



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: Tuesday April 19, 2016  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) CONSENT CALENDAR
  - (A) MINUTES: Approval of the minutes for the Board of Directors meeting March 15, 2016, Finance Committee meetings March 30<sup>th</sup> and April 6<sup>th</sup> 2016 and Personnel Committee meetings March 21<sup>st</sup> and April 6<sup>th</sup>, 2016.
  - (B) DISBURSEMENTS: Check #033540 - #033601 including auto drafts and payroll, for a total of \$285,685.76
  - (C) Approval for Board of Directors to attend ACWA 2016 Spring Conference – 5/3/16 thru 5/6/16 Monterey CA
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
  - ACWA Region 1
  - ACWA State Legislative Committee
  - County OES
  - Other meetings attended
- 8) STAFF REPORTS (for information only, no action anticipated)
  - Administration/Customer Service Report
  - Field Operations Report
  - General Manager's Report
- 9) DISCUSSION AND POSSIBLE ACTION: Personnel Committee's recommendations for the possible addition/elimination of District staffing positions
  - (A) DISCUSSION AND POSSIBLE ACTION: Eliminate the Accountant/Controller position effective June 30, 2016

- (B) DISCUSSION AND POSSIBLE ACTION: Create Full Charge Bookkeeper position effective July 1, 2016 (with salary range to be adopted no later than the June Board Meeting)
  - (C) DISCUSSION AND POSSIBLE ACTION: Replace the Wastewater Lead Operator position with the new Wastewater 3 Operator position effective immediately (Salary range for the Wastewater 3 Operator position to be adopted no later than the June Board Meeting.)
  - (D) DISCUSSION AND POSSIBLE ACTION: Adjust the title of the Water Lead Operator to Field Operations Lead and add the Wastewater 3 Operator to the position's direct reports
  - (E) DISCUSSION AND POSSIBLE ACTION: Reinstate the Administrative Assistant position effective immediately
  - (F) DISCUSSION AND POSSIBLE ACTION: Adjust the Organization Chart to reflect the changes made and approve
- 10) DISCUSSION AND POSSIBLE ACTION: Approval of the CPS HR CONSULTING Draft General Manager Base Salary Survey Study
  - 11) DISCUSSION AND POSSIBLE ACTION: Approval of Smith & Newell CPAS's three year - annual audit service agreement
  - 12) DISCUSSION AND POSSIBLE ACTION: Support the ACWA position on the State Water Resources Control Board action to make drought emergency regulations permanent with Resolution #2016-06
  - 13) DISCUSSION AND POSSIBLE ACTION: Approve the annual Water Use Agreement with the Hidden Valley Lake Association
  - 14) DISCUSSION AND POSSIBLE ACTION: Accept Century 21's invitation and designate a representative from the District to attend their May 10<sup>th</sup> local realtor's meeting to discuss Hexavalent Chromium
  - 15) DISCUSSION AND POSSIBLE ACTION: Approval for staff to complete the \$1 million – Hazard Mitigation Grant Program (HMGP) application for Flood Control improvements as described in the April 2000 Master Storm Drainage Plan. The HMGP has a 25% matching funds requirement
  - 16) DISCUSSION AND POSSIBLE ACTION: Receipt of \$10,000 reimbursement for District costs for Sewer System Assessment District No. 1, Series 1995-2, Refunding
  - 17) DISCUSSION AND POSSIBLE ACTION: Approval of Hexavalent Chromium Compliance Plan
  - 18) DISCUSSION AND POSSIBLE ACTION: Approval of \$44,100 contract with the District's engineering firm, Coastland Civil Engineering to prepare the Engineering Report for our Hexavalent Chromium Compliance Plan
  - 19) DISCUSSION AND POSSIBLE ACTION: Acceptance of bid for two heating and A/C units to be replaced or repaired for the Administration Office building

- 20) PUBLIC COMMENT
- 21) BOARD MEMBER COMMENT
- 22) CLOSED SESSION:
  - (A) Government Code Section 54956.9: Consultation and advice from legal counsel regarding initiation of litigation (one case)
  - (B) Government Code Section 54956.8: Discussion of Assessor Parcel Number 014-280-18-00, located adjacent to the District's existing water reclamation plant, for purchase of a portion of Assessor Parcel Number 014-280-18-00.
  - (C) Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager
- 23) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com). Click on the "Board Packet" link on the Agenda tab.

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: March 15, 2016**

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

Director Jim Freeman, President	Matt Bassett, General Manager
Director Jim Lieberman, Vice President	Dennis White, Lead Water Operator
Director Carolyn Graham	Alyssa Gordon, Interim Administrative Services Officer
Director Linda Herndon	Sheri Miller, PE, State Water Resources Control Board
Director Judy Mirbegan	Hector Cazerias, EIT, State Water Resources Control Board

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by President Freeman.

**APPROVAL OF AGENDA**

Director Mirbegan made a motion to approve the agenda, and Director Herndon seconded this motion with an amendment request, to move agenda item 9 to directly following agenda item 5b. On a motion by Director Mirbegan and second by Director Graham, the Board unanimously approved the agenda as amended.

**CONSENT CALENDAR**

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

- (A) **MINUTES**: Approval of the minutes for the Board of Directors meeting February 16, 2016, the Special Board of Directors meeting February 23, 2016, and the Special Board of Directors meeting March 4, 2016.
- (B) **DISBURSEMENTS**: Check #033468 - #033539 including auto drafts and payroll, for a total of \$378,035.09

**DISCUSSION AND POSSIBLE ACTION: Presentation and discussion on how HVL CSD will meet California's higher water quality standards for Hexavalent Chromium 6**

General Manager Matt Bassett delivered a presentation defining Hexavalent Chromium, the new state requirements on Hexavalent Chromium in California drinking water, and the District's plans for meeting these new state requirements.

Mr. Bassett, Ms. Miller, and the members of the Board fielded questions on clarification, and the District's plan for compliance. At the conclusion of the question and answer session, Director Freeman announced a short break, at 7:54 p.m.

The meeting resumed at 8:02 p.m.

### **BOARD COMMITTEE REPORTS**

Personnel Committee: Director Mirbegan reported that details from the meeting on March 7, 2016 will be discussed in agenda item 12.

Finance Committee: A meeting has been scheduled for Wednesday, March 16, 2016

Emergency Preparedness Program Committee: No meeting in March.

### **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 1 Board: Director Mirbegan reported that the next meeting is scheduled for Friday, March 25, 2016.

ACWA State Legislative Committee: Director Herndon will attend a meeting Friday, March 18, 2016.

County OES: Director Lieberman reports that county OES has been reorganized, and expects the first meeting to be called shortly.

### **STAFF REPORTS**

Administration/Customer Service Report: Director Mirbegan expressed gratitude for the insight this report provides the Board.

Field Operations Report: Director Freeman noted that current groundwater levels are very close to historical levels for the same time period.

General Manager's Report: General Manager Matt Bassett provided a review of his written report, and also answered questions on all items in the report.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Acceptance of roofing bid for Administration Office building**

Director Mirbegan moved to accept the bid from Curtis Edward's roofing for the detail described with contingencies not to exceed \$20,000. Director Herndon seconded the motion, and upon roll call the Board unanimously approved the motion.

**DISCUSSION AND POSSIBLE ACTION:**  
**Acceptance of bid for three heating and A/C units to be replaced or repaired for**  
**the Administration Office building**

After discussing available bids, and available HVAC vendors, the Board has requested more information regarding the rating and relative consumer success with each brand of HVAC.

**DISCUSSION AND POSSIBLE ACTION:**  
**Personnel Committee's recommendations for transition management**

Director Mirbegian presented a prepared statement that identified the Committee's awareness of the District's human resources needs that must meet the District's strategic and tactical goals. The Personnel Committee recommends allowing General Manager Matt Bassett's current contract to expire, and retain Mr. Bassett as an Interim Assistant. A meeting of the Personnel Committee to finalize the details of this solution was scheduled for Monday, March 21, 2016

**PUBLIC COMMENT**

An inquiry was made regarding the existence of tenant welcome packets. General Manager Matt Bassett will pursue this with staff.

**BOARD MEMBER COMMENT**

On a motion by Director Herndon and second by Director Graham the meeting was adjourned at 9:21 p.m.

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

\_\_\_\_\_  
Matt Bassett    Date  
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: March 30, 2016**

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

Director Graham  
Director Mirbegian

General Manager Matt Bassett  
Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 5:35 p.m. by Director Mirbegian

**APPROVAL OF AGENDA**

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

**REVIEW OF CURRENT BUDGET**

The committee reviewed individual line items of the current budget and received clarification from the General Manager in certain areas.

**REVIEW OF 2016-2017 BUDGET/CAPITAL PROJECTS**

Directors Mirbegian and Graham reviewed the budget as projected, and explored various "what-if" scenarios.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

Due to the lateness of the hour, Agenda Items "Review of 2016/2017 Capital Projects", "Review Funding Options for Large Projects: Petition for Change/Flood Control/Chromium 6/Field Equipment", and "Review NBS Rate Study: Funding reserve accounts" was held over until the next Finance Committee Meeting, which was scheduled for April 6, 2016.

On a motion made by Director Graham and second by Director Mirbegian the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 7:21 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: April 6, 2016**

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

Director Graham  
Director Mirbegian

General Manager Matt Bassett  
Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 5:40 p.m. by Director Mirbegian

**APPROVAL OF AGENDA**

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

**REVIEW OF CURRENT BUDGET**

The committee reviewed individual line items of the current budget.

**REVIEW OF 2016-2017 BUDGET/CAPITAL PROJECTS**

Directors Mirbegian and Graham reviewed the budget as projected, and explored various "what-if" scenarios.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

Due to the lateness of the hour, Agenda Items "Review of 2016/2017 Capital Projects", "Review Funding Options for Large Projects: Petition for Change/Flood Control/Chromium 6/Field Equipment", and "Review NBS Rate Study: Funding reserve accounts" was held over until the next Finance Committee Meeting, which was scheduled for April 20, 2016.

On a motion made by Director Graham and second by Director Mirbegian the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 7:21 p.m.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE REPORT  
MEETING DATE: March 21, 2016**

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

Director Herndon  
Director Mirbegian

General Manager Matt Bassett  
Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**Discussion of Temporary Interim Assistant Position**

The committee discussed District obligations and options as the tenure of the current General Manager Matt Bassett, draws to a close.

**Discussion of District's organizational chart: Defining personnel needs**

Directors Herndon and Mirbegian discussed the District's expectations regarding specific roles and responsibilities, and how that may develop into job descriptions.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

On a motion made by Director Mirbegian and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 12:10 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE REPORT  
MEETING DATE: April 6, 2016**

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

Director Herndon  
Director Mirbegian

General Manager Matt Bassett  
Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 4:02 p.m. by Director Herndon.

**APPROVAL OF AGENDA**

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

**DISCUSSION OF DISTRICT'S ORGANIZATIONS CHART: Defining personnel needs**

Directors Herndon and Mirbegian thought it prudent to reserve further organizational discussions until after the hiring of the General Manager.

**DISCUSSION OF FULL CHARGE BOOKKEEPER POSITION:**

Directors Herndon and Mirbegian discussed their pending recommendation to the Board of Directors.

**DISCUSSION OF LEAD WASTEWATER OPERATOR POSITION:**

Directors Herndon and Mirbegian discussed their pending recommendation to the Board of Directors.

**DISCUSSION OF DRAFT CPS – GENERAL MANAGER SALARY STUDY:**

The Personnel Committee reviewed the results of the General Manager salary study, as presented by CPS in draft form.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

On a motion made by Director Mirbegian and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 5:11 p.m.



# ACWA 2016 SPRING CONFERENCE & EXHIBITION AGENDA

## ACWA/JPIA - MONDAY, MAY 2

### 8:00 – 10:00 AM

- Join ACWA/JPIA for a Protect Your Health Walk!

### 10:15 – 11:15 AM

- ACWA/JPIA Executive Committee

### 1:30 – 4:00 PM

- ACWA/JPIA Board of Directors

### 4:00 – 5:00 PM

- ACWA/JPIA Town Hall

### 5:00 – 6:00 PM

- ACWA/JPIA Reception

## TUESDAY, MAY 3

### 7:30 AM

- ACWA 2016 Spring Conference Golf Tournament  
*Sponsored by Deloach & Associates, Inc. & NBS*

### 8:00 AM – 6:00 PM

- Registration

### 8:00 AM – 11:45 AM

- ACWA/JPIA: Seminars

### 10:00 – 11:45 AM

- Groundwater Committee
- Local Government Committee

### 11:00 AM – Noon

- Outreach Task Force

### Noon – 2:00 PM

- ACWA 101 & Luncheon
- Committee Lunch Break

### 1:00 – 2:45 PM

- Energy Committee
- Finance Committee
- Scholarship & Awards Subcommittee
- Water Management Committee

### 2:00 – 4:00 PM

- SDLF Special District Administrator Certification Test

### 1:30 – 3:30 PM

- ACWA/JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

### 3:00 – 4:45 PM

- Communications Committee
- Federal Affairs Committee

### 3:00 – 4:45 PM

- Membership Committee
- Water Quality Committee

### 5:00 – 6:30 PM

- Welcome Reception in the Exhibit Hall

## WEDNESDAY, MAY 4

### 7:30 AM – 5:00 PM

- Registration

### 8:00 – 9:45 AM

- Opening Breakfast *(Ticket Required)*

### 9:00 AM – Noon & 1:30 – 5:00 PM

- Exhibit Hall

### 10:00 – 11:30 AM

- Attorneys Program
- Energy Committee Program
- Exhibitor Technical Presentations
- Finance Program
- Region Issue Forum
- Statewide Issue Forum
- Water Industry Trends Program

### 11:30 – 11:45 AM

- Prize Drawing in the Exhibit Hall

### 11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

### 2:00 – 3:15 PM

- Aquatic Resources Subcommittee
- Attorneys Program
- Exhibitor Technical Presentation
- Region Program
- Statewide Issue Forum
- Water Industry Trends Program

### 3:30 – 4:45 PM

- Communications Committee Program
- Energy Committee Program
- Exhibitor Technical Presentation
- Finance Program
- Statewide Issue Forum

### 4:00 – 6:00 PM

- Legal Affairs Committee

### 5:00 – 7:00 PM

- CalDesal Hosted Mixer

### 5:30 – 7:00 PM

- CH2M Hosted Reception

## THURSDAY, MAY 5

### 7:30 AM – 4:00 PM

- Registration

### 8:00 AM – Noon

- Exhibit Hall

### 8:00 – 9:15 AM

- Networking Continental Breakfast  
*(Ticket Required)*

### 9:30 – 11:00 AM

- Attorneys Program
- Exhibitor Technical Presentations
- Finance Program
- Statewide Issue Forum
- Water Industry Trends Program

### 9:30 - 11:45 AM

- Ethics Training (AB 1234) - *Limited Seating*

### 11:00 – 11:30 AM

- Prize Drawings in the Exhibit Hall

### 11:45 AM – 1:45 PM

- General Session & Luncheon *(Ticket Required)*

### 2:00 – 3:15 PM

- Attorneys Program
- Exhibitor Technical Presentations
- Federal Issues Forum
- Region Issue Forum
- Town Hall
- Water Industry Trends Program

### 3:30 – 5:00 PM

- Regions 1–10  
Membership Meetings

### 5:30 – 6:30 PM

- Cheers to the Future: Connect with Water's Next Generation - *Reception Sponsored by Yuba County Water Agency*

### 7:00 – 9:30 PM

- Dinner & Entertainment *(Ticket Required)*

## FRIDAY, MAY 6

### 8:00 – 9:30 AM

- Registration

### 8:30 – 10:00 AM

- ACWA's Hans Doe Past Presidents' Breakfast in Partnership with ACWA/JPIA *(Ticket Required)*

All conference programs are subject to change.

# REGISTRATION FORM

Monterey Marriott & Portola Hotel



Register online @ [acwa.com](http://acwa.com)

Regular registration and cancellation deadline is April 8, 2016 • 4:30 p.m. (PST)

## ATTENDEE INFORMATION

First Name	Last Name	Title		
Organization	Address	City	State	Zip
Phone	Attendee E-mail	CC E-mail		

## GUEST INFORMATION (Guest registration is not available to anyone with a professional reason to attend.)

First Name	Last Name
------------	-----------

REGISTRATION FEES & OPTIONS	REGULAR	ONSITE	AMOUNT
<b>Advantage</b> <small>(For ACWA public agency members, affiliates &amp; associates ONLY)</small>	<small>(ends 4/8/16)</small>		
Full Conference Registration & Meals Package .....	\$695	Not Avail.	_____
Full Conference Registration Only .....	\$535	\$560	_____
One-Day Conference Registration: Wednesday (5/4/16) -OR- Thursday (5/5/16) ..	\$300	\$325	_____
<b>Standard</b> <small>(Applies to non-members of ACWA)</small>			
Full Conference Registration Only .....	\$805	\$830	_____
One-Day Conference Registration: Wednesday (5/4/16) -OR- Thursday (5/5/16) ..	\$450	\$475	_____
<b>Guest</b> <small>(Guest registration is not available to anyone with a professional reason to attend.)</small>			
Guest Conference Registration .....	\$45	\$45	_____

MEAL FUNCTIONS	QUANTITY	REGULAR	ONSITE	AMOUNT
<b>Wednesday – May 4</b>				
Opening Breakfast .....	_____	\$45	\$50	_____
Wednesday Luncheon .....	_____	\$50	\$55	_____
<b>Thursday – May 5</b>				
Networking Continental Breakfast .....	_____	\$35	\$40	_____
Thursday Luncheon .....	_____	\$50	\$55	_____
Thursday Dinner .....	_____	\$65	\$70	_____
<b>Friday – May 6</b>				
Friday Breakfast .....	_____	\$45	\$50	_____
<b>Total Due to ACWA</b>				_____

## PAYMENT INFORMATION

Enclosed is check (if available, # \_\_\_\_\_ ) payable to ACWA  
Send payment to: ACWA, 910 K Street, Ste. 100 • Sacramento, CA 95814

Please charge my fee to my credit card. *You must call ACWA Accounting at 916-441-4545 and provide your credit card information over the phone.*

**Submit Completed Form:** Click "Submit Form" at top of screen or e-mail to [TeresaT@acwa.com](mailto:TeresaT@acwa.com).  
**Questions?** Call 916.441.4545



## HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

MARCH, 2016

DISBURSEMENT DETAIL REPORT

3/1/2016-3/31/2016

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
3/4/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,624.93	CLEARED
3/4/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
3/18/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,799.16	CLEARED
3/18/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
<b>TOTAL</b>				<b>11,414.09</b>	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
3/4/2016	CHECK	33540	ALPHA ANALYTICAL LABORATORIES	568.00	CLEARED
3/4/2016	CHECK	33541	MATT BASSETT	213.44	CLEARED
3/4/2016	CHECK	33542	MEDIACOM	362.75	CLEARED
3/4/2016	CHECK	33543	SAMANTHA LAFRANCHI	70.20	CLEARED
3/4/2016	CHECK	33544	SPECIAL DISTRICT RISK MANAGEME	313.46	CLEARED
3/4/2016	CHECK	33545	TELSTAR INSTRUMENTS, INC	8,104.84	CLEARED
3/4/2016	CHECK	33546	CALIFORNIA PUBLIC EMPLOYEES RE	4,486.76	CLEARED
3/4/2016	CHECK	33547	STATE OF CALIFORNIA EDD	1,552.27	CLEARED
3/4/2016	CHECK	33548	ABRARO, EDDIE & ANNE	11.60	CLEARED
3/4/2016	CHECK	33549	LATHROP, NANETTE	29.38	CLEARED
3/11/2016	CHECK	33550	PETERSON CAT	38,850.86	CLEARED
3/11/2016	CHECK	33551	ACWA/JPIA	902.84	CLEARED
3/11/2016	CHECK	33552	ALPHA ANALYTICAL LABORATORIES	771.00	CLEARED
3/11/2016	CHECK	33553	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
3/11/2016	CHECK	33554	AT&T	603.19	CLEARED
3/11/2016	CHECK	33555	BARTLEY PUMP, INC.	1,098.34	CLEARED
3/11/2016	CHECK	33556	CALIFORNIA URBAN WATER	1,277.32	CLEARED
3/11/2016	CHECK	33557	DATAPROSE	1,778.81	CLEARED
3/11/2016	CHECK	33558	GARDENS BY JILLIAN	200.00	CLEARED
3/11/2016	CHECK	33559	LAKE COUNTY RECORD BEE	218.86	CLEARED
3/11/2016	CHECK	33560	MC ENGINEERING, INC.	1,900.00	CLEARED
3/11/2016	CHECK	33561	MENDO MILL CLEARLAKE	45.46	CLEARED
3/11/2016	CHECK	33562	OFFICE DEPOT	196.18	CLEARED
3/11/2016	CHECK	33563	PACE SUPPLY CORP	3,631.78	CLEARED
3/11/2016	CHECK	33564	PACIFIC GAS & ELECTRIC COMPANY	12,810.85	CLEARED
3/11/2016	CHECK	33565	RICOH USA, INC.	191.30	CLEARED
3/11/2016	CHECK	33566	SOUTH LAKE REFUSE COMPANY	306.28	CLEARED
3/11/2016	CHECK	33567	SPECIAL DISTRICT RISK MANAGEME	25,077.72	CLEARED
3/11/2016	CHECK	33568	USA BLUE BOOK	207.65	CLEARED
3/11/2016	CHECK	33569	TELSTAR INSTRUMENTS, INC	12,000.00	CLEARED
3/18/2016	CHECK	33570	ALPHA ANALYTICAL LABORATORIES	2,319.00	CLEARED
3/18/2016	CHECK	33571	ANALYTICAL SCIENCES	1,710.00	CLEARED
				<b>122,005.14</b>	

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
3/18/2016	CHECK	33572	BARTLEY PUMP, INC.	159.13	CLEARED
3/18/2016	CHECK	33573	COASTLAND CIVIL ENGINEERING, I	1,110.00	CLEARED
3/18/2016	CHECK	33574	HARDESTER'S MARKETS & HARDWARE	150.37	CLEARED
3/18/2016	CHECK	33575	JAMES DAY CONSTRUCTION, INC.	95.00	CLEARED
3/18/2016	CHECK	33576	MC ENGINEERING, INC.	1,000.00	CLEARED
3/18/2016	CHECK	33577	PACE SUPPLY CORP	4,162.18	CLEARED
3/18/2016	CHECK	33578	ROTO-ROOTER OF LAKE COUNTY	500.00	CLEARED
3/18/2016	CHECK	33579	SMITH CONSTRUCTION	3,500.00	CLEARED
3/18/2016	CHECK	33580	TELSTAR INSTRUMENTS, INC	1,476.14	CLEARED
3/18/2016	CHECK	33581	TYLER TECHNOLOGY	121.00	CLEARED
3/18/2016	CHECK	33582	VERIZON WIRELESS	876.78	CLEARED
3/18/2016	CHECK	33583	WAGNER & BONSIGNORE	226.40	CLEARED
3/18/2016	CHECK	33584	WESTGATE PETROLEUM CO., INC.	1,070.95	CLEARED
3/18/2016	CHECK	33585	CALIFORNIA PUBLIC EMPLOYEES RE	4,469.70	CLEARED
3/18/2016	CHECK	33586	STATE OF CALIFORNIA EDD	1,506.69	CLEARED
3/18/2016	CHECK	33587	SLAYTON, NANCY	366.75	CLEARED
3/18/2016	CHECK	33588	SOTO, KEVIN & ANI	243.99	CLEARED
3/21/2016	CHECK	33589	JAMES DAY CONSTRUCTION, INC.	80,825.25	CLEARED
3/25/2016	CHECK	33590	ALPHA ANALYTICAL LABORATORIES	643.00	CLEARED
3/25/2016	CHECK	33591	ALYSSA GORDON	84.56	CLEARED
3/25/2016	CHECK	33592	BENJAMIN FRANKLIN PLUMBING	600.00	OUTSTND
3/25/2016	CHECK	33593	CARDMEMBER SERVICE	543.92	CLEARED
3/25/2016	CHECK	33594	COLEEN BLAKEY	48.82	CLEARED
3/25/2016	CHECK	33595	MICHELLE HAMILTON	625.00	CLEARED
3/25/2016	CHECK	33596	NBS GOVERNMENT FINANCE GROUP	1,242.78	CLEARED
3/25/2016	CHECK	33597	REDFORD SERVICES	950.00	CLEARED
3/25/2016	CHECK	33598	RICOH USA, INC.	437.28	CLEARED
3/25/2016	CHECK	33599	SAM GARCIA	73.00	CLEARED
3/25/2016	CHECK	33600	TYLER TECHNOLOGY	1,375.00	CLEARED
3/25/2016	CHECK	33601	ESPINOZA, JOSE LUIS	281.77	OUTSTND
				<b>230,770.60</b>	

DATE	TYPE	NUMBER	NAME	AMOUNT	STATUS
3/4/2016	MISC.		PAYROLL DIRECT DEPOSIT	21,287.40	CLEARED
3/18/2016	MISC.		PAYROLL DIRECT DEPOSIT	22,213.67	CLEARED
				<b>43,501.07</b>	

<b>CHECK TOTAL:</b>	<b>230,770.60</b>	
<b>BANK-DRAFT TOTAL:</b>	<b>11,414.09</b>	242,184.69
<b>MISC &amp; PAYROLL TOTAL:</b>	<b>43,501.07</b>	
	<b>285,685.76</b>	



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

MARCH, 2016

DISBURSEMENT SUMMARY REPORT

3/1/2016-3/31/2016

<b>Disbursement Summary</b>		
<b>Fund</b>		
120 - Sewer	\$	74,408.75
130 - Water	\$	166,533.16
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	1,242.78
	<b>SUB TOTAL</b>	<b>\$ 242,184.69</b>
*Payroll	\$	43,501.07
<b>Total Warrants</b>	<b>\$</b>	<b>285,685.76</b>

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**MARCH, 2016  
Financial Report**

**REVENUE & EXPENSE SEWER REPORT  
3/1/2016-3/31/2016**

<b>120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>TOTAL REVENUE</b>	1,149,443.00	(4,047.86)	1,070,105.75	79,337.25	69%

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	440,165.00	21,777.79	234,429.23	205,735.77	53%
ADMINISTRATION	381,150.00	21,542.65	266,608.73	114,541.27	70%
FIELD	289,205.00	18,669.87	195,650.39	93,554.61	68%
DIRECTORS	38,323.00	3,112.91	26,856.73	11,466.27	70%
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>65,103.22</b>	<b>723,545.08</b>	<b>425,297.92</b>	<b>63%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-4020 PERMIT & INSPECTION FEES	300.00	-	500.00	(200.00)	167%
120-4045 AVAILABILITY FEES	8,800.00	-	4,430.31	4,369.69	50%
120-4050 SALES OF RECLAIMED WATER	90,000.00	127.09	63,977.30	26,022.70	71%
120-4111 COMM SEWER USE	19,370.00	2,224.67	19,979.62	(609.62)	103%
120-4112 GOV'T SEWER USE	580.00	48.05	432.45	147.55	75%
120-4116 SEWER USE CHARGES	969,100.00	75,912.20	693,642.21	275,457.79	72%
120-4210 LATE FEE	19,093.00	61.88	11,071.49	8,021.51	58%
120-4300 MISC INCOME	39,600.00	(98,526.03)	1,041.91	38,558.09	3%
120-4310 OTHER INCOME	-	-	2,540.20	(2,540.20)	0%
120-4505 LEASE INCOME	2,600.00	-	468.01	2,131.99	18%
120-4550 INTEREST INCOME	-	1.89	191.01	(191.01)	0%
120-4580 TRANSFERS IN *	-	16,102.39	271,831.24	(271,831.24)	0%
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>(20,150.25)</b>	<b>798,274.51</b>	<b>351,168.49</b>	<b>69%</b>

\* Not included when calculating revenues

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6%
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	925.15	6,525.45	685.55	90%
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	535.47	8,456.32	333.68	96%
120-5-00-5061 VEHICLE MAINT	11,012.00	-	3,246.38	7,765.62	29%
120-5-00-5062 TAXES & LIC	619.00	-	501.27	117.73	81%
120-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0%
120-5-00-5075 BANK FEES	12,750.00	975.25	8,500.11	4,249.89	67%
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	-	3,509.67	1,010.33	78%
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	-	318.45	981.55	24%



<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	1,951.69	32,416.72	7,583.28	81%
120-5-00-5121 LEGAL SERVICES	9,500.00	51.64	6,024.71	3,475.29	63%
120-5-00-5122 ENGINEERING SERVICES	34,000.00	(8,581.25)	16,877.87	17,122.13	50%
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	1,159.00	(5,819.46)	56,819.46	-11%
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,512.84	(12.84)	101%
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0%
120-5-00-5145 EQUIPMENT RENTAL	990.00	-	1,736.87	(746.87)	175%
120-5-00-5148 OPERATING SUPPLIES	11,699.00	1,003.90	8,305.74	3,393.26	71%
120-5-00-5150 REPAIR & REPLACE	53,614.00	10,326.27	48,102.98	5,511.02	90%
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	197.50	3,148.67	5,251.33	37%
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	7,675.00	1,925.00	80%
120-5-00-5157 SECURITY	460.00	-	147.00	313.00	32%
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	-	19,349.37	(5,689.37)	142%
120-5-00-5191 TELEPHONE	6,960.00	921.35	6,613.95	346.05	95%
120-5-00-5192 ELECTRICITY	17,291.00	7,025.13	17,741.30	(450.30)	103%
120-5-00-5193 OTHER UTILITIES	2,600.00	153.13	1,653.74	946.26	64%
120-5-00-5195 ENV/MONITORING	33,000.00	4,132.00	26,818.10	6,181.90	81%
120-5-00-5196 RISK MANAGEMENT	15,000.00	800.00	7,420.00	7,580.00	49%
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	1,198.75	401.25	75%
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	278.65	870.35	24%
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	59.91	1,211.09	5%
120-5-00-5312 TOOLS - FIELD	524.00	-	100.46	423.54	19%
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	103.82	1,350.60	523.40	72%
120-5-00-5545 RECORDING FEES	200.00	109.43	145.93	54.07	73%
120-5-00-5600 CONTINGENCY	40,636.00	2,700.81	2,700.81	37,935.19	7%
<b>TOTAL</b>	<b>440,165.00</b>	<b>25,277.79</b>	<b>237,929.23</b>	<b>202,235.77</b>	<b>54%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-10-5010 SALARIES & WAGES	265,334.00	16,101.76	174,018.93	91,315.07	66%
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,079.04	38,448.66	27,216.34	59%
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,207.42	50,456.23	(12,225.23)	132%
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
120-5-10-5090 OFFICE SUPPLIES	6,500.00	15.43	2,060.07	4,439.93	32%
120-5-10-5170 TRAVEL MILEAGE	1,100.00	83.92	1,009.17	90.83	92%
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	55.08	568.56	3,431.44	14%
120-5-10-5179 ADM MISC EXPENSES	300.00	-	47.11	252.89	16%
<b>TOTAL</b>	<b>381,150.00</b>	<b>21,542.65</b>	<b>266,608.73</b>	<b>114,541.27</b>	<b>70%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-30-5010 SALARIES & WAGES	190,391.00	13,029.78	121,603.50	68,787.50	64%
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,397.24	37,582.78	15,600.22	71%
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,028.22	29,561.11	8,669.89	77%
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46%

<b>FIELD</b>	<b>CURRENT</b>	<b>CURRENT</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>% OF</b>
<b>EXPENDITURES, Cont.</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-30-5063 CERTIFICATIONS	380.00	36.50	666.50	(286.50)	175%
120-5-30-5090 OFFICE SUPPLIES	1,040.00	178.13	563.11	476.89	54%
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	0%
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	-	5,073.39	(1,073.39)	127%
<b>TOTAL</b>	<b>289,205.00</b>	<b>18,669.87</b>	<b>195,650.39</b>	<b>93,554.61</b>	<b>68%</b>

<b>DIRECTORS</b>	<b>CURRENT</b>	<b>CURRENT</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>% OF</b>
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	1,259.58	1,740.42	42%
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.97	33.31	196.69	14%
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	25,222.56	9,570.44	72%
120-5-40-5170 TRAVEL MILEAGE	100.00	-	101.28	(1.28)	101%
120-5-40-5176 DIRECTOR TRAINING	200.00	-	240.00	(40.00)	120%
<b>TOTAL</b>	<b>38,323.00</b>	<b>3,112.91</b>	<b>26,856.73</b>	<b>11,466.27</b>	<b>70%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**MARCH, 2016**

**Financial Report**

REVENUE & EXPENSE **WATER** REPORT

3/1/2016-3/31/2016

<b>130-WATER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>ALL REVENUE</b>	1,138,568.00	91,952.06	925,141.95	213,426.05	<b>81%</b>

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	602,660.00	34,817.41	478,826.19	123,833.81	79%
ADMINISTRATION	385,340.00	21,578.30	272,647.33	112,692.67	71%
FIELD	285,930.00	22,335.98	226,477.49	59,452.51	79%
DIRECTORS	39,383.00	3,124.12	27,140.60	12,242.40	69%
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>81,855.81</b>	<b>1,005,091.61</b>	<b>308,221.39</b>	<b>77%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-4035 RECONNECT FEE	13,000.00	1,125.00	11,375.00	1,625.00	88%
130-4039 WATER METER INST	300.00	-	680.00	(380.00)	227%
130-4040 RECORDING FEE	110.00	-	40.00	70.00	36%
130-4045 AVAILABILITY FEES	35,000.00	-	18,346.69	16,653.31	52%
130-4110 COMM WATER USE	32,600.00	4,419.75	31,256.92	1,343.08	96%
130-4112 GOV'T WATER USE	844.00	351.50	2,887.80	(2,043.80)	342%
130-4115 WATER USE	1,024,100.00	84,031.57	813,236.58	210,863.42	79%
130-4117 WATER OVERAGE FEE	-	-	8,417.22	(8,417.22)	0%
130-4118 WATER OVERAGE COMM	-	-	11,569.44	(11,569.44)	0%
130-4119 WATER OVERAGE GOV	-	-	898.25	(898.25)	0%
130-4210 LATE FEE	25,014.00	1,857.84	18,653.24	6,360.76	75%
130-4215 RETURNED CHECK FEE	700.00	50.00	875.00	(175.00)	125%
130-4300 MISC INCOME	1,100.00	115.17	5,205.72	(4,105.72)	473%
130-4505 LEASE INCOME	5,800.00	-	1,404.02	4,395.98	24%
130-4550 INTEREST INCOME	-	1.23	296.07	(296.07)	0%
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>91,952.06</b>	<b>925,141.95</b>	<b>213,426.05</b>	<b>81%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6%
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	925.13	6,133.13	1,077.87	85%
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	535.48	8,005.26	782.74	91%
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	-	4,752.64	(1,231.64)	135%
130-5-00-5062 TAXES & LIC	1,153.00	-	423.22	729.78	37%

<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0%
130-5-00-5075 BANK FEES	12,750.00	975.29	8,500.18	4,249.82	67%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	1,277.32	16,612.85	1,028.15	94%
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	-	318.44	981.56	24%
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	1,951.70	35,584.75	8,065.25	82%
130-5-00-5121 LEGAL SERVICES	9,445.00	51.64	13,018.59	(3,573.59)	138%
130-5-00-5122 ENGINEERING SERVICES	37,500.00	536.40	6,055.63	31,444.37	16%
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	(90,941.00)	43,526.43	29,673.57	59%
130-5-00-5124 WATER RIGHTS	10,428.00	-	33,393.11	(22,965.11)	320%
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	-	1,512.84	(12.84)	101%
130-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0%
130-5-00-5145 EQUIPMENT RENTAL	-	-	40,587.76	(40,587.76)	0%
130-5-00-5148 OPERATING SUPPLIES	1,107.00	63.39	1,686.71	(579.71)	152%
130-5-00-5150 REPAIR & REPLACE	62,888.00	66,840.82	70,474.24	(7,586.24)	112%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	197.50	2,189.87	6,210.13	26%
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	787.50	7,675.00	2,325.00	77%
130-5-00-5157 SECURITY	460.00	-	147.00	313.00	32%
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	-	-	(11,747.02)	11,747.02	0%
130-5-00-5191 TELEPHONE	6,958.00	921.37	6,614.04	343.96	95%
130-5-00-5192 ELECTRICITY	132,166.00	5,785.72	91,813.43	40,352.57	69%
130-5-00-5193 OTHER UTILITIES	2,627.00	153.15	1,653.79	973.21	63%
130-5-00-5195 ENV/MONITORING	24,000.00	1,879.00	11,521.50	12,478.50	48%
130-5-00-5196 RISK MANAGEMENT	300.00	-	-	300.00	0%
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	-	16,621.71	5,778.29	74%
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	48.93	1,222.07	4%
130-5-00-5312 TOOLS - FIELD	1,681.00	-	38.69	1,642.31	2%
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	103.83	1,297.27	233.73	85%
130-5-00-5505 WATER CONSERVATION	10,000.00	-	8,948.12	1,051.88	89%
130-5-00-5545 RECORDING FEES	200.00	109.43	145.93	54.07	73%
130-5-0-5580 TRANSFERS OUT	-	-	6,889.84	(6,889.84)	0%
130-5-00-5600 CONTINGENCY	50,000.00	42,663.74	43,071.24	6,928.76	86%
<b>TOTAL</b>	<b>602,660.00</b>	<b>34,817.41</b>	<b>478,826.19</b>	<b>123,833.81</b>	<b>79%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-10-5010 SALARIES & WAGES	265,334.00	16,101.78	179,481.96	85,852.04	68%
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,079.00	38,577.84	27,087.16	59%
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,207.35	50,708.03	(8,262.03)	119%
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
130-5-10-5090 OFFICE SUPPLIES	6,500.00	15.43	2,060.26	4,439.74	32%
130-5-10-5170 TRAVEL MILEAGE	1,475.00	119.66	1,053.46	421.54	71%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	55.08	718.65	2,881.35	20%
130-5-10-5179 ADM MISC EXPENSES	300.00	-	47.13	252.87	16%
<b>TOTAL</b>	<b>385,340.00</b>	<b>21,578.30</b>	<b>272,647.33</b>	<b>112,692.67</b>	<b>71%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-30-5010 SALARIES & WAGES	190,391.00	16,383.00	153,228.17	37,162.83	80%
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,397.23	37,740.50	15,442.50	71%
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,341.10	32,431.87	1,584.13	95%
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	32%
130-5-30-5063 CERTIFICATIONS	200.00	36.50	156.50	43.50	78%
130-5-30-5090 OFFICE SUPPLIES	1,040.00	178.15	464.12	575.88	45%
130-5-30-5170 TRAVEL MILEAGE	800.00	-	-	800.00	0%
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	-	1,856.33	2,543.67	42%
<b>TOTAL</b>	<b>285,930.00</b>	<b>22,335.98</b>	<b>226,477.49</b>	<b>59,452.51</b>	<b>79%</b>

<b>DIRECTORS EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	1,324.02	1,675.98	44%
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	35.09	194.91	15%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	25,222.56	9,570.44	72%
130-5-40-5170 TRAVEL MILEAGE	560.00	-	263.93	296.07	47%
130-5-40-5176 DIRECTOR TRAINING	800.00	-	295.00	505.00	37%
<b>TOTAL</b>	<b>39,383.00</b>	<b>3,124.12</b>	<b>27,140.60</b>	<b>12,242.40</b>	<b>69%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**MARCH, 2016**

**FINANCIAL REPORT  
POOLED CASH**

AS OF MARCH 31, 2016

<b>Beginning Balance</b>	<b>175,562.23</b>
<b>Cash Receipts</b>	
Deposit	262,595.89
Transfers	16,102.39
<b>Total Receipts</b>	<b>278,698.28</b>
<b>Cash Disbursements</b>	
Accounts Payable	242,184.69
Payroll	43,501.07
Bank Fees	1,950.54
<b>Total Disbursements</b>	<b>287,636.30</b>
<b>Ending Balance</b>	<b>166,624.21</b>

**TEMPORARY INVESTMENTS**

AS OF MARCH 31, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,161.49	27,455.95	94,617.44	94,617.44
130	Water Operating Fund	42,324.41	17,808.26	60,132.67	60,132.67
215	1995-2 Redemption	60,734.16	99,152.70	159,886.86	159,886.86
218	CIEDB Redemption	11,490.93	(115,175.69)	(103,684.76)	(103,684.76)
219	USDARUS Solar Loan (Sewer)	817.80	86,572.72	87,390.52	87,390.52
313	Wastewater Cap Fac Reserved	258,206.98	-	258,206.98	258,206.98
314	Wastewater Cap Fac Unrestricted	260,862.56	397,385.34	658,247.90	658,247.89
319	Solar Reserve	-	35,305.01	35,305.01	35,305.01
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	170,873.12	-	170,873.12	170,873.12
711	Bond Administration	27,101.89	14,423.42	41,525.31	41,525.31
<b>TOTAL</b>		<b>899,573.34</b>	<b>562,927.72</b>	<b>1,462,501.06</b>	<b>1,462,501.06</b>



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

**CAPITAL EXPENDITURES**  
 2015-2016 BUDGET

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	70,000	8,900.00
Complete Revised Sewer System Management Plan	9,000	0.00
Install Security Fencing at Lift Station 1 & 4	10,000	0.00
New Roof for Admin Building		0.00
New Pickup Truck	35,000	0.00
SCADA Hardware for Lift Stations	17,000	13,734.70
Preliminary Design-Chlorine Disinfection Facility	50,000	6,302.50
Crazy Creek Land Purchase	120,000	1,646.50
CL2 basin - 2 Flowmeter Replacements	9,000	0.00
Install Treatment Plant Inflow Meter	25,000	12,000.00
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	129,000.00
Retrofit Lift Station 7 & install backup generator	110,000	114,102.00
<b>Total</b>	<b>645,000</b>	<b>285,685.70</b>

<b>Water</b>	<b>Budget</b>	<b>Yr to Date Actuals</b>
New Roof for Admin Building (not from capital) VOIDED		0.00
<i>(No planned capital expenditures in FY 2015-2019)</i>		
<b>Total</b>	<b>-</b>	<b>0.00</b>

# MEMO

To: Board of Directors  
From: Trish Wilkinson  
Date: April 14, 2016  
RE: Senior Account Representative's Monthly Report

---

## **Monthly Billing March 03/31/2016**

March mailed statements: 2123  
March electronic statements: 334

The statement "special message" contained the Drought Stage 2 rates in effect and outdoor irrigations restrictions - two days per week.

## **Delinquent Billing 03/21/2016**

Delinquent statements for February bills:  
Mailed statements: 442  
Electronic statements: 64

## **Courtesy Notification 04/05/2016**

Courtesy notices delivered to the customer's property for delinquent March bills: 175  
Electronic notices: 16

## **Phone Notification 04/06/2016**

Phone notifications: 116  
The phone notification was sent out around 10:30 am resulting in 88 payments received by the office staff during business hours.

## **Lock Offs 04/07/2016**

28 customers were in the lock off process at 5:00 pm on 04/06/2016.  
10 payments were made before service orders went out in the field at 9:00 am on 4/7/2016.  
A total of 18 customers were actually locked off for nonpayment.  
Throughout lock off day 8 payments were collected and meters unlocked.  
At the time of this report only 5 meters remain locked.





# Hidden Valley Lake Community Services District

F  
I  
E  
L  
D  
O  
P  
E  
R  
A  
T  
I  
O  
N  
S

## March 2016 Report

Fire Hydrant Repair  
Raven Hill Rd



# March 2016 Field Report

Water Connections:		Sewer Connections:	
New (March)	0	New (March)	0
Residential (February)	2429	Residential (February)	1484
Commercial & Govt (February)	35	Commercial & Govt (February)	15
<b>Total (March) :</b>	<b>2464</b>		<b>1499</b>

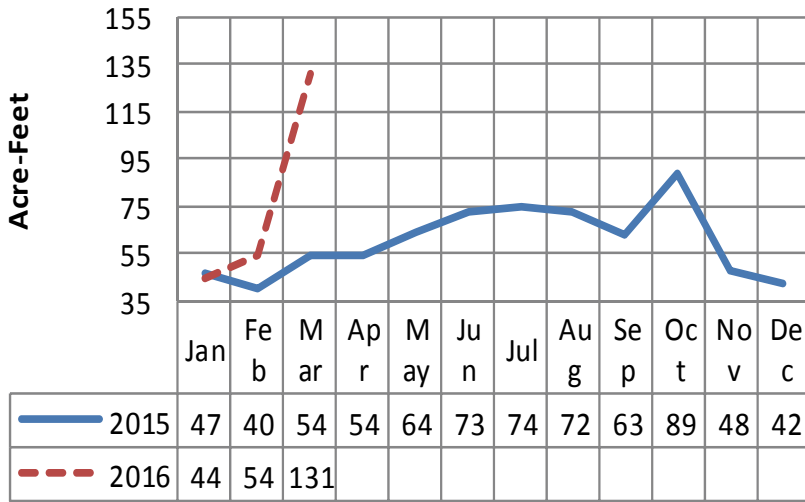
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
11.62	.3	4.66

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	931.18	934.01	933.92
AG	932.87	937.54	936.69
TP Wells	954.30	954.64	955.31
Grange Rd	936.97	937.51	938.40
American Rock	970.48	971.77	972.24
Spyglass	966.78	968.49	968.41
Luchetti	922.90	923.73	924.21
18th T	942.27	943.61	943.56

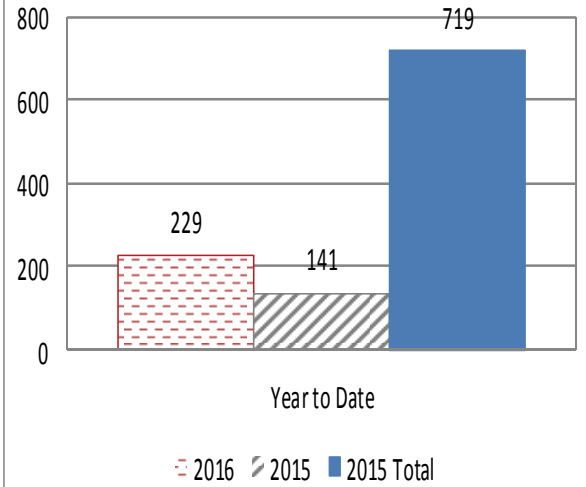
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last YTD</i>
112	319	1424
<b>Overtime Hours</b>	<b>40</b>	<b>\$1540.47</b>

# March 2016 Field Report

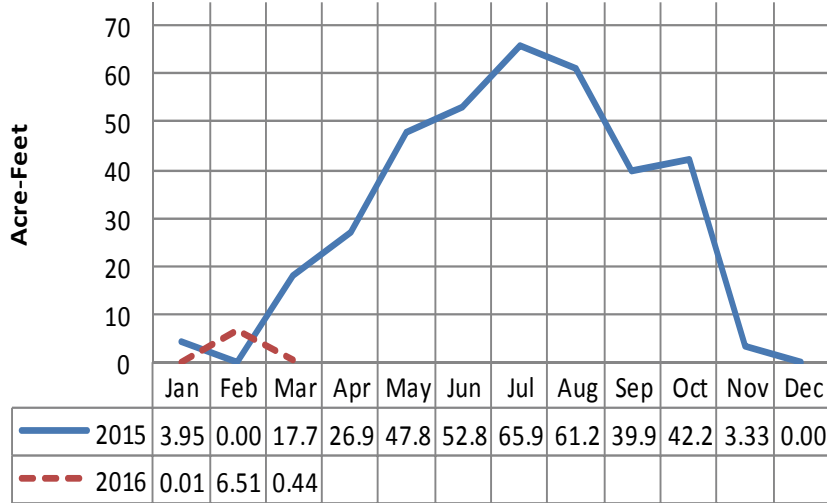
## HVLCSD Municipal Well Production



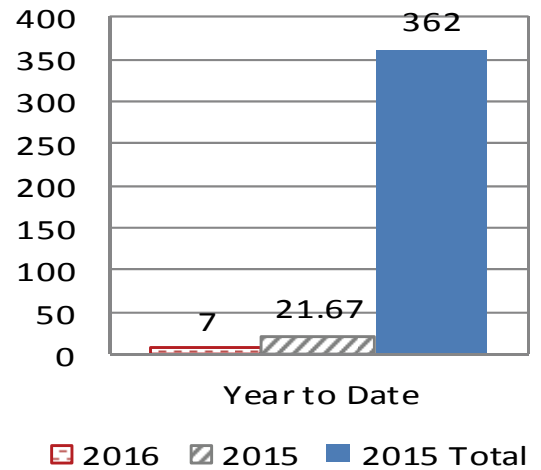
## HVLCSD Municipal Well Production



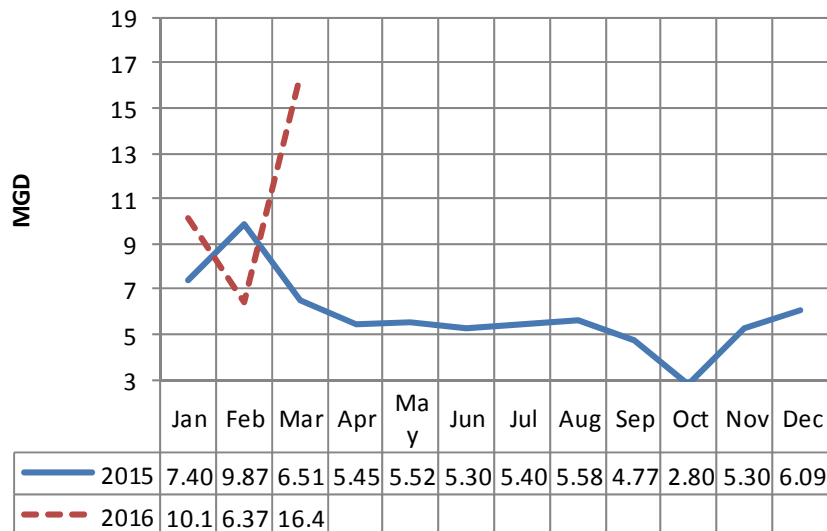
## HVLCSD Municipal Reclaimed Water Use



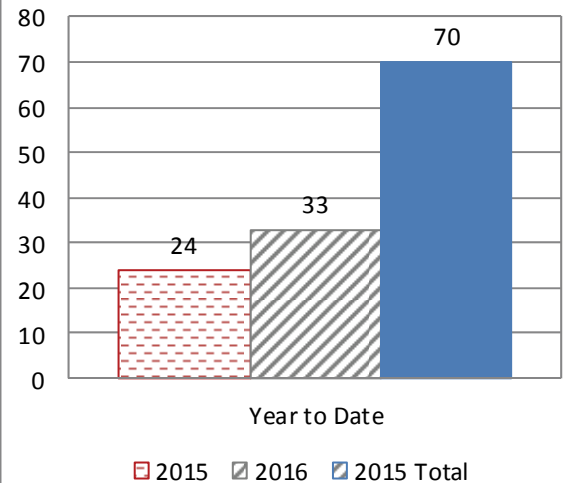
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# March 2016 Field Report

## Water Operations and Maintenance Highlights

- 3/8, 3/10 Courtesy notices, lock offs
- 3/1 Hydrant flushing
- 3/2 Replaced flow meter in the 600 pumps
- 3/7, 3/9, 3/14, 3/21 Fire hydrant installation
- 3/14, 3/30 Hexavalent chromium residential sampling
- 3/14 Minor road repair
- 3/15 Flood control supervision
- Routine operations and maintenance
- 3/23-3/31 Meter reads

## Wastewater Operations and Maintenance Highlights

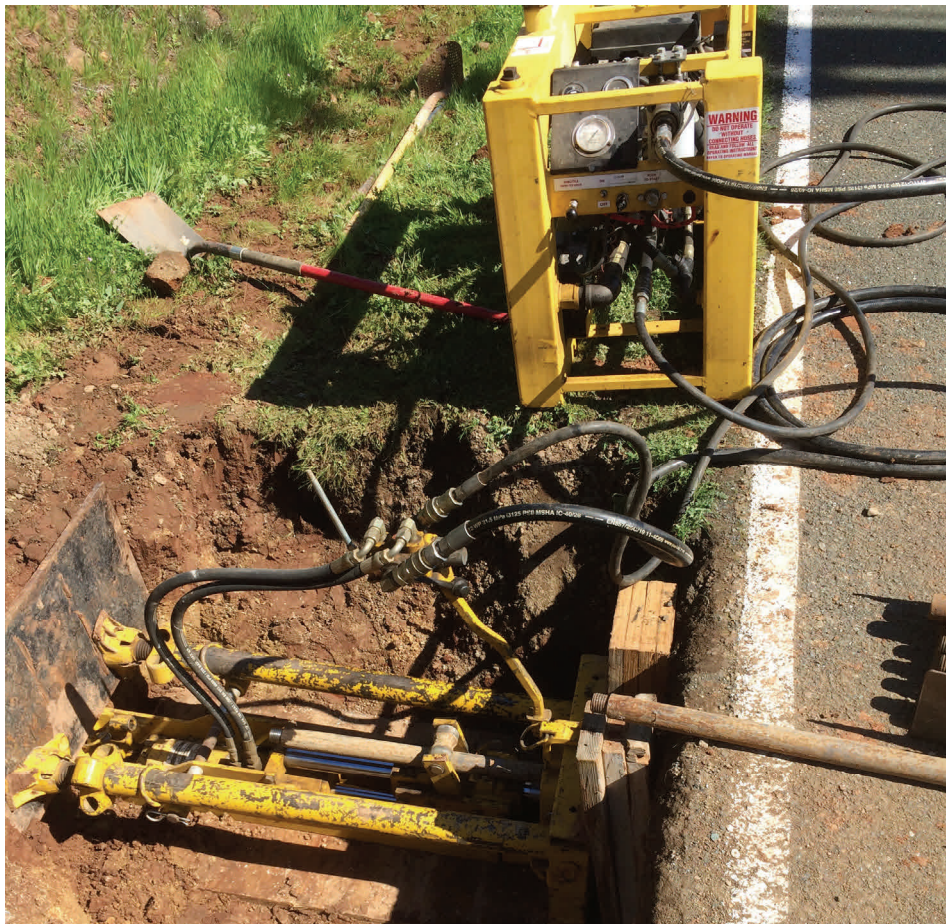
- 3/8, 3/10 Courtesy notices, lock offs
- 3/9 EQ Basin management
- 3/14 Developing bid process for I&I project
- 3/15 Developing scope for Jetter project
- Re-riveted filter markers
- Routine operations and maintenance
- 3/23-3/31 Meter reads

# March 2016 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	640
Truck 3	2585
Truck 4	566.0
Truck 6	400
Truck 7	553
Truck 8	796
Dump Truck	405
Backhoe	
	Non-op
Tractor	(scrap)
New Holland	
Tractor	8.1

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	88561.2	19898.40
Fuel Log	413.3	160.9
March Tank		
Level	440.22	437.50
February		
Tank Level	239.13	369.57

Service line repair—Eagle Rock Rd



## Agenda Item 9

### Personnel Committee recommendations concerning the Organization Chart

#### Personnel Committee Comments:

Organizational Development holds an important position in our Strategic Plan, but little has been accomplished. Many organizational changes to more effectively meet District needs have been discussed and agreed in concept, but few were implemented for one reason or another over the past few years. The Personnel Committee has worked hard to assemble the following plan to give the Board an opportunity to formalize the changes so that the FY 2016/17 Budget can reflect an organization designed to meet our strategic goals.

#### BACKGROUND

Under Roland's leadership the Utility 1 position was expanded to allow for growth within the position. It became Utility Worker 1-2. Another positive step made by Roland was the creation of the Water Resources Specialist position.

Upon legal advice the District put other organizational change on "hold" due to the possible interference with personnel litigation which was in process at the time. The litigation was resolved in 2015. With the litigation behind us the Assistant to Field Operations position was eliminated. Other anticipated changes were slowed when we turned our attention to filling the General Manager position when it was vacated in August of last year. In August 2014 the Wastewater Lead Op retired and the position remains unfilled. Following the November 2015 retirement of the Administrative Services Officer, that position was eliminated.

We have now begun a robust and productive GM recruitment process which is updated in the Personnel Committee Report elsewhere in this agenda. With the recruitment process well under way, the Personnel Committee has worked hard to finish organizational changes which have long been left undone.

#### THE PLAN

The Personnel Committee recommends the elimination of the Accountant Controller position. Historically, the job requirements of this position in the District did not match the title or the salary. The District financial requirements can be met more efficiently and economically by a Full Charge Bookkeeper position with the quarterly oversight of a contract CPA. In order to complete outstanding actions, the Committee recommends the replacement of the Wastewater Lead Operator position with and the creation of a Wastewater Operator 3 position which is similar to the Water/Wastewater Operator 2 position but includes a requirement for a Grade 3 Wastewater Treatment Certificate. Change the Water Lead Operator title to Field Operations Lead and adjust the position duties to more accurately reflect the position as it stands today (no change in salary range). Correct position duties to include supervision of Wastewater Operator 3. Finally reinstate the Administrative Assistant position. These changes will allow us to budget for these positions in the FY 2016-2017 budget. The changes will also allow the new GM a balanced organization to meet strategic goals of the District. The Organization Chart and associated documents should be updated to include all changes including reporting relationships. In this scenario there would be two Staff Supervisors for 11/12 employees\*. All administrative personnel (6) and the Field Ops Lead (1) would report to the GM; and the field operations personnel (5) would report to the Field Operations Lead.

# Water Utility Rx

Is your facility over-managed? 4 myths of utility management



JEFF THEERMAN

- 
-

- 
- 

Is internal communications not where you want it? Does solving problems in your organization take too long? Do you feel like your staff is waiting around to be told what to do next? You may have too much management.

The water utility sector has matured in the last 50 years, employing the latest technology to deliver high-quality water and resource recovery services to its customers. In spite of technology advances, for many utilities the organizational structure has not progressed with the times. Too many layers of management or too many supervisors for the number of staff being managed can create problems.

The pace of organizational decision-making slows down, communications suffer (particularly from the top down and the bottom up), delegation occurs less frequently, and management tends to spend a lot of time on non-management activities.

### **What are the indications that too much management may be ham-stringing your organization?**

- **Average span of control is less than at least eight employees for every supervisor.**
- **One-to-one reporting relationships in which a supervisor has only one or two direct reports.**
- **Too many layers exist between the general manager and the rank and file. If you have more than five, you're likely to be top heavy.**
- **People in management roles who are not leaders, which makes it necessary to have more people managing.**

### **Myth 1: Supervisors can manage only 4 or 5 direct reports**

Good supervisors who focus on primarily management duties can keep larger teams on track, in some cases significantly larger teams. The exact number depends on many factors, such as the nature of the work, the skills of the workforce and the supervisor.

The span of control of an organization's management is the total number of non-management positions divided by the number of "true" supervisors or managers to whom they directly report. True supervision is the people who make the usual, significant managerial decisions — hiring, evaluating and rewarding performance, and issuing corrective actions and dismissals.

On average, if your span of control is lower than at least eight employees to every supervisor and/or manager, you may need to retune your organizational chart.

### **Myth 2: Managers and supervisors need assistants**

The need for assistant managers and supervisors should be based on the needs of the organization. When evaluating assistants, managers and supervisors should carefully consider the reasons that these positions exist.

If the reason for having an assistant is to cover for the leader when he or she is absent, that's your tip-off. Filling in for the supervisor is a great way to develop lower-level employees and



spread that development to your potential future leaders.

If the reason for having an assistant is of a technical nature, it is often better to have a more appropriate title with no management responsibilities. This takes that position out of the chain of command and connects the supervisor directly to the rank and file. You'll foster better communications and delegation in the process.

### **Myth 3: Managers and supervisors should have important technical duties**

In water utilities, most people in management have advanced because they were good at technical duties related to operations, maintenance, engineering, etc. These are important roles that cannot be ignored; however, most people want to be managed by someone who is competent in leadership, employee interaction and other "soft" skills. Quality leadership skills resulting from time and experience are just as important as technical capabilities and are more difficult to find. The goal should be to place people in positions where they and the team can succeed.

For those well-qualified technicians who do not possess leadership qualities, other important technical leader roles are available (or should be). Managers should position those who have the ability to manage well into leadership roles, and have them spend most of their time assisting in team success, setting expectations and mentoring people.

Maybe you cannot clear away all the technical or administrative duties, but you can significantly reduce that part of the workload in favor of getting the right job assignments in the hands of the right people.

### **Myth 4: You have to watch over the rank and file every minute**

Yes, some employees can be challenging and can take up a lot of a supervisor's time. This reality can initially affect how far you can go when increasing span of control. Good leaders focus on accountability and measuring the success of their teams with appropriate metrics — not hovering over people's shoulders.

When a supervisor spends most of his or her time clearing obstacles for the team, assessing performance issues and providing feedback, problem employees usually find a new approach (or find a new place to work). By delegating responsibly, average employees become above average. A manager who is positively focused on the success of the team creates an environment in which folks don't have to wait to be told what to do, expectations are set and people grow.

So, what do you do if this is your reality?

**Changing your organization takes time and careful thought.** This is not the place for experimenting with sweeping changes. Have a plan that considers HR rules, what to do about pay when roles change, and communications to those who will be affected, as well as the organization.

**It took your organization years to get where it is,** and time can help straighten things out without huge disruptions to your workforce. If you have retirements on the horizon for leadership positions, carefully plan the moves that follow in filling these positions. Every time

you have a vacancy in management is an opportunity to achieve a better situation.

**Assess your supervision** and provide coaching, leadership development and honest assessments of the current level of success in the role. It does no good to give a subpar supervisor twice as many people and expect things to get better on their own. You may have to tool up your management for the new structure.

**For big changes** or for help in assessing your situation, find some outside help that understands the working environment within your utility. If you are seeking help, look for people with "hands-on" operations and maintenance experience to help you navigate this change. There is often substantial organizational inertia to overcome in a management redesign and the right outside assistance to challenge the prevailing thinking can help

**IHIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** *Full Charge Bookkeeper*  
**REPORTS TO:** *General Manager*

**EXEMPT/NON-EXEMPT:** *EXEMPT*  
**DIRECT REPORTS:** *NONE*

**SALARY RANGE:**

LEVEL	A	B	C	D	E
HOURLY					
ANNUAL					

**PURPOSE:** The full charge bookkeeper handles all the accounting needs of the District including the preparation of financial statements and year-end close. This position will handle all the basic accounting functions of the District or supervise others in the basic tasks.

**KEY RESPONSIBILITIES:**

- Code and enter vendor and expense invoices
- Prepare checks
- Bill Customers
- Prepare Bank Deposits
- Debit correct General Ledger Accounts accordingly
- Process Payroll checks
- Manage A/P and A/R
- Handle all District banking needs including reconciling monthly statements and monitoring cash flow
- Prepare and complete entries into the General Ledger
- Account for fixed assets and depreciation
- Run a monthly trial balance to ensure general ledger accounts are in balance
- Analyze the monthly trial balance and make adjusting entries to the general ledger to correct discrepancies.
- Prepare a Balance Sheet, Income Statement and Cash Flow Statement at the end of each month and submit to the CPA. Upon verification submit the statements to the GM and Board of Directors with a statement of District financial position
- Produce job cost reports as requested
- Assemble information for external auditors for the annual audit
- Calculate and issue financial analysis of the financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Work with the General Manager to produce the annual budget
- Maintain a current desk guide for this position recording the details of each job function
- Perform other related duties as requested by the General Manager

**Education and Experience** - The minimum education requirement for a full charge bookkeeper is an Associate's degree in accounting or business. Further education or certification such as a bachelor's degree in a field such as accounting or business is preferred. A certification, such as the Certified Bookkeeper designation provided by the American Institute of Professional Bookkeepers, is a plus.

To be eligible for this position the candidate must have a command of Generally Accepted Accounting Principles and Governmental Accounting Standards with 3 years' experience in Public Agency Accounting.

DRAFT

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

POSITION TITLE: *ADMINISTRATIVE ASSISTANT*  
 REPORTS TO: *GENERAL MANAGER*

EXEMPT/NON-EXEMPT: *NON-EXEMPT*  
 DIRECT REPORTS: *NONE*

**SALARY RANGE:**

LEVEL	A	B	C	D	E
HOURLY					
ANNUAL					

**POSITION PURPOSE:** To provide administrative support to the General Manager and the Board of Directors and assist the General Manager in the implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out special projects for the District.

**KEY RESPONSIBILITIES:**

- Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings.
- Manage calendars and appointments for General Manager and Board of Directors including the scheduling and registration for seminars and conferences.
- Manage confidential information for the General manager and Board of Directors.
- Maintain all District Records and Files including complete and up-to-date record of all Board actions, Resolutions and Ordinances sufficient to ensure accuracy and easy access.
- Oversee processes mandated by the Public Records Act, FOIA, and other Federal, State and Local “Right to Know” regulations.
- Manage travel arrangements for General Manager, Board of Directors and staff; assemble travel expenses for reimbursement and invoices for payment.
- Administer clerical tasks for District programs including Employee Relations, insurance, workers’ compensation, public information and education.
- Maintain District insurance records annually including District vehicle and facility inventory.
- Manage the District Records Retention and Records Destruction Policy.
- Maintain the District website.
- Provide basic IT support for the District.
- Undertake special projects as directed by the General manager.

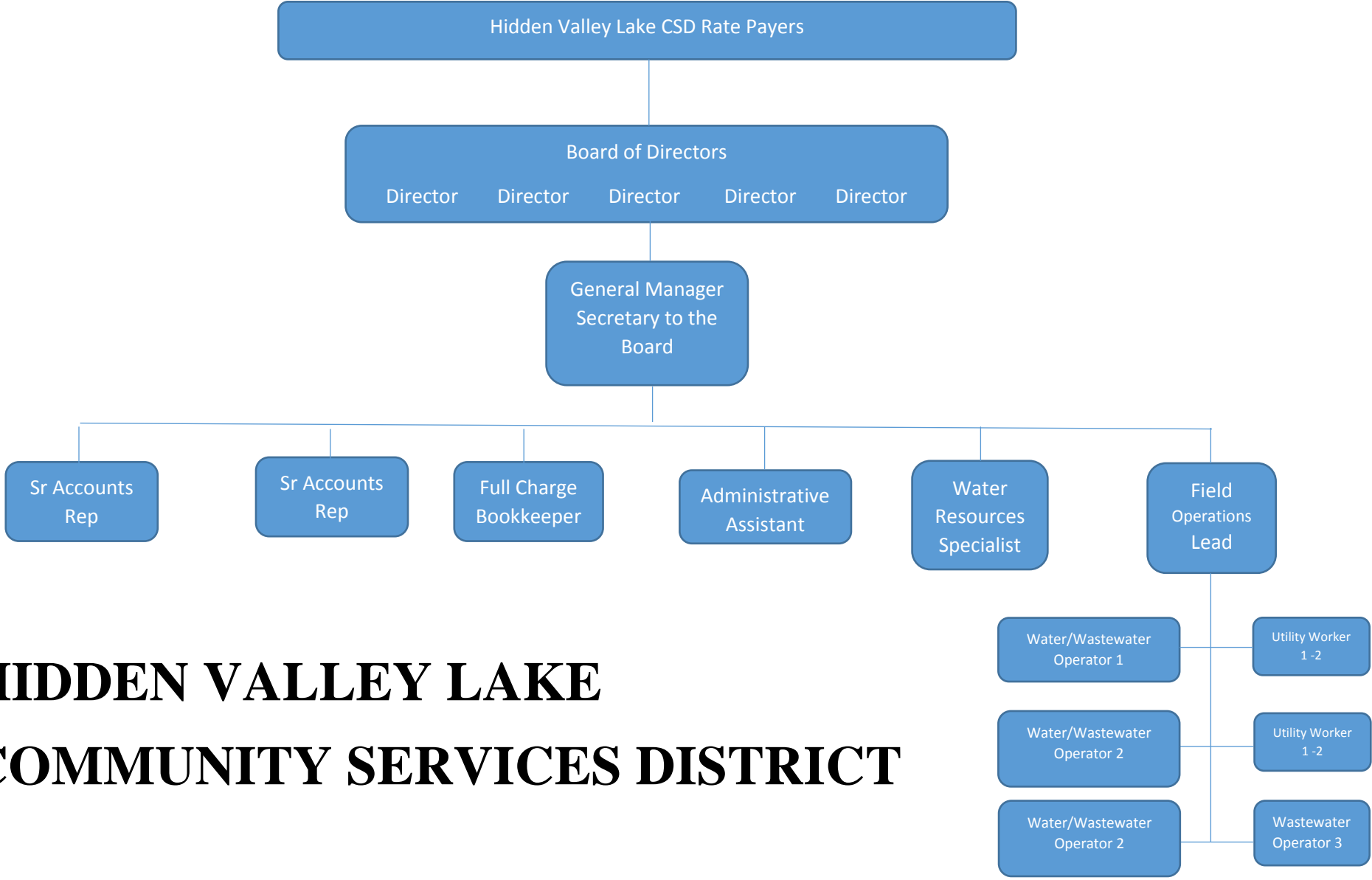
- Complete annual reporting to the California urban Water Conservation Council for 14 BMP's in compliance with State Revolving Loan.
- Oversee the District Water conservation Program; work with community groups coordinating special events promoting water conservation and water awareness.
- Oversee the District Outreach Program in print and electronic media.

**QUALIFICATIONS/EDUCATION:**

Incumbent must have a high degree of proficiency in secretarial and administrative support skills and at least five years of general secretarial/administrative experience. Knowledge of the California Government Code – specifically, the Brown Act - is a must. A High School Diploma is required.

**LICENSES/CERTIFICATIONS:**

Special District Institute Certification is required and may be completed within the first two years of employment. Incumbent must be a Certified Notary.



# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT





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

**DATE:** April 19, 2016

**AGENDA ITEM:** DISCUSSION AND POSSIBLE ACTION: Approval of the CPS HR CONSULTING Draft General Manager Base Salary Survey Study

---

**RECOMMENDATIONS:**

Approve the General Manager Salary Survey Study

**FINANCIAL IMPACT:**

**BACKGROUND:**

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on April 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

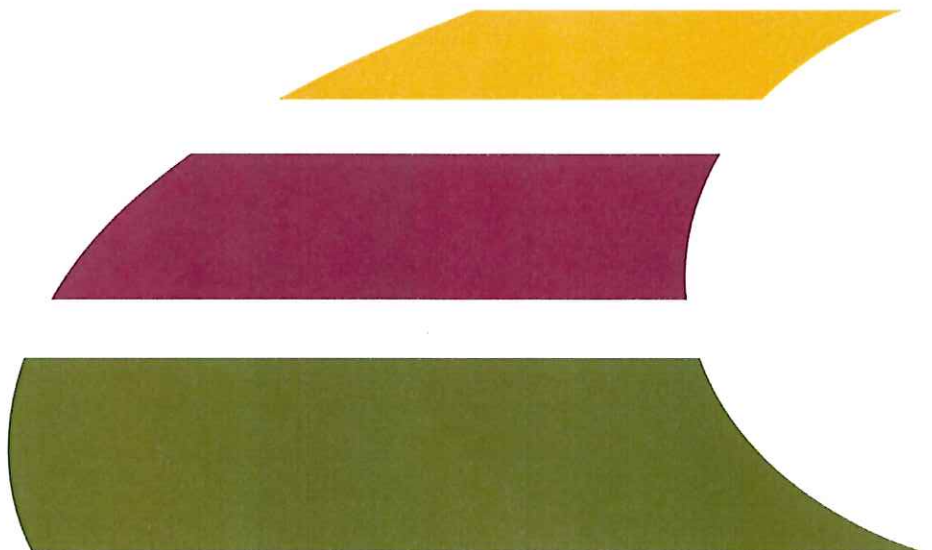
Private and Confidential

**Hidden Valley Lake  
Community Services District**  
Draft Base Salary Report

April 1, 2016

SUBMITTED BY:  
TAMEKA USHER  
Project Manager

CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815  
t:916-471-3483  
f:916-561-8431  
Tax ID: 68-0067209  
[www.cpshr.us](http://www.cpshr.us)



# Table of Contents

I. Introduction .....	3
II. Project Scope and Work Plan.....	3
III. Compensation Study Parameters.....	4
IV. Survey Results.....	6
V. Summary .....	8
Appendix A – Datasheet	

## **I. Introduction**

---

CPS HR Consulting (CPS HR) was retained by the Hidden Valley Lake Community Services District (District) to conduct a base salary survey for the General Manager classification. The objective of the study was to determine how competitive the District is within its labor market of fourteen (14) agencies by collecting and analyzing base salary data.

This Draft Base Salary Report contains results for all survey classifications, and outlines the project scope and work plan, the methodologies utilized in data collection and analysis, and an overview of the study results.

The effective date of the data collection was January 1, 2016.

## **II. Project Scope and Work Plan**

---

In order to complete the study, the following tasks were completed:

- The CPS HR Project Manager clarified the scope of work with the Interim General Manager. (completed)
- Review of District background materials including classification specifications, salary schedules, and organization charts. (completed)
- Confirmation from the District regarding the labor market agencies. (completed)
- Contract each agency to identify a comparable classification and the monthly minimum and maximum salary. (completed)
- Reviewed and analyzed all compensation data submitted by the labor market agencies. (completed)
- Based upon a detailed review of the submitted data, CPS HR contacted each labor market agency requesting clarification on compensation issues in order to ensure the data was accurate. (completed)
- Prepared the Draft Base Salary Report for the District's review and comments. (completed)
- Once this Draft Base Salary Report is reviewed and comments are received, the Final Base Salary Report with study findings will be presented to the District. (pending)

### **III. Compensation Study Parameters**

---

The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters included:

- Confirmation of the District's labor market position
- Labor market agencies
- Scope of the survey

#### Labor Market Position

CPS HR presented two labor market positions:

- The labor market median, which is the "middle" of the market, is the data point at which half of the complete range of data is higher, and half of the complete range of data is lower. Within small data sets, this position is not impacted by high and low payers in the market since it is the middle data point; in this case, you could eliminate the highest and lowest payers, and the data would not be impacted.
- The labor market mean, which is the average data point for the complete range of data. This position can be impacted by high and low payers since it is an average of all data points.

All calculations for these two market positions exclude the District's since the District's salary is the control point and is being compared relative to the salaries of other agencies.

#### Labor Market Agencies

The agencies surveyed comprise the District's fourteen (14) labor market agencies displayed in Table 1.

<b>Table 1</b>
<b>Hidden Valley Community Services District</b>
<b>Labor Market Agencies</b>
City of Calistoga
City of Healdsburg
City of Lakeport
City of Napa
City of Santa Rosa
City of Sonoma
Clearlake Oaks County Water District
County of Lake
Groveland Community Services District
North Marin Water District
Town of Windsor
Twain Harte Community Services District
Valley of the Moon Water District
Vandenburg Village Community Services District

## Survey Data Collection Scope

The data that was collected from each agency included base salary. When measuring the market, the goal is to identify an agency's competitive position; this is done by measuring maximum salary which is an indication of the most the agency is willing to pay for a particular job. The data collected for the study is outlined below.

- Title of the comparable classification
- Minimum and maximum monthly salaries

## IV. Survey Results

---

As indicated in the previous section, the survey involved the collection of base salary data for the District's survey classification from each of the selected labor market agencies, and detailed results of the analyses were prepared. These results are presented as follows.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and abilities requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

When reviewing the data it is important that the District be aware of the following:

- When obtaining data from other agencies, position control documents, where available, were used to specifically identify which classification, performed the duties of the District's benchmark as well as the classification level. This level of analysis is important because classification specifications may describe a certain level of work, for example, as the journey level, when the use of the classification series demonstrates that the majority of positions are assigned to a higher level, which may be described in the classification specification as an advanced level in the classification series. In addition, block budgeting or other fiscal tools facilitating series progression through multiple levels, may provide greater flexibility in the use of the classification structure than is evident in the content of the classification specification. To the extent possible, CPS HR has identified the operational use of a classification, irrespective of how it is defined in the classification specification, in the determination as to whether or not it is a comparable job match.
- The District's labor market represents cities, a county, and special districts. Given the varying difference within the municipalities, CPS HR used the following matching methodology.
  - Cities – within cities, CPS HR matched the highest level directly over the comparable service areas as the District. In most cases, the matches reflect a Public Works Director of Utilities Director. CPS HR believes this methodology is the most conservative, since the City Manager would have a scale and scope of responsibility that exceed that of the District's General Manager. However, CPS HR recognizes that in some cases the Public Works Director may have

**Private and Confidential**

*Hidden Valley Lake Community Services District  
Draft Base Salary Report*

responsibilities for operational services beyond that of the District's General Manager, such as street and engineering.

- County- CPS HR matched the highest level over the service area comparable to the District.
- Special District- CPS HR matched the highest level over the entire agency.

Table 2 provides the District with a summary of base salary study results and displays the following:

- The title of the District's survey classification
- The current District maximum monthly salary for the survey classification
- The number of comparable classifications identified within the analysis.
- The labor market median monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classifications; that range of data is then computed to provide the median amount.
- The percentage the District's maximum monthly salary for the survey classification is above or below the median of the labor market; this number indicates what percentage of the District's salary is required to move it up or down to the market median.
- The labor market mean monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classifications; that range of data is then computed to provide the mean amount.
- The percentage the District's maximum monthly salary for the survey classification is above or below the mean of the labor market; this number indicates what percentage of the District's salary is required to move it up or down to the market mean.

In addition, Appendix A provides a detailed datasheet of the base salary survey results for all agencies.



<b>Table 2</b>						
<b>Hidden Valley Community Services District Base Salary Survey Results</b>						
<b>Classification</b>	<b>District's Max Base Salary</b>	<b># of Matches</b>	<b>Labor Market Median</b>	<b>% District is Above or Below Market Median</b>	<b>Labor Market Mean</b>	<b>% District is Above or Below Market Mean</b>
General Manager	\$10,417	14	\$12,369	-18.74%	\$12,085	-16.01%

## V. Summary

---

The above sections of this Draft Base Salary Report provide detailed information concerning the scope of the project, the methodology used to complete the base salary study, as well as the results of the study which show where the District stands in comparison to the labor market. Should you require any further information, or have questions and comments with respect to this report, please do not hesitate to contact Ms. Usher on 916-471-3483 or via email at [tusher@cpsr.us](mailto:tusher@cpsr.us).

*Private and Confidential*

## **Appendix A – Datasheet**

---

**General Manager**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
Hidden Valley Lake Community Services District	General Manager	\$9,167	\$10,417
City of Calistoga	Public Works Director	\$9,443	\$12,655
City of Healdsburg	Utilities Director	\$12,702	\$15,441
City of Lakeport	Director of Public Works	\$5,087	\$7,736
City of Napa	Public Works Director	\$12,469	\$15,065
City of Santa Rosa	Director of Utilities	\$11,861	\$14,752
City of Sonoma	Public Works Director / City Engineer	\$9,444	\$11,479
Clearlake Oaks County Water District	General Manager	\$5,417	\$7,083
County of Lake	Special Districts Administrator	\$7,500	\$9,117
Groveland Community Services District	General Manager/ Operations and Maintenance Manager		\$11,250
North Marin Water District	General Manager		\$17,480
Town of Windsor	Public Works Director/ Town Engineer	\$10,200	\$12,763
Twain Harte Community Services District	General Manager		\$9,472
Valley of the Moon Water District	General Manager		\$12,083
Vandenberg Village Community Services District	General Manager		\$12,808
	Base Salary Median		\$12,369
	Base Salary Mean		\$12,085
	Percentage Above or Below Median		-18.74%
	Percentage Above or Below Mean		-16.01%

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

**DATE:** April 19, 2016

**AGENDA ITEM:** DISCUSSION AND POSSIBLE ACTION: Approval of the Smith & Newell proposal to provide independent audit services, including billing rates and a contract for services.

---

**RECOMMENDATIONS:**

Approve this proposal and contract

**FINANCIAL IMPACT:**

Cost of the contract in alignment with the 2016-2017 budget.

**BACKGROUND:**

Smith & Newell have provided satisfactory services for nearly a decade. The request for bid executed in 2013 underscored their strong qualifications in their field, in conjunction with a reasonable price.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on April 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

\_\_\_\_\_  
Secretary to the Board

**HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT  
CALIFORNIA**

**PROPOSAL TO PROVIDE INDEPENDENT  
AUDIT SERVICES**

**SUBMITTED BY  
SMITH & NEWELL CPAS  
950 THARP RD SUITE 502  
YUBA CITY, CA 95993  
CONTACT: MARILEE SMITH, 530-673-9790  
APRIL 7, 2016**

# TABLE OF CONTENTS

	Page
I. Transmittal Letter and Introduction .....	1-2
II. Detailed Proposal	
1. Independence .....	3
2. License to Practice in State of California .....	4
3. Firm Qualifications and Experience .....	5-6
Our Practice	
Experience	
Availability	
4. Partner, Supervisory and Staff Qualifications and Experience .....	7-8
Qualifications and Experience of Assigned Partner, Supervisors and Staff	
5. Evidence of Professional Insurance .....	9
6. Audit Approach .....	10-15
Proposed Segmentation of the Engagement	
Extent of Use of EDP software in the Engagement	
Type and Extent of Analytical Procedures to be Used in the Engagement	
Approach to be Taken in Determining Laws and Regulations that will be	
Subject to Audit Test Work	
Approach to be Taken to Gain and Document an Understanding	
of the Hidden Valley Lake Community Services District's Internal	
Control Structure	
7. Billing Rates and Comprehensive Dollar Amount .....	16-17
Estimated Audit Fee Schedule	
Additional Professional Services	
Manner of Payment	
8. Other Information	
Peer Review .....	18
Continuing Professional Education of Employees .....	19
References .....	19
Appendix	
A: Peer Review	
B: Resumes	

**I. TRANSMITTAL LETTER AND INTRODUCTION**

April 7, 2016

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Middletown, CA 95461

Re: Audit Proposal

Smith & Newell, CPAs is pleased to submit our proposal to provide the Hidden Valley Lake Community Services District professional audit services for the fiscal years ending June 30 2016, 2017 and 2018. We have carefully researched your requirements and believe that our technical approach and staffing plan described herein responds fully to the District's needs.

**Understanding of Work**

We will perform a financial audit of the District's Basic Financial Statements in accordance with auditing standards generally accepted in the United States of America (GAAS) as promulgated by the American Institute of Certified Public Accounts (AICPA) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States for the purpose of expressing opinions on the fair presentation of the District's opinion units in conformity with accounting principles generally accepted in the United States of America (GAAP). In addition, we will perform certain limited procedures involving required supplementary information mandated by the Governmental Accounting Standards Board as required by GAAS. We will also issue an opinion that the supplemental information is fairly stated in all material respects in relation to the financial statements as a whole. It is our understanding that the District is responsible for compiling the general ledger and providing trial balance information. Smith & Newell is responsible for preparing the accompanying financial statements, footnotes, and printing the final reports including all required reports in accordance with Government Auditing Standards. We will perform the work and issue our reports within the prescribed time periods.

If required, we will conduct a separate Single Audit of the District in accordance with the federal Single Audit Amendments of 1996; the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations; and the related compliance supplements for Single Audits of State and Local Governments. The audit will be in the financial and compliance type described in the Standards for Audits of Governmental Organizations, Programs, Activities and Functions published by the Comptroller General of the United States. It is our understanding that the District will provide information necessary to prepare the schedule of expenditures of federal awards and Smith & Newell is responsible for the preparation, footnotes and printing of the final single audit report.



## II. DETAILED PROPOSAL

SECTION 1

**INDEPENDENCE**

Smith and Newell, CPAs is independent of the Hidden Valley Lake Community Services District, as defined by auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards (commonly referred to as the “Yellow Book” standards), issued by the Comptroller General of the United States.

SECTION 2

**LICENSE TO PRACTICE IN THE STATE OF CALIFORNIA**

Smith and Newell, CPAs and all key assigned professional staff are properly registered and licensed to practice in the State of California.

## FIRM QUALIFICATIONS AND EXPERIENCE

### **Our Practice**

Smith and Newell CPAs was established in 1988 as a full service firm. We are a local CPA firm located in Yuba City, California. We are a general partnership providing auditing, tax, accounting and consulting services to governmental entities, nonprofits, corporations, partnerships and individuals. Government services constitute a significant portion of Smith & Newell's total practice. As the partners in the firm of Smith & Newell, we have a commitment to maintain a "hands on" approach to our governmental audits. We actively participate in all phases of each engagement and feel that because of this policy we are able to offer you a high quality audit at a reasonable price.

Currently our firm consists of eight individuals, including six professionals and two administrative personnel. The professional staff consists of two partners, one manager, one supervisor, one senior, one staff accountants and two administrative assistants.

### **Experience**

Our firm specializes in governmental accounting and auditing. Over 80 percent of our work is government related. As the partners in the firm of Smith & Newell, we have a commitment to maintain a "hands on" approach to our governmental audits. We actively participate in all phases of each engagement and feel that because of this policy we are able to offer you a high quality audit at a reasonable price, as well as current knowledge of all operations throughout the duration of our engagement with Hidden Valley Lake Community Services District.

### **Availability**

We manage our firm very carefully to avoid scheduling and deadline problems. We summarize the previous year activity early in the current year and perform assessments of the coming engagements. Decisions are made at this time regarding increasing staff and continuing education

## PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

### **Qualifications and Experience of Assigned Partners, Supervisors and Staff**

The engagement team for Hidden Valley Lake Community Services District collectively possess over 80 years of auditing experience. They have the ability and expertise to meet the complex demands of the engagement. The following chart provides an overview of the key members of the engagement team to be assigned to the Hidden Valley Lake Community Services District audit:

- Marilee Smith, CPA - Marilee is a partner with Smith & Newell, CPAs, specializing in government auditing. As a partner in the firm she will have hands on involvement in all aspects of this engagement. She will serve as quality assurance partner for the District's audit. She will review the progress of the audit, assist in resolving technical issues and review reports for overall quality. She reviews and signs all of the reports issued by Smith & Newell and is responsible for firm wide quality control standards, including annual internal quality control inspections. She will have ultimate responsibility for the delivery of services to Hidden Valley Lake Community Services District and will work with the District regarding new accounting and auditing pronouncements.
- Norman Newell, CPA - Norman is a partner in Smith & Newell, CPAs, specializing in government auditing. As a partner in the firm he will have hands on involvement in all aspects of this engagement. He will also responsible for on site project management and for the day to day management of services to the District. He will be responsible for planning the audit and assuring that the design of audit programs achieve the objectives of the audit. He will work closely with the District to ensure issues are identified and resolved in a timely manner.

SECTION 5

**EVIDENCE OF PROFESSIONAL INSURANCE**

Smith & Newell carries \$2,000,000 in professional liability insurance and Workers Compensation Insurance for all employees. Proof of insurance will be provided prior to entering into a contract for audit services.

## AUDIT APPROACH

### **Proposed Segmentation of the Engagement**

Our audit methodology for performing financial statement audits of government entities involves four phases. Phase I - Planning and Evaluating Internal Control, Phase II - Internal Control and Risk Assessment, Phase III - Testing and Phase IV - Reporting, Review and Completion. These phases are summarized below:

#### Phase I - Planning and Evaluating Internal Control

This phase establishes our basic understanding of the District and its environment and forms the basis of our evaluation of internal control.

- Establish an understanding with the District
- Schedule staffing and conduct staff fraud and discussion meeting
- Develop and expand understanding of the District's operations by review of prior year work papers reviewing minutes and discussion and analysis
- Determine planning and design materiality and tolerable misstatement
- Perform preliminary determination of major programs and materiality
- Conduct entrance meetings with District personnel and management and inquire about fraud and abuse
- Identify significant processes and internal controls
- Identify risk factors

Prepare initial Audit Preparation Schedule and transmit to District

#### Phase II - Internal Control and Risk Assessment

This phase is dependent on when the District has completed the initial Client Preparation Schedule and closed the District general ledger.

- Request District closed trial balances

- Provide a revised draft report to District (if required)
- Prepare for District signature the State Controller's Special Districts Financial Transactions Report
- Provide required copies of final audit reports
- Make presentation to District Board

### **Extent of Use of EDP Software in the Engagement**

We have developed specialized resources for performing government audits. These resources include checklists for evaluating controls, source documents for risk based audit methodology, standardized sample selection procedures, integrated trial balances, combining schedules and links to professional standards, as well as many other resources to increase the efficiency of our professional staff. These resources are included on every computer. This gives our staff immediate access to information they need for the audit process.

Our firm uses Creative Solutions audit software to automate the audit process and our staff are trained in its' use. We are currently using this software to generate working trial balances, post journal entries, produce audit work papers, perform various analytical review procedures, and produce financial statements.

### **Type and Extent of Analytical Procedures to Be Used in the Engagement**

Analytical procedures are evaluations of financial information made by a study and comparison of plausible relationships among both financial and nonfinancial data. Analytical procedures include trend analysis, ratio analysis and predictive or reasonableness tests.

SAS No. 56 identifies the following three categories of analytical procedures based on the purpose of the procedures:

- Preliminary Analytical Procedures
- Substantive Analytical Procedures
- Overall Review Analytical Procedures.

Preliminary Analytical Procedures assist us to enhance our understanding of the District's operations and to assist in assessing areas of specific risk of misstatement by identifying unexpected relationships among account balances or the absence of expected relationships. Our preliminary



- Abuse
- Communication of fraud, illegal acts, noncompliance and abuse

### **Approach to Be Taken to Gain and Document an Understanding of the Hidden Valley Lake Community Services District's Internal Control Structure**

SAS No. 109 requires an understanding of five interrelated components of internal control as identified below:

- Control Environment
- Risk Assessment
- Information and Communication
- Monitoring
- Control Activities

As auditors we are required to obtain an understanding of internal control that is sufficient to assess the risk of material misstatement of the financial statements due to error or fraud and to design the nature, timing, and extent of further audit procedures. It is not enough to simply determine whether a control as described or documented appears to be effective in design. We also need to determine if the control, as documented or described, actually exists and the District is using it.

In order to gain and document this understanding of controls and then to determine that the control is functioning as designed, we use a number of different procedures as follows:

- Inquiries of appropriate District personnel based on an information gathering questionnaire
- Observation of the application of the control
- Inspection of documents or reports indicating performance of the control
- Walkthroughs
- Reviews of reconciliations and similar routines

The level of control assurance is assessed for each assertion for each significant area. Upon the completion of these procedures, we update our preliminary evaluation of the control environment and document our assessment of control risk for each significant area.

Early in our planning, we discuss with staff the need to be aware of compliance with laws and

## BILLING RATES AND COMPREHENSIVE DOLLAR AMOUNT

### Estimated Audit Fee Schedule

Our fee philosophy is to foster long-term client relationships by offering fair pricing commensurate with our expertise. We strive to maintain efficiency in our audit approach so we can achieve maximum results in the budgeted time. We also strive to maintain billing rates which are reasonable in relation to the expertise of our staff.

Our fee for the audit of the District's financial statements would be based upon a routine audit and include preparation of the necessary statements. Our fees are based on the following hourly rates:

Partner	\$ 150
Manager	120
Supervisor	100
Senior Accountant	80
Clerical	60

	<u>June 30, 2016</u>	<u>June 30, 2017</u>	<u>June 30, 2018</u>
Audit of District Financial Statements including preparation of all required reports including Management Report	\$ 11,300	\$ 11,600	\$ 11,900
Preparation of State Controller's Report	<u>500</u>	<u>500</u>	<u>500</u>
Totals	<u>\$ 11,800</u>	<u>\$ 12,100</u>	<u>\$ 12,400</u>

The fees quoted are based upon a routine audit with the District providing all required information in a timely manner. If unusual circumstances should arise, such as delays in availability of accounting records, or if additional work is required to prepare the District's records for audit, we will promptly notify you so appropriate action may be taken.

## OTHER INFORMATION

### Peer Review

Our firm is devoted to quality, and we have taken extra steps to assure that we meet the highest professional standards of quality. Our firm has a program of quality control to ensure that our engagements meet the standards of the Yellow Book, including qualifications, independence, due professional care, and quality control. Every three years we must undergo a peer review of our system of quality control for our accounting and auditing practice. Our peer review includes an onsite review of specific government engagements. A Peer Review Committee establishes the standards and procedures governing the conduct of the peer review. Upon completion of the peer review, the reviewers communicate their findings to the reviewed firm and prepare a written report. These standards provide that the report should contain, among other things:

- The reviewer's opinion on whether the reviewed firm's quality control system met the guidelines of quality control standards established by the AICPA, and whether the system was being complied with to provide the firm with reasonable assurance of conforming with professional standards.
- The reviewer may issue an unqualified, qualified or adverse opinion. We are pleased to report that we have always received an unqualified opinion - the highest level of assurance possible. Our continued participation in periodic peer reviews and our voluntary membership in the AICPA and the California Society of CPAs support the firm's commitment to quality and client service.

A copy of our most recent Peer Review Report is provided in Appendix A.

## APPENDIX A: PEER REVIEW

# Constance Coughlan, CPA



www.mccoughlan.com

constance@mccoughlan.com

Member:  
American Institute of CPAs  
California Society of CPAs  
Hawaii Society of CPAs  
Oregon Society of CPAs

1250 Main Street, Suite 290  
Napa, California 94559  
707 255-0677  
Fax 707 255-0687

November 16, 2012

## System Review Report

To Smith & Newell, CPAs and the Peer Review Committee  
of the California Society of Certified Public Accountants

I have reviewed the system of quality control for the accounting and auditing practice of Smith & Newell, CPAs (the firm) in effect for the year ended May 31, 2012. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included audits under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Smith & Newell, CPAs in effect for the year ended May 31, 2012 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Smith & Newell, CPAs has received a peer review rating of *pass*.

*Constance Coughlan*

Constance Coughlan, CPA

## APPENDIX B: RESUMES

# FIRM RESUME

## (Last Five Years)

### Cities (Including Single Audits)

City of Auburn  
City of Biggs  
City of Colusa  
City of Grass Valley  
City of Jackson  
City of Lincoln  
City of Live Oak  
City of Nevada City

### Counties (Including Single Audits)

County of Calaveras  
County of Colusa  
County of Del Norte  
County of Glenn  
County of Lake  
County of Mariposa  
County of Nevada  
County of Plumas  
County of Siskiyou  
County of Tehama

### Redevelopment Agencies/Housing Authorities

City of Grass Valley Redevelopment Agency  
City of Live Oak Redevelopment Agency  
Regional Housing Authority of  
Sutter and Nevada Counties  
Nevada County Housing Authority

### Transportation Audits

Colusa County Transportation Commission/Transit  
Lake County/City Area Planning Council  
Mariposa County Transportation Commission/Transit  
Plumas County Transportation Commission/Transit

### Other Audits

Yuba Sutter Economic Development Corporation  
Yuba Sutter United Way  
North Valley Behavioral Health  
Willow Glen Counseling Center  
Counseling Solutions  
Children and Families First - Mariposa County  
Children and Families First - Plumas County

### Special Districts

Bertsch Oceanview Community Service District  
Big Rock Community Service District  
Big Springs Irrigation District  
Border Coast Regional Airport Authority  
Brophy Water District

### Special Districts (Continued)

Butte Valley Fire Protection District  
Central Valley Rice Growers Assoc.  
Colusa Basin Drainage District  
Colusa County Water District  
Colusa Resource Conservation District  
Copco Lake Fire Protection District  
Crescent Fire Protection District  
Del Norte County Library District  
Del Norte Solid Waste  
Drainage District No. 100  
Etna Cemetery District  
Feather Water District  
Fort Dick Fire Protection District  
Gilsizer County Drainage District  
Happy Camp Fire Protection District  
Hidden Valley Lake CSD  
Higgins Fire Protection District  
Hornbrook Fire Protection District  
Hunter Valley Community Service District  
Kelseyville Fire Protection District  
Klamath Community Service District  
Knights Landing Ridge Drainage District  
Lake County Fire Protection District  
Lake of the Pines Ranchos Community Services  
Lakeport Fire Protection District  
Levee District No. 1  
Levee District No. 9  
Live Oak Cemetery District  
Mariposa Resource Conservation District  
Maxwell Public Utility District  
Mayten Fire Protection District  
Mt. Shasta Fire Protection District  
Mystic Mine Community Services District  
North San Juan Fire Protection District  
Ophir Hill Fire Protection District  
Picard Cemetery District  
Reclamation District No. 108  
Reclamation District No. 1500  
Redwood Park Community Service District  
Rough & Ready Fire Protection District  
Sacramento River Westside Levee District  
Scott Valley Irrigation District  
Smith River Community Service District  
Smith River Fire Protection District  
South Sutter Water District  
Sutter Basin Fire Protection District  
Sutter Cemetery District  
Sutter Community Services District  
Sutter Mutual Water Company  
Sutter Resource Conservation District  
Yolo County Water Control and Conservation District  
Tulelake Multi-County Fire Protection District

## AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered into this \_\_\_ day of \_\_\_\_\_, 2016, by and between the Hidden Valley Lake Community Services District , herein referred to as "DISTRICT" and Smith & Newell Certified Public Accountants, hereinafter referred to as "AUDITOR".

### WITNESSETH:

WHEREAS, DISTRICT wishes to secure the services of a professional auditing firm; and

WHEREAS, DISTRICT desires to conduct an audit of the fiscal transactions of the DISTRICT for the fiscal years ending June 30, 2016, 2017 and 2018.

NOW, THEREFORE, in consideration of these premises, and the following mutual promises, covenants and conditions, the parties hereto agree as follows:

1. It is understood by the parties hereto that AUDITOR, while engaged in complying with and in performance of the terms of this Agreement, is an independent contractor and is not an officer, agent or employee of DISTRICT.
2. AUDITOR, for and in consideration of the compensation hereinafter agreed to be paid by DISTRICT hereby agrees to perform those accounting services and work as described on Exhibit "A", Detailed Proposal, dated April 7, 2016, attached hereto and made a part hereof by this reference.
3. This Agreement contains the sole and entire agreement between the parties. The parties acknowledge and agree that neither of them has made representation with respect to the subject matter of this Agreement or any representation including the execution and delivery thereof except representations as are specifically set forth herein.
2. No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and duly executed by the parties to be charged therewith. This Agreement, however, may be extended by mutual written consent of the parties.
3. This Agreement and performance hereunder and all suits and special proceedings hereunder shall be constructed in accordance with the laws of the State of California in any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of California shall be applicable and so govern to the exclusion of the laws of any other forum without regard to the jurisdiction in which the action or special proceeding may be instituted.
4. This Agreement shall be binding on and inure to the benefit of the respective parties.
5. It is understood by the parties and agreed that DISTRICT, its officers, agents and employees, shall not be liable or responsible for any injury or damage to person or property resulting from the operations or activities of AUDITOR while engaged in complying with any of the terms of this agreement. AUDITOR agrees to indemnify and hold harmless DISTRICT and its officers, agents and employees, from and against all claims and liability for damage or injury to persons or property resulting from the activities of AUDITOR.



6. The AUDITOR shall at its own cost and expense carry public liability and property damage insurance in the amount of One Million Dollars (\$1,000,000.00) combined single limit and Workers' Compensation Insurance as required by law protecting both the AUDITOR and the DISTRICT.
7. The AUDITOR shall be paid for services described herein for the year ended June 30, 2016 the amount of \$11,300 plus \$500 for the State Controller's Report, for the year ended June 30, 2017 the amount of \$11,600 plus \$500 for the State Controller's Report and for the year ended June 30, 2018 the amount of \$11,900 plus \$500 for the State Controller's Report. The State Controller's Report is considered to be non attest services and as such is subject to the general requirements of the AICPA Code of Professional Conduct Interpretation 101-3. Management is responsible 1) to make all management decisions and perform all management functions in connection with the non attest services, 2) to designate a competent individual to oversee the non attest services, 3) to evaluate the adequacy and results of the services performed, and 4) to accept responsibility for the results of the services.

IN WITNESS WHEREOF, the parties hereby have caused this Agreement to be executed on the day and year first above written.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

By \_\_\_\_\_

SMITH & NEWELL CERTIFIED PUBLIC ACCOUNTANTS

By \_\_\_\_\_  
Partner

# ACWA MEMBERS URGED TO WEIGH IN WITH WATER COMMUNITY'S VISION

In recent weeks, the State Water Resources Control Board staff has indicated interest in pursuing permanent conservation regulations in the near future that could affect the ability of local agencies to determine appropriate water management strategies at the local level. ACWA strongly believes that any long-term policy for California should recognize investments in drought-resilience, emphasize ongoing water-use efficiency, and leave management discretion to local water agencies.

In anticipation of ongoing advocacy with the Brown Administration and possible state legislation on this issue, ACWA has prepared a number of resources and suggested steps to advance the water community's vision for a highly efficient and resilient water future for California and counter any proposals that would limit local decision making.

ACWA strongly encourages member agencies to adopt a sample resolution developed for this purpose and take other recommended steps as soon as possible to elevate this important public policy issue and ensure our voice is heard.

Though nothing official has been announced, State Water Board staff has indicated the long-term regulatory approach could be discussed at the May 3 meeting of the State Water Board.

## Background

On Feb. 2, 2016, the State Water Resources Control Board adopted an [emergency conservation regulation](#) that will extend mandatory urban conservation through October 2016. The action extends the mandatory conservation requirements that have been in place since the State Water Board's original emergency regulation took effect on June 1, 2015 as a result of Gov. Jerry Brown's April 1 executive order on the drought.

The recently extended regulation provides for some limited adjustments (e.g., for climate and population growth) to conservation standards assigned to individual urban water suppliers but continues to rely almost exclusively on mandatory urban water conservation determined by the State Water Board.

Since the 1990s, local water agencies have proactively invested close to \$20 billion in drought-resilient strategies and tools that have added nearly 5 million acre-feet of "new" local and regional water supply across the state. These farsighted investments were supported by the public and have largely shielded California's overall economy from the worst impacts of the drought. Yet, the State Water Board's emergency approach largely overlooks the value of both water supply and water efficiency tools made possible by more than 25 years of local investments. The concern is that this approach could extend to longer term, permanent regulations.

As we have done in other important public policy debates, ACWA believes it is important for the water community to lead by outlining an affirmative policy vision around long-term conservation that preserves local authority and promotes high water use efficiency performance and accountability.

To this end, we are asking ACWA members to weigh in with visible support for a long-term policy vision that demands high levels of water use efficiency, promotes innovation in developing water shortage contingency plans, requires high levels of accountability at local water agencies, and preserves local decision-making authority over water management. We also must make it clear that long-term policy is

most appropriately developed and administered by the California Department of Water Resources, which already is working with ACWA and local water agencies to lead implementation and refinement of the 20X2020 process – authorized by the Legislature in 2009 – that calls on urban water suppliers to reduce water use by 20% by 2020. Many local agencies already have achieved efficiencies that far exceed that goal.

**RESOLUTION 2016-06**  
**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**Regarding Long-Term Water Conservation and Management Policy in California**

**WHEREAS**, local California water agencies have invested nearly \$20 billion in the past 20 years to build and prudently manage diverse water supply portfolios to meet their customers' needs and provide reliable supplies during times of drought; and

**WHEREAS**, these local investments in everything from water recycling to local and regional water storage to desalination of brackish groundwater and ocean water were made with the public's support and are widely credited with keeping California's economy largely intact throughout the current multiyear drought; and

**WHEREAS**, the emergency drought regulation adopted in May 2015 and extended in February 2016 by the State Water Resources Control Board largely overlooked these investments and required local urban water suppliers to impose mandatory reductions in water use on their customers, even where hydrology and available local supply options did not warrant such stringent reductions; and

**WHEREAS**, Californians responded heroically to the drought emergency and largely met the statewide goal of reducing urban water use by 25% through February 2016; and

**WHEREAS**, as the state's focus transitions from the emergency regulation to a potential long-term policy approach to conservation, local water agencies believe it should be the state's policy to emphasize investments in drought-resiliency and ongoing water-use efficiency and to leave discretion with local water agencies to choose appropriate management strategies; and

**WHEREAS**, California water agencies affirmatively support a long-term policy that demands high levels of water use efficiency, promotes innovation in developing water shortage contingency plans, requires high levels of accountability at local water agencies, and preserves local control over water management decisions;

**NOW, THEREFORE, BE IT RESOLVED**, that the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT supports a long-term policy that will result in a highly efficient and resilient water future and will allow local water agencies to continue planning for and investing in the water supply reliability actions needed to meet California's 21st century water needs; and

**BE IT FURTHER RESOLVED**, that the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT believes long-term water management policy is most appropriately developed and administered by the California Department of Water Resources, which already has the lead role in managing the state's Urban Water Management Plan / Water Shortage Contingency Plan process.

PASSED AND ADOPTED on April 19, 2019 by the following vote:

AYES: Directors Freeman, Lieberman, Mirbegian, Herndon and Graham

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Jim Freeman  
President of the Board of Directors

---

Matt Bassett  
Secretary to the Board of Directors

## WATER USE AGREEMENT

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

### RECITALS

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

### **Now, therefor, District and Association hereby agree as follows:**

#### 1. Association Use of Lake

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

#### 2. Compensation

Association shall pay to the District the sum of one dollar (\$1) for each year or any part thereof for the right authorized under this agreement. Said sum shall be due upon execution of this agreement by both parties. In addition, Association shall be responsible for all costs of maintaining the Lake, access thereto in suitable condition for recreational and maintenance uses, including all costs associated with any treatment of the Lake with aquatic pesticides unless otherwise agreed to by both parties.

3. Compliance with Law

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

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

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

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

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

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

5. Meetings

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

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

6. Indemnification

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

7. Insurance

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

8. Litigation Costs

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

9. Effective Date

This agreement shall become effective upon the execution by both parties, and be effective for one year unless renewed, or sooner terminated by either party. Renewal of this agreement for successive one-year terms shall be automatic upon



payment by Association of a renewal fee of one dollar (\$1), which shall cover compensation for the next ensuing year.

10. Termination

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

Executed on this \_\_\_\_ day of \_\_\_\_\_, 2016

HIDDEN VALLEY LAKE COMMUNITY SERVICE DISTRICT

\_\_\_\_\_  
Date

HIDDEN VALLEY LAKE ASSOCIATION

\_\_\_\_\_  
Date

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

**DATE:** April 19, 2016

**AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION:** Approval for staff to complete the \$1 million – Hazard Mitigation Grant Program (HMGP) application for Flood Control improvements as described in the April 2000 Master Storm Drainage Plan. The HMGP has a 25% matching funds requirement.

---

**RECOMMENDATIONS:**

Given that the District has been invited by FEMA to fill out the full Flood Mitigation project application in February, the recommendation would be to allow staff to continue the process. The application is due 6/16/16, and is, as expected, very thorough.

Part of the application requires a Match Commitment Letter, and a Maintenance Commitment Letter (See attached). Given the application timeline, these two documents will need to be finalized for Board approval on 5/17/16.

**FINANCIAL IMPACT:**

Cost estimates have yet to be finalized (part of the application process), but the District's 25% match responsibility is currently estimated at \$250,000. FEMA allows state funding or land donation to meet the match requirement.

**BACKGROUND:**

In January, the Lake County Water Resources Department submitted a Notice of Intent (NOI) to participate in FEMA's DR-4240/404 funding opportunity, made available by the wildfires that occurred in both Lake and Calaveras counties. Lake County, as per protocol, submitted this NOI on behalf of HVLCSO. By February, this NOI was approved to proceed to the next step - the application process. As unfortunate the source of this funding may be, HVLCSO has been presented a unique opportunity to remedy a long-standing deficit in our flood control area.

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on April 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board



## Hidden Valley Lake Community Services District

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

April 19, 2016

California Office of Emergency Services  
Hazard Mitigation Grants Program Unit  
3650 Schriever Avenue  
Mather, CA 95655

Dear State Hazard Mitigation Officer,

As part of the Hazard Mitigation Grant Program process, a local funding match is required. This letter serves as Hidden Valley Lake Community Services District of Lake County's, commitment to meet the matching fund requirements for the Flood Mitigation Project Hazard Mitigation Grant Program.

Name of funding source: 1)WestSide Sacramento IRWM, Prop 1 Funds; 2)Land.

Funding type: 1)Grant; 2)Donation

The local matching fund requirement is \$250,000 and available date 6/15/2016.

If additional federal funds are requested, an additional local match fund commitment letter is required to be submitted.

Please contact Matt Bassett, 707-987-9201 if you have any questions.

Sincerely,

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



## Hidden Valley Lake Community Services District

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

April 19, 2016

California Office of Emergency Services  
Hazard Mitigation Grants Program Unit  
3650 Schriever Avenue  
Mather, CA 95655

RE: Flood Mitigation project

Dear State Hazard Mitigation Officer,

This is to confirm that the Hidden Valley Lake Community Services District of Lake County is committed to performing the necessary maintenance for the entire useful life of this project (30 years) once completed. The Hidden Valley Lake Community Services District of Lake County is allocated an annual budget which will allow maintenance to occur as needed to ensure the Flood Control station and detention pond remains in good repair and operational.

Entity responsible for the maintenance: Field Operations

Maintenance Task: Weed abatement, equipment maintenance

Maintenance Schedule: Annual

Cost of Maintenance: \$20,000

Associated Budget: Sewer Enterprise Fund, Flood Control

Please contact Matt Bassett, 707-987-9201 if you have any questions.

Sincerely,

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

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

**DATE:** April 19, 2016

**AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION:** Receipt of \$10,000 reimbursement for District costs for Sewer System Assessment District No. 1, Series 1995-2, Refunding

---

**RECOMMENDATIONS:**

Hear staff presentation and provide direction if needed.

**FINANCIAL IMPACT:**

\$10,000 reimbursement deposited to Sewer Fund Money Market account to be available for General Fund as needed.

**BACKGROUND:**

On September 30, 2015 the Board of Directors approved Resolution Number 2015-20 Declaring Intention to Refund the Outstanding Bonds of the Sewer System Assessment District No. 1, to Levy Reassessments as Security for the Refunding Bonds and to Continue the Lien of the Original Assessments on Certain Parcels of Property in the Assessment District.

At the close of escrow, the District was reimbursed its costs for staff time and materials. The Fiscal Agent, US Bank, was provided with the District’s Money Market account information and the funds were transferred by wire on April 7, 2016. The deposit was entered into the District’s ledger for the Sewer Fund in its investment account.

---



APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on April 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

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

**DATE:** April 19, 2016

**AGENDA ITEM:** Approval of Hexavalent Chromium compliance plan

---

**RECOMMENDATIONS:**

Review and approve the State Division of Drinking Water's (DDW) required Hexavalent Chromium Compliance Plan (Plan). The plan was prepared with the assistance of Coastland Civil Engineers (Coastland) and draft versions have been reviewed by our state water regulator.

**FINANCIAL IMPACT:**

Preparation of the compliance plan by Coastland was not to exceed \$5,000.

**BACKGROUND:**

Our district was notified in September of last year that after three quarters of sampling, our Well 4 had exceeded the hexavalent chromium MCL of 10ppb. The letter notified us that we were required to address the situation. Senate Bill 385 provided us the ability to submit a Plan, which if accepted by DDW would give us until the end of 2019 to be under the state's new MCL for hexavalent chromium. Working with Coastland and our state regulator, staff has prepared the Plan and it now needs Board approval before it is returned to the state for their final approval.

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on April 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board



## Hidden Valley Lake Community Services District

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

Ms. Sheri K. Miller, P.E.  
Mendocino District Engineer  
Division of Drinking Water  
State Water Resources Control Board  
50 D Street, Suite 200  
Santa Rosa, CA 95404

April 14, 2016

Subject: Hidden Valley Lake Community Services District  
Hexavalent Chromium Compliance Plan  
System ID# CA1710015

Dear Ms. Miller,

The purpose of this letter is to provide the State Division of Drinking Water (DDW) with a Hexavalent Chromium Compliance Plan (Plan) for Hidden Valley Lake Community Services District (District) in accordance with Section 116431 of the California Health and Safety Code (CHSC) and request a waiver until January 1, 2020 as permitted by Section 116431(e) of the CHSC to achieve compliance in accordance with the Plan described below.

### **Background**

The District's water supply system consists of three active wells (Grange Well-02, Grange Well-03, and Grange Well-04). Per Permit Amendment #5 to the Domestic Water Supply Permit, the permitted production rates for the three wells are as follows:

- Grange Well-02 (PS Code 1710015-002): 715 gallons per minute (gpm)
- Grange Well-03 (PS Code 1710015-003): 500 gpm
- Grange Well-04 (PS Code 1710015-004): 1,260 gpm

On September 28, 2015, the District received a hexavalent chromium Maximum Contaminant Level (MCL) trigger letter (Letter) from DDW. The Letter stated that the MCL, set at 10 parts per billion (ppb), became effective on July 1, 2014. Further, the Letter stated that the District's Grange Well-04 exceeded the rolling four quarter average and due to this exceedance the District is required to prepare a Plan that documents the District's plan to bring the water system into compliance with the recently adopted MCL for hexavalent chromium. Per CHSC Section 116431, the Plan shall identify a schedule that demonstrates compliance by January 1, 2020, as well as public notification of progress status.

### **Section 116431(b)(1)(A) - Infeasibility**

CHSC Section 116431(b)(1)(A) requires that the Plan provide a compelling reason why the District's water system is unable to achieve compliance with the identified MCL. Based on a

rudimentary mass balance analysis using the permitted flows for each well per Permit Amendment #5 and the recent water quality concentrations for the three wells identified in the Letter, the system-wide hexavalent chromium concentration is approximately 15 ppb. The District does not expect that hexavalent chromium concentrations will sufficiently decrease to bring the system into compliance and has determined that it is infeasible to comply with the new water quality goal for hexavalent chromium without changes to the system.

### **Section 116431(b)(1)(B) – Funding, Options for Treatment, and Schedule**

Recognizing that capital improvements are needed to achieve compliance with the MCL, the District has submitted a Drinking Water State Revolving Fund (DWSRF) application to the DDW for funding. More recently, other funding sources, such as Proposition 1 have become available to fund planning, design, and construction of improvements to remove hexavalent chromium treatment from potable water. The DWSRF application is under evaluation as the District moves forward with the Engineering Report (ER). The ER will identify preliminary capital and on-going operation and maintenance costs for each of the four options identified below.

Once the ER is completed and preliminary capital and on-going operation and maintenance costs identified, then the District will evaluate if the existing rate structure can support repayment of a loan or if a rate adjustment is needed. At the time a funding agreement is executed the District anticipates it will have a rate structure in place to meet the on-going funding requirements stipulated in a funding agreement.

The District has identified several options for compliance. Option 1 consists of construction of new mechanical equipment in the vicinity of Grange Well-04 for treatment of hexavalent chromium.

Option 2 consists of constructing a new well or converting Monitoring Well #2 into a municipal well, and blending the water from this new well with the existing water supply.

Option 3 consists of re-developing Grange Well-03, as this well has the lowest concentration of hexavalent chromium.

Option 4 consists of identifying the zone of highest hexavalent chromium in Grange Well-04 and permanently plugging the screens in the zone.

The District has prepared a preliminary schedule for compliance presuming that blending with a new well will be the highest ranked alternative. More detail on the schedule is provided below in the Proposed Plan of Approach.

### **Section 116431(b)(1)(C) – Proposed Plan of Approach**

The first step of the District's proposed plan is to complete a feasibility study of the options described above. The feasibility study will compare the options evaluating engineering and construction costs, long-term operation & maintenance costs, schedule for completion, potential environmental impacts of each alternative, level of environmental study required, permitting constraints, property acquisition needs, and probability of achieving long-term compliance with the hexavalent chromium standard. The results of the study will be presented to the District Board of Directors.



The attached schedule presumes that blending with a new well will be the highest ranked alternative, likely due to factors such as ease of operation and maintenance, lack of creation of residual waste streams, and lesser overall capital and operational cost.

Further, the District understands that because the District's water system is an existing system and that a new well will provide additional capacity, then Section 64554c redundancy requirements are not applicable to the District.

The next step is to drill a test well in the vicinity of the proposed well to provide data to verify this option can achieve compliance. Preliminary studies indicate that the proposed well will most likely be located north of Putah Creek, with final location to be determined during the engineering phase. In order for this option to provide long-term compliance, the new well must produce at a capacity similar to Grange Well-04, with hexavalent chromium concentrations ranging between 5 and 10 ppb. Evaluation of test well will likely consist of constant rate and step drawdown tests to estimate production rates and water quality testing to estimate hexavalent chromium concentrations.

If the results of the test well verify that blending is a viable option, then the District will move forward with design and construction of the new well, raw water main, and clear well improvements. Concurrently, the District will move forward with any property acquisition for the well and associated improvements and submission of necessary documents to support an amendment to the Water System Permit to add a new well into the system. While the District envisions moving forward with a new well project separately from the raw water main and clear well project, both are expected to be completed prior to the end of calendar year 2019.

#### **Section 116431(c) – Public Notification**

The District has notified its customers via mailing or on-line notices regarding the current levels of hexavalent chromium in its potable water supply and the District's plan and schedule for bringing the system into compliance. The District most recently notified its customers in February 2016. An electronic copy of the notification is posted on the District's website (<http://www.hiddenvalleylakecsd.com/media/Press%20Release/Public%20Notice%20Mar%202016.pdf>). The District will continue to notify its customers at least twice each year and all public notification will include the subject matters identified in Section 116431(c)(1) through Section 116431(c)(3).

The District will also provide a school or school system, the owner or operator of residential rental property, or the owner or operator of a business property with a sample notification form that may be used by the customer and that shall indicate the nature of the problem with the water supply and the most appropriate methods for notification that may include, but is not limited to, the sending of a letter to each water user and the posting of a notice at each site where drinking water is dispensed in accordance with Section 116450(g).

Lastly, the District will translate all notices in accordance with Section 116450(h).

#### **Section 116431(d) – Written Status Reports**

Following DDW's approval of the Plan, the District will submit a written status report, at a frequency and by deadlines set by DDW, for DDW's approval, that updates the status of actions specified in the approved Plan and that specifies any changes to the Plan that are needed to achieve compliance with the MCL for hexavalent chromium by the earliest feasible date.

Please feel free to contact me at (707) 987-9201 should you have any questions regarding the contents of this Plan.

Sincerely,

Matthew Bassett  
General Manager

Enclosure

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

**DATE:** April 19, 2016

**AGENDA ITEM:** Approval of the \$44,100 contract with the District's engineering firm, Coastland Civil Engineering to prepare the Preliminary Engineering Report for our Hexavalent Chromium Compliance Plan

---

**RECOMMENDATIONS:**

Review and approve the contract offered by Coastland Civil Engineering to prepare the Engineering Report (ER). The ER will identify preliminary capital and on-going operation and maintenance costs for each of the four options identified in our Hexavalent Chromium Compliance Plan.

Once we know the projected solution and its cost, the District will be able to determine the direction to take to fund any system improvements.

**FINANCIAL IMPACT:**

Production of the ER by Coastland is not to exceed \$44,100. The funds will be drawn from the general funds, with the idea that the funds will be replenished once a loan is acquired for the full project.

**BACKGROUND:**

The District has until the end of 2019 to complete our proposed compliance plan. The first part of the plan states we'll complete an ER.

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on April 19, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board



# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

April 14, 2016

Mr. Matthew Bassett  
Interim General Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

Subject: Proposal for Professional Engineering Services for Engineering Report for  
Drinking Water Application Hexavalent Chromium Improvements

Dear Matthew,

In response to your request, I am pleased to provide you with this letter proposal to assist Hidden Valley Lake Community Services District (District) with engineering services for an Engineering Report (ER) for the District's Hexavalent Chromium Improvement Project.

## Project Background/Understanding

The District is currently in violation of standards for hexavalent chromium, primarily due to elevated levels in Grange Well-04, which also serves as the primary well for the District. The District has taken the lead on the application with Safe Drinking Water State Revolving Fund (SDWSRF) to fund improvements needed to comply with hexavalent chromium maximum contaminant level (MCL), set at 10 parts per billion (ppb), effective on July 1, 2014. To complete the application and enable SDWSRF staff to initiate a financial analysis required for re-payment of a SDWSRF loan, the District is required to complete an Engineering Report (ER) in accordance with SDWSRF guidelines. These guidelines are attached.

## Compliance Plan and Options for Compliance

Coastland assisted the District with preparation of the compliance plan for hexavalent chromium, which identified a number of alternates for achieving long-term compliance. The compliance plan identified four potential options:

- Option 1 consists of construction of new mechanical equipment in the vicinity of Grange Well-04 for treatment of hexavalent chromium.
- Option 2 consists of constructing a new well or converting Monitoring Well #2 into a municipal well, and blending the water from this new well with the existing water supply.
- Option 3 consists of re-developing Grange Well-03, as this well has the lowest concentration of hexavalent chromium.

Santa Rosa  
1400 Neotomas Avenue  
Santa Rosa, CA 95405

Auburn  
11865 Edgewood Road  
Auburn, CA 95603

[www.coastlandcivil.com](http://www.coastlandcivil.com)

- Option 4 consists of identifying the zone of highest hexavalent chromium in Grange Well-04 and permanently plugging the screens in the zone.

Further, based on written communication from the Division of Drinking Water (DDW), we understand that the DDW will not require the District's water system to be capable of meeting the maximum day demand with the greatest producing well off-line in order for Options 2 through 4 to be viable. However, the risk of having only one well to provide long-term compliance will be identified as part of the ER.

The compliance plan assumed that a new well would be the most likely option identified for long-term compliance.

Based on understanding above, the following is our scope of work to assist the District with preparation of an ER.

## **SCOPE OF WORK**

### **Task 1 – Project Management and Meetings**

We anticipate the following meetings with District staff and SDWSRF staff:

- Kickoff meeting and site visit with District staff
- Administrative Draft ER review meeting with District staff
- Draft ER review meeting with District and DDW SWRCB staff

We will begin the project with a kick-off meeting with the District to go over the project in detail, review the project goals and schedule, and to set up lines of communication with District staff. After the kickoff meeting, we anticipate communicating with District staff in person, by phone and via e-mail, as needed. We will prepare draft and final meeting minutes for all meetings.

During the kickoff meeting, we will conduct a site visit to collect photos and other field information needed to support the ER.

Other work to be completed in this task includes identification of background data needs from the District and review of the information provided by the District.

### **Task 2 –Engineering Report**

As discussed above, the ER will follow SDWSRF guidelines. The ER will cover Sections 5A through 5D and 5G of the guidelines. Further, the ER will cover Sections 5E and 5F as appropriate at this stage in the project. While an initial assessment of eligibility (see Section 5E) will be included in the ER, final eligibility is determined after completion of the plans and receipt of the construction bids. Further, final plans and specifications (see Section 5F) are prepared at a later date; however, the ER will discuss project capacity and identify a percentage of the project that is fundable.

The ER will also identify and discuss environmental impacts of each option, as required in Section 5C. However, a complete California Environmental Quality Act (CEQA) report and



analysis is not required as part of the ER, will be conducted as part of the design process, and therefore is not included in this proposal.

An administrative draft ER will be provided to the District review and comment. We will address any comments provided by the District and submit a draft version to SDWSRF staff in support of the District's project funding application. A meeting with SDWSRF staff to review the draft ER is included in Task 1.

### **Exceptions to Scope of Services**

The following work is not included in our proposal; however, Coastland would be pleased to provide these services if the District desires:

- Surveying
- Potholing for utility conflicts
- Environmental studies
- Geotechnical studies
- Right-of-way determination or preparation of associated documents
- Permitting fees
- Meetings beyond those noted above
- Public outreach
- Assistance with SDWSRF application
- Design of identified improvements
- Test well and other well investigations
- Required status project updates to DDW

### **Project Schedule**

Based on the described scope of work, we estimate to submit an administrative draft ER within eight (8) weeks of receipt of background documents, a list of which will be provided at the kickoff field meeting. Upon receipt of comments on the administrative draft ER, we will submit a draft ER within three (3) weeks.

### **Project Fee**

Based upon our described scope of work, we propose to provide our professional services on an hourly rate basis for a total not to exceed amount of \$44,100 for the work as described above and outlined in the Work Estimate on the following page.

The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates. Please note that the above fee



Mr. Matthew Bassett  
April 14, 2016  
Page 4

quotation should be considered a negotiable offer. Coastland is prepared to move forward with this work upon receipt of a Notice to Proceed.

We greatly appreciate the opportunity to provide this proposal and look forward to continuing to serve Hidden Valley Lake Community Services District. Please feel free to contact me at (707) 571-8005 or [wanger@coastlandcivil.com](mailto:wanger@coastlandcivil.com) if you have any questions or are in need of additional information.

Sincerely,



John Wanger, P.E.  
Principal

Attachments – Work Estimate and SDWSRF Guidelines (2C [Pages 9 through 17 only] and 3C)

cc: John Griffin

f:\proposals\public\hidden valley lake csd\hex chrom engineering report\cr6 er scope of work final 041416.doc



Work Estimate									
Proposal for Professional Services Hidden Valley Lake CSD - Engineer's Report Hexavalent Chromium									
Task No.	Task Description	Principal Engineer	Senior Engineer	Assistant Engineer	CAD Designer	Clerical	Total Hours	Total Cost	Comment
		\$185	\$155	\$120	\$120	\$80			
<b>1 Meetings and Project Management</b>									
	Coordination & Reporting to District Staff	1	6	0	0	2	9	\$1,275	
	Project Meetings & Minutes	7	24	16	0	0	47	\$6,935	
	Site Visits, Gather & Review Background Info	2	4	20	0	0	26	\$3,390	
	<b>Task Subtotal</b>	<b>10</b>	<b>34</b>	<b>36</b>	<b>0</b>	<b>2</b>	<b>82</b>	<b>\$11,600</b>	
<b>2 Engineering Report</b>									
	Prepare Preliminary Draft Engineering Report	6	100	32	24	4	166	\$23,650	
	Prepare Draft Final Engineering Report	2	8	8	4	2	24	\$3,210	
	Coordination with SRF Staff	2	8	0	0	0	10	\$1,610	
	Prepare Final Engineering Report	2	8	8	4	2	24	\$3,210	
	<b>Task Subtotal</b>	<b>12</b>	<b>124</b>	<b>48</b>	<b>32</b>	<b>6</b>	<b>224</b>	<b>\$31,680</b>	
	<b>Miscellaneous Costs</b>							<b>\$820</b>	Reproduction and mileage
	<b>PROJECT TOTAL</b>	<b>22</b>	<b>158</b>	<b>84</b>	<b>32</b>	<b>10</b>	<b>306</b>	<b>\$44,100</b>	





4. Wholesalers or entities that deliver water to another water system should contact their respective CDPH District Office to help calculate the appropriate number of population served.
  - ii. Multiply the number of service connections served by the water system by 3.3 to determine the total population served;
  - iii. Determine the total number of dwelling units or efficiency dwelling units as defined in the Uniform Building Code (Title 24, California Code of Regulations), the number of mobile home park spaces and the number of individual business, commercial, industrial and institutional billing units served by the water system and multiply this total by 2.8 to arrive at the total population served by the water system.

#### **4. Connections**

Provide the total number of active service connections that are currently and directly served by the water system. This includes all domestic, residential, industrial, commercial, and other connections. In addition to the connections served by the entire water system, please include the number of active service connections specifically benefitting from this project.

- Wholesalers, or entities that deliver water to another water system, should contact the CDPH District Office for help determine the appropriate number of service connections.
- Non-community water systems do not need to fill out this section and should indicate “not applicable” on the form.

#### **5. Engineering Report**

The Engineering Report must follow the format provided in the enclosed SDWSRF Applicant Engineering Report (Enclosure 3c) and address all of the elements described below.

If you have a previously created engineering report in a different format, you can submit it with the application. However, you still need to submit a completed Enclosure 3c report that specifies where in previously created engineering report certain items can be found. For example, write see section 2, page 30 of ABC engineering report.

##### **A. Water System Information**

- Describe the current state of the water system and its facilities. Include thorough details of source(s), storage, treatment, and distribution system, including capacities, sizing, types, and treatment techniques.
- Attach a system map which identifies the major facilities as described above.
- Specify which agency has jurisdiction over your public water system. If your system is under Local Primacy Agency (LPA) jurisdiction, include the LPA County.
- Provide the water system permit number, status, and any amendments, including dates.

**B. Problem Description**

Describe the drinking water problem to be addressed by the project. The problem description can be reported by providing the following information:

- i. Historical description of the ranked problem
- ii. Source of the problem
- iii. Violations committed by the water system

Systems must attach supporting documentation of the existing problem.

CDPH recognizes that some systems have multiple problems in the fundable categories on the project priority list. If you have received multiple statements of intents from CDPH to submit applications, you may combine those problems and associated projects into one application. In these situations, each problem must be described in this section. If your water system has additional problems that are not currently ranked on the project priority list, but would qualify for a fundable category, you may be able to include these additional problem(s) with the invited project, for which you are submitting the application. Contact your CDPH District Office for concurrence. You will be required to provide documentation concerning the problem to be corrected. Funding categories:

<http://www.cdph.ca.gov/services/funding/Documents/SRF/Ranking/2012AprilReprintSDWSRFRankingCriteria.pdf>

**C. Alternative Solutions**

All feasible alternatives must be evaluated. For example: if the problem is a contaminated well, alternatives may include drilling a new well, installing treatment, blending the water, purchasing water, or physically consolidating with an adjacent water system.

All systems must evaluate consolidation with another water system as one of the alternatives. If consolidation is deemed infeasible, the reasons for that determination must be described. Consolidation with other systems must be evaluated for systems that are in reasonably close proximity (within 5 miles depending on regional terrain). After evaluation, consolidation may be deemed a non-viable alternative due to costs, physical factors, or limitations of the adjacent water system. Consolidation should be discussed if it is technically feasible regardless of the potential cooperation of an adjacent system.

In addition to evaluating and discussing the feasibility of each alternative, the Engineering Report must estimate and compare the capital costs and operations and maintenance (O&M) costs, including certified operating personnel, and disposal of waste from treatment, over a 20-year period. The report must also analyze the technical effectiveness (including reliability) of each alternative. See table below for an example of evaluating alternatives.

Example	Capital	Operation & Maintenance over 20 years including personnel costs	Feasibility (yes/no)	Technical Effectiveness (Rate 1 to 5, 5 = Best)	Rank
Alt 1	\$2,000,000	\$3,000,000	yes	4	3
Alt 2	\$2,000,000	\$3,000,000	yes	5	2
Alt 3	\$3,000,000	1,000,000	yes	5	1
etc					

The highest ranked problem must be the most long-term, cost-effective solution. Technical effectiveness and feasibility should also be considered. However, preference is given to the project alternative that achieves an acceptable result at the least cost over the long-term.

The California Environmental Quality Act (CEQA) requires that the environmental impacts of each alternative be determined and compared.

#### D. Selected Construction Project

- Describe the project that will be constructed to resolve the problem. Each component or unit process, as well as related equipment, should be described as to necessity (with respect to solving the problem), function, size, and relationship to other project components.

The project description must identify any elements of the project that are believed to be ineligible for funding using the eligibility criteria in the SDWSRF statutes and regulations. The construction project can include ineligible components; however, the applicant will need to identify a funding source other than SDWSRF funds to pay for the ineligible portion.

Do not include water system improvements that are not directly related to the problem being solved. Major elements of the proposed project must be directly related to the primary problem in order to be eligible. With respect to water mains, for example, if a new well is being drilled to solve a source water problem, the piping to connect the well to the distribution system is eligible but piping to replace old or leaking distribution lines may not be eligible unless the old distribution system has supporting documentation to be in the fundable categories.

CDPH recognizes water conservation measures, including water meters, energy efficiency features, and water system security upgrades, as valuable enhancements to projects. Therefore, when appropriate in the context of the funded project, components such as water meters, auxiliary generators, upgraded fencing, or other measures to improve water conservation, energy efficiency, reliability, and security components may be eligible for loan funds. The components must be included as part of the project application to be considered for funding.

- Describe how the project would solve the primary problem and the results that would be expected.
- Consult local/county planning documents and describe if the plans are consistent or exempt.
- Describe any green infrastructure components included in the project. Water systems whose projects have green infrastructure must provide descriptions, costs, and benefits for these components. For details, please consult the Guidelines for Green Infrastructure included as part of the application packet (Enclosure 7).
- If the project involves consolidation, please consult the Guidelines for Consolidation Projects included as part of the application packet (Enclosure 13).

#### E. Eligibility

- See the SDWSRF Project Eligibility table below. If the project contains ineligible construction items, estimate the percentage of indirect costs (planning, design, administrative, etc.) that apply to the eligible and ineligible construction portions. This can be based on a straight proration, which will be the method used by CDPH unless some other means is indicated.

Although you will specify an eligible amount of funding, CDPH will make the final determination after completing a detailed review of the application.

**SDWSRF Project Eligibility:**

- I. In order to be eligible for funding, an applicant shall have the authority to enter into a funding agreement with the State.
- II. In order to be eligible for funding an applicant shall be either a community water system or a non-profit non-community water system.
  - A. Only those project costs that are directly associated with the planning, design, and construction of a project shall be eligible for SDWSRF funding.
  - B. The following project costs that otherwise would be eligible pursuant to Paragraph A, shall be ineligible for funding:
    1. Land acquisition except for land or land access that is integral to the construction of source, treatment or distribution facilities
    2. Ongoing operations and maintenance costs
    3. Any project facilities that are primarily to serve future growth
    4. Dams or rehabilitation of dams and any raw water storage facilities
    5. Water rights except water rights acquired through consolidation with another water system
    6. Laboratories except those necessary for operation of a treatment facility
- III. Costs arising from construction change orders that occur after funding agreement execution shall be ineligible for funding except for the following:
  - A. Change in the executed funding agreement amount based on the final accepted competitive construction bid. An applicant's request for a change in the amount of funding specified in the funding agreement shall be limited to **one** occasion and shall be based solely on the final accepted competitive construction bids.
  - B. Change orders that are a result of changes in drinking water standards
  - C. Change order requested by the CDPH

- Include all land that will be acquired for the purpose of the project. All land acquisitions will need to comply with the Uniform Relocation Act (Enclosure 14).

## F. Final Plans and Specifications

- The final Plans and Specifications should include the following elements:

### **For treatment facilities:**

- i. Identification and description of the unit processes
- ii. Project layout of the treatment process showing the location of the facilities
- iii. Process flow diagram
- iv. Anticipated size or design capacity of each unit or major piece of equipment

### **For wells:**

Indicate the expected yield of the well, well casing and the size of the pump. Any assumptions and design criteria used to size the facilities should also be shown. Any reasonable methods may be used to estimate flows, water demands, or unit capacities, including the use of existing records, comparisons with similar water systems, and American Water Works Association or Ten-State standards.

- A map or drawing must be included in the report that shows the location of key facilities of the existing system (e.g. sources, treatment units, reservoirs, storage tanks, and primary distribution mains) and the proposed location of new facilities. Unless shown elsewhere, the map also needs to delineate clearly the service area of the water system. If land will be purchased or easement procured, the size, location, and purpose of each parcel must be shown or described in the application.
- State law prohibits the SDWSRF from funding growth inducing projects. For SDWSRF, project design growth is limited to 10 percent above the capacity needed to serve existing maximum day demand. Federal law makes ineligible any project whose purpose is “primarily to serve future growth.” This is interpreted by CDPH to mean that excess capacity will not be funded by SDWSRF. However, since public water systems are also utilized for fire protection, SDWSRF can fund pipelines capable of meeting fire flow requirements.

SDWSRF allows for fire flow consideration in source and treatment facility design, but restricts the additional capacity for fire flow to no greater than the maximum day demand. In combination, this means that excess capacity, greater than  $(2.00P+0.10P)$ , where P is maximum day demand will not be funded by the SDWSRF for the design of source, treatment and storage facilities. Excess capacity can be included in a proposed project but the applicant must identify another means of funding the excess capacity. The project is “primarily to serve future growth” when the project is more than double the capacity needed to serve existing water demand. The applicant may decide to pay for additional excess capacity (no greater than  $0.90P$ ) from another source; however, if the proposed capacity of a major source, treatment, or storage component is more than  $3.00P$ , the entire project would be declared ineligible and excluded from SDWSRF funding. (See below.)

SDWSRF Project Capacity Limitations (Source, Treatment, Storage)		
Terminology	Designation	Explanation and comments
Existing maximum day demand	P	Capacity needed to serve existing water demand
Fundable capacity for fire flow	FF (where $FF \leq P$ )	For small water systems, contact District Office for fire flow requirement
Max. fundable fire flow	MFF = P	
SRF Fundable growth	0.10P	10% Max. allowed for growth
Total SRF fundable	$2.10P = P + MFF + 0.10P$	Total SRF fundable = existing max day demand + max. fundable fire flow + SRF fundable growth
Non-SRF fundable growth	0.90P	
Total component capacity allowed with max. fire flow	$3.00P = 2.10P + 0.90P$	Total component capacity allowed with max. fire flow = Total SRF fundable + non-SRF fundable
<b>Component excluded from SRF funding</b>	Capacity of component >3.00P with FF Capacity of component >2.00P without	

SDWSRF Project Capacity Limitations (Pipelines)		
Terminology	Designation	Explanation and comments
Existing maximum day demand	P	Capacity needed to serve existing water demand
Required fire flow	ff	Requirement must be in writing based on local fire code or local fire authority
SRF Fundable growth	0.10P	
Total SRF fundable	$1.10P + ff = P + 0.10P + ff$	Total SRF fundable = Existing maximum day demand + SRF fundable growth + required fire flow
Non-SRF fundable growth	0.90P	
Maximum allowable pipeline capacity design	$2.00P + ff = 1.10P + 0.90P + ff$	Maximum allowable pipeline capacity design = total SRF fundable + Non-SRF fundable growth
Pipeline component excluded from SRF funding	(with fire flow) Capacity of component > $2.00P + ff$ (without fire flow) Capacity of component > 2.00P	

For pipelines where fire flow is not being considered, the pipeline design may be based on peak hour demand. If fire flow is included, you may not use peak hour demand as design criteria for pipeline sizing.

The application must include several analyses and address certain items in order to establish the eligible design capacity of the project. These steps are explained below. As indicated earlier, all assumptions, criteria, and calculations used must be shown and described.

**Step 1:** Determine the existing maximum day demand as of the date of submission of the application. Where possible, maximum day demand should be based on records of usage experienced by the water system during recent periods (e.g. during the past 5 years). Where such records are not available, the applicant must calculate approximate maximum day demand based on available information and include the methodology used.

**Step 2:** Determine the anticipated growth within the service area in the next ten years, the resultant projected water demand, and the amount of growth or water demand to be included in the project.

**Step 3:** Determine the design capacity or size of proposed key facilities to meet the maximum day demand determined in step 1. Include any water sources, primary treatment unit processes, pumping and storage facilities, and transmission mains. The Engineering Report must include the assumptions and criteria used to size the units. If a specific item of equipment (such as a water main) is not available in the size determined to be eligible, the next larger available size may be used; these upgraded components remain subject to the 3P size limitation for a project with fire flow and 2P size limitation for project with no fire flow.

While funding to accommodate future growth is limited, applicants can include provisions within the eligible project that will facilitate the construction of additional treatment units in the future. For example, piping and valve arrangements and pipe “stub-outs” to accommodate future treatment units can be included in the project funding.

- Describe any impact on peak flow demand caused by industrial or commercial entities.
- The useful life of the key system components (the elements that make up the largest construction budget items) of the project should be estimated.
- The cost estimate for the project must break the total cost into various project elements. In addition to a detailed project breakdown, a project budget sheet must be completed. At a minimum, the project budget sheet should contain the line items listed in the template. More line items can be added to the bottom of



the template if needed. If the project includes tasks not listed on the budget sheet, feel free to add items.

SAMPLE COST BREAKDOWN TABLE		
Component	Total Cost	Ineligible Portion
<b>Construction (list major components)</b>		
Transmission Main		
Booster Station		
Meters		
Storage Tank		
Well Drilling		
<b>Subtotal</b>		
Contingency (based on construction only)		
Design/Engineering		
Land Acquisition (limitations apply)		
Construction Management		
Legal/Administrative		
Other (describe)		
<b>Total</b>		

Applicants are not limited to the amount stated in the pre-application. It is expected that the Engineering Report will contain detailed estimates based on the final Plans and Specifications.

- Enter the total cost to complete the construction project, the eligible project cost, and the estimated annual increase in operation and maintenance cost.

G. Proposed Schedule

Include a proposed schedule for project completion. The schedule should allow time needed for the completion of financing, processing of construction bids, start of construction, and completion of construction. The CDPH District Office will use these estimates as a basis for preparation of an overall project schedule.

**6. TMF Assessment Form**

Complete the mandatory items in the technical, managerial, and financial (TMF) assessment according to the system’s classification. For further information review the appropriate criteria document. These assessment and criteria documents are located on the following links:

TMF Assessment Form:

<http://www.cdph.ca.gov/certlic/drinkingwater/Documents/TMF%20Capacity%20Development/TMF%20Assessment.doc>

TMF Capacity Criteria:

<http://www.cdph.ca.gov/certlic/drinkingwater/Documents/TMF%20Capacity%20Development/TMF%20Criteria.doc>

## SAFE DRINKING WATER STATE REVOLVING FUND APPLICANT ENGINEERING REPORT Construction Funds

<b>Water System Name:</b> _____
<b>Project Number:</b> _____ - _____ <b>C</b>
<b>Principal Contact:</b> _____ <i>Name and Title</i>
_____ <i>Phone Number and Email Address</i>
<b>Project Engineer:</b> _____ <i>Name and Title</i>
_____ <i>Phone Number and Email Address</i>
_____ <i>California Civil Engineering License Number</i>

**NOTE TO APPLICANT:** Please refer to **Part C** of the Construction Application Guidelines (Enclosure 2c) for additional guidance on how to complete the following sections.

### **A. WATER SYSTEM INFORMATION**

- Describe the water system and its facilities. Include details relating to source, storage, treatment, and distribution system.  
\_\_\_\_\_
- Attach a schematic/map of the system which includes the existing facilities as described above.
- Agency that has jurisdiction over the water system  
 CDPH     LPA: \_\_\_\_\_ (list the LPA county)
- Water Permit status, including the permit number, issue date, and a list of any amendments  
\_\_\_\_\_

### **B. PROBLEM DESCRIPTION**

- Describe the ranked problem being addressed by the project and attach supporting documents to justify the ranking. (Include the last two years of water quality data, most recent compliance orders, violations, citations, etc.)  
\_\_\_\_\_

**C. ALTERNATIVE SOLUTIONS**

- Describe each alternative considered to correct the problem described in Section B. Include the feasibility of consolidating with one or more water systems.

\_\_\_\_\_

**D. SELECTED CONSTRUCTION PROJECT**

- Describe the proposed construction project and identify all major components.
- \_\_\_\_\_
- Describe how this project will solve the problem and provide an analysis of its effectiveness. List all anticipated operational challenges that the project may impose and include any proposed solutions.

\_\_\_\_\_

- Determine if the project is consistent with local/county planning. List the local/county planning documents used to make the determination.

\_\_\_\_\_

- Does the project contain, either partially or completely, green infrastructure components as defined by CDPH guidance (Enclosure 7)?  Yes  No  
If **yes**, enter the estimated cost of the green portion and describe the green elements below.

\_\_\_\_\_

- Is the selected construction project a consolidation project?  Yes  No  
If **yes**, please list all parties involved and identify the restructuring water system that will remain after the project is complete. A Supplemental Information Form (enclosure 13) for each involved water system must be submitted with the application.

\_\_\_\_\_

**E. ELIGIBILITY**

- List any project elements that may be ineligible or partially eligible.
- \_\_\_\_\_
- List any land that will be purchased or acquired for this construction project, discuss the necessity for such land, and justify the appropriateness of the size of the land being purchased. (NOTE: Only land or land access that is integral to the construction of source, treatment or distribution facilities is eligible for SDWSRF funding).

\_\_\_\_\_

**F. FINAL PLANS AND SPECIFICATIONS**

- Describe the final plans and specifications as well as other technical aspects of the project, including the overall conceptual design (e.g. layout, flow diagrams, choice of unit processes, redundancy, reliability features).

\_\_\_\_\_

- Attach a schematic/map of the system which includes the proposed facilities as described above.
- Provide water demand and capacity statistics used to design the project. Include a description of the methodology used to determine the peak flow water demands, the anticipated growth and its resultant water demand, and fire flow.

\_\_\_\_\_

- Describe how industrial and commercial water users impact the peak flow demand.

\_\_\_\_\_

- List all major project components and identify their estimated useful life.

\_\_\_\_\_

- Attach a detailed cost breakdown of the entire project, which lists all major construction components, non-construction costs, and ineligible items.

- The total project cost is \$ \_\_\_\_\_
- The eligible project cost is \$ \_\_\_\_\_
- The annual increase in operations/maintenance cost is \$ \_\_\_\_\_

**G. PROPOSED SCHEDULE**

Attach a project schedule. Construction projects are required to be completed no later than three years from the funding agreement execution date.

**H. ATTACHMENTS TO TECHNICAL REPORT**

Please attach the following documents to be included with this SDWSRF Applicant Engineering Report. Make sure your water system's name and pre-application number are on every additional attachment.

	<b>Attached Information</b>
<input type="checkbox"/>	Schematic/map of system's existing facilities
<input type="checkbox"/>	Documents justifying the ranked problem
<input type="checkbox"/>	Schematic/map of system's proposed facilities
<input type="checkbox"/>	Detailed cost estimate
<input type="checkbox"/>	Proposed project schedule

**Report prepared by:**

\_\_\_\_\_ Authorized Representative's Signature Date

\_\_\_\_\_ Authorized Representative's Name

\_\_\_\_\_ Authorized Representative's Title

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

**DATE:** April 19, 2016

**AGENDA ITEM:** Discussion and Possible Action: Acceptance of HVAC bid for Administration Office Building

---

**RECOMMENDATIONS:** Staff recommends approval of Fahrenheit’s quote of \$6,255 to install a new Amana split heat pump system for the Board Room only.

Staff will have Fahrenheit repair the admin entry unit for a cost of around \$1,000, remove the old server room unit and bring a duct over from the GM’s office and drop it into the Server Room. Staff has been advised by its IT consultant that our server doesn’t need its own individually climate controlled room. Pulling a duct over from the GM’s office should handle the server room’s AC needs. We might also add vents to the server room door.

These additional repairs and duct work will not require Board approval, since they are just normal repair items.

**FINANCIAL IMPACT:** Replacing just the Board Room’s unit will cost \$6,255.

**BACKGROUND:** It appears that the Board Room’s unit has never been replaced since this building was built. Every AC repair company that has come out to look at the Board Room unit has said that it can’t be repaired because of current state AC Freon rules.

---

<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>	APPROVED AS RECOMMENDED	<input style="width: 50px; height: 30px; border: 1px solid black;" type="checkbox"/>	OTHER (SEE BELOW)
--	----------------------------	--	----------------------

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on April 19, 2016 by the following vote:

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

\_\_\_\_\_  
Secretary to the Board

Fahrenheit Heating and Air Conditioning  
 14724 Hillcrest Ave  
 Clearlake, CA 95422  
 Office Phone: 707-995-0869  
 Mobile Phone: 707-295-0399  
 fahrenheit\_hvac@yahoo.com

# Estimate

Estimate Number: E160302323  
 Estimate Date: Mar 02, 2016  
 Payment Terms: Due On Receipt  
 Estimate Amount: 1.00  
 Created By: Armando Gudino

**Billing Address**

Dennis White  
 19400 Hartman Rd  
 Hidden Valley Lake, CA 95467

**Shipping Address**

Dennis White  
 19400 Hartman Rd  
 Hidden Valley Lake, CA 95467

Item #	Item Name	Quantity	Unit Price	Taxable	Total
1271	Hvac Board Room-This quote is for the installation of an Amana 16 seer, 2 ton split heat pump system. \$6,255.00 Installed Warranty- lifetime unit replacement for compressor failure,10 year parts,1 year labor. <del>Server Room-This quote is for the installation of a Daikin ductless,19seer,1-ton cooling only system.\$2,550.00 Installed.</del> Warranty- 12year parts,10 year labor. Entryway-Replacing circuit board will cost \$471.00. We did not troubleshoot system and are not sure the board will fix problem.Installation for Daikin Ductless 2-ton heat pump system will be \$6,214.00 installed. Warranty-10year parts,1 year labor. Permits or or duct testing not included.	1.00	1.00		\$6,255

Subtotal: \$ 1.00  
 Estimate Amount \$ 1.00

4/14 2:45pm Armando said he could probably fix then entry way unit for around \$1,000- ~~that~~

3:23pm Armando confirmed that is \$6,255 quote includes everything but duct pressure testing and permits (if required) ~~that~~

Pullman Heating & Cooling Inc.

P.O. Box 484  
 Middletown, CA 95461

Phone # 707-987-2814      jacobpullman@aol.com  
 Fax # 707-987-0678

# Estimate

Date	Estimate #
3/2/2016	23

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

Project

Description	Qty	Rate	Total
Remove and dispose of failed Fujitsu heat pump located in the lobby. Replace with new heat pump of the same style from Fujitsu. Included will be all work required for a complete operational new system.  System will be rated at 24,000 BTU and 15 SEER		6,700.00	6,700.00
<del>Remove and dispose of existing Fujitsu heat pump from server room. Replace with new 24,000 BTU heat pump from Fujitsu. Included will be all work required for a complete operational new system.  System will be rated at 24000 BTU and 18 SEER. There was concern this unit is too large for the heat load in the server room. That may have been true of the existing system, however this unit has an inverter driven compressor that will match its cooling rate to the heat load in the room, greatly reducing the starting and stopping typical of the older non inverter units.</del>		<del>3,650.00</del>	<del>3,650.00</del>
		<b>Total</b>	



Pullman Heating & Cooling Inc.

P.O. Box 484  
Middletown, CA 95461

Phone # 707-987-2814      jacobpullman@aol.com  
Fax # 707-987-0678

# Estimate

Date	Estimate #
3/2/2016	23

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

			Project
Description	Qty	Rate	Total
Remove and dispose of failed Bryant heat pump serving the conference room. Replace with new Heat Pump from Bryant. All work required for a complete operational system is included. New refrigerant lines will have to be run, as the new units use a different refrigerant and oil that are not compatible with the existing unit.  System will be rated at two tons and 14 SEER		6,500.00	6,500.00
Sales Tax		7.50%	0.00
		<i>2 unit price ↓</i>	<i>\$13,200</i>
<b>Total</b>			<del>\$16,850.00</del>