



Hidden Valley Lake Community Services District
Regular Board Meeting
Tuesday, January 21, 2025 – 7:00 PM
19400 Hartmann Road, Hidden Valley Lake, CA.

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS
Election of the Board President for the 2025 calendar year
Election of the Vice President for the 2025 calendar year
- 6) APPOINTMENT OF BOARD MEMBERS TO STANDING AND AD-HOC COMMITTEES
Finance Committee
Personnel Committee
Emergency Preparedness Committee
Lake Water Use Ad-Hoc Committee
Valley Oaks Project Sub-Committee
Trane Ad-Hoc Committee
Brambles Ad Hoc Committee
- 7) CONSENT CALENDAR
Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board or the public prior to the time the Board votes on the Motion to adopt.
 - A. MINUTES: Approval of the December 5, 2024, Board of Directors Workshop Minutes
 - B. MINUTES: Approval of the December 10, 2024, Finance Committee Meeting Minutes.
 - C. MINUTES: Approval of the December 17, 2024, Regular Board of Directors Meeting Minutes.
 - D. DISBURSEMENTS: Check #003249 - #003325 including drafts and payroll for a total of \$910,073.86.
- 8) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
Finance Committee
Personnel Committee
Emergency Preparedness Committee
Lake Water Use Agreement-Ad Hoc Committee
Trane Ad-Hoc Committee
Valley Oaks Project Sub-Committee
- 9) BOARD LIST OF PRIORITIES:
Underground Infrastructure – Water Mainlines
I&I

SCADA
Tank 9 – In Process
Generators – In Process

10) STAFF REPORTS (for information only, no action anticipated)

Financial Report
Administration/Customer Service Report
ACWA Committee Updates
Field Operations Report
Projects Update
General Manager's Report

- 11) DISCUSSION AND POSSIBLE ACTION:** Authorize the General Manager to Purchase Eclipse Actuator Emergency Chlorine Shutoff Systems For Two 1-Ton Containers Not to Exceed \$22,500.
- 12) DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Resolution 2025-01 Placing in Support of Hannah Davidson to Serve on the Association of California Water Agencies State Legislative Committee
- 13) DISCUSSION AND POSSIBLE ACTION:** Approve Revisions to the #2000 Annual Sewer Consumption Value Policy
- 14) DISCUSSION AND POSSIBLE ACTION:** Accept Reserve Study Scope of Work and Authorize the General Manager to Execute an Agreement to Implement the Reserve Study Scope of Work
- 15) DISCUSSION AND POSSIBLE ACTION:** Accept the Proposal Submitted by Mike Loughrin, Transformance Advisors Inc. to Establish a Lean Transformation Program and Authorize the General Manager to Execute an Agreement Mike Loughrin, Transformance Advisors Inc.
- 16) DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Procurement Policy #2106
- 17) PUBLIC COMMENT**
- 18) BOARD MEMBER COMMENT**
- 19) ADJOURN**

Public records are available upon request. Board Packets are posted on our website at www.hvllcsd.org/meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 707-987-9201 at least 48 hours prior to the scheduled meeting.

Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

FINANCE COMMITTEE MEETING MEETING MINUTES TUESDAY DECEMBER 10, 2024 – 12:30 PM

The Hidden Valley Lake Community Services District (District) Finance Committee met at the District office located at 19400 Hartmann Road Hidden Valley Lake, California.

Present were:

Director Jim Freeman
Director Gary Graves
Dennis White, General Manager
Penny Cuadras, Administrative Services Manager
Trish Wilkinson, Accounting Supervisor
Hannah Davidson, Project Manager

CALL TO ORDER

The meeting was called to order at 12:30 p.m. by Director Graves.

APPROVAL OF AGENDA

Motion by Director Freeman to approve the Tuesday, December 10, 2024, Finance Committee agenda, amending Agenda Item #7 to be moved to immediately following the Approval of the Agenda
Seconded by Director Graves

REVIEW AND POSSIBLE RECOMMENDATION:

Final Audit Year Ended June 30, 2024

The Final Audit and Single Audit for year ending June 30, 2024, was presented by Norm Newell, Smith & Newell Accounting.

REVIEW AND POSSIBLE RECOMMENDATION:

Monthly Financial Reports & Disbursements

The Committee reviewed and discussed the financial reports for the period ending November 30, 2024, Staff addressed inquiries as presented by the committee.

Director Freeman requests staff research HSA for Employees and Directors.

REVIEW AND POSSIBLE RECOMMENDATION:

Projects Update

Updates provided by Hannah Davidson; inquiries addressed as presented by the committee.

DISCUSSION AND POSSIBLE RECOMMENDATION:

Approval of Reserve Study Proposal

The committee requests staff provide additional clarification of both Browning and NBS Proposal.

DISCUSSION:

Lean Six Sigma

The Committee recommends that this be a continued conversation. Staff have provided Bob Silvers with the information requested during the Board Workshop on December 5, 2024.

PUBLIC COMMENT

No Public Comment

COMMITTEE MEMBER COMMENT

Members of the committee expressed appreciation to the staff.

ADJOURNMENT

Motion by Director Freeman to adjourn the meeting at 1:41 p.m. Seconded by Director Graves

Motion carried to adjourn the meeting at 1:41 p.m.



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

**REGULAR BOARD MEETING
TUESDAY, DECEMBER 17, 2024– 7:00 PM
MEETING MINUTES**

The Regular Meeting of the Hidden Valley Lake Community Services District (District) Board of Directors was held in the District Boardroom at 19400 Hartmann Road Hidden Valley Lake, California.

Directors Present:

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

Attending Remotely:

Director Matthew Metcalf
685 Bancroft Ave
San Leandro, Ca 94577

Staff Present:

Dennis White, General Manager
Penny Cuadras, Administrative Assistant
Trish Wilkinson, Accounting Supervisor
Hannah Davidson, Project Manager

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Director Millerick.

APPROVAL OF AGENDA

Motion by Director Freeman to approve the December 17, 2024, Regular Board Agenda.
Seconded by Director Graves.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to approve the December 17, 2024, Regular Board Agenda as presented.

OATH OF OFFICE OF APPOINTED OFFICERS

Board Secretary, Dennis White, administered the Oath of Office to the following appointed officers;

Director Jim Freeman

Director Jim Lieberman

Director Sean Millerick

Director Matthew Metcalf

CLOSED SESSION

Conference with Legal Counsel – Existing litigation pursuant to paragraph (1) of subdivision (d) of Section 54956.9: Armstrong vs Hidden Valley Lake Community Services District; Lake County Superior Court (Case No. CV423629)

Conference with Legal Counsel – Pending Litigation Pursuant to Government Code Section §54956.9(a) (McClory, McAllister and McKee vs. Hidden Valley Lake Community Services District Case No 424383)

Members of the Board adjourned to Closed Session at 7:04pm and reconvened to Open Session at 8:11 pm with no reportable action.

DISCUSSION AND POSSIBLE ACTION

Accept the Hidden Valley Lake Community Services District Annual Financial Report for the Fiscal Year Ended June 30, 2024, and the Hidden Valley Lake Community Services District Single Audit For the Year Ended June 30, 2024

Motion by Director Freeman to accept the Hidden Valley Lake Community Services District Annual Financial Report for the Fiscal Year Ended June 30, 2024, and the Hidden Valley Lake Community Services District Single Audit For the Year Ended June 30, 2024, as presented.

Seconded by Director Lieberman.

No Further Discussion

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carried

CONSENT CALENDAR

Moved by Director Lieberman and seconded by Director Grave to approve the Consent Calendar as presented.

- A. MINUTES:** Approval of the November 12, 2024, Finance Committee Meeting Minutes
- B. MINUTES:** Approval of the November 18, 2024, Emergency Preparedness Committee Meeting Minutes
- C. MINUTES:** Approval of the November 18, 2024, Regular Board of Directors Meeting Minutes
- D. DISBURSEMENTS:** Check #003178 - #003248 including drafts and payroll for a total of \$663,821.89.

No Further Discussion

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to approve the Consent Calendar as presented.

BOARD COMMITTEE REPORTS

Finance Committee:

Personnel Committee:

Emergency Preparedness Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee:

Valley Oaks Sub-Committee:

Trane Energy Resilience Ad Hoc Committee:

Brambles Golf Course Project:

Board List of Priorities update provided by Staff.

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,329.25
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	5,286.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	200.82
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	8,482.50
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	44,175.86
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,419.55
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,509.36
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	408.41
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,667.61
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	1,116.00
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	11,650.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	188.49
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	370.21
01-2582	SWRCB ACCOUNTING OFFICE			N		FUND TOTAL FOR VENDOR	29,395.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	932.23
01-2735	JONAS HEATING AND COOLING			N		FUND TOTAL FOR VENDOR	5,561.02
01-2788	GHD			N		FUND TOTAL FOR VENDOR	9,019.66
01-2792	ADVANCED SECURITY SYSTEMS			N		FUND TOTAL FOR VENDOR	220.50
01-2816	ELAN CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	4,448.02
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	5,106.00
01-2823	IAN GIBBS			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	150.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,116.49
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	568.75
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	124.50
01-2944	AQUATIC HARVESTING			N		FUND TOTAL FOR VENDOR	50,000.00

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	1,161.31
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	256.64
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	4,817.07
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	6,450.00
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	399.24
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	190.45
01-3023	JOSEPH A LAYMON			N		FUND TOTAL FOR VENDOR	226.10
01-3051	BARBARA DEMARCO			N		FUND TOTAL FOR VENDOR	112.50
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	26.80
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	59.91
01-3071	BKS LAW FIRM, PC			N		FUND TOTAL FOR VENDOR	187.50
01-3085	WEST YOST & ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	2,614.13
01-3090	JARROD CUNNINGHAM			N		FUND TOTAL FOR VENDOR	102.53
01-3093	LAKE COUNTY WASTE SOLUTIO			N		FUND TOTAL FOR VENDOR	316.11
01-3110	COURTNEY HERNANDEZ			N		FUND TOTAL FOR VENDOR	1,460.00
01-3116	KELLY REESE			N		FUND TOTAL FOR VENDOR	33.50
01-3123	KIMBALL MIDWEST			N		FUND TOTAL FOR VENDOR	869.57
01-3129	EDUCATION & TRAINING SERV			N		FUND TOTAL FOR VENDOR	823.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	332.11
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	7,096.54
*** FUND TOTALS ***							219,184.24

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	2,063.77
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,345.40
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	943.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	200.81
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	102.50
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	8,482.50
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	44,175.86
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,447.87
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	663.86
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	408.41
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,735.29
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	188.45
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	932.22
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	4,121.08
01-2735	JONAS HEATING AND COOLING			N		FUND TOTAL FOR VENDOR	5,561.02
01-2788	GHD			N		FUND TOTAL FOR VENDOR	5,699.64
01-2792	ADVANCED SECURITY SYSTEMS			N		FUND TOTAL FOR VENDOR	220.50
01-2816	ELAN CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	3,021.97
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	600.00
01-2823	IAN GIBBS			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	150.00
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	18,493.33
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,116.49
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	568.75
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	2,276.62
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	124.50

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

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	1,161.30
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	256.64
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	6,450.00
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	399.23
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	190.44
01-3023	JOSEPH A LAYMON			N		FUND TOTAL FOR VENDOR	226.10
01-3051	BARBARA DEMARCO			N		FUND TOTAL FOR VENDOR	112.50
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	26.80
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	59.89
01-3071	BKS LAW FIRM, PC			N		FUND TOTAL FOR VENDOR	866.25
01-3085	WEST YOST & ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	2,614.12
01-3090	JARROD CUNNINGHAM			N		FUND TOTAL FOR VENDOR	102.53
01-3093	LAKE COUNTY WASTE Solutio			N		FUND TOTAL FOR VENDOR	316.11
01-3095	BRELJE & RACE CONSULTING			N		FUND TOTAL FOR VENDOR	43,147.50
01-3103	MIDDLETOWN RANCHERIA			N		FUND TOTAL FOR VENDOR	19,110.63
01-3108	ALPHA CM, INC			N		FUND TOTAL FOR VENDOR	7,492.00
01-3110	COURTNEY HERNANDEZ			N		FUND TOTAL FOR VENDOR	1,460.00
01-3116	KELLY REESE			N		FUND TOTAL FOR VENDOR	33.50
01-3123	KIMBALL MIDWEST			N		FUND TOTAL FOR VENDOR	869.55
01-3128	BAY CITY ELECTRIC WORKS			N		FUND TOTAL FOR VENDOR	408,798.39
01-3129	EDUCATION & TRAINING SERV			N		FUND TOTAL FOR VENDOR	823.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	332.09
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	14,004.34
*** FUND TOTALS ***							620,699.75

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-3105	U.S. BANK			N		FUND TOTAL FOR VENDOR	1,450.00
*** FUND TOTALS ***							1,450.00
*** REPORT TOTALS ***			841,333.99				841,333.99

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	256.64
120 2088	SURVIVOR BENEFITS - PERS	11.89
120 2090	PERS PAYABLE	2,906.12
120 2091	FIT PAYABLE	2,251.38
120 2092	CIT PAYABLE	892.21
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	568.51
120 2095	S D I PAYABLE	431.29
120 2099	DEFERRED COMP - 457 PLAN	150.00
120 5-00-5025	RETIREE HEALTH BENEFITS	6,649.16
120 5-00-5060	GASOLINE, OIL & FUEL	1,342.59
120 5-00-5061	VEHICLE MAINT	102.96
120 5-00-5075	BANK FEES	32.00CR
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	276.50
120 5-00-5121	LEGAL SERVICES	756.25
120 5-00-5122	ENGINEERING SERVICES	9,019.66
120 5-00-5126	AUDIT SERVICES	8,482.50
120 5-00-5135	NEWSLETTER	112.50
120 5-00-5145	EQUIPMENT RENTAL	190.45
120 5-00-5148	OPERATING SUPPLIES	6,326.43
120 5-00-5150	REPAIR & REPLACE	14,972.94
120 5-00-5155	MAINT BLDG & GROUNDS	202.50
120 5-00-5156	CUSTODIAL SERVICES	1,460.00
120 5-00-5157	SECURITY	220.50
120 5-00-5160	SLUDGE DISPOSAL	11,650.00
120 5-00-5165	TERTIARY POND MAINTENANCE	50,000.00
120 5-00-5191	TELEPHONE	1,465.16
120 5-00-5192	ELECTRICITY	7,096.54
120 5-00-5193	OTHER UTILITIES	316.11

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5194	IT SERVICES	2,909.50
120 5-00-5195	ENV/MONITORING	5,106.00
120 5-00-5198	ANNUAL OPERATING FEES	29,395.00
120 5-00-5315	SAFETY EQUIPMENT	326.87
120 5-10-5010	SALARIES & WAGES	273.35
120 5-10-5020	EMPLOYEE BENEFITS	11,623.62
120 5-10-5021	RETIREMENT BENEFITS	2,035.23
120 5-10-5090	OFFICE SUPPLIES	80.91
120 5-10-5170	TRAVEL MILEAGE	459.54
120 5-10-5175	EDUCATION / SEMINARS	823.50
120 5-10-5179	ADM MISC EXPENSES	156.99
120 5-30-5010	SALARIES & WAGES	291.66
120 5-30-5020	EMPLOYEE BENEFITS	17,362.85
120 5-30-5021	RETIREMENT BENEFITS	1,714.37
120 5-30-5022	CLOTHING ALLOWANCE	102.53
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	5.75
120 5-40-5030	DIRECTOR HEALTH BENEFITS	8,948.64
120 5-40-5170	TRAVEL MILEAGE	390.36
120 5-70-7202	DISASTER MITIGATION	9,064.13
	** FUND TOTAL **	219,184.24
130 1052	ACCTS REC WATER USE	2,063.77
130 2075	AFLAC	256.64
130 2088	SURVIVOR BENEFITS - PERS	12.29
130 2090	PERS PAYABLE	2,939.62
130 2091	FIT PAYABLE	2,264.92
130 2092	CIT PAYABLE	902.68
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	576.05
130 2095	S D I PAYABLE	436.97
130 2099	DEFERRED COMP - PLAN 457 PAYAB	150.00
130 5-00-5025	RETIREE HEALTH BENEFITS	6,649.16
130 5-00-5060	GASOLINE, OIL & FUEL	1,342.59
130 5-00-5061	VEHICLE MAINT	102.96
130 5-00-5075	BANK FEES	31.97CR
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	276.48
130 5-00-5121	LEGAL SERVICES	1,435.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	102.50
130 5-00-5126	AUDIT SERVICES	8,482.50
130 5-00-5135	NEWSLETTER	112.50
130 5-00-5145	EQUIPMENT RENTAL	190.44
130 5-00-5148	OPERATING SUPPLIES	663.86
130 5-00-5150	REPAIR & REPLACE	11,838.74
130 5-00-5155	MAINT BLDG & GROUNDS	202.50
130 5-00-5156	CUSTODIAL SERVICES	1,460.00
130 5-00-5157	SECURITY	220.50

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5191	TELEPHONE	1,465.12
130 5-00-5192	ELECTRICITY	14,004.34
130 5-00-5193	OTHER UTILITIES	316.11
130 5-00-5194	IT SERVICES	5,186.10
130 5-00-5195	ENV/MONITORING	600.00
130 5-00-5315	SAFETY EQUIPMENT	326.86
130 5-10-5010	SALARIES & WAGES	273.28
130 5-10-5020	EMPLOYEE BENEFITS	11,623.62
130 5-10-5021	RETIREMENT BENEFITS	2,035.17
130 5-10-5090	OFFICE SUPPLIES	80.89
130 5-10-5170	TRAVEL MILEAGE	459.53
130 5-10-5175	EDUCATION / SEMINARS	823.50
130 5-10-5179	ADM MISC EXPENSES	156.98
130 5-30-5010	SALARIES & WAGES	299.02
130 5-30-5020	EMPLOYEE BENEFITS	17,362.85
130 5-30-5021	RETIREMENT BENEFITS	1,748.21
130 5-30-5022	CLOTHING ALLOWANCE	102.53
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITS	5.75
130 5-40-5030	DIRECTOR HEALTH BENEFITS	8,948.64
130 5-40-5170	TRAVEL MILEAGE	390.34
130 5-70-7202	DISASTER MITIGATION	9,064.12
130 5-70-7204	RELIABLE WATER SUPPLY	502,741.49
	** FUND TOTAL **	620,699.75
223 5-00-5123	OTHER PROFESSIONAL SERVICES	1,450.00
	** FUND TOTAL **	1,450.00

** TOTAL ** 841,333.99

NO ERRORS

SELECTION CRITERIA

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

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 12/01/2024 THRU 12/31/2024	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

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

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

120-SEWER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,930,630.00</u>	<u>189,655.75</u>	<u>1,292,280.32</u>	<u>1,638,349.68</u>	<u>44.10</u>
TOTAL REVENUES	<u>2,930,630.00</u>	<u>189,655.75</u>	<u>1,292,280.32</u>	<u>1,638,349.68</u>	<u>44.10</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,364,532.00	159,645.00	698,692.34	665,839.66	51.20
ADMINISTRATION	499,830.00	34,273.11	260,617.54	239,212.46	52.14
FIELD	493,250.00	39,550.15	257,313.23	235,936.77	52.17
DIRECTORS	73,582.00	9,432.62	27,862.99	45,719.01	37.87
CAPITAL PROJECTS & EQUIP	<u>428,875.00</u>	<u>9,064.13</u>	<u>30,771.74</u>	<u>398,103.26</u>	<u>7.17</u>
TOTAL EXPENDITURES	<u>2,860,069.00</u>	<u>251,965.01</u>	<u>1,275,257.84</u>	<u>1,584,811.16</u>	<u>44.59</u>
REVENUES OVER/(UNDER) EXPENDITURES	70,561.00 (62,309.26)	17,022.48	53,538.52	24.12

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	200.00	300.00	40.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	9,000.00	0.00	2,371.20	6,628.80	26.35
120-4050 SALES OF RECLAIMED WATER	183,611.00	4,585.09	153,678.91	29,932.09	83.70
120-4111 COMM SEWER USE	85,538.00	7,815.26	55,251.50	30,286.50	64.59
120-4112 GOV'T SEWER USE	1,200.00	144.74	841.17	358.83	70.10
120-4116 SEWER USE CHARGES	2,059,031.00	173,568.49	1,042,591.35	1,016,439.65	50.64
120-4210 LATE FEE	32,000.00	3,474.10	22,294.42	9,705.58	69.67
120-4300 MISC INCOME	500.00	0.75	30.91	469.09	6.18
120-4310 OTHER INCOME	500.00	67.32	778.31 (278.31)	155.66
120-4320 FEMA/Caloes GRANTS	0.00	0.00	10,220.83 (10,220.83)	0.00
120-4325 GRANTS	121,875.00	0.00	0.00	121,875.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	3,000.00	0.00	4,021.72 (1,021.72)	134.06
120-4580 TRANSFERS IN	433,875.00	0.00	0.00	433,875.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,930,630.00	189,655.75	1,292,280.32	1,638,349.68	44.10

120-SEWER ENTERPRISE FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	35,000.00	0.00	29,597.51	5,402.49	84.56
120-5-00-5025 RETIREE HEALTH BENEFITS	19,007.00	5,219.50	6,137.23	12,869.77	32.29
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	1,342.59	7,162.79	22,837.21	23.88
120-5-00-5061 VEHICLE MAINT	30,000.00	102.96	25,458.81	4,541.19	84.86
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	157,500.00	0.00	153,584.15	3,915.85	97.51
120-5-00-5075 BANK FEES	35,000.00	2,437.83	13,904.19	21,095.81	39.73
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	14,000.00	276.50	7,742.81	6,257.19	55.31
120-5-00-5092 POSTAGE & SHIPPING	10,000.00	0.00	4,555.64	5,444.36	45.56
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	20,000.00	756.25	2,700.48	17,299.52	13.50
120-5-00-5122 ENGINEERING SERVICES	75,000.00	9,019.66	9,375.06	65,624.94	12.50
120-5-00-5123 OTHER PROFESSIONAL SERVICE	37,000.00	0.00	539.75	36,460.25	1.46
120-5-00-5125 OPEB	13,000.00	0.00	0.00	13,000.00	0.00
120-5-00-5126 AUDIT SERVICES	7,500.00	8,482.50	8,482.50 (982.50)	113.10
120-5-00-5130 PRINTING & PUBLICATION	8,000.00	0.00	2,307.79	5,692.21	28.85
120-5-00-5135 NEWSLETTER	1,000.00	112.50	210.00	790.00	21.00
120-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	6,500.00	190.45	1,298.94	5,201.06	19.98
120-5-00-5148 OPERATING SUPPLIES	90,000.00	6,326.43	40,969.08	49,030.92	45.52
120-5-00-5150 REPAIR & REPLACE	185,000.00	14,972.94	136,016.22	48,983.78	73.52
120-5-00-5155 MAINT BLDG & GROUNDS	15,500.00	202.50	17,278.45 (1,778.45)	111.47
120-5-00-5156 CUSTODIAL SERVICES	18,500.00	1,460.00	8,405.00	10,095.00	45.43
120-5-00-5157 SECURITY	5,000.00	220.50	1,425.28	3,574.72	28.51
120-5-00-5160 SLUDGE DISPOSAL	50,000.00	11,650.00	18,807.18	31,192.82	37.61
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	50,000.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	261.53	261.53 (261.53)	0.00
120-5-00-5191 TELEPHONE	18,000.00	1,465.16	8,416.63	9,583.37	46.76
120-5-00-5192 ELECTRICITY	155,000.00	7,096.54	44,906.53	110,093.47	28.97
120-5-00-5193 OTHER UTILITIES	3,500.00	316.11	1,599.75	1,900.25	45.71
120-5-00-5194 IT SERVICES	35,000.00	2,909.50	8,700.43	26,299.57	24.86
120-5-00-5195 ENV/MONITORING	50,000.00	5,106.00	26,589.50	23,410.50	53.18
120-5-00-5198 ANNUAL OPERATING FEES	27,000.00	29,395.00	32,914.00 (5,914.00)	121.90
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	0.00	0.00	1,200.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,200.00 (4.82) (4.82)	1,204.82	0.40-
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	326.87	3,489.93	10.07	99.71
120-5-00-5317 COVID-19	0.00	0.00	0.00	0.00	0.00
120-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	170.00	80.00	68.00
120-5-00-5580 TRANSFERS OUT	154,075.00	0.00	25,690.00	128,385.00	16.67
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,364,532.00	159,645.00	698,692.34	665,839.66	51.20

120-SEWER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	304,914.00	19,123.14	154,669.95	150,244.05	50.73
120-5-10-5020 EMPLOYEE BENEFITS	109,179.00	11,623.62	42,921.04	66,257.96	39.31
120-5-10-5021 RETIREMENT BENEFITS	70,537.00	2,035.23	52,625.52	17,911.48	74.61
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	51.09	2,276.96	1,723.04	56.92
120-5-10-5170 TRAVEL MILEAGE	5,000.00	459.54	4,418.80	581.20	88.38
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	823.50	2,548.81	2,451.19	50.98
120-5-10-5179 ADM MISC EXPENSES	1,200.00	156.99	1,156.46	43.54	96.37
TOTAL ADMINISTRATION	499,830.00	34,273.11	260,617.54	239,212.46	52.14

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

120-SEWER ENTERPRISE FUND
 FIELD
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	292,691.00	20,404.58	149,633.97	143,057.03	51.12
120-5-30-5020 EMPLOYEE BENEFITS	121,533.00	17,362.85	54,169.85	67,363.15	44.57
120-5-30-5021 RETIREMENT BENEFITS	64,526.00	1,714.37	50,162.15	14,363.85	77.74
120-5-30-5022 CLOTHING ALLOWANCE	2,500.00	102.53	1,216.05	1,283.95	48.64
120-5-30-5063 CERTIFICATIONS	2,000.00	0.00	125.00	1,875.00	6.25
120-5-30-5090 OFFICE SUPPLIES	1,000.00	(34.18)	187.10	812.90	18.71
120-5-30-5170 TRAVEL MILEAGE	5,000.00	0.00	1,132.11	3,867.89	22.64
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	687.00	3,313.00	17.18
TOTAL FIELD	493,250.00	39,550.15	257,313.23	235,936.77	52.17

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

120-SEWER ENTERPRISE FUND
 DIRECTORS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	1,614.90	1,385.10	53.83
120-5-40-5020 DIRECTOR BENEFITS	230.00	5.75	34.50	195.50	15.00
120-5-40-5030 DIRECTOR HEALTH BENEFITS	59,752.00	8,767.36	25,387.44	34,364.56	42.49
120-5-40-5170 TRAVEL MILEAGE	2,000.00	390.36	433.65	1,566.35	21.68
120-5-40-5175 EDUCATION / SEMINARS	5,000.00	0.00	392.50	4,607.50	7.85
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	73,582.00	9,432.62	27,862.99	45,719.01	37.87

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

120-SEWER ENTERPRISE FUND
CAPITAL PROJECTS & EQUIP
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 REGULATORY COMPLIANCE	25,000.00	0.00	0.00	25,000.00	0.00
120-5-70-7202 DISASTER MITIGATION	351,875.00	9,064.13	30,771.74	321,103.26	8.75
120-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
120-5-70-7205 RISK MANAGEMENT	52,000.00	0.00	0.00	52,000.00	0.00
120-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	428,875.00	9,064.13	30,771.74	398,103.26	7.17
TOTAL EXPENDITURES	2,860,069.00	251,965.01	1,275,257.84	1,584,811.16	44.59
REVENUES OVER/(UNDER) EXPENDITURES	70,561.00	(62,309.26)	17,022.48	53,538.52	24.12

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>8,650,128.00</u>	<u>1,149,999.22</u>	<u>5,441,846.79</u>	<u>3,208,281.21</u>	<u>62.91</u>
TOTAL REVENUES	<u>8,650,128.00</u>	<u>1,149,999.22</u>	<u>5,441,846.79</u>	<u>3,208,281.21</u>	<u>62.91</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	6,306,542.00	221,768.93	2,086,450.86	4,220,091.14	33.08
ADMINISTRATION	507,830.00	34,273.05	260,616.92	247,213.08	51.32
FIELD	501,450.00	40,100.57	261,002.02	240,447.98	52.05
DIRECTORS	77,982.00	9,432.54	27,862.61	50,119.39	35.73
CAPITAL PROJECTS & EQUIP	<u>5,533,007.00</u>	<u>511,805.61</u>	<u>1,466,545.93</u>	<u>4,066,461.07</u>	<u>26.51</u>
TOTAL EXPENDITURES	<u>12,926,811.00</u>	<u>817,380.70</u>	<u>4,102,478.34</u>	<u>8,824,332.66</u>	<u>31.74</u>
REVENUES OVER/(UNDER) EXPENDITURES	(4,276,683.00)	332,618.52	1,339,368.45	(5,616,051.45)	31.32-

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	15,000.00	2,250.00	11,230.00	3,770.00	74.87
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	1,645.00	0.00	459.00	1,186.00	27.90
130-4040 LIEN RECORDING FEES	1,200.00	794.88	1,391.04 (191.04)	115.92
130-4045 AVAILABILITY FEES	32,000.00	0.00	9,424.80	22,575.20	29.45
130-4110 COMM WATER USE	168,824.00	8,827.79	78,488.41	90,335.59	46.49
130-4111 BULK WATER SALES	32,000.00	0.00	52,033.74 (20,033.74)	162.61
130-4112 GOV'T WATER USE	7,400.00	690.26	4,061.70	3,338.30	54.89
130-4115 WATER USE	3,104,882.00	244,192.95	1,745,572.57	1,359,309.43	56.22
130-4210 LATE FEE	57,000.00	5,302.40	38,515.48	18,484.52	67.57
130-4215 RETURNED CHECK FEE	1,000.00	0.00	250.00	750.00	25.00
130-4300 MISC INCOME	1,500.00	0.75	30.91	1,469.09	2.06
130-4310 OTHER INCOME	100.00	0.00	553.89 (453.89)	553.89
130-4320 FEMA/CalOES GRANTS	3,822,358.00	232,635.50	1,389,666.24	2,432,691.76	36.36
130-4325 GRANTS	121,875.00	165,769.69	165,769.69 (43,894.69)	136.02
130-4330 HYDRANT METER USE DEPOSIT	3,240.00	0.00	0.00	3,240.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	5,985.00	0.00	4,927.82	1,057.18	82.34
130-4580 TRANSFER IN	1,274,119.00	489,535.00	1,939,471.50 (665,352.50)	152.22
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	8,650,128.00	1,149,999.22	5,441,846.79	3,208,281.21	62.91

130-WATER ENTERPRISE FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	35,000.00	0.00	29,597.50	5,402.50	84.56
130-5-00-5025 RETIREE HEALTH BENEFITS	19,007.00	5,219.53	6,137.19	12,869.81	32.29
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	1,342.59	7,162.70	22,837.30	23.88
130-5-00-5061 VEHICLE MAINT	35,000.00	102.96	9,445.59	25,554.41	26.99
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	157,500.00	0.00	153,584.13	3,915.87	97.51
130-5-00-5075 BANK FEES	35,000.00	2,437.85	13,904.10	21,095.90	39.73
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	35,000.00	276.48	25,966.73	9,033.27	74.19
130-5-00-5092 POSTAGE & SHIPPING	9,500.00	0.00	4,588.19	4,911.81	48.30
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	75,000.00	1,435.00	18,134.90	56,865.10	24.18
130-5-00-5122 ENGINEERING SERVICES	50,000.00	0.00	367.74	49,632.26	0.74
130-5-00-5123 OTHER PROFESSIONAL SERVICE	25,000.00	102.50	25,796.00 (796.00)	103.18
130-5-00-5124 WATER RIGHTS	15,000.00	0.00	648.80	14,351.20	4.33
130-5-00-5125 OPEB	13,000.00	0.00	0.00	13,000.00	0.00
130-5-00-5126 AUDIT SERVICES	7,500.00	8,482.50	8,482.50 (982.50)	113.10
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	0.00	2,143.26	5,356.74	28.58
130-5-00-5135 NEWSLETTER	1,200.00	112.50	210.00	990.00	17.50
130-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	190.44	1,298.91	33,701.09	3.71
130-5-00-5148 OPERATING SUPPLIES	10,000.00	663.86	5,429.31	4,570.69	54.29
130-5-00-5150 REPAIR & REPLACE	180,000.00	11,756.32	124,936.74	55,063.26	69.41
130-5-00-5155 MAINT BLDG & GROUNDS	15,500.00	202.50	16,923.78 (1,423.78)	109.19
130-5-00-5156 CUSTODIAL SERVICES	18,500.00	1,460.00	8,405.00	10,095.00	45.43
130-5-00-5157 SECURITY	5,000.00	220.50	1,425.27	3,574.73	28.51
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	100.00	100.00 (100.00)	0.00
130-5-00-5191 TELEPHONE	19,000.00	1,465.12	8,416.46	10,583.54	44.30
130-5-00-5192 ELECTRICITY	220,000.00	14,004.34	129,597.81	90,402.19	58.91
130-5-00-5193 OTHER UTILITIES	4,000.00	316.11	1,599.73	2,400.27	39.99
130-5-00-5194 IT SERVICES	55,000.00	5,186.10	20,026.53	34,973.47	36.41
130-5-00-5195 ENV/MONITORING	20,000.00	600.00	10,459.00	9,541.00	52.30
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	0.00	30,000.00	0.00
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00 (4.82) (4.82)	1,004.82	0.48-
130-5-00-5312 TOOLS - FIELD	0.00	0.00	0.00	0.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	5,000.00	326.86	3,489.92	1,510.08	69.80
130-5-00-5317 COVID-19	0.00	0.00	0.00	0.00	0.00
130-5-00-5505 WATER CONSERVATION	7,500.00	0.00	143.87	7,356.13	1.92
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	3,108.97 (3,108.97)	0.00
130-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	700.00	0.00	170.00	530.00	24.29
130-5-00-5580 TRANSFERS OUT	5,125,435.00	165,769.69	1,444,755.05	3,680,679.95	28.19
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	6,306,542.00	221,768.93	2,086,450.86	4,220,091.14	33.08

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

130-WATER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	304,914.00	19,123.16	154,670.06	150,243.94	50.73
130-5-10-5020 EMPLOYEE BENEFITS	109,179.00	11,623.62	42,920.95	66,258.05	39.31
130-5-10-5021 RETIREMENT BENEFITS	70,537.00	2,035.17	52,625.20	17,911.80	74.61
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	51.09	2,276.83	1,723.17	56.92
130-5-10-5170 TRAVEL MILEAGE	8,000.00	459.53	4,418.71	3,581.29	55.23
130-5-10-5175 EDUCATION / SEMINARS	10,000.00	823.50	2,548.81	7,451.19	25.49
130-5-10-5179 ADM MISC EXPENSES	1,200.00	156.98	1,156.36	43.64	96.36
TOTAL ADMINISTRATION	507,830.00	34,273.05	260,616.92	247,213.08	51.32

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

130-WATER ENTERPRISE FUND
 FIELD
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	292,691.00	20,921.16	153,096.41	139,594.59	52.31
130-5-30-5020 EMPLOYEE BENEFITS	121,533.00	17,362.85	54,169.85	67,363.15	44.57
130-5-30-5021 RETIREMENT BENEFITS	64,526.00	1,748.21	50,388.58	14,137.42	78.09
130-5-30-5022 CLOTHING ALLOWANCE	2,500.00	102.53	1,216.03	1,283.97	48.64
130-5-30-5063 CERTIFICATIONS	1,200.00	0.00	125.00	1,075.00	10.42
130-5-30-5090 OFFICE SUPPLIES	1,000.00	(34.18)	187.08	812.92	18.71
130-5-30-5170 TRAVEL MILEAGE	8,000.00	0.00	1,132.07	6,867.93	14.15
130-5-30-5175 EDUCATION / SEMINARS	10,000.00	0.00	687.00	9,313.00	6.87
TOTAL FIELD	501,450.00	40,100.57	261,002.02	240,447.98	52.05

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

130-WATER ENTERPRISE FUND
 DIRECTORS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	1,614.60	1,385.40	53.82
130-5-40-5020 DIRECTOR BENEFITIS	230.00	5.75	34.50	195.50	15.00
130-5-40-5030 DIRECTOR HEALTH BENEFITS	59,752.00	8,767.35	25,387.38	34,364.62	42.49
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	5,000.00	390.34	433.63	4,566.37	8.67
130-5-40-5175 EDUCATION / SEMINARS	5,000.00	0.00	392.50	4,607.50	7.85
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	77,982.00	9,432.54	27,862.61	50,119.39	35.73

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7012 GENERAL VEHICLES	85,000.00	0.00	86,000.00 (1,000.00)	101.18
130-5-70-7201 REGULATORY COMPLIANCE	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 DISASTER MITIGATION	351,875.00	9,064.12	30,771.70	321,103.30	8.75
130-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 RELIABLE WATER SUPPLY	5,096,132.00	502,741.49	1,349,774.23	3,746,357.77	26.49
130-5-70-7205 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	5,533,007.00	511,805.61	1,466,545.93	4,066,461.07	26.51
TOTAL EXPENDITURES	12,926,811.00	817,380.70	4,102,478.34	8,824,332.66	31.74
REVENUES OVER/(UNDER) EXPENDITURES	(4,276,683.00)	332,618.52	1,339,368.45	(5,616,051.45)	31.32-

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

215-RECA REDEMPTION 1995-2
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>375,500.00</u>	<u>0.00</u>	<u>60,338.39</u>	<u>315,161.61</u>	<u>16.07</u>
TOTAL REVENUES	<u>375,500.00</u>	<u>0.00</u>	<u>60,338.39</u>	<u>315,161.61</u>	<u>16.07</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>296,860.00</u>	<u>0.00</u>	<u>255,217.49</u>	<u>41,642.51</u>	<u>85.97</u>
TOTAL EXPENDITURES	<u>296,860.00</u>	<u>0.00</u>	<u>255,217.49</u>	<u>41,642.51</u>	<u>85.97</u>
REVENUES OVER/(UNDER) EXPENDITURES	78,640.00	0.00	(194,879.10)	273,519.10	247.81-

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

215-RECA REDEMPTION 1995-2
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-4525 PRO-RATA BOND PAYMENT FEE	3,200.00	0.00	0.00	3,200.00	0.00
215-4530 TAXES, ASSMT & BOND PROCEEDS	275,500.00	0.00	6,822.83	268,677.17	2.48
215-4540 DELINQUENT ASSESSMENTS	32,000.00	0.00	18,362.10	13,637.90	57.38
215-4541 DELINQ PENALTY & INTEREST	55,000.00	0.00	28,343.06	26,656.94	51.53
215-4542 DELINQ ASSMT MONTHLY PENALTY	0.00	0.00	0.00	0.00	0.00
215-4550 INTEREST INCOME	9,800.00	0.00	6,810.40	2,989.60	69.49
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	375,500.00	0.00	60,338.39	315,161.61	16.07

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

215-RECA REDEMPTION 1995-2
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
215-5-00-5123 OTHER PROFESSIONAL SERVICE	11,140.00	0.00	4,046.99	7,093.01	36.33
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	72,720.00	0.00	38,170.50	34,549.50	52.49
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	213,000.00	0.00	213,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	296,860.00	0.00	255,217.49	41,642.51	85.97
TOTAL EXPENDITURES	296,860.00	0.00	255,217.49	41,642.51	85.97
REVENUES OVER/(UNDER) EXPENDITURES	78,640.00	0.00	(194,879.10)	273,519.10	247.81-

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

218-CIEDB REDEMPTION FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>169,355.00</u>	<u>0.00</u>	<u>24,927.96</u>	<u>144,427.04</u>	<u>14.72</u>
TOTAL REVENUES	<u>169,355.00</u>	<u>0.00</u>	<u>24,927.96</u>	<u>144,427.04</u>	<u>14.72</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>169,355.00</u>	<u>0.00</u>	<u>19,862.99</u>	<u>149,492.01</u>	<u>11.73</u>
TOTAL EXPENDITURES	<u>169,355.00</u>	<u>0.00</u>	<u>19,862.99</u>	<u>149,492.01</u>	<u>11.73</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	5,064.97 (5,064.97)	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

218-CIEDB REDEMPTION FUND
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-4030 WATER CAPACITY FEES	27,411.00	0.00	9,137.00	18,274.00	33.33
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	3,800.00	0.00	5,064.97 (1,264.97)	133.29
218-4580 TRANSFERS IN	138,144.00	0.00	10,725.99	127,418.01	7.76
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	169,355.00	0.00	24,927.96	144,427.04	14.72

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

218-CIEDB REDEMPTION FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	39,726.00	0.00	19,862.99	19,863.01	50.00
218-5-00-5560 BAD DEBT	0.00	0.00	0.00	0.00	0.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	3,425.00	0.00	0.00	3,425.00	0.00
218-5-00-5599 PRINCIPAL PMT	126,204.00	0.00	0.00	126,204.00	0.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	169,355.00	0.00	19,862.99	149,492.01	11.73
TOTAL EXPENDITURES	169,355.00	0.00	19,862.99	149,492.01	11.73
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	5,064.97	(5,064.97)	0.00

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

219-USDA SOLAR LOAN
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,095.00</u>	<u>0.00</u>	<u>25,741.09</u>	<u>6,353.91</u>	<u>80.20</u>
TOTAL REVENUES	<u>32,095.00</u>	<u>0.00</u>	<u>25,741.09</u>	<u>6,353.91</u>	<u>80.20</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,095.00</u>	<u>0.00</u>	<u>25,690.00</u>	<u>6,405.00</u>	<u>80.04</u>
TOTAL EXPENDITURES	<u>32,095.00</u>	<u>0.00</u>	<u>25,690.00</u>	<u>6,405.00</u>	<u>80.04</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	51.09 (51.09)	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

219-USDA SOLAR LOAN
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-4300 MISC INCOME	0.00	0.00	0.00	0.00	0.00
219-4550 INTEREST INCOME	25.00	0.00	51.09 (26.09)	204.36
219-4580 TRANSFERS IN	32,070.00	0.00	25,690.00	6,380.00	80.11
TOTAL REVENUES	32,095.00	0.00	25,741.09	6,353.91	80.20
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HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

219-USDA SOLAR LOAN
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	13,095.00	0.00	6,690.00	6,405.00	51.09
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	19,000.00	0.00	19,000.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	32,095.00	0.00	25,690.00	6,405.00	80.04
TOTAL EXPENDITURES	32,095.00	0.00	25,690.00	6,405.00	80.04
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	51.09	(51.09)	0.00

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2024

223-WATER BOND 2023A
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>321,625.00</u>	<u>0.00</u>	<u>184,645.99</u>	<u>136,979.01</u>	<u>57.41</u>
TOTAL REVENUES	<u>321,625.00</u>	<u>0.00</u>	<u>184,645.99</u>	<u>136,979.01</u>	<u>57.41</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,545,744.00</u>	<u>490,985.00</u>	<u>2,062,130.30</u>	<u>(516,386.30)</u>	<u>133.41</u>
TOTAL EXPENDITURES	<u>1,545,744.00</u>	<u>490,985.00</u>	<u>2,062,130.30</u>	<u>(516,386.30)</u>	<u>133.41</u>
REVENUES OVER/ (UNDER) EXPENDITURES	(1,224,119.00)	(490,985.00)	(1,877,484.31)	653,365.31	153.37

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

223-WATER BOND 2023A
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
223-4525 PRO-RATA BOND PAYMENT FEE	0.00	0.00	0.00	0.00	0.00
223-4550 INTEREST INCOME	50,000.00	0.00	63,026.69 (13,026.69)	126.05
223-4580 TRANSFER IN	271,625.00	0.00	121,619.30	150,005.70	44.77
TOTAL REVENUES	321,625.00	0.00	184,645.99	136,979.01	57.41

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2024

223-WATER BOND 2023A
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
223-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
223-5-00-5123 OTHER PROFESSIONAL SERVICE	0.00	1,450.00	1,450.00 (1,450.00)	0.00
223-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
223-5-00-5522 INTEREST ON LONG-TERM DEBT	251,625.00	0.00	121,619.30	130,005.70	48.33
223-5-00-5580 TRANSFER OUT	1,274,119.00	489,535.00	1,939,061.00 (664,942.00)	152.19
223-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
223-5-00-5599 PRINCIPAL PMT	20,000.00	0.00	0.00	20,000.00	0.00
223-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,545,744.00	490,985.00	2,062,130.30 (516,386.30)	133.41
TOTAL EXPENDITURES	1,545,744.00	490,985.00	2,062,130.30 (516,386.30)	133.41
REVENUES OVER/(UNDER) EXPENDITURES	(1,224,119.00) (490,985.00) (1,877,484.31)	653,365.31	153.37

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of December 31, 2024
(Rounded and Unaudited)

	Operating Checking	Money Market	LAIF	Bond Trustee Sewer	Bond Trustee Water	CERBT	Total All Cash/Investment Accounts
	West America Bank	West America Bank	State Treasurer	US Bank	US Bank	CalPERS CERBT Q3	
	1010	1130	1133	1200	1212	1135	
Financial Activity of Cash/Investment Accounts in General Ledger [1]							
Beginning Balances	\$ 1,068,048	\$ 4,922,622	\$ 679,876	\$ 153,767	\$ 2,150,629	\$ 54,745	\$ 9,029,687
Cash Receipts							
Utility Billing Deposits	\$ 860,840	\$ -	\$ -	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Deposits		\$ 15,239	\$ -	\$ 526	\$ 8,208	\$ 4,450	
Total Cash Receipts	\$ 860,840	\$ 15,239	\$ -	\$ 154,293	\$ 2,158,836	\$ 59,196	
Cash Disbursements							
Accounts Payable Checks issued	\$ 817,493	\$ -	\$ -	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 23,808	\$ -	\$ -	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 63,833	\$ -	\$ -	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,940	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Disbursements	\$ 910,073.86	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers Between Accounts							
Transfers In	\$ 489,535	\$ 165,770	\$ -	\$ -	\$ -	\$ -	
Transfers Out	\$ 165,770	\$ -	\$ -	\$ -	\$ 489,535	\$ -	
Total Transfers Between Accounts	\$ 655,305	\$ 165,770	\$ -	\$ -	\$ 489,535	\$ -	
Ending Balances in General Ledger	\$ 1,342,580	\$ 5,103,630	\$ 679,876	\$ 154,293	\$ 1,669,301	\$ 59,196	\$ 9,008,876
Financial Institution Ending Balances	\$ 1,443,734	\$ 5,103,630	\$ 679,876	\$ 154,293	\$ 1,669,301	\$ 59,196	\$ 9,110,030

Ending Balances General Ledger Distribution by District Funds [2]

100 Operating	-	-	-	-	-	-	-
120 Wastewater Operating	245,442	2,388	78,532	-	-	29,598	355,960
130 Water Operating	1,072,485	9,489	117,036	-	-	29,598	1,228,607
215 2016 Sewer Refinancing Bond	(2,108)	249,440	103,237	154,293	-	-	504,862
218 2002 CIEDB Loan	9,137	65,228	26,233	-	-	-	100,598
219 2012 USDA Solar COP		8,442	956	-	-	-	9,398
223 2023 Water Revenue Bond	(1,450)	-	-	-	1,669,301	-	1,667,851
313 Wastewater Operating Reserve	19,074	155,507	63,971	-	-	-	238,552
314 Wastewater CIP	-	488,951	103,435	-	-	-	592,386
319 2012 USDA Solar COP Reserve	-	31,604	-	-	-	-	31,604
320 Water CIP	-	3,911,073	-	-	-	-	3,911,073
325 Water Operating Reserve	-	181,509	-	-	-	-	181,509
350 2002 CIEDB Loan Reserve	-	-	186,476	-	-	-	186,476
Total Ending Balances in General Ledger	\$ 1,342,580	\$ 5,103,630	\$ 679,876	\$ 154,293	\$ 1,669,301	\$ 59,196	\$ 9,008,876

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with

West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District, US Bank is the Bond Trustee for the the 2016 Refunding and 2023 Water Bond and CalPERS holds the CERBT Trust >>>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

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

CHECK DATE: 12/01/2024 THRU 12/31/2024
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	12/13/2024	BANK-DRAFT	001088	AFLAC	256.64CR	CLEARED	A	12/13/2024
1010	12/13/2024	BANK-DRAFT	001089	CALIFORNIA PUBLIC EMPLOYEES RE	6,701.45CR	CLEARED	A	12/16/2024
1010	12/13/2024	BANK-DRAFT	001090	NATIONWIDE RETIREMENT SOLUTION	150.00CR	CLEARED	A	12/13/2024
1010	12/13/2024	BANK-DRAFT	001091	STATE OF CALIFORNIA EDD	1,335.91CR	CLEARED	A	12/13/2024
1010	12/13/2024	BANK-DRAFT	001092	US DEPARTMENT OF THE TREASURY	3,413.03CR	CLEARED	A	12/13/2024
1010	12/13/2024	BANK-DRAFT	121324	EE #2012 AFLAC	49.68	CLEARED	G	12/13/2024
1010	12/13/2024	BANK-DRAFT	121325	REV EE #2012 AFLAC	49.68CR	CLEARED	G	12/13/2024
1010	12/13/2024	BANK-DRAFT	121326	CORR EE #2012 AFLAC	49.68CR	CLEARED	G	12/13/2024
1010	12/27/2024	BANK-DRAFT	001093	STATE OF CALIFORNIA EDD	1,338.74CR	CLEARED	A	12/27/2024
1010	12/27/2024	BANK-DRAFT	001094	US DEPARTMENT OF THE TREASURY	3,454.39CR	CLEARED	A	12/27/2024
1010	12/27/2024	BANK-DRAFT	001095	CALIFORNIA PUBLIC EMPLOYEES RE	6,701.45CR	CLEARED	A	12/30/2024
1010	12/27/2024	BANK-DRAFT	001096	NATIONWIDE RETIREMENT SOLUTION	150.00CR	CLEARED	A	12/27/2024
1010	12/27/2024	BANK-DRAFT	001097	AFLAC	256.64CR	OUTSTND	A	0/00/0000
CHECK:								
1010	12/06/2024	CHECK	003249	ADVANCED SECURITY SYSTEMS SANT	441.00CR	CLEARED	A	12/10/2024
1010	12/06/2024	CHECK	003250	ALPHA ANALYTICAL LABORATORIES	3,357.50CR	CLEARED	A	12/11/2024
1010	12/06/2024	CHECK	003251	VOID CHECK	0.00	CLEARED	A	12/06/2024
1010	12/06/2024	CHECK	003252	ALPHA CM, INC	7,492.00CR	CLEARED	A	1/03/2025
1010	12/06/2024	CHECK	003253	APPLIED TECHNOLOGY SOLUTIONS	971.00CR	CLEARED	A	12/23/2024
1010	12/06/2024	CHECK	003254	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	12/13/2024
1010	12/06/2024	CHECK	003255	BADGER METER	2,276.62CR	CLEARED	A	12/17/2024
1010	12/06/2024	CHECK	003256	BAY CITY ELECTRIC WORKS	408,798.39CR	CLEARED	A	12/10/2024
1010	12/06/2024	CHECK	003257	BOLD POLISNER MADDOW NELSON &	552.50CR	CLEARED	A	12/11/2024
1010	12/06/2024	CHECK	003258	BRELJE & RACE CONSULTING CIVIL	43,147.50CR	CLEARED	A	12/11/2024
1010	12/06/2024	CHECK	003259	COASTLAND CIVIL ENGINEERING, I	18,493.33CR	CLEARED	A	12/20/2024
1010	12/06/2024	CHECK	003260	COURTNEY HERNANDEZ	1,380.00CR	CLEARED	A	12/11/2024
1010	12/06/2024	CHECK	003261	EDUCATION & TRAINING SERVICES,	1,647.00CR	CLEARED	A	12/17/2024
1010	12/06/2024	CHECK	003262	FOSTER MORRISON CONSULTING, LT	12,900.00CR	CLEARED	A	12/17/2024
1010	12/06/2024	CHECK	003263	GHD	9,019.66CR	CLEARED	A	12/10/2024
1010	12/06/2024	CHECK	003264	LAKE COUNTY WASTE SOLUTIONS, I	120.50CR	CLEARED	A	12/13/2024
1010	12/06/2024	CHECK	003265	LAKE COUNTY WASTE SOLUTIONS, I	511.72CR	CLEARED	A	12/13/2024
1010	12/06/2024	CHECK	003266	MEDIACOM	401.63CR	CLEARED	A	12/17/2024
1010	12/06/2024	CHECK	003267	MIDDLETOWN RANCHERIA	11,603.78CR	CLEARED	A	12/16/2024
1010	12/06/2024	CHECK	003268	ODP BUSINESS SOLUTIONS, LLC	71.19CR	OUTSTND	A	0/00/0000
1010	12/06/2024	CHECK	003269	PACE SUPPLY CORP	3,375.24CR	CLEARED	A	12/10/2024
1010	12/06/2024	CHECK	003270	SPECIAL DISTRICT RISK MANAGEME	43,048.42CR	CLEARED	A	12/11/2024
1010	12/06/2024	CHECK	003271	U.S. BANK	1,450.00CR	CLEARED	A	12/12/2024
1010	12/06/2024	CHECK	003272	USA BLUE BOOK	2,173.22CR	CLEARED	A	12/17/2024
1010	12/06/2024	CHECK	003273	WELLS FARGO FINANCIAL LEASING	380.89CR	CLEARED	A	12/12/2024
1010	12/06/2024	CHECK	003274	WESTGATE PETROLEUM CO., INC.	1,222.70CR	CLEARED	A	12/10/2024
1010	12/06/2024	CHECK	003275	VOID CHECK	0.00	CLEARED	A	12/06/2024
1010	12/06/2024	CHECK	003276	VOID CHECK	0.00	CLEARED	A	12/06/2024
1010	12/06/2024	CHECK	003277	HALL, KEVIN	195.23CR	OUTSTND	A	0/00/0000

1/8/2025 9:38 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
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 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	12/06/2024	CHECK	003278	DIKLICH, BRIAN & CHR	126.61CR	OUTSTND	A	0/00/0000
1010	12/13/2024	CHECK	003279	ACWA/JPIA	816.82CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003280	ALPHA ANALYTICAL LABORATORIES	902.50CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003281	AT&T	664.20CR	CLEARED	A	12/26/2024
1010	12/13/2024	CHECK	003282	BKS LAW FIRM, PC	1,053.75CR	CLEARED	A	12/19/2024
1010	12/13/2024	CHECK	003283	BOLD POLISNER MADDOW NELSON &	585.00CR	CLEARED	A	12/17/2024
1010	12/13/2024	CHECK	003284	GHD	5,699.64CR	CLEARED	A	12/17/2024
1010	12/13/2024	CHECK	003285	HANNAH DAVIDSON	798.47CR	CLEARED	A	12/13/2024
1010	12/13/2024	CHECK	003286	HARDESTER'S MARKETS & HARDWARE	376.94CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003287	IAN GIBBS	200.00CR	CLEARED	A	1/02/2025
1010	12/13/2024	CHECK	003288	JAMES DAY CONSTRUCTION, INC.	6,229.00CR	CLEARED	A	12/17/2024
1010	12/13/2024	CHECK	003289	JENFITCH, LLC	4,817.07CR	CLEARED	A	12/17/2024
1010	12/13/2024	CHECK	003290	JONAS HEATING AND COOLING	11,122.04CR	CLEARED	A	12/17/2024
1010	12/13/2024	CHECK	003291	JOSEPH A LAYMON	452.20CR	OUTSTND	A	0/00/0000
1010	12/13/2024	CHECK	003292	KELLY REESE	67.00CR	CLEARED	A	12/17/2024
1010	12/13/2024	CHECK	003293	KIMBALL MIDWEST	1,739.12CR	CLEARED	A	12/20/2024
1010	12/13/2024	CHECK	003294	PACE SUPPLY CORP	663.42CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003295	SMALLCOMB, LISA	53.60CR	CLEARED	A	12/16/2024
1010	12/13/2024	CHECK	003296	SPECIAL DISTRICT RISK MANAGEME	45,303.30CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003297	SWRCB ACCOUNTING OFFICE	25,450.00CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003298	SWRCB ACCOUNTING OFFICE	3,945.00CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003299	TELSTAR INSTRUMENTS	1,116.00CR	CLEARED	A	12/17/2024
1010	12/13/2024	CHECK	003300	WEST YOST & ASSOCIATES, INC.	5,228.25CR	CLEARED	A	12/18/2024
1010	12/13/2024	CHECK	003301	WIPF CONSTRUCTION	11,650.00CR	CLEARED	A	1/03/2025
1010	12/20/2024	CHECK	003302	ALPHA ANALYTICAL LABORATORIES	1,446.00CR	CLEARED	A	12/26/2024
1010	12/20/2024	CHECK	003303	APPLIED TECHNOLOGY SOLUTIONS	1,351.61CR	OUTSTND	A	0/00/0000
1010	12/20/2024	CHECK	003304	AQUATIC HARVESTING	50,000.00CR	OUTSTND	A	0/00/0000
1010	12/20/2024	CHECK	003305	BARBARA DEMARCO	225.00CR	OUTSTND	A	0/00/0000
1010	12/20/2024	CHECK	003306	COURTNEY HERNANDEZ	1,540.00CR	CLEARED	A	12/24/2024
1010	12/20/2024	CHECK	003307	ELAN CARDMEMBER SERVICE	7,469.99CR	CLEARED	A	1/02/2025
1010	12/20/2024	CHECK	003308	JARROD CUNNINGHAM	205.06CR	CLEARED	A	12/23/2024
1010	12/20/2024	CHECK	003309	MENDO MILL CLEARLAKE	370.21CR	CLEARED	A	12/30/2024
1010	12/20/2024	CHECK	003310	MIDDLETOWN RANCHERIA	7,506.85CR	CLEARED	A	12/30/2024
1010	12/20/2024	CHECK	003311	ODP BUSINESS SOLUTIONS, LLC	48.61CR	CLEARED	A	12/31/2024
1010	12/20/2024	CHECK	003312	PACIFIC GAS & ELECTRIC COMPANY	21,100.88CR	CLEARED	A	12/30/2024
1010	12/20/2024	CHECK	003313	SMITH & NEWELL CPA	16,965.00CR	CLEARED	A	1/03/2025
1010	12/20/2024	CHECK	003314	STREAMLINE	249.00CR	CLEARED	A	12/30/2024
1010	12/20/2024	CHECK	003315	VERIZON WIRELESS	1,401.33CR	CLEARED	A	1/02/2025
1010	12/20/2024	CHECK	003316	VERIZON WIRELESS	463.12CR	CLEARED	A	12/30/2024
1010	12/20/2024	CHECK	003317	WAGNER & BONSIGNORE CCE	102.50CR	OUTSTND	A	0/00/0000
1010	12/20/2024	CHECK	003318	WESTGATE PETROLEUM CO., INC.	1,010.28CR	CLEARED	A	12/24/2024
1010	12/20/2024	CHECK	003319	CALENDER, MATTHEW	85.92CR	CLEARED	A	12/27/2024
1010	12/20/2024	CHECK	003320	GILLESPEY, BRETT	161.46CR	OUTSTND	A	0/00/0000
1010	12/20/2024	CHECK	003321	ZEPEDA, WENDY K	93.12CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 12/01/2024 THRU 12/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	12/20/2024	CHECK	003322	HOUGH, HOLLY	159.34CR	CLEARED	A	12/30/2024
1010	12/20/2024	CHECK	003323	MUSSER, MARIA GINA	167.42CR	OUTSTND	A	0/00/0000
1010	12/20/2024	CHECK	003324	CANTRELL, GORDON M	287.79CR	CLEARED	A	12/31/2024
1010	12/23/2024	CHECK	003325	ESCOBAR, GUSTAVO & N	786.88CR	CLEARED	A	12/31/2024
DEPOSIT:								
1010	12/01/2024	DEPOSIT	120124	RECONCILE CC 12-01-2024	565.73CR	CLEARED	G	12/01/2024
1010	12/02/2024	DEPOSIT		CREDIT CARD 12/02/2024	5,707.94	CLEARED	C	12/02/2024
1010	12/02/2024	DEPOSIT	000001	CREDIT CARD 12/02/2024	1,629.56	CLEARED	C	12/03/2024
1010	12/02/2024	DEPOSIT	000002	CREDIT CARD 12/02/2024	3,970.22	CLEARED	C	12/03/2024
1010	12/02/2024	DEPOSIT	000003	CREDIT CARD 12/02/2024	1,939.69	CLEARED	C	12/04/2024
1010	12/02/2024	DEPOSIT	000004	CREDIT CARD 12/02/2024	15,856.37	CLEARED	C	12/04/2024
1010	12/02/2024	DEPOSIT	000005	CREDIT CARD 12/02/2024	434.19	CLEARED	C	12/02/2024
1010	12/02/2024	DEPOSIT	000006	CREDIT CARD 12/02/2024	265.16	CLEARED	C	12/03/2024
1010	12/02/2024	DEPOSIT	000007	CREDIT CARD 12/02/2024	619.08	CLEARED	C	12/03/2024
1010	12/02/2024	DEPOSIT	000008	CREDIT CARD 12/02/2024	425.89	CLEARED	C	12/04/2024
1010	12/02/2024	DEPOSIT	000009	CREDIT CARD 12/02/2024	105.46	CLEARED	C	12/04/2024
1010	12/02/2024	DEPOSIT	000010	CREDIT CARD 12/02/2024	2,240.57	CLEARED	C	12/04/2024
1010	12/02/2024	DEPOSIT	000011	CREDIT CARD 12/02/2024	903.79	CLEARED	C	12/03/2024
1010	12/02/2024	DEPOSIT	000012	CREDIT CARD 12/02/2024	347.65	CLEARED	C	12/04/2024
1010	12/02/2024	DEPOSIT	000013	CREDIT CARD 12/02/2024	231.06	CLEARED	C	12/04/2024
1010	12/02/2024	DEPOSIT	000014	CREDIT CARD 12/02/2024	1,188.52	CLEARED	C	12/05/2024
1010	12/02/2024	DEPOSIT	000015	REGULAR DAILY POST 12/02/2024	5,557.67	CLEARED	C	12/03/2024
1010	12/02/2024	DEPOSIT	000016	DAILY PAYMENT POSTING	144.73	CLEARED	U	12/02/2024
1010	12/03/2024	DEPOSIT		CREDIT CARD 12/03/2024	9,105.34	CLEARED	C	12/04/2024
1010	12/03/2024	DEPOSIT	000001	CREDIT CARD 12/03/2024	1,339.95	CLEARED	C	12/04/2024
1010	12/03/2024	DEPOSIT	000002	CREDIT CARD 12/03/2024	373.47	CLEARED	C	12/04/2024
1010	12/03/2024	DEPOSIT	000003	CREDIT CARD 12/03/2024	2,031.95	CLEARED	C	12/06/2024
1010	12/03/2024	DEPOSIT	000004	REGULAR DAILY POST 12/03/2024	6,212.21	CLEARED	C	12/04/2024
1010	12/04/2024	DEPOSIT		CREDIT CARD 12/04/2024	6,869.59	CLEARED	C	12/05/2024
1010	12/04/2024	DEPOSIT	000001	CREDIT CARD 12/04/2024	419.21	CLEARED	C	12/05/2024
1010	12/04/2024	DEPOSIT	000002	CREDIT CARD 12/04/2024	1,544.16	CLEARED	C	12/05/2024
1010	12/04/2024	DEPOSIT	000003	CREDIT CARD 12/04/2024	259.38	CLEARED	C	12/05/2024
1010	12/04/2024	DEPOSIT	000004	CREDIT CARD 12/04/2024	981.68	CLEARED	C	12/09/2024
1010	12/04/2024	DEPOSIT	000005	REGULAR DAILY POST 12/04/2024	169,871.09	CLEARED	C	12/05/2024
1010	12/05/2024	DEPOSIT		CREDIT CARD 12/05/2024	8,295.34	CLEARED	C	12/06/2024
1010	12/05/2024	DEPOSIT	000001	CREDIT CARD 12/05/2024	3,520.00	CLEARED	C	12/06/2024
1010	12/05/2024	DEPOSIT	000002	CREDIT CARD 12/05/2024	918.97	CLEARED	C	12/06/2024
1010	12/05/2024	DEPOSIT	000003	CREDIT CARD 12/05/2024	1,809.37	CLEARED	C	12/10/2024
1010	12/05/2024	DEPOSIT	000004	REGULAR DAILY POST 12/05/2024	4,899.95	CLEARED	C	12/06/2024
1010	12/06/2024	DEPOSIT		CREDIT CARD 12/06/2024	7,389.88	CLEARED	C	12/09/2024
1010	12/06/2024	DEPOSIT	000001	CREDIT CARD 12/06/2024	1,190.77	CLEARED	C	12/09/2024
1010	12/06/2024	DEPOSIT	000002	CREDIT CARD 12/06/2024	1,293.62	CLEARED	C	12/09/2024
1010	12/06/2024	DEPOSIT	000003	CREDIT CARD 12/06/2024	1,498.17	CLEARED	C	12/11/2024

1/8/2025 9:38 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 4
 CHECK DATE: 12/01/2024 THRU 12/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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1010	12/09/2024	DEPOSIT		CREDIT CARD 12/09/2024	3,807.15	CLEARED	C	12/10/2024
1010	12/09/2024	DEPOSIT	000001	CREDIT CARD 12/09/2024	1,700.93	CLEARED	C	12/11/2024
1010	12/09/2024	DEPOSIT	000002	CREDIT CARD 12/09/2024	3,181.08	CLEARED	C	12/11/2024
1010	12/09/2024	DEPOSIT	000003	CREDIT CARD 12/09/2024	2,222.71	CLEARED	C	12/10/2024
1010	12/09/2024	DEPOSIT	000004	CREDIT CARD 12/09/2024	1,254.22	CLEARED	C	12/11/2024
1010	12/09/2024	DEPOSIT	000005	CREDIT CARD 12/09/2024	295.99	CLEARED	C	12/11/2024
1010	12/09/2024	DEPOSIT	000006	CREDIT CARD 12/09/2024	991.53	CLEARED	C	12/09/2024
1010	12/09/2024	DEPOSIT	000007	CREDIT CARD 12/09/2024	1,255.47	CLEARED	C	12/10/2024
1010	12/09/2024	DEPOSIT	000008	CREDIT CARD 12/09/2024	2,172.91	CLEARED	C	12/12/2024
1010	12/09/2024	DEPOSIT	000009	REGULAR DAILY POST 12/09/2024	17,512.40	CLEARED	C	12/10/2024
1010	12/09/2024	DEPOSIT	120924	FUND 223 ACQUISITION REQ #7	489,535.00	CLEARED	G	12/09/2024
1010	12/10/2024	DEPOSIT		CREDIT CARD 12/10/2024	4,808.57	CLEARED	C	12/11/2024
1010	12/10/2024	DEPOSIT	000001	CREDIT CARD 12/10/2024	2,752.16	CLEARED	C	12/11/2024
1010	12/10/2024	DEPOSIT	000002	CREDIT CARD 12/10/2024	1,196.37	CLEARED	C	12/13/2024
1010	12/10/2024	DEPOSIT	000003	REGULAR DAILY POST 12/10/2024	240,390.13	CLEARED	C	12/11/2024
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1010	12/11/2024	DEPOSIT	000002	CREDIT CARD 12/11/2024	1,482.43	CLEARED	C	12/16/2024
1010	12/11/2024	DEPOSIT	000003	REGULAR DAILY POST 12/11/2024	7,522.63	CLEARED	C	12/12/2024
1010	12/11/2024	DEPOSIT	000004	CREDIT CARD 12/11/2024	5,191.81	CLEARED	C	12/13/2024
1010	12/11/2024	DEPOSIT	000005	CREDIT CARD 12/11/2024	2,520.02	CLEARED	C	12/12/2024
1010	12/11/2024	DEPOSIT	000006	CREDIT CARD 12/11/2024	2,306.58	CLEARED	C	12/13/2024
1010	12/11/2024	DEPOSIT	000007	CREDIT CARD 12/11/2024	1,273.90	CLEARED	C	12/16/2024
1010	12/11/2024	DEPOSIT	000008	CREDIT CARD 12/11/2024	346.48	CLEARED	C	12/13/2024
1010	12/12/2024	DEPOSIT		CREDIT CARD 12/12/2024	3,864.47	CLEARED	C	12/16/2024
1010	12/12/2024	DEPOSIT	000001	CREDIT CARD 12/12/2024	1,016.01	CLEARED	C	12/16/2024
1010	12/12/2024	DEPOSIT	000002	CREDIT CARD 12/12/2024	1,180.41	CLEARED	C	12/17/2024
1010	12/12/2024	DEPOSIT	000003	REGULAR DAILY POST 12/12/2024	4,759.65	CLEARED	C	12/13/2024
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1010	12/13/2024	DEPOSIT		CREDIT CARD 12/13/2024	2,973.64	CLEARED	C	12/16/2024
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1010	12/13/2024	DEPOSIT	000003	REGULAR DAILY POST 12/13/2024	4,838.76	CLEARED	C	12/16/2024
1010	12/13/2024	DEPOSIT	000004	DRAFT POSTING	24,113.65	CLEARED	U	12/16/2024
1010	12/16/2024	DEPOSIT		CREDIT CARD 12/16/2024	4,813.67	CLEARED	C	12/17/2024
1010	12/16/2024	DEPOSIT	000001	CREDIT CARD 12/16/2024	2,995.37	CLEARED	C	12/18/2024
1010	12/16/2024	DEPOSIT	000002	CREDIT CARD 12/16/2024	31,010.36	CLEARED	C	12/18/2024
1010	12/16/2024	DEPOSIT	000003	CREDIT CARD 12/16/2024	1,110.20	CLEARED	C	12/16/2024
1010	12/16/2024	DEPOSIT	000004	CREDIT CARD 12/16/2024	1,646.64	CLEARED	C	12/17/2024
1010	12/16/2024	DEPOSIT	000005	CREDIT CARD 12/16/2024	535.11	CLEARED	C	12/18/2024
1010	12/16/2024	DEPOSIT	000006	CREDIT CARD 12/16/2024	260.97	CLEARED	C	12/18/2024
1010	12/16/2024	DEPOSIT	000007	CREDIT CARD 12/16/2024	1,167.71	CLEARED	C	12/16/2024
1010	12/16/2024	DEPOSIT	000008	CREDIT CARD 12/16/2024	325.03	CLEARED	C	12/17/2024

1/8/2025 9:38 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 5
 CHECK DATE: 12/01/2024 THRU 12/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
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1010	12/16/2024	DEPOSIT	000010	CREDIT CARD 12/16/2024	736.29	CLEARED	C	12/19/2024
1010	12/16/2024	DEPOSIT	000011	REGULAR DAILY POST 12/16/2024	14,006.38	CLEARED	C	12/17/2024
1010	12/17/2024	DEPOSIT		CREDIT CARD 12/17/2024	7,027.43	CLEARED	C	12/18/2024
1010	12/17/2024	DEPOSIT	000001	CREDIT CARD 12/17/2024	2,234.04	CLEARED	C	12/18/2024
1010	12/17/2024	DEPOSIT	000002	CREDIT CARD 12/17/2024	352.06	CLEARED	C	12/18/2024
1010	12/17/2024	DEPOSIT	000003	CREDIT CARD 12/17/2024	389.89	CLEARED	C	12/18/2024
1010	12/17/2024	DEPOSIT	000004	CREDIT CARD 12/17/2024	1,280.58	CLEARED	C	12/20/2024
1010	12/17/2024	DEPOSIT	000005	REGULAR DAILY POST 12/17/2024	4,331.81	CLEARED	C	12/18/2024
1010	12/18/2024	DEPOSIT		CREDIT CARD 12/18/2024	5,594.81	CLEARED	C	12/19/2024
1010	12/18/2024	DEPOSIT	000001	CREDIT CARD 12/18/2024	714.27	CLEARED	C	12/19/2024
1010	12/18/2024	DEPOSIT	000002	CREDIT CARD 12/18/2024	472.71	CLEARED	C	12/19/2024
1010	12/18/2024	DEPOSIT	000003	CREDIT CARD 12/18/2024	1,919.16	CLEARED	C	12/23/2024
1010	12/18/2024	DEPOSIT	000004	REGULAR DAILY POST 12/18/2024	8,951.65	CLEARED	C	12/19/2024
1010	12/19/2024	DEPOSIT		CREDIT CARD 12/19/2024	10,921.08	CLEARED	C	12/20/2024
1010	12/19/2024	DEPOSIT	000001	CREDIT CARD 12/19/2024	1,826.91	CLEARED	C	12/20/2024
1010	12/19/2024	DEPOSIT	000002	CREDIT CARD 12/19/2024	427.16	CLEARED	C	12/20/2024
1010	12/19/2024	DEPOSIT	000003	CREDIT CARD 12/19/2024	1,967.72	CLEARED	C	12/24/2024
1010	12/19/2024	DEPOSIT	000004	REGULAR DAILY POST 12/19/2024	5,124.85	CLEARED	C	12/20/2024
1010	12/20/2024	DEPOSIT		CREDIT CARD 12/20/2024	11,190.16	CLEARED	C	12/23/2024
1010	12/20/2024	DEPOSIT	000001	CREDIT CARD 12/20/2024	3,485.39	CLEARED	C	12/23/2024
1010	12/20/2024	DEPOSIT	000002	CREDIT CARD 12/20/2024	2,113.89	CLEARED	C	12/23/2024
1010	12/20/2024	DEPOSIT	000003	CREDIT CARD 12/20/2024	4,617.11	CLEARED	C	12/26/2024
1010	12/20/2024	DEPOSIT	000004	REGULAR DAILY POST 12/20/2024	27,932.39	CLEARED	C	12/23/2024
1010	12/23/2024	DEPOSIT		CREDIT CARD 12/23/2024	25,549.90	CLEARED	C	12/24/2024
1010	12/23/2024	DEPOSIT	000001	CREDIT CARD 12/23/2024	1,840.00	CLEARED	C	12/26/2024
1010	12/23/2024	DEPOSIT	000002	CREDIT CARD 12/23/2024	567.97	CLEARED	C	12/26/2024
1010	12/23/2024	DEPOSIT	000003	CREDIT CARD 12/23/2024	7,563.01	CLEARED	C	12/24/2024
1010	12/23/2024	DEPOSIT	000004	CREDIT CARD 12/23/2024	1,582.03	CLEARED	C	12/26/2024
1010	12/23/2024	DEPOSIT	000005	CREDIT CARD 12/23/2024	210.50	CLEARED	C	12/26/2024
1010	12/23/2024	DEPOSIT	000006	CREDIT CARD 12/23/2024	3,348.71	CLEARED	C	12/24/2024
1010	12/23/2024	DEPOSIT	000007	CREDIT CARD 12/23/2024	292.30	CLEARED	C	12/26/2024
1010	12/23/2024	DEPOSIT	000008	DAILY PAYMENT POSTING - ADJ	786.88CR	CLEARED	U	12/24/2024
1010	12/23/2024	DEPOSIT	000009	DAILY PAYMENT POSTING	786.88	CLEARED	U	12/24/2024
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1010	12/23/2024	DEPOSIT	000012	DAILY PAYMENT POSTING - ADJ	195.39CR	CLEARED	U	12/24/2024
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1010	12/23/2024	DEPOSIT	000015	REGULAR DAILY POST 12/23/2024	4,190.92	CLEARED	C	12/26/2024
1010	12/26/2024	DEPOSIT		CREDIT CARD 12/26/2024	2,994.04	CLEARED	C	12/26/2024
1010	12/26/2024	DEPOSIT	000001	CREDIT CARD 12/26/2024	950.21	CLEARED	C	12/27/2024
1010	12/26/2024	DEPOSIT	000002	CREDIT CARD 12/26/2024	1,033.35	CLEARED	C	12/30/2024
1010	12/26/2024	DEPOSIT	000003	CREDIT CARD 12/26/2024	263.29	CLEARED	C	12/26/2024

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

CHECK DATE: 12/01/2024 THRU 12/31/2024
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	12/26/2024	DEPOSIT	000004	CREDIT CARD 12/26/2024	545.49	CLEARED	C	12/27/2024
1010	12/26/2024	DEPOSIT	000005	CREDIT CARD 12/26/2024	331.11	CLEARED	C	12/30/2024
1010	12/26/2024	DEPOSIT	000006	CREDIT CARD 12/26/2024	575.29	CLEARED	C	12/31/2024
1010	12/26/2024	DEPOSIT	000007	REGULAR DAILY POST 12/26/2024	3,034.46	CLEARED	C	12/27/2024
1010	12/27/2024	DEPOSIT		CREDIT CARD 12/27/2024	769.47	CLEARED	C	12/30/2024
1010	12/27/2024	DEPOSIT	000001	CREDIT CARD 12/27/2024	243.09	CLEARED	C	12/30/2024
1010	12/27/2024	DEPOSIT	000002	CREDIT CARD 12/27/2024	114.06	CLEARED	C	12/30/2024
1010	12/27/2024	DEPOSIT	000003	CREDIT CARD 12/27/2024	167.55	CLEARED	C	1/02/2025
1010	12/27/2024	DEPOSIT	000004	REGULAR DAILY POST 12/27/2024	426.53	CLEARED	C	12/30/2024
1010	12/30/2024	DEPOSIT		CREDIT CARD 12/30/2024	312.01	CLEARED	C	12/31/2024
1010	12/30/2024	DEPOSIT	000001	CREDIT CARD 12/30/2024	644.15	CLEARED	C	1/02/2025
1010	12/30/2024	DEPOSIT	000002	CREDIT CARD 12/30/2024	262.06	CLEARED	C	1/02/2025
1010	12/30/2024	DEPOSIT	000003	CREDIT CARD 12/30/2024	582.07	CLEARED	C	1/02/2025
1010	12/30/2024	DEPOSIT	000004	CREDIT CARD 12/30/2024	164.92	CLEARED	C	12/31/2024
1010	12/30/2024	DEPOSIT	000005	CREDIT CARD 12/30/2024	378.85	CLEARED	C	1/03/2025
1010	12/30/2024	DEPOSIT	000006	REGULAR DAILY POST 12/30/2024	760.56	CLEARED	C	12/31/2024
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1010	12/31/2024	DEPOSIT	000001	CREDIT CARD 12/31/2024	639.81	CLEARED	C	1/02/2025
1010	12/31/2024	DEPOSIT	000002	CREDIT CARD 12/31/2024	3,232.44	CLEARED	C	1/06/2025
1010	12/31/2024	DEPOSIT	000003	REGULAR DAILY POST 12/31/2024	163.00	OUTSTND	C	0/00/0000
MISCELLANEOUS:								
1010	12/05/2024	MISC.	120524	IRWM Grant Reimb - Tank 9	165,769.69CR	CLEARED	G	12/06/2024
1010	12/13/2024	MISC.		PAYROLL DIRECT DEPOSIT	31,781.05CR	CLEARED	P	12/13/2024
1010	12/20/2024	MISC.	002617	ODP BUSINESS SOLUTIONS, UNPOST	137.62	CLEARED	A	12/20/2024
1010	12/27/2024	MISC.		PAYROLL DIRECT DEPOSIT	32,051.91CR	CLEARED	P	12/27/2024
SERVICE CHARGE:								
1010	12/04/2024	SERV-CHG	120424	NOVEMBER CHASE CC FEES	554.30CR	CLEARED	G	12/04/2024
1010	12/04/2024	SERV-CHG	120425	NOVEMBER CHASE CC FEES	3,995.26CR	CLEARED	G	12/04/2024
1010	12/05/2024	SERV-CHG	120524	AMX NOV BANK FEES	79.60CR	CLEARED	G	12/05/2024
1010	12/17/2024	SERV-CHG	121724	NOV ANALYSIS FEE	310.49CR	CLEARED	G	12/17/2024
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	817,493.32CR		
				DEPOSIT	TOTAL:	1,350,237.43		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	229,465.03CR		
				SERVICE CHARGE	TOTAL:	4,939.65CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	23,807.93CR		

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

CHECK DATE: 12/01/2024 THRU 12/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:				817,493.32CR
				DEPOSIT	TOTAL:				1,350,237.43
				INTEREST	TOTAL:				0.00
				MISCELLANEOUS	TOTAL:				229,465.03CR
				SERVICE CHARGE	TOTAL:				4,939.65CR
				EFT	TOTAL:				0.00
				BANK-DRAFT	TOTAL:				23,807.93CR



MEMO

To: Board of Directors
From: Trish Wilkinson, Accounting Supervisor
Date: January 14, 2025
RE: Accounting Supervisor's Report December 2024

Finance

Transfer In/Out

Transferred IRWM Grant 4382-112 (Tank 9) reimbursement in the amount of \$165,769.69

OUT Water Enterprise Fund 130-1010 (WAB Checking)

IN Water CIP Fund 320-1130 (WAB Money Market)

Transferred RWS Expenses in the amount of \$489,535.00

OUT Water Bond 2023A Fund 223-1212 (USBank)

IN Water Enterprise Fund 130-1010 (WAB Checking)

Other

Providing documentation to MacLeod Watts for the GASB 75 (OPEB) biennial valuation report for the District's fiscal year ending June 30, 2025.

4/6/25
Dear Hidden valley lake
Community Services,

Thankyou for all your
efforts in providing
good & reliable water
& sewage!

We appreciate it so
much!

Lee & Maije EUCSON

Happy 2025! ☺



Hidden Valley Lake Community Services District Association of California Water Agencies (ACWA) Updates December / January 2025

Committee Highlights

Energy Committee

On January 13, 2025, the California Air Resources Board (CARB) withdrew its waiver request from the US EPA to administer the Advanced Clean Fleets (ACF) regulation. It is still unclear what the ramifications will be regarding ACF implementation. A statement is expected from CARB in the upcoming weeks.

Water Quality Committee (no updates)

PFAS MCL

The U.S. EPA established new MCLs for PFAS chemicals: 4 parts per trillion (ppt) for PFOA and PFOS as individual contaminants and 10 ppt for PFNA, PFHxs, and HFPA-DA. Separately, the California Office of Environmental Health and Hazard Assessment (OEHHA) established public health goals (PHG) of 0.007 ppt for PFOA and 1 ppt for PFOS. The SWRCB is considering accepting the federal MCLs; once they do, the District will have five years to comply.

On June 7, the American Water Works Association (AWWA) and the Association of Metropolitan Water Agencies (AMWA) filed a petition with the U.S. Court of Appeals for the review of the new MCL. Both associations are concerned that the EPA did not rely on the best available science to establish the MCL and are calling that the rule be revisited.

On October 7, AWWA and AMWA filed an opening brief in the petition for judicial review regarding the new PFAS MCL. This marks the beginning of the active petition process.

State Legislative Committee

Legislative proposals

Water Theft Penalties

Existing law authorizes agencies to adopt an ordinance that prohibits water theft and makes a violation of that ordinance subject to a fine or penalty. There is a maximum allowable fine of \$3,000 after repeat offenses and it is also a misdemeanor depending on the level of severity.

The proposed legislation would increase the maximum allowable fine to \$10,000 after repeat offenses. Utilities would also be able to bring a civil action for damages against the offender.

- ACWA recommended action: *Co-sponsor the bill*



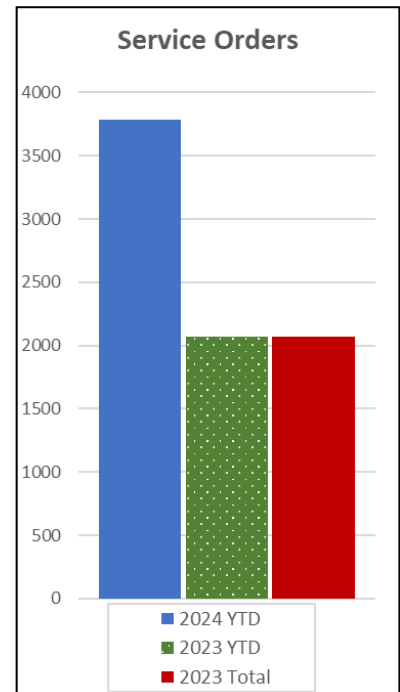
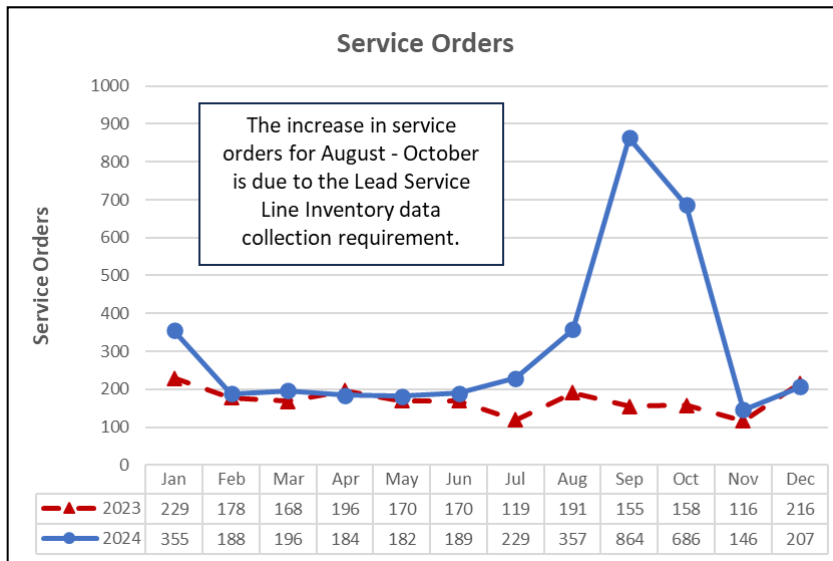
Hidden Valley Lake Community Services District

Field Operations Report

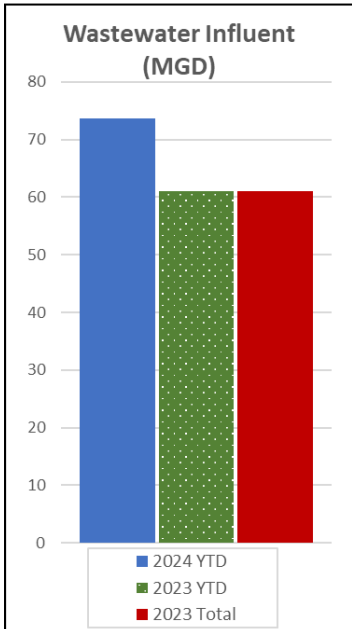
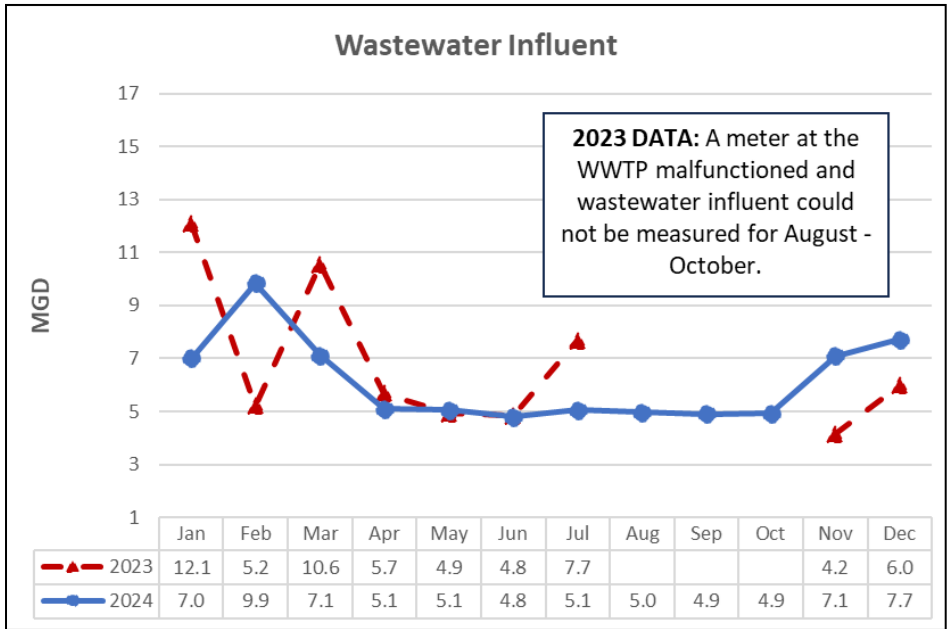
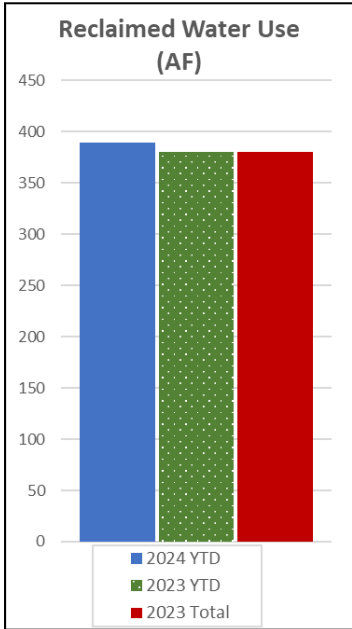
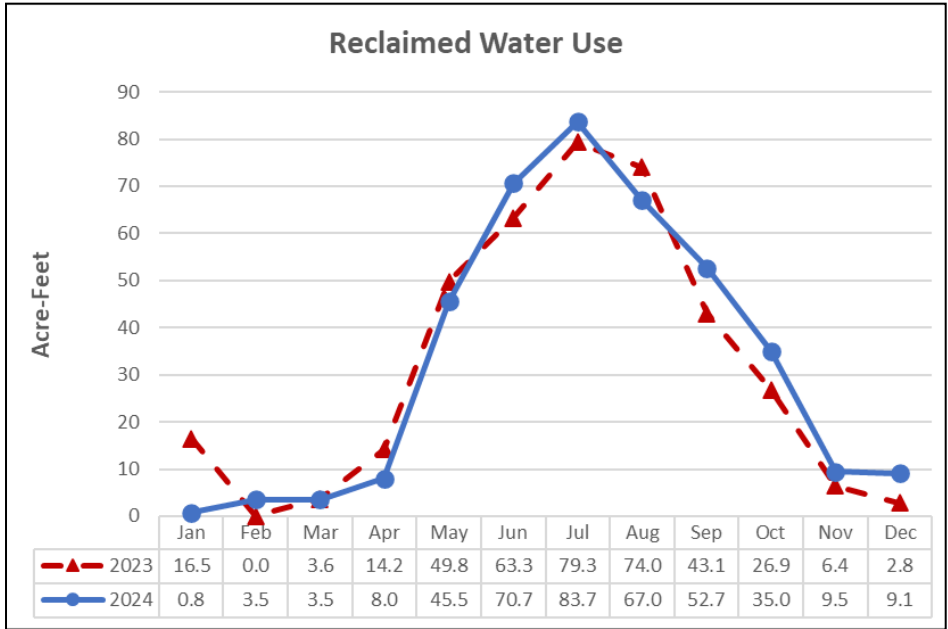
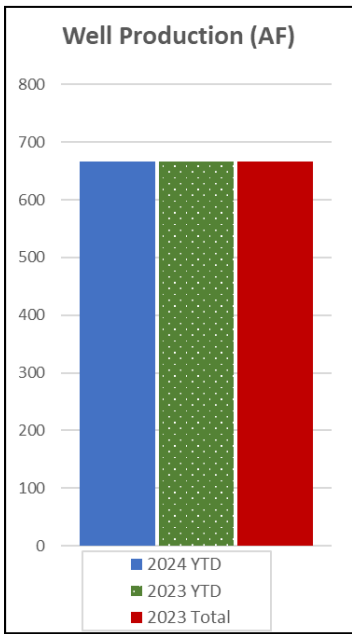
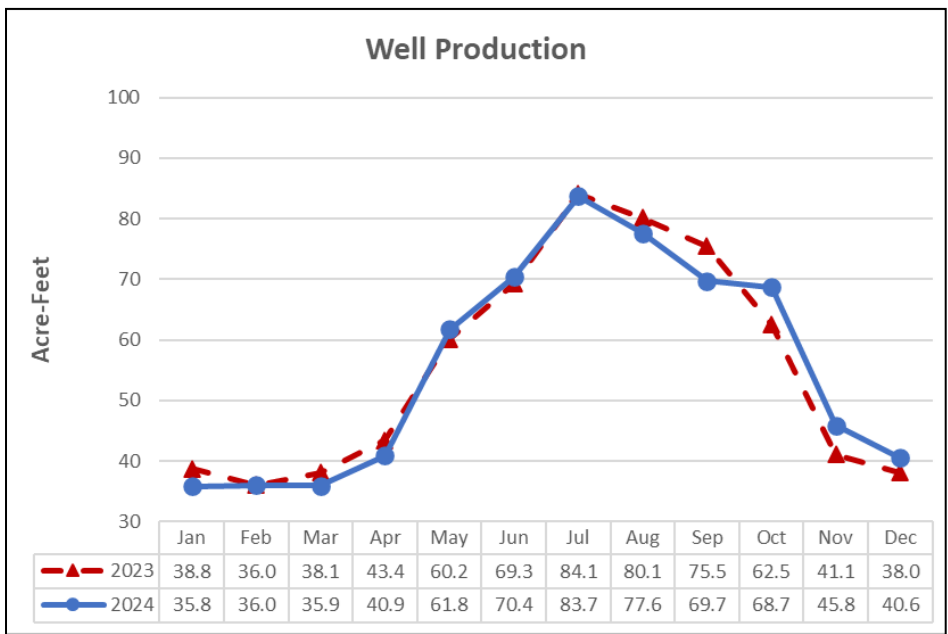
December 2024

Water Connections		Wastewater Connections	
New (current month)	0	New (current month)	0
Residential (previous month)	2480	Residential (previous month)	1491
Commercial & Govt (previous month)	38	Commercial & Govt (previous month)	15
Total Water Connections:	2518	Total Wastewater Connections:	1506

Precipitation		
December	Previous Year December	Historical
5.62 in	11.84 in	9.19 in

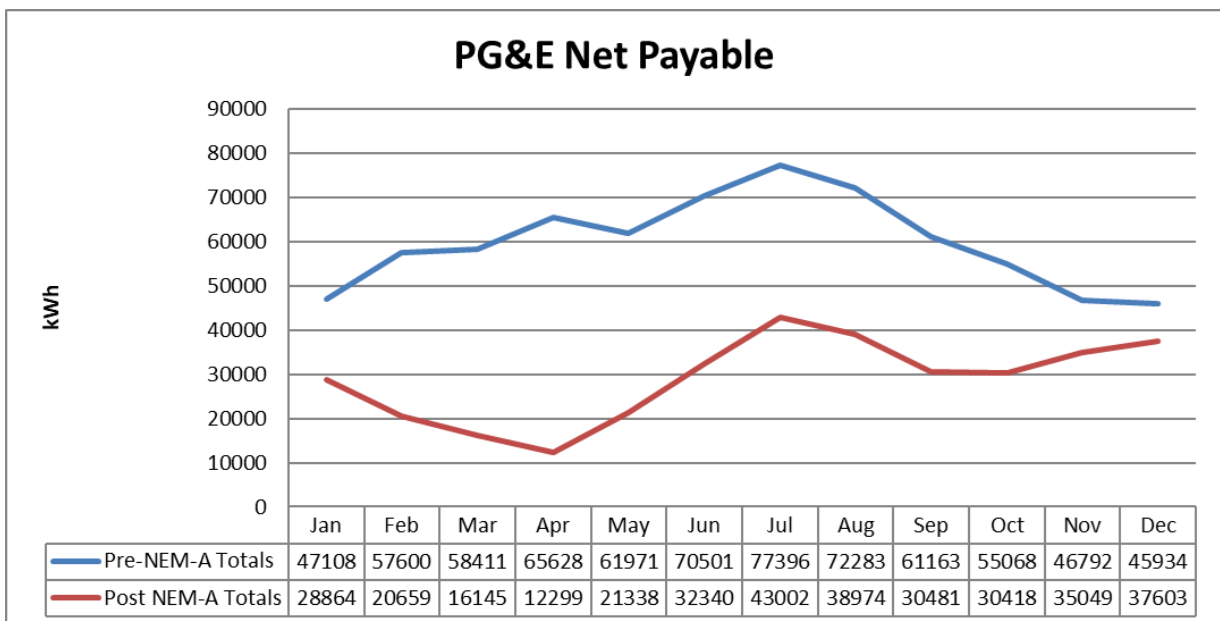
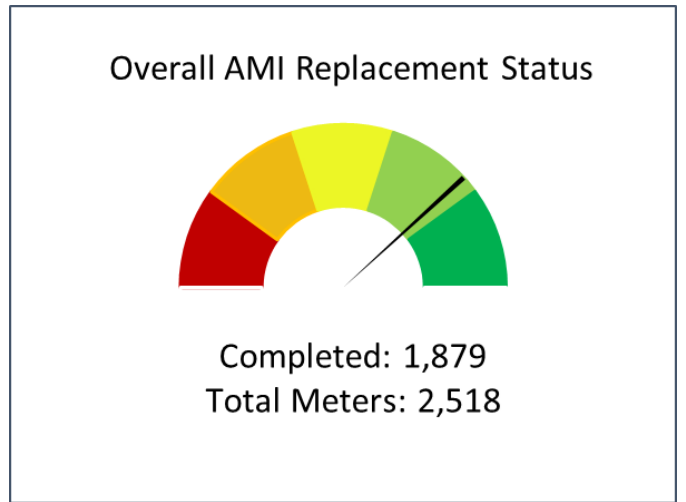


Hours		
Overtime Hours:	46.00	\$2,175.76



Vehicle Mileage	
Vehicle	Mileage
HV1	1,880
HV2	1,055
Truck 1	315
Truck 2	855
Truck 3	262
Truck 6	414
Tractor	0.00 hours
Vac Truck	31.40
Excavator	1.60 hours
Skid Steer	3.20 hours

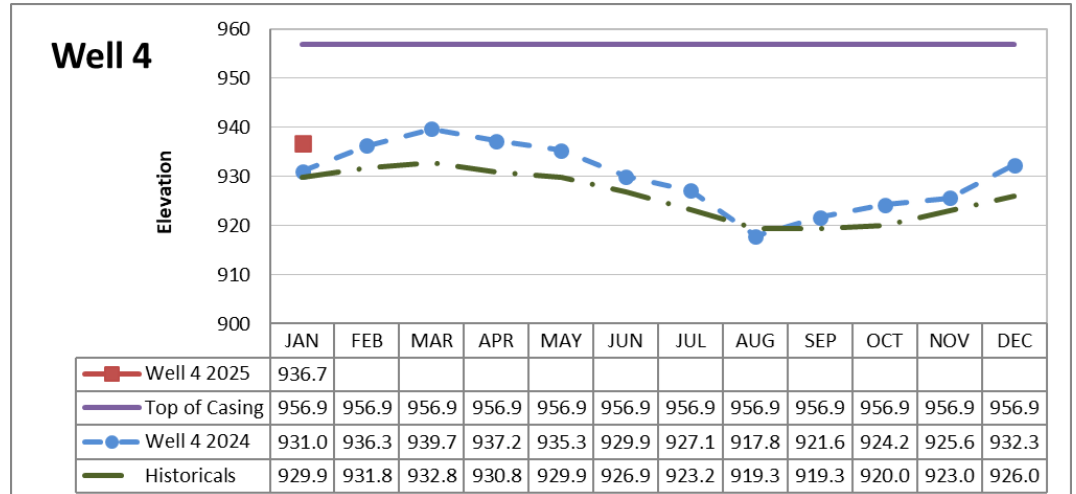
Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	145.50	147.10
Fuel Log	145.20	146.90



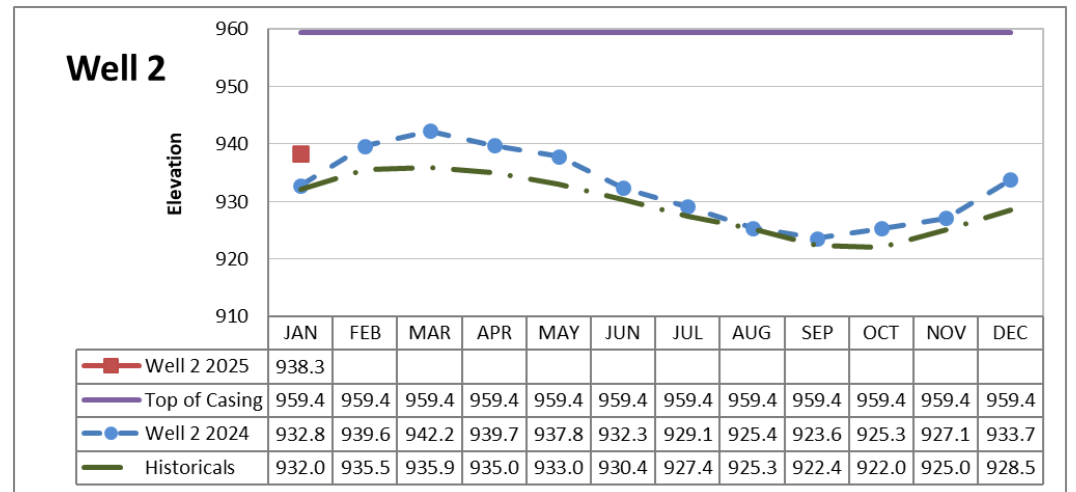
Groundwater Data

Drawdown Recharge Rate

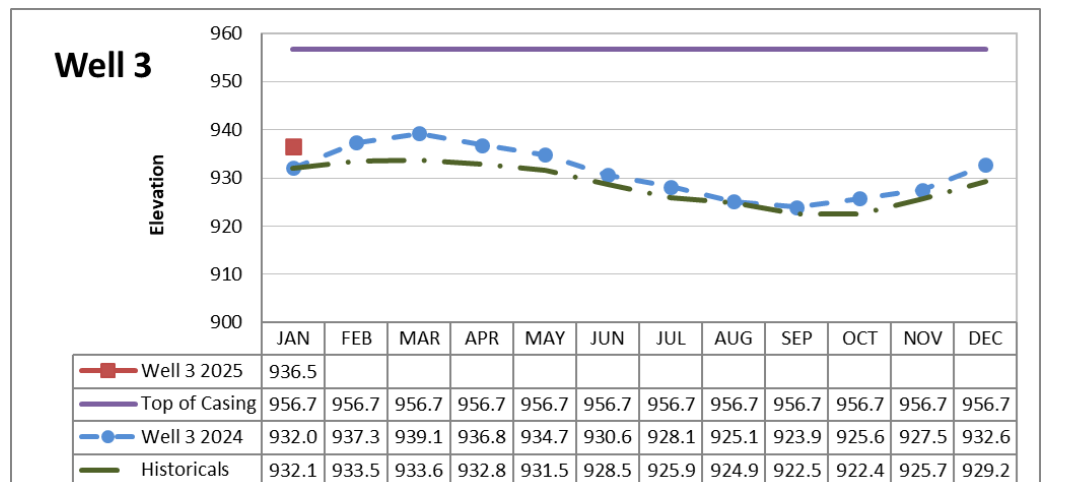
December: 106%
January: 107%



December: 100%
January: 102%



December: 103%
January: 105%



Water System Highlights

- Service line repair on Greenridge Rd and Hidden Valley Rd
- AMI meter replacements
- Leak detection equipment successful:
 - Correlator equipment was utilized for pinpointing a potential leak. Equipment indicated a leak which was within 5' of accuracy. The leak was repaired January 2025.
- Meter reads 12/23 & 12/26—12/27 & 12/30
- Routine maintenance and operations

Wastewater System Highlights

- Routine maintenance and operations



Hidden Valley Lake Community Services District Projects Update Report December / January 2025

Backup Power Reliability Project

- 9/17 Federal increase request (award not anticipated)
- 10/2 Automatic transfer switch delivery
- 11/18 Generator arrival and installation
- 12/31 Air quality permits received
- 1/14 Load bank #1 received
- Load bank #2 delayed by manufacturer; expected mid-Feb

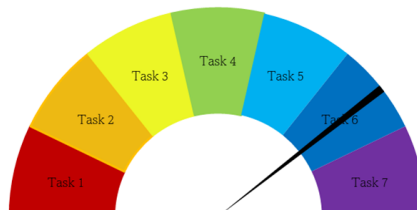


Expense Pd.	Request Date	Request Amt	NOP Amt	Warrant	Difference
Q4 2022	1/10/2023	\$2,240.97	\$1,512.45	2/17/2023	38 Days
Q1 2023	4/7/2023	\$3,397.21	\$2,292.81	5/5/2023	28 Days
Q2 2023	7/10/2023	\$45,239.00	\$30,532.25	9/7/2023	59 Days
Q3 2023	10/11/2023	\$65,053.91	\$43,905.54	11/16/2023	36 Days
Q4 2023	1/9/2024	\$10,990.76	\$7,417.77	2/7/2024	28 Days
Q1 2024	4/15/2024	\$29,933.17	\$20,202.19	6/6/2024	55 Days
Q2 2024	7/13/2024	\$295,364.62	\$199,344.57	9/18/2024	67 Days
Q3 2024	10/31/2024	\$268,713.00	\$181,357.09	12/9/2024	39 Days
Q4 2024	1/3/2025	\$422,926.77	\$285,437.51		



- Task 1: Agency Coordination
- Task 2: Survey Permitting
- Task 3: Mobilization
- Task 4: Site Prep
- Task 5: Demo, Retention Wall
- Task 6: Install Equipment, Fence
- Task 7: Paving, Closeout

Construction Status



Defensive Space and Ignition Resistant Construction Project

10/8 Cultural resources site visit
 Federal increase request in progress
 Expected Phase II response in February 2025 and award in March 2025
 Received an amended Scope of Services for the Tank 4 replacement project; to be presented in February



Wellfield

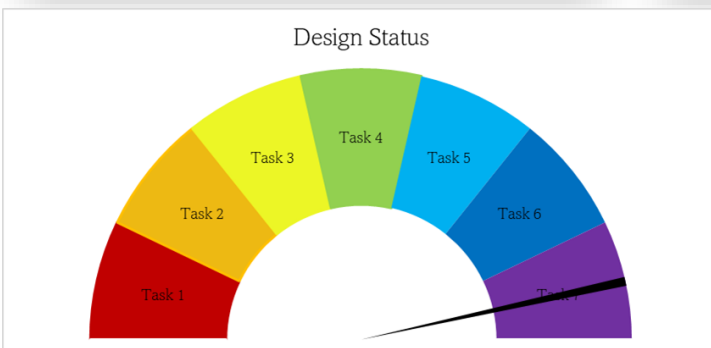
Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Q3 2022	10/6/2022	\$2,501.64	\$1,688.38	1/26/2023	112 Days
Q4 2022	1/10/2023	\$3,981.15	\$2,686.92	2/8/2023	29 Days
Q1 2023	4/10/2023	\$100,002.50	\$67,492.69	5/5/2023	25 Days
Q2 2023	7/10/2023	\$166,307.65	\$112,242.70	9/11/2023	63 Days
Q3 2023	9/18/2023	\$81,422.72	\$46,964.72	10/20/2023	32 Days



Unit 4 Tank



Little Peak Vegetation



- Task 1: Geotechnical and Survey Field Work
- Task 2: Geotechnical Report
- Task 3: 35% Engineering Design Package
- Task 4: 65% Engineering Design Package
- Task 5: 95% PS&E
- Task 6: CEQA Initial Study/Mitigated Negative Declarations
- Task 7: Bidding Support

Water System Storage Reliability Project

Construction extension granted through December

Tank 9B foundation complete. Construction in progress.

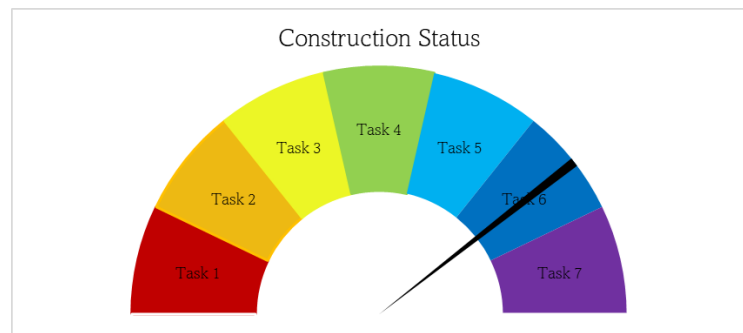
12/11 Construction defect found. Solutions are being evaluated, but overall construction may continue.

1/16 Paving, fencing, and seeding began

Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Pre-Award	10/15/2022	\$19,076.17	\$12,876.41	12/2/2022	48 Days
Q3 2022	10/15/2022	\$4,350.45	\$2,936.55	12/2/2022	48 Days
Q4 2022	1/6/2023	\$15,995.73	\$10,594.62	1/23/2023	17 Days
Q1 2023	4/11/2023	\$64,128.44	\$43,286.70	5/5/2023	24 Days
Q2 2023	7/10/2023	\$75,689.98	\$52,496.74	9/5/2023	57 Days
Q3 2023	10/10/2023	\$56,763.22	\$38,315.17	11/6/2023	27 Days
Q4 2023	1/9/2024	\$574,334.17	\$387,675.56	2/7/2024	29 Days
Q1 2024	4/12/2024	\$257,399.71	\$173,744.80	6/3/2024	55 Days
Q2 2024	7/13/2024	\$813,162.61	\$548,884.76	9/3/2024	52 Days
Q3 2024	10/14/2024	\$511,692.30	\$345,392.30	1/2/2025	80 Days
Q4 2024	1/9/2025	\$557,407.16			



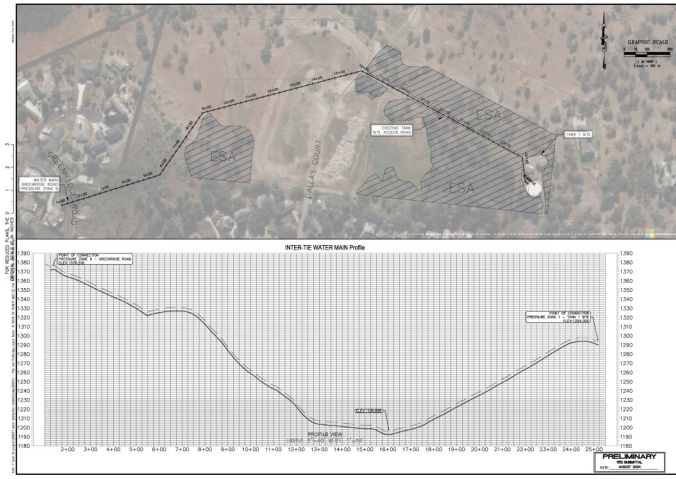
- Task 1: Mobilization/Veg Management
- Task 2: Grading, Piping, Fencing
- Task 3: Tank 9A Construction
- Task 4: Tank 9 Demolition
- Task 5: Tank 9B Construction
- Task 6: Paving
- Task 7: Closeout



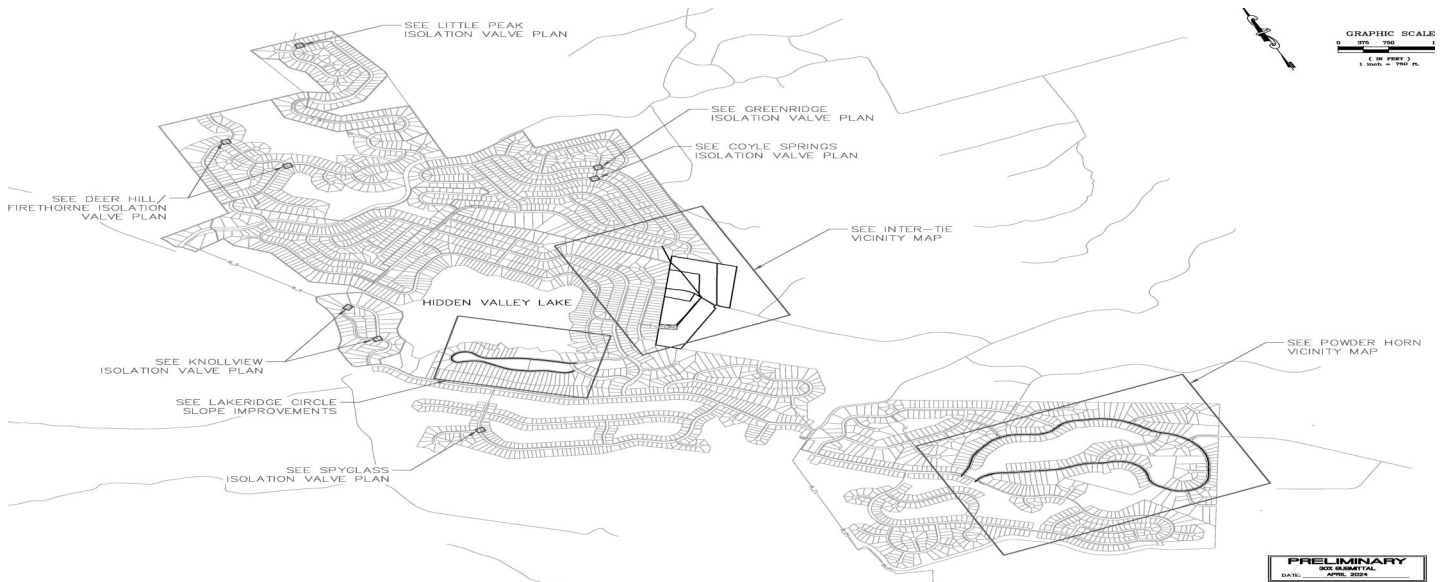


Water Distribution Reliability Project

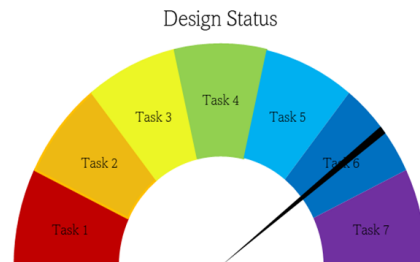
9/4 Received 65% Plan and Estimates
 1/8 Benefit Cost Analysis discussion with CalOES
 They are to provide feedback prior to submission to FEMA.



Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Q1 2023	4/8/2023	\$34,543.03	\$23,313.44	5/5/2023	27 Days
Q2 2023	7/10/2023	\$46,174.40	\$31,163.56	9/11/2023	63 Days
Q3 2023	10/11/2023	\$44,243.75	\$29,860.55	11/6/2023	26 Days
Q4 2023	1/10/2024	\$43,584.34	\$29,415.51	2/7/2024	28 Days
Q1 2024	4/15/2024	\$28,893.99	\$18,470.76	6/6/2024	52 Days
Q2 2024	7/14/2024	\$76,738.03	\$51,791.27	9/6/2024	54 Days
Q3 2024	10/11/2024	\$30,686.26	\$20,710.47	12/9/2024	59 Days
Q4 2024	1/3/2025	\$96,586.42	\$65,187.14		



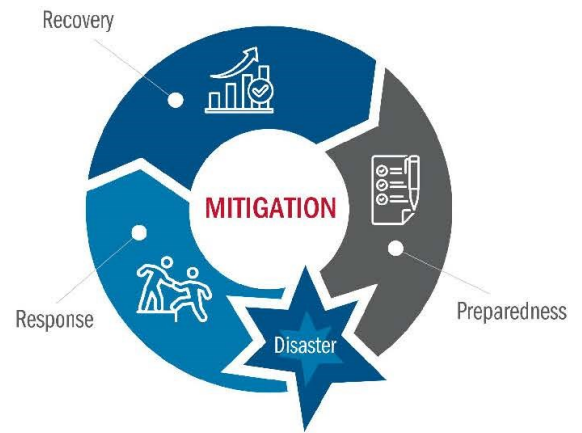
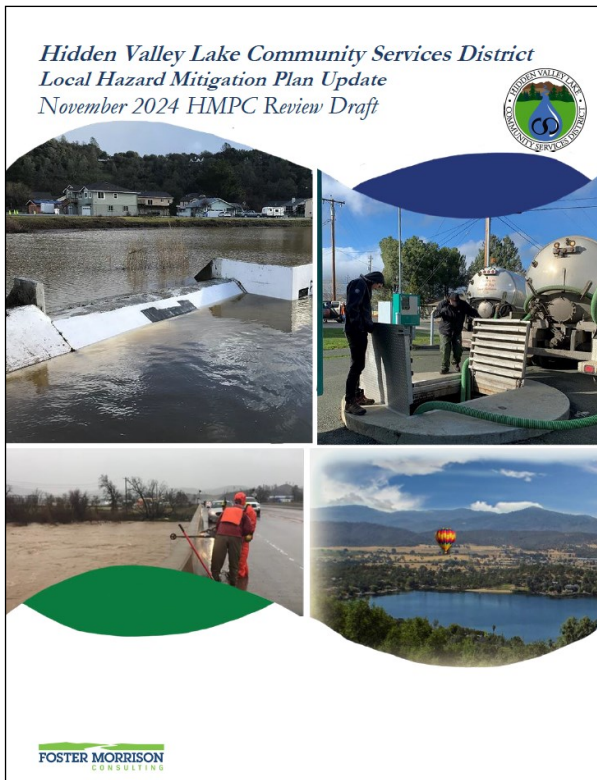
- Task 1: Kick-off Mtg, Field Review, and Topographic Survey
- Task 2: Geotechnical Study and Seismic Hazard Assessment
- Task 3: Environmental Investigations and Document Prep.
- Task 4: 30% Engineering Design Package
- Task 5: 65% Engineering Design Package
- Task 6: Benefit Cost Analysis
- Task 7: Final Project Reports and Memorandum



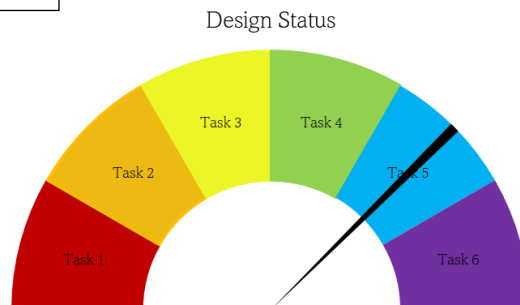
LHMP Update Project

- 11/12 LHMP draft made available and is under review
- 12/6 Staff review of Draft #1 submitted to Foster Morrison
- 12/30 Draft #2 distributed to HMPC and the public
- 1/15 Final public meeting
- 1/16 Final HMPC meeting

Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Pre Award	7/14/2024	\$1,680.73	\$1,108.15	8/26/2024	19 Days
Q1 2024	7/14/2024	\$3,871.45	\$2,552.56	8/26/2024	19 Days
Q2 2024	7/14/2024	\$23,269.32	\$15,342.11	9/9/2024	21 Days
Q3 2024	10/11/2024	\$36,955.89	\$24,363.17	12/9/2024	26 Days
Q4 2024	1/3/2025	\$24,461.06	\$16,125.96		



- Task 1: Planning
- Task 2: Hazard Identification
- Task 3: Risk Assessment
- Task 4: Mitigation Strategy
- Task 5: Plan & Draft
- Task 6: Review & Adopt





Other Project Updates

FLASHES

- Completed 2 rounds of RFIs
- FLASHES patent
- Third RFI response due 10/16
- 10/31 Grants awarded
- 11/7 Ad Hoc committee meeting
 - Ambiguous language and “clawback” provision removal desired. Staff attempted communications with CPUC and PG&E staff to make such edits with no success.
 - Staff and Trane are seeking support from Senator McGuire’s office.

SCADA

- 5/17 USBR application submitted
- 9/26 State & Local Cybersecurity Grant Program (SLCGP) application submitted
 - Application scope includes hardware and network improvements
- 12/19 USBR grant application denied
 - Staff and West Yost are scheduling a debrief with USBR to understand how future applications may improve.
- 12/31 SLCGP \$250,000 grant awarded

Stormwater Mitigation

- 7/13 Adaptation Planning Grant Program (APGP) discontinued
- Seeking alternative grant funding sources from BRIC/FMA program
- 9/25 FMA NOI submitted
- 9/27 CalOES meeting, NOI revisions requested
- 10/3 Meeting with West Yost representative
- 10/15 BRIC/FMA NOIs deadline
 - NOI submitted
 - BRIC/FMA sub-application deadline 11/21
- 10/28 HVLA did not approve 50% cost share of new grant application services contract
- Staff have reached out to multiple engineering firms to acquire a Scope of Work for potential flood mitigation solutions.

Brambles

- Pending submission approval of the LAFCo annexation application
 - Brambles staff have the document under review



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MEMO

To: Board of Directors
From: Dennis White
Date: January 21, 2025
RE: General Manager's Report

Below is an overview of District operational activities.

Bombogenesis right into Springtime

The District's transition from a "cyclone bomb" to springtime weather is marked by dramatic changes in atmospheric conditions. A cyclone bomb, or bombogenesis, is a rapidly intensifying storm system that can bring extreme weather, including heavy precipitation, strong winds, and sudden drops in atmospheric pressure. These intense events are often associated with colder air masses and dynamic energy systems, which can significantly impact day-to-day operations.

As the storm system moves away, springtime weather gradually emerges, marked by:

Rising Temperatures: The cold air mass associated with the cyclone bomb is replaced by warmer air masses, often carried by a shift in wind patterns from northerly to southerly flows.

Clearing Skies: The heavy cloud cover and precipitation associated with the storm give way to clearer skies, with the sun contributing to the warming of the surface.

Calmer Winds: The intense winds caused by the steep pressure gradients in the cyclone subside as the storm weakens and the atmospheric pressure stabilizes.

Seasonal Changes: With the arrival of spring, the increased solar radiation supports milder and more stable weather patterns, promoting plant growth and other hallmarks of the season.



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REPORT OF 25 SEPTEMBER 2024 INSPECTION

On September 25, 2024, Central Valley Water Board staff member Guy Child conducted an inspection of the facility. Barry Silva, a Grade 3 Chief Plant Operator with Hidden Valley CSD, and I accompanied Mr. Child during the inspection. Together, we observed various areas in and around the site. During the inspection, photographs were taken to document the conditions.

The described wastewater treatment process ensures the safe and efficient treatment of wastewater before its final use for irrigation purposes. Here's a breakdown of the process:

1. **Primary Screening:** Large debris and solids are removed from the wastewater to prevent clogging and protect downstream equipment.
2. **Secondary Treatment:** The extended aeration activated sludge process provides biological treatment, breaking down organic matter through microbial activity under aerobic conditions.
3. **Secondary Clarification:** The treated water is allowed to settle, separating the biomass (sludge) from the treated water.
4. **Direct Tertiary Filtration:** Filtration further removes fine particles and suspended solids, improving water clarity and quality.
5. **Chlorination:** The water is disinfected to eliminate harmful pathogens, ensuring it's safe for its intended reuse.

The treated water is stored in a large effluent storage pond, capable of holding significant volumes, and is subsequently pumped to irrigation ponds serving the Hidden Valley Lake Subdivision golf course. This recycling of treated wastewater supports sustainable water management and provides a reliable source of irrigation water.

Following a discussion with Central Water Board staff member Guy Childs regarding the elevated pH values in the effluent storage pond, the District submitted a technical memorandum on December 19, 2024. The memorandum indicates the following:

- **pH values at the chlorine contact basin and the influent side of the effluent storage pond:** These are consistently around a neutral pH and remain within the requirements of Discharge Specification B.7 of the WDRs.
- **pH values at the effluent discharge side of the storage pond:** These have remained relatively high for several years.

Based on our assessment, we believe the elevated pH is influenced by conditions in the pond substrate. We have implemented aquatic removal measures, which have shown



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signs of improvement, and will continue these efforts as part of our ongoing maintenance program, as required by our WDR.

We are now focusing on sediment removal as a targeted strategy to directly address the root cause of the elevated pH. This step will follow our aquatic removal efforts and further support our efforts to achieve compliance with WDR requirements.

Meeting Summary – 9 January 2025

Attendees: Central Valley Water Board staff, Guy Childs and Howard Hold, District Staff Ryan Crawford (GHD) Ray Villa (GM, HVLA)

Key Discussion Points:

1. **pH Exceedances in Effluent Storage Pond:**
The District will take steps to address the pH exceedances in the effluent storage pond.
2. **Title 22 Engineering Report:**
The District plans to update the Title 22 Engineering Report to meet compliance requirements.

Next Steps:

- **By 31 January 2025**, the District will provide:
 - A plan and schedule for addressing the pH exceedances.
 - A schedule for updating the Title 22 Engineering Report.

Budget

The team is ready to begin the budget process for the 2025/2026 fiscal year. Trish has been collaborating with MacLeod Watts, and staff will also work closely with NBS, with potential involvement from the Browning Reserve Group. We are eager to explore how the rate structure may evolve while aligning our updated reserve strategy to meet projected goals effectively.



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Politics F.L.A.S.H.E.S Projects

We are excited to share updates regarding the progress of the FLASHES projects, which aim to bring vital improvements to our community's safety and infrastructure. These efforts are gaining momentum thanks to strong advocacy and growing awareness of the challenges we face.

On January 15, Chris presented these concerns to State Senator Mike McGuire, who expressed interest in pushing the California Public Utilities Commission (CPUC) and Pacific Gas and Electric (PG&E) to implement meaningful solutions. Senator McGuire's engagement is a promising step toward addressing the systemic issues that have impacted our community for far too long.

Simultaneously, Lake County Supervisor Bruno Sabatier is working diligently to elevate this matter to Governor Gavin Newsom's attention. These efforts underscore the importance of leadership at all levels in resolving these critical challenges.

The urgency of the situation cannot be overstated. Delays in addressing these issues, especially given the potential risks highlighted by recent events, emphasize the need for immediate action. The FLASHES projects represent not only an opportunity for progress but also a commitment to safeguarding our communities and ensuring resilience in the face of future challenges.

We are optimistic that changes will come swiftly. The discussions currently underway are shaping the path toward securing the necessary support and resources to bring these projects to fruition. Your continued engagement and advocacy remain crucial in this process. By working together, we can ensure that our voices are heard and that impactful solutions are implemented.

Stay tuned as we continue to make progress on these efforts. I'll be sharing updates as new developments unfold, so we can all stay informed and engaged. Together, let's keep pushing for the changes our community not only needs, but truly deserves. Your continued support is key in driving this movement forward

Lean Transformation Program



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As you will see later in the agenda, there are two proposals for the Lean transformation program.

The enthusiasm of the team and the shared vision for the cultural shift this program will bring are critical elements to emphasize. This shared energy and unified purpose serve as the driving forces behind the initiative.

Staff Recommendation

The recommended candidate is Mike Loughrin. Key reasons for this recommendation include:

- His extensive expertise with organizations of similar size and scope.
- His proven ability to interact effectively at a scale that aligns with the dynamics of your team.

Acknowledgment

The staff also recognizes Bob Silvers as a highly capable professional. However, his expertise is more suited to factory-type settings, which may not align as effectively with the objectives of this program.

Next Steps

The staff is fully prepared to engage and move forward with the program launch. This includes planning kickoff sessions and workshops.

Major Projects

- Valley Oaks
 - Currently, there are no new developments to report. The ad hoc committee will provide updates as soon as new information becomes available. We remain optimistic that progress on this project will pick up momentum in the new year.
- Tank 9 Nearing Completion
 - We are excited to share significant progress on the Tank 9 project, which is on track to be finalized by the end of January. While a few wrap-up tasks may extend into February, the key milestones have been achieved:
Paving Completed: The paving work is now finished.
Second Tank Erected: The second tank is fully erected, with most piping installations completed.



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Improved System Flexibility: With both tanks operational, we can now isolate one tank while keeping the other functional. This eliminates the need for shutdown periods and ensures an uninterrupted supply of potable water for consumers.

The next steps include filling the tank, which will follow the same process used previously.

As we approach project closure, there is an additional funding request of approximately \$35,000 for GHD to complete the final phase of geotechnical work. Thank you for your continued support as we bring this critical project to completion.

- Progress on Flood Mitigation Measures
 - Staff recently met with Jim Comstock to discuss our ongoing efforts to develop a scope of work for installing culverts at the end of the basin to help alleviate flooding. We are currently assessing the appropriate sizing of these culverts, considering the natural drainage at the backside of the basin. Our analysis will consider the impacts of 10-, 25-, 50-, and 100-year storm events to ensure a comprehensive approach.
 - During our meeting, I asked Jim how the recent storm events have affected him. As part of our investigation, we will closely evaluate the concerns he raised. Jim has expressed a willingness to be actively involved in finding a solution and would like to contribute his input as we move forward with this process.
 - We value Jim's perspective and plan to keep him engaged as we develop and implement effective measures to address these challenges.

Engagement with NBS on Rate Structure

Staff will be working with NBS to develop a new rate structure and outline capital improvement projects focused on infrastructure. This effort includes itemizing net capital improvement projects on a year-to-year basis while aligning them with reserve fund allocations projected over several decades.

This initiative will be an ongoing process. As collaboration with District staff progresses, updates on capital improvement projects will be provided through this General Manager's report. As well as draft reports to the finance committee.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
STAFF REPORT**

DATE: January 21, 2025

AGENDA ITEM: Authorize the General Manager to Purchase Eclipse Actuator Emergency Chlorine Shutoff Systems for Two 1-Ton Containers Not to Exceed \$22,500.00

RECOMMENDATIONS: Staff recommend authorizing the purchase of Eclipse Actuator Emergency Chlorine Shutoff Systems.

FINANCIAL IMPACT: Not to exceed \$22,500

BACKGROUND: Installing an automatic shutoff valve at the Wastewater Treatment Plant will assist in preventing the unintentional and hazardous release of chlorine gas. A shutoff valve was identified as a needed component in the 2018 Process Hazard Analysis of the Wastewater Reclamation Plant Risk Management Plan (RMP). It is also a recommended component in The Chlorine Institute’s Pamphlet 155 *Water and Wastewater Operators Chlorine Handbook*, also referenced in the RMP.

Installing and maintaining an automatic chlorine shutoff valve for both the water and wastewater system is identified as a future District action in the 2024 – 2029 Strategic Plan. Installing a valve at the Wastewater Treatment Plant is the priority – and the intent of this purchase – as this location contains higher quantities of chlorine gas than the water treatment location does.

The purchase of this valve is budgeted for in the 2024 – 2025 budget under Risk Management for \$52,000.

ATTACHMENTS: *D&H Water Systems proposal for “Budgetary Quotation for Emergency Valve Shutoff System”*



PROPOSAL

Date: December 10, 2024

Project: Budgetary Quotation for Emergency Valve Shutoff System

Contact: Dennis White

Owner: Hidden Valley Lakes Community Services District

Thank you for your interest in products offered by D&H Water Systems, Inc. We are pleased to provide the following proposal for your consideration.

Qty	Description	Price	Ext. Price
OPTIONS #1 FOR EMERGENCY SHUTOFF SYSTEMS FOR TWO 1-TON CONTAINERS: MOST POPULAR - ECLIPSE ACTUATOR			
1	Halogen Valve Systems, Model No. 6504.14 Duplex II Electric Emergency Valve Shutoff System Includes Duplex II Controller w/ Internal Battery Backup, (2) Eclipse Actuators w/12 ft Cables, (2) Actuator Storage Racks, (1) Remote Emergency Shutoff Switch. For Use On USA Chlorine Institute Style Valves.	\$19,920.00	\$19,920.00
1	Halogen Valve Systems, Model No. 4500.14-S Optional Relay Interface Module (RIM) for Duplex II Controller Includes (3) Dry Contact Alarm Relays for Use with (10) Assignable System Alarm Conditions	\$1,525.00	\$1,525.00

Qty	Description	Price	Ext. Price
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**OPTION #2 FOR EMERGENCY SHUTOFF SYSTEMS FOR TWO 1-TON CONTAINERS:
 LESS EXPENSIVE TON TERMINATOR SYSTEM - ACTUATOR MUST BE REMOVED TO MANUALLY OPEN OR CLOSE VALVE. NO PROPER TORQUE CONFIRMATION.**

1	Halogen Valve Systems, Model No. TGS-2Y Gemini Dual Chlorine Ton Container Emergency Shutoff System Includes Gemini 2-Channel Controller, (2) Terminator Actuators w/ 15ft. Cables, (2) Storage Racks, (1) Remote Shutoff Switch, (1) Low Voltage Output Relay. For use on tanks using CGA 820 style yokes with USA style chlorine valves.	\$14,050.00	\$14,050.00
1	Halogen Valve Systems, Model No. 4500.05 Optional Relay Interface Module (RIM), for Gemini Controller Includes (3) output relays configured as DPDT rated at 115/230 VAC 5.0 amps. Alarms: 1) Remote Indication of Emergency Close Event, 2) Low Battery, 3) System NOT Armed/Ready. Replaces Standard Low Voltage Output	\$1,525.00	\$1,525.00
1	Freight (FOB shipping point)	TBD	TBD
		Sales Tax	To be charged upon invoicing
		Total Lot Price	TBD



This proposal is valid for 30 days. All resulting purchase orders should be made out to the following:

D and H Water Systems, Inc.
603 Seagaze Dr. #241
Oceanside, CA 92054

We look forward to working with you on this project. If I can be of any further assistance, please do not hesitate to contact me.

Best,
Kyle Hayes
650.613.2470
kyle@dandhwatersystems.com



Standard Terms and Conditions of Sale

A D&H Water Systems, Inc., proposal forms the basis of an offer under our standard terms and conditions and shall be effective upon receipt of the client's written order confirmation.

Payment terms (upon approved credit) are **net 30** days after shipment of equipment.

If client fails to fulfill the net 30-day payment terms, D&H Water Systems, Inc., may defer further shipments and/or cancel the balance of any order at its option.

All credit card transactions will incur a 4% pass-through service charge.

D&H Water Systems' standard insurance package covers general liability, automotive, worker's compensation, and umbrella liability. We do not provide professional liability. Any cost associated with additional insurance requirements will be passed on to buyer.

D&H Water Systems, Inc., is serving as an equipment supplier and will not approve retainage. Submittals provided **2-3 weeks** after purchase order is fully executed by both parties.

Delivery will be made in approximately **3-4 weeks** after submittal approval. (Subject to change based on component availability.)

Lead times given represent the best available estimate at the time of the proposal. D&H Water Systems, Inc., will endeavor to deliver on the anticipated date but assumes no obligation for any unforeseen circumstances and reserves the right to adjust lead times. D&H Water Systems, Inc., will not be held liable for any liquidated damage incurred during a project.

Unless otherwise agreed to in writing, all deliveries will be made FOB shipping point, and title and risk of loss shall be passed to the buyer at the point.

Immediately following receipt, the customer shall examine the delivery for completeness and functionality for use. D&H Water Systems, Inc., shall be informed of any defects within 7 days following arrival at destination.

Any shipment shortages shall be reported in writing within 48 hours following arrival at destination.

Products that are manufactured specific to the client's order requirements are considered custom and are not returnable.

Return of non-custom products requires prior approval and may be subject to restocking fees. Any returned product must contain a D&H Water Systems RMA number.

No terms or conditions contained within a client's purchase order or contract shall be binding unless specifically agreed to in writing by both parties.

The proposal does not include any applicable taxes or fees.

This quotation is limited to the products and services listed and excludes any item or service that is not specifically listed. Other items, such as but not limited to insurance premiums, transit fees, permit fees, license fees, bond fees, inspection fees, seismic calculations, equipment tags, labels, etc., are excluded.

Purchaser shall defend and hold harmless Seller, their officers, agents, employees, and members from all claims, suits, actions, or liens of any nature resulting from or arising out of the activities of Purchaser or its subcontractors, agents, or employees under this contract.

This quotation **EXCLUDES** any field wiring. Field wiring and any other installation service not listed shall be performed by others.

Should any term or clause on these terms and conditions in whole or in part be found unenforceable or void, all other provisions shall remain in force and effect.



Eclipse vs. Terminator Actuator Feature Comparison Guide

Feature	Eclipse	Terminator
Full battery powered system with integrated AC charging circuit	✓	✓
Battery backup power in the event of AC power loss	Up to 72 hours	Up to 24 hours
Failsafe closure of valves in the event of insufficient battery power	✓	✓
Secondary lower torque for TEST (non-emergency) operation (20-30 lb-ft per Chlorine Institute)	✓	
Operates with both vertical cylinders and horizontal drums (ton containers)	✓	✓
Emergency activation via gas detector, remote shutoff switches or other contact closure signals to controller	✓	✓
Time required to close valve	1-2 seconds per valve	2-3 seconds per valve
Controller measures and gives confirmation of torque applied to the valve to assure that the valve is closed, not just confirmation that the system "ran"	✓	
Actuator made from same materials as chlorine valve: Monel & Aluminum Silica Bronze	✓	
Maximum actuator cable length	42 Ft (13 m)	17 Ft (5 m)
Valve packing nut and yoke nut are accessible at all times in the event that tightening is required	✓	✓
Manual operation of the chlorine valve allowed (using standard wrench) WHILE THE ACTUATOR IS INSTALLED	✓	
Valve actuator can be installed and armed BEFORE operator opens the chlorine valve	✓	
After TEST close, valve can be manually reopened WITHOUT REMOVING THE ACTUATOR	✓	
Low voltage momentary relay output indicates emergency activation	✓	✓
Controller display	Alphanumeric OLED/LCD and LED status lights	LED status lights
Optional (3) dry contact 250V, 5A output relays with latching ability	12 assignable system status/alarm conditions	Conditions: Emergency close, low battery, not armed & ready
Optional RS232 serial output to SCADA (all system status/alarm conditions)	✓	
Optional Second Battery: Faster closing time, increased battery backup time, redundancy	✓	



Your Partner in Safety

Emergency Chlorine & SO2 Ton Container & Cylinder Valve Shutoff System

ECLIPSE™ ELECTRIC EMERGENCY VALVE ACTUATOR

Bulletin: 703

Features

- **Confirms proper closing torque has been achieved - not just that the system activated**
- **Allows full manual operation of the valve with a standard chlorine wrench while actuator is installed**
- **Meets Chlorine Institute torque recommendations for *both* test & emergency closures**
- **Battery powered for a minimum of 3 days if AC power lost, followed by fail-safe automatic emergency close**
- **Still allows access to valve packing nut while in place**
- **Fire code approved alternative to a scrubber**



The Eclipse™ emergency valve actuator automatically closes chlorine or sulfur dioxide ton container and 150 lb cylinder valves in the event of a system leak or emergency. The actuator and its controller are DC powered, with AC power only used for keeping the controller's internal battery optimally charged. In the event of a loss of AC charging power, the system continues to protect for three days or more. If AC power remains off for an extended period of time, the system will auto-initiate an emergency close while sufficient battery power is still available for proper shutoff.

When the controller receives a signal from a gas detector, emergency shutoff switch or other device, an emergency shutoff activation is initiated and the Eclipse actuator rapidly closes the ton container or cylinder valve. The controller measures the torque applied to the valve stem and confirms proper closing torque was achieved. This provides the operator with assurance that all valves are properly closed.

Two Eclipse actuators can be controlled by the Duplex II™ controller, and up to six Eclipse actuators can be controlled by the Hexacon III™ controller. Each controller includes a standard low voltage 24VDC relay output for remote indication of emergency close activation, with additional output relay and RS232 communication options available.

The Eclipse is compatible with standard valves meeting Chlorine Institute specifications and requires no tools or adapters for quick and easy installation on a CGA820 yoke connection. The Eclipse actuator can also be installed alongside all brands of direct mount vacuum regulators.



www.halogenvalve.com



Your Partner in Safety

Emergency Chlorine & SO2 Ton Container & Cylinder Valve Shutoff System

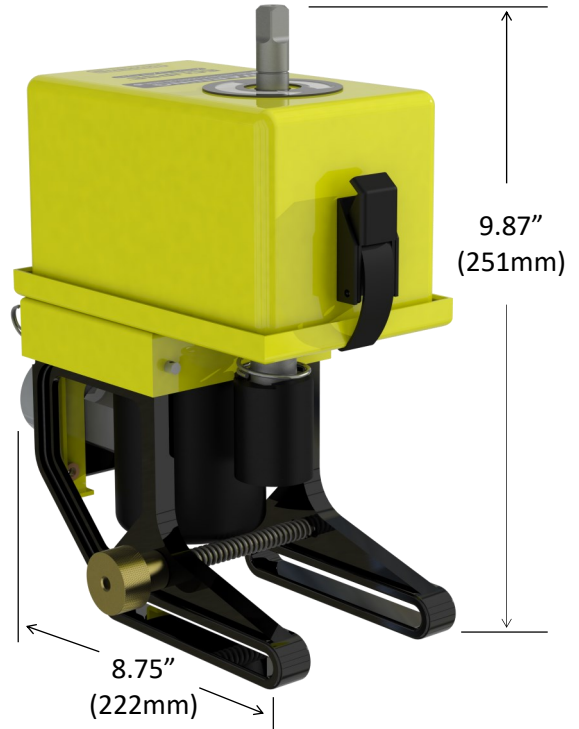
ECLIPSE™ ELECTRIC EMERGENCY VALVE ACTUATOR

Bulletin: 703

Specifications

Materials

Drive Bushing:	Aluminum-Silicon Bronze C-642
Clamp Rod and Knob:	Aluminum-Silicon Bronze C-642
Shaft Bearings:	Aluminum-Silicon Bronze C-642
Drive Shaft:	Monel®
Clamp Rod Spring:	Hastelloy C-276
Seals:	Double O-ring, Teflon®/Viton®
Coating:	2-Part Epoxy Powder Coat
Standard Cable:	12 ft (3.7m), 4-Conductor UL62, CSA Standard 22.2 No. 49 <i>Optional lengths up to 40 ft (12.2m)</i>
Power	12 VDC (<i>provided via controller</i>)
Emergency Close Torque:	40-50 ft-lbs
Test Close Torque:	20-30 ft-lbs
Valve Compatibility:	Chlorine Institute DWG's 110, 113
Yoke Compatibility:	Chlorine Institute DWG's 189, 131



Model Information

Image	Model	Description
	6503.14	Duplex II Controller with: (1) Eclipse Actuator
	6504.14	(2) Eclipse Actuators
All systems come standard with Storage Bracket(s), Emergency Shutoff Switch, and Chlorine Valve Wrench		
	6603.03	Hexacon III Controller with: (3) Eclipse Actuators
	6604.03	(4) Eclipse Actuators
	6605.03	(5) Eclipse Actuators
	6606.03	(6) Eclipse Actuators
All systems come standard with Storage Brackets, Emergency Shutoff Switch and Chlorine Valve Wrench		

Options/Accessories

Part No.	Description
4101.01	Long Cable, Up to 40 ft (12.2m)
2202.00	Auxiliary Valve Adapter
6303.00	V-R Extension, for Direct Mount Vacuum Regulators
5151.00	Open Style Yoke
6888.00	Yoke to Pigtail Adapter
2196.00	Additional Actuator Storage Bracket

NOTE: Eclipse actuators require the Duplex II or Hexacon III controller for a complete emergency valve shutoff system. Actuators cannot operate stand alone.



HALOGEN
VALVE SYSTEMS, INC.

Your Partner in Safety

Emergency Chlorine

Cylinder Valve Shutoff System

TERMINATOR™ CHLORINE VALVE ACTUATOR

Bulletin: 702



Features

- Economical, low cost solution
- Protects personnel and community by quickly and automatically stopping a gas leak
- Easy-to-use gravity mount design for 150 lb (68 kg) cylinders
- Battery powered system – continues to protect for more than 24 hours if AC power lost
- Fire code approved for many applications as scrubber alternative
- Helps comply with RMP gas leak mitigation requirement
- Compatible with all cylinder mounted vacuum regulators
- Actuator retention pin for added security

The Terminator valve actuator with Gemini controller is an economical emergency shutoff system designed for use on 150 lb (68 kg) type chlorine and sulfur dioxide cylinders commonly used at water and wastewater treatment plants. The system is DC electric powered with AC only used for keeping battery optimally charged at all times. In the event of a loss of AC power, the system continues to protect for more than 24 hours. If AC power remains off for an extended period of time, the system will auto-initiate emergency close while sufficient battery power remains.

The Terminator is compatible with standard valves meeting Chlorine Institute specifications and requires no tools or adapters for installation. The Terminator is simply placed on the cylinder valve after process connections are made, leak tested, and the valve opened. Being a safety device, the Terminator is only powered in the closing direction.

When the Gemini controller receives an emergency close signal from a gas detector, emergency shutoff switch, or other input, the Terminator is activated and the cylinder valve is rapidly closed. One or two Terminator actuators can be controlled by the Gemini making this the perfect safety solution for both single and dual cylinder applications. The Gemini includes a normally open, low voltage, momentary contact relay output for remote indication of emergency close activation. An optional Relay Interface Module (RIM) adds three dry contact relay outputs rated for 5 A @ 250 V with N.O./N.C. and latching capability for additional remote monitoring.

Halogen Valve Systems, Inc.

1342 Bell Avenue,
Suite 3C
Tustin, CA 92780 USA

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www.halogenvalve.com

REV 3, 7/19



Your Partner in Safety

Emergency Chlorine Cylinder Valve Shutoff System

TERMINATOR™ CHLORINE VALVE ACTUATOR

Bulletin: 702

Specifications

Enclosure:	XENOY™, NEMA 4X
Drive Shaft:	440C Stainless Steel
Drive Bushing:	XYLAN® Aluminum-Silicon Bronze
Cable:	7 ft (2.14m), 2 Wire
Closing Torque:	30 - 40 ft-lb
Charging Current @110/220 VAC:	0.9A MAX
Charging Current @12VDC (Solar):	0.34A MAX
Battery Type:	12VDC, 8.0 Amp-Hour, High Rate
Standby/Backup Time:	> 24 Hours
Standard Compatibility:	Chlorine Institute DWG's 110, 113
Yoke Compatibility:	Chlorine Institute DWG's 189, 131

Terminator actuators require the Gemini controller for a complete emergency valve shutoff system. Actuators cannot operate stand alone.



Model Information

Image	Model	Description
	8001.14	Gemini Controller with: (1) Terminator Actuator, (1) Storage Bracket, (1) Emergency Shutoff Switch
	8002.14	Gemini Controller with: (2) Terminator Actuators, (2) Storage Brackets, (1) Emergency Shutoff Switch

Options/Accessories

Part No.	Description
4500.05	Relay Interface Module (RIM) — (3) 5A, 250VAC Dry Contacts. Alarm Conditions: Emergency Shutoff Activated, Low Battery, System NOT Armed & Ready
5151.00	Open Style Yoke
6888.00	Yoke to Pigtail Adapter
2202.00	Auxiliary Valve Adapter
6430.00	Additional Emergency Close Switch



Your Partner in Safety

Emergency Chlorine & SO2 Ton Container & Cylinder Valve Shutoff Systems

DUPLIX II CONTROLLER

Bulletin: 903

Features

- Controls 1 or 2 Eclipse actuators
- LED display and membrane keypad
- Menu-driven user interface
- Up to 3 days battery backup
- Shuts valve in 1 to 2 seconds
- Measures and confirms required valve torque
- Diagnostic systems with up to 23 alarms & warnings
- Meets ALL Chlorine Institute USA standards
- Individual test key for each valve actuator
- NEMA 4X, UL Listed enclosure
- Over-torque protection
- 3-year warranty



When used with our Eclipse actuators, the Duplex II allows operators to remotely close 1 or 2 chlorine or sulfur dioxide valves in an emergency situation. The Duplex II controller can interface with gas detectors, seismic or fire detectors, SCADA systems and with any number of remote mounted emergency shutoff/close switches. This allows operators to quickly and efficiently terminate a dangerous leak without having to “suit up” and enter the toxic environment.

The Duplex II controller and attached actuators are powered by an internal 12 volt, 8.5 amp hour battery. A healthy consistent battery state is maintained by an AC powered charging circuit. Should the site lose electrical power, the battery will provide system backup power for up to 72 hours. The control panel comes with an easy to read alphanumeric display, as well as a test key for each actuator so that test closures can be performed on every new tank or cylinder that is put into service. Closure of the valves happens simultaneously with both valves closing in just over 1 second.

The Duplex II controller uses our unique and patented “Torque-Sense” technology to measure the amount of torque that is applied to the valve stem. By measuring and confirming the torque applied, the Duplex II can assure operators that their valves are properly closed in any emergency situation. Optional relay packages and SCADA outputs can remotely communicate up to 23 different system diagnostics to a PLC or data acquisition system.



www.halogenvaive.com



Your Partner in Safety

Emergency Chlorine & SO2 Ton Container & Cylinder Valve Shutoff Systems

DUPLEX II CONTROLLER

Bulletin: 903

Specifications

Channels: 2 (for use with 1 or 2 actuators)

Enclosure Weight: 14.5 lb (6.5 kg)

Battery Weight: 7 lb (3.2 kg)

Enclosure Rating: NEMA 4X / IP67

Temperature Range: -10 C to 40 C

Display: 2 line 40 character backlit LED

Power Requirement: 110 - 240 VAC

Power Use: 100 watts

Charging Current: 0.9A @ 120VAC

Charger: Constant voltage trickle charge

Warranty: 3 Years

Battery Type: 12 Volt, 8.5 amp hour, VRLA

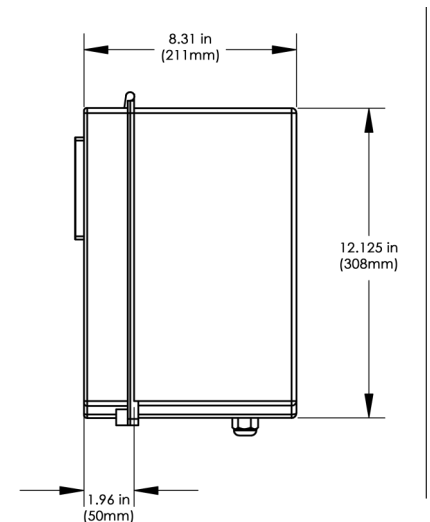
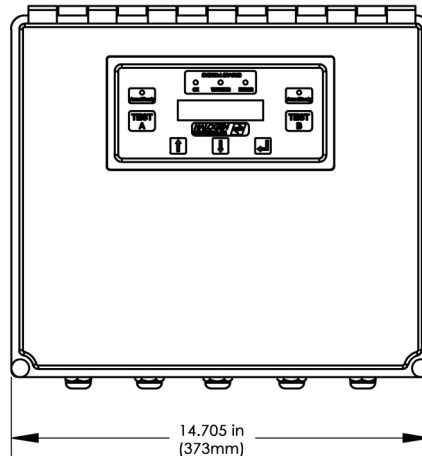
Battery Backup Power: Up to 72 hours

Remote Mount Emergency Shutoff Switch: Normally open contact (N.C optional)

Optional SCADA Output: RS-232 output of 23 system diagnostics

Relay Outputs:

- **Standard Relays:** (2) Momentary N.O., 200 mA @ 24V,
Conditions: Actuator A closed and torqued, Actuator B closed and torqued.
- **Optional Relays:** (3) Dry contact, momentary or latching, NO/NC, 5A@250V.
Conditions: Selectable from list of 10. See Relay Interface Module info for details.



Model Information

Image	Model	Description
	6503.14	Duplex II Controller with:
	6504.14	(1) Eclipse Actuator (2) Eclipse Actuators
		All systems come standard with Storage Bracket(s), Emergency Shutoff Pushbutton Switch, and Chlorine Valve Wrench

Options/Accessories

Part No.	Description
4502.01	Optional SCADA output, RS-232 output of 23 system diagnostics
4500.14-S	Optional Relay Interface Module, (3) Form C dry contacts, 250 V / 5 A, 9 alarm conditions

NOTE: Duplex II controller requires the Eclipse actuator for a complete emergency valve shutoff system. Controllers cannot operate stand alone.

Rev 05/20

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
STAFF REPORT**

DATE: January 21, 2025

AGENDA ITEM: Resolution 2025-01 Placing in Support of Hannah Davidson to Serve on the Association of California Water Agencies State Legislative Committee

RECOMMENDATIONS: Approve and Accept Resolution 2025-01 Placing in Support of Hannah Davidson to Serve on the Association of California Water Agencies State Legislative Committee

FINANCIAL IMPACT: Total expense for 2023-24 FY was \$4,578.32 for Education and Travel.

BACKGROUND: Hannah took over the roll on the ACWA State Legislative Committee after she was hired as the Water resources Specialist in August 2020 and desires to continue to represent the District as a member of the Committee. Hannah attends two annual ACWA conferences and eleven Member / Legislative meetings annually.

Adoption of Resolution 2025-01 officially documents the Districts support and recognition of the importance of continuing the participation in the affairs of the Association of California Water Agencies (ACWA).

Attachments: *Resolution 2025-01 Resolution 2025-01 Placing in Support of Hannah Davidson to Serve on the Association of California Water Agencies State Legislative Committee*

RESOLUTION 2025-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT PLACING IN SUPPORT OF HANNAH DAVIDSON TO SERVE ON THE ASSOCIATION OF CALIFORNIA WATER AGENCIES STATE LEGISLATIVE COMMITTEE

WHEREAS, the Board of Directors of the Hidden Valley Lake Community Services District (District) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA)

WHEREAS, Hannah Davidson is currently serving as a committee member of the ACWA State legislative Committee, and desires to continue to represent the District as a member of the Committee;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Hidden Valley Lake Community Services District (District):

1. Does place its full unreserved support of Hannah Davidsons participation with the Association of California Water Agency (ACWA) State Legislative Committee
2. Does hereby determine that the expenses attendant with the service of Hannah Davidson in ACWA State Legislative Committee shall be borne by the District.

ADOPTED by the Board of Directors of the Hidden Valley Lake Community Services District, a public agency in the State of California, County of Lake, at its regular meeting held on the 21, day of January 2025, and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Freeman,
President to the Board of Directors

ATTEST:

Dennis White, General Manager
Secretary of the Board of Directors

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
STAFF REPORT**

DATE: January 21, 2025

AGENDA ITEM: Approval of Revisions to Policy #2000 Sewer Consumption Value Policy

RECOMMENDATIONS: Staff recommend revising Policy #2000 Annual Sewer Consumption Value Policy to:

- Omit the top and bottom 25% of water use data.
- Omit non-sewer connected accounts from the average calculation.
- Evaluate both the mean and the median of the average calculation and pick the lower amount of the two as the average calculation value.

FINANCIAL IMPACT: Revenue reduction of \$2.70 per month per account on an averaged sewer amount:

- Current average sewer bill per month: \$111.49
- Proposed average sewer bill per month: \$108.79
- $\$111.49 - \$108.79 = \$2.70$

There are currently 100+ accounts with an average sewer value applied.

BACKGROUND: According to Annual Sewer Consumption Value Policy #2000:

“...sewer use rates are based upon winter water use, an indicator of indoor water use. New sewer use consumption values will be applied in conjunction with any changes in water rates, on July 1st of each year. The definition of “winter” is hereby noted to be the four billing cycles, spanning from December billing cycle, through March billing cycle. HVLCSO’s internal billing system will calculate average water use over these four billing cycles, for residential and commercial facilities that have complete historical data for this time period.

For residential and commercial facilities lacking the necessary historical data (the December billing cycle, through the March billing cycle of each fiscal year) a community average calculation will be applied. The average is obtained by using the cumulative individual averages noted for the individual residential user noted in the previous paragraph, It is then insulated from potential skewing data, by eliminating the top and bottom 10% of water use data. Finally, the total is divided by the number of users to give you the community average calculation.”

2024 Sewer Average Comparison

Dec 2023 – Mar 2024

Includes Non-Sewer Customers		Excludes Non-Sewer Customers	
Top and bottom 10% removed	Mean: 467.52 CF *current average	Top and bottom 10% removed	Mean: 466.05 CF
	Median: 427.75 CF		Median: 427.13 CF
Top and bottom 25% removed	Mean: 443.97 CF	Top and bottom 25% removed *recommended method	Mean: 442.61 CF
	Median: 427.75 CF		Median: 427.50 CF



POLICY	Annual Sewer Consumption Value Policy	
POLICY # 2000	ADOPTED: July 18, 2017	REVISION: January 21, 2025

2000.1 PURPOSE:

The purpose of the Annual Sewer Consumption Value Policy is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (District) to remain effective in the provision of sewer use rates.

2000.2 POLICY:

Within the framework identified in Resolution 2017-09, sewer use rates are based upon winter water use, an indicator of indoor water use. New sewer use consumption values will be applied in conjunction with any changes in water rates, on July 1st of each year. The definition of “winter” is hereby noted to be the four billing cycles, spanning from December billing cycle, through March billing cycle. The District’s internal billing system will calculate average water use over these four billing cycles for residential accounts within the sewer service area that have complete historical data for this time period.

For residential accounts within the sewer service area lacking the necessary historical data (the December billing cycle through the March billing cycle of each fiscal year) a community sewer average calculation will be applied. The average is obtained by using the cumulative individual averages noted for the individual residential accounts noted in the previous paragraph. It is then insulated from potential skewing data, by eliminating the top and bottom 25% of water use data. Finally, both the average and median values are taken from the data. The lower of the two values becomes the community’s average sewer value.

Jim Freeman, President to the Board

Dennis White, General Manager



Field Department	SOP #	Field_WRS_SOP_023 Average Sewer Use
	Revision #	1
	Implementation Date	5/5/2022
Position: Water Resources Specialist	Last Reviewed/Update Date	5/3/2024
	Approval	
SOP Owner	Hannah Davidson	

Average Sewer Use

Standard Operating Procedure

1. Purpose

This document describes the process for determining the average residential sewer use for the fiscal year billing cycle.

Residential sewer customers are billed monthly at a rate determined by their average water usage during the winter months of December, January, February, and March. This reduces the likelihood of overbilling since in the summer, it is assumed that individuals are watering landscape and consuming more water that will not be introduced into the sewer system.

When a new customer begins service and they have insufficient water consumption history to determine their average sewer use, they are billed according to the average sewer figure determined by this procedure (aka, the average winter water use of the whole community).

2. Scope

This procedure is completed annually between May and June; once the winter months are over – the end of March – and prior to the beginning of the new fiscal year – July 1st.

3. Prerequisites

The Monthly Bill Con (see [Field WRS SOP 011 Monthly Bill Con](#)) for December, January, February, and March must be completed prior to starting this procedure. The final report, the March Monthly Bill Con, is completed in May to account for bill adjustments.

Programs used:

- Microsoft Excel

4. Responsibilities

N/A

5. Procedure

1. Collect consumption figures

- a. Open Projects (P:) > Rate study > [Monthly Bill Con.xlsx](#).
- b. Open Projects > Rate study> [Sewer Average.xlsx](#). Create a new tab for the current year.
- c. Copy Monthly Bill Con.xlsx residential data (accounts beginning with 01 – 21) from December of the previous year to March of the current year into the new Sewer Average.xlsx tab. Do **not** include commercial accounts (beginning with 50). Close Monthly Bill Con.xlsx.
- d. Delete the CLASS, SERVICE/TBL, Water AMOUNT, Sewer CONS (CF) and Sewer AMOUNT columns.

2. Determine valid accounts

Only accounts that have a complete dataset may be used to determine the winter average. A complete dataset is an account with consumption figures for December, January, February, and March.

- Select a cell inside the dataset and select the *Insert* tab > Table to convert the data into a table so the filter features are available.
- Sort the table by ACCOUNT #.

	A	B	C	D
1	ACCOUNT #	Water CONS (CF)	Date	
2	01-0010-05	716	December 22, 2021	
3	01-0020-04	446	December 22, 2021	
4	01-0030-01	0	December 22, 2021	
5	01-0030-02	0	December 22, 2021	
6	01-0040-01	745	December 22, 2021	

	A	B	C	D
1	ACCOUNT #	Water CONS (CF)	Date	
2	01-0010-05	716	December 22, 2021	
3	01-0010-05	781	January 24, 2022	
4	01-0010-05	733	February 22, 2022	
5	01-0010-05	683	March 25, 2022	
6	01-0020-04	446	December 22, 2021	

When sorted from A to Z, account numbers should be sorted in ascending order with all months of available data for each account.

	A	B	C	D
1	ACCOUNT #	Water CONS (CF)	Date	
2	01-0010-05	716	December 22, 2021	
3	01-0010-05	781	January 24, 2022	
4	01-0010-05	733	February 22, 2022	
5	01-0010-05	683	March 25, 2022	
6	01-0020-04	446	December 22, 2021	

c. Remove accounts with incomplete datasets.

- Select any cell from inside the table. Select the *Insert* tab > PivotTable to insert a PivotTable in the existing worksheet next to the original table.
- Organize table Rows by ACCOUNT # and Values by Count of Date and Average of Water CONS (CF).

	B	C	D	E	F	G
1	Water CONS (CF)	Date		Row Labels	Count of Date	Average of Water CONS (CF)
2	716	December 22, 2021		01-1420-03	1	82
3	781	January 24, 2022		01-1490-00	1	85
4	733	February 22, 2022		01-0030-01	1	0
5	683	March 25, 2022		03-0550-04	1	473
6	446	December 22, 2021		03-0530-01	1	499
7	311	January 24, 2022		04-0580-04	1	545
8	363	February 22, 2022		04-0180-02	1	217
9	326	March 25, 2022		03-0780-04	1	269
10	0	December 22, 2021		06-0970-04	1	664
11	0	December 22, 2021		06-0980-05	1	602
12	0	January 24, 2022		04-1800-00	1	0
13	1	February 22, 2022		07-0500-00	1	0
14	0	March 25, 2022		05-0080-02	1	145
15	745	December 22, 2021		06-0600-02	1	238
16	305	January 24, 2022		05-1280-00	1	88
17	436	February 22, 2022		07-0300-03	1	0
18	618	March 25, 2022		07-0270-04	1	471
19	167	December 22, 2021		08-0430-00	1	31
20	122	January 24, 2022		08-0510-00	1	18

- Select any cell under the *Count of Date* column in the PivotTable. Select the *Data* tab > Sort to sort Smallest to Largest, Top to Bottom. Only accounts with a Date count of 4 have the complete 4 months of consumption data.

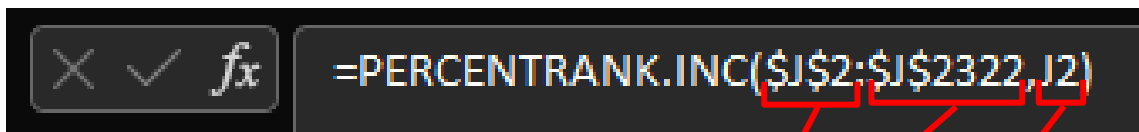
	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Water CONS (CF)	Date		Row Labels	Count of Date	Average of Water CONS (CF)							
2	748	December 21, 2023		01-0010-05	4	499.5							
3	492	January 25, 2024		01-0020-04	4	360.25							
4	389	February 23, 2024		01-0030-04	4	638							
5	369	March 26, 2024		01-0040-01	4	737.75							
6	289	December 21, 2023		01-0050-04	4	1730.5							
7	450	January 25, 2024		01-0060-00	4	759.5							
8	389	February 23, 2024		01-0080-02	4	860							
9	313	March 26, 2024		01-0090-00	4	7							
10	714	December 21, 2023		01-0110-10	4	301.25							
11	679	January 25, 2024		01-0130-04	4	1109.5							
12	581	February 23, 2024		01-0140-05	4	484.75							
13	578	March 26, 2024		01-0150-03	4	380.75							

- iv. Accounts with Date counts from 1 – 3 will not be used for the average calculation. Copy the data of accounts with a Date count of 4 into a new table to its right.
- v. Select a cell inside the newly copied dataset and select the *Insert* tab > Table to convert the new data into a table so the filter features are available. Delete the Count of Date column from the new table.
- vi. **Remove accounts with zero consumption.** Since accounts with zero consumption are most likely summer homes, they should not be calculated into the winter average. Use the filter to sort the Average of Water CONS (CF) column from Smallest to Largest. Delete these accounts from the table.

3. Determine average consumption

Each account will have a calculated percent rank in comparison to the entire dataset. The PERCENTRANK.INC Excel formula will be used to determine the top and bottom 10% of data outliers by returning a value of each account's average consumption as a percentage of the dataset. Only the accounts including 11% - 90% will be used to determine the winter average.

- a. Insert a new column titled Percentile Rank to the table.
- b. In the first row insert a similar formula =PERCENTRANK.INC(\$J\$2:\$J\$2322,J2)



\$J\$2 – the start of the Average of Water CONS (CF) dataset

\$J\$2322 – the end of the Average of Water CONS (CF) dataset

J2 – the immediate left cell of the Average of Water CONS (CF) dataset

NOTE: the formula will not be identical to the example provided above; use the example as a reference.

- c. Convert the Percentile Rank column into Percent Style format.
- d. Determine the average value from the Average of Water CONS (CF) column for accounts with percentile ranks including 11% - 90%.
- e. Save the document.

4. Update *Historical Averages* tab

Update the *Historical Averages* tab with the new sewer average and date ranges.

5. Inform the accounting department and front desk staff of the new sewer average.

6. *References*

[Field WRS SOP 011 Monthly Bill Con](#)

7. *Definitions*

N/A

RESOLUTION NO. 2017-09

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT ADOPTING A
POLICY TO ANNUALLY ESTABLISH SEWER CONSUMPTION VALUES
PURSUANT TO GOVERNMENT CODE SECTION 54984.2

WHEREAS, the Hidden Valley Lake Community Services District ("District") is committed to the fair and equitable provision of sewer services to persons and entities within its jurisdiction, in conformity with state law and District codes and policies; and

WHEREAS, Government Code Section 54984.2 authorizes the District, as a provider of sewer services, to adopt a written policy that establishes residential and commercial sewer consumption on an annual basis.

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

1. The "Hidden Valley Lake Community Services District Policy to Annually Establish Sewer Consumption Values" is hereby approved and adopted ("Policy").
2. The adopted Policy shall govern the manner in which sewer consumption values are annually established within the District.
3. District staff is directed to prepare a report prior to a sewer rate change that echoes the documented Standard Operating Procedure for establishing this consumption value.

PASSED AND ADOPTED on July 18, 2017, by the following vote:

AYES: Directors Lieberman, Graham, Freeman, Mirbegian

NOES:

ABSTAIN:

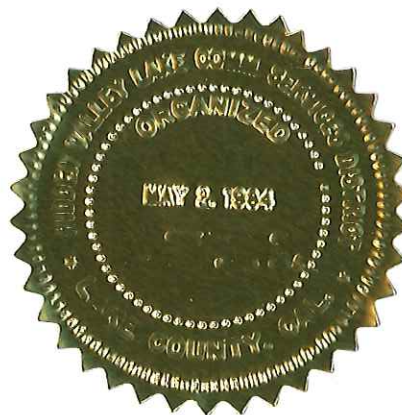
ABSENT: Director Herndon

 7/18/2017

Jim Lieberman
President of the Board of Directors

ATTEST:


Kirk Cloyd
Secretary to the Board of Directors



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
STAFF REPORT**

DATE: January 21, 2025

AGENDA ITEM: Accept Reserve Study Scope of Work and Authorize the General Manager to Execute an Agreement to Implement the Reserve Study Scope of Work

RECOMMENDATIONS: Accept Reserve Study Scope of Work and Authorize the General Manager to Execute an Agreement to Implement the Reserve Study Scope of Work

FINANCIAL IMPACT: Not to Exceed \$10,000

BACKGROUND: On December 17, 2024, staff presented NBS and Browning Reserve Study to the Board Requesting Authorization to Execute a PSA with NBS. The Board tabled the item for further clarification of the Scope of Work by NBS.

Jeremy Tamargo, NBS and Bob Browning, Browning Reserve Group (BRG) were invited to present their scope of work to the Finance Committee. Mr. Browning was working out of town and unable to attend.

On January 14, 2025, Mr. Tamargo attended the Finance Committee meeting, where he assured the committee of NBS' decades of experience in conducting rate studies and ensuring that those rates meet the goals and objectives of the customer. Mr. Tamargo also explained the purpose of a rate study is to ensure rates will cover all operating and maintenance costs, maintain appropriate reserve funds and provide sufficient funding for capital improvement projects. NBS will investigate three alternatives for reserve fund targets and provide recommendations for preferred reserve fund target levels that are tailored to the District's specific needs such as operating, capital rehabilitation/replacement, rate stabilization and catastrophes.

On January 17, 2025, Staff met with Mr. Brown to discuss the proposed Browning Scope of Work. BRG has performed reserve studies since 1999, although their primary clientele are HOA's Mr. Browning assured staff about 10% of the studies performed include Districts and CSD's. Browning will conduct an onsite visit to evaluate the District assets and provide a budgeting tool to ensure funds meet the needs of the District.

ATTACHMENTS: *NBS Scope of Work for a Comprehensive Review and Evaluation of Reserves with Recommendation for Preferred Reserves, Browning Proposal for 30 Year full Reserve Study*



December 04, 2024

Project Manager
Hidden Valley Lake Community Service District
c/o Dennis White
19400 Hartmann Rd
Hidden Lake, CA 957467

RE: Hidden Valley Lake Community Service District
Full Study
Proposed Contract

Dear Project Manager:

Browning Reserve Group, LLC ("BRG") is pleased to provide this proposed contract to prepare a 30 year full reserve study (the "Reserve Study") for Hidden Valley Lake Community Service District (the "Project") for consideration of \$6,000.00.

Physical Inspection

BRG will conduct a physical inspection, limited to a visual observation only, of those major components the Project is required to maintain. For the purposes of this study, the following components will be determined to be major components to be included in the study:

1. Those components which, as of the date of the study, have a remaining useful life of less than 30 years, and a value greater than \$1,000; and
2. Those additional components, if any, which are designated as major components by the Project's Project Manager.

During the physical inspection, BRG will utilize the services of our own construction cost estimator. In addition, independent contractors may be retained, at BRG's expense, to render opinions on selected components. It is important to note for component categories having multiple items (e.g., separate roofs, roads, parking lots, etc.) BRG will be looking at each separate item individually. We will not make suppositions on all such items based on the inspection of selected items which may, or may not, be typical of the condition and remaining useful life of all such items.

Selected photographs to illustrate typical situations, and physical inspection field notes in narrative form, will be provided to the Project Manager as part of the final report. Supplemental information to the physical inspection will be obtained from the following sources:

1. Project plans, if available;
2. Maintenance records of the reserve components, if available; and
3. Project Board Members, management and staff.

P. O. Box 60125 / Sacramento, California 95860
Phone (916) 393-0600 Fax (916) 393-0610 Toll Free (877) 708-0600
California General Contractor's License 768851
bob@browningrg.com / www.BrowningRG.com

Reserve Fund Balance Computation

The study will be prepared as of the last day of the Project's prior fiscal year and include the following:

1. Identification of each major component.
2. An estimate, as of the date of the study, for each identified major component, of that component's total useful life, and its probable remaining useful life.
3. An estimate of the replacement cost of each major component, both at current cost levels and at projected cost levels when the projected repair and/or replacement costs are projected to occur.
4. Information provided by the Project as to:
 - (i) the amount of cash reserves actually available as of the end of its prior fiscal year to repair, replace, restore, or maintain the reserve components; and
 - (ii) the current fiscal year reserve contribution amount per its currently adopted budget.
5. An estimate of the total annual contribution needed, after deducting total reserve funds reported by the Project as being on hand as of the date of the study, to meet the projected reserve expenditures for the major components at the end of their projected useful lives.
6. Calculation of the percentage of funds actually set aside as of the end of the Project's prior fiscal year for reserve requirements to the total funds estimated to be required for reserve expenditures, and estimated to be on hand at the end of the current fiscal year, in relation to the amount determined by allocating reserve contributions on a pro-rata annualized basis over their total estimated useful lives.

Reserve Study Purpose - Disclaimer

The intention of the reserve study is to forecast the Project's ability to repair or replace major components as they wear out in future years, and to provide the Project's, Project Manager with the information necessary to make the reserve projections. The reserve study is not an engineering report.

The costs to be outlined in the study are for budgetary and planning purposes only. Actual bid costs will depend upon the defined scope of work at the time repairs are made, and on actual price levels prevailing at the time that the future repairs must be done. The estimates of future repair costs in the report will be good faith estimates and projections, based upon estimated future inflation rates which may or may not prove accurate. BRG submits the probability it can project in its report, or the Project Manager could project in its disclosures, future costs or actual future remaining useful lives of components having useful lives extending beyond one year with precision is the functional equivalent of winning a lottery (while it may happen in rare instances by chance, one may not reasonably expect it to happen). As a result, BRG cannot, and does not, guaranty its projections. Assumptions on future costs should be reviewed and adjusted on an annualized basis, as future cost projections become less uncertain.

Any latent defects will be excluded from the report. Should BRG find signs of possible latent defects or problems not within the scope of the study, the Project will be notified immediately so the proper experts can be retained by the Project. However, the study will not be designed to uncover all possible latent defects, and the absence of any indications to such effect will not be, and should not be construed to be, an indication there are no defects not so noted, or that BRG warrants the absence of any such defects.

Scope of Report

The reserve study prepared by BRG will go beyond minimum professional standards for a reserve study in order to provide the Project with information to enable the Project to disclose to its members all required and additional information in a context which is neither misleading nor unduly alarming.

Indemnification

Hidden Valley Lake Community Service District shall defend, indemnify and hold harmless Browning Reserve Group, LLC, its principals, partners, employees, agents, contractors and vendors (individually and collectively, the "Indemnities") from and against all liability, claims, suits, damages, judgments, costs and expenses of whatever nature, including but not limited to construction defect, mold or other claims, attorneys' fees and disbursements to which the Indemnities may become subject by reason of or arising out of any injury to or death of any person(s), damage to the Property, loss of use of any property, or otherwise in connection with the performance or nonperformance of BRG's obligations under this Agreement as related to claims by third parties. The Project shall promptly reimburse the Indemnities for all amounts, including attorneys' fees and disbursements, which the Indemnities are required to pay in connection with or in defense of any of the matters in which the Indemnities are entitled to indemnification as set forth in this Paragraph.

Compensation

BRG will provide the services outlined in this proposed contract for a fee of \$6,000.00. Fifty Percent (50%) of this fee is due upon acceptance of this proposed contract. The balance is due upon acceptance of the final draft or 30 days after delivery of the first draft, whichever occurs first.

Deliverables

It is anticipated it will take 60 days from the receipt of this accepted proposal, including checklist items, to deliver the first draft to the Project Manager.

BRG will provide a reasonable quantity of report drafts, options, and "what if" scenarios at no additional cost during the client's current fiscal year. A "Final" reserve study will be provided, when requested, at no additional cost. All full reserve study reports will be delivered as electronic PDF documents. Hardcopy reports are available for an additional \$0.12 per page plus postage.

Attorneys' Fees and Costs

In the event a dispute arises under, or is related to, this contract and whether or not a lawsuit is filed or commenced, the prevailing party shall be entitled to all fees and costs, including attorneys' fees, incurred to enforce the terms of this contract.

Insurance

BRG shall procure and maintain, at its cost and expense, the following insurance policies: Commercial General Liability Insurance; Workman's Compensation Insurance; Automobile Liability Insurance; and Errors and Omission Insurance. Proof of the preceding insurance coverage will be provided to the Project's Project Manager upon request by the Project to BRG.

Miscellaneous

Modification. No modification of this contract shall be made or effective unless, and until, such modification is executed in writing by BRG and the Project.

Complete Agreement. This contract, including all exhibits referenced and attached hereto, represents the complete understanding of BRG and the Project with respect to its subject matter.

Headings. The headings in this contract are for reference purposes only and shall not affect, in any way, the meaning or interpretation of this contract.

Choice of Law. This contract shall be interpreted and enforced in accordance with the laws of California.

This proposed contract will remain binding on BRG for 365 days, after which date it will lapse. Should the Project Manager desire BRG to perform a reserve study for the Project on the foregoing terms, please execute and return this contract to BRG on or before such date.

Should you have any questions, please feel free to contact this office anytime and thank you for giving BRG an opportunity to bid on this project.

Sincerely,

Robert W Browning

California General Contractor's License 768851

I have reviewed the proposal as outlined above and approve the terms set forth.

BY: _____

BY: *Robert W Browning* _____

TITLE: _____
Hidden Valley Lake Community Service District

TITLE: Owner _____
Browning Reserve Group, LLC

DATE: _____

DATE: December 04, 2024 _____

Please answer the following:

- Directions to Project (or provide one address within the project.)
[_____] ZIP Code: [_____]
- Fiscal Year-End Month: [_____]
- Development Type: Condo[___] Planned Development/Community[___]
Apartment[___] Cooperative[___] Other[_____]
- Development Type: _____
- Unit/Lot Qty: [_____] Building Qty: [_____] Phase Qty: [_____]
- Years Amenities Constructed: 1st [_____] Last [_____] (actual or anticipated)
- Name of qualified individual from the Project who may contact BRG for direction:
[_____]
- Is a site inspection meeting required (not required by BRG)? [Yes / No]
Meeting contact name: [_____]
Phone: [_____] E-mail: [_____]
If meeting is for access only, please check here: _____

Please provide the following:

- Signed Proposal
- Previous Reserve Study (if available)
- Blueprints (if available - as-builts preferred)
- Site Map (8½" x 11" preferred)
- CC&R's
- 2024/2025 Budget (Which clearly indicates the **RESERVE CONTRIBUTION**)
- Current Financial Statement (including Balance Sheet & Income Statement)
- June 30, 2024 Audit or Review (or balance sheet if no audit/review.)
The **2024/2025** reserve fund starting balance **MUST** be provided!
- Common Area Keys: (Clubhouse, Pool, Pool Equipment Area, Etc.)
- Security Code for Access to the Project: [_____]
- Retainer Fee Per Proposal in Amount of: **\$3,000.00**
(As of 1/1/2022, BRG is a California LLC with new EIN **87-4315752**)
- E-mail address for invoices: [_____]

Please list contractors:

	<i>Name</i>	<i>Phone Number</i>
Pool:	_____	_____
Landscaping:	_____	_____
Roofing:	_____	_____
Painting:	_____	_____
Paving:	_____	_____
Elevator:	_____	_____
HVAC:	_____	_____
Ponds:	_____	_____
Vehicle Gates:	_____	_____
Other:	_____	_____

Please list any reserve component work planned this year:



32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

nbsgov.com

December 10, 2024

Dennis White
Operations Manager
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

Dear Mr. White:

For the Water, Sewer, and Recycled Water Rate Study Update, the District has requested that NBS prepare an additional scope task for an in-depth review and analysis of the District's reserve targets for the water, sewer, and recycled water utilities.

Task Description – For each of the three utilities, NBS will conduct a comprehensive review and evaluation of the sufficiency of existing reserve funds, target reserves, reserve fund policies, and related issues such as meeting debt service coverage ratios and other rate covenants. For each utility, we will investigate three alternatives for reserve fund targets and will provide recommendations for preferred reserve fund target levels that are tailored to the District's specific needs such as operating, capital rehabilitation/replacement, rate stabilization and catastrophes. For each alternative, we will develop a phased-in approach to funding reserves to minimize the impact on ratepayers for all three utilities.

Work Product – The work products for this additional will include the reserve fund alternatives evaluation prepared for District staff, outlining the background, analysis, and recommendations. Key assumptions, methodologies, and factors affecting the development of the proposed reserve targets will be highlighted with charts and graphs in the rate study report. NBS will also prepare tables and comparison graphs to illustrate how the reserve fund target alternatives impact the required rate adjustments as well as the reserve fund balances over time. The selected preferred alternative for the reserve targets for each of the three utilities will be incorporated into the final rate study model and report.

Task Pricing – The budget for this additional optional task is an hourly not-to-exceed fee of \$10,000. The original proposal for conducting the rate study update is \$41,675. If NBS is selected to perform this additional optional task, the maximum not-to-exceed budget would be \$51,675. Please contact me at 800.676.7516 or via email at jtamargo@nbsgov.com if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Tamargo", written in a cursive style.

Jeremy Tamargo
Associate Director

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
STAFF REPORT**

DATE: January 21, 2025

AGENDA ITEM: Accept the Proposal submitted by Mike Loughrin, Transformance Advisors Inc. to Establish a Lean Transformation Program and Authorize the General Manager to Execute an Agreement Mike Loughrin, Transformance Advisors Inc.

RECOMMENDATIONS: Accept the Proposal submitted by Mike Loughrin, Transformance Advisors Inc Authorize the General Manager to Execute an Agreement to Implement the Lean Process

FINANCIAL IMPACT: Due to the estimated amount for travel, staff recommend an amount not to exceed \$30,000.

BACKGROUND: On October 15, 2025, Staff were directed to provide a proposal for the implementation of Lean Six Sigma. On November 19, 2024, Staff invited a local Lean Six Sigma Black Belt to provide a presentation along with an estimated cost of Lean.

Bob Silvers, LSS was introduced to staff and on December 5, 2024, Mr. Silvers provided a Board Workshop presenting a high level of Lean End-to End Process, summarizing Lean into 5 Principles:

- Principle 1 – Precisely specify the value of a specific process
- Principle 2 – Identify the value stream for each process
- Principle 3 – Allow value to flow without interruptions
- Principle 4 – Let the clients pull value from the process team
- Principle 5 – Continuously pursue perfection

Staff met with Mike Loughrin, Transformance Advisors On January 7, 2025, where he provided an overview of Lean in a commonsense approach breaking down Lean into four (4) components for an effective Lean Program:

- Milestone 1 – Lean and Lean Transformation
- Milestone 2 – Mapping Projects
- Milestone 3 – Problem Solving Project s
- Milestone 4 – Management Skills

ATTACHMENTS: *LSS - HVLCSD Training Proposal, Transformance Advisors – HVLCSD Lean Transformation Program*

Transformance Advisors Inc.

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Proposal for Hidden Valley Lake Community Services District January 9, 2025

Summary

Establish a [Lean Transformation Program](#).

- Foundations of Lean for all employees
- 4 Value Stream Mapping projects
- 4 Problem Solving projects
- Establish a Sustainable Program
- Travel for 2 in-person sessions
- Training and Coaching
- Leadership Support
- Significant ROI

Milestones

Milestone 1: Training for everyone on the foundations of Lean and Lean Transformation programs. This includes principles, waste, value, standard work, projects, continuous improvement, and program management. All participants will learn the body of knowledge associated with being a [Certified Lean Apprentice](#). Each person will have the option to take an exam and earn the Certified Lean Apprentice credential.

Milestone 2: Run 4 value stream mapping projects. 4 employees will be Project Managers and other employees will be Project Team Members or Subject Matter Experts. Training in value stream mapping is integrated with running a project. The “cultural transformation” you hear associated with Lean will happen as people use the tools and see the results. Following completion of training and projects, the 4 Project Managers can take an exam and earn the [Certified Lean Practitioner](#) credential.

Milestone 3: Run 4 problem solving projects. The 4 employees will be Problem Solvers and other employees will assist as needed. Training in solving complex problems is integrated with running a project. Following completion of training and projects, the 4 Problem Solvers can take an exam and earn the [Certified Lean Expert](#) credential.

Milestone 4: Program management skills for ongoing leadership of the Lean Transformation Program for Hidden Valley Lake Community Services District. 1 person will be the Program Manager responsible for ongoing Lean activities. Training in managing a Lean Transformation Program is integrated with building out a sustainable program. Following completion of training

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and establishing a sustainable program, the Program Manager can take an exam and earn the [Certified Lean Master](#) credential.

Training and coaching will be a combination of in-person for critical sections and online for most of the material. Online materials are available 24/7 and include articles, videos, podcasts, assignments, quizzes, and exams. Coaching is flexible and can involve telephone calls, Zoom meetings, and emails.

Leadership for the Hidden Valley Lake Community Services District will be provided information on serving as Project Champions, Steering Committee Members, and hosting celebrations.

Timing

~Months 1 to 3:

Kick-off (2.5 days in-person training and coaching):

- Milestone 1: Foundations of Lean and Lean Transformation Programs (all employees).
- Start projects which are part of Milestone 2: Project selection, scoping, and charters (4 employees who will be Project Managers).

Online training and remote coaching:

- 90 days elapsed time is an average for value stream mapping projects.
- Weekly coaching sessions should be prescheduled.

Project completion and launch (2 days in-person training and coaching):

- Value stream mapping project completion and celebration.
- Start problem solving projects which are part of Milestone 3: Project selection and scoping (4 employees who will be Problem Solvers).

~Months 4 to 6:

Online training and remote coaching:

- 60 days elapsed time is an average for problem solving projects.
- Weekly coaching sessions should be prescheduled.
- Problem solving project completion and celebration.

Online training and remote coaching:

- 60 days elapsed time is an average for building out a sustainable program which is Milestone 4. (1 employee who will be the Program Manager). This can overlap with the problem solving projects.
- Weekly coaching sessions should be prescheduled.

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Based upon coordination of schedules, we can start in February or March of 2025. Total elapsed time, between kick-off and completion of milestone 4, will be approximately 6 months. The duration is a function of the scope of each project and availability of project managers, problem solvers, and program manager. Those leading projects should allocate about 8 hours per week.

Accountabilities

Transformance Advisors accountability includes:

- Training materials via online learning management system.
- Teaching and coaching (Mike Loughrin with back-up from Lale Lovell).
- Supporting leadership in establishing a sustainable program.

Hidden Valley Lake Community Services District accountability includes:

- Training room for in-person events
- Refreshments, snacks, and lunch for in-person events.
- Active leadership support, including learning about Lean, serving as Project Champions, conducting steering committee meetings, and holding celebrations. As people wear multiple hats, the same person may be a Project Manager for one project, a Project Champion for another, and on the steering committee for a third!
- Time for project managers, problem solvers, and program manager to learn and apply the materials. The ballpark estimate is 8 hours per week.

Joint accountabilities include:

- Agreement on agenda and schedule.
- Establish the right projects which align with learning objectives and deliver significant ROI.
- Dealing with change management issues.

Terms and Conditions

\$22,500 for materials, teaching, coaching, and certifications.

\$3,500 estimated for travel (\$1,750 times 2 trips = \$3,500).

\$26,000 estimated total over 6 months plus or minus a few days.

\$22,500 will be billed at \$3,750 a month for 6 months beginning on the first day of the month with the kick-off meeting.

Travel expenses will be billed after completion of travel.

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Conclusion

When completed, you will have:

- Completed 4 value stream mapping projects.
- Completed 4 problem solving projects.
- Established a sustainable program able to do many more Lean projects and deliver continuous improvement.
- All employees with knowledge of Lean and experience as project team members.
- 4 key employees with knowledge and experience running Lean projects.
- 1 program manager able to take your Lean Transformation Program to the next level.
- Many employees with 1 or more Lean credentials.
- Achieved significant ROI. The projects will deliver great results.

Please do not hesitate to contact me with any questions.

I can be reached at 720-234-3244 or mloughrin@emailta.com.

Sincerely,

Mike Loughrin
Chief Executive Officer
Transformance Advisors Inc.
720-234-3244

"The team at Transformance Advisors has put together a great Lean Transformation program." – Chris Stone, Program Manager, Rocky Mountain Trade Adjustment Assistance for Firms.

"The Lean Transformation program, from Transformance Advisors, will change the way you work and the way you think. It will help you transform your company." – Trevor Zylstra, Chief Operating Officer, SparkFun Electronics.

SSA&COMPANY

685 Third Avenue, 22nd Floor
New York, New York 10017
e-mail: bsilvers@ssaandco.com

January 3, 2025
Ms Penny Cuadras
Administrative Services Manager
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

Dear Penny:

Thank you for assisting in managing the process with your team to discuss the potential opportunity for SSA & Company to provide Lean training and coaching in support of Hidden Valley Lake Community Services District (HVLCS D).

SSA has deep experience working in the water utility industry. Our clients have documented millions of dollars in cost reduction and productivity benefits as validated by their finance teams through our joint execution, training, and coaching them in the Lean Six Sigma (LSS) methods and tools. This represents significant ROI in client investment working with SSA. We look forward to the opportunity to work with HVLCS D.

Objective:

HVLCS D seeks to implement lean thinking principles (waste elimination, continuous improvement) into the organization's culture to improve efficiency, reduce costs, enhance service quality for ratepayers, and ensure long-term sustainability. The anticipated benefit of this implementation is to reduce operational costs, improve customer satisfaction, increase employee engagement, better resource utilization, and improve safety.

Considerations

As HVLCS D embarks on implementing lean thinking principles there are basic operational and management processes we recommend are in place to deliver and sustain the business and customer benefits you have outlined. Along with giving consideration to the initial training projects to be executed and respective team member composition to afford the greatest and fastest benefits. This includes:

- Access to systems and data, both real-time and historical, to address current business issues and assess improvement trends
- Established Key Process Indicator's (KPIs) - from the field to middle level management, and senior leaders - reviewed on a daily, weekly, and monthly basis to manage results
- Established organizational roles and responsibilities, and employees with the right skill sets /

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- capabilities to drive ownership and accountability
- Defined meetings that have established Terms of Reference (TORs) - Meeting Times, Attendees, Purpose, Agendas, Inputs and Outputs - to Measure, Manage, Control, and Report business performance
- HVLCSD is a small organization comprised of 5 Board Members and 14 full-time team members. To achieve the greatest benefits quickly, consideration should be given to identifying a number of initial training projects (potentially 3 – 4) that span and connect the entire HVLCSD value stream. Each project would be comprised of 4 - 6 full-time team members and 1 or 2 board members.

Based on our initial discussions, HVLCSD measures a limited number of KPIs and has limited access to historical information and data. These limitations can make it difficult for HVLCSD to determine the quantifiable impact Lean is having on its business performance, customer satisfaction, and sustainment of improved results. This situation is not uncommon with many of the clients we work with. In our +30 years of Lean Deployment experience, we have developed effective techniques and methods to work around these gaps ensuring you will quickly achieve the goals you seek to achieve. We will tailor a Lean deployment plan to your specific business situation, which we are pleased to present herein.

Services, Activities, and Outcomes

1-day Executive Workshop – The services, activities, and outcomes of this 1-day Executive Workshop are:

- Sketch out the high level HVLCSD value stream map
- Document the KPIs that are currently measured, review the historical data that may exist to understand the trending of these KPIs, identify future state KPIs HVLCSD desires to measure, and a high-level plan to measure and store the data that define these KPIs
- Identify the gaps the Board sees in the ability of the organization to achieve its 2025 business goals
- Identify 3 – 4 potential projects to close these gaps that are codified at a high level in an A3
- Identify the potential project team members (including Board Members), and project team leads who will execute these projects and attend training
- Define the timeline for the training and coaching to execute these projects
- Review the Boards responsibility in leading a Lean organization
- Assess the implementation risks and document the mitigation plans to ensure a successful implementation
- Determine next steps

Lean Training, Project Execution, and Coaching – To facilitate a deep understanding and application of the lean methods and tools and quick project execution, SSA recommends beginning with all project teams attending a 1-day Lean training session, where the teams will learn the

- A3 as a project framework and how it is used for root cause analysis. Further, during the training we will review each Teams A3
- Value stream mapping and the definitions for value-add, non-value-add, and business-value-add, along with the 8 wastes to identify gaps in performance
- SIPOC (Suppliers, Inputs, Process, Output, and Customers) and how it is used to define the key inputs and outputs of a process and their respective criteria to meet our business and customer's needs. Additionally, we will review the RACI as to who is Responsible, Accountable, Consulted, and Influencers to execute the process steps
- Kaizen Events - how they are conducted and the benefits of using them to gain consensus and

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efficiently solve problems

- Standard Work to ensure the one right way to execute a process has been identified, codified and the need to continually improve on this standard work
- Visual Controls, Mistake proofing, and Leader Standard Work to ensure gains are sustained

After the training each team will apply what they have learned to their project by drafting a value stream map, completing a SIPOC, and collecting any available data in preparation for the first of two Kaizen Events. We expect this first Kaizen Event will take place ~ 2 weeks after the training. During these two weeks SSA will provide coaching to assist the teams complete these tasks.

First Kaizen Event – Each Team will attend a 1-day Kaizen Event focused on their project, facilitated by the SSA trainer/coach. The outcome of this first Kaizen Event will be to

- Codify the current state value stream map for their projects
- Identify gaps in the current state performance
 - Document observed waste based on the 8 definitions of waste
 - Codify and gain consensus on the SIPOC and identify gaps in the inputs, outputs, and respective criteria
 - Review any data/observations that have been identified
- Identify improvements necessary to close the current state gaps and expected benefits
- Prioritize improvements based on ease of implementation and expected benefits
- Develop Improvement plan and associated running action item list (RAIL)
- Assess the implementation risks and document the mitigation plans

After each team's respective Kaizen Event, they will implement the actions identified in their RAIL. We expect the implementation of these improvements to take approximately 2 to 3 weeks. During this time the SSA training/coach will meet with the teams weekly to answer any questions and break any barriers.

Second Kaizen Event – Each Team will attend a 4-hr Kaizen Event focused on their project, facilitated by the SSA trainer/coach. The outcome of this second Kaizen Event will be to:

- Review the status of the implementation and if necessary, break any barriers to implementation
- Document Standard Operating Procedures and Standard Work to codify improvements
- Develop Visual Controls, Mistake Proof approaches, and Leadership Standard Work to sustain improvements
- Validate estimated benefits
- Develop Control/Sustainment (audit) plan and associated running action item list (RAIL)
- Assess the Control/Sustainment risks and document in a mitigation plans
- Finalize A3 to codify Teams efforts and retain as internal intellectual property for future reference
- Identify additional improvement opportunities and initiate an A3

After the second Kaizen Event, each team will implement their Control/Sustainment plans. Depending on the project and the respective improvements, this can take one to 4 weeks to implement. SSA Trainer/Coach will review final A3 and improvements to close the projects.

Approach

SSA will collaborate with HVLCSD to develop these Lean training materials, teach the training class, and facilitate the Kaizen Events. Specifically, we will:

- Provide experience and training documents and plans necessary to drive effective training
- Share experiences and train the HVLCSD personnel to adopt a Lean Mindset and become true

SSA & COMPANY

Change Agents

- Work with Leadership and the Project Teams to step outside their comfort zone and challenge the status quo
- Identify risks and develop risk mitigation strategies
- Transfer knowledge to assist in successfully deploying and implementing the Lean skillset into HVLCSD to drive your business results

Deliverables

Deliverables for these services includes the delivery of:

- Bespoke Lean training materials
- Conduct 1 Executive Workshop
- Provide Lean training and coaching
- Facilitate 2 Kaizen events for each project team

Team, Timing, and Investment

SSA & Company enables our clients to execute their strategic goals and objectives. We bring methodologies that translate your strategy into hands-on, tactical actions that drive sustainable business results. We will meet you where you are -- working together, soliciting your input and providing feedback to ensure no surprises. Our team will combine onsite and remote activities to ensure timelines are maintained and results generated.

Bob Silvers, Managing Director, will work and collaborate with the HVLCSD Board in execution of this effort, developing the bespoke Lean training materials, and delivering the training. We will identify a SSA trainer/coach who is skilled in this approach to conduct the Lean training and facilitate the Kaizen Events. Professional fees for this assignment are \$55,000, not including ordinary travel & expense.

If additional time is required or a change of scope or team is appropriate, we will work with HVLCSD to adjust the Agreement terms and fees to account for the extension.

We are excited at the opportunity to work with HVLCSD. Please let us know if you have any questions, and we look forward to hearing back from you.

Sincerely,

Bob Silvers, Managing Director
SSA & Company
bsilvers@ssaanco.com
480-734-3426

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
STAFF REPORT**

DATE: January 21, 2025

AGENDA ITEM: Approve and Adopt Procurement Policy #2106

RECOMMENDATIONS: Staff recommend approving and adopting Procurement Policy #2106

FINANCIAL IMPACT: None

BACKGROUND: FEMA recently recommended that the District adopt a Procurement Policy to reflect its procurement practices. Although the District already abides by such procurement guidelines as defined by FEMA, adopting a policy will ensure compliance for grant purposes.

ATTACHMENTS: *Policy #2106 Procurement Policy*



POLICY	Procurement Policy	
POLICY # 2106	ADOPTED: January 21, 2025	REVISION:

2106. POLICY

The Hidden Valley Lake Community Services District Purchasing Policy (this “Policy”) establishes policies and procedures for acquiring services and materials, equipment, and supplies (referred to collectively as “materials”), and for public works projects, for the Hidden Valley Lake Community Services District (the “District”), pursuant to Government Code Section 54201 et seq.

California Government Code Section 54202: requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies, materials and equipment and that said purchases shall be in accordance with said duly adopted policies and procedures.

California Government Code Section 54204: requires that if the local agency is other than a city or county, policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

This Policy establishes the Board of Directors’ (the “Board”) approved policies with respect to the procurement of services and materials and for public works projects, including expenditure authorization and limits, competitive proposal and bidding requirements, and general procurement procedures. All purchases of services or materials and public works projects to be paid for by the District must adhere to the authority level and dollar limits of this Policy as set forth in Section 2106.1, except as otherwise provided by specific terms and exceptions set forth in this Policy.

2106.1 AUTHORIZATION

By adoption of this Policy, the Board is authorizing the General Manager, or their designated representatives to exercise certain duties and responsibilities that are essential for the day-to-day operation of the District.

The General Manager may delegate the procurement of services and materials and the provision of public works projects to those staff members given specific authority, consistent with the terms of this Policy.

Delegation of purchasing authority may be through the authorized use of purchasing cards, purchase orders, check requests, or other written authorization. All such purchases will be made in conformity with the policies and procedures prescribed within this Policy.

The Board-established procurement limits and contract signatory authority are listed in Table 1 below. These limits are applicable on a per-expenditure/per-contract basis, not on an aggregated basis, for unrelated activities.



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Table 1

Procurement Limits and Contract Signature Authority		
Title	Expenditures	Contract Signature Authority
<i>General Manager</i>	Up to \$50,000	\$50,001 and over with Board authorization Up to \$50,000 without Board authorization
<i>Utility Supervisor</i>	Up to \$5,000	None
<i>Accounting Supervisor</i>	Up to \$5,000	None
<i>Administrative Services Manager</i>	Up to \$5,000	None

2106.2 DEFINITIONS

Administrative Staff – The District employees assigned the duties of identifying vendors, obtaining competitive bids, issuing and processing Purchase Order Requisitions, maintaining office inventory, and assisting the General Manager in the application of Policy procedures within the District.

Amendment – A written change or addition to a legal document which, when properly executed, has the same legal validity of the original document.

Board – The Board of Directors of Hidden Valley Lake Community Services District.

Change Order – A written Amendment modifying the terms of an existing Contract or Purchase Order.

Consultant – An individual, firm or entity that provides or offers to provide Professional Services to the District.

Contingency - A predetermined amount or percentage of a Contract held for changes in a Public Works project.

Contract - Written agreement authorizing a contractor, Consultant, supplier or service provider to provide materials or services, or Public Works, in accordance with the material requirements, conditions or scope of work stated in the Contract.



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Cooperative Purchasing – Participation with other agencies in cooperative purchasing arrangements and programs to leverage the benefits of volume purchases, delivery and supply chain advantages, best practices, and the reduction of administrative time and expenses.

District –Hidden Valley Lake Community Services District.

Emergency – A situation in which unforeseen circumstances present an immediate risk of harm or hazard to the public health, safety, and welfare, or to the District property, or threaten serious interruption of District operations.

General Manager – General Manager of the District or the person appointed by the Board to act in the capacity of the General Manager and authorized to administer this Policy on their behalf.

Invitation for Bids - A formal process for soliciting sealed bids from qualified perspective suppliers or Public Works contractors. Typically involves a formal bid opening, and the awarding of a Contract to a responsive and responsible supplier or contractor based on price and other specified factors, and as otherwise required by law.

Multiple Year Contract - A Contract for the purchase of services or materials, or for Public Works for a multiple year term or that may contain provisions to extend performance by exercising optional renewal periods. A Multiple Year Contract does not obligate the District beyond the initial award period and shall not provide for a cancellation payment to the contractor if options are not exercised.

Non-Discretionary Purchases – Payments to utilities, license renewals for software and cloud-based services that support critical business services, temporary employment services, insurance providers, healthcare providers and national, state or local agencies that relate to routine obligations and expenses essential to the District’s ability to provide service to customers and that have been approved in fiscal year operating or capital budgets.

Non-Professional Services – Services other than Professional Services, including supply and maintenance services.

Procurement - The purchase or lease of materials, supplies, equipment or services, or Public Works.

Procurement Methods - There are three types of procurement methods:

1. **Informal procurement methods (for micro-purchases and simplified acquisitions)**
2. **Formal procurement methods (through sealed bids or proposals)**
3. **Noncompetitive procurement methods**

For any of these methods, the recipient or subrecipient must maintain and use documented procurement procedures, consistent with the Code of Federal Regulations, chapter 2, sections



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200.317, 200.318, 200.319, and 200.320. Hereinafter, unless otherwise specified, all references shall be to the foregoing Code of Federal Regulations sections.

Professional Services – Any type of special service or advice in financial, economic, accounting, engineering, legal or administrative matters by persons specially trained and experienced and competent to perform the special services required. (Gov. Code, § 53060.) Such services include but are not limited to architectural; engineering; environmental; financial; land surveying; construction management; audits; training services; legal services; preparation of planning or studies; technology application development; and personnel, job classification and benefit studies.

Public Works – As defined by California Public Contract Code Section 22002, public projects include construction, reconstruction, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased or operated facility. Maintenance work is not considered a public project for purposes of this definition.

Purchasing Card - A form of charge card that allows materials and services to be purchased without using a Purchase Order. The District participates in the Westamerica Bank credit card program.

Recipient – An entity that receives a Federal award directly from a federal agency to carry out an activity under a Federal program. This term does not include subrecipients or individuals that are participants or beneficiaries of the award.
Purchase Order (PO) – An authorization, under a standardized form in which the party designated as the “provider” is to provide materials and/or services for which the District agrees to pay.

Request for Proposal (RFP) - A solicitation used for the procurement of Professional Services and Nonprofessional Services. Prospective suppliers or Consultants submit requested information and are evaluated/awarded based on pre-established criteria.

Request for Quotes (RFQ) - A solicitation used for procurement of supplies, materials, or equipment.

Requisition (REQ) - The procedural method by which departments may request a PO for the purchase of materials, supplies or equipment. Requisitions are entered into the District’s ERP system application.

Single Source Purchase - Procurement where:

- (1) there is a compelling reason for only one source, a preferred brand, like material, etc., to be procured; or
- (2) the commodity is unique, including, but not limited to, acquisition of data processing, telecommunications and word processing equipment, goods and services; or



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(3) the purchase of a specific brand name, make or model is necessary to match existing District equipment or facilitate effective maintenance and support; or

(4) when it is in the best interest of the District to extend or renew a Contract from a previous contract period, based on satisfactory service, reasonable prices, avoidance of start-up costs, avoidance of interruptions to District business, or good business practices.

Sole Source Purchase - Procurement where only one viable source exists. This is usually due to legal restrictions of patent rights, a proprietary process, warranty issues, original equipment, copyrights, etc.

Staff Directors – District employees with the title of “Director.”

Subrecipient – An entity that receives a subaward from a pass-through entity to carry out part of a Federal award. The term subrecipient does not include a beneficiary or participant. A subrecipient may also be a recipient of other Federal awards directly from a Federal agency.

2106.3 GENERAL PROCUREMENT POLICIES

2106.3.1 Procurement practices shall comply with laws, regulations and guidelines of the State and any other applicable law, and the provisions of grant or funding contracts, if applicable.

2106.3.2 Any employee/individual effecting any procurement action outside of the policies and procedures established by this Policy and without General Manager or Board authorization to do so, shall be subject to disciplinary action and/or termination in accordance with District policies.

2106.3.3 Expenditures and Contract awards must be authorized by the appropriate authorization level indicated in Table 1.

2106.3.3.1 Separating or dividing Contracts into smaller components for the purpose of bringing the cost of one or more Contracts below any specified sum to avoid a requirement in any section of this Policy or any policy incorporated herein is strictly prohibited. Contracts may be divided only to meet unique scheduling of a project or to accommodate necessary time frames. In addition, no specifications shall be drafted in such a manner as to limit competitive bidding or solicitation directly or indirectly to any one specific vendor, or any specific brand, product, thing, or service, except for those items that are approved as exempt from competitive bidding or solicitation requirements as provided in this Policy or applicable law.



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2106.3.4 Purchase amounts include taxes and the cost of shipping, freight fees and any other charges billed by the supplier or contractor for purposes of the authorization limits under this Policy.

2106.3.5 Purchase authorization and expenditure limits in Table 1, and competitive solicitation requirements in Table 2 and as further set forth in this Policy, are on a per purchase/per contract basis and shall not be applied as an aggregate limit to any vendor, supplier, contractor or Consultant.

2106.3.6 With the exception of the General Manager, in the absence of an authorized signatory for a given request, authorization will be obtained from the next highest authority in Table 1.

2106.3.7 The District may use electronic commerce whenever practicable or cost-effective. The District may accept electronic signatures and records in connection with District procurement, as permitted by applicable law.

2106.4 METHODS TO INITIATE A PURCHASE REQUEST OR TO PAY FOR MATERIALS, SERVICES OR PUBLIC WORKS

2106.4.1 Check Request: A check request can be used to initiate payment for certain limited materials or services. Check requests are also used to request payment for Non-Discretionary Purchases, services rendered, subscriptions, membership dues, workshop/seminar/conference registrations, reimbursements, use of facilities, etc.

2106.4.2 WestAmerica Bank Credit Card (Credit Card): Designated staff may be assigned a District issued Credit Card for miscellaneous purchases that fall within the authorization limits in Table 1. Purchases using the Credit Card are subject to the terms and conditions of the District Cardholder Acceptance Agreement and any other applicable District Credit Card policies or procedures.

2106.4.3 Invoice: An invoice is used for payment to the same supplier/contractor/Consultant multiple times, or for ongoing monthly purchases/expenses. An invoice is issued to cover all amounts anticipated to be paid to the supplier/contractor/Consultant for the fiscal year or through a contract term and typically expires at the end of the fiscal year or at the expiration or termination of a Contract.

2106.4.4 Contracts: Provisions shall be made, either through specifications or procedures established by the District, for verification of the references and financial responsibility of the contracting parties prior to the award of a Contract. After award, all Contracts shall be executed on behalf of the District by the appropriate authorized signatory indicated in Table 1.



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In no case shall any Contract be made if sufficient funds are not budgeted and appropriated and not available to make payment promptly upon delivery or completion, or in accordance with a progress payment schedule, unless otherwise authorized and approved by the Board or approved by the General Manager as provided for in Section 2106.5.2 (Emergency).

2106.4.4.1 Contracts for Non-Professional Services, Professional Services and Public Works shall be executed when an expenditure exceeds \$5,000 (except in the event of an Emergency).

2106.4.4.2 Multiple Year Contracts are allowed when in the best interests of the District as determined and executed by the General Manager.

a) For purposes of procurement authorization, the dollar value of a Multiple Year Contract shall be the total contract value, including optional renewal periods. Once initially approved in accordance with the Policy requirements, any optional renewals may then be authorized by the General Manager at the time of renewal, regardless of the dollar amount, provided the pre-priced option is consistent with the terms of the contract as initially approved.

2106.5 EXCEPTIONS TO PRE-AUTHORIZATION

2106.5.1 Non-Discretionary Purchases do not require Board approval for payment, including those that exceed the General Manager limit of \$50,000. Initial engagement in all software license agreements and cloud-based service agreements are subject to the purchasing limitations as set forth in Table 1.

2106.5.2 Emergency Work/Services: The General Manager and/or their designated representatives may authorize Emergency expenditures for work, services, and/or supplies where the cost exceeds \$50,000 without prior Board approval. The Board shall be notified of any expenditures for Emergency work, services and/or supplies exceeding the General Manager’s authorization limit at the next regularly scheduled Board meeting.

2106.5.3 Purchases to replenish the District’s warehouse inventory within established inventory reorder levels require no prior authorization or signatory approval under Table 1.

2106.6 PROCUREMENT METHODS

There are three types of procurement methods described in this section: informal procurement methods (for micro-purchases and simplified acquisitions); formal procurement methods (through sealed bids or proposals); and noncompetitive procurement methods. For any of these methods,



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the recipient or subrecipient must maintain and use documented procurement procedures, consistent with the standards of § 200.320, and §§ 200.317, 200.318, and 200.319.

Table 2

INFORMAL		FORMAL		NON-COMPETITIVE
Micro-Purchase	Simplified Acquisitions	Sealed Bids	Proposals	Sole-Sourcing
Up to \$10,000	Up to \$250,000	Over \$250,000	Over \$250,000	Depends on Circumstances
Award directly to one vendor if price is fair	Obtain price/rate quotes from adequate # sources	Needs are known & specific- Award to lowest price bid	Some unknowns- award to most advantageous proposal	Award directly to one vendor-justification required

(a) **Informal procurement methods for small purchases.** These procurement methods expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under the Federal award does not exceed the simplified acquisition threshold as defined in [§ 200.1](#). Recipients and subrecipients may also establish a lower threshold. Informal procurement methods include:

(1) **Micro-purchases**

(i) **Distribution.** The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold defined in [§ 200.1](#). To the extent practicable, the recipient or subrecipient should distribute micro-purchases equitably among qualified suppliers.

(ii) **Micro-purchase awards.** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion. Purchase cards may be used as a method of payment for micro-purchases.

(iii) **Micro-purchase thresholds.** The recipient or subrecipient is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-



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purchase threshold used by the recipient or subrecipient must be authorized or not prohibited under State, local, or tribal laws or regulations. The recipient or subrecipient may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with [paragraphs \(a\)\(1\)\(iv\)](#) and [\(v\)](#) of this section.

(iv) Recipient or subrecipient increase to the micro-purchase threshold up to \$50,000.

The recipient or subrecipient may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The recipient or subrecipient may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with [§ 200.334](#). The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

- (A) A qualification as a low-risk auditee, in accordance with the criteria in [§ 200.520](#) for the most recent audit;
- (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
- (C) For public institutions, a higher threshold is consistent with State law.

(v) Recipient or subrecipient increase to the micro-purchase threshold over \$50,000.

Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The recipient or subrecipient must submit a request that includes the requirements in [paragraph \(a\)\(1\)\(iv\)](#) of this section. The increased threshold is valid until any factor that was relied on in the establishment and rationale of the threshold changes.

(2) Simplified acquisitions

(i) Simplified acquisition procedures. The aggregate dollar amount of the procurement transaction is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If simplified acquisition procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate.

(ii) Simplified acquisition thresholds. The recipient or subrecipient is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures, which may be lower than, but must not exceed, the threshold established in the FAR.



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(b) **Formal procurement methods.** Formal procurement methods are required when the value of the procurement transaction under a Federal award exceeds the simplified acquisition threshold of the recipient or subrecipient. Formal procurement methods are competitive and require public notice. The following formal methods of procurement are used for procurement transactions above the simplified acquisition threshold determined by the recipient or subrecipient in accordance with [paragraph \(a\)\(2\)\(ii\)](#) of this section:

(1) **Sealed bids.** This is a procurement method in which bids are publicly solicited through an invitation and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price. The sealed bids procurement method is preferred for procuring construction services.

(i) For sealed bidding to be feasible, the following conditions should be present:

- (A) A complete, adequate, and realistic specification or purchase description is available;
- (B) Two or more responsible bidders have been identified as willing and able to compete effectively for the business; and
- (C) The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally based on price.

(ii) If sealed bids are used, the following requirements apply:

- (A) Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate. For local governments, the invitation for bids must be publicly advertised.
- (B) The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;
- (C) All bids will be opened at the time and place prescribed in the invitation for bids. For local governments, the bids must be opened publicly.
- (D) A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.



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(E) The recipient or subrecipient must document and provide a justification for all bids it rejects.

(2) **Proposals.** This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:

(i) Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

(ii) The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and

(iv) The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

(c) **Noncompetitive procurement.** There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:

(1) The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see [paragraph \(a\)\(1\)](#) of this section);

(2) The procurement transaction can only be fulfilled by a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

(4) The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or



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(5) After soliciting several sources, competition is determined inadequate.

2106.7 CHANGE ORDERS

2106.7.1 Change Orders may be issued from time to time as required by changes in the specifications or conditions of a project, services performed, or materials issued.

2106.7.2 Change Orders –. Change Orders up to 10% (to a maximum additional \$1,000) of the original amount may be issued by the General Manager without further approval. A revised Requisition must be completed and approved at the appropriate authorization levels under Table 1 for any Change Order request exceeding the original amount by more than 10% or the \$1,000 limit.

2106.7.2.1 Change Orders – Formal Contracts and Amendments.

(1) For Contracts and Amendments under \$50,000:

- a. Change Orders up to 10% of the original Contract amount can be approved by the appropriate authorization levels as outlined in Table 1 up to a maximum total Contract amount of \$50,000 without Board approval.
- b. Board approval is required for Change Order requests exceeding the original Contract amount by more than 10% or resulting in a total Contract amount over \$50,000.

(2) For Contracts and Amendments \$50,001 and over:

- a) Change Orders up to 10% (to a maximum additional \$50,000) of the original Contract amount can be approved by the appropriate authorization levels as outlined in Table 1 without Board approval.
- b) Board approval is required for Change Order requests exceeding the original Contract amount by more than 10% or resulting in a \$50,000 increase.

2106.7.2.2 A Change Order exceeding the Change Order limits set forth in this article may be authorized by the General Manager prior to Board approval if, in the General Manager’s determination, any of the following circumstances exist:

- (1) A delay in Change Order authorization could result in a negative financial impact to the District.
- (2) A delay in Change Order authorization could result in damage to or impairment of the operations of a District facility.
- (3) An Emergency exists which requires immediate work/services.



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The Board shall be notified of any Change Order authorization exceeding the General Manager’s authorization limit at the next regularly scheduled Board meeting.

2106.8 ETHICAL PROCUREMENT- CONFLICT OF INTEREST

2106.8.1 Board members, and District officers and employees shall not be financially interested in any contract made by them in their official capacity. (Gov. Code, §1090.) Board Members, officers and employees shall not participate in any way to influence a governmental decision in which he/she knows or has reason to know that he/she has a financial interest. (Gov. Code, § 87100.)

2106.8.2 Any District employee (other than Administrative Personnel not under Designated Positions in the District’s Conflict of Interest Code) authorized under this Policy to make or enter into purchases on behalf of the District will complete a Statement of Economic Interests (Fair Political Practices Commission, Form 700) and comply with the District’s Conflict of Interest Code.

2106.8.3 Confidential or proprietary information must be handled with due care and proper consideration of ethical and legal ramifications and governmental regulations.

2106.8.4 Purchasing activities must be performed in accordance with all applicable laws and District policies.

2106.8.5 Any employee/individual who violates the standards set forth in this Section shall be subject to disciplinary action consistent with District personnel policies.

2106.9 POLICY REVISIONS

This document will be maintained and revised by the General Manager with their designated representatives in consultation with the District’s legal counsel, subject to approval by the Board. Revisions will occur whenever applicable Federal, State or local regulations change or otherwise as the need arises and at the discretion of the Board.