDED	A 2/07/2014
1010 2/07/2014 MISC. 999999	KLEWE, TASHA	19.72	POSTED	P 2/07/2014
1010 2/18/2014 MISC.	Anaylsis Fee January	397.36CR	POSTED	G 2/18/2014
1010 2/21/2014 MISC.	PAYROLL DIRECT DEPOSIT	17,041.97CR	POSTED	P 2/21/2014
1010 2/21/2014 MISC. 000001	Director Payroll 02/21/2014	92.35CR	POSTED	G 2/28/2014
1010 2/26/2014 MISC.	Transfer from #314 to #120	78,639.48	POSTED	G 2/26/2014
1010 2/26/2014 MISC. 000001	Transfer for Capital Expense	78,639.48CR	POSTED	G 2/26/2014
1010				

SERVICE C 2/04/2014 SERV-CHG	January ETS Fees	280.90CR	POSTED	G 2/04/2014
1010 2/04/2014 SERV-CHG 000001	January ETS Fees	547.80CR	POSTED	G 2/04/2014
1010 2/04/2014 SERV-CHG 000002	January ETS Fees	224.36CR	POSTED	G 2/04/2014
1010				

TOTALS	CHECK TOTAL:	299,242.25CR		
	DEPOSIT TOTAL:	171,840.72		
	INTEREST TOTAL:	0		
	MISCELLANEOUS TOTAL:	53,185.22CR		
	SERVICE CHARGE TOTAL:	1,053.06CR		
	EFT TOTAL:	9,127.50		
	BANK-DRAFT TOTAL:	10,306.93CR		

POOLED CASH	FUND	299,242.25CR		
TOTALS	DEPOSIT TOTAL:	171,840.72		
	INTEREST TOTAL:	0		
	MISCELLANEOUS TOTAL:	53,185.22CR		
	SERVICE CHARGE TOTAL:	1,053.06CR		
	EFT TOTAL:	9,127.50		
	BANK-DRAFT TOTAL:	10,306.93CR		

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

DATE: March 18, 2014

AGENDA ITEM: REVISED WATER USE AGREEMENT: Approval of revised Water Use Agreement between HVLCSD and Hidden Valley Lake Association

RECOMMENDATIONS:

Authorize HVLCSD Board President to execute revised Water Use Agreement between HVLCSD and the Hidden Valley Lake Association (HVL).

FINANCIAL IMPACT:

None

BACKGROUND:

On January 15, 2014 representatives of the District and HVL met to discuss the terms of the Water Use Agreement. Following the meeting, the District requested minor changes to Section 5 (Meetings) and Section 7 (Insurance) of the agreement (see attached "mark-up"). On March 6, 2014 the HVL Board of Directors approved the District's requested changes and the revised Water Use Agreement was subsequently signed by the HVL Board President. The revised Water Use Agreement (copy attached) is ready for District approval and will become effective upon execution by the District Board President.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

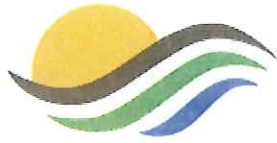
Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



HIDDEN VALLEY LAKE

March 7, 2014

RECEIVED

MAR 10 2014

Roland Sanford, General Manager
Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

Re: Water Use Agreement

Dear Roland:

At its March 6, 2014 meeting, the HVLA Board of Directors approved the Water Use Agreement between Hidden Valley Lake Community Services District and the Hidden Valley Lake Association, which includes the amendment to Section 5 of the Agreement as discussed at our January 15, 2014 meeting.

Upon approval by the CSD Board, please return one executed copy to my attention for our records.

If you have any questions, please do not hesitate to contact me.

Sincerely,

HIDDEN VALLEY LAKE ASSOCIATION



William D. Chapman
General Manager

WATER USE AGREEMENT

THIS WATER USE AGREEMENT ("Agreement") is between the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT ("District") and the HIDDEN VALLEY LAKE ASSOCIATION ("Association") concerning rights to and use of Hidden Valley Lake and its shoreline ("Lake").

RECITALS

- A. District holds appropriate water rights pursuant to License 9674 (Application 22033) ("License"), issued by the State Water Resources Control Board, to divert and store water for recreational, wildlife enhancement and fire protection purposes; and
- B. Association holds fee title to the land underlying Lake, subject to an easement authorizing District to flood said lands with water diverted and stored to the License; and
- C. District and Association desire to formalize their respective rights and responsibilities related to use of the Lake, and to ensure that the Lake remains a secure and safe water resource for the District and Association.

Now, therefore, District and Association hereby agree as follows:

1. Association Use of Lake

Association shall have the right to enter upon and use Lake for recreational and maintenance purposes under the terms and conditions provided herein and subject to the District's use of water pursuant to License.

2. Compensation

Association shall pay to the District the sum of one dollar (\$1.00) for each year or any part thereof for the rights authorized under this agreement. Said sum shall be due upon execution of this agreement by both parties. In addition, Association shall be responsible for all costs of maintaining the Lake, access thereto in suitable condition for recreational and maintenance uses, including all costs associated with any treatment of the Lake with aquatic pesticides unless otherwise agreed to by both parties.

3. Compliance with Law

a. In exercising its rights under this agreement, Association shall comply with all applicable requirements of federal and state laws and regulations and county ordinances.

b. Association shall provide the District advance notice of any maintenance work proposed to be conducted at the Lake, including the date and time such work is scheduled and the name of the firm and/or individual performing such work which could impact any state and federal regulations.

c. District hereby appoints Association to be the agent of the District for application of aquatic pesticides to the Lake, provided that such application is consistent with and complies with all state and federal regulations.

d. Association shall provide District with copies of all documentation it submits to governmental agencies regulating the Lake and its use, and provide District an opportunity to review and comment thereon in advance of its submission, to the extent maximally practicable.

4. Reservation of District's Right to Use Lake Water

Notwithstanding the rights granted Association under this Agreement, District shall retain the right to utilize any and all water in the Lake to the extent it determines, in its sole discretion, that such use is necessary to meet emergency situations and conditions. Association shall ensure that access routes to the Lake are maintained in such a condition that emergency vehicles have full access thereto.

5. Annual Meetings

a. **Annual Meeting to Review Water Use Agreement** - Representatives of Association and District shall meet at least once per calendar year in the first quarter to review and discuss the terms of the Agreement, and issues related to Lake use and management.

b. **Quarterly Meetings to Review Operations and Maintenance Activities** - Representatives of Association and District shall meet at least quarterly to review and discuss issues related to lake operations and maintenance activities.

6. Indemnification

Association shall indemnify and hold harmless, and when requested by the District to do so, defend the District, its directors and employees from any and all claims, demands or charges and from any loss or liability including attorney's fees and expenses of litigation arising out of the Association's negligent or intentional acts including negligent errors or omissions, violations of laws, willful misconduct or fraudulent representations or concealment by the Association, its officers, employees, agents or licensees arising out of this Agreement, excepting and excluding liability damages or charges caused by reason of the sole negligence of the District or the willful misconduct or fraudulent representation or concealment by the District, its directors, volunteers, employees or independent contractors.

7. Insurance

The Association shall maintain for the entire duration of this contract such commercial general liability and automobile liability insurance as shall protect the District and its directors from claims which may arise from the Association's obligations or rights under this Agreement. The amount of commercial general liability insurance will not be less than \$~~1,000,000~~ 2,000,000 combined single limit per occurrence coverage for bodily and personal injury and property damage, and \$~~1,000,000~~ 2,000,000 general aggregate. The amount of Automobile Liability insurance will not be less than \$1,000,000 Combined Single Limit per occurrence. The Association shall provide District with a certificate of insurance and an additional insured endorsement for its commercial general liability and automobile liability policies, and it shall name the District as an additional insured.

8. Litigation Costs

Should litigation be necessary to enforce any terms or provisions of this contract or to collect any portion of the amount payable under this contract, litigation and collection expenses, witness fees, court costs and reasonable attorneys' fees shall be paid to the prevailing party in the amounts set by the court.

9. Effective Term

This agreement shall become effective upon the execution by both parties, and be effective for one year unless renewed, or sooner terminated by either party. Renewal of this agreement for successive one-year terms shall be automatic upon payment by Association of a renewal fee of one dollar (\$1), which shall cover compensation for the next ensuing year.

10. Termination

This agreement may be terminated by either party for any cause upon 60 days written notice given to the other.

Executed on this ____ day of _____, 2014,

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Judy Mirbegian, Board President Date

HIDDEN VALLEY LAKE ASSOCIATION

William E. Waite, President Date

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The Association shall maintain for the entire duration of this contract such commercial general liability and automobile liability insurance as shall protect the District and its directors from claims which may arise from the Association's obligations or rights under this Agreement. The amount of

commercial general liability insurance will not be less than \$2,000,000 combined single limit per occurrence coverage for bodily and personal injury and property damage, and \$2,000,000 general aggregate. The amount of Automobile Liability insurance will not be less than \$1,000,000 Combined Single Limit per occurrence. The Association shall provide District with a certificate of insurance and an additional insured endorsement for its commercial general liability and automobile liability policies, and it shall name the District as an additional insured.

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10. Termination

This agreement may be terminated by either party for any cause upon 60 days written notice given to the other.

Executed on this _____ day of _____, 2014,

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Judy Mirbegian, Board President Date

HIDDEN VALLEY LAKE ASSOCIATION



William E. Waite, President

 MARCH 6, 2014
Date



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: MARCH 11, 2014**

The Hidden Valley Lake Community Services District (COMMITTEE) Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Present were:

Director Mirbegian – substituting for Director Freeman
Director Graham
Tami Ipsen, Administrative Assistant
Roland Sanford, General Manager
Norm Newell, Smith & Newell Auditing Firm

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Director Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Graham and second by Director Mirbegian the Committee unanimously approved the agenda.

2012-2013 Audit Report Presentation by Smith & Newell

Norm Newell from Smith and Newell Auditing Firm reviewed the following areas of the 2012-2013 Audit Report:

- Independent Auditors Report – clean and unqualified audit.
- Statement of Net Position – review of assets, liabilities and net position balances.
- Notes to Basic Financial Statements – Summary of accounting policies and practices; review of responsibilities of auditing firm and the District during the audit process.
- Statement of Revenues, Expenses and Changes in Net Position – Reviewed cash balances in the Water and Sewer Enterprise funds.
- Schedule of Findings and Recommendations

The committee discussed possible accounting improvements and monthly reports to the Board.

PUBLIC COMMENT

There were none.

ADJOURNMENT

On a motion made by Director Graham and second by Director Mirbegian the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 8:07 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SECURITY AND DISASTER PREPAREDNESS PROGRAM COMMITTEE REPORT
MEETING DATE: MARCH 5, 2014**

The Hidden Valley Lake Community Services District Security and Disaster Preparedness Program Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Present were:

Director Jim Lieberman
Tami Ipsen, Administrative Assistant
Roland Sanford, General Manager

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Director Lieberman.

APPROVAL OF AGENDA

On a motion made by Director Lieberman the Committee unanimously approved the agenda.

COMMITTEE PURPOSE

The original purpose and function of the committee was reviewed. The committee discussed a draft "committee purpose" statement prepared by Director Lieberman and the possibility of changing the title of the committee to "Emergency Preparedness Committee". A revised committee purpose statement and committee title will be presented to the Board for possible approval at the April 15, 2014 Board meeting.

DEVELOPMENT OF EMERGENCY PREPAREDNESS POLICY

The committee discussed the need for and content of an "Emergency Preparedness Policy" patterned after the CSDA Emergency Preparedness Policy template. An Emergency Preparedness Policy for the District will be presented to the Board for possible approval at the April 15, 2014 Board meeting.

PUBLIC COMMENT

There were none.

ADJOURNMENT

On a motion made by Director Lieberman the meeting was unanimously to adjourned at 10:55 a.m.

Board of Directors

JIM FREEMAN
CAROLYN GRAHAM
LINDA HERNDON
JIM LIEBERMAN
JUDY MIRBEGIAN



General Manager
ROLAND SANFORD

Administrative Assistant
TAMI IPSEN

Accountant/Controller
TASHA KLEWE

Memo

To: HVLCSD Board of Directors

From: Roland Sanford, General Manager

Date: March 13, 2014

RE: General Manager's Monthly Report

As Yogi Berra reportedly once said – “it ain’t over ‘till it’s over”. So it goes with the drought. Despite the recent rains we are still well below normal for this time of year and remain on track to experience one of the driest years on record. Groundwater elevations in the District’s wells have risen modestly in response to the recent rains, but are still projected to be at or near all-time lows this coming fall. Preparation of the Temporary Urgency Petition, to temporarily suspend supplemental stream flow releases to Putah Creek this summer and fall, remains on track, with the expectation that the petition will be filed with the State Water Resources Control Board by the end of March.

There has been comparatively little news on the hexavalent chromium front – which isn’t necessarily a sign that nothing is happening. By court order, the CDPH remains on track to adopt a hexavalent chromium drinking water standard by no later than June 2014.

Staff recently joined ACWA’s hexavalent chromium working group and met with local California Department of Public Health (CDPH) officials to articulate the District’s concerns regarding compliance with the proposed 10 parts per billion hexavalent chromium drinking water standard. ACWA legislative advocates have been meeting with the governor’s office and CDPH management to explore options for “phasing in” the proposed standard over several years, thereby providing water purveyors sufficient time to design and construct suitable water treatment infrastructure. Stay tuned.

Staff recently submitted a hexavalent chromium “pre-proposal” to the Santa Rosa CDPH office for funding - \$ 150,000 – to conduct hexavalent chromium treatment “bench tests” and pilot studies. The results of these tests and studies will be used to identify appropriate treatment options for the District’s raw water supply and provide the basis for the selection and final design of any treatment facilities constructed for the purposes of removing hexavalent chromium from the District’s

Board of Directors

JIM FREEMAN

CAROLYN GRAHAM

LINDA HERNDON

JIM LIEBERMAN

JUDY MIRBEGIAN



General Manager
ROLAND SANFORD

Administrative Assistant
TAMI IPSEN

Accountant/Controller
TASHA KLEWE

raw water supply. The pre-proposal has been formally accepted by the CDPH but not yet ranked for eligibility.

Since last month's Board meeting, considerable staff time has been directed toward the compilation of financial and water use data for the District's forthcoming water/sewer rate study. An RFP (Request for Proposals) to conduct the study will be released shortly and it is staff expectation that a consultant will be identified prior to the April Board meeting. The rate study is scheduled to begin in April and be completed by late June.

Earlier this month staff met with Director Freeman to formulate an outreach program to be conducted in tandem with the rate study and subsequent 218 rate setting hearing. A tentative outreach schedule and summary of "outreach deliverables" is presented in the attached memo.



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

MEMO

To: HVLCSD Board of Directors
From: Roland Sanford
Date: March 13, 2014
RE: Water/Sewer Rate Study and Outreach Program

Water/Sewer Rate Study Schedule

This spring the District will formally begin a water/sewer rate study to identify the appropriate revenue streams required to sustain District operations and achieve the goals of the recently adopted Strategic Plan. The scope of the rate study will include an analysis of bimonthly sewer and water rates for all user types (residential, commercial, industrial and government), and a similar review and analysis of the District's fee structure for such items as "lock-offs", late payments and new connections. The study will be completed in late June and will be followed by a State mandated 218 rate setting hearing in September, with the expectation that any changes to current rates and/or fees will become effective October 1, 2014. A tentative schedule is as follows:

<u>Activity</u>	<u>Date</u>
Consultant begins rate study	April 20, 2014
Consultant completes rate study	June 20, 2014
218 hearing notices distributed	July 28, 2014
218 rate setting hearing	September 16, 2014
Revised rates become effective	October 1, 2014

Rate Study Outreach Program and Schedule

A public outreach program will be conducted in tandem with the rate study and subsequent 218 rate setting hearing to educate and engage the public as to the purpose and rationale for any rate and/or fee increases recommended as a part of the consultant's rate study. By law, the District must mail a 218 rate setting hearing notice to all landowners in the District at least 45 days prior to the aforementioned hearing. In addition to the mandated hearing notice, the District will post relevant articles and periodic status updates on the District website, submit articles to the local paper and/or for possible publishing in the HVL Views



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
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www.hiddenvalleylakecsd.com

magazine, post notices and status updates on the District and HVL bulletin boards, and include "bill inserts" with bimonthly bill mailings. A tentative schedule of "outreach deliverables" is as follows:

<u>Activity</u>	<u>Date</u>
HVLCSD Newsletters	May, October
GM authored article for local paper and/or Views magazine, District website	April, May, June, July, August September
Bill inserts	May, July, September
HVLCSD/HVL Bulletin boards	August, September
District Website	April – October



Hidden Valley Lake Community Services District

February 2014 Report

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Generator being lifted into place at Lift Station 4.

February 2014

Wastewater Operations and Maintenance Report

Wastewater Collection System:

Lift Station 4 was continually dosed with bioxide, and FOG control was performed at Lift Stations 1, 3, & 5. Action Sanitary vacuumed FOG and debris from a belly manhole located on North Shore Ct.

A SCADA RTU from Lift Station 1 went back for warranty work, and a spare backup was ordered. Until one is delivered, Flood Control's was borrowed to use at Lift Station 1 due to monitoring priority of control function. A control glitch at Lift Station 4 warranted Telstar to program a specific condition to call out as a SCADA alarm, as well as other SCADAPack equipped Lift Stations in the event that the same condition occurs.

The generators were set at their locations at Lift Stations 1 & 4; final construction stages continue. The portable generator's connection plug at Lift station 1 was temporarily relocated to the opposite side of the sub-panel to make room for the automatic transfer switch so that emergency function will remain for now, but will be discontinued once the permanent generator construction is complete and working as it should.

Both Hardesters' Lift Stations pumps picked up enough debris that they had tripped and had to be back-flushed before being operational again. Shape is being scheduled to inspect and repair numerous pumps.

Routine activities and maintenance.

Wastewater Treatment Plant:

Last month the reclaimed water pond level ended the month with the lowest level in its 18 year history, but ended this month as the 5th worse due to over 13" of rain (measured @ WWTP). The sub-division bordering the sewage system also donated about 1 million gallons of extra I&I, which is conveyed, then treated in the WWTP before entering the reclaimed water pond.

Multiple air diffusers were pulled, examined, and debris cleaned off. Two of the fine-air diffusers were replaced with rebuilt ones; air distribution points begin to bellow when sheaths tear or other mechanical parts break down. Another aeration basin chain worth of fine air diffuser sheathes has been ordered, as well as another Geotube for the sludge beds.

Routine activities and maintenance.

Eff Pond level – 10.5'

February Plant Effluent – 5.943 MG



February 2014

Water Operations and Maintenance Report

Water

The month of February Field Staff delivered three day notices, did lock offs and read meters. This last month staff spent time testing for leaks in the District's water main and service lines. Most of the field staff time was spent on Wastewater related activities, which is why there isn't much to report here (water)

This time of year staff works on inventorying supplies on hand at the Water Reclamation Plant.

Routine maintenance and operations.

January 2014 Monthly Report

WATER CONNECTIONS

RESIDENTIAL METERS	2414
COMMERCIAL & GOVERNMENT METERS	<u>34</u>
TOTAL METERS	2447

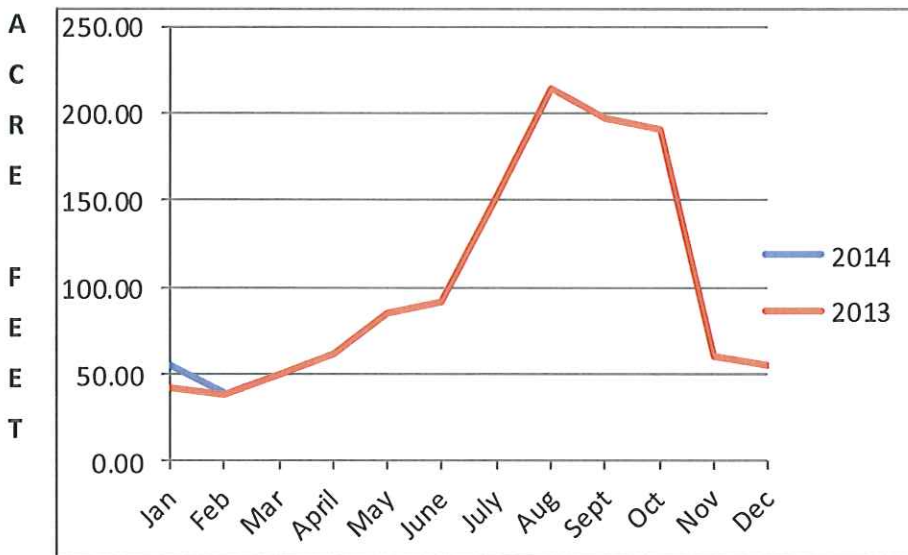
WASTEWATER CONNECTIONS

RESIDENTIAL	1433
COMMERCIAL & GOVERNMENT	<u>33</u>
TOTAL	<u>1466</u>

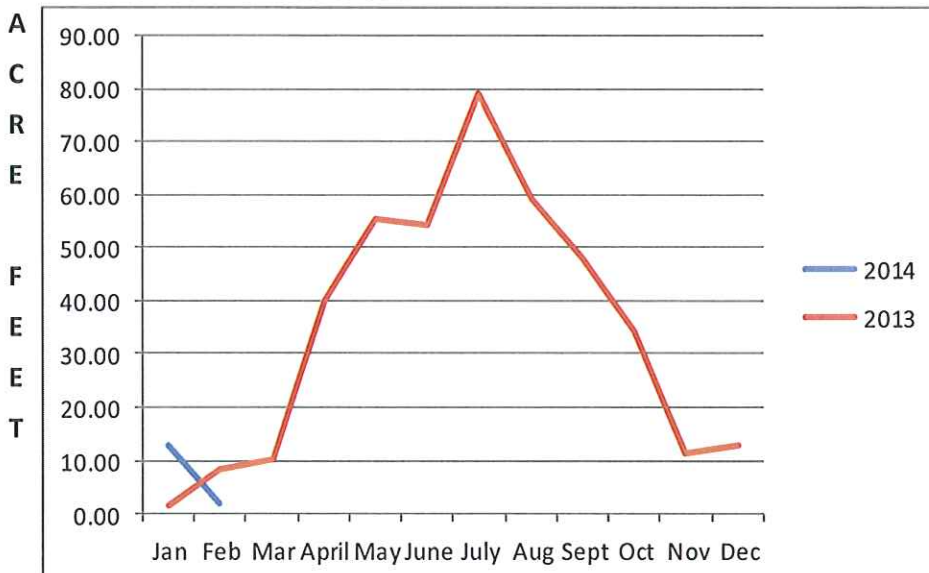
OVERTIME HOURS - 48.25 \$2162.49

Rainfall at HVLCSO Month	Rainfall in inches
October 2013	.0
November	.4
December	0
January 2014	.45
February	13.3
March	
April	
May	
June	
July	
August	
September	
Totals	14.15

WELL PRODUCTION



RECLAIMED WATER USE



ACCOUNTS PAYABLE
DISBURSEMENT REPORT

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUND

SORTED BY FUND

NO#			G/L	G/L
VENDOR	NAME	INVOICES	NAME	AMOUNT
=====			=====	=====
01-11	STATE OF CALIFORNIA	EDD	FUND TOTAL FOR VENDOR	1,596.66
01-111	JAMES DAY CONSTRUCTION, I		FUND TOTAL FOR VENDOR	174.01
01-112	EEL RIVER FUELS, INC.		FUND TOTAL FOR VENDOR	960.18
01-122	LAKE COUNTY RECORD BEE		FUND TOTAL FOR VENDOR	180.89
01-1392	MEDIACOM		FUND TOTAL FOR VENDOR	178.18
01-1479	CLEARLAKE LAVA, INC.		FUND TOTAL FOR VENDOR	3,968.20
01-148	PITNEY BOWES, INC.		FUND TOTAL FOR VENDOR	304.59
01-1510	CALPERS FISCAL SERVICES D		FUND TOTAL FOR VENDOR	331.20
01-1530	VARIABLE ANNUITY LIFE INS		FUND TOTAL FOR VENDOR	100.00
01-1579	SOUTH LAKE REFUSE COMPANY		FUND TOTAL FOR VENDOR	81.96
01-1652	TAMI IPSEN		FUND TOTAL FOR VENDOR	18.59
01-1705	SPECIAL DISTRICT RISK MAN		FUND TOTAL FOR VENDOR	10,400.45
01-1722	US DEPARTMENT OF THE TREA		FUND TOTAL FOR VENDOR	4,674.71
01-1723	ADVANCED ELECTRONIC SECUR		FUND TOTAL FOR VENDOR	132.00
01-1751	USA BLUE BOOK		FUND TOTAL FOR VENDOR	618.16
01-1961	ACWA/JPIA		FUND TOTAL FOR VENDOR	406.48
01-21	CALIFORNIA PUBLIC EMPLOYE		FUND TOTAL FOR VENDOR	7,942.07
01-2111	DATAPROSE		FUND TOTAL FOR VENDOR	660.01
01-2195	TELSTAR INSTRUMENTS, INC		FUND TOTAL FOR VENDOR	10,168.22
01-2283	ARMED FORCE PEST CONTROL,		FUND TOTAL FOR VENDOR	90.00
01-2431	CNH CAPITAL		FUND TOTAL FOR VENDOR	89.31
01-2533	POLESTAR COMPUTERS		FUND TOTAL FOR VENDOR	805.72
01-2538	HARDESTER'S MARKETS & HAR		FUND TOTAL FOR VENDOR	294.82
01-2541	MENDO MILL CLEARLAKE		FUND TOTAL FOR VENDOR	164.05
01-2553	NATIONAL NOTARY ASSOCIATI		FUND TOTAL FOR VENDOR	16.50
01-2570	Data Flow		FUND TOTAL FOR VENDOR	88.30
01-2585	TYLER TECHNOLOGY		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS		FUND TOTAL FOR VENDOR	392.67
01-2667	COUNTY OF LAKE SOLID WAST		FUND TOTAL FOR VENDOR	24.53
01-2676	QUACKENBUSH MRRRCF		FUND TOTAL FOR VENDOR	5.00
01-2678	KATHY FOWLER CHRYSLER - J		FUND TOTAL FOR VENDOR	14.69
01-2684	OFFICE DEPOT		FUND TOTAL FOR VENDOR	227.57
01-2699	MICHELLE HAMILTON		FUND TOTAL FOR VENDOR	312.50
01-2700	REDFORD SERVICES		FUND TOTAL FOR VENDOR	475.00
01-2702	PACE SUPPLY CORP		FUND TOTAL FOR VENDOR	321.43
01-2719	TIRE PROS		FUND TOTAL FOR VENDOR	627.45
01-2749	NAPA AUTO PARTS		FUND TOTAL FOR VENDOR	569.79
01-2754	MERRILL, ARNONE & JONES,		FUND TOTAL FOR VENDOR	366.55
01-2804	ROLAND SANFORD		FUND TOTAL FOR VENDOR	121.52
01-2816	CARDMEMBER SERVICE		FUND TOTAL FOR VENDOR	97.57
01-2818	CASE EXCAVATING, INC.		FUND TOTAL FOR VENDOR	5,050.00
01-2820	ALPHA ANALYTICAL LABORATO		FUND TOTAL FOR VENDOR	1,362.00
01-2823	GARDENS BY JILLIAN		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL		FUND TOTAL FOR VENDOR	953.80

01-2830	CUMMINS PACIFIC LLC	FUND TOTAL FOR VENDOR	78,639.48
01-2833	BELKORP AG, LLC	FUND TOTAL FOR VENDOR	566.98
01-47	BRELJE AND RACE LABS, INC	FUND TOTAL FOR VENDOR	1,002.70
01-8	AT&T	FUND TOTAL FOR VENDOR	286.81
-----			-----
*** 120 FUND TOTALS ***			136,023.80

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ACCOUNTS PAYABLE
DISBURSEMENT REPORT

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUND

SORTED BY FUND

NO#		TOTAL	G/L
VENDOR	NAME	AMOUNT 1099	AMOUNT
=====		=====	
01-1	MISCELLANEOUS VENDOR	FUND TOTAL FOR VENDOR	150.00
01-11	STATE OF CALIFORNIA EDD	FUND TOTAL FOR VENDOR	1,307.02
01-112	EEL RIVER FUELS, INC.	FUND TOTAL FOR VENDOR	960.18
01-122	LAKE COUNTY RECORD BEE	FUND TOTAL FOR VENDOR	180.89
01-1392	MEDIACOM	FUND TOTAL FOR VENDOR	178.18
01-1442	CALIFORNIA URBAN WATER	FUND TOTAL FOR VENDOR	1,237.80
01-148	PITNEY BOWES, INC.	FUND TOTAL FOR VENDOR	329.97
01-1510	CALPERS FISCAL SERVICES D	FUND TOTAL FOR VENDOR	331.20
01-1530	VARIABLE ANNUITY LIFE INS	FUND TOTAL FOR VENDOR	100.00
01-1579	SOUTH LAKE REFUSE COMPANY	FUND TOTAL FOR VENDOR	81.96
01-1630	LAKE COUNTY ELECTRIC SUPP	FUND TOTAL FOR VENDOR	348.69
01-1652	TAMI IPSEN	FUND TOTAL FOR VENDOR	18.58
01-1659	WAGNER & BONSIGNORE	FUND TOTAL FOR VENDOR	6,198.80
01-1705	SPECIAL DISTRICT RISK MAN	FUND TOTAL FOR VENDOR	10,400.45
01-1722	US DEPARTMENT OF THE TREA	FUND TOTAL FOR VENDOR	3,712.22
01-1723	ADVANCED ELECTRONIC SECUR	FUND TOTAL FOR VENDOR	132.00
01-1751	USA BLUE BOOK	FUND TOTAL FOR VENDOR	551.04
01-1961	ACWA/JPIA	FUND TOTAL FOR VENDOR	733.70
01-2047	DEPARTMENT OF PUBLIC HEAL	FUND TOTAL FOR VENDOR	90.00
01-2057	BARTLEY PUMP, INC.	FUND TOTAL FOR VENDOR	1,659.58
01-21	CALIFORNIA PUBLIC EMPLOYE	FUND TOTAL FOR VENDOR	6,285.49
01-2101	ANALYTICAL SCIENCES	FUND TOTAL FOR VENDOR	642.50
01-2111	DATAPROSE	FUND TOTAL FOR VENDOR	660.01
01-2195	TELSTAR INSTRUMENTS, INC	FUND TOTAL FOR VENDOR	4,652.06
01-2283	ARMED FORCE PEST CONTROL,	FUND TOTAL FOR VENDOR	90.00
01-2431	CNH CAPITAL	FUND TOTAL FOR VENDOR	89.30
01-2533	POLESTAR COMPUTERS	FUND TOTAL FOR VENDOR	805.71
01-2538	HARDESTER'S MARKETS & HAR	FUND TOTAL FOR VENDOR	127.30
01-2541	MENDO MILL CLEARLAKE	FUND TOTAL FOR VENDOR	72.99
01-2553	NATIONAL NOTARY ASSOCIATI	FUND TOTAL FOR VENDOR	16.50
01-2557	CALIFORNIA MUTUAL WATER C	FUND TOTAL FOR VENDOR	475.00
01-2570	Data Flow	FUND TOTAL FOR VENDOR	88.30
01-2585	TYLER TECHNOLOGY	FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS	FUND TOTAL FOR VENDOR	392.66
01-2667	COUNTY OF LAKE SOLID WAST	FUND TOTAL FOR VENDOR	24.51
01-2676	QUACKENBUSH MRRCF	FUND TOTAL FOR VENDOR	5.00
01-2678	KATHY FOWLER CHRYSLER - J	FUND TOTAL FOR VENDOR	14.69

01-2684	OFFICE DEPOT	FUND TOTAL FOR VENDOR	227.54
01-2699	MICHELLE HAMILTON	FUND TOTAL FOR VENDOR	312.50
01-2700	REDFORD SERVICES	FUND TOTAL FOR VENDOR	475.00
01-2702	PACE SUPPLY CORP	FUND TOTAL FOR VENDOR	690.05
01-2719	TIRE PROS	FUND TOTAL FOR VENDOR	627.44
01-2749	NAPA AUTO PARTS	FUND TOTAL FOR VENDOR	569.79
01-2754	MERRILL, ARNONE & JONES,	FUND TOTAL FOR VENDOR	366.54
01-2788	GHD	FUND TOTAL FOR VENDOR	7,701.00
01-2795	MIRBEGIAN, JUDY	FUND TOTAL FOR VENDOR	125.98
01-2804	ROLAND SANFORD	FUND TOTAL FOR VENDOR	347.76
01-2816	CARDMEMBER SERVICE	FUND TOTAL FOR VENDOR	508.17
01-2820	ALPHA ANALYTICAL LABORATO	FUND TOTAL FOR VENDOR	352.00
01-2823	GARDENS BY JILLIAN	FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL	FUND TOTAL FOR VENDOR	966.20
01-2833	BELKORP AG, LLC	FUND TOTAL FOR VENDOR	1,036.74
01-8	AT&T	FUND TOTAL FOR VENDOR	286.80

***** 130 FUND TOTALS ***** **57,898.29**

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PAYABLES
DISBURSEMENT REPORT

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

NO#		TOTAL	G/L
VENDOR	NAME	AMOUNT 1099	AMOUNT
=====		=====	=====
01-1460	USDA RURAL DEVELOPMENT	FUND TOTAL FOR VENDOR	113,437.50

***** 215 FUND TOTALS ***** **113,437.50**

***** REPORT TOTALS ***** **307,359.59** **307,359.59**

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

DATE: March 18, 2014

AGENDA ITEM: Public Hearing to consider placement of default balance liens on real property pursuant to Government Code Section 61115

RECOMMENDATIONS:

Conduct public hearing in accordance with Government Code Section 61115 to provide the landowners associated with the properties identified in Exhibit A, and/or the public, the opportunity to protest or otherwise dispute the default balances calculated by staff for each of the properties identified in Exhibit A. At the conclusion of the public hearing and in the absence of good cause, staff recommend that the Board uphold the charges and associated penalty fees as proposed in Exhibit A

FINANCIAL IMPACT:

Potential recovery of \$1,594.08 past due charges and associated penalty fees

BACKGROUND:

Default balance liens are typically placed on properties with District water and/or sewer accounts that are at least 45 days past due. A list of properties with past due accounts of 45 days or longer, and for which the District has not already placed a lien against, is presented in Exhibit A. Pursuant to Government Code Section 61115, the Board must hold a public hearing to allow landowners the opportunity to protest or otherwise dispute the charges and associated penalty fees being levied against their property by the District. At the conclusion of the public hearing the Board can uphold or modify the charges and associated penalty fees for any or all subject properties.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Roland Sanford, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

PROPERTY LIENS - MARCH 2014

EXHIBIT A

A \$10 FILING FEE HAS BEEN ADDED

NAME	ADDRESS	APN	AMOUNT
VON HERRMANN	17204 MEADOW VIEW DR	141-121-15	\$390.52
DENISE GAMBLE	18318 HIDDEN VALLEY ROAD	141-041-11	\$475.00
BOB MCKELVEY	18347 NORTH SHORE DRIVE	142-093-09	\$390.32
JOHN PAUL PIRO	17629 DEER HILL ROAD	142-321-10	\$143.43
SARA CLARKE	18881 COYLE SPRINGS ROAD	142-162-13	\$194.81
			<hr/>
			\$1,594.08

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

DATE: Mach 18, 2014

AGENDA ITEM: Discussion and Possible Action: Adoption of Resolution 2014-04 confirming default balances and directing staff to file liens on real property

RECOMMENDATIONS:

Adopt Resolution 2014-04 of the Board of Directors of the Hidden Valley Lake Community Services District confirming the Default Balance associated with the Defaulting Bill Identified in Exhibit A and directing staff to file a lien on said property

FINANCIAL IMPACT:

Potential recovery of \$1,594.08 past due charges and associated penalty fees

BACKGROUND:

Default balance liens are typically placed on properties with District water and/or sewer accounts that are at least 45 days past due. A list of properties with past due accounts of 45 days or longer, and for which the District has not already placed a lien against, is presented in Exhibit A. Pursuant to Government Code Section 6115, the Board must hold a public hearing to allow landowners the opportunity to protest or otherwise dispute the charges and associated penalty fees being levied against their property by the District. At the conclusion of the public hearing the Board can uphold or modify the charges and associated penalty fees for any or all subject properties. Assuming the Board chooses to uphold the charges and associated penalty fees, as recommended by staff, the Board would then adopt a resolution (copy attached) confirming the default balances and authorizing staff to proceed with the filing of property liens on subject properties.

<input type="checkbox"/>	APPROVED AS RECOMMENDED	<input type="checkbox"/>	OTHER (SEE BELOW)
--------------------------	----------------------------	--------------------------	----------------------

Modification to recommendation and/or other actions:

I, Roland Sanford, 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 (DATE) by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

Secretary to the Board

RESOLUTION NO. 2014-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT CONFIRMING THE DEFAULT BALANCE ASSOCIATED WITH THE DEFAULTING BILL LISTED IN EXHIBIT A AND DIRECTING STAFF TO FILE A LIEN ON SAID PROPERTY

WHEREAS, the Hidden Valley Lake Community Services District (the "District") previously cited the properties identified in Exhibit A for a Defaulting Bill (as defined in Resolution No. 2008-02); and

WHEREAS, notice of a public hearing to determine the amount of the Default Balance (as defined in Resolution No. 2008-02) under a Defaulting Bill was mailed to the property owners listed in Exhibit A; and

WHEREAS, notice of said public hearing was published in accordance with Section 6066 of the California Government Code; and

WHEREAS, in accordance with Resolution No. 2008-02, said public hearing was conducted on March, 18, 2014, at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California; and

WHEREAS, it is necessary for the District to recover the Default Balance; and

WHEREAS, the District has satisfied all notice and hearing requirements under Section 61115 of the California Government Code; and

NOW, THEREFORE, BE IT RESOLVED, the District Board of Directors hereby adopts Resolution No. 2014-04 confirming the Default Balance in the amount of \$1,594.08; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the District does direct the staff to file a lien for the unpaid Default Balances listed in exhibit A in the amount of \$1,594.80.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of the Hidden Valley Lake Community Services District, County of Lake, State of California, on the 18th of March, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 18th of March, 2014.

Roland Sanford
General Manager/Secretary to the Board of Directors

Judy Mirbegian
President of the Board of Directors

PROPERTY LIENS - FEBRUARY 2014

EXHIBIT A

A \$10 FILING FEE HAS BEEN ADDED

NAME	ADDRESS	APN	AMOUNT
VON HERRMANN	17204 MEADOW VIEW DR	141-121-15	\$390.52
DENISE GAMBLE	18318 HIDDEN VALLEY ROAD	141-041-11	\$475.00
BOB MCKELVEY	18347 NORTH SHORE DRIVE	142-093-09	\$390.32
JOHN PAUL PIRO	17629 DEER HILL ROAD	142-321-10	\$143.43
SARA CLARKE	18881 COYLE SPRINGS ROAD	142-162-13	\$194.81
			<hr/>
			\$1,594.08

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

DATE: March 18, 2014

AGENDA ITEM: Discussion and Possible Approval: 2012-2013 Audit Report

RECOMMENDATIONS:

Hear presentation by representatives of Smith & Newell Certified Public Accountants and the recommendations of the Board's Finance Committee, and accept 2012-2013 HVLCSD Audit Report prepared by Smith & Newell Certified Public Accountants as drafted or with any amendments deemed appropriate by the Board.

FINANCIAL IMPACT:

None

BACKGROUND:

Smith & Newell Certified Public Accountants have completed the annual independent audit of the District's financial records and prepared the 2012-2013 HVLCSD Audit Report. Staff and the Board's Finance Committee have reviewed the report. Representatives of Smith & Newell and the Board's Finance Committee will brief the Board on their respective findings and recommendations. Key excerpts of the audit report are attached.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE AT THE
CONCLUSION OF THE AUDIT**

To the Board of Directors
Hidden Valley Lake Community Services District
Middletown, California

We have audited the financial statements of the business-type activities and each major fund of Hidden Valley Lake Community Services District for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you during the planning of our audit. Professional standards also require that we communicate to you the following information related to our audit.

SIGNIFICANT AUDIT FINDINGS**Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the notes to the financial statements. In 2013, the District implemented Governmental Accounting Standards Board (GASB) Statements No. 60, 61, 62, 63 and 66 and implemented GASB 65 in advance during the fiscal year 2013. Among these new GASB Statements, GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position; and GASB Statement No. 65, Items Previously Reported as Assets and Liabilities, have significant impact over Hidden Valley Lake Community Services District's financial statements. Our opinion is not modified with respect to these matters. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements are depreciation of capital assets and other postemployment benefits (OPEB) obligation.

We evaluated the key factors and assumptions used to develop the District's estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

To the Board of Directors
Hidden Valley Lake Community Services District
Middletown, California

This communication is intended solely for the information and use of management and the Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Handwritten signatures of Smith and Newell in cursive script.

Smith & Newell, CPAs
Yuba City, California
February 5, 2014

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Schedule of Findings and Recommendations
For the Year Ended June 30, 2013

13-FS-01 Account Balances (Significant Deficiency)

Condition

During our audit, we noted that various balance sheet accounts had not been adjusted to reflect current year end balances. This is a repeat of a prior year finding.

Cause

We noted that assessments receivable and bonds payable were not adjusted as necessary to accurately reflect current balances.

Criteria

Generally accepted accounting principles require that account balances be adjusted as necessary to reflect current balances.

Effect of Condition

Accounts were not properly adjusted prior to the start of the annual audit.

Recommendation

We recommend that the District reconcile and adjust account balances in a timely manner.

Corrective Action Plan

We will implement in 2013-14.

13-FS-02 CIEDB Debt Service Coverage (Significant Deficiency)

Condition

We noted that the Water enterprise fund debt service coverage calculation as required by the California Infrastructure and Economic Development Bank for the fiscal year ended June 30, 2013 did not meet the requirements of section 5.06(b) of the loan document. This is a repeat of a prior year finding.

Cause

The District has been unable to increase revenues adequate to produce a net system revenue equal to 110 percent of the annual debt service.

Criteria

The California Infrastructure and Economic Development Bank loan requirements require that system revenues meet the requirement so that revenues are in an amount sufficient to be at least equal to 110 percent of the annual debt service.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Schedule of Findings and Recommendations
For the Year Ended June 30, 2013

13-FS-02 CIEDB Debt Service Coverage (Significant Deficiency) (Continued)

Effect of Condition

The District was required to establish a water rate stabilization account within the Water enterprise fund in the amount of \$201,000 to comply with the requirements of section 5.06(b).

Recommendation

We recommend that the District analyze options to ensure full compliance with the loan requirements of the California Infrastructure and Economic Development Bank.

Corrective Action Plan

The District is contemplating a rate increase during 2014-15.

13-FS-03 Subsequent Collections (Significant Deficiency)

Condition

Subsequent to the audit fieldwork we became aware that collections received after the end of the fiscal year had not been deposited in a timely manner to the District bank accounts.

Cause

The District received collections which were filed in a folder and were not deposited.

Criteria

Good internal control requires that all collections be deposited in a timely manner to the District bank account.

Effect of Condition

Monies had been received by the District had not been deposited in a timely manner. The risk of errors or irregularities is increased when all deposits are not deposited timely.

Recommendation

We recommend that all collections be receipted and deposited in a timely manner to the District bank account.

Corrective Action Plan

The District will implement immediately.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Schedule of Prior Year Findings and Recommendations
For the Year Ended June 30, 2013

<u>Audit Reference</u>	<u>Status of Prior Year Recommendations</u>
12-FS-01	<p>Account Balances</p> <p>Recommendation</p> <p>We recommend that the District reconcile and adjust account balances in a timely manner.</p> <p>Status</p> <p>Not Implemented</p>
12-FS-02	<p>Fund Equity Reserves</p> <p>Recommendation</p> <p>We recommend that the District review the collection of connection fees in prior years and determine an appropriate carryover balance.</p> <p>Status</p> <p>Implemented</p>
12-FS-03	<p>CIEDB Debt Service Coverage</p> <p>Recommendation</p> <p>We recommend that the District analyze options to ensure full compliance with the loan requirements of the California Infrastructure and Economic Development Bank.</p> <p>Status</p> <p>Not Implemented</p>
12-FS-04	<p>Year End Closing Process</p> <p>Recommendation</p> <p>We recommend that the District develop more sufficient procedures for year-end closing processes and produce critical schedules and source documents in a timely manner so as to not delay the financial reporting of the District.</p> <p>Status</p> <p>Implemented</p>

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
Schedule of Prior Year Findings and Recommendations
For the Year Ended June 30, 2013

<u>Audit Reference</u>	<u>Status of Prior Year Recommendations</u>
12-SA-01	<p>U.S. Department of Agriculture</p> <p>Recommendation</p> <p>We recommend that the District establish internal controls to ensure it complies with the requirements of the Davis-Bacon Act. We further recommend that the District obtain certified weekly payrolls for the project to determine if Federal prevailing wages were paid.</p> <p>Status</p> <p>Not Applicable in 2012/2013</p>
12-SA-02	<p>U.S. Department of Agriculture</p> <p>Recommendation</p> <p>We recommend that the District only claim reimbursement from grant expenses based on actual amounts expended.</p> <p>Status</p> <p>Not Applicable in 2012/2013</p>

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

DATE: March 18, 2014

AGENDA ITEM: Discussion and Possible Action: Approval of Revised District Employee Job Descriptions and Salary Schedules

RECOMMENDATIONS:

Approve revised District employee job descriptions and associated salary schedules

FINANCIAL IMPACT:

None at this time.

BACKGROUND:

See attached memo.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



Hidden Valley Lake Community Services District

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MEMO

To: HVLCSO Board of Directors
From: Roland Sanford
Date: March 13, 2014
RE: Revised Job Descriptions and Salary Schedules

Staff has revised several District employee job descriptions and is proposing to establish two new job descriptions; Utility Worker I/II, and Administrative Services Officer, to reflect the evolving needs of the District, remain in step with current human resources law and practices, and to incorporate the results of the September 30, 2013 CPS HR Consulting Base Salary Survey study.

Evolving Needs of the District

One of the tasks identified in the District's recently adopted strategic plan is to evaluate the staffing needs and organizational structure of the District (Goal 5: Refine Governance and Administration). Staff has reviewed field operations and administration, and is proposing the following changes:

Field Operations

The existing job descriptions for the Utility Worker, Operator I, Operator II, Lead Wastewater Operator, and Lead Water Operator positions are collectively structured in a way that restricts opportunities for specialization and forces employees to acquire water/wastewater treatment training certifications for which they often have little opportunity to use at the District. Under the existing structure, the Utility Worker, an entry level position in field operations, can only advance if the individual acquires the necessary water/wastewater treatment training certifications to qualify as an Operator I. Similarly, an Operator II must currently hold advanced training certificates in both water and wastewater, whether or not they will work in both disciplines to the degree that such advanced training is required.

Staff versatility is a desirable attribute. However, there are instances when highly trained individuals with specialized skills are needed as opposed to a "jack of all trades". Furthermore, some individuals are more inclined to focus within a specialized discipline, as opposed to becoming a generalist. Staff recommends the District continue to encourage versatility, but at the same time



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allow more opportunities – with financial compensation – for those who choose to specialize. To meet this objective, staff is proposing the creation of a new field operations position, the “Utility Worker I/II”, which would replace the current “Utility Worker” position, and that the District provide additional flexibility with respect to the Operator II position – allow, but not require, the Operator II to specialize in water as opposed to wastewater treatment.

The proposed Utility Worker I/II position is in essence the existing five-step Utility Worker position with three additional steps an individual can pursue, should they obtain plumbing, electrical, welding, general construction, or similar trade skills. The position is also structured in a way that would allow the individual to switch course and pursue the water/wastewater operator career track at or about the fifth step of the Utility Worker I/II position, rather than continuing to the higher and final steps of the Utility Worker career track. In addition to providing career options, the proposed Utility Worker I/II position is intended to encourage individuals to obtain trade skills – electrical, plumbing, welding, etc. – that are often needed as a part of District field operations.

By allowing but not requiring an Operator II to specialize in water as opposed to wastewater treatment, the District avoids a situation whereby an individual obtains training – which the District typically pays for – that they have no intrinsic interest in obtaining and possibly never fully utilize at the District, due to the limited number of positions available in field operations.

Administration

In late 2012 staff proposed creation of an “Administrative Services Officer” position to replace the current Administrative Assistant position. At that time the Board choose to table the decision to adopt – or not – the proposed Administrative Services Officer position pending completion of the District’s strategic plan. Staff has revised the proposed Administrative Services Officer position to better reflect and align with the objectives of the District’s recently adopted strategic plan.

In addition to the previously proposed functions and responsibilities, the revised Administrative Services Officer job description includes the responsibility of overseeing payroll and assisting accounting staff with accounts payable - primarily invoices from contractors, consultants and other vendors. Furthermore, office staff – the Account/Senior Account Representatives – would report to the Accountant/Controller and, depending upon the specific tasks performed, the Administrative Services Officer, much like the field operations staff report to the Lead Water Operator and/or the Lead Wastewater Operator, depending whether they are working on a water versus wastewater-related task.



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The addition of payroll responsibilities to the Administrative Services Officer job description is intended to strengthen financial “checks and balances” within the District, by distributing financial responsibilities among senior staff, as opposed to concentrating all financial aspects of the District within a single senior staff position. Because the District’s Account/Senior Account Representatives often perform clerical or otherwise non-accounting tasks, there are times when their activities are more directly related to and within the purview of general administration as opposed to accounting, and therefore in those instances, are more effectively overseen by someone with general administration responsibilities – the proposed Administrative Services Officer.

Current Human Resources Law

The format of the revised job descriptions is intended to reflect current human resources law and practices. Specifically, the job descriptions have been revised to include a discussion of “Typical Physical Activities” and “Environmental Factors”. To format the attached job descriptions, staff relied on a “job description template” developed by ACWA (Association of California Water Agencies) and information presented at a recent ACWA human resources webinar that focused on job descriptions.

Salary Schedules

The salary schedules associated with the proposed job descriptions are derived from the September 30, 2013 CPS HR Consulting Base Salary Survey Study, and in the case of the proposed Administrative Services Officer job description, from two salary surveys performed in the fall of 2012, one by CPS HR Consulting and the other by Koff and Associates, specifically for the proposed Administrative Services Officer job description.

In the case of the Operator I, Operator II, and Senior Accounts Representative positions, the “Step E” salary is taken directly from the fourth column (Labor Market Median) of Table 3, on page 8 of the September 30, 2013 CPS HR Consulting Base Salary Study. Similarly, the Step E salary for the proposed Utility Worker I/II position is taken directly from the fourth column of Table 3, and the salary figures for the three successive steps – Step F through Step H – defined as the prior step salary plus 5 percent.

The Step E salary for the proposed Administrative Services Officer is as originally proposed in late 2012 (based on the average of the salary surveys conducted by Koff and Associates, and CPS HR Consulting), with a 3 percent adjustment to reflect the cost of living increase from 2012 to 2013 (original salary proposed + 3 percent).



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The September 30, 2013 CPS HR Consulting Salary Survey Study is of limited value with regard to the Lead Water Operator and Lead Wastewater Operator positions. As acknowledged in the report, CPS HR Consulting had difficulty locating equivalent job descriptions with peer agencies. Confounding factors included significant differences in the size of peer agency operations and reporting relationships, and certification requirements. Staff attempted to further dissect the CPS HR Consulting study results and in doing so note that another confounding factor – “exempt” versus “non-exempt” employee status - must be taken into consideration when interpreting the CPS HR Consulting study results.

After further review, staff is proposing that the Step E salaries for both Lead Operator positions be increased from the current \$35.36/hour to \$38.50/hour, as opposed to the \$40.11/hour median market figure derived by CPS HR Consulting for the Lead Wastewater Operator position, and the \$40.64/hour median market figure derived by CPS HR Consulting for the Lead Water Operator position. Staff also recommends the employee status of both the Lead Wastewater and Lead Water Operator positions be changed from non-exempt to exempt status.



Hidden Valley Lake Community Services District

SENIOR ACCOUNTS REPRESENTATIVE JOB DESCRIPTION

Reports to: Accountant/Controller and Administrative Services Officer	Hourly Salary Range				
	Step A	Step B	Step C	Step D	Step E
Status: Exempt					
Effective Date:	\$22.07	\$23.17	\$24.33	\$25.55	\$26.82

Definition/Summary

Performs a variety of clerical and data entry work related to customer account maintenance and assists the Accountant/Controller and Administrative Services Officer with basic accounting functions.

Essential Functions

- Serve as receptionist; interact directly with District customers: in person, by telephone, email, and letter in order to address customer inquiries, complaints, service requests or billing arrangements.
- Perform data entry functions; post, verify and reconcile various accounts; gather, sort, and research records as necessary to maintain the integrity of customer account ledgers.
- Process and verify billing for commercial and residential customers; process and prepare supplemental bills for mailing.
- Receive and process cash payments, count change, balance cash, and prepare bank deposits; manage and reconcile petty cash.
- Process accounts payable warrant requests; prepare, review and verify purchase orders, vendor invoices and related documentation; maintain related files
- Assist in the preparation of property liens.
- Collect, sort, and distribute incoming and outgoing mail; operate a variety of standard and specialized office equipment; perform related general clerical work such as typing, filing, proofing, photocopying and collating.
- Reconcile District's bank account(s) on a weekly basis
- Procure and maintains office supply inventory.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

An individual must possess strong customer service and communication skills; attention to detail.

Ability to:

Must be able to multi-task. Position requires computer literacy and skills in word-processing, spreadsheet and database software. Must be able to count change.

Typical Physical Activities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position relies heavily on speech, hearing, and vision.

Communicates orally in group and one-to-one settings. Hearing within normal ranges with or without correction. Has the ability to hear well enough to receive information over the telephone, radio and in person. Vision within normal range with or without correction.

May require occasional bending, stretching, stooping, reaching, twisting, and turning. This position works primarily in an office environment. Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; may also require walking short to moderate distances.

Must be able to lift, push or pull at least 25 pounds. Hand and finger dexterity sufficient to operate a computer keyboards and some hand tools. Attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

Works primarily in an office environment; will routinely be required to make bank deposits and other deliveries/pickups.

Desirable Qualifications

A high school diploma or equivalent and at least three (3) years clerical and/or customer service experience is required.

License Certificate Registration Requirement(s)

A valid California driver's license and satisfactory driving record to maintain insurability is required.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

UTILITY WORKER I/II JOB DESCRIPTION

	Hourly Salary Range							
Reports to: Lead Operators	Utility Worker I				Utility Worker II			
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Effective Date:	\$20.18	\$21.19	\$22.25	\$23.36	\$24.53	\$25.76	\$27.04	\$28.40

Definition/Summary

Performs a variety of unskilled and skilled duties pertaining to the construction, repair and maintenance of water distribution and collection systems; maintains District facilities; installs, maintains, and repairs water service lines and meters; operates a variety of light and moderately heavy equipment.

Essential Functions of Utility Worker I/II

- Perform daily monitoring of tank levels, well production, and pump performance.
- Respond to routine service orders.
- Read residential and commercial meters.
- Connect and disconnect water services for residential and commercial customers.
- Assist in the repair and maintenance of water treatment and distribution system, sewer collection and treatment system, District facilities, and vehicles.
- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars.
- Recognize and respond to variations in operating conditions.
- Assist Operators with dig-ups and other semi-technical projects.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Use basic hand tools.
- Perform strenuous manual labor.
- Read and write the English language.
- Follow written and oral instructions.
- Establish and maintain cooperative working relationships.

Ability to:

Must have the ability to perform a variety of unskilled and skilled work related to the construction, repair, and maintenance of facilities.

Typical Physical Activities

The physical demands described here are representative of those required to successfully perform the essential functions of the Utility Worker I/II position.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications for Utility Worker I

A high school diploma or equivalent and any combination of training and experience which would likely provide the required knowledge and ability are required.

Experience in utility maintenance and repair and/or construction experience is preferred.

Desirable Qualifications for Utility Worker II

A high school diploma or equivalent and at least one (1) year experience as a Utility Worker I with Hidden Valley Lake CSD or two (2) years' experience as a general laborer in the field of water distribution, water treatment, wastewater collection or wastewater treatment, and certification in a construction trade, such as electrical, plumbing, or general contraction.

Experience in utility maintenance and repair and/or construction experience is preferred.

License Certificate Registration Requirement(s) for Utility Worker I

A valid California driver's license and satisfactory driving record to maintain insurability are required.

License Certificate Registration Requirement(s) for Utility Worker II

A valid California driver's license and satisfactory driving record to maintain insurability are required. Minimum certification requirements; possess Operator in Training Certification from the State Water Resources Control Board upon entering the position and obtain a Wastewater Grade I certification and Distribution I certification within 18 months of entering the position.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

OPERATOR I JOB DESCRIPTION

Reports to: Lead Operators	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$20.97	\$22.02	\$23.12	\$24.28	\$25.49

Definition/Summary

Performs a variety of skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater; operates complex equipment; collects and tests water and wastewater samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups.

Essential Functions

- Work independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, and wastewater collection and treatment systems.
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks.
- Maintain system equipment including: pumps, valves, motors, blowers, and dewatering equipment.
- Operate control valves; record static and drawdown levels; perform water quality analyses.
- Operate and perform light maintenance on a range of equipment including; vehicles, tractor, and backhoe.
- Perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment.
- Assist in cleanup of work sites; ensure proper disposal of hazardous materials.
- Troubleshoot wastewater collection and treatment malfunctions including the possible handling of untreated sewage.
- Collect and prepare water and wastewater samples for lab pickup and analysis.
- Perform routine laboratory tests.
- Keep detailed logs and records of work performed.
- Respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Collect and analyze water and wastewater samples.
- Maintain written logs and records.
- Assist in training less experienced staff.
- Read and write the English language.
- Follow written and oral instructions.
- Establish and maintain cooperative working relationships.

Ability to:

Perform a variety of skilled maintenance, repair, and operations work related to the treatment and distribution of water, and the collection and treatment of wastewater.

Typical Physical Activities

The physical demands described here are representative of those required to successfully perform the essential functions of the Operator I position.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications

A high school diploma or equivalent and at least one year of experience with the maintenance and operation of a water and/or wastewater plant is required.

License Certificate Registration Requirement(s)

A class "B" California driver's license is required.

Must be certified by the California Department of Public Health as Water Treatment Grade I and Water Distribution Grade I, or certified by the State Water Resources Control Board as Wastewater Grade I. Must obtain all three certifications within 12 months of entering the position; must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

OPERATOR II JOB DESCRIPTION

Reports to: Lead Operators	Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	24.89	26.13	27.44	28.81	30.25

Definition/Summary

Performs skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater; operates complex equipment; collects and tests water and wastewater samples; records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversees dig-ups; assumes responsibility of the Water Lead or Wastewater Lead Operator in his/her absence.

Essential Functions

- Supervise and assist field staff in the absence of Lead Operator.
- In absence of the Lead Operator, oversee District projects; schedule and supervise staff and hired contractors
- Read and understand plans and specifications; estimate and coordinate purchase of materials, schedule equipment rental.
- Train or assist in training of subordinates.
- Works independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, and wastewater collection systems.
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks.
- Maintain system equipment including; pumps, valves, motors, blowers, and dewatering equipment.
- Operate control valves; record static and drawdown levels; and perform water quality analyses.
- Operate and perform light maintenance on a range of equipment including: vehicles, tractor, and backhoe.
- Perform preventative maintenance on pumps, valves, hydrants, and other water and wastewater treatment and distribution equipment.
- Assist in cleanup of work sites; ensure proper disposal of hazardous materials.
- Troubleshoot wastewater collection and treatment malfunctions including the possible handling of untreated sewage.
- Monitor and interpret gauges, digital displays and recording devices to ensure compliance with prescribed safety and operational guidelines.

- Collect and prepare water and wastewater samples for lab pickup and analysis.
- Perform routine laboratory tests.
- Coordinate purchase of materials, supplies, parts, and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings, and infrastructure.
- Keep detailed logs and records of work performed.
- Respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner.
- Respond to District after-hour emergencies and participate in on-call customer service rotation.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Collect and analyze water and wastewater samples.
- Maintain written logs and records.
- Assist in training less experienced staff.
- Establish and maintain cooperative working relationships; formulate and communicate instructions.
- Read and write the English language.
- Follow written and oral instructions.
- Establish and maintain cooperative working relationships.

Ability to:

Perform a variety of skilled maintenance, repair, and operations work related to the treatment and distribution of water and the collection and treatment of wastewater.

Typical Physical Activities

The physical demands described here are representative of those required to successfully perform the essential functions of the Operator II position.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water/wastewater operation, preventative maintenance and safe work practices. At least one (1) year experience as an Operator I for HVLCSO or comparable position and five (5) years of experience with the maintenance and operation of a water and/or wastewater plant is required.

License Certificate Registration Requirement(s)

A class "B" California driver's license and at least two of the following California Department of Public Health or State Water Resources Control Board certifications: Water Treatment Grade I, Water Distribution Grade I, Wastewater Grade II. Must obtain all three certifications within 12 months of entering the position. Must maintain all certifications.

OR: A class "A" California driver's license and at least two of the following California Department of Public health or State Water Resources Control Board certifications: Water Treatment Grade II, Water Distribution Grade II, Wastewater Grade I. Must obtain all three certifications within 12 months of entering the position. Must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature Date

Employer Signature Date



Hidden Valley Lake Community Services District

WASTEWATER LEAD OPERATOR JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$31.67	\$33.25	\$34.92	\$36.66	\$38.50

Definition/Summary

Responsible for the operation and maintenance of the District's wastewater collection, treatment, and reclamation systems. Schedules maintenance and direct activities of field staff; performs a variety of technical and administrative support functions including; State reporting requirements, site inspections, and verification of code compliance.

Essential Functions

- Supervise, train, direct, plan, schedule, and assign the work of field personnel.
- Coordinate and set priorities for operation and maintenance of wastewater system; establish standard operating procedures to provide high quality wastewater treatment services.
- Maintain records; prepare State and County water quality reports.
- Facilitate effective communication between field operations staff and management; facilitate communication among field staff members.
- Ensure a safe work environment; coordinate training in safe work techniques and policies; investigate and complete incident reports and near-misses.
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for wastewater projects.
- Inspect and evaluate work in progress and work completed.
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities.
- Enforce District personnel policies and procedures.
- Assist in planning and design of system modifications.
- Maintain inventory of parts and supplies.
- Recommend and justify capital purchases; assist with the review of Capital Improvement projects; gather and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities; serve as contact with contractors and consultants.
- Assist with budget preparation and monitoring.
- Monitor and evaluate work performed by contractors.

- Conduct field operations staff meetings and participate in management meetings.
- Supervise development and implementation of other procedures and programs (e.g. safety, maintenance schedule, emergency response, process control, purchasing, training, SCADA system, and inventory control).
- Oversee the maintenance of District vehicles and equipment.
- Administer District On-Call Program in cooperation with the Water Lead Operator.
- Respond to District after-hour emergencies and participate in the on-call rotation.
- Prepare a monthly field operations report to the Board of Directors.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Principles of supervision, training and performance evaluation; district policies, rules, regulations, procedures.
- Public relations courtesies and effective customer service.
- Pertinent Federal, State and local laws, codes and regulations regarding wastewater treatment.
- Occupational hazards and standby safety precautions necessary in work.
- Principles and practices of budget development and monitoring.
- Materials, methods, practices and equipment used in maintenance of wastewater system electrical and electronic equipment, pumps, and valves.

Ability to:

Perform a variety of skilled maintenance, repair, and operations work related to the collection and treatment of wastewater, the treatment and distribution of water; ability to define problems, collect data, establish facts, and draw valid conclusions; take water and wastewater samples; perform basic laboratory tests; maintain written logs and records; train staff; establish and maintain cooperative working relationships; formulate and communicate instructions; read and write the English language; follow written and oral instructions. Must be able to respond to after-hours emergencies within 30 minutes.

Typical Physical Activities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Lead Wastewater Operator position.

While performing the duties of this job, the employee is regularly required to talk speak and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or

feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications

College level course work in industrial technology, management, and wastewater system design is desired.

License Certificate Registration Requirement(s)

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water/wastewater operation, preventative maintenance and safe work practices. Five (5) years' experience as an Operator II for HVLCSO or comparable position. A class "B" California driver's license is required, as well as the following California Department of Public Health or State Water Resources Control Board certifications: Water Treatment Grade I, Water Distribution Grade I, Wastewater Grade III. Must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature Date

Employer Signature Date



Hidden Valley Lake Community Services District

WATER LEAD OPERATOR JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$31.67	\$33.25	\$34.92	\$36.66	\$38.50

Definition/Summary

Supervises and oversees the operations, maintenance and day-to-day activities of the District's water production, transmission, and storage facilities; responsible for the operation and maintenance of the District's water treatment facility, distribution system, and water quality; schedules maintenance and direct activities of field staff; performs a variety of technical and administrative support functions including: mandated reports, site inspections, and verification of code compliance.

Essential Functions

- Supervise, train, direct, plan, schedule, and assign the work of field personnel.
- Coordinate and set priorities for operation and maintenance of water system; establish standard operating procedures to provide water of high quality and adequate quantity and pressure.
- Maintain records; prepare State and County water quality reports.
- Facilitate effective communication between field operations staff and management; facilitate communication among field staff members.
- Ensure a safe work environment; coordinate training in safe work techniques and policies; investigate and complete incident reports and near-misses.
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water projects.
- Inspect and evaluate work in progress and work completed.
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities.
- Enforce District personnel policies and procedures.
- Assist in planning and design of system modifications.
- Maintain inventory of parts and supplies.
- Recommend and justify capital purchases; assist with the review of Capital Improvement projects; gather and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities; serve as contact with contractors and consultants.
- Assist with budget preparation and monitoring.
- Monitor and evaluate work performed by contractors.

- Conduct field operations staff meetings and participate in management meetings.
- Supervise development and implementation of other procedures and programs (e.g. safety, maintenance schedule, emergency response, process control, purchasing, training, SCADA system, and inventory control).
- Oversee the maintenance of District vehicles and equipment.
- Administer District On-Call Program in cooperation with the Wastewater Lead Operator.
- Respond to District after-hour emergencies and participate in the on-call rotation.
- Prepare a monthly field operations report to the Board of Directors.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

- Principles of supervision, training and performance evaluation.
District policies, rules, regulations, procedures.
- Common public relations courtesies and effective customer service.
- Pertinent Federal, State and local laws, codes and regulations regarding water quality.
- Occupational hazards and standby safety precautions necessary in work.
- Principles and practices of budget development and monitoring.
- Materials, methods, practices and equipment used in maintenance of electrical and electronic equipment, pumps, and valves.

Ability to:

Perform a variety of skilled maintenance, repair, and operations work related to the treatment and distribution of water and the collection and treatment of wastewater; ability to define problems, collect data, establish facts and draw valid conclusions; take water and wastewater samples; perform basic laboratory tests; maintain written logs and records; train staff; establish and maintain cooperative working relationships; formulate and communicate instructions; read and write the English language; follow written and oral instructions. Must be able to respond to after-hours emergencies within 30 minutes.

Typical Physical Activities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Lead Water Operator position.

While performing the duties of this job, the employee is regularly required to talk, speak, and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Desirable Qualifications

College level course work in industrial technology, management, and water system design is desired.

License Certificate Registration Requirement(s)

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water/wastewater operation, preventative maintenance, and safe work practices. Five (5) years' experience as an Operator II for HVLCSO or comparable position. A class "A" California driver's license and Cross Connection Certification is required, as well as the following California Department of Public Health or State Water Resources Control Board certifications: Water Treatment Grade II, Distribution Grade III, Wastewater Grade I. Must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date



Hidden Valley Lake Community Services District

ADMINISTRATIVE SERVICES OFFICER JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$36.83	\$38.67	\$40.60	\$42.63	\$44.76

Definition/Summary

Plans, organizes, directs and reviews the administrative activities and operations for the District, including administrative support to the Board of Directors and Board meetings, human resources, risk management, public information and outreach, water conservation programs, information technology, and other general office services; assists the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support to the General Manager in areas of expertise; oversees payroll and assists accounting staff with accounts payables; functions as part of the District's Management Team and participates actively in addressing issues of concern to the District.

Essential Functions

- Provide administrative and professional leadership and direction for the District.
- Supervise, direct, plan, schedule, and assign the work of office staff.
- Assumes full management responsibility for all assigned programs, services and activities; participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to enhance and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.
- Interpret, apply, explain, and ensure compliance with applicable federal, state and local policies.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare technical staff reports.
- Coordinates Board meeting logistics and provides other required support; coordinates preparation of Board agenda and distribution of agenda packets; supervises the maintenance of Board records and dissemination of all actions including minutes,

resolutions, agreements and deeds.

- Administers human resources policies and practices in accordance with the District's Personnel Policy Manual; recommends carriers and administers employee benefits programs including health and disability coverage; analyzes claims and discusses with the General Manager, claims adjusters, medical providers, attorneys and other persons involved in the claims process and the provision of benefits to claimants.
- Oversees payroll and assists accounting staff with accounts payable.
- Administers the District's risk control functions and maintains District insurance records; coordinates with insurance carriers, District staff, legal counsel and other administrative organizations regarding claims; prepares reports and recommendations.
- Represents the District before public agencies and community groups; prepares and presents public presentations and demonstrations; manages the dissemination of press releases, newsletters, and brochures; maintains District website.
- Researches, evaluates, and designs water conservation programs consistent with Urban Water Management Council guidelines, state and federal law; plans, coordinates and staffs special events promoting water conservation and water resources stewardship.
- Administers miscellaneous general service functions such as building security, maintenance, and phone systems.
- Manages and maintains District computer equipment, software and office automated equipment; provides staff training and assistance with office equipment, computers and software.
- Implements District records retention and records destruction policy; ensures adequate security, control and maintenance of confidential records and information.
- Serves as the District notary.

Other Duties

Perform other related duties as required.

Job Standards/Specifications

Knowledge of:

Special District governance; modern principles, practices, and methods of public-sector administration and management; principles and methods of effective communication; principles, practices, and methods of project management; administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility; record keeping principles and procedures; modern office practices, methods, and computer equipment and applications related to the work; English usage, grammar, spelling, vocabulary, and punctuation; techniques for effectively representing the District in contacts with

governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Human resources management, information technology, and urban water conservation.

Ability to:

Exercise independent judgment; analyze administrative problems and make policy and procedural recommendations; effectively plan and coordinate the administrative work of the District; communicate effectively with others at all levels; deal tactfully, convincingly, and effectively with personnel, government officials, representatives of interest groups, and the general public; effectively assemble, organize, and present in written and oral form reports containing alternative solutions and recommendations.

Typical Physical Activities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position relies heavily on speech, hearing, and vision.

Communicates orally in group and one-to-one settings. Hearing within normal ranges with or without correction. Has the ability to hear well enough to receive information over the telephone, radio and in person. Vision within normal range with or without correction.

May require occasional bending, stretching, stooping, reaching, twisting, and turning. This position works primarily in an office environment. Employee must be able to perform tasks requiring both sitting and standing for extended periods of time; may also require walking short to moderate distances.

Must be able to lift, push or pull at least 25 pounds. Hand and finger dexterity sufficient to operate a computer keyboards and some hand tools. Attentiveness and concentration necessary to perform multiple tasks concurrently.

Environmental Factors

Works primarily in an office environment.

Desirable Qualifications

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position, would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible administrative experience in the public-sector that includes the development and implementation of programs or policies.

Education: A Bachelor's degree from an accredited college or university in public administration, business administration or closely related field; or successful completion of two years of relevant college level course work with at least ten years of public-sector experience.

License Certificate Registration Requirement(s)

American Water Works Association Conservation Practitioner Grade 1 certificate or equivalent are required and must be obtained within the first two years of employment. A valid California driver's license is required. Incumbent must be a California Notary or obtain certification as a California Notary within the first two years of employment.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date

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

DATE: March 18, 2014

AGENDA ITEM: Discussion and Possible Action: Protocols for Board Officer Succession – Board President and Vice President

RECOMMENDATIONS:

Hear General Manager’s report and provide direction to staff.

FINANCIAL IMPACT:

None

BACKGROUND:

Many organizations governed by a Board of Directors have a formal process by which the Board President, and sometimes the Board Vice President, is selected by their peers. Often, particularly in the case of County government, the Board President and Vice President serve one-year terms, with the Vice President assuming the Board President role the following year. The District currently has no formal process by which the Board President or Vice President are selected. However, the Board has previously elected to conduct its meetings in conformance with Robert’s Rules (www.robertsrules.org), which state in part that “... no member shall be eligible to serve three consecutive terms in the same office” (see chapter XVIII, Article IV, Section 4).

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

ARTICLE III

Members

Section 1. Maximum Membership. The membership of this Society shall be limited to two hundred members.

Section 2. Membership Eligibility and Admission Procedure. Any adult resident of _____ shall be eligible for membership, provided that such resident shall be proposed by one member and seconded by another member of the Society. A proposal for membership, signed by the two endorsers, shall be sent to the Recording Secretary, who shall report it, together with the names of the sponsors, at the next regular meeting of the Society. Voting upon the admission shall take place at the next regular meeting thereafter. A two-thirds vote shall elect to membership. A person so elected shall be declared a member of the Society upon payment of the initiation fee and the annual dues for the first year.

Section 3. Initiation Fee and Dues. The initiation fee shall be _____ dollars. The annual dues shall be _____ dollars, payable in advance on or before _____ of each year. The Treasurer shall notify members _____ months in arrears, and those whose dues are not paid within _____ thereafter shall be automatically dropped from membership in the Society.

Section 4. Resignation from Membership. Any member desiring to resign from the Society shall submit his resignation in writing to the Recording Secretary, who shall present it to the Executive Board for action. No member's resignation shall be accepted until his dues are paid.

Section 5. Honorary Life Membership. Upon the signed recommendation of one member, seconded by another member, and by a three-fourths vote by ballot at the annual meeting, honorary life membership may be conferred upon an adult resident of _____ who shall

have rendered notable service to the Society. An honorary member shall have none of the obligations of membership in the Society, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

ARTICLE IV

Officers

Section 1. Officers and Duties. The officers of the Society shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and four Directors. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

Section 2. Nomination Procedure, Time of Elections. At the regular meeting held on the second Tuesday in February, a Nominating Committee of five members shall be elected by the Society. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in April. The Nominating Committee shall report at the regular meeting in March. Before the election at the annual meeting in April, additional nominations from the floor shall be permitted.

Section 3. Ballot Election, Term of Office, Removal from Office. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers may be removed from office at the pleasure of the membership as provided in the parliamentary authority.

Section 4. Office-Holding Limitations. No member shall hold more than one office at a time, and no member shall be eligible to serve three consecutive terms in the same office.

Rate increases proposed to fund water system improvements

By Isaac Brambila – Associate Editor Record Bee
Updated:

record-
bee.com

MIDDLETOWN -- The Callayomi County Water District is proposing a rate increase that is projected to help finance an overhaul in the water system and create savings for future repairs.

Rural Development Specialist at Middletown John Hamner said the tentative proposal, which is still in its early stages, is projected to increase the customer base rates from \$37.75 to \$40, signifying a 6-percent increase. The rate adjustment would also include a tiered rate that will increase based on water consumption and additional increases introduced yearly.

The water district currently creates enough evidence to pay its bills, Hamner said, but there is a proposed plan to build a new well and purchase a water-storage tank that is predicted to cost roughly \$3 million.

For those improvements, the water district applied for a \$3-million grant and loan from the California Department of Public Health (CDPH) through its State Revolving Loan Fund (SRF), \$500,000 of which will be set aside for planning portion.

The full funds would be provided as 80 percent in the form of a grant and 20 percent in the form of a loan. The \$600,000 part of the loan would be paid off over 20 years with an interest of 2 percent.

According to Hamner, the California Rural Water Association performed a rate study and determined that a rate adjustment was needed in order for the water district to keep up with its new expenses.

Hamner said that the proposed groundwater well would replace the district's current leased well near Big Canyon Road. The well currently used, he added, was not originally designed as a public drinking water well, and, as a result, the sanitary seal preventing contaminants from entering the well is not sufficient.

The storage tank would provide redundancy in case of emergencies, as well as additional fire protection, he stated.

The rate increase would allow the district to pay the loan portion of the new funds as well as replace deteriorating equipment and create savings for future system repairs.

According to Hamner, the proposal, which is still in its early stages and is subject to changes pending board and public input, the rate adjustment would also represent a 4-percent annual increase for the base rate and other increases based on consumption.

The proposal states that the rate adjustment would not see increases for homes or businesses that use fewer than 6,000 gallons of water per month. For consumption ranging between 6,001 and 10,000 gallons there would be a \$4.80 increase. Locations that use between 10,001 and 15,000 would see an increase of \$5, and usage of 15,001 to 20,000 would represent a \$6 increase.

Usage between 20,000 and 30,000 gallons would represent an increase of \$7, and any usage above that would see a \$6 increase.

According to figures provided by Hamner that are based on the July 2012 to June 2013 year, the average home uses roughly 8,000 gallons per month, which would represent an increase of \$4.80 and a total increase of roughly \$7.05 per month. In high consumption months, according to the figures, the average home consumes as many as 13,000 gallons and as few as 5,000 gallons in low consumption months, representing a \$5 consumption rate increase in some months and no increase in others.

Home owners who live outside of the city limit will likely see additional raises, Hamner said.

In order for the proposal to be approved, Hamner stated, the district is required to notify property owners in the area of a Proposition 218 hearing, which will be held on April 30 at the Middletown fire station.

Proposition 218 notices are expected to be mailed around March 1.

A board meeting has been tentatively scheduled for Thursday, but a time and location has not been set. For updated information about the meeting people can call CCWD office at 987-2180.

Hamner also added that anyone who would like more information on what the changes would represent for their water bill can call the office at the same number.

Isaac Brambila is an associate editor for Lake County Publishing. Reach him at 263-5636 ext. 37 or at ibrambila@record-bee.com.

Lake County ranchers not likely to use proposed water bill

By Leah DeAnda -- Staff reporter Record Bee
Updated:

record-bee.com

LAKE COUNTY -- Lake County is not likely to take advantage of recent proposed legislation that would allow California ranchers to give pasture animals recycled water; the county's treated wastewater is already tied up in producing electricity.

Assembly Bill 2071, introduced by Assemblyman Marc Levine on Feb. 20, would require the State Department of Public Health to approve the use of tertiary treated recycled water for the purpose of providing water to pasture animals by Jan. 1, 2016. That is unless the department finds using the treated effluent for livestock puts public and animal health in danger.

The bill, which aims to protect the diminishing supply of California's potable water, has been met with hesitation from ranchers in other counties who are concerned for their animals' safety.

However, Lake County puts most of the 3.9 million gallons of the water its plants recycle daily to use at the Geysers. The treated effluent is mixed half-and-half with water from Clear Lake and shipped to the Geysers at Cobb Mountain where it produces enough renewable energy to power 850,000 homes, according to www.lakecounty.com.

Another aspect keeping Lake County from putting the legislation to use is that the county's four water treatment plants only produce secondary treated water, not tertiary.

Title 22 of the California Code of Regulations states that tertiary recycled water is filtered and subsequently disinfected wastewater, and its median concentration of coliform bacteria does not exceed 2.2 per 100 milliliters. Secondary recycled water is oxidized and disinfected, and its median concentration of coliform bacteria does not exceed 23 per 100 milliliters.

A report by the California Farm Bureau titled "Risks and Benefits of Tertiary Sewage Effluent as Drinking Water for Livestock in California" states, "Title 22 water decontamination standards are quite stringent compared to federal standards, and water that meets Title 22 standards is of high quality."

There is a significant difference in cost to produce tertiary over secondary treated recycled water, according to Special Districts Administrator Mark Dellinger.

This high-cost difference might also prevent treatment plants in other counties from putting the legislature to use.

If a different standard of cleanliness was required specifically for pasture animal use, "small wastewater treatment plants would likely find this either an inefficient or low priority use of their capital budgets," Kathie A. Smith, the public information officer of the State Water

Resources Control Board, said.

Counties outside of Lake have greeted the bill with uncertainty and a desire for more information concerning its safety. Ranchers who heard Levine's proposal at a public hearing Feb. 20 at Petaluma City Hall mostly expressed their doubts rather than support, according to the Associated Press.

If approved, ranchers might need some persuading to put the bill to use.

"I think that one of the biggest challenges to new programs and uses for treated water is getting past the public perception that it's treated wastewater," Scott De Leon, Lake County director of water resources, said. But "as demand for resources goes up California will need to look at alternatives and this is certainly one of them."

Giving recycled water to pasture animals isn't unheard of; about 70 ranchers in Sonoma County are already hooked up to recycled water systems and have been giving their non-dairy cattle the water, according to the Associated Press.

Lake County has used recycled water for its livestock indirectly in the past. When Lake County's Southeast Regional, Northwest Regional and Middletown water treatment plants were constructed, they were issued permits to use secondary treated wastewater to irrigate their land and ranchers were able to bring their non-dairy cattle to graze the properties.

Since 2003, the plants have stopped spray-irrigating their properties with treated effluent, and grazing cattle receive potable water in water tanks, according to Dellinger.

"The plants will only water their properties with treated wastewater if its systems are down," Dellinger said.

Outside California, Arizona has allowed the use of secondary treated wastewater for livestock since 2001, according to the Arizona Administrative Code, while Singapore has taken recycling water to another level; that is the potable level that comes in a plastic bottle.

Singapore is the only country to use recycled water as a potable water source. With dual-membrane and ultraviolet technologies, the Singaporean company, NEWater, provides water that is cleaner than Singapore's other potable water sources and exceeds U.S. Environmental Protection Agency (EPA) and World Health Organization (WHO) requirements, according to the Singapore Public Utilities Board.

As the Lake County Board of Supervisors (BOS) proclaimed a state of emergency because of the drought March 4 and upgraded its Drought Management Plan stages from one to three for three of its water systems, the county is looking toward other ways of preserving its potable water source.

Lake County Special Districts is working to obtain permits and will be meeting with the partners at the Geysers to approve using some of the county's treated effluent for construction and dust control, according to Dellinger.

Educating people on water conservation is also a top priority. Special Districts is holding public presentations and offering resources. Dellinger said there has been a "significant decrease" in water usage since this first educational stage of its drought plan began.

For those who continue to use as much as 15 times the amount of water commonly used, the BOS has approved water sanctions on these customers.

Since California's regulations don't specifically address whether treated effluent can be given to animals, questions have been raised over whether what Levine proposes is already allowed by the state's public health agency and water quality control board.

As for the bill's future, "it's going to take considerable time to gather professional and scientific opinion to determine its safety," Claudia Street, the director of Lake County Farm Bureau, said. "Levine has given the Public Department of Health until 2016 to make a decision and I think they're being very realistic with how long it will take to approve. Will it help provide immediate relief to California's drought status? Not necessarily."

Leah DeAnda is a staff reporter for the Lake County Record-Bee. She can be reached at 263-5636 ext. 14 or at leanda@record-bee.com.

The Press Democrat

Project's critics contend Water Agency hasn't kept residents informed

By JEREMY HAY THE PRESS DEMOCRAT on March 9, 2014, 3:00 AM

Opponents critical of a proposal to build a \$4 million detention basin on part of the 98-acre Montini Preserve say the public process surrounding the government plan has been less than transparent.

Neighbors say they learned about the basin plan only in December, even though the February 2013 grant application to the state outlined the proposal in hundreds of pages, suggesting enough information was available at that time to update residents.

"It's inexplicable why the information was kept from the public for so long," said neighbor Mary Nesbitt.

The first community meeting to specifically address the proposal was Jan. 29.

"The first we learned about it as residents here was fliers that landed on our front porches" in December, said Jim Nelson, another neighbor.

But officials say there have been plenty of opportunities for residents to get a sense of the Water Agency's intentions. Public discussions about the project started with a publicly noticed October 2012 meeting of the Basin Advisory Panel in Sonoma, according to a timeline of the project provided by the agency.

Following the October meeting, the Board of Supervisors directed staff to craft a grant proposal in January 2013.

Before the grant was approved by the state Department of Water Resources in September, it would have been hard to discuss it more fully because there would have been nothing concrete to discuss, officials said.

"It's difficult to hold a public meeting and say we're going to be looking for opportunities for all kinds of projects," said Sonoma County Supervisor Susan Gorin, whose district includes the property. "The timing of all of this is challenging."

Supporters also emphasize the proposal is not complete.

"We don't know what it's going to be yet, its full design," said Richard Dale, the executive director of the Sonoma Ecology Center who lives near the site.

"There's been a lot of outreach, and there's going to be a lot of outreach as we move forward," said Jay Jasperse of Sonoma, the Sonoma County Water Agency's chief engineer.

A report on the site's hydrology is due in May. Another community meeting will be scheduled, likely in a few months, "when we have a more developed design that we can discuss," Water Agency spokeswoman Ann Dubay said in an email.

The debate has intensified in recent weeks in a series of back-and-forth exchanges between the Water Agency and opponents of the project. Water Agency officials, for their part, offered to meet with opponents and answer some of the questions. But Nesbitt and her allies want a wider public forum about the proposal.

In an sharply worded email, they said: "We are confident Sonoma citizens have more than enough intelligence to understand the full range and depth of questions, and answers on this issue at a public meeting that all are welcome to attend."

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Saturday, March 8, 2014 •

Current drought compared to 1977 drought

Terry Knight

R-B Outdoors writer

LAKE COUNTY

— A lot of people are comparing the current drought with the 1976-77 drought. There are some similarities but also some major differences.

In 1976, the total yearly rainfall for Lake County was 12.19 inches and the maximum Clear Lake level was a 2.32 feet on the Rumsey Gauge. The minimum lake level that year was a minus-.6 feet on the Rumsey.

In 1977, the total rainfall was 12.26 inches and the maximum lake level was only a minus-.3 feet on the Rumsey Gauge. The minimum lake level for that year was a minus-3.39 feet.

In comparison, to date this year the rainfall total stands at 12.38 inches and the lake level is a 1.72 feet on the Rumsey Gauge. It is highly unlikely that the current drought will reach the proportions of the 1976-77 drought.

The Press Democrat

By **GLEND A ANDERSON THE PRESS DEMOCRAT** on March 4, 2014, 6:43 PM

Lake County on Tuesday joined a growing number of counties, cities and water agencies that have declared drought emergencies.

A Lake County groundwater study has indicated that some area wells are producing sufficient water for their users but others are being depleted by the drought, said Lake County Supervisor Tony Farrington.

“In some areas, this is the worst drought they’ve seen in the history of the county,” he said.

Emergency declarations are a prerequisite to applying for state and federal drought assistance, Farrington noted.

Emergency steps that might be utilized with that funding include transporting water to water-depleted areas, drilling new wells and water connections to link water districts, officials said.

County supervisors also voted to implement stringent, phase 3 emergency water conservation measures for three small, water-short districts that are overseen by the county’s Special Districts Administration.

Most of the people in those districts already are doing their part by limiting their water use to 50 gallons a day, said Special Districts Administrator Mark Dellinger. But an estimated 10 percent to 15 percent of users in the three districts — Paradise Valley, Starview and Bonanza Springs — have been using nearly half the available water, he said.

“This urgency ordinance is directed at those that have failed to make any efforts to conserve water and are jeopardizing the entire water system with excessive water use,” according to his report to county supervisors.

The 60 to 70 upscale homes along Clear Lake’s north shore served by the Paradise Valley water district have actually increased their water usage since last year, despite earlier requests for water conservation, according to Dellinger’s report.

He said the increased usage is attributed to 8 percent of those properties. He declined to speculate how the water was being utilized, but it’s probably not for outdoor irrigation. The subdivision has a separate surface water system for outdoor landscaping purposes, Dellinger noted in his report.

The new conservation measures include tiered rates that penalize people who use lots of water.

They also include fines for people who continue to use more than their fair share.

You can reach Staff Writer Glenda Anderson at 462-6473 or glenda.anderson@pressdemocrat.com

Three water districts upgrade water saving measures

By Isaac Brambila – Associate Editor Record Bee

Updated:

record-bee.com

March 6, 2014 Lake County Record-Bee

LAKE COUNTY Drought and depleting ground water levels coupled with a fraction of customers using as much as 15 times the amount of water commonly used forced the department of Special Districts and the Lake County Board of Supervisors to approve ordinances that would impose sanctions on water customers who consume too much water.

The BOS approved the three separate ordinances to upgrade Drought Management Plan stages from one to three in the water districts of Paradise Valley, Star View and Bonanza Springs water. Those ordinances will be in effect until the BOS declares water shortage emergency conditions no longer exist.

The approved ordinances would implement hundreds of dollars in penalties to people who overuse water in those districts, but according to figures submitted to the BOS by the Department of Special Districts in a memorandum, the majority of water customers would see penalties much lower or no penalties at all.

The purpose of the ordinances, Special Districts Administrator Mark Dellinger said, is to target the few customers who use an extremely large amount of water and encourage them to use less.

Dellinger added that the majority of customers have showed signs of reducing water use.

"It doesn't benefit us getting more money, because getting more money does not give us more water," Dellinger said.

The Drought Management Plan, which was presented by Special Districts early this year, indicated that stage one of the plan asked for voluntary conservation of water by customers. Stage two initiated mandatory conservation measures prohibiting non-essential use, such as outdoor watering and filling of pools. Special Districts did not consider implementing stage two because it considered it would not encourage the desired change.

According to the memorandum, which was submitted by Dellinger and Compliance Coordinator Jan Coppinger, well levels for Bonanza Springs have dropped by 16 percent in the last year.

In that district, 26 out of 169 customers are using 50 percent of the water, the memorandum stated.

"The excessive use by 15 percent of the customers is jeopardizing the entire water system," the report stated.

The Bonanza Spring Water ordinance implements different penalties for usage of more than 900 cubic feet of water per month. Usage between 900 and 1,100 cubic feet of water would represent a \$10.47 charge. The same amount would be charged for every 100 cubic feet after 1,100 cubic feet.

Usage of more than 1,100 cubic feet of water would also represent a \$350 penalty.

According to figures provided in the report, the average consumption per water connection in Bonanza Springs during the last billing cycle was roughly 553 cubic feet of water. Those figures indicate the average consumer would not see a penalty.

The highest consumer of water for that billing cycle used roughly 8,899 cubic feet of water, more than 15 times the usage of the average customer. Those figures would represent penalties of more than \$1,100.

According to the report, water level in the well that serves the Starview water system dropped 12 percent during the last year. The ordinance approved for Starview customers will see the same penalties as the customers in Bonanza Springs.

In Starview, consumption during the last billing cycle increased by 26 percent in comparison with the same billing cycle last year. Of 147 customers, 23 used 45 percent of all the water in that billing cycle.

Paradise Valley customers will see penalty charges in their bills when they consume 500 cubic feet of water or more. Usage between 500 and 750 cubic feet will represent a fee of \$10.47. Customers who use more than 750 cubic feet of water will be charged \$350 plus \$10.47 for every 100 cubic feet more than 750 used.

Paradise Valley customers have a lower consumption limit because they are served by two separate water systems, Dellinger said, one that provides water for irrigation.

According to Dellinger, the average consumption in the last billing cycle for Paradise Valley was 125 gallons per day, which represents roughly 500 cubic feet per month.

Dellinger said that letters will be sent to all customers whose districts will see an upgrade from stage one to stage three in the Drought Management Plan.

He added that most customers who over consume water or who have not shown signs of reducing consumption have been notified of their usage and asked to lower consumption. Phone calls will be made to customers who do not change their consumption habits, and visits will be made if the overuse persists.

Isaac Brambila is an associate editor for Lake County Publishing. Reach him at 263-5636 ext. 37 or at ibrambila@record-bee.com.

Proposed well site raises concerns about safety

By J. W. Burch, IV -- Staff reporter Record Bee

Updated:

record-bee.com

March 6, 2014 Lake County Record-Bee

MIDDLETOWN -- A proposed well site in Middletown has some customers of the Callayomi County Water District (CCWD) concerned about safety.

The district will hold a meeting at 6 p.m. March 13 at the Middletown Senior Center to discuss the proposed well site and a potential rate increase.

The proposed well site is two miles south of a former landfill site owned by Geothermal, Inc.

The well is part of a water system project, that includes a 500,000 gallon storage tank, piping and equipment, according to CCWD General Manager John Hamner. The purpose of the project is to address water quality concerns and resolve water pressure issues.

If approved, the project will cost approximately \$3 million, Hamner said. It has been approved for the planning stage, which costs \$500,000. Construction will cost \$2.5 million.

The planning stage will be funded with grant money (80-percent) and a loan (20-percent). The construction stage will most likely be funded the same way, according to Hamner.

In order to ensure the repayment of the loan, a rate study was required by the state, according to Hamner.

"The rate study determined that we have not been setting enough money aside to replace our components before they fail," he said.

Which means customers may see an increase in rates soon.

"Whether this project goes through or not we still need this rate adjustment," Hamner said. "I don't want people tying the rate adjustment to this project."

Residents have started circulating a petition against the proposed use of the site.

"If we get 200 signatures, I will be happy because we are such a small community," Linda Diehl-Darms, of Middletown, said.

After the petitions have been filed, Diehl-Darms said she will submit it to the CCWD board meeting on March 13, the Middletown Area Town Hall and the Lake County Board of Supervisors (BOS).

"My concern is, although it is about two miles away from the proposed site, it is down valley and the water flows this way," Diehl-Darms said. "I think it is a terrible idea."

Diehl-Darms said her involvement with the waste site started in 2002, when the site cleanup was proposed.

"To me it is common sense," Diehl-Darms said. "If you have a waste site upstream, what are you thinking to put a well downstream from that?"

Companies that used the landfill included Pacific Gas and Electric (PG&E), Unocal, Calpine, Cypress Amax Mineral Company, Shell and Sunoco, according to a cleanup and abatement order from the California Environmental Protection Agency (EPA) State Water Resources Control Board.

The facility accepted liquid and solid wastes consisting of drilling mud and fluids consisting of bentonite mud, caustic, and rock/soil from drill holes, geothermal brines and sump liquids, condensates from cooling towers, petroleum fractions, hydrogen sulfide scrubber wastes and solid waste from geothermal plant construction and maintenance, the abatement order stated.

"As soon as that came to light we had some concerns," Hamner said. "So we contacted PG&E and they told us what had happened."

Under the oversight of the state Central Water Quality Control Board, PG&E cleaned up the site and closed it in 2006, Hamner said. The cleanup consisted of combining the seven ponds at the facility into one, lining it with clay, placing a thick layer of plastic over it and burying it.

Hamner said that a representative from the California Department of Public Health has been testing monitoring wells in the area.

"The only things in the monitoring well that were above maximum contaminant level was arsenic, barium, silinium and nickel," Hamner said.

"We've tested the school's bus barn and it is not in the water," he added.

But that is not enough for Diehl-Darms.

"It tests fine right now, but we don't know how that will affect us in the future," Diehl-Darms said.

The district is continuing to search for other viable well sites.

"We would love alternatives," Hamner said. "We would love to hear from somebody if they have a groundwater well that has good quality water in the Middletown area that produces 400 gallons a minute."

The proposed site is located at 19020 Butts Canyon Road.

"If we decide to go with this well site, we would do our best to sample the water on a regular basis to make sure that no contaminants ever got to our customers," Hamner said. "We do not want people getting sick, we want to prevent that at all costs."

The meeting takes place at the senior center, which is located at 21256 Washington St. in Middletown.

For information, contact the CCWD at 987-2180, email at ccwdjanet@att.net or visit www.callayomi.com.

J. W. Burch, IV is a staff reporter for Lake County Publishing. Reach him at 263-5636 ext. 39 or at jburch@record-bee.com.

BOS proclaim state of emergency because of drought

By J. W. Burch, IV -- Staff reporter Record Bee

Updated:

record-bee.com

March 5, 2014 Lake County Record-Bee

LAKEPORT -- The Lake County Board of Supervisor (BOS) proclaimed a state of emergency for the county because of the drought at its meeting Tuesday.

The resolution requests assistance from the state and federal governments. It was unanimously approved.

The board also held numerous public hearings regarding emergency water conservation restrictions for the Paradise Valley, Starview and Bonanza Springs water systems.

Ordinances for each water system were passed unanimously by the board.

"Critically low water table levels are threatening the water wells," Lake County Special Districts Administrator Mark Dellinger said.

Each water system has been moved into stage three of the district drought management plan.

Stage three of the plan includes mandatory conservation measures and revised rate structures, Dellinger said.

The fourth and final stage would include a connection moratorium and prohibit new connections, according to plan documents.

A nuisance abatement, which started in 2001, regarding unpermitted construction, operation of a scrap yard that violates the zoning ordinance as well as the outdoor storage of non-operational vehicles, travel trailers, motorhomes and miscellaneous junk was heard by the board.

The hearing was continued from Jan. 28 in order to allow the Community Development Department and the property owners to work on a plan to resolve the nuisance issues.

"The property owners have already taken significant steps to clean up," Community Development Director Richard Coel said.

According to Coel, approximately one-third of the miscellaneous junk was removed and the remaining amount will be removed in 45 to 60 days. The owners have also removed nine vehicles from the property and built a wood fence adjacent to their garage, according to Coel.

A compliance review regarding a Kelseyville property minor use permit was considered by the board.

Concerns raised by neighbors of property included the placement of redwood tree hedge, the use of a hardship guest house, construction of horse stall and nuisances from odor and insects.

The review will be discussed at the BOS meeting on March 18 to allow time for the board to deliberate.

"We're going to have to take this under submission," District 5 Supervisor Rob Brown said. "No one is going to be happy with this one."

"This shouldn't be before us," District 2 Supervisor Jeff Smith said. "Neighbors should have worked this out before it came to the board."

"It is terrible that we have to come up with the compromise," he added.

In other business, the BOS unanimously approved a contract change order for the Lucerne Hotel Elevator.

The county received a \$20,000 credit for substituting an elevator, but added lighting and additional water proofing. The total credit received was \$12,422.

The board also unanimously approved an increase to the contract change order for additions to the Clearlake Oaks Senior Center project.

The increase totals \$21,131.91 and includes extending water lines, adding a handrail, modifying the sidewalk and adding a walkway to the existing church exit door.

According to Deputy County Administrative Officer of Special Projects Eric Seely, the increase is partially because of a deficiency in the project plans.

After the project is completed, Seely plans to "meet with county counsel to see if there is potential recourse with the architect and his team to recapture these expenses."

Additional changes include adding wall lining, an electrical circuit for the fire alarm and relocating the electrical pedestal.

The board unanimously approved a request from Lake County Special Districts to award a bid for a new AquaTech Vacuum Truck.

The bid was for \$343,113.84 from Nixon-Egli Company.

According to Special Districts Administrator Mark Dellinger, the northwest and southeast divisions of the Lake County Sanitation District have been building reserves for the purchase over the last three years.

The current vacuum truck will be used as a backup, Dellinger said.

The BOS also unanimously approved the re-appointment of Agriculture Commissioner and Sealer of Weights and Measures Steve Hajik. He will serve a four-year term.

Record-Bee Sports Editor Brian Sumpter was commended for his 30 years of service to the community and his continuing service with the Record-Bee by the BOS.

The BOS proclaimed this month as March for Meals Month. The proclamation was presented to Meals-On-Wheels.

During public comment, Ceva Giumelli spoke on behalf of In-Home Supportive Services (IHSS) to request a living wage for workers.

An in-depth story regarding the drought management plan and state of emergency will appear in the Record-Bee later this week.

J. W. Burch, IV is a staff reporter for Lake County Publishing. Reach him at 263-5636 ext. 39 or at jburch@record-bee.com.

The Press Democrat

Petaluma joins call for water conservation

By **LORI A. CARTER THE PRESS DEMOCRAT** on March 4, 2014, 5:07 PM

Petaluma is joining several other cities in Sonoma County by adopting a goal to voluntarily reduce citywide water use by 20 percent.

Despite some welcome rains locally, the regional drought continues. Gov. Jerry Brown signed a package of drought-relief efforts Saturday, which includes \$1 million toward a public awareness campaign to inform residents how to better conserve water.

Sonoma County also has been promoting its regional water-saving program. In January, Petaluma Public Works Director Dan St. John updated the council on the city's water supply system, including its ground water wells, which are generally for emergency use.

Petaluma buys most of its water from the Sonoma County Water Agency, but it also has 10 wells that could provide about 40 percent of local water needs if the county curtailed its water deliveries in a prolonged drought.

He said at the time the city was meeting its usage goals and shouldn't begin urging residents to cut back yet.

But after the governor's drought declaration and a continued sense of urgency about local water supplies, St. John said Monday that Petaluma will begin to pursue the 20 percent conservation goal. Several other cities have done the same, including Santa Rosa, Windsor and Cotati.

Should the drought situation worsen, mandatory saving measures could kick in, as well as higher rates for heavy users, he said.

For now, he said Petaluma residents are being asked not to irrigate landscaping.

"We're basically asking people very sternly to voluntarily not do any irrigating outside," he said. "That is where the biggest bang for the buck is with water conservation."

Still, St. John cautioned that authorities shouldn't force the conservation message too quickly and too strongly.

"We are concerned about burnout," he said. "If we go mandatory too soon, then what's going to happen come May, June, July with our customers? Are they going to be completely burned out?"

Mayor David Glass said he has heard concerns from residents who have made conservation a habit. "They're concerned that because they've done the right thing ... through conscientiousness at home, that there's very little cushion for them to cut back," he said. "They're starting to consume — to drive their usage up — so they can get back down under the 20 percent."

Glass cautioned that the 20 percent goal is citywide, not per customer.

St. John said the city will revisit water savings plan in spring.

(You can reach Staff Writer Lori A. Carter at 762-7297 or lori.carter@pressdemocrat.com.)

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The Press Democrat

Santa Rosa moves ahead on alternate water supply

By KEVIN McCALLUM THE PRESS DEMOCRAT on March 1, 2014, 3:00 AM

Santa Rosa is accelerating efforts to find suitable locations for wells that could supply residents with drinking water in an emergency, a move that comes amid an ongoing contract dispute with its longtime consultant on the project.

The city has spent nearly \$10 million over more than a decade investigating potential sites for emergency groundwater wells should the supply from the Russian River be interrupted, such as in an earthquake or toxic spill.

But results of the program have been mixed. Of the nine test wells drilled to date, a few have shown promise, but others have come up empty.

“Just because you're looking doesn't mean you'll find, so that's definitely been frustrating,” said Dick Dowd, a longtime member of the city's Board of Public Utilities. “I still think it's a good idea to keep looking.”

The city currently has wells that can supply it with 4.3 million gallons of water per day in an emergency, provided mostly by two wells on Farmers Lane. But that's far short of the 12.7 million gallons per day that would be needed if there were a disruption in the supply from the Russian River, where the city gets 90 percent of its drinking water.

It's not an idle threat. In the 1970s, a formaldehyde spill from a train shut down the Sonoma County Water Agency's water supply system for about a day. In January a chemical spill into a West Virginia river last month contaminated the water supplies for 300,000 residents.

To ensure the city can provide enough water for the general health and safety of its residents during such an emergency, the city estimates it will need to find an additional supply of 8.4 million gallons per day.

That's far more water than the investigation program, which began in 2003, has been able to identify to date. The program's price tag includes the cost of consultants, well drillers, city staff and the city's Groundwater Master Plan, which was completed last fall.

Now, facing one of the worst droughts in state history, the city is shifting from exploration mode to well construction.

The city recently announced plans to hire a consulting firm that can focus its search for suitable well sites, get four new wells online within three years and explore other supply options such as recharging the aquifer in the winter to make ensure water is available in the summer months.

“We're looking to enter into a contract that will allow us to move forward at a more aggressive pace,” said David Guhin, director of the city utilities department.

Anything would be an improvement over the status of the previous well investigation effort, which ground to a halt late last year. Nearly six months later, the contract remains in limbo as the City Attorney's Office reviews the city's agreement with Sebastopol-based environmental consulting firm ECON.

The company, owned by Andy Rodgers, has overseen the drilling and analysis of seven of the nine test wells drilled to date. ECON has a professional services contract with the city and subcontracts out the drilling work to local drillers, Rodgers said.

“We know the drilling world really well,” he said.

During the drilling of a test well in Bicentennial Park last summer, a subcontractor delivering portable toilets for Weeks Drilling & Pump Co. of Sebastopol inquired whether the job paid prevailing wages, Rodgers said.

But the test wells, which have been used to gather data about the aquifer beneath the city, have never been considered public works that would require the payment of prevailing wages, Rodgers said.

When city attorneys reviewed the contract with ECON, however, they stumbled across another problem. They realized that Rodgers was not a licensed contractor, engineer or geologist, City Attorney Caroline Fowler said. While it investigated, the city held up payment of ECON's latest invoice, which included the cost of Weeks' drilling work.

The city is now in the process of paying Weeks directly the \$274,165 the company is owed for the work. It continues to review how much it will pay Rodgers, but Fowler said the city by law can't pay ECON for work it was unlicensed to perform.

“There is going to be a certain amount of work that he's not going to get paid for,” Fowler said.

Rodgers acknowledges that he isn't personally a licensed contractor or geologist but says all the work was done by licensed drillers and overseen by licensed geologists, geophysicists and hydrogeologists who he hired.

Rodgers is president of ECON, acted as project manager for the program, and said he is a “qualified geologist” under state law, he said.

His contract with the city has never required him to have any specific licenses, only that his firm be qualified to do the work, which he said it is. He said the issue is a very technical one related more to the city's contracting processes than his licensing.

“Only in recent months did we find out the city determined the drilling task to be improperly contracted,” Rodgers said.

The city's view of the nature of the work and how contracts for it should be written has apparently evolved. The effort was initially viewed just as data gathering, but more recently the city has come to view the test wells as public assets, city officials said.

The wells are expensive, often costing a half-million dollars each to drill and analyze. Dowd said he hopes at least some of them can be used for park or school irrigation in the future.

The possibility of future uses for the test wells has influenced the city's determination that their drilling ought to be managed through the same public works bidding process as streets, sidewalks and buildings, explained Colleen Ferguson, deputy director of public works.

That means future drilling work will be competitively bid separately from the consulting work. The change makes sense because the next phase of work involves the construction of permanent emergency wells, Ferguson explained.

The city is hoping to select a consultant for the new work by March 17, with approval by the Board of Public Utilities by April 17. The contract calls for work to be underway on one well in the Montgomery Village area by spring 2015 and another in Oakmont by 2016. Two others, in Fountaingrove and a more central city location, are also envisioned to get underway by spring of 2016.

Those locations are informed partly by test results, but also a desire to have the wells spread out to serve different parts of the city.

While it may look like the 11-year-old program hasn't accomplished much to date, it has provided valuable information about the city's hydrology, said Andrew Allen, the city's supervising engineer on the program.

Some areas in east Santa Rosa have shown promise. A test well near Martha Way east of Montgomery High School suggested a possible production rate of 1,000 gallons a minute. A test well in Doyle Park, however, just west of the Rodgers Creek fault, produced just 10 gallons a minute, according to city reports.

"We are narrowing down the potential areas out there," Allen said.

Rodgers said he is proud of the work he's done for the city to date and said several of the test wells he managed could prove valuable. He has yet to release the analysis of the Bicentennial Park well pending resolution of the contract dispute, he said. He declined to say how much he is owed, but said it is "very small" compared to Weeks' invoice. About 80 percent of the cost of each test well is for drilling, he said.

Rodgers has no problem with the city changing the way it contracts for the next phase of work, which he said he intends to bid on.

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The Press Democrat

Healdsburg use of reclaimed water delayed

By CLARK MASON THE PRESS DEMOCRAT on February 27, 2014, 6:44 PM

Healdsburg's offer to help grape growers and farmers weather the drought by offering them reclaimed water was welcomed by the agricultural community.

But two weeks after the City Council took action in a special meeting to start making millions of gallons of highly treated wastewater available, the spigot remains turned off.

The reason: Healdsburg still has not obtained permission from state regulators to use the recycled water from its sewer plant for agricultural irrigation, or at construction sites.

"It is a regulatory environment we live in. It is challenging to deal with," Mayor Jim Wood said. "Agencies agree it's the right thing (to do), but we face a slow process."

"Knowing the caliber of the water, it shouldn't be an issue," City Councilman Garry Plass said of the delay in getting approval to use the tertiary treated water that comes out of the city's state-of-the-art wastewater plant.

Two weeks ago, the city appeared poised to immediately make the recycled water available for free to haulers, despite not having the blessing of the North Coast Regional Water Quality Control Board.

Reclaimed water has been used for decades in other parts of the state and Sonoma County, including Santa Rosa and Windsor, to irrigate vineyards, pastures and landscaping.

Healdsburg officials said the governor's drought proclamation in January lent new urgency and justification for using the reclaimed water, which meets the state's drinking water standards.

But advice from the city attorney made Healdsburg officials reconsider, including the possibility they could face fines and even criminal charges if they went ahead right away.

"The frustrating thing is we're being advised because we have a permit that's not fully functional we could be held criminally liable if we dispense water," Plass said.

"The Regional Board certainly has the ability to fine the city if we were to do that," said Healdsburg City Engineer Brent Salmi. "They could go as far as filing charges against certain individuals."

On Thursday, water quality regulators said they had yet to receive the city's application, known as a "categorical waiver," that would allow trucks to haul recycled water from the city's treatment plant to use for dust control and dirt compaction at construction sites.

And use of the water for vineyard irrigation and other agricultural uses is not even part of Healdsburg's requested waiver, according to Matt St. John, executive officer for the North Coast Water Quality Control Board.

“I think there's some misunderstanding as far as the city actually applying for that use from us,” he said Thursday. “The city is still pulling together their application to us. We haven't even received it yet.”

But Thursday evening, Mayor Wood said St. John was wrong — the application to use the water for construction purposes was submitted more than a week ago.

“We have the receipt,” he said. “They don't even know what their own staff is doing.”

Getting permission for agricultural use — a much larger demand for the water — is another matter entirely and the subject of a more involved permit procedure.

City officials have expressed frustration at their inability to quickly put to use up to 1 million gallons a day of treated, disinfected wastewater that is churned out of the city's treatment plant.

That water currently is discharged into a large pond that seeps into the Russian River.

Two weeks ago, city officials said they would offer it for free from a hydrant at the plant, and also begin constructing a 2200-foot-long pipeline to Kinley Drive that would make it even easier for haulers to take it away.

It followed the passage of a resolution on Valentine's Day at a hastily arranged special City Council meeting to declare a drought emergency. The resolution directed city staff to “commence the delivery of recycled water to third parties for all uses permitted by state law including, but not limited to self haulers, agricultural uses and construction site dust control.”

Representatives of the agricultural industry were there to cheer the action.

Perhaps a dozen grape growers in Dry Creek and Alexander Valley then inquired about how to get their hands on the highly treated effluent to offset their use of potable water, according to city officials.

They wanted to fill their ponds for irrigation or frost control.

“There's a ton of people calling us,” Healdsburg Utilities Director Terry Crowley said this week. “There are a lot of people interested in it.”

One inquiry came from the operator of a mulch operation in Cloverdale who wanted to use up to 4 million gallons a year to mix his product.

But city officials have been forced to turn them away for now.

“We would have liked to have turned the spouts on. We don't want to do that before proper permitting,” Mayor Wood said.

Although the city intended to let people begin using the wastewater immediately, “after further consultation with our attorney and staff we decided it was in the best interest of the city to make sure we were completely on track with the regional board,” Wood said.

The city has always intended to use recycled water from the \$32 million sewer treatment plant it completed in 2008, using a planned network of pipes to nearby vineyards, school grounds and city parks.

But not everyone has welcomed the idea of having the water applied to vineyards, including some Dry Creek landowners concerned that it will seep into the aquifer and contaminate ground water.

While Healdsburg conducted environmental studies in 2005 to allow the reuse plan to go forward, the city is still in the process of submitting technical reports required by the water quality board to complete its water reclamation permit.

The reports — expected to be finished in another month — have to demonstrate the water will be applied in such a way that there isn't runoff and infiltration of ground water.

“There can be elevated nitrogen levels in treated wastewater that can be a problem for ground water,” said St. John, the water quality board executive.

He noted that water treatment plants and agencies throughout California are required to get similar approvals from one of nine regional water boards, depending on where they are located.

St. John said that with the drought, there has been some discussion in Sacramento at the state water quality board about fast-tracking permits for agricultural reuse.

That couldn't happen fast enough for Healdsburg officials.

“We've jumped though 90 to 95 percent of the hoops. There's no reason we should not be able to receive some emergency permit — until the governor declares a non-emergency — to get the water to these farmers,” said Councilman Gary Plass. “It makes no sense to me the longer we delay.”

(You can reach Staff Writer Clark Mason at 521-5214 or clark.mason@pressdemocrat.com.)

Healdsburg's offer to help grape growers and farmers weather the drought by offering them reclaimed water was welcomed by the agricultural community.

But two weeks after the City Council took action in a special meeting to start making millions of gallons of highly treated wastewater available, the spigot remains turned off.

The reason: Healdsburg still has not obtained permission from state regulators to use the recycled water from its sewer plant for agricultural irrigation, or at construction sites.

“It is a regulatory environment we live in. It is challenging to deal with,” Mayor Jim Wood said. “Agencies agree it's the right thing (to do), but we face a slow process.”

“Knowing the caliber of the water, it shouldn't be an issue,” City Councilman Garry Plass said of the delay in getting approval to use the tertiary treated water that comes out of the city's state-of-the-art wastewater plant.

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The Press Democrat

Farmers question bill offering treated wastewater to cows

By **DEREK MOORE THE PRESS DEMOCRAT** on February 27, 2014, 6:50 PM

Organic dairy farmers greeted proposed legislation to use treated wastewater for livestock consumption with skepticism Thursday, saying it risks the health of their animals and could jeopardize their businesses.

"I'm not going to risk our animals or our customers to an idea that's not tested," said Albert Straus, president of Straus Family Creamery in Marshall.

Assemblyman Marc Levine, D-San Rafael, authored AB 2071 ostensibly to provide drought relief to California ranchers as supplies of potable water dwindle from lack of rain. But Levine mainly heard doubts about his proposal at a public hearing Thursday at Petaluma City Hall.

Straus spoke for many farmers in attendance when he said he felt his cows would be used as "guinea pigs" to test whether treated wastewater is safe for consumption.

Petaluma dairyman George McClelland said recycled water "might be a great thing." But he said he's not inclined to let his cows drink it.

The risk was too much for his dairy and his family, McClelland said. "We've been dairying since 1938," he said.

McClelland was on the panel of farmers, veterinarians, water resource managers and public health representatives invited to speak Thursday.

Advocates for greater use of treated wastewater view it as an untapped source of drought relief for California's farmers, who are staring down the possibility of losing animals if enough rain doesn't materialize between now and summer.

Some farmers already use recycled water for livestock consumption, including operations in Sonoma County. Under a 25-year-old arrangement, the city of Santa Rosa has not restricted about 70 ranchers who are linked to its water distribution system from using treated wastewater for livestock consumption, with the exception of animals producing milk.

That points to widespread confusion over whether current regulations already allow for what Levine is seeking with the legislation. The state's public health agency and regional water quality control boards have regulations pertaining to recycled water, but none that specifically address using it as drinking water for animals. Some water providers have interpreted that to mean the practice is allowed.

"Let us know what the heck the rules are so we can support ranchers and do the right thing in our communities," said Chris DeGabriele, general manager of the North Marin Water District.

Levine's bill would require state public health officials to approve the use of recycled water for pasture animals by 2016 unless officials determine that doing so would pose health risks, in which

case, the state would be required to establish uniform standards, such as additional treatment of the water before it could be used.

California Department of Food and Agriculture regulations state that water supplies in milk houses and dairy barns be of “safe and sanitary quality” and conform to the bacterial standards for public supplies of drinking water.

It's unclear whether treated wastewater would meet those standards, said Annette Jones, director of the state agency's Animal Health and Food Safety Services Division.

She said she would be most concerned about giving the water to dairy cows, noting that 87 percent of milk is water. “It's not really clear to me what the risks really are,” she said.

Treated wastewater could contain levels of antibiotic-resistant bacteria and hormones that pose a risk to animals, said James Cullor, professor of population health and reproduction at the School of Veterinary Medicine at UC Davis. He said there haven't been any long-term studies to draw conclusions. His recommendation was that recycled water be used only for emergencies.

Cotati veterinarian Gene Harlan said even if the water was deemed safe for animals, organic farmers still risk a backlash from the public by using it.

“There's a reason why this area has become 90 percent organic (dairies),” Harlan said. “That's what the consumer is asking for.”

Petaluma Councilman Mike Healy, who sparked the legislative effort, said it's not the city's intent to require any farmers to use recycled water for their animals. But he warned that the city's current water allocation for agricultural customers “may not be sustainable.”

The city currently is dispensing potable water for agricultural purposes at a rate of about 50,000 gallons a day, or less than 1 percent of its overall daily supply. But that supply could be affected by continued drought conditions and mandated cutbacks.

Levine's bill covers all pasture animals. But he said at the conclusion of Thursday's hearing that giving dairy cows recycled water was “never the intent of any legislation.”

Levine said there's “great interest” in furthering research to “ensure the safety of using this water.” Asked whether he's comfortable with the research that exists now to recommend what he's proposing with his bill, Levine replied, “I think what we learned today is that it's not clear. We need to do more work to figure that out.”

(You can reach Staff Writer Derek Moore at 521-5336 or derek.moore@pressdemocrat.com. On Twitter [@deadlinederek](https://twitter.com/deadlinederek).)

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CALIFORNIA'S LATEST DROUGHT

Ellen Hanak, Jeffrey Mount, Caitrin Chappelle

► California is in the midst of a major drought.

After months of record-low precipitation, Governor Brown declared a statewide drought emergency in January 2014, calling for increased conservation, expedited water trading, and the provision of emergency drinking water supplies. Droughts are a recurring feature of California's climate, and 2013 is now the driest calendar year on record, with a total of just 30% of average statewide precipitation. The previous record low was in 1976 (56% of average). In 2014, January saw almost no precipitation, even though it is typically our wettest month. And after two relatively dry years, California currently has near record-low reservoir storage. Even if average rainfall returns by the end of the 2014 rainy season (April), this winter will likely be one of the driest in history.

► Effects of the drought will be felt differently around the state.

Households and non-farm businesses account for about 20% of human water use in California. Despite the drought, major metropolitan areas in Southern California and the Bay Area are still doing relatively well, thanks to significant investments in conservation, supply diversification, and new infrastructure that allows communities to share water during emergencies. But in northern and central parts of the state, communities that do not have diverse water sources will be facing sharp cutbacks in water use. One important way to conserve is to reduce water for landscaping, which currently makes up roughly half of all residential water use.

► The drought will be particularly hard on the agricultural sector.

Most farming in California depends on irrigation, which usually accounts for about 80% of human water use. Extra groundwater pumping can replace some of the reduced surface water deliveries, but large cuts in crop acreage will be unavoidable. Farmers will try to cut back on the least profitable activities first, but some may also be forced to reduce the fruit, vegetable, and nut crops that generate higher revenues. Although agriculture makes up a relatively small share of the economy (1–2% of state gross domestic product), water cutbacks will cause hardship in many farm communities—and in sectors that support farming, such as fertilizer sales and industries that process farm products.

► The environment is also being hit hard.

Some coastal streams are so depleted that scientists are worried about the disappearance of coho salmon and steelhead trout. More generally, the state is facing difficult tradeoffs, such as whether to hold cold water in reservoirs to maintain endangered salmon or to release this water either to protect smelt in the Delta or to support wildlife refuges. The state has already relaxed environmental flow standards to reserve some water supplies for farms and cities and is under pressure to do more.

► Some smaller rural communities will need special help.

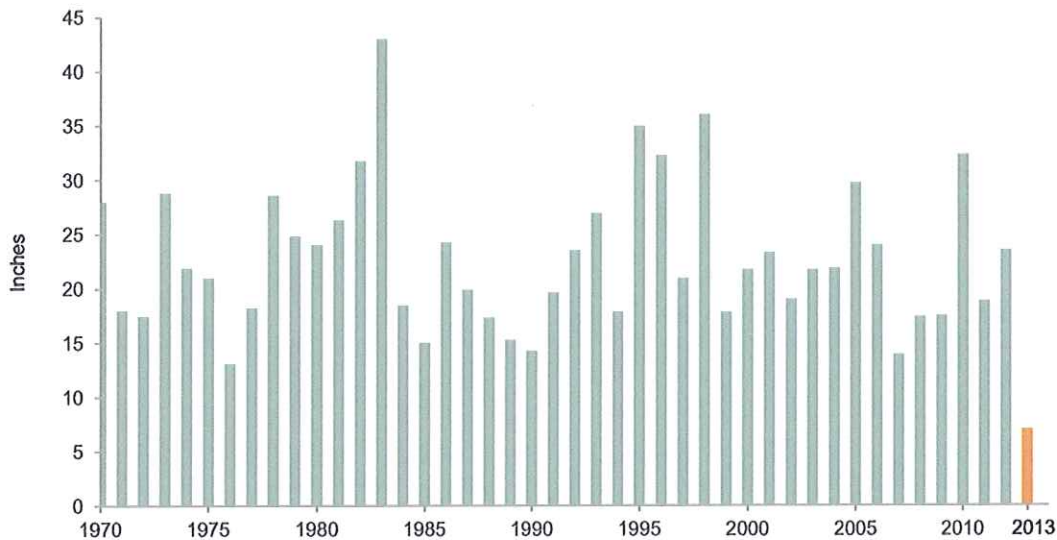
By summer, at least 17 small communities could run out of drinking water and need emergency supplies. Many small farm communities will be severely affected by job losses related to the drought and will need income support.

► Droughts present both challenges and opportunities.

Past droughts have helped push California to improve water management by increasing conservation and investing in new supplies such as recycled wastewater, groundwater storage, and stormwater collection. In addition, tools such as water marketing—which allows water to be leased to maintain high-revenue activities—have increased efficiencies in water system management. The current drought presents the opportunity to make continued progress in these areas and others. This drought also may be a harbinger of future weather patterns: climate change simulations indicate that droughts are likely to increase in frequency and severity.



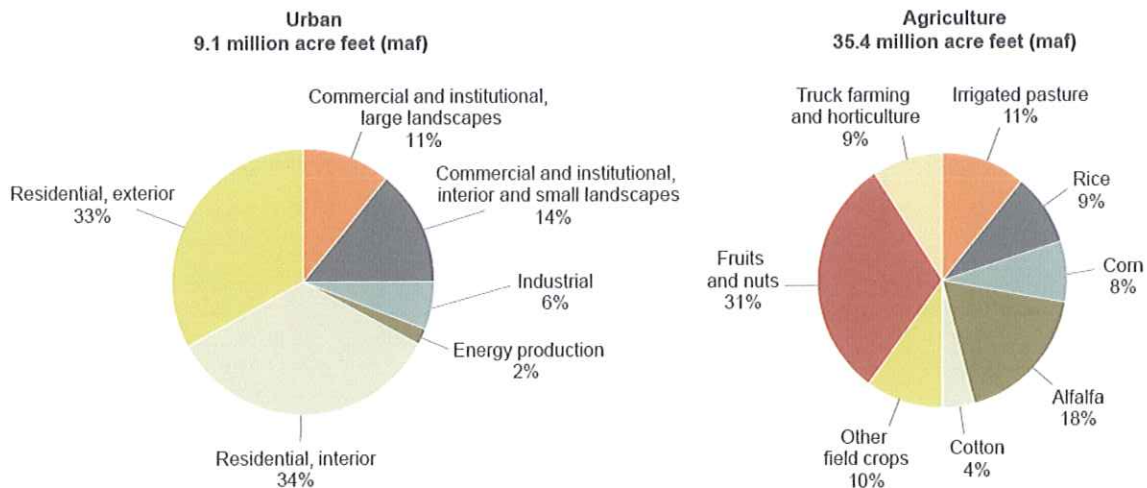
2013 was the driest calendar year on record



Source: Western Regional Climate Center.

Note: Statewide average precipitation in California based on calendar year (January-December).

Both the urban and farm sectors will need to find places to save water during this drought



Source: California Department of Water Resources.

Notes: Figures show the average applied water use for 2006–2010. Net water use—i.e. the volume consumed by people or plants, embodied in manufactured goods, evaporated, or discharged to saline waters—is lower: 26.3 maf for agriculture and 5.9 maf for urban. The ratio of net to applied water use varies among crops (e.g., 60% for rice, 80% for other field crops). These values also exclude water used to recharge groundwater basins (6% for urban and 2% for agriculture) and conveyance losses (2% for urban and 8% for agriculture).

Sources: California Department of Fish and Wildlife, California Department of Public Health (community data), California Department of Water Resources (water use data), U.S. Bureau of Economic Analysis (GDP data) and Western Regional Climate Center (precipitation data).

Contact: mount@ppic.org

The Press Democrat

Cotati asks residents to conserve water

By **LORI A. CARTER THE PRESS DEMOCRAT** on February 26, 2014, 5:25 PM

Cotati residents are being asked to voluntarily conserve water as the region muddles through the worst drought in decades.

Joining other cities in the area, the Cotati City Council Tuesday night unanimously adopted a resolution to endorse 20 percent voluntary water saving measures.

Lake Mendocino and Lake Sonoma, the key reservoirs for Sonoma County's municipal water supplies, are well below normal levels, prompting plans to reduce water usage.

Cotati residents will receive educational material in their water bills and be alerted to the city's free WaterSmart program. The city is also partnering with Daily Acts, the Petaluma non-profit organization, to discuss grey water use and low-water landscapes.

The council's action was the first step in a regional drought plan that starts with voluntary measures and could progress to mandatory water restrictions should the drought worsen.

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The Press Democrat

California gives Willits \$250,000 for water upgrades

By ASSOCIATED PRESS on February 10, 2014, 1:33 PM

WILLITS — California public health officials approved emergency funding for the town of Willits after the city's water supply dwindled dangerously low.

The California Department of Public Health on Monday said it approved \$250,000 to help the Mendocino County city install an emergency water pipe and other equipment that will allow it to tap into two ground water wells within city limits.

Willits was identified as one of 17 places in California with imperiled water supplies due to the drought.

The California Department of Forestry and Fire Protection and Department of Corrections and Rehabilitation are also providing hand crews and equipment to help get the water system up and running.

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The Press Democrat

Countywide water limits likely in April

By SEAN SCULLY THE PRESS DEMOCRAT on February 25, 2014, 4:40 PM

Sonoma County residents will likely be facing mandatory water conservation measures by sometime in April if there is no significant rain before then, officials said Tuesday.

“It seems to me that drastic times call for drastic measures,” Supervisor Shirlee Zane said as the supervisors approved a drought emergency declaration that will make the county eligible for state and federal disaster assistance.

Healdsburg and Cloverdale have already imposed mandatory conservation because they are dependent on the water coming from Lake Mendocino, which is at just 41 percent of its capacity. The Sonoma County Water Agency has cut releases from the reservoir into the upper Russian River to a trickle in order to preserve whatever it can behind the dam.

But there is growing concern about the supply at the much larger Lake Sonoma, which serves more than 600,000 customers in the cities south of Healdsburg, including parts of Marin County. That reservoir, designed to hold a three-year supply of water, is down to just 67 percent of its capacity and is less than a year away from the level at which the water agency would be forced to impose a 30 percent cut on the municipalities that buy the water and distribute it to residential and business customers.

In early April, “we’re going to take a hard look at Lake Sonoma ... our objective is to extend that water pool into November,” when the rainy season should have started again, Water Agency General Manager Grant Davis told the supervisors.

Until the so-far lackluster rainy season wraps up, however, the agency won’t know how much water it will have in the reservoir to meet the dry summer months, and therefore it isn’t clear yet how much the agency might need to do to hold off the steep mandatory cuts as long as possible.

A key advisory panel, which includes members from all the water systems that buy from the Water Agency, will look at the reservoir levels at a meeting April 7 and may recommend less draconian mandatory measures to stretch the supply, Davis said.

The governor has already called for water customers to cut their consumption voluntarily by at least 20 percent, and most area municipalities are already asking their customers to follow his advice. None of the cities relying on Lake Sonoma have made such restrictions mandatory yet.

The agency has launched an unprecedented mid-winter conservation campaign, with ads bearing the slogan “There’s a drought on, turn the water off.” The county is hoping that Tuesday’s drought declaration could open the door to state and federal funding for projects such as replacing toilets and other water fixtures in area homes.

The declaration could also make it easier for ranchers and farmers to apply for emergency assistance programs. Agriculture Commissioner Tony Linegar says losses to area farmers are at least \$6.2 million and he is projecting a near-total loss for grain and hay farmers, a particularly difficult and

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The declaration could also make it easier for ranchers and farmers to apply for emergency assistance programs. Agriculture Commissioner Tony Linegar says losses to area farmers are at least \$6.2 million and he is projecting a near-total loss for grain and hay farmers, a particularly difficult and expensive prospect for ranchers trying to feed livestock that would normally eat on pasture land until well into the summer.

"Hay is getting more and more difficult to find, particularly organic hay," he told the supervisors.

The region is in its third straight dry year, but 2013 was unusual dry, with less than 9 inches recorded in Santa Rosa. That is certainly the driest year since records were first kept in the 19th century and may be the driest year in about 400 years, according to a study of North Coast tree rings by researchers at the University of Arizona.

Even 1977, the worst drought year in recent memory, saw about 15 inches of rain in Santa Rosa, according to Press Democrat records. The yearly average is more than 32 inches.

A heavy rainstorm in early February, the first significant precipitation in almost 14 months, gave farmers and water managers a small amount of breathing room, but the drinking water reservoirs remain at alarmingly low levels.

The National Weather Service is predicting two significant storms between Wednesday and the weekend, but even those storms will not end the drought, even if they add a little extra water in the reservoirs.

"Rain brings amnesia," Board of Supervisors Chairman David Rabbitt said, counseling against excessive optimism in the face of a wet weekend. "We need to have inches, inches, of rain just to get back to the worst place we've been" in previous droughts.

You can reach Staff Writer Sean Scully at 521-5313 or sean.scully@pressdemocrat.com. On Twitter @BeerCountry.

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Governor Jerry Brown's Response to California Drought Follows Two Paths

THURSDAY, 20 FEBRUARY 2014 15:56

Gov. Jerry Brown introduced a \$US 687 million emergency spending bill Wednesday as his office works on comprehensive groundwater reform.



Photo © Justin Short, Office of the Governor

Governor Brown announces emergency drought legislation. The governor's office is also taking the lead on reforming the state's groundwater policies. [Click image to enlarge.](#)

By Brett Walton
Circle of Blue

SACRAMENTO, California – Governor Jerry Brown, joined by state water and emergency managers and Democratic leaders, proposed yesterday to spend \$US 687 million this year to help California communities endure the state's worst drought in the last half millennium. Roughly 80 percent of the money will complete unfinished water projects and build new facilities that treat and reuse water.

The governor's emergency funding is one path the state is taking to respond to three years of dramatically below average precipitation that have put the water supply for the nation's most populous state in a precarious position. Reservoirs are sandboxes, wells are spitting air, and farmers are struggling to keep citrus and nut trees alive.

National leaders have stepped up as well. Last week, President Obama pledged \$US 193 million in drought aid for the state, while Democratic and Republican members of Congress introduced competing bills that reflect longstanding political differences over ecosystem protection and reservoir construction.

The Brown administration's other path points toward changes in groundwater policy so that California, with its frequent swings between wet and dry, is better prepared for the hydrological changes brought by a warming globe, and for the next dry cycle. The governor wants to empower local water agencies to enforce groundwater restrictions. If the locals fail, the state will take over.

"We're probably going to see significant movement on groundwater policy."

–Tim Quinn, executive director
Association of California Water Agencies

Though the details in the broad framework are still missing and time is short in the legislative calendar, water policy experts, state officials, and industry groups believe that groundwater reforms are likely to happen this year.

"We're probably going to see significant movement on groundwater policy," Tim Quinn, executive director of the Association of California Water Agencies, told Circle of Blue, adding that the 450 local agencies he represents want to "raise the bar for groundwater."

The drought relief bill and the groundwater discussion come at a frantic time for California water policy, as the state ponders spending even greater sums. A \$US 11 billion bond is scheduled for the ballot in November, though lawmakers have introduced four cheaper versions. The state is also considering a contentious \$US 25 billion plan to build two water supply tunnels through the fragile Sacramento-San Joaquin Delta.

The outcome of these debates will help determine whether the public has the appetite for investments in a new generation of water infrastructure and whether those investments should focus on traditional pipes, canals, and pumps, or on facilities that recycle wastewater and revive aquifers. Governor Brown's proposal on water spending, and the big bond measure, are challenges to the politics of fiscal austerity that have dominated governing in California and across the country.

"The number one challenge we have before us is financing," said Mark Cowin, director of the Department of Water Resources, at a meeting Wednesday of the California Water Commission.

Drought Bill Builds for the Future

The governor's drought relief bill emphasizes the next generation of water supply hardware. Roughly 80 percent of the money, which comes from water bonds approved by voters in 2006, goes towards infrastructure projects for treating sewer water for reuse, capturing stormwater before it runs into the ocean or rivers, recharging aquifers, and water conservation.



Photo © Brett Walton / Circle of Blue

Denis Blodeau, a director of the Orange County Water District, points to the reverse osmosis system in the district's \$US 481 million wastewater recycling plant. The facility purifies sewer water and injects it into its drinking water aquifer. California officials say projects like this are necessary for increasing the state's water supply. [Click image to enlarge.](#)

The bill includes \$US 46 million for food and housing for the people the drought has pushed to the edge. In most cases, this will be hired farmworkers who have no fields to harvest. The bill also makes available \$US 15 million for communities at risk of running out of water. The state has identified 17 such communities, and is helping them drill new wells or connect to nearby systems with sufficient supplies.

"We're not waiving environmental laws, we're not hiking fees or taxes, we're using money we have available now to save time, save water, and help Californians hardest hit by the drought," said Senate pro Tem Darrell Steinberg, the bill's co-sponsor.

The bill, which requires legislative approval, comes a week after President Obama visited farm towns in the Central Valley and pledged \$US 193 million in drought assistance to California, most of which would go to ranchers and food banks.

Groundwater Reform Takes Shape

The Stream, February 19: China to Spend \$US 330 Billion on Water Pollution

Brown's plan for groundwater reform has two planks. Above all, the governor wants to give local agencies the tools for managing their aquifers. There are 515 groundwater basins in the state, a large number that reflects great diversity in the resource. Counties and water supply districts, formed by an act of the legislature, are in charge of groundwater management but they lack the authority to enforce their regulations. The Brown administration wants to change that.

The second plank is state control. If local agencies do not or cannot properly regulate groundwater, the state will take over, according to the [California Water Action Plan](#), which was approved in January. The governor's 2014-15 budget includes \$US 1.9 million for 10 positions on the State Water Resources Control Board to enforce groundwater laws.

Groundwater accounts for one-third of the state's water use in a normal year and much more during drought, when rivers shrivel. Yet in many areas the state's aquifers are poorly managed and significantly depleted, particularly in the heavily agricultural Central Valley.

"The state is saying, 'Manage your basin, or we'll step in,'" Frank Mecham, a San Luis Obispo County supervisor said at a board meeting Tuesday in San Luis Obispo, a coastal county. "That sounds like a threat, but I've heard it enough to believe it."

Mecham was one of roughly 100 water managers and policy leaders who attended the governor's groundwater consultation last week in Sacramento. To work out the details in his broad plan, Brown is taking public comments for 60 days.

"The state is saying, 'Manage your basin, or we'll step in.' That sounds like a threat, but I've heard it enough to believe it."

—Frank Mecham, supervisor
San Luis Obispo County

One of the biggest unresolved issues will be defining the threshold at which state intervention is necessary, said David Orth, general manager of Kings River Conservation District and a member of the California Water Commission, which advises the state. Some options are strict, such as allowing no annual pumping above the rate that water soaks into the ground, called overdraft. Others are more flexible.

"There is a spectrum," Orth told Circle of Blue. "On one end is no overdraft at all. On the other is something like taking a 20-year average, a more narrative approach."

The decisions need to come quickly. The deadline for filing bills in the legislature is February 21. A placeholder bill can be filed and the text changed later, but with the 60-day public comment period that the governor promised, the timetable will still be rushed.

Some criticize the governor for the last-minute push.

"The governor's schedule is not in synch with the legislature," said Dennis O'Connor, the principal consultant to the Senate Committee on Natural Resources and Water and the Senate's point man for groundwater policy. "Ideally he is working on this in the fall."

O'Connor told Circle of Blue the tight schedule reflects uncertainty in the governor's ultimate goals.

"I don't think they know what they want," he said. "I don't think they can articulate what they want to see manifested in a new groundwater policy."

If groundwater were the only water item on the docket, the schedule would be head-spinning. But the state's drought crisis has come at a time when several other important water issues are also at hand. The legislature is debating changes to a \$US 11 billion water bond that is on the ballot in November. Lawmakers filed four alternate versions, all cheaper, all with different priorities. The money will help California rejigger its convoluted system of canal, pipes, and reservoirs so that it can adapt to the water demands of a growing state and a warming world. Overhauling the surface water system affects groundwater too – when rivers are low, more pumping occurs.

The governor's office also recently wrapped up public meetings for the Bay-Delta Conservation Plan, a controversial \$US 25 billion plan to build a pair of water supply tunnels beneath the faltering Sacramento-San Joaquin Delta. The total cost including debt repayment could be double.

Despite the complexity, the state needs to keep its eye on the groundwater goal, Orth argues.

"We have to be aggressive because we don't want to look like we're stalling or delaying," he said. "The time is ripe."

Governor plans \$687 million for California drought

By FENIT NIRAPPIL Associated Press The Willits News

Posted:

WillitsNews.com

SACRAMENTO, Calif.—Gov. Jerry Brown and the top Democratic lawmakers on Wednesday announced a \$687 million plan to provide immediate help to drought-stricken communities throughout California, including \$15 million for those with dangerously low drinking water supplies.

The proposal comes amid one of the driest periods in the history of the nation's most populous state, forcing farmers to fallow fields and some communities to warn of low water supplies.

"There's many ways we can better use the water we have," Brown said during a news conference at a state office near Sacramento. "You can't manufacture water."

The Democratic plan, which now goes to the Legislature, does not address long-term improvements to California's water supply and distribution system. Rather, it provides money for immediate aid.

Most of the money—\$549 million—will come in the form of accelerated spending from two bonds approved previously by voters. It will go toward local water conservation and recycling efforts, such as systems to capture stormwater and recharge groundwater supplies.

The general fund, the state's main checkbook, also will be tapped. In addition to the money for emergency water supplies, \$25.3 million from the general fund will provide food assistance in communities affected by the drought.

That would include areas of the Central Valley, among the nation's most productive farming regions, that are suffering from high unemployment as agriculture-related jobs disappear.

The proposal also directs the State Water Resources Control Board and the Department of Public Health to boost water supplies by allowing for the use of recycled water and stormwater. Increased penalties for illegally diverting water also are part of the proposal.

Republican lawmakers, who were not included in the plan, said more must be done to address the state's long-term water needs. They and many farmers have been advocating for more reservoirs to store water.

"While short-term help is needed, Sacramento must also focus on a long-term water solution," two Republicans, Frank Bigelow and Assembly Minority Leader Connie Conway, said in a statement.

They said Republicans would propose legislation on Thursday to "secure California's water future."

Asked about whether he believes California needs more water storage, Brown told reporters that for now he wants to focus on immediate needs.

"That's important, but of course storage takes a long time."

The state legislative proposal comes as Republicans and Democrats offer different solutions in Congress to deal with California's drought. The House approved a Republican-backed bill that would temporarily halt the restoration of a dried-up stretch of the San Joaquin River so more water could be diverted to farms.

California's two U.S. senators, Democrats Dianne Feinstein and Barbara Boxer, have introduced legislation similar to the proposal announced Wednesday by the governor. That bill would put \$300 million toward emergency aid, drought-relief projects and water conservation.

"While Congress is locking their ideological horns over the best way to help, so far nothing to show for it in the process," said Senate President Pro Tem Darrell Steinberg, who joined the governor at the news conference along with Assembly Speaker John Perez.

Both expected the plan to pass the Legislature and be sent to the governor in a matter of weeks.

Most parts of California are under extreme drought conditions after three winters with below-normal rain and snowfall. As many as 17 communities are at risk of running out of drinking water in the months ahead, and farmers throughout the state have been following fields and tearing up orchards.

The State Water Project, which supplies water to 25 million Californians and about 750,000 acres of farmland, will deliver no additional water later this year to its customers, the first time in its 54-year history that it has given a so-called zero allocation. That could change if precipitation picks up in the weeks ahead.

Beyond Wednesday's announcement, lawmakers still need to negotiate changes to an \$11.1 billion water bond that is on the November ballot, a measure that is supposed to provide the longer-term fixes sought by farmers and cities.

Windsor declares water emergency

By CLARK MASON THE PRESS DEMOCRAT on February 20, 2014, 5:40 PM

Windsor this week joined a growing list of cities declaring a water shortage emergency and asking their residents to conserve.

The Town Council on Wednesday approved a resolution seeking voluntary reductions in water use of 20 percent.

"It's pretty evident with the way the weather's been and the way things are, everybody realizes there is a water shortage and that we do need to voluntarily cut back on our water use," Mayor Bruce Okrepkie said.

With 2013 logging the lowest recorded rainfall in 120 years, the resolution outlines the low levels in the two main reservoirs that feed the Russian River, the region's main source of potable water.

Lake Mendocino, near Ukiah, is the most severely affected and is currently at about 41 percent of capacity.

Releases from the lake into the Russian River have been cut to a bare minimum, forcing cities on the upper Russian River, from Healdsburg to Ukiah, to enact mandatory water conservation measures for their residents.

Lake Sonoma, which empties into the lower Russian River and supplies most of Sonoma County and North Marin, has about 68 percent of capacity. But if dry weather conditions persists, it is projected to reach critical storage levels in November if no conservation measures are taken, Windsor officials said.

The Sonoma County Water Agency, which supplies Santa Rosa, Petaluma, Cotati, Rohnert Park, Sonoma, Windsor and several smaller agencies, has requested that all its contractors call for voluntary conservation of 20 percent, similar to Gov. Jerry Brown's request statewide.

Windsor gets about 90 percent of its water from its own well fields along the Russian River and the rest from the county water agency, but also wants residents to cut water use.

"This is the opportunity for us to say 'Hey this is voluntary. If it does get worse, we may be asking you to take more drastic measures,'" Windsor Town Manager Linda Kelly said Thursday.

With the voluntary measures in effect, the town asks that cars and other vehicles be washed only with a bucket and hose nozzle for a quick rinse.

Other ways to conserve include not letting the water run while rinsing dishes; shortening showers, fixing leaky faucets, installing drip irrigation; and adding mulch around trees and plants.

In an attempt to save potable water, Windsor has been a leader in the use reclaimed water — employing it to flush toilets at the high school and irrigate sports fields, parks and lawns in some subdivisions.

It also has the innovative Windsor Efficiency PAYS program, which allows homeowners and renters to install water-saving appliances, devices and landscaping without any-out-of-pocket costs, but pay for it in installments on their water bills.

More than 220 single-family homes and 223 multi-family units have signed up, leading to a savings of about 6 million gallons of water per year, according to figures cited by Councilwoman Debora Fudge.

More information on the program is available at www.windsorefficiencypays.com.

(You can reach Staff Writer Clark Mason at 521-5214 or clark.mason@pressdemocrat.com.)

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California drought: Why is there no mandatory water rationing?

By Paul Rogers progers@mercurynews.com San Jose Mercury News

Posted:

MercuryNews.com

Fourteen months into a historic drought, with reservoirs running low and the Sierra snowpack 27 percent of normal, a growing number of Californians are wondering: Why isn't everyone being forced to ration?

So far, Gov. Jerry Brown and most major water providers, from the Bay Area to Los Angeles, are calling for voluntary cuts -- not mandatory rationing with fines for excessive use.

"I've been astounded," said Jay Geis, a Cupertino sales executive who said his friends and neighbors also are surprised by the lack of urgency. "Just drive by any reservoir and it's horrifying. It doesn't take a rocket scientist to understand we're in a drought."

Yet when it comes to water in California, there's no one-size-fits-all answer to explain why rationing hasn't taken hold. While three utilities provide 80 percent of Californians' electricity, there are roughly 3,000 water providers statewide, all with different rules, political realities and needs. Some are cities. Some are corporations. Some are farm districts pumping from wells. Some have significant amounts of water stored up and some don't. But all of their bottom lines depend on selling water, not conserving. And as difficult as the economics of rationing are, the politics may be even more complex.

"Generally people prefer voluntary to mandatory conservation," said Jeff Kightlinger, general manager of Metropolitan Water District, which provides water to 19 million people in the Los Angeles and San Diego areas. "They don't like being dictated to. If we go to mandatory in February and it rains solid in March and we say 'never mind,' people won't listen. We want to save the big hammer for when we know it's really bad."

Local agencies can order rationing. So can governors. But no California governor has ever ordered mandatory water rationing statewide, and there are huge legal questions about how it would work or whether any governor could even enforce the rules, particularly on farmers and their private wells.

"Most of the power in water management is at the local level," said Jay Lund, a professor of civil and environmental engineering at UC Davis. "Oftentimes you can get 10 or 20 percent water conservation out of a serious voluntary effort. It's less costly and is less of a political headache for most agencies. That's why they want to do voluntary first."

Some crackdowns

A few communities have embraced strict rules. On Jan. 28, the St. Helena City Council ordered mandatory rationing, limiting each house to 65 gallons a person per day -- one-third

the state average -- with warnings for first offenses, then fines of \$374 for every 748 gallons above the limit. For the fifth offense, the fines triple.

"The message to the public right now is, 'Hey, no more kidding around.' We need to be very, very serious," Mayor Ann Nevero said that day.

Within two weeks, city water use fell 33 percent.

Sacramento enacted 20 percent "mandatory" restrictions. But because half the homes there still don't have water meters, the city has no way to set water limits and fine users. Instead, city leaders limited days for landscape watering, and staff members issue tickets of up to \$1,000 to violators.

Most Bay Area residents have only 10 percent voluntary restrictions in place -- including all the customers of the Santa Clara Valley Water District, East Bay Municipal Utility District and San Francisco Public Utilities Commission, which supplies Hetch Hetchy water. Some locals say it's time to go further.

"People in the government agencies don't understand how bad it could be," said Vincent Lui, a retired engineer in Los Altos who suffered through severe water shortages 60 years ago while growing up in Hong Kong. "They don't seem to be taking this thing too seriously. We need to get tough quickly. We need to hit people where it hurts, in the pocketbooks."

Reasons why

Experts say there are several key reasons why mandatory rationing is rare.

First, most big urban districts are in better shape now than during the last major drought from 1987 to 1992. They have increased conservation and supplies.

"We're light years away from then," said Kightlinger.

In the past 20 years, Los Angeles' Metropolitan Water District built the massive Diamond Valley reservoir in Riverside County, a \$2 billion project that stores enough water for 5 million people a year. By expanding recycled wastewater and pushing conservation measures, the district delivered 25 percent less water last year than in 1990, even though the population grew by 5 million people.

The Contra Costa Water District in 1998 built Los Vaqueros Reservoir, which holds enough water for up to 800,000 people a year. And over the past 20 years, the Santa Clara Valley Water District has methodically stored nearly two years' supply underground.

Second, when people use less, agencies' revenues drop.

The Santa Clara Valley Water District estimates it will lose up to \$20 million because of its request last month for a 10 percent voluntary reduction. L.A.'s Metropolitan district expects to lose \$150 million by asking for 20 percent voluntary cutbacks.

In the past, agencies have sometimes raised rates to make up the difference.

"People say, 'What! You made us conserve and now you are raising the rates?!'" said Jerry Meral, former deputy director of the state Department of Water Resources. "But they still have to pay the staff and run the agency."

Third, enforcing mandatory rationing is a political nightmare. Almost any plan a district undertakes will spur objections; people complain that if they've already been efficient all along they'll have a harder time meeting lower targets than their water-wasting neighbors.

And finally, many water agencies are still hoping that new storms in February, March and April might bail them out, along with voluntary measures.

"It may well be that more stringent and serious measures are taken later," said Andrea Pook, a spokeswoman for the East Bay Municipal Utility District. "This is very early."

Governor's power

When the governor declared a water emergency on Jan. 17, he called for statewide 20 percent voluntary cutbacks.

"As we go down the road -- you know, January, February, March -- we will keep our eye on the ball and intensify, even to the point of mandatory conservation," Brown said. "But we're not going to do that quite yet."

However, the governor's office declined to provide details on how Brown would order cities, counties, private companies and farmers to use less water.

Legal experts say the issue is amazingly complex. Farmers use 80 percent of the water that people consume in California, for example. Yet there are no state laws regulating groundwater pumping, so it's not clear what would happen if the governor tried to order farms to cut back. Private companies would almost certainly demand taxpayers bail them out if they were ordered to sell less water, just as a car dealer would if the government ordered him to sell fewer cars.

"The lawsuits would last longer than the drought," said Barton "Buzz" Thompson, a law professor at Stanford University.

In 1977, during his first term as governor -- and in a severe drought -- Brown asked his attorney general whether he even had the legal power to impose mandatory rationing. Yes, wrote then-Attorney General Evelle Younger in an opinion, under the same laws that governors can invoke in earthquakes and fires. But with a caveat: The law requires taxpayers "to pay the reasonable value" of any private property the state takes.

Back then, the governor's office was considering imposing a "pump tax" on all private farm wells to save water, but the stakes were high, said J. Anthony Kline, who served as Brown's legal affairs secretary in 1977.

"You are talking about a major political interest and what was one of the biggest industries in the state -- agriculture," said Kline, now a state appeals court justice. "Any governor,

Democrat or Republican, is loathe to impose strict measures on ag. It was a grave decision, and you didn't want to pull that trigger."

Ultimately, Kline said, Brown's biggest influence on how California consumes water may hinge more on what he says than what he does.

"It's politically complicated and legally complicated," he said. "The one thing the governor has that's most useful is the bully pulpit."

Paul Rogers covers resources and environmental issues. Contact him at 408-920-5045. Follow him at [Twitter.com/PaulRogersSJMN](https://twitter.com/PaulRogersSJMN)

The Press Democrat

Crews repair busted sewer pipe in Guerneville

By **RANDI ROSSMANN THE PRESS DEMOCRAT** on February 14, 2014, 8:14 AM

Crews Thursday night fixed a busted pipe that allowed a huge sewage spill into the Russian River earlier in the day in Guerneville.

The old steel and concrete pipe gave way Thursday and an estimated 100,000 gallons ran into the nearby river, near Beach and Orchard avenues.

Officials called it the largest sewage spill into the river in at least 10 years.

The fix was done by about 12:45 a.m. after the new section of pipe was tested and worked, said Brad Sherwood, spokesman for the Sonoma County Water Agency.

“We all waited, holding our breath as we let the wastewater go through and it held,” Sherwood said early Friday.

Officials with the Sweetwater Springs water system turned wells downstream of the spill back on at about 9 a.m. Friday after tests revealed no signs of contamination, General Manager Steve Mack said.

“It's over. We're back to normal,” he said.

The two wells, which service about 1,000 water customers in the Monte Rio area, are located about 150 feet from the river and draw groundwater from an aquifer.

The wells were already turned off at the time of the spill because the storage tank already was full, Mack said. Officials kept the pumps turned off while the fix to the broken pipe was made.

Sweetwater customers were asked to conserve water in the meantime. The storage tank holds 500,000 gallons, good for about two days of water under normal use, Mack said.

He said the spill was the first he had experienced in the five years that he has been with the water district.

“Things happen. We have contingency plans for everything we can think of, and this is one of them,” he said.

The 16-inch pipe that broke was about 40 years old.

While workers carefully removed about 12-feet of pipe and fit in a new section of PVC, eight tanker trucks were used to collect the diverted sewage.

The repair crew had to chip away the old concrete mortar lining the pipe and brush off all bits of grit to allow for a good connection with the new pipe, said Sherwood.

Sherwood said 40,000 gallons per hour of sewage flow through the pipe to a nearby treatment plant. The leak lasted from about 12:30 p.m. to 3:30 p.m.

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Sherwood said 40,000 gallons per hour of sewage flow through the pipe to a nearby treatment plant. The leak lasted from about 12:30 p.m. to 3:30 p.m.

Biologists monitoring the spill found no environmental issues from it but were still evaluating, Sherwood said.

Visually, observers could see wastewater hugging the shoreline of the river next to the pipe but as it moved downstream it mixed with the recently increased river flows.

Workers Friday were expected to continue monitoring the flows and finishing up efforts in the area.

Staff Writer Derek Moore contributed to this report. You can reach Staff Writer Randi Rossmann at 521-5412 or randi.rossmann@pressdemocrat.com