



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: Tuesday July 19, 2016  
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 for Personnel Committee meeting June 20, 2016, Board of Directors meeting June 21, 2016, and Special Meeting June 30, 2016.
  - (B) DISBURSEMENTS: Check #033770 - #033842 including auto drafts and payroll, for a total of \$198,393.35
  - (C) Board approval for Solar Bee repair at the WWTP Reclamation Pond
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness 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)
  - Financial Report
  - Administration/Customer Service Report
  - Field Operations Report
  - General Manager's Report
- 9) **DISCUSSION AND POSSIBLE ACTION**: Approve Resolution 2016-13 to consolidate District elections with other elections held on November 8, 2016.
- 10) **DISCUSSION AND POSSIBLE ACTION**: Approve Resolution 2016-14 to adopt Defaulting Bill lien policy

- 11) DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2016-15 to adopt Returned Check policy
- 12) PUBLIC COMMENT
- 13) BOARD MEMBER COMMENT
- 14) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hiddenvallyleakecsd.com](http://www.hiddenvallyleakecsd.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  
PERSONNEL COMMITTEE REPORT  
MEETING DATE: June 20, 2016**

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

Director Herndon  
Director Mirbegian

General Manager Kirk Cloyd  
Water Resources Specialist Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 12:00 noon by Director Mirbegian.

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**DISCUSSION OF JOB DESCRIPTIONS:**

Directors Herndon and Mirbegian discussed their recommendations for salary ranges for the positions of Administrative Assistance and Full Charge Bookkeeper. The Wastewater II/III Flex job description and salary range will be developed by General Manager Kirk Cloyd for the following Board of Directors meeting, July 19, 2016.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 1:12 pm



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: June 21, 2016**

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 Jim Freeman, President                      Kirk Cloyd, General Manager  
Director Jim Lieberman, Vice President      Alyssa Gordon, Water Resources Specialist  
Director Carolyn Graham  
Director Linda Herndon  
Director Judy Mirbegan

**CALL TO ORDER**

The meeting was called to order at 7:03 p.m. by President Freeman.

**APPROVAL OF AGENDA**

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

**CONSENT CALENDAR**

On motion by Director Herndon, and second by Director Lieberman, the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of the minutes for the Board of Directors meeting May 17, 2016, Finance Committee meetings April 22, 2016, May 13, 2016, June 6, 2016, June 8, 2016, Personnel Committee meeting May 25, 2016, and Special Meeting June 14, 2016.
- (B) DISBURSEMENTS: Check #033692 - #033769 including auto drafts and payroll, for a total of \$362,394.07

**BOARD COMMITTEE REPORTS**

Personnel Committee: Directors Herndon and Mirbegan indicated that the content of their meeting on June 20, 2016 has been agendized, and will be discussed in detail at that point.

Finance Committee: No meeting.

Emergency Preparedness Program Committee: No meeting.

**BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 1 Board: Director Mirbegian reported on GASP 368 requirements, and also indicated she will be attending the ACWA board meeting at the end of July.

ACWA State Legislative Committee: Director Herndon reviewed the Committee's list of bills.

County OES: No meeting.

**STAFF REPORTS**

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Kirk Cloyd discussed additional items to the report. Roof repair is scheduled for the week ending June 25, 2016, and a quote has been received for the server room AC unit.

**DISCUSSION AND POSSIBLE ACTION:**

**Lake County Milers "Spring has Sprung" appreciation presentation**

On behalf of Lake County Milers, Water Resources Specialist Alyssa Gordon read a memo of appreciation.

**CLOSED SESSION:**

**(A) Government Code Section 54956.8: Discussion of Assessor Parcel Number 014-280-18-00 for partial parcel purchase.**

The Board entered into closed session at 7:24 PM, and returned from closed session at 7:40 PM. There was no reportable action.

**DISCUSSION AND POSSIBLE ACTION:**

**Personnel Committee's recommendations for salary ranges for three District staffing positions.**

**a) Approval of Full Charge Bookkeeper salary range.**

A motion was made by Director Mirbegian and seconded by Director Herndon to approve the Full Charge Bookkeeper salary range. Roll call vote:

AYES (4): Directors Herndon, Mirbegian, Graham, Lieberman

NAYS (1): Director Freeman

ABSTAIN (0):

**b) Approval of Administrative Assistant salary range.**

A motion was made by Director Mirbegian and seconded by Director Herndon to approve the Administrative Assistant salary range. Roll call vote:

AYES (5):Directors Herndon, Mirbegian, Graham, Lieberman, Freeman  
NAYS (0) :  
ABSTAIN (0):

**c) Approval of Wastewater Operator III job description and salary range.**

General Manager Kirk Cloyd explained how the definition of a Wastewater II/II Flex position would work to the benefit of staff as well as the District, and will present a job description and salary range for Board approval at the July 19, 2016 regular board meeting.

**DISCUSSION AND POSSIBLE ACTION:**  
**Adoption of FY 2016-2017 Budget and Investment Policy.**

**a) Public hearing to receive comment on proposed FY 2016-2017 Budget.**

Director Freeman opened the hearing at 8:12 PM for public comment. An inquiry was made regarding raises and cost of living increases. The hearing was closed at 8:14 PM.

**b) Adoption of Resolution 2016-10 – Approval of FY 2016-2017 Budget.**

The Board reached consensus on not losing sight of future Director health insurance options.

A motion was made by Director Herndon and seconded by Director Graham to adopt Resolution 2016-10 to approve the FY 2016-2017 Budget. Roll call vote:  
AYES (5): Directors Herndon, Mirbegian, Graham, Lieberman, Freeman  
NAYS (0):  
ABSTAIN (0):

**c) Adoption of Resolution 2016-11 – Approval of Investment Policy for FY 2016-2017.**

A motion was made by Director Mirbegian seconded by Director Graham, to adopt Resolution 2016-11 Approval of the Investment Policy for FY 2016-2017. Roll call vote:  
AYES (5): Directors Herndon, Mirbegian, Graham, Lieberman, Freeman  
NAYS (0):  
ABSTAIN (0):

**DISCUSSION AND POSSIBLE ACTION:**  
**Approval of Resolution 2016-12 to recommence normal water and sewer fees to customers whose homes were burned in the Valley Fire.**

A motion by Director Herndon and seconded by Director Mirbegian was made to approve Resolution 2016-12 to recommence normal water and sewer fees to customer whose homes were burned in the Valley Fire. Roll call vote:  
AYES (5): Freeman, Lieberman, Herndon, Graham, Mirbegian  
NAYS (0):  
ABSTAIN (0):





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SPECIAL MEETING MINUTES  
MEETING DATE: June 30, 2016**

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

Director Jim Freeman, President      Director Jim Lieberman, Vice President  
Director Carolyn Graham      Director Linda Herndon  
Director Judy Mirbegan      General Manager Kirk Cloyd

**CALL TO ORDER**

The meeting was called to order at 7:04 PM by President Freeman.

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegan and second by Director Herndon the Board approved the agenda.

**DISCUSSION AND POSSIBLE ACTIONS:**

**Approval of weed abatement quote for the levee property APN 141-611-07.**

On a motion by Director Graham and second by Director Herndon the Board unanimously approved weed abatement contract for the area on levee property APN 141-611-07 not to exceed \$7,200.00.

**PUBLIC COMMENT**

There was none.

**BOARD MEMBER COMMENT**

The Board discussed future cost savings plans, and Hexavalent Chromium compliance progress.

**ADJOURNMENT**

On a motion made by Director Graham and second by Director Mirbegan the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 7:42 PM

\_\_\_\_\_  
Jim Freeman      Date  
President of the Board

\_\_\_\_\_  
Kirk Cloyd      Date  
General Manager/Secretary to the Board





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

June, 2016

DISBURSEMENT SUMMARY REPORT

6/1/2016-6/30/2016

<b>Disbursement Summary</b>		
<b>Fund</b>		
120 - Sewer	\$	63,378.58
130 - Water	\$	90,781.38
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	1,096.64
	<b>SUB TOTAL \$</b>	<b>155,256.60</b>
*Payroll	\$	43,136.75
<b>Total Warrants</b>	<b>\$</b>	<b>198,393.35</b>

*\*Funds disbursed directly to employees and Directors. Pass-thru funds (collected from the employee and paid on their behalf by the District) are included in totals for funds 120 and 130.*



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

June, 2016

DISBURSEMENT DETAIL REPORT

6/1/2016-6/30/2016

<b>DRAFT DATE</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>NAME</b>	<b>CHECK AMOUNT</b>	<b>STATUS</b>
6/10/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3828.09	CLEARED
6/10/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	1025	CLEARED
6/24/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4762.75	CLEARED
6/24/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	1025	CLEARED
<b>TOTAL</b>				<b>10,640.84</b>	

<b>CHECK DATE</b>	<b>TYPE</b>	<b>CHECK NUMBER</b>	<b>NAME</b>	<b>CHECK AMOUNT</b>	<b>STATUS</b>
6/3/2016	CHECK	33770	ALPHA ANALYTICAL LABORATORIES	448.00	CLEARED
6/3/2016	CHECK	33771	BENNETT SOLUTIONS	43.00	CLEARED
6/3/2016	CHECK	33772	COOPERATIVE PERSONNEL SERVICES	1,710.00	CLEARED
6/3/2016	CHECK	33773	MEDIACOM	362.65	CLEARED
6/3/2016	CHECK	33774	RICOH USA, INC.	153.90	CLEARED
6/3/2016	CHECK	33775	SAMANTHA LAFRANCHI	59.40	CLEARED
6/3/2016	CHECK	33776	SIERRA CHEMICAL CO.	1,205.08	CLEARED
6/3/2016	CHECK	33777	SPECIAL DISTRICT RISK MANAGEME	31,739.36	CLEARED
6/3/2016	CHECK	33778	BURNS, ROBERT L	189.01	CLEARED
6/3/2016	CHECK	33779	COLLADO, JEFFREY	69.84	CLEARED
6/3/2016	CHECK	33780	BROWN, BOB	66.15	OUTSTND
6/3/2016	CHECK	33781	LEE, RANDOLPH & KELL	93.11	CLEARED
6/10/2016	CHECK	33782	ACWA/JPIA	779.94	CLEARED
6/10/2016	CHECK	33783	ALPHA ANALYTICAL LABORATORIES	642.00	CLEARED
6/10/2016	CHECK	33784	ARMED FORCE PEST CONTROL, INC.	390.00	CLEARED
6/10/2016	CHECK	33785	BARTLEY PUMP, INC.	801.05	CLEARED
6/10/2016	CHECK	33786	HARDESTER'S MARKETS & HARDWARE	26.36	CLEARED
6/10/2016	CHECK	33787	GARDENS BY JILLIAN	200.00	CLEARED
6/10/2016	CHECK	33788	KIRK CLOYD	1,366.81	CLEARED
6/10/2016	CHECK	33789	PACIFIC GAS & ELECTRIC COMPANY	9,460.81	CLEARED
6/10/2016	CHECK	33790	SOUTH LAKE REFUSE COMPANY	340.95	CLEARED
6/10/2016	CHECK	33791	CALIFORNIA PUBLIC EMPLOYEES RE	4,057.21	CLEARED
6/10/2016	CHECK	33792	STATE OF CALIFORNIA EDD	1,216.09	CLEARED
6/10/2016	CHECK	33793	TERREL, MATHEW	18.97	OUTSTND
6/17/2016	CHECK	33794	ALPHA ANALYTICAL LABORATORIES	747.00	CLEARED
6/17/2016	CHECK	33795	AT&T	454.34	CLEARED
6/17/2016	CHECK	33796	BADGER METER	30.00	CLEARED
6/17/2016	CHECK	33797	COASTLAND CIVIL ENGINEERING, I	80.00	CLEARED

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
6/17/2016	CHECK	33798	DATAPROSE	2,921.41	CLEARED
6/17/2016	CHECK	33799	FAHRENHEIT HEATING & AIR CONDI	6,355.00	CLEARED
6/17/2016	CHECK	33800	FRED WALDON & FAMILY TRUCKING	1,462.76	OUTSTND
6/17/2016	CHECK	33801	MICHELLE HAMILTON	625.00	CLEARED
6/17/2016	CHECK	33802	OFFICE DEPOT	235.78	CLEARED
6/17/2016	CHECK	33803	REDFORD SERVICES	950.00	CLEARED
6/17/2016	CHECK	33804	SPECIAL DISTRICT RISK MANAGEME	19,771.68	CLEARED
6/17/2016	CHECK	33805	VERIZON WIRELESS	669.31	OUTSTND
6/17/2016	CHECK	33806	WAGNER & BONSIGNORE	58.75	CLEARED
6/17/2016	CHECK	33807	WESTGATE PETROLEUM CO., INC.	1,432.25	CLEARED
6/17/2016	CHECK	33808	WIPF CONSTRUCTION	2,150.00	CLEARED
6/17/2016	CHECK	33809	COLLADO, JEFFREY	47.74	CLEARED
6/17/2016	CHECK	33810	CESTNIK, DONALD	59.95	OUTSTND
6/17/2016	CHECK	33811	PARKER, JACK	22.14	CLEARED
6/17/2016	CHECK	33812	STEWART, RUTH & TOM	191.48	OUTSTND
6/24/2016	CHECK	33813	ALPHA ANALYTICAL LABORATORIES	974.00	CLEARED
6/24/2016	CHECK	33814	ANALYTICAL SCIENCES	1,710.00	OUTSTND
6/24/2016	CHECK	33815	BARTLEY PUMP, INC.	1,564.21	OUTSTND
6/24/2016	CHECK	33816	BOLD POLISNER MADDOW NELSON &	1,732.50	OUTSTND
6/24/2016	CHECK	33817	CARDMEMBER SERVICE	6,646.51	OUTSTND
6/24/2016	CHECK	33818	GHD	450.00	OUTSTND
6/24/2016	CHECK	33819	JAMES DAY CONSTRUCTION, INC.	19,250.35	OUTSTND
6/24/2016	CHECK	33820	JEFFREY MOSCOE	100.00	CLEARED
6/24/2016	CHECK	33821	LAKE COUNTY RECORD BEE	145.23	CLEARED
6/24/2016	CHECK	33822	MENDO MILL CLEARLAKE	42.09	CLEARED
6/24/2016	CHECK	33823	NAPA AUTO PARTS	527.93	OUTSTND
6/24/2016	CHECK	33824	NBS GOVERNMENT FINANCE GROUP	1,096.64	CLEARED
6/24/2016	CHECK	33825	QSI 2011, INC.	9,000.00	CLEARED
6/24/2016	CHECK	33826	RICOH USA, INC.	446.96	OUTSTND
6/24/2016	CHECK	33827	ST HELENA HOSPITAL dba JOBCARE	210.00	CLEARED
6/24/2016	CHECK	33828	TYLER TECHNOLOGY	121.00	CLEARED
6/24/2016	CHECK	33829	CALIFORNIA PUBLIC EMPLOYEES RE	4,706.30	OUTSTND
6/24/2016	CHECK	33830	STATE OF CALIFORNIA EDD	1,768.72	CLEARED
6/24/2016	CHECK	33831	BOEHM, RICHARD	24.62	OUTSTND
6/24/2016	CHECK	33832	CURRIER, MATTHEW R	27.68	OUTSTND
6/24/2016	CHECK	33833	DUNCAN, PAUL & COURT	68.65	OUTSTND
6/24/2016	CHECK	33834	ESPINOZA, JOSE LUIS	68.31	OUTSTND
6/24/2016	CHECK	33835	GAREY, MICHAEL W	12.96	OUTSTND
6/24/2016	CHECK	33836	HANSEN, STANLEY E	34.66	OUTSTND
6/24/2016	CHECK	33837	HEALEY, MARLENE	25.68	OUTSTND
6/24/2016	CHECK	33838	KIRK, JEROME	19.50	OUTSTND
6/24/2016	CHECK	33839	KIRKLAND, THOMAS	23.25	OUTSTND
6/24/2016	CHECK	33840	SMITH, OLIVER	26.13	OUTSTND
6/24/2016	CHECK	33841	TANNER, MARY	23.22	CLEARED
6/24/2016	CHECK	33842	UYENO, RICHARD M	64.38	OUTSTND
<b>TOTAL</b>				<b>144,615.76</b>	

<b>PAYROLL DATE</b>	<b>TYPE</b>	<b>NAME</b>	<b>PAYROLL AMOUNT</b>	<b>STATUS</b>
6/10/2016	MISC.	PAYROLL DIRECT DEPOSIT	20,156.60	CLEARED
6/24/2016	MISC.	PAYROLL DIRECT DEPOSIT	22,980.15	CLEARED
<b>TOTAL</b>			<b>43,136.75</b>	

TOTAL BANK DRAFTS	10,640.84
TOTAL CHECKS	144,615.76
TOTAL MISC & PAYROLL	43,136.75
	<b>198,393.35</b>

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

**DATE:** July 19, 2016

**AGENDA ITEM:** Board approval for Solar Bee repair

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**RECOMMENDATIONS:** Approve the attached quote to bring two of the reclamation pond solar bees back into operation.

**FINANCIAL IMPACT:** \$5,644.50

**BACKGROUND:** Solar bees agitate the water in the reclamation pond. This helps maintain state mandated aeration levels of the water, and also keeps the algae level down.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Kirk Cloyd, 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 July 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Secretary to the Board



NOTWITHSTANDING THE SUBMISSION OF CONFLICTING TERMS AND CONDITIONS OF SALE BY A CUSTOMER, OR CONFLICTING TERMS AND CONDITIONS OF PRIOR AGREEMENTS BETWEEN THE PARTIES, MEDORA CORPORATION TERMS AND CONDITIONS BELOW SHALL PREVAIL AND APPLY TO THIS SPECIFIC SALE UNLESS THESE TERMS ARE SPECIFICALLY MODIFIED IN A WRITING WHICH IS SIGNED AND DATED BY THE PRESIDENT OF MEDORA CORPORATION.

**NEW EQUIPMENT WARRANTY:** On all sales, whether for components or for entire systems, the only warranty offered is on a component basis as described below.

For new items or components which Medora Corporation has purchased from a factory or other supplier, the warranty which Medora Corporation's customer receives on each item and component is exactly the warranty which is offered by the manufacturer, if any, and which passes through Medora Corporation to Medora Corporation's customers. A copy of the manufacturer's warranty on each item or component is available upon request prior to or after the sale. In most cases the warranty is for one year and is limited to repair or replacement of goods which have defects in materials or workmanship.

For new items or components which Medora Corporation manufactures, the warranty which Medora Corporation's customer receives is a one year warranty that the item or component will be free from defects in materials and workmanship. Medora Corporation's responsibility is limited to repair or replacement of the item or component at its place of business. It is the purchaser's responsibility to transport it to Medora Corporation's place of business for repair.

Notwithstanding anything above, in no case does Medora Corporation ever warrant or undertake to be responsible for special, consequential, or indirect damages, or for any other damages beyond repair or replacement of the defective goods in questions. In no case does Medora Corporation ever make a warranty of fitness for purpose or of merchantability.

The provisions in any specifications, quotations, or invoices hereto attached if any, are descriptive, unless expressly stated as warranties. The foregoing states the entire guarantee and warranty of Medora Corporation on new equipment herein described, is exclusive and in lieu of all other guarantees and warranties, either express or implied, whether written, oral or statutory. Also, Medora Corporation does not warranty any equipment not sold by it and it shall not be responsible if any item sold by Medora Corporation is made part of any such equipment.

**USED, REBUILT, AND SURPLUS EQUIPMENT:** There are no warranties of any kind or nature for equipment sold which is used, rebuilt or surplus in nature, except that an authorized Medora Corporation salesperson can, in writing only, extend a warranty up to 30 days in length covering specific functionality aspects of the used product in question. On repairs, Medora Corporation warrants its workmanship for 30 days. As with new equipment, Medora Corporation shall not, in any event, ever be held liable for any special, indirect or consequential damages, or for any warranty of fitness for purpose or merchantability.

**SHIPPING DATES:** The time for shipment given herein is approximate and is estimated from the date of receipt of order with complete manufacturing information. Medora Corporation shall in no event be liable for any special, indirect or consequential damages arising from delay irrespective of the reason therefore, and receipt by the Purchaser shall constitute acceptance of delivery and waiver of any claims due to delay.

**PAYMENTS:** The prices specified are in U.S. currency, payable in New York exchange free of all expense to Medora Corporation for collection charges. Prorata payments shall be made for partial shipments. If delivery is prevented or postponed at the request of Medora Corporation's customer, or by reason of any other cause set forth specifically or by implication in paragraph on "Shipping Dates", then all dates of payment related to delivery shall relate instead to the date of completion of manufacture or inventory allocation by Medora Corporation of the components ordered by its customer. Storage of allocated items will be at the Purchaser's expense and risk. The rights of Medora Corporation under this Paragraph are cumulative and in addition to all rights available to Medora Corporation at laws or in equity.

**TAXES:** The Purchaser shall pay to Medora Corporation in addition to the purchase price, the amount of all Sales, Use, Privilege, Occupation, Excise, or other taxes, Federal, State, local or foreign which Medora Corporation is required to pay in connection with furnishing goods or services to the Purchaser. In lieu thereof, the Purchaser shall provide Medora Corporation with a tax exemption certificate acceptable to the taxing authorities.

**SALES FOR EXPORT:** In case of sales for export, the Purchaser shall be responsible for procuring (as well as arranging for extensions of) such exports, import or other licenses or authorizations as may be required.

**CANCELLATION:** Orders are not subject to cancellation or change in specifications, shipping schedules or other conditions originally agreed upon without seller's written consent and then only upon agreement to compensate seller for loss or restock charges caused by such cancellation or changes.

**MATERIAL SUPPLIER:** Medora Corporation is a Material Supplier as defined by the US Department of Labor, and is never a contractor or subcontractor, and never does construction work of any type. As a Material Supplier, Medora Corporation is not subject to Davis Bacon reporting requirements designed to ensure fair pay for construction laborers.

## Water Marketing Initiative

Water marketing legislation this year has been a wild ride. Two bills were introduced in the California Legislature. AB 1755 (Dodd) appears to be on its way to becoming a law. The bill, which incorporates the amendments suggested by ACWA, creates a statewide water information system within the Department of Water Resources to provide better data and information sharing regarding water use, water markets, SGMA implementation and other activities. The second bill, AB 2304 (Levine), sought to create a water marketing clearinghouse to help buyers and sellers navigate the water market. A clearinghouse is consistent with [ACWA policy](#), but the bill approached this task with a very heavy hand. It would have created a powerful new, top-heavy agency, adding another layer of approvals and possibly imposing fees on transfers – all inconsistent with ACWA policy. The in-print version of the bill also was inconsistent with positive developments at the negotiating table where ACWA, the Environmental Defense Fund, and other stakeholders were making impressive progress. ACWA and many others strongly opposed the bill, and the author withdrew it. Chairman Levine is now focusing on a minimalist bill (AB 2090), which may or may not make its way through the legislative process this year. There is still much to be gained from significantly improving the functionality of the California water market. Through the State Legislative Committee, we have created a working group with co-chairs representing agricultural and urban agencies to draft a proposal for an ACWA-sponsored water marketing bill for 2017 consistent with Board policy. We will keep working with the other stakeholders in the process. Stay tuned.



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## The “Ag Initiative”

In recent weeks, ACWA has sponsored several heartfelt meetings (two in Fresno and one in Williams) with agricultural water leaders giving their best – sometimes sobering – advice about how to shape our “Ag Initiative,” which the Board included as a top priority in the 2016-’17 Strategic Plan. The meetings were very successful in helping educate ACWA leadership about how to approach this task. But they also revealed some views that we need to forcefully address. One thing I heard is that some believe ACWA’s agricultural and urban members have diametric needs, and that one side can advance only at the expense of the other. In other venues, I have heard that some question whether urban California should care about what happens to agricultural California. I believe that ACWA by its very nature must counteract both of these views. The fact is that, based on what we are learning by listening to our agricultural members, we can and will shape an agricultural initiative that achieves its objective of making ACWA more responsive to our ag members, thereby increasing their involvement in ACWA, while advancing the interests of our urban members. It seems that the “Ag Initiative” holds the promise of helping us unite our diverse membership by showing the commonality of their core objectives and identifying specific actions that benefit both camps. The initiative is certainly timely, and will involve a communications component as well as coordination with the California Farm Water Coalition. I will have a proposed plan of action for consideration at the Board meeting on July 29.

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## WaterFix and Eco Restore

The Brown Administration has made it clear it wants to advance Delta solutions as a key element of the California Water Action Plan as far as possible before the Obama Administration turns out the lights. That won’t be easy. I have never seen relationships at a worse point in my three-decade career. A particular concern is that the Obama Administration seems so out of tune with California’s policy of coequal goals. The federal government, so far, has rejected attempts to implement comprehensive solutions that could preserve the coequal goals, while advancing harsh flow-related remedies for fish that have little or no science behind them, but could be devastating for water supply. Interestingly, over the weekend I received an email from former Secretary of the Interior Bruce Babbitt informing me that he has been retained by the Brown Administration to try and bridge the differences among the key parties. (You might recall that Secretary Babbitt was a keynote speaker at the ACWA 2015 Fall Conference in Indian Wells). Who knows, Mr. Babbitt may be the person to pull a rabbit out of the hat. After all, you have to go back to the Bill Clinton Administration and Babbitt’s tenure at Interior to find a federal administration that really seemed to believe in what we now call coequal goals. This could get interesting soon.



**EXECUTIVE DIRECTOR'S CALENDAR**

[Key Executive Director Activities in the Next Couple of Weeks]

**June 29****Coffee With Carl****Tarzana**

Perhaps more than any other water leader, former MWD General Manager Carl Boronkay was responsible for the shift to local resource development that has characterized California water for the past quarter century. He was a mentor to me and many other water professionals during his tenure. I try to see Carl several times a year – and am looking forward to a cup of coffee this Wednesday.

**June 30****Clean Water and Jobs for California****ACWA Office  
Sacramento**

CWJC is a coalition of business, labor, agricultural and water interests that ACWA helped create in 2008 largely to advance a major water bond. With the overwhelming passage of Proposition 1, it's time to reinvigorate this advantageous coalition. The CWJC Board (myself, Richard Lyon of CBIA, and Mario Santoyo of the San Joaquin Valley Infrastructure JPA) will meet this week to jump start the process.

**Late June-July****Various Meetings with Member Agencies****Las Virgenes,  
Sacramento, and San  
Jose**

I will be meeting with ACWA member agencies in various parts of the state over the next two weeks. On June 29, I will be at Las Virgenes MWD to meet with agencies from northwest Region 8 and the southern part of Region 5. On June 30, I will be joining Nevada Irrigation District, PG&E and others to discuss issues related to the transfer of lands from PG&E to NID. Since I serve on the Pacific Land Stewardship Council, I may be in a position to assist with these issues. Finally on July 12, I have been invited to address the Santa Clara Valley Water District's Board of Directors to provide an update on ACWA's Board-adopted priorities and other issues.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**June, 2016  
Financial Report**

**REVENUE & EXPENSE SEWER REPORT  
6/1/2016-6/30/2016**

<b>120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>TOTAL REVENUE</b>	1,149,443.00	98,241.42	1,128,917.23	20,525.77	98%

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	440,165.00	45,511.42	367,253.74	72,911.26	83%
ADMINISTRATION	381,150.00	32,258.60	356,668.18	24,481.82	94%
FIELD	289,205.00	25,122.73	272,192.61	17,012.39	94%
DIRECTORS	38,323.00	3,112.91	36,195.46	2,127.54	94%
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>106,005.66</b>	<b>1,032,309.99</b>	<b>116,533.01</b>	<b>90%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-4020 PERMIT & INSPECTION FEES	300.00	200.00	700.00	(400.00)	233%
120-4045 AVAILABILITY FEES	8,800.00	-	8,103.59	696.41	92%
120-4050 SALES OF RECLAIMED WATER	90,000.00	19,868.11	102,704.86	(12,704.86)	114%
120-4111 COMM SEWER USE	19,370.00	2,224.67	26,653.63	(7,283.63)	138%
120-4112 GOV'T SEWER USE	580.00	48.05	576.60	3.40	99%
120-4116 SEWER USE CHARGES	969,100.00	75,831.17	919,918.85	49,181.15	95%
120-4210 LATE FEE	19,093.00	61.88	11,196.11	7,896.89	59%
120-4300 MISC INCOME	39,600.00	5.10	1,352.71	38,247.29	3%
120-4310 OTHER INCOME	-	-	56,965.79	(56,965.79)	0%
120-4505 LEASE INCOME	2,600.00	-	468.01	2,131.99	18%
120-4550 INTEREST INCOME	-	2.44	277.08	(277.08)	0%
120-4580 TRANSFERS IN	-	-	271,831.24	(271,831.24)	0%
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>98,241.42</b>	<b>1,400,748.47</b>	<b>(251,305.47)</b>	<b>122%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	11,672.45	10,027.55	54%
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	1,850.28	12,076.29	(4,865.29)	167%
120-500-5050 DEPRECIATION	-	-	9,558.88	(9,558.88)	0%
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	716.13	10,530.95	(1,740.95)	120%
120-5-00-5061 VEHICLE MAINT	11,012.00	691.70	5,708.06	5,303.94	52%
120-5-00-5062 TAXES & LIC	619.00	-	501.27	117.73	81%
120-5-00-5074 INSURANCE	14,735.00	15,712.95	15,721.33	(986.33)	107%
120-5-00-5075 BANK FEES	12,750.00	1,015.62	11,478.76	1,271.24	90%
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	72.62	3,597.29	922.71	80%

<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	94.50	651.93	648.07	50%
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	6,321.64	41,572.31	(1,572.31)	104%
120-5-00-5121 LEGAL SERVICES	9,500.00	866.25	8,409.71	1,090.29	89%
120-5-00-5122 ENGINEERING SERVICES	34,000.00	-	15,852.87	18,147.13	47%
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	7,976.16	19,644.24	31,355.76	39%
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,512.84	(12.84)	101%
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0%
120-5-00-5145 EQUIPMENT RENTAL	990.00	-	1,736.87	(746.87)	175%
120-5-00-5148 OPERATING SUPPLIES	11,699.00	595.00	10,308.50	1,390.50	88%
120-5-00-5150 REPAIR & REPLACE	53,614.00	201.53	62,442.36	(8,828.36)	116%
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	1,231.55	4,701.93	3,698.07	56%
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	788.00	10,039.00	(439.00)	105%
120-5-00-5157 SECURITY	460.00	-	147.00	313.00	32%
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	-	19,349.37	(5,689.37)	142%
120-5-00-5191 TELEPHONE	6,960.00	924.53	9,141.31	(2,181.31)	131%
120-5-00-5192 ELECTRICITY	17,291.00	1,715.44	26,579.50	(9,288.50)	154%
120-5-00-5193 OTHER UTILITIES	2,600.00	170.48	2,166.19	433.81	83%
120-5-00-5195 ENV/MONITORING	33,000.00	4,387.00	36,205.10	(3,205.10)	110%
120-5-00-5196 RISK MANAGEMENT	15,000.00	80.00	8,140.00	6,860.00	54%
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	1,198.75	401.25	75%
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	278.65	870.35	24%
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	59.91	1,211.09	5%
120-5-00-5312 TOOLS - FIELD	524.00	-	799.16	(275.16)	153%
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	100.04	2,612.22	(738.22)	139%
120-5-00-5545 RECORDING FEES	200.00	-	157.93	42.07	79%
120-5-00-5600 CONTINGENCY	40,636.00	-	2,700.81	37,935.19	7%
<b>TOTAL</b>	<b>440,165.00</b>	<b>45,511.42</b>	<b>367,253.74</b>	<b>72,911.26</b>	<b>83%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-10-5010 SALARIES & WAGES	265,334.00	28,297.22	247,255.23	18,078.77	93%
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	2,158.09	48,891.06	16,773.94	74%
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,517.00	54,960.04	(16,729.04)	144%
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
120-5-10-5090 OFFICE SUPPLIES	6,500.00	227.02	3,376.22	3,123.78	52%
120-5-10-5170 TRAVEL MILEAGE	1,100.00	29.70	1,259.69	(159.69)	115%
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	-	793.56	3,206.44	20%
120-5-10-5179 ADM MISC EXPENSES	300.00	29.57	132.38	167.62	44%
<b>TOTAL</b>	<b>381,150.00</b>	<b>32,258.60</b>	<b>356,668.18</b>	<b>24,481.82</b>	<b>94%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-30-5010 SALARIES & WAGES	190,391.00	19,766.79	180,167.93	10,223.07	95%
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,272.99	51,123.75	2,059.25	96%
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,026.15	33,094.77	5,136.23	87%

<b>FIELD</b>	<b>CURRENT</b>	<b>CURRENT</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>% OF</b>
<b>EXPENDITURES, Cont.</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46%
120-5-30-5063 CERTIFICATIONS	380.00	-	703.00	(323.00)	185%
120-5-30-5090 OFFICE SUPPLIES	1,040.00	21.50	725.82	314.18	70%
120-5-30-5170 TRAVEL MILEAGE	680.00	35.30	35.30	644.70	5%
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	-	5,742.04	(1,742.04)	144%
<b>TOTAL</b>	<b>289,205.00</b>	<b>25,122.73</b>	<b>272,192.61</b>	<b>17,012.39</b>	<b>94%</b>

<b>DIRECTORS</b>	<b>CURRENT</b>	<b>CURRENT</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>% OF</b>
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	1,727.88	1,272.12	58%
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.97	54.22	175.78	24%
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	34,072.08	720.92	98%
120-5-40-5170 TRAVEL MILEAGE	100.00	-	101.28	(1.28)	101%
120-5-40-5176 DIRECTOR TRAINING	200.00	-	240.00	(40.00)	120%
<b>TOTAL</b>	<b>38,323.00</b>	<b>3,112.91</b>	<b>36,195.46</b>	<b>2,127.54</b>	<b>94%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**June, 2016**

**Financial Report**

REVENUE & EXPENSE **WATER** REPORT

6/1/2016-6/30/2016

<b>130-WATER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>ALL REVENUE</b>	1,138,568.00	130,574.06	1,374,355.58	(235,787.58)	<b>121%</b>

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	602,660.00	84,577.18	764,306.67	(161,646.67)	127%
ADMINISTRATION	385,340.00	17,672.68	348,083.56	37,256.44	90%
FIELD	285,930.00	30,309.63	311,745.26	(25,815.26)	109%
DIRECTORS	39,383.00	4,733.56	38,503.53	879.47	98%
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>137,293.05</b>	<b>1,462,639.02</b>	<b>(149,326.02)</b>	<b>111%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-4035 RECONNECT FEE	13,000.00	855.00	14,570.00	(1,570.00)	112%
130-4039 WATER METER INST	300.00	170.00	850.00	(550.00)	283%
130-4040 RECORDING FEE	110.00	-	50.00	60.00	45%
130-4045 AVAILABILITY FEES	35,000.00	-	33,558.41	1,441.59	96%
130-4110 COMM WATER USE	32,600.00	7,506.35	49,230.24	(16,630.24)	151%
130-4112 GOV'T WATER USE	844.00	276.31	3,858.89	(3,014.89)	457%
130-4115 WATER USE	1,024,100.00	119,285.89	1,117,753.12	(93,653.12)	109%
130-4117 WATER OVERAGE FEE	-	-	8,417.22	(8,417.22)	0%
130-4118 WATER OVERAGE COMM	-	-	11,569.44	(11,569.44)	0%
130-4119 WATER OVERAGE GOV	-	-	898.25	(898.25)	0%
130-4210 LATE FEE	25,014.00	2,193.45	25,224.42	(210.42)	101%
130-4215 RETURNED CHECK FEE	700.00	150.00	1,125.00	(425.00)	161%
130-4300 MISC INCOME	1,100.00	135.10	6,229.94	(5,129.94)	566%
130-4310 OTHER INCOME	-	-	99,264.65	(99,264.65)	0%
130-4505 LEASE INCOME	5,800.00	-	1,404.02	4,395.98	24%
130-4550 INTEREST INCOME	-	1.96	351.98	(351.98)	0%
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>130,574.06</b>	<b>1,374,355.58</b>	<b>(235,787.58)</b>	<b>121%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	11,672.45	10,027.55	54%
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	1,850.28	7,845.23	(634.23)	109%
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	716.12	10,094.63	(1,306.63)	115%
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	584.72	6,105.61	(2,584.61)	173%
130-5-00-5062 TAXES & LIC	1,153.00	-	423.22	729.78	37%

<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5074 INSURANCE	14,735.00	15,712.95	15,721.33	(986.33)	107%
130-5-00-5075 BANK FEES	12,750.00	1,015.59	11,463.79	1,286.21	90%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	72.61	16,700.46	940.54	95%
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	94.50	651.91	648.09	50%
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	6,321.63	47,319.85	(3,669.85)	108%
130-5-00-5121 LEGAL SERVICES	9,445.00	866.25	15,403.59	(5,958.59)	163%
130-5-00-5122 ENGINEERING SERVICES	37,500.00	-	7,884.38	29,615.62	21%
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	5,961.15	79,361.18	(6,161.18)	108%
130-5-00-5124 WATER RIGHTS	10,428.00	58.75	37,063.33	(26,635.33)	355%
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	-	1,512.84	(12.84)	101%
130-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0%
130-5-00-5145 EQUIPMENT RENTAL	-	-	40,587.76	(40,587.76)	0%
130-5-00-5148 OPERATING SUPPLIES	1,107.00	610.08	2,296.79	(1,189.79)	207%
130-5-00-5150 REPAIR & REPLACE	62,888.00	39,205.25	214,048.55	(151,160.55)	340%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	295.00	3,197.57	5,202.43	38%
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	787.00	10,036.00	(36.00)	100%
130-5-00-5157 SECURITY	460.00	-	147.00	313.00	32%
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	-	-	(11,747.02)	11,747.02	0%
130-5-00-5191 TELEPHONE	6,958.00	924.42	9,141.20	(2,183.20)	131%
130-5-00-5192 ELECTRICITY	132,166.00	7,745.37	112,281.51	19,884.49	85%
130-5-00-5193 OTHER UTILITIES	2,627.00	170.47	2,166.23	460.77	82%
130-5-00-5195 ENV/MONITORING	24,000.00	1,335.00	15,364.00	8,636.00	64%
130-5-00-5196 RISK MANAGEMENT	300.00	-	-	300.00	0%
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	-	19,106.98	3,293.02	85%
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	48.93	1,222.07	4%
130-5-00-5312 TOOLS - FIELD	1,681.00	-	737.38	943.62	44%
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	100.04	2,346.16	(815.16)	153%
130-5-00-5505 WATER CONSERVATION	10,000.00	150.00	5,207.82	4,792.18	52%
130-5-00-5545 RECORDING FEES	200.00	-	157.93	42.07	79%
130-5-0-5580 TRANSFERS OUT	-	-	6,889.84	(6,889.84)	0%
130-5-00-5600 CONTINGENCY	50,000.00	-	63,068.24	(13,068.24)	126%
<b>TOTAL</b>	<b>602,660.00</b>	<b>84,577.18</b>	<b>764,306.67</b>	<b>(161,646.67)</b>	<b>127%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-10-5010 SALARIES & WAGES	265,334.00	15,128.42	239,548.49	25,785.51	90%
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	1,464.43	48,326.51	17,338.49	74%
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	793.53	54,488.32	(12,042.32)	128%
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
130-5-10-5090 OFFICE SUPPLIES	6,500.00	227.04	3,376.40	3,123.60	52%
130-5-10-5170 TRAVEL MILEAGE	1,475.00	29.70	1,267.81	207.19	86%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	-	943.65	2,656.35	26%
130-5-10-5179 ADM MISC EXPENSES	300.00	29.56	132.38	167.62	44%
<b>TOTAL</b>	<b>385,340.00</b>	<b>17,672.68</b>	<b>348,083.56</b>	<b>37,256.44</b>	<b>90%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-30-5010 SALARIES & WAGES	190,391.00	24,646.91	219,907.29	(29,516.29)	116%
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,272.98	51,281.44	1,901.56	96%
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,332.95	37,156.89	(3,140.89)	109%
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	32%
130-5-30-5063 CERTIFICATIONS	200.00	-	283.00	(83.00)	142%
130-5-30-5090 OFFICE SUPPLIES	1,040.00	21.50	575.35	464.65	55%
130-5-30-5170 TRAVEL MILEAGE	800.00	35.29	45.96	754.04	6%
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	-	1,895.33	2,504.67	43%
<b>TOTAL</b>	<b>285,930.00</b>	<b>30,309.63</b>	<b>311,745.26</b>	<b>(25,815.26)</b>	<b>109%</b>

<b>DIRECTORS EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	1,824.57	1,175.43	61%
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	57.38	172.62	25%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	34,072.08	720.92	98%
130-5-40-5170 TRAVEL MILEAGE	560.00	-	645.06	(85.06)	115%
130-5-40-5175 EDUCATION/SEMINARS	-	1,609.44	1,609.44	(1,609.44)	0%
130-5-40-5176 DIRECTOR TRAINING	800.00	-	295.00	505.00	37%
<b>TOTAL</b>	<b>39,383.00</b>	<b>4,733.56</b>	<b>38,503.53</b>	<b>879.47</b>	<b>98%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**JUNE, 2016**

**FINANCIAL REPORT  
POOLED CASH**

AS OF JUNE 30, 2016

<b>Beginning Balance</b>	<b>172,164.08</b>
<b>Cash Receipts</b>	
Deposit	318,808.14
Transfers	0.00
<b>Total Receipts</b>	<b>318,808.14</b>
<b>Cash Disbursements</b>	
Accounts Payable	155,256.60
Payroll	43,136.75
Bank Fees	2,031.21
<b>Total Disbursements</b>	<b>200,424.56</b>
<b>Ending Balance</b>	<b>290,547.66</b>

**TEMPORARY INVESTMENTS**

AS OF JUNE 30, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,240.05	41,121.75	108,361.80	108,361.81
130	Water Operating Fund	42,373.92	33,026.38	75,400.30	75,398.35
215	1995-2 Redemption	60,805.20	272,578.35	333,383.55	333,383.54
218	CIEDB Redemption	11,504.37	(34,491.68)	(22,987.31)	22,987.31
219	USDARUS Solar Loan (Sewer)	818.76	103,898.78	104,717.54	104,717.55
313	Wastewater Cap Fac Reserved	258,509.00	15,200.90	273,709.90	273,709.90
314	Wastewater Cap Fac Unrestricted	261,167.69	358,592.49	619,760.18	619,760.19
319	Solar Reserve	-	35,311.38	35,311.38	35,311.38
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,072.99	-	171,072.99	171,072.99
711	Bond Administration	27,133.59	14,426.03	41,559.62	41,559.62
<b>TOTAL</b>		<b>900,625.57</b>	<b>839,664.39</b>	<b>1,740,289.96</b>	<b>1,786,262.66</b>





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**JUNE, 2016**  
**FINANCIAL REPORT**

**CAPITAL EXPENDITURES**  
 2015-2016 BUDGET

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	70,000	8,900
Complete Revised Sewer System Management Plan	9,000	-
Install Security Fencing at Lift Station 1 & 4	10,000	-
New Roof for Admin Building	40,000	-
New Pickup Truck	35,000	43,288
SCADA Hardware for Lift Stations	17,000	13,735
Preliminary Design-Chlorine Disinfection Facility	50,000	4,994
Crazy Creek Land Purchase	100,000	2,332
Install Treatment Plant Inflow Meter	25,000	24,060
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	129,000
Retrofit Lift Station 7 & install backup generator	110,000	114,141
<b>Total</b>	<b>656,000</b>	<b>340,449.87</b>

<b>Water</b>	<b>Budget</b>	<b>Yr to Date Actuals</b>
New Pickup Truck (not from capital)		19,654.73
<i>(No planned capital expenditures in FY 2015-2019)</i>		
<b>Total</b>	<b>-</b>	<b>19,654.73</b>

# MEMO

To: Board of Directors  
From: Trish Wilkinson  
Date: July 15, 2016  
RE: Senior Account Representative's Monthly Report

---

## **Monthly Billing June 06/30/2016**

June mailed statements: 2122  
June electronic statements: 357

The statement "special message" contained the Drought Stage 2 rates in effect and invitation to visit website for paperless statement option.  
Summer 2016 newsletter available online at [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com)  
EFFECTIVE JULY 1, 2016 THE FY 2016/2017 RATES WILL APPLY AS LISTED ON THE REVERSE SIDE OF THIS BILL.

## **Delinquent Billing 6/20/2016**

Delinquent statements for May bills:  
Mailed statements: 426  
Electronic statements: 69

## **Courtesy Notification 07/11/2016**

Courtesy notices delivered to the customer's property for delinquent May bills:135  
Electronic Notices: 13

## **Phone Notification 07/12/2016**

Phone notifications: 87  
The phone notification was sent out around 10:15 am resulting in 62 payments received by the office staff during business hours.

## **Lock Offs 07/13/2016**

25 customers were in the lock off process at 5:00 pm on 07/12/2016.  
9 payments were made before service orders went out in the field at 9:00 am on 07/13/2016.  
A total of 16 customers were actually locked off for nonpayment.  
Throughout lock off day 6 payments were collected and meters unlocked.  
At the time of this report only 10 meters remain locked.



# Hidden Valley Lake Community Services District

## June 2016 Report

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Water Connections:		Sewer Connections:	
New (June)	1	New (June)	2
Residential (May)	2429	Residential (May)	1484
Commercial & Govt (May)	35	Commercial & Govt (May)	15
<b>Total (May) :</b>	<b>2465</b>		<b>1501</b>

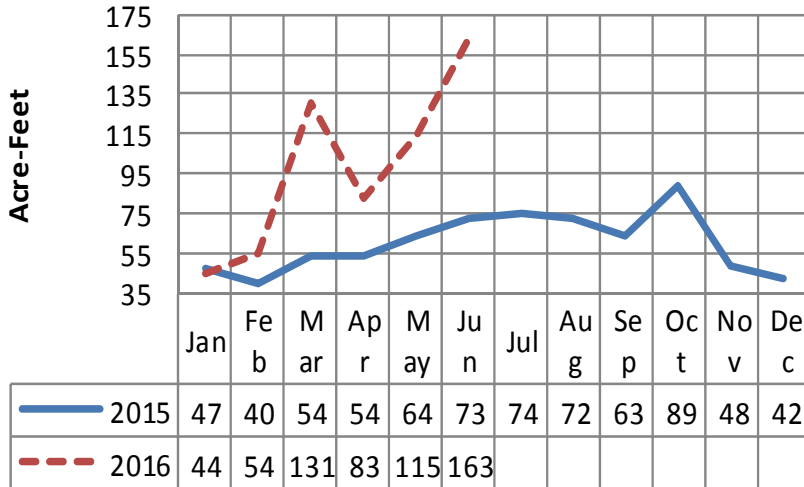
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.05	.01	.29

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	930.73	928.87	928.09
AG	931.20	929.95	929.99
TP Wells	954.11	952.94	953.31
Grange Rd	937.26	935.76	936.38
American Rock	971.06	968.94	969.98
Spyglass	964.36	950.57	964.13
Luchetti	922.10	921.27	921.31
18th T	941.19	940.52	940.93

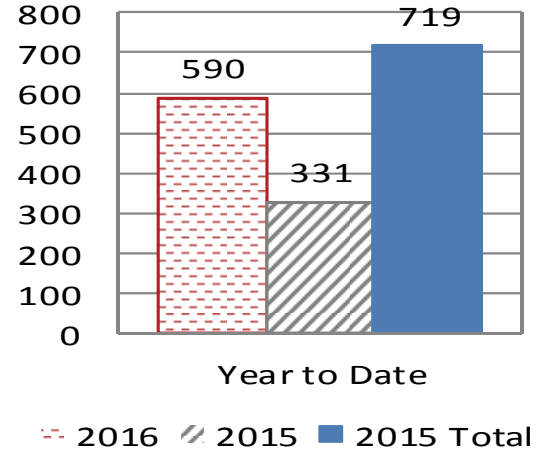
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
70	577	1424
<b>Overtime Hours</b>	<b>38.5</b>	<b>\$1502.45</b>

# June 2016 Field Report

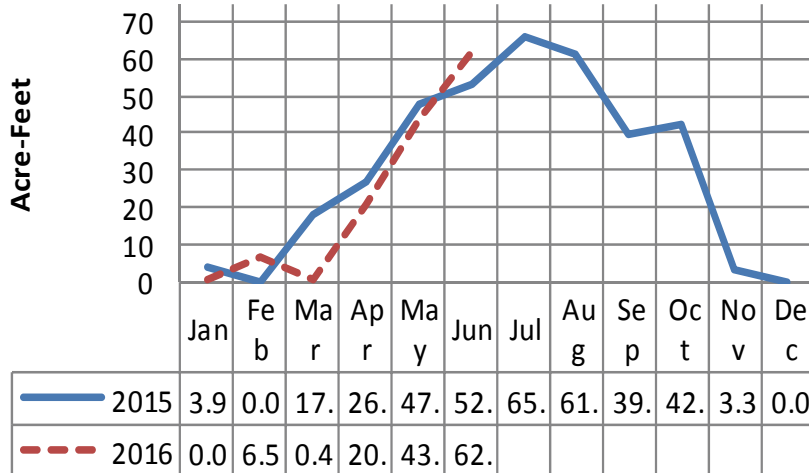
## HVLCSD Municipal Well Production



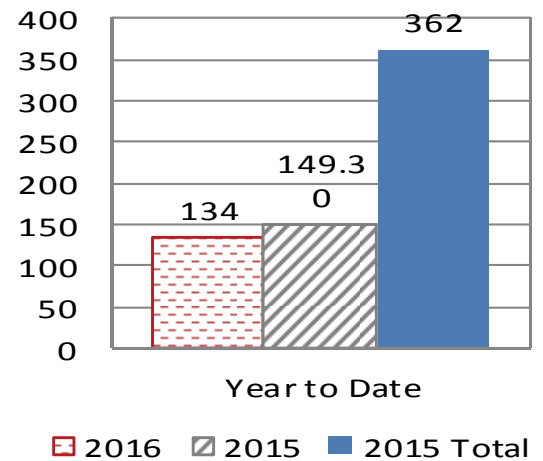
## HVLCSD Municipal Well Production



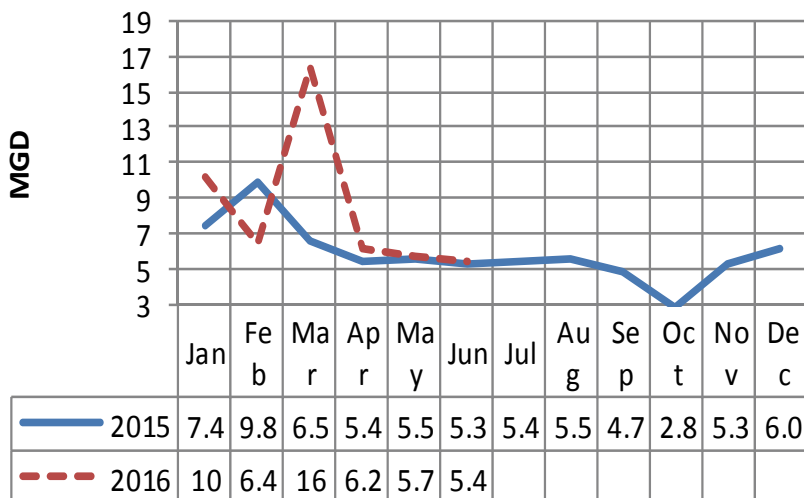
## HVLCSD Municipal Reclaimed Water Use



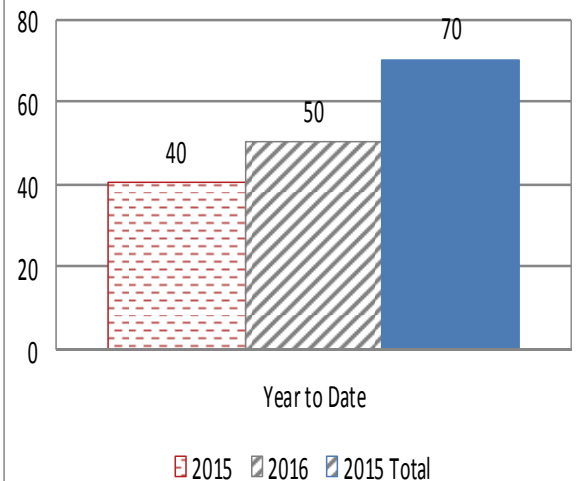
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# June 2016 Field Report

## Water Operations and Maintenance Highlights

- 6/7,6/9 Courtesy notices, lock offs
- Weed abatement
- Dig up clean up
- Routine operations and maintenance
- 6/24—6/28 Meter reads

## Wastewater Operations and Maintenance Highlights

- Sludge bed maintenance
- 6/7, 6/9 Courtesy notices, lock offs
- 6/24—6/28 Meter reads
- Routine operations and maintenance

# June 2016 Field Report

<b>Vehicle Mileage</b>	
<b>Vehicle</b>	<b>Mileage</b>
Truck 1	0
Truck 3	2075
Truck 4	14.8
Truck 6	568
Truck 7	728
Truck 8	1008
Dump Truck	141
Backhoe	2.3
Tractor	Non-op (scrap)
New Holland Tractor	5.3

<b>Fuel Tank Use</b>		
	<b>Gasoline</b>	<b>Diesel</b>
Tank Meter	89761	20056.8
Fuel Log	337.7	49.1
June Tank Level	380.43	396.74
May Tank Level	65.22	445.65

<b>Vehicle Maintenance</b>		
<b>Vehicle</b>	<b>Type of activity</b>	<b>Time</b>
Construction Truck	Lube, service, replacement parts, body work	16 hrs (2 days)
Backhoe	Replace fuel lines	4.5 hr (1/2 day)



# 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: Board of Directors  
From: Kirk Cloyd  
Date: July 19, 2016  
RE: General Manager's Monthly Report

---

Good evening. The following report discusses several items that Hidden Valley Lake CSD completed over the past month and several items that will be addressed as we move forward.

### Water

#### **Hexavalent Chromium (Cr6) Update**

Coastal Engineering's Engineering Report for Hexavalent Chromium compliance will move forward with funds previously approved by the Board of Directors. The District will work side by side with Coastal Engineering to locate two test well sites. It is believed that one site will be located near our current well field and the other near the base of the Hidden Valley Lake dam. The dam location would not only provide low Cr6 water to the system but would also reduce the demand on the existing well field making blending of our current wells possible even during high summer demands. Additionally, it is likely that a well in this location would be classified as a "new" water source aiding in the dismissal of the building moratorium. Future test wells will provide the information needed for clearer path forward.

#### **Water Rates**

New water rates were implemented July 1, 2016. A reminder went out in the newsletter on May 27, 2016 and a note was included in the most recent printed bills on June 27<sup>th</sup>. Additionally, the Miscellaneous Fees brochure was posted on June 23<sup>rd</sup>.

#### **Misread Meters**

On June 30th, HVLA was sent a letter regarding the misread of water meters over the past ten years. These misreads have been corrected and are in favor of the customer. Due to the error being on the part of the District, unpaid fees will not be pursued. Water bills from the initial notification date forward have already been delivered to the customer.

#### **Units 4 and 5**

When the State Water Board released Units 4 and 5 from the building moratorium due to riparian rights, they also required the District to notify them each year of the homes that were built in those units. Thus far, the District has not made these notifications. The



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District is in the process of advancing its open relationship with the State Water Board by compiling and delivering an updated list of newly constructed homes in Units 4 and 5 with riparian rights. This process also revealed two meters that have been installed even though the lots have not been built on. Currently, these two meters are not being billed the basic standby fee. Recently, the basic standby fees for properties destroyed by the Valley Fire were reinstated. Likewise, these two property owners will be notified and the basic fees assessed for the meter at their property.

### **Temporary Urgency Change Petition (TUCP)**

The District, with the guidance of Paula Whealen of Wagner & Bonsignore and their specialist, Peter Keil, has requested a TUCP for the State Water Board's required annual discharge to Putah Creek between July 15th and Oct. 31st. This request is based on: The current drought; the unsavory message it sends to pump drinking water out of the ground only to send it down stream; how the voters perceive this as a state mandated waste of valuable resources; the District's support of the State of California's encouragement to conserve water as the new way of life; and the documented removal of the water prior to its measurement at the gauging station by ranchers. Said removal by ranchers can result in the District introducing 3 to 4 times as much water as required by the state costing the district \$25K to \$30K per year in pumping costs.

### **Sanitary Sewer**

#### **Solar Loan**

PG&E gave the District credits for the installation of the solar array. These credits have been used to make the annual payment for the installation of the facility. The District will use the last of these credits in approx. six (6) months and be required to monetarily pay for the construction loan in the future; the cost of which is approx. \$67K per year from the Sanitary Sewer enterprise account. The savings in the generation of power verses the purchase of PG&E power will be used to make the annual payment for the construction of the solar array. The Sanitary Sewer Enterprise account currently has sufficient funds to make this payment.

#### **Regional Water Reclamation Facility (RWRF) access road repair**

Mr. Indrebo and I discussed the road damage due to his contract with Lake County. He is under the impression that the contractor or county will make the repairs. We discussed his obligation to return the roadway to its former condition. The District agreed to obtain quotes for the repairs and provide them to all three parties involved.

### **Stormwater**

Nothing to report at this time.





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## **Human Resources**

At the June 2016 board meeting, staff committed to bringing forward the Wastewater Operator II/III Flex job description and salary for the boards review and possible approval. While reviewing the current job descriptions for the Wastewater Operator II, the Wastewater Lead and the Field Operations Lead, discrepancies were noted that are in conflict with state requirements for certification. This is a bigger task than originally thought and will take staff longer to correct than originally believed. Staff will bring this to the Board of Directors once corrections to the job descriptions have been made to meet state certification requirements for water treatment, water distribution and wastewater treatment.

## **General Information**

### **Ordinances and Fee Schedules**

The Water and Sanitary Sewer Ordinances are still under review in an effort to put all water and sewer use fees into a separate fee schedule. As previously mentioned, this will clarify any current issues with the sewer late fees.

### **Technical Equipment Room**

In an attempt to avoid a repeat of the equipment failure discussed last month due to excessive heat in the server/phone room, the District has ordered a replacement for the broken A/C unit. The cost of this unit is approx. \$2,500.00 and staff has the knowledge and ability to install the unit avoiding installation costs.

### **Equipment Room**

The excessive heat also damaged the Network Switch unit in the equipment room. Staff is in the process of obtaining quotes for a replacement unit. If the Network Switch ceases to function, all District tasks related to the phones, network, intranet, Internet, billing, bill payment and payroll will also cease. It is expected that this will be below the current \$5K signatory level of the G.M.

### **Weed Abatement**

The District attempted to contact several weed abatement contractors to see if they would give us a reduced quote for weed abatement. One was not able to reduce their price and another did not return our inquiry in a timely manner. With this in mind, RGW Groundskeeping, LLC not only held to their original price of \$7,200.00 but started at 7:00 am Saturday July 2<sup>nd</sup> and completed the assignment prior to fireworks starting on Sunday July 3<sup>rd</sup>. Additionally, the contractor removed several low hanging tree branches at no additional cost.

### **Real Property**

I met with the owner of the Crazy Creek property and discussed the Board's decision to not fund the land purchase at this time. He understood that the current budget would not support this purchase and was thankful that HVLCSO released him from the sale so he could pursue other potential buyers. According to the District's legal counsel (Doug



## Hidden Valley Lake Community Services District

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Coty) the District will be responsible for all of the property owners out of pocket expenses as the costs were associated to an agreement with the District and will not benefit another potential buyer. The District has requested copies of all out of pocket expenses for evaluation and consideration of payment.

### **Verizon Cell Tower Agreement**

The District and our legal counsel reviewed the agreement. I noted several inconsistencies, and with legal confirmation, presented them to Verizon and their representative. We are currently waiting for their response.

### **Comstock Agreement**

Legal counsel has made modifications and recommendations to a revised agreement that will be discussed with the Comstock family prior to bringing it to the Board for comment and possible ratification.

### **Risk Management Plan (RMP)**

Coastal Engineering recently provided the District with a draft RMP. Once it is reviewed and any modifications made, it will be brought to the Board for questions and comments prior to approval.

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

RESOLUTION NO. 2016-13

WHEREAS, the Hidden Valley Lake Community Services District is governed by five Directors elected by the registered voters of the District, and

WHEREAS, three offices of Director will expire on December 2, 2016, and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Supervisors and the Registrar of Voters office are requested to consent to and order the consolidation of said election with such other elections as may be held on Tuesday, November 8, 2016, anywhere within the territory of the district.

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

This Resolution was adopted by the Board of Directors of the Hidden Valley Lake Community Services District at a meeting thereof held on the 19th day of July, 2016, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
CHAIRMAN, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary/Clerk

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

**DATE:** July 19, 2016

**AGENDA ITEM:** Approval of Resolution 2016-14 to adopt Defaulting bill lien policy

---

**RECOMMENDATIONS:** Adopt Resolution 2016-14 in order to resume placing liens on qualifying properties.

**FINANCIAL IMPACT:** Adoption of this policy will currently place ~\$8,000.00 worth of liens on qualifying properties, in addition to enabling the District to recoup on defaulting bills of the future.

**BACKGROUND:** As a result of the enactment of the sewer/water rate changes in 7/2015 and 9/2015, resp., availability fees were assessed on vacant lots as well as improved lots. This change in rate structure precipitated the need for a review of our current lien procedure. Upon review by both staff and legal counsel, a new policy, procedure, and resolution were developed. The attached documents were written with the vision of achieving three goals;

1. To provide a clear, concise, and repeatable reference on this topic.
2. Reduce administrative costs
3. Ensure reliability of cost recoupment

The District will be able to renew its efforts to recoup on defaulting bills once this resolution is adopted.

---



APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Kirk Cloyd, 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 July 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

**RESOLUTION NO. 2016-14**

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**A RESOLUTION ADOPTING LIEN REMEDIES ON REAL PROPERTY FOR  
OUTSTANDING BALANCES IN DEFAULT OWED TO THE DISTRICT**

BE IT RESOLVED by the Board of Directors of the Hidden Valley Lake Community Services District as follows:

Section 1: Any owner of property which is located within District boundaries and which is receiving services from the District will be subject to the following conditions:

- A. A bill for District services will be in default if not paid within 60 days of the date of bill (a "Defaulting Bill").
- B. For each Defaulting Bill, the District may collect all charges, fees, costs and penalties (collectively, a "Default Balance") associated with the default.
- C. The two methods of collection of the Default Balance are 1. District lien against real property (a "District Lien") (Cal. Govt. code 61115(c)), or 2. County of Lake tax assessment roll lien against real property (a "Tax Assessment roll lien") (Cal. Govt. Code 61115(b)). In both collection methods, a courtesy lien notification letter is delivered no less than 30 days prior to lien recordation. This letter will describe the amount of the Default Balance associated with each affected parcel(s). There are additional steps required in the latter method of collection (tax assessment roll lien), as listed in Item I.
  - I. County of Lake tax assessment roll lien against real property
    - i. The general manager shall prepare and file with the Board of Directors a report (the "Report") that describes each parcel of real property affected by a Defaulting Bill, and the amount of the Default Balance associated with each affected parcel(s).
    - ii. The general manager shall give notice of the filing of the Report and of the time and place for a public hearing by publishing the notice, pursuant to Cal. Gov. Code Section 6066, in a newspaper of general circulation, and by mailing the notice to the owner of each Affected Parcel.
    - iii. At the public hearing, the Board of Directors may, after hearing and considering any objections or protests to the Report, adopt or revise the Default Balance against each Affected Parcel. The Board of Directors' determination of a Default Balance in this Section 1.C.iii shall be final (the "Final Report").
    - iv. On or before August 10 of each following year, the general manager shall file with the county auditor a copy of the Final Report adopted by the Board of Directors, and the county auditor shall enter the amount of the Default Balance against each of the Affected Parcels as they appear on the current assessment roll.

Section 2: Upon the satisfaction of the requirements of either collection method set forth in **Section 1.C**, the District may recover the Default Balance by recording in the County of Lake Recorder's office a certificate declaring the amount due under the Default Balance, and the name and last known address of the person liable for the Default Balance.

Section 3: The recordation of the certificate in **Section 2** will constitute a lien, with the force, effect and priority of a judgment lien, against all real property of the delinquent property owner in that county.

Section 4: Within 30 days of receipt of the payment for all amounts secured by the lien, the District shall record a release of the lien encumbering the respective Affected Parcel(s).

Section 5: Any remedies for the collection and enforcement of charges or penalties in accordance with this Resolution 2016-14 are cumulative and the District may pursue additional remedies alternatively or consecutively.

Section 6: In filing any instrument for recordation, the District shall pay the fees required by Article 5 of Chapter 6 of Part 3 of Title 3 of the California Government Code.

Section 7: This Resolution and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Resolution are in conflict or otherwise are inconsistent with the terms and provisions of any prior District resolution, ordinance, rule or other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 8: If any section or provision of this Resolution shall be found unenforceable, unlawful or invalid, then the other sections and provisions of this Resolution shall be considered valid and enforceable, notwithstanding the partial invalidity of such portions of the Resolution.

Section 9: Within ten days of adoption, this Resolution shall be published in a newspaper of general circulation within the Hidden Valley Lake area. The Resolution shall take effect upon the 30<sup>th</sup> day after its adoption. The lien imposed by this Resolution shall apply to all Default Balances beginning August 16, 2016.

PASSED AND ADOPTED ON July 19, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jim Freeman, President  
Board of Directors  
Hidden Valley Lake  
Community Services District

ATTEST:

---

Secretary to the Board of Directors

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# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

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## *LIEN POLICY*

### **I. PURPOSE**

The purpose of the Lien Policy/Procedure is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (HVLCS D) to consistently collect default balances on accounts in accordance with California Government Code 61115.

### **II. POLICY**

Within the framework identified in Resolution 2016-14, HVLCS D will begin the lien process once the defaulting bill reaches \$500.00. The lien process will be imposed at a frequency of no less than 6 months.

The method by which HVLCS D applies the lien against real property (regular District lien or tax assessment roll) will be at the discretion of the General Manager.

### **III. PROCEDURE**

#### **A. Review accounts**

Run the "Account Balance Report" in Incode.

#### **B. Courtesy Lien Notification.**

The lien notification letter should be mailed to the customer no less than 30 days before the lien is recorded. The fee of \$13.13 will be applied to the customer's account. (Lien notification is NOT required in Ca Gov Code 61115.) See Appendix A, Figure 1

\*\*Original liens should never be removed; additional liens should be added to the properties.

#### **District Lien**

#### **C. Apply Fees:**

The costs for the Certificate, Lien Recording (filing costs, staff time and mileage), and Lien Release (filing costs, notary, staff time and mileage) will be applied to the customer's account. See Fees section for more details.

#### **D. Certificate.**

Complete the Certificate of unpaid water and/or sewer service form declaring the delinquent amount of the charges and penalties due, the name and last known address of the person liable for those charges and penalties. Notary is not required on the Certificate See Appendix A, Figure 2

#### **E. Lien Recording.**

A lien may be recorded for the full amount of the Default Balance with the county assessor by submitting an original completed Certificate (item 2). The County will send a recorded copy of the Certificate to whoever is listed in the upper left hand corner of the Certificate.

#### **F. Lien Release.**

Within 30 days of receipt of payment for all amounts due, including the recordation fees paid by the district, the district shall record an original, notarized release of the lien. See Appendix A, Figure 3

### **Tax Assessment Roll Lien**

#### **C. Prior to Public Hearing**

##### **(1) Staff Report to Set Public Hearing.**

A staff report will be issued to the Board of Directors setting a public hearing to determine the Default Balances to be imposed on the respective real property. See Fees section for more details. A summary of costs for all Defaulting Bills shall be attached to the notice. This item needs to be placed on the official agenda of the next board meeting. See Appendix B, Figure 4

##### **(2) Mailed Notice of Public Hearing.**

Notice shall be mailed to each individual noticing the potential lien against their real property on the tax roll in the same manner as property taxes and the time and place of the public hearing to discuss/protest any Default Balance after the public hearing date has been set. Mail no later than 2 1/2 weeks prior to hearing date. See Appendix B, Figure 5

##### **(3) Published Notice of Public Hearing.**

Notice of the public hearing will be published once a week for two successive weeks as required by Section 6066 of the California Government Code, in a newspaper published once a week or more often, with at least five days intervening between the respective publication dates not counting such publication dates. The period of notice commences upon the first day of publication and terminates at the end of the 14<sup>th</sup> day, including the first day published. You should request an affidavit from the newspaper after the publication, which certifies that the notice was published. (email public hearing notice to the Record Bee – [advertising@record-bee.com](mailto:advertising@record-bee.com). Submit dates to be published in email.) See Appendix B, Figure 6

#### **D. Public Hearing**

The Board of Directors will hold a public hearing on the Default Balances on the date provided in the mailed and public notices, with all protests to any Default Balance being heard and considered by the Board prior to the close of the public hearing. Place on the agenda of the hearing date. This is usually placed at the beginning of the agenda items.

**(1) Staff Report to Confirm Lien.**

For the public hearing, a staff report to the Board of Directors shall be prepared to confirm the Default Balance against the respective real property. The Certification of Mailing, Evidence of Publications, and the respective resolution will be attached. See Appendix B, Figure 7

**(2) Resolution Confirming a Default Balance.**

The confirmation of the Lien shall be in the form of a resolution. See Appendix B, Figure 8

**(3) Certificate of Mailing.**

A certificate is to be completed by the person responsible for mailing the notices to the property owners, which includes a list of the owner's information as an attachment. This is not required by Cal Gov Code 61115 (b), but is an additional step that we recommend. See Appendix B, Figure 9

**E. Post Public Hearing**

**(1) Recordation of Default Balance Lien.**

Upon confirmation of the Default Balance, a lien may be recorded for the full amount of the Default Balance and addition fees with the county assessor. See Appendix B, Figure 10

**(2) Lien Release.**

Upon satisfaction of the amount due under the Default Balance Lien, the HVLCS D shall record a lien release against the affected parcel within 30 days of payment. See Appendix B, Figure 11

**FEE SCHEDULE:**

As referenced in Resolution 2016-14, Section 1B, "For each Defaulting Bill, the District may collect all charges, fees, costs and penalties (collectively, a "Default Balance") associated with the default."

\*Weighted cost/hr, mileage rate, recording and notary fee, all of which comprise the following table, are subject to change.

\*Cost calculated on six liens

These fees are itemized as follows:

<b>Category</b>	<b>Cost</b>	<b>Description</b>	<b>Details (subject to change)</b>
Courtesy Letter	\$13.13	1 hr. run report, 1 hr. prepare letters, postage. Weighted cost of staff time, avg. of 6 letters.	$((39.15 * 2) + .47)/6$
Certificate Form	\$6.53	1 hr. prepare certificates. Weighted cost of staff time, avg. of 6 forms.	$39.15/6$
Lien Recordation	\$25.77	1.5 hr. staff time, 67.4 miles round trip, \$10 for a two-paged lien. Weighted cost of staff time, avg. of 6 liens.	$((39.15 * 1.5) + (67.4 * .53))/6 + 10$
Lien Release	\$35.77	1.5 hr. staff time, 67 miles round trip, \$10 for a two-paged lien. \$10 notary. Weighted cost of staff time, avg. of 6 liens.	$((39.15 * 1.5) + (67.4 * .53))/6 + 10 + 10$
<b>Total</b>	<b>\$81.20</b>		

## IV. Appendix A – District Lien

Figure 1 - Courtesy Lien Notification



### Hidden Valley Lake Community Services District

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

Date

Customer Name  
Address  
City, State Zip

Dear Customer,

This letter is to inform you of a past due balance in the amount of \$xxxx on your account with Hidden Valley Lake Community Services District (District) related to your property at xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Should the balance remain outstanding on xx/xx/xxxx , the District will begin the lien against real property process per California Government Code Section 61115(c). The property will continue to accumulate monthly charges and may incur additional fees if payments to the District are not received by the due date.

If you have any questions, or believe we have sent this letter in error, please contact the District Office at (707) 987-9201 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday (excluding holidays.)

Thank you,

Staff

Hidden Valley Lake CSD

**Figure #1**

Figure 2 - Lien Certification

Recording requested by and when recorded, return to:  
**Hidden Valley Lakes  
Community Services District  
Attn:  
Address  
City, State, Zip**

Record without fee pursuant to Government Code § 27383

**Certificate of Unpaid Water and Sewer Service Charges  
and  
Notice of Lien therefor**

HIDDEN VALLEY LAKES COMMUNITY SERVICES DISTRICT (HVLCSD), a local government agency in the State of California, hereby declares that payment for water and sewer services is in default by the customer at the address below.

This action is based on the non-payment or late payment of water and/or sewer service, pursuant to Hidden Valley Lake CSD Resolution 2016-14 and as authorized by California Government Code section 61115(c).

NOTICE IS HEREBY GIVEN that, should the current property owner attempt to sell, or otherwise transfer the property there are past due water and sewer service charges that constitute a lien on the land, which need to be paid in full before ownership thereof can change hands.

Property Information:

HVLCSD Account #  
Amount Past Due (as of ): \$

Service Address Address  
C,S Z

Owner Name Name  
Owner Address Address 1  
Address 2

Signature: \_\_\_\_\_  
HVLCSD Representative

**Figure #2 - Complete Item #4**

Figure 3 - Lien Release

RECORDING REQUESTED BY:

Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
Attn: Secretary of the Board of Directors

(Space above this line for Recorder's use)

HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT
19400 HARTMANN ROAD
HIDDEN VALLEY LAKE, CA 95467

RELEASE OF LIEN

I, Jim Freeman, President of the Board of the Hidden Valley Lake Community Services District, State of California, hereby release and certify that there has been released all property from any lien imposed thereon by filing and recording that certain DEFAULT BALANCE LIEN for the unpaid Default Balance adopted by the Board of Directors on \_\_\_\_\_, 20\_\_ Resolution No. 20\_\_\_- \_\_, for the following:

ADDRESSEE PARCEL AMOUNT

As recorded on \_\_\_\_\_, 20\_\_, as Document No. \_\_\_\_\_ in the Office of the Recorder of Lake County.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Jim Freeman
President of the Board of Directors

State of California

County of Lake

On \_\_\_\_\_ before me, \_\_\_\_\_ Notary Public, personally appeared Jim Freeman

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in her authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Notary Seal)

## V. Appendix B – Tax assessment roll lien

Figure 4 - Staff Report



### Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
— [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com)

TO: Board of Directors

FROM:

MEETING DATE:

REPORT PREPARATION DATE:

SUBJECT: Setting Public Hearing to Confirm the Default Balance and Lien Amount

---

- I. RECOMMENDATION: That the Board of Directors set the date for a public hearing to confirm the Default Balance associated with a Defaulting Bill for \_\_\_\_\_[address]\_\_\_\_\_, A.P.N. \_\_\_\_\_, and to direct the County Clerk to file a lien on said property.
- II. BACKGROUND: The District previously cited the properties listed in Exhibit A.
- III. DISCUSSION: In accordance with Resolution 2016-14 and Section 6066 of the California Government Code, the property owner(s) shall be notified of the Default Balance associated with the Defaulting Bill for which they are liable. In accordance with Section 61115 of the California Government Code, the Board of Directors are to hold a public hearing for protests or objections to the Default Balance. After such hearing, the Board of Directors may confirm or modify the Default Balance and, may then place a lien on the property.
- IV. FISCAL IMPACT: Recovery of \$ \_\_\_\_\_ to the District.
- V. ALTERNATIVES: To not set a public hearing on the Default Balance.
- VI. SUGGESTED HEARING DATE: \_\_\_\_\_
- VII. ATTACHMENTS: Summary of Default Balance and Affected Address.

**Figure #4**



Figure 5 - Notice of Public Hearing



# Hidden Valley Lake Community Services District

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

## NOTICE OF HEARING TO CONFIRM A LIEN AGAINST REAL PROPERTY FOR A DEFAULT BALANCE

PLEASE TAKE NOTICE that the Secretary of the Board of Directors of Hidden Valley Lake Community Services District has filed a report with the District setting forth a public hearing to place a lien on the real property of individuals that have a Default Balance payable to the District. The purpose of the lien is to allow the District to recover funds due to it for services and facilities provided.

NOTICE IS HEREBY GIVEN that the Board of Directors of the Hidden Valley Lake Community Services District, California, will, on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, in the Boardroom at 19400 Hartmann Road, Hidden Valley Lake, California, beginning at the hour of 7:00 p.m. of said day, hold a public hearing to confirm a lien against the real property, for a Default Balance owed to the District by you, located at:

\_\_\_\_\_ [Street] \_\_\_\_\_,

\_\_\_\_\_ [City & State] \_\_\_\_\_

A.P.N. \_\_\_\_\_

At that time and place, any interested person, including all persons owning property in the District, may appear and be heard on any matter relating to a Default Balance.

Prior to the hearing, if you have any questions or would like to obtain copies of any public information pertaining to this matter, please contact the District Office at (707) 987-9201.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Secretary to the Board of Directors

Figure #5

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**NOTICE OF PUBLIC HEARING ON DEFAULT BALANCES PAYABLE TO THE DISTRICT**

**PLEASE TAKE NOTICE** that the Secretary of the Board of Directors of Hidden Valley Lake Community Services District has filed a report with the District setting forth a public hearing to place a lien on the real property of individuals that have a Default Balance payable to the District. The purpose of the lien is to allow the District to recover funds due to it for payments owed to the District.

Prior to placing a lien on the real property of the individuals associated with a Default Balance, the District will hold a public hearing to give any interested person, including all property owners in the District, an opportunity to comment on, or protest any Default Balance. The public hearing will occur on \_\_\_\_\_, 20\_\_, at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California. If you oppose any Default Balance, you may protest to the District prior to the close of the public hearing orally or in writing. At the public hearing, the District Board of Directors will consider the protests in determining the final amount of each Default Balance.

Written protests must be received prior to the close of the public hearing. They must include the name, address and signature of the drafter, and should be sent to:

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

Please contact the District Office at (707) 987-9201 regarding any questions or concerns, or to receive any public information relating to this matter.

Published: \_\_\_\_\_, 20\_\_  
                  \_\_\_\_\_, 20\_\_

Posted: \_\_\_\_\_, 20\_\_

**Figure #6**



## Hidden Valley Lake Community Services District

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

TO: Board of Directors

FROM:

MEETING DATE:

REPORT PREPARATION DATE:

SUBJECT: Confirming the Default Balance and Lien Amount from Exhibit A

---

I. RECOMMENDATION: That the Board of Directors adopt a resolution confirming the Default Balances and direct the County Clerk to file a lien on said property.

II. BACKGROUND: On \_\_\_\_\_, 2016, at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California, the Board of Directors held a public hearing on the Default Balances owed by property owners listed in Exhibit A and the recommendation by the staff to place a Default Balance Lien on those real property.

III. DISCUSSION: In accordance with Resolution No. 2016-14 and Section 6066 of the California Government Code, the property owner(s) has be notified of the Default Balances associated with the Defaulting Bill for which they are liable. In accordance with Section 61115 of the California Government Code, the Board of Directors are to hold a hearing for protests or objections to the Default Balances. After such hearing, the Board of Directors may confirm or modify the Default Balances. The Default Balances may then be made a lien against the real property of the individual liable for the Defaulting Bill.

IV. FISCAL IMPACT: Recovery of \$ \_\_\_\_\_ in costs, fees, expenses and penalty charges.

V. ALTERNATIVES: To modify the Default Balances herein, or take other action.

VI. LEGAL REVIEW:

VII. ATTACHMENTS:

- a. Certificate of Mailing
- b. Evidence of Publication
- c. Resolution Confirming a Default Balance

**Figure #7**

Figure 8 - Resolution confirming a default balance

RESOLUTION NO. 20\_\_-\_\_

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. 2016-14); and

WHEREAS, notice of a public hearing to determine the amount of the Default Balance (as defined in Resolution No. 2016-14) 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. 2016-14, said public hearing was conducted on \_\_\_\_\_, \_\_\_\_ 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. 20\_\_-\_\_ confirming the Default Balance in the amount of \$\_\_\_\_\_; 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 \$\_\_\_\_\_.

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 \_\_\_\_ of \_\_\_\_\_, 20\_\_, 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 \_\_\_\_ of \_\_\_\_\_, 20\_\_.

Jim Freeman
President of the Board of Directors

Secretary to the Board of Directors

PROPERTY LIENS - \_\_\_\_\_ (month and year)
EXHIBIT A

Table with 4 columns: NAME, ADDRESS, APN, AMOUNT

Figure #8

Figure 9 - Certificate of Mailing



# Hidden Valley Lake Community Services District

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

## CERTIFICATE OF MAILING

(Notice to Property Owners)

I, \_\_\_\_\_, whose business address is \_\_\_\_\_, do hereby certify that I mailed a copy of the attached NOTICE OF HEARING TO CONFIRM A LIEN AGAINST REAL PROPERTY FOR THE DEFAULT BALANCE DUE UNDER A DEFAULTING BILL (the "Notice") to each individual associated with a Defaulting Bill within the Hidden Valley Lake Community Services District, according to the list of such individuals and their addresses attached to this Certificate, and that I personally mailed such Notice by depositing a copy of same, addressed to each such listed last known individual, first-class mail, postage prepaid, in the United States mail at Middletown, California, on \_\_\_\_\_, 20\_\_.

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

DATED: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Hidden Valley Lake, California

Figure #9

Figure 10 - Recordation of default balance lien

RECORDING REQUESTED BY AND

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Attn: Secretary to the Board of Directors

(Space above this line for Recorder's use)

DEFAULTING BALANCE LIEN  
DEBTOR:

\_\_\_\_\_  
A.P.N.: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

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 THE COUNTY CLERK TO FILE A LIEN ON SAID PROPERTY

WHEREAS, the Hidden Valley Lake Community Services District (the "District") previously cited the properties in Exhibit A for a Defaulting Bill (as defined in Resolution No. 2016-14); and

WHEREAS, notice of a public hearing to determine the amount of the Default Balance (as defined in Resolution No. 2016-14) under a Defaulting Bill was mailed to 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. 2016-14, said public hearing was conducted on \_\_\_\_\_, 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. \_\_\_\_\_ confirming the Default Balance in the amount of \$\_\_\_\_\_; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the District does direct the County Clerk to file a lien for the unpaid Default Balances listed in Exhibit A in the amount of \$\_\_\_\_\_.

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 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

AYES: Directors

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Jim Freeman President to the Board of Directors

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which





Figure 11 - Lien release





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

**DATE:** July 19, 2016

**AGENDA ITEM:** Approval of Resolution 2016-15 to adopt returned check policy

---

**RECOMMENDATIONS:** Adopt Resolution 2016-15

**FINANCIAL IMPACT:** Minimal

**BACKGROUND:** This policy and procedure will take advantage of the existing courtesy notice/lock-off process instead of forcing a separate, individual process for each customer.

The attached documents were written with the vision of achieving three goals;

1. To provide a clear, concise, and repeatable reference on this topic.
2. Reduce administrative costs
3. Ensure reliability of cost recoupment

---



APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Kirk Cloyd, 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 July 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

Resolution 2016-15

A RESOLUTION AUTHORIZING ADOPTION OF  
A COMMUNICATIONS AND BOARD SUPPORT POLICY

WHEREAS, the Hidden Valley Lake Community Services District (District) Board of Directors periodically establishes and revises District policies, and

WHEREAS, the District Board of Directors desires to establish a clear, concise and repeatable reference on this topic, and

NOW THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District shall adopt a "Returned Check Policy" that defines the protocol to ensure the recoupment of District costs while minimizing administrative costs.

**PASSED AND ADOPTED** on July 19, 2016 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

President of the Board of Directors  
Hidden Valley Lake Community Services District

**ATTEST:**

---

Secretary to the Board of Directors  
Hidden Valley Lake Community Services District

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# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

---

## *Returned Check Policy*

### **I. PURPOSE**

The purpose of the Returned Check Policy/Procedure is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (HVLCSO) to remain effective in the collection of account balances.

### **II. POLICY**

Within the framework identified in Resolution 2016-15, once a check or automatic bank draft is returned from the bank "NSF", HVLCSO will reapply the customer's payment to their account, and add a \$50.00 return check processing fee. These transactions will be followed up with a letter to the customer advising them of these actions, their total balance, and that it is due upon receipt. Any remaining balances will be automatically included in the next delinquent bill/lock off process.



### **III. PROCEDURE**

#### **A. Update account**

In Incode > Processing > Receipting >  
Create Packet  
Include CSD Acct# and NSF Check # in packet name  
Packet Type = Receipt  
Select the Adjustment button  
Fill in customer account #  
For adjustment code select RCK (return check)  
Highlight transaction, select OK, OK  
“Tab” back into account  
Select the “new adjustment” button  
Select adjustment code RCKF (return check fee)  
OK, Exit  
Select the Register button, OK  
Make sure to print landscape  
Select the Approve button, answer Yes  
Select the Posting button, answer Yes, OK, Exit

#### **B. Notify Customer**

In InCode Account, select “Print” icon to access form letters  
Select NSF form letter nsf DR HAN “NSF Cover letter”  
Fill in appropriate fields