



Hidden Valley Lake Community Services District

Special Meeting: Budget Workshop

DATE: June 14, 2016
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA

- 5) DISCUSSION AND POSSIBLE ACTION: Review of FY 2016-2017 budget

- 6) PUBLIC COMMENT

- 7) BOARD MEMBER COMMENT

- 8) ADJOURNMENT

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

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

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

Employee Salary Option "B"
Director Benefits Option "B"

Water—Salaries One Step 2016-2017
 Water—Benefits Director Only (8months) PROPOSED

SUMMARY

Revenue	\$ 1,635,400
2015-2016 Carry Overs	28,215
Operating Expenses	1,413,398
Loan Payments	171,960
Capitla Projects	82,500
Reserves	-
BALANCE	\$ (4,243)

Sewer—Salaries One Step 2016-2017
 Sewer—Benefits Director Only (8months) Proposed

SUMMARY

Revenue	\$ 1,066,000
2015-2016 Carry Overs	322,742
Operating Expenses	1,124,349
Loan Payments	-
Capitla Projects	284,600
Reserves	-
BALANCE	\$ (20,207)

HVL CSD 2016-2017 PRELIMINARY BUDGET: WATER					
Line		2015-2016 BUDGET	2016-2017 PROPOSED	Difference	Notes
#	SUMMARY				
1	Revenue	\$ 1,138,568	\$ 1,635,400	\$ 496,832	
2	2015-2016 Carry Overs	-	28,215	28,215	
3	Operating Expenses	1,313,313	1,413,398	100,085	
4	Loan Payments	-	171,960	171,960	
5	Capital Projects	-	82,500	82,500	
6	Reserves	-	-	-	
	BALANCE	\$ (174,745)	\$ (4,243)	\$ 170,502	
	REVENUE				
7	130-4035 RECONNECT FEES	13,000	13,000	\$ -	
8	130-4038 COMM WATER CONNECTIONS	-	-	0	
9	130-4039 WATER METER INSTALLATION	300	500	200	
10	130-4040 RECORDING FEE INCOME	110	100	(10)	
11	130-4045 AVAILABILITY FEES	35,000	20,000	(15,000)	
12	130-4110 COMMERCIAL WATER USE	27,400		(27,400)	
13	130-4112 GOVERNMENT WATER USE	844		(844)	
14	130-4115 WATER USE CHARGES	970,200	1,574,000	603,800	
15	130-4117 WATER OVERAGE USE FEE	53,900	-	(53,900)	
16	130-4118 WATER OVERAGE COMMERCIAL	5,200	-	(5,200)	
17	130-4119 WATER OVERAGE GOV'T	-	-	0	
18	130-4210 LATE FEE 10%	25,014	25,000	(14)	
19	130 4215 RETURNED CHECK FEE	700	1,000	300	
20	130-4300 MISC INCOME	1100	1,500	400	
21	130-4505 LEASE INCOME	5,800	-	(5,800)	
22	130-4310 OTHER INCOME		-	0	
23	130-4550 INTEREST INCOME	-	300	300	
	TOTAL REVENUE	1,138,568	1,635,400	\$ 496,832	
	OPERATING EXPENSES				
24	130-5010 SALARY & WAGES	458,725	487,886	\$ 29,161	
25	130-5020 EMPLOYEE BENEFITS	119,078	144,400	25,322	
26	130-5021 RETIREMENT BENEFITS	76,462	82,700	6,238	

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27	130-5022 CLOTHING ALLOWANCE	1,900	1,500	(400)	
28	130-5024 WORKERS' COMP INSURANCE	21,700	12,200	(9,500)	
29	130-5025 RETIREE HEALTH BENEFITS	7,211	13,938	6,727	
30	130-5030 DIRECTOR HEALTH BENEFITS	34,793	30,973	(3,820)	
31	130-5040 ELECTION EXPENSE	-	4,800	4,800	
32	130-5060 GASOLINE, OIL & FUEL	8,788	10,000	1,212	
33	130-5061 VEHICLE MAINT	3,521	7,500	3,979	
34	130-5062 TAXES & LICENSE	1,153	1,200	47	
35	130-5063 CERTIFICATIONS	220	600	380	
36	130-5074 INSURANCE (only liability)	14,735	14,000	(735)	
37	130-5075 BANK FEES	12,750	11,000	(1,750)	
38	130-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641	17,300	(341)	
39	130-5090 OFFICE SUPPLIES	7,540	4,900	(2,640)	
40	130-5092 POSTAGE & SHIPPING	1,300	5,350	4,050	
41	130-5110 CONTRACTUAL SERVICES	43,650	-	(43,650)	
42	130-5121 LEGAL SERVICES	9,445	10,000	555	
43	130-5122 ENGINEERING SERVICES	37,500	40,000	2,500	
44	130-5123 OTHER PROFESSIONAL SERVICE	73,200	1,500	(71,700)	
45	130-5124 WATER RIGHTS	10,428	55,000	44,572	
46	130-5126 AUDIT SERVICES		7,200	7,200	
47	130-5130 PRINTING & PUBLICATION	1,500	7,750	6,250	
48	130-5135 NEWSLETTER	1,000	1,100	100	
49	130-5145 EQUIPMENT RENTAL - Vac Con	-	17,650	17,650	
50	130-5148 OPERATING SUPPLIES	1,107	1,400	293	
51	130-5150 REPAIR & REPLACE	62,888	160,000	97,112	
52	130-5155 MAINT BLDG & GROUNDS	8,400	8,400	0	
53	130-5156 CUSTODIAL SERVICES	10,000	9,600	(400)	
54	130-5157 SECURITY	460	450	(10)	
55	130-5170 TRAVEL & MEETINGS	2,835	3,200	365	
56	130-5175 EDUCATION/SEMINARS	8,000	8,000	0	
57	130-5176 DIRECTOR TRAINING	800	1,000	200	
58	130-5179 ADM MISC EXPENSE	300	300	0	
59	130-5191 TELEPHONE	6,958	8,000	1,042	
60	130-5192 ELECTRICITY	132,166	96,000	(36,166)	
61	130-5193 OTHER UTILITIES	2,627	2,200	(427)	

62	130-5194 IT SERVICES		21,800	21,800	
63	130-5195 ENV/MONITORING	24,000	21,600	(2,400)	
64	130-5196 RISK MANAGEMENT	300	-	(300)	
65	130-5198 ANNUAL OPERATING FEES	22,400	20,100	(2,300)	
66	130-5310 EQUIPMENT - FIELD	1,149	2,000	851	
67	130-5311 EQUIPMENT - OFFICE	1,271	1,000	(271)	
68	130-5312 TOOLS - FIELD	1,681	2,000	319	
69	130-5315 SAFETY EQUIPMENT	1,531	1,700	169	
70	130-5505 WATER CONSERVATION	10,000	9,000	(1,000)	
71	130-5545 RECORDING FEES	200	200	0	
72	130-5585 FLOOD CONTROL	-	-	0	
73	130-5600 CONTINGENCY	50,000	45,000	(5,000)	
	TOTAL OPERATING EXPENDITURES	1,313,313	1,413,398	\$ 100,085	
	LOANS PAYMENTS				
74	CIEDB	\$ -	171,960	171,960	
	TOTAL LOAN PAYMENTS	\$ -	\$ 171,960	\$ 171,960	
	CAPITAL PROJECTS				
75	Chrom 6		\$ 45,000	\$ 45,000	
76	Truck		37,500	37,500	
	TOTAL CAPITAL PROJECTS	\$ -	\$ 82,500	\$ 82,500	
	RESERVES				
77	Operating	\$ -	\$ -	\$ -	
78	Capital Rehab & Replacement				
79	OPEB			-	
	TOTAL RESERVES	\$ -	\$ -	\$ -	

HVL CSD 2015-2016 PRELIMINARY BUDGET: SEWER					
Line #		2015-2016 Budget	2016-2017 Proposed	Difference	Notes
	SUMMARY				
1	Revenue	\$ 1,153,643	\$ 1,066,000	\$ (87,643)	
2	2015-2016 Carry Overs		322,742	322,742	
3	Operating Expenses	1,148,843	1,124,349	(24,494)	
4	Loan Payments	-	-	-	
5	Capital Projects	234,000	284,600	50,600	
6	Reserves	-	-	-	
	BALANCE	\$ (229,200)	\$ (20,207)	\$ 208,993	
	REVENUE				
7	120-4020 PERMIT & INSPECTION FEES	300	500	\$ 200	
8	120-4036 DEVELOPER SEWER FEES	-	-	-	
9	120-4045 AVAILABILITY FEES	8,800	7,000	(1,800)	
10	120-4050 SALES OF RECLAIMED WATER	90,000	90,000	-	
11	120-4111 COMMERCIAL SEWER USE	19,370	29,900	10,530	
12	120-4112 GOVERNMENT SEWER USE	580	550	(30)	
13	120-4116 SEWER USE CHARGES	969,100	936,850	(32,250)	
14	120-4210 LATE FEE 10%	19,093		(19,093)	
15	120 4300 MISC INCOME	39,600	1,000	(38,600)	
16	120-4505 LEASE INCOME	4,200		(4,200)	
17	120-4310 OTHER INCOME	2,600		(2,600)	
18	120-4550 INTEREST INCOME	-	200	200	
	TOTAL REVENUE	1,153,643	1,066,000	(87,643)	
	OPERATING EXPENSES				
19	120-5010 SALARY & WAGES	458,725	466,487	\$ 7,762	
20	120-5020 EMPLOYEE BENEFITS	119,078	143,800	24,722	
21	120-5021 RETIREMENT BENEFITS	76,462	79,700	3,238	
22	120-5022 CLOTHING ALLOWANCE	1,300	1,500	200	
23	120-5024 WORKERS' COMP INSURANCE	21,700	12,200	(9,500)	
24	120-5025 RETIREE HEALTH BENEFITS	7,211	13,938	6,727	
25	120-5030 DIRECTOR HEALTH BENEFITS	34,793	30,973	(3,820)	
26	120-5040 ELECTION EXPENSE	-	4,800	4,800	
27	120-5060 GASOLINE, OIL & FUEL	8,790	10,000	1,210	

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28	120-5061 VEHICLE MAINT	11,012	7,500	(3,512)
29	120-5062 TAXES & LICENSE	619	650	31
30	120-5063 CERTIFICATIONS	400	750	350
31	120-5074 INSURANCE	14,735	14,000	(735)
32	120-5075 BANK FEES	12,750	11,000	(1,750)
33	120-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520	4,300	(220)
34	120-5090 OFFICE SUPPLIES	7,540	4,000	(3,540)
35	120-5092 POSTAGE & SHIPPING	1,300	5,350	4,050
36	120-5110 CONTRACTUAL SERVICES	40,000	-	(40,000)
37	120-5121 LEGAL SERVICES	9,500	10,000	500
38	120-5122 ENGINEERING SERVICES	34,000	36,400	2,400
39	120-5123 OTH PROF SERV	51,000	1,500	(49,500)
40	120-5126 AUDIT SERVICES		7,200	7,200
41	120-5130 PRINTING & PUBLICATION	1,500	7,750	6,250
42	120-5135 NEWSLETTER	1,000	500	(500)
43	120-5145 EQUIPMENT RENTAL	990	6,700	5,710
44	120-5148 OPERATING SUPPLIES	11,699	12,300	601
45	120-5150 REPAIR & REPLACE	53,614	65,000	11,386
46	120-5155 MAINT BLDG & GROUNDS	8,400	8,000	(400)
47	120-5156 CUSTODIAL SERVICES	9,600	9,600	-
48	120-5157 SECURITY	460	500	40
49	120-5160 SLUDGE DISPOSAL	13,660	19,000	5,340
50	120-5170 TRAVEL & MEETINGS	1,880	1,900	20
51	120-5175 EDUCATION/SEMINARS	8,000	8,000	-
52	120-5176 DIRECTOR TRAINING	200	250	50
53	120-5179 ADM MISC EXPENSE	300	300	-
54	120-5191 TELEPHONE	6,960	7,300	340
55	120-5192 ELECTRICITY	17,291	19,000	1,709
56	120-5193 OTHER UTILITIES	2,600	2,600	-
57	150-5194 IT SERVICES		26,100	26,100
58	120-5195 ENV/MONITORING	33,000	34,000	1,000
59	120-5196 RISK MANAGEMENT	15,000	-	(15,000)
60	120-5198 ANNUAL OPERATING FEES	1,600	1,600	-
61	120-5310 EQUIPMENT - FIELD	1,149	1,500	351
62	120-5311 EQUIPMENT - OFFICE	1,271	1,300	29
63	120-5312 TOOLS - FIELD	524	1,000	476
64	120-5315 SAFETY EQUIPMENT	1,874	1,900	26
65	120-5545 RECORDING FEES	200	200	-

66	120-5585 FLOOD CONTROL	-		-	
67	120-5590 NON-OPERATING OTHER	-		-	
68	120-5600 CONTINGENCY	40,636	22,000	(18,636)	
	TOTAL OPERATING EXPENDITURES	1,148,843	1,124,349	(24,494)	
	LOANS PAYMENTS				
69	Solar			-	Will be paid out of Solar credits banked from prior years
	TOTAL LOAN PAYMENTS			-	
	CAPITAL PROJECTS				
70	Sand filter \$25K		25,000	\$ 25,000	
71	Chlorine tank auto shut off \$32K		32,000	32,000.00	
72	Repair sewer lateral leaks (2015-2016 carry over)	70,000	61,100	(8,900)	
73	Complete revised SSMP (2015-2016 carry over)	9,000	9,000	-	
74	New pickup trucks (2015-2016 carry over)	35,000	37,500	2,500	
75	Crazy Creek land purchase (2015-2016 carry over)	120,000	120,000	0	
	TOTAL CAPITAL PROJECTS	\$ 234,000	\$ 284,600	\$ 50,600	
	RESERVES				
76	Operating	\$ -	\$ -	\$ -	
77	Capital Rehab & Replacement				
78	OPEB			-	
	TOTAL RESERVES	\$ -	\$ -	\$ -	