



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday March 15, 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 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
- 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: Presentation and discussion on how HVL-CSD will meet California's higher water quality standards for Hexavalent/Chromium 6
- 10) DISCUSSION AND POSSIBLE ACTION: Acceptance of roofing bid for Administration Office building
- 11) DISCUSSION AND POSSIBLE ACTION: Acceptance of bid for three heating and A/C units to be replaced or repaired for the Administration Office building

- 12) DISCUSSION AND POSSIBLE ACTION: Personnel Committee's recommendations for transition management
- 11) PUBLIC COMMENT
- 12) BOARD MEMBER COMMENT
- 13) ADJOURNMENT

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

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: February 16, 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
Director Jim Lieberman, Vice President
Director Carolyn Graham
Director Linda Herndon
Director Judy Mirbegian
Matt Bassett, General Manager
Alyssa Gordon, Interim Administrative Services Officer

CALL TO ORDER

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

APPROVAL OF AGENDA

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

CONSENT CALENDAR

A motion was made by Director Mirbegian to remove items E & F for further discussion

On motion by Director Mirbegian, 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 January 19, 2016
- (B) DISBURSEMENTS: Check #033399 - #033467 including auto drafts and payroll, for a total of \$172,536.35
- (D) APPROVAL OF PARTIAL SPONSORSHIP - "Spring Has Sprung" 5K/10K Run Sponsorship: Authorize District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials – total cost not to exceed \$2,500

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved Consent Calendar items E & F

- (E) APPROVAL GENERAL COUNSEL AGREEMENT – Enter into agreement With Bold, Polisner, Maddow, Nelson and Judson to provide General Counsel services
- (F) APPROVAL TO PROPERLY REFLECT BILLING DUE DATE ON SEWER USE FEE ORDINANCE

BOARD COMMITTEE REPORTS

Personnel Committee: Director Mirbegian reviewed the minutes from the meeting held on February 1, 2016.

Finance Committee: No meeting in February.

Emergency Preparedness Program Committee: No meeting in February.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian provided a documented re-cap of the January 25, 2016 Board orientation and strategic planning meeting located at the District.

ACWA State Legislative Committee: Director Herndon plans to attend the upcoming legislative session on February 26, 2016.

County OES: No meeting in February.

STAFF REPORTS

General Manager's Report: In addition to his written report, General Manager Matt Bassett discussed recent video surveillance results of sewer lateral and mains.

DISCUSSION AND POSSIBLE ACTION: Mid-year CPA review and recommendations

After discussion on format and content, the monthly financial reports will be revised, and a procedure document developed by staff. The Board will begin work on Finance Policy as part of the District's Strategic plan.

DISCUSSION AND POSSIBLE ACTION:

Discussion of financial report options for review and approval by the Board at its regular monthly meetings

The financial report discussion concluded with a request for a single-paged Statement of Net Position and a single-paged Cash Flow statement be added to the monthly financial reports in the Board packet.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2016-04 approving and confirming the Report and Reassessment for the refunding of the outstanding bonds for Sewer System Assessment District No. 1.

On motion by Director Mirbegian and second by Director Herndon, the Board had a roll call and unanimously approved Resolution 2016-04 approving and confirming the Report and Reassessment for the refunding of the outstanding bonds for Sewer System Assessment District No. 1.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2016-05 authorizing the issuance and sale of refunding bonds for Sewer System Assessment District No. 1.

On motion by Director Mirbegian and second by Director Graham, the Board had a roll call and unanimously approved Resolution 2016-05 authorizing the issuance and sale of refunding bonds for Sewer System Assessment District No. 1.

DISCUSSION AND POSSIBLE ACTION:

Approval of CPS HR Consulting contract for General Manager recruitment.

The Board discussed amending the contact names on the CPS HR Consulting contract. On motion by Director Herndon and second by Director Mirbegian, the Board unanimously approved as amended, the CPR HR Consulting contract for the GM recruitment. The contacts name will be Director Linda Herndon and Director Judy Mirbegian.

DISCUSSION AND POSSIBLE ACTION:

Approval of CPS HR Consulting contract for General Manager Job Description salary review.

The Board has requested clarification on the “Proposed Labor Market Agencies” identified in the General Manager base salary Study. Director Herndon will review with CPS, and provide feedback.

DISCUSSION AND POSSIBLE ACTION:

District’s past progress and future direction with its Petition for Change for Water License #13527 and Permit #20770B.

Director Mirbegian discussed options to help resolve curtailment, moratorium, and the District’s due diligence towards the Petition for Change. The consensus is to continue to allocate funds towards this effort.

DISCUSSION AND POSSIBLE ACTION:

Direct staff on efforts to finalize the Hexavalent Chromium compliance plan, required by State Water Resources Control Board, Division of Drinking Water.

General Manager Matt Bassett reviewed the District’s efforts, accomplishments, and next steps in Hexavalent Chromium compliance.

DISCUSSION AND POSSIBLE ACTION: Status and direction on the \$1M “Flood Mitigation in the Valley Fire Area” project submitted as a Notice of Interest (NOI) to the Hazard Mitigation Grant Program (HMGP).

General Manager Matt Bassett explained staff’s success in receiving an invitation to fill out the full application for FEMA grant funding, and invited discussion on the 25% funding requirement.

PUBLIC COMMENT

An inquiry was made regarding perimeter fencing on the levy, and how HVLA & CSD could work together to accomplish this.

An audience member thanked the General Manager, and everyone for all their hard work.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: February 23, 2016**

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

Director Jim Freeman, President
Director Carolyn Graham
Director Judy Mirbegian

Director Jim Lieberman, Vice President
Director Linda Herndon
Matt Bassett, Interim General Manager

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by President Freeman.

APPROVAL OF AGENDA

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

DISCUSSION AND POSSIBLE ACTION: Approval of CPS HR Consulting's recruitment package/strategies for General Manager recruitment.

After discussion, the Board reached consensus on strategy and minor edits to the recruitment package.

DISCUSSION AND POSSIBLE ACTION: Approval of CPS HR Consulting contract for General Manager Job Description salary review.

Director Freeman requested a revision of the salary review scope to be narrower and focused on similar sized Districts, and less focused on location.

PUBLIC COMMENT

There was none.

BOARD MEMBER COMMENT

There was none.

**CLOSED SESSION:
(A) Government Code 54957 (b) Personnel Performance
Evaluation – General Manager**

The Board went into closed session at 7:55 PM and came out of Closed Session at 9:00 PM. There was no reportable action.

Jim Freeman Date
President of the Board

Matt Bassett Date
General Manager/Secretary to the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: March 4, 2016

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

Director Jim Freeman, President
Director Carolyn Graham
Director Judy Mirbegian
Director Jim Lieberman, Vice President
Director Linda Herndon
Matt Bassett, Interim General Manager

CALL TO ORDER

The meeting was called to order at 8:30 a.m. by President Freeman.

APPROVAL OF AGENDA

On a motion made by Director Herndon and second by Director Mibegian the Board approved the General M Salary review

DISCUSSION AND POSSIBLE ACTION: Approval of CPS HR Consulting contract for General Manager Job Description salary review.

On a motion made by Director Mirbegian and second by Director Herndon, the Board approved the addition of the village of Vandenburg, Groveland CSD, and Twain Heart CSD to the existing list for salary review, with the following roll call;

Director Graham	Yes
Director Mirbegian	Yes
Director Herndon	Yes
Vice President Lieberman	Yes
President Freeman	No

PUBLIC COMMENT

There was none.

BOARD MEMBER COMMENT

The board discussed adding Hexavalent Chromium to the next board meeting's agenda.

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 8:58 a.m.

Jim Freeman Date
President of the Board

Matt Bassett Date
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: March 7, 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 Mirbegan

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 Mirbegan the Committee unanimously approved the agenda.

Discussion of District's Organizational Chart: Defining personnel needs

The committee discussed managing the GM transition during the recruitment process. Directors Herndon and Mirbegan agreed to revisit the topic of revising key job descriptions at the next Personnel Committee meeting.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

On a motion made by Director Mirbegan and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 11:19 a.m.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

FEBRUARY, 2016

DISBURSEMENT SUMMARY REPORT

2/1/2016-2/29/2016

Disbursement Summary		
Fund		
120 - Sewer	\$	54,776.08
130 - Water	\$	53,235.18
215 - USDA Sewer Bond	\$	82,739.29
218 - CIEDB	\$	135,653.53
219 - USDA Solar Project	\$	8,700.00
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
	SUB TOTAL	\$ 335,104.08
*Payroll	\$	42,931.01
Total Warrants	\$	378,035.09

**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

FEBRUARY, 2016
 DISBURSEMENT DETAIL REPORT
 2/1/2016-2/29/2016

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
2/1/2016	BANK-DRAFT		2/1/16 CIEDB LOAN PAYMENT	135,653.53	CLEARED
2/1/2016	BANK-DRAFT		2/1/16 SOLAR INTEREST PAYMENT	8,700.00	CLEARED
2/5/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,599.65	CLEARED
2/5/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
2/19/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,612.46	CLEARED
2/19/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
TOTAL				155,555.64	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
2/5/2016	CHECK	33468	A/C MANN	300.00	CLEARED
2/5/2016	CHECK	33469	AL'S AUTO UPHOLSTERY	300.00	CLEARED
2/5/2016	CHECK	33470	ALPHA ANALYTICAL LABORATORIES	437.00	CLEARED
2/5/2016	CHECK	33471	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
2/5/2016	CHECK	33472	EPIDENDIO CONSTRUCTION, INC.	407.50	OUTSTND
2/5/2016	CHECK	33473	GHD	2,523.50	CLEARED
2/5/2016	CHECK	33474	HACH COMPANY	589.26	CLEARED
2/5/2016	CHECK	33475	HARDESTER'S MARKETS & HARDWARE	145.76	CLEARED
2/5/2016	CHECK	33476	LAKE COUNTY VECTOR CONTROL DIS	156.07	OUTSTND
2/5/2016	CHECK	33477	MEDIACOM	362.75	CLEARED
2/5/2016	CHECK	33478	MIRBEGIAN, JUDY	98.07	CLEARED
2/5/2016	CHECK	33479	NAPA AUTO PARTS	95.89	CLEARED
2/5/2016	CHECK	33480	PACE SUPPLY CORP	4,049.62	CLEARED
2/5/2016	CHECK	33481	SAMANTHA LAFRANCHI	67.20	CLEARED
2/5/2016	CHECK	33482	STATE BOARD OF EQUALIZATION	153.00	CLEARED
2/5/2016	CHECK	33483	TIRE PROS	1,342.38	CLEARED
2/5/2016	CHECK	33484	WQI	1,400.00	CLEARED
2/5/2016	CHECK	33485	CALIFORNIA PUBLIC EMPLOYEES RE	4,486.76	CLEARED
2/5/2016	CHECK	33486	STATE OF CALIFORNIA EDD	2,332.46	CLEARED
2/5/2016	CHECK	33487	U.S. BANK, NATIONAL	80.13	OUTSTND
2/12/2016	CHECK	33488	ABC SERVICE	6,000.00	CLEARED
2/12/2016	CHECK	33489	ACWA/JPIA	902.84	CLEARED
2/12/2016	CHECK	33490	ALPHA ANALYTICAL LABORATORIES	389.00	CLEARED
2/12/2016	CHECK	33491	AT&T	493.30	CLEARED
2/12/2016	CHECK	33492	BENJAMIN FRANKLIN PLUMBING	186.00	CLEARED
2/12/2016	CHECK	33493	COASTLAND CIVIL ENGINEERING, I	860.00	CLEARED
2/12/2016	CHECK	33494	DATAPROSE	1,614.45	CLEARED
2/12/2016	CHECK	33495	GARDENS BY JILLIAN	200.00	CLEARED
2/12/2016	CHECK	33496	JAMES DAY CONSTRUCTION, INC.	920.00	CLEARED
2/12/2016	CHECK	33497	MATT BASSETT	46.66	CLEARED
2/12/2016	CHECK	33498	MIRBEGIAN, JUDY	64.57	CLEARED
2/12/2016	CHECK	33499	OFFICE DEPOT	104.35	CLEARED
				31,303.52	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
2/12/2016	CHECK	33500	PACE SUPPLY CORP VOIDED	-	VOIDED
2/12/2016	CHECK	33501	SOUTH LAKE REFUSE COMPANY	183.87	CLEARED
2/12/2016	CHECK	33502	SPECIAL DISTRICT RISK MANAGEME	24,861.48	CLEARED
2/12/2016	CHECK	33503	USA BLUE BOOK	1,649.78	CLEARED
2/12/2016	CHECK	33504	WAGNER & BONSIGNORE	4,025.75	CLEARED
2/12/2016	CHECK	33505	WESTGATE PETROLEUM CO., INC.	740.42	CLEARED
2/12/2016	CHECK	33506	PARODI, EMIL	11.41	OUTSTND
2/12/2016	CHECK	33507	PACE SUPPLY CORP	241.76	CLEARED
2/12/2016	CHECK	33508	ELLISON, SCHNEIDER & HARRIS L.	1,767.81	CLEARED
2/19/2016	CHECK	33509	ADVANCED ELECTRONIC SECURITY S	264.00	OUTSTND
2/19/2016	CHECK	33510	ALPHA ANALYTICAL LABORATORIES	693.00	CLEARED
2/19/2016	CHECK	33511	CARDMEMBER SERVICE	1,201.73	CLEARED
2/19/2016	CHECK	33512	COUNTY OF LAKE INFORMATION TEC	162.50	OUTSTND
2/19/2016	CHECK	33513	OFFICE DEPOT	352.39	CLEARED
2/19/2016	CHECK	33514	PEHLING & PEHLING, CPA'S	1,698.00	CLEARED
2/19/2016	CHECK	33515	RICOH USA, INC.	421.11	CLEARED
2/19/2016	CHECK	33516	SMITH & NEWELL CPA	11,000.00	CLEARED
2/19/2016	CHECK	33517	TYLER TECHNOLOGY	121.00	CLEARED
2/19/2016	CHECK	33518	VERIZON WIRELESS	696.51	CLEARED
2/19/2016	CHECK	33519	CALIFORNIA PUBLIC EMPLOYEES RE	4,486.75	CLEARED
2/19/2016	CHECK	33520	STATE OF CALIFORNIA EDD	2,002.03	CLEARED
2/19/2016	CHECK	33521	AMBROSE, JONATHAN	9.90	CLEARED
2/19/2016	CHECK	33522	MARTINEZ, EDWARD	78.43	OUTSTND
2/24/2016	CHECK	33523	USDA RURAL DEVELOPMENT	82,739.29	OUTSTND
2/26/2016	CHECK	33524	RIVERA, JOHN	27.79	OUTSTND
2/26/2016	CHECK	33525	JONATHANS, INEZ	7.73	OUTSTND
2/26/2016	CHECK	33526	ADVANCED SECURITY SYSTEMS SANT	294.00	OUTSTND
2/26/2016	CHECK	33527	ALPHA ANALYTICAL LABORATORIES	788.00	OUTSTND
2/26/2016	CHECK	33528	CONSER LANDSURVEYING	615.00	OUTSTND
2/26/2016	CHECK	33529	JON & ROXI HOOGENDORN	100.00	OUTSTND
2/26/2016	CHECK	33530	LAKE COUNTY MILERS	1,500.00	OUTSTND
2/26/2016	CHECK	33531	MICHELLE HAMILTON	625.00	OUTSTND
2/26/2016	CHECK	33532	NAPA AUTO PARTS	249.98	OUTSTND
2/26/2016	CHECK	33533	OFFICE DEPOT	141.82	CLEARED
2/26/2016	CHECK	33534	PACE SUPPLY CORP	257.95	CLEARED
2/26/2016	CHECK	33535	REDFORD SERVICES	950.00	OUTSTND
2/26/2016	CHECK	33536	USA BLUE BOOK	402.76	OUTSTND
2/26/2016	CHECK	33537	WESTGATE PETROLEUM CO., INC.	525.16	CLEARED
2/26/2016	CHECK	33538	WILLIAM FREDRIKSSON	413.64	OUTSTND
2/26/2016	CHECK	33539	WINE COUNTRY GOLF CARS	1,937.17	OUTSTND
				179,548.44	

DATE	TYPE	NUMBER	NAME	AMOUNT	STATUS
2/5/2016	MISC.		PAYROLL DIRECT DEPOSIT	21,529.45	CLEARED
2/19/2016	MISC.		PAYROLL DIRECT DEPOSIT	21,401.56	CLEARED
				42,931.01	

CHECK TOTAL: 179,548.44
BANK-DRAFT TOTAL: 155,555.64 335,104.08
MISC & PAYROLL TOTAL: 42,931.01
378,035.09



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FEBRUARY, 2016 - Adjusted for the VF Insurance Claims
Financial Report

REVENUE & EXPENSE **SEWER** REPORT
 2/1/2016-2/29/2016

120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL REVENUE	1,149,443.00	79,988.57	818,424.76	75,289.39	71%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	440,165.00	24,068.97	311,584.09	128,580.91	71%
ADMINISTRATION	381,150.00	21,596.51	244,962.43	136,187.57	64%
FIELD	289,205.00	20,450.31	176,980.52	112,224.48	61%
DIRECTORS	38,323.00	3,112.91	23,743.82	14,579.18	62%
TOTAL	1,148,843.00	69,228.70	757,270.86	391,572.14	66%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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	1,899.19	63,850.21	26,149.79	71%
120-4111 COMM SEWER USE	19,370.00	2,224.67	17,754.95	1,615.05	92%
120-4112 GOV'T SEWER USE	580.00	48.05	384.40	195.60	66%
120-4116 SEWER USE CHARGES	969,100.00	75,823.49	617,730.01	351,369.99	64%
120-4210 LATE FEE	19,093.00	(11.95)	11,009.61	8,083.39	58%
120-4300 MISC INCOME	39,600.00	3.00	99,567.94	40,338.94	2%
120-4300 MISC INCOME VF Manufactured home			(98,829.00)		
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	-	2.12	189.12	(189.12)	0%
TOTAL	1,149,443.00	79,988.57	719,595.76	431,325.12	63%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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	(16.05)	5,600.30	1,610.70	78%
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	632.79	7,920.85	869.15	90%
120-5-00-5061 VEHICLE MAINT	11,012.00	994.12	3,246.38	7,765.62	29%
120-5-00-5062 TAXES & LIC	619.00	193.56	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	965.24	7,524.86	5,225.14	59%
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	105.60	318.45	981.55	24%

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	6,578.27	30,465.03	9,534.97	76%
120-5-00-5121 LEGAL SERVICES	9,500.00	-	5,973.07	3,526.93	63%
120-5-00-5122 ENGINEERING SERVICES	34,000.00	-	25,459.12	8,540.88	75%
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	3,890.94	(6,978.46)	30,826.82	40%
120-5-00-5123 OTH PROF SRV \$27,151.64 CalOES 2014			27,151.64		
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	790.21	7,301.84	4,397.16	62%
120-5-00-5150 REPAIR & REPLACE	53,614.00	1,417.68	37,776.71	13,136.48	75%
120-5-00-5150 REPAIR & REPLACE \$2,700.81 VF			2,700.81		
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	869.97	2,951.17	5,448.83	35%
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	6,887.50	2,712.50	72%
120-5-00-5157 SECURITY	460.00	147.00	147.00	313.00	32%
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	241.76	19,349.37	(5,689.37)	142%
120-5-00-5191 TELEPHONE	6,960.00	776.27	5,692.60	1,267.40	82%
120-5-00-5192 ELECTRICITY	17,291.00	2,642.82	10,716.17	6,574.83	62%
120-5-00-5193 OTHER UTILITIES	2,600.00	223.93	1,500.61	1,099.39	58%
120-5-00-5195 ENV/MONITORING	33,000.00	1,922.00	22,686.10	10,313.90	69%
120-5-00-5196 RISK MANAGEMENT	15,000.00	860.00	6,620.00	8,380.00	44%
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	10.81	1,246.78	627.22	67%
120-5-00-5545 RECORDING FEES	200.00	-	36.50	163.50	18%
120-5-00-5600 CONTINGENCY	40,636.00	-	-	40,636.00	0%
TOTAL	440,165.00	24,034.42	242,503.89	197,661.11	55%

ADMINISTRATION EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES	265,334.00	15,833.38	157,917.17	107,416.83	60%
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,461.97	34,369.62	31,295.38	52%
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,211.31	49,248.81	(11,017.81)	129%
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
120-5-10-5090 OFFICE SUPPLIES	6,500.00	110.95	2,044.64	4,455.36	31%
120-5-10-5170 TRAVEL MILEAGE	1,100.00	33.60	925.25	174.75	84%
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	23.33	513.48	3,486.52	13%
120-5-10-5179 ADM MISC EXPENSES	300.00	25.62	47.11	252.89	16%
TOTAL	381,150.00	21,700.16	245,066.08	136,083.92	64%

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	190,391.00	13,172.13	108,573.72	81,817.28	57%
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,687.69	33,185.54	19,997.46	62%
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,058.25	28,532.89	9,698.11	75%
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46%

FIELD EXPENDITURES, Cont.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5063 CERTIFICATIONS	380.00	-	630.00	(250.00)	166%
120-5-30-5090 OFFICE SUPPLIES	1,040.00	132.24	384.98	655.02	37%
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	0%
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	1,400.00	5,073.39	(1,073.39)	127%
TOTAL	289,205.00	20,450.31	176,980.52	112,224.48	61%

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	1,103.48	1,896.52	37%
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.97	26.34	203.66	11%
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	22,272.72	12,520.28	64%
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%
TOTAL	38,323.00	3,112.91	23,743.82	14,579.18	62%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FEBRUARY, 2016 - Adjusted for the VF Insurance Claims

Financial Report
 REVENUE & EXPENSE **WATER** REPORT
 2/1/2016-2/29/2016

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ALL REVENUE	1,138,568.00	89,623.93	833,111.73	305,456.27	73%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	602,660.00	35,539.82	396,061.54	206,598.46	66%
ADMINISTRATION	385,340.00	21,596.44	250,965.41	134,374.59	65%
FIELD	285,930.00	21,973.33	204,141.51	81,788.49	71%
DIRECTORS	39,383.00	3,286.76	24,016.48	15,366.52	61%
TOTAL	1,313,313.00	82,396.35	875,184.94	438,128.06	67%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,350.00	10,250.00	2,750.00	79%
130-4039 WATER METER INST	300.00	170.00	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	4,107.65	26,837.17	5,762.83	82%
130-4112 GOV'T WATER USE	844.00	320.80	2,536.30	(1,692.30)	301%
130-4115 WATER USE	1,024,100.00	81,204.03	729,234.43	294,865.57	71%
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	1,966.81	16,795.40	8,218.60	67%
130-4215 RETURNED CHECK FEE	700.00	200.00	825.00	(125.00)	118%
130-4300 MISC INCOME - Bulk water sales	1,100.00	303.30	4,982.97	(3,882.97)	453%
130-4505 LEASE INCOME	5,800.00	-	1,404.02	4,395.98	24%
130-4550 INTEREST INCOME	-	1.34	294.84	(294.84)	0%
TOTAL REVENUES	1,138,568.00	89,623.93	833,111.73	305,456.27	73%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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	54.65	5,208.00	2,003.00	72%
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	632.79	7,469.78	1,318.22	85%
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	2,931.30	4,752.64	(1,231.64)	135%
130-5-00-5062 TAXES & LIC	1,153.00	115.51	423.22	729.78	37%

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0%
130-5-00-5075 BANK FEES	12,750.00	965.26	7,524.89	5,225.11	59%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	-	15,335.53	2,305.47	87%
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	105.60	318.44	981.56	24%
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	6,578.29	33,633.05	10,016.95	77%
130-5-00-5121 LEGAL SERVICES	9,445.00	-	12,966.95	(3,521.95)	137%
130-5-00-5122 ENGINEERING SERVICES	37,500.00	4,025.75	5,519.23	31,980.77	15%
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	46,614.94	43,467.43	(61,267.43)	184%
130-5-00-5123 OTHR PRO SRV VF TREE REMOVAL			91,000.00		
130-5-00-5124 WATER RIGHTS	10,428.00	1,767.81	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	-	-	1,736.90	(1,736.90)	0%
130-5-00-5148 OPERATING SUPPLIES	1,107.00	(19.08)	1,623.32	(516.32)	147%
130-5-00-5150 REPAIR & REPLACE	62,888.00	4,596.86	3,633.42	33,576.25	47%
130-5-00-5150 RPR & RPLCE \$25,678.33 VF PMTS			(25,678.33)		
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	(45,032.78)	1,992.37	6,407.63	24%
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	787.50	6,887.50	3,112.50	69%
130-5-00-5157 SECURITY	460.00	147.00	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	776.29	5,692.67	1,265.33	82%
130-5-00-5192 ELECTRICITY	132,166.00	7,815.32	86,027.71	46,138.29	65%
130-5-00-5193 OTHER UTILITIES	2,627.00	223.94	1,500.64	1,126.36	57%
130-5-00-5195 ENV/MONITORING	24,000.00	385.00	9,642.50	14,357.50	40%
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	25.83	1,193.44	337.56	78%
130-5-00-5505 WATER CONSERVATION	10,000.00	1,600.00	8,948.12	1,051.88	89%
130-5-00-5545 RECORDING FEES	200.00	-	36.50	163.50	18%
130-5-00-5600 CONTINGENCY	50,000.00	407.50	407.50	49,592.50	1%
TOTAL	602,660.00	35,505.28	372,589.75	178,713.59	62%

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	265,334.00	15,833.46	163,380.18	101,953.82	62%
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,461.86	34,498.84	31,166.16	53%
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,211.21	49,500.68	(7,054.68)	117%
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
130-5-10-5090 OFFICE SUPPLIES	6,500.00	110.97	2,044.83	4,455.17	31%
130-5-10-5170 TRAVEL MILEAGE	1,475.00	33.60	933.80	541.20	63%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	23.33	663.57	2,936.43	18%
130-5-10-5179 ADM MISC EXPENSES	300.00	25.63	47.13	252.87	16%
TOTAL	385,340.00	21,700.06	251,069.03	134,270.97	65%

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	190,391.00	15,908.03	136,845.17	53,545.83	72%
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,711.73	33,343.27	19,839.73	63%
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,320.37	31,090.77	2,925.23	91%
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	32%
130-5-30-5063 CERTIFICATIONS	200.00	-	120.00	80.00	60%
130-5-30-5090 OFFICE SUPPLIES	1,040.00	33.20	285.97	754.03	27%
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%
TOTAL	285,930.00	21,973.33	204,141.51	81,788.49	71%

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	1,157.17	1,842.83	39%
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	27.66	202.34	12%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	22,272.72	12,520.28	64%
130-5-40-5170 TRAVEL MILEAGE	560.00	162.64	263.93	296.07	47%
130-5-40-5176 DIRECTOR TRAINING	800.00	-	295.00	505.00	37%
TOTAL	39,383.00	3,286.76	24,016.48	15,366.52	61%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

FEBRUARY, 2016

**FINANCIAL REPORT
POOLED CASH**

AS OF FEBRUARY 29, 2016

Beginning Balance	275,820.52
Cash Receipts	
Deposit	279,599.72
Transfers	0.00
Total Receipts	279,599.72
Cash Disbursements	
Accounts Payable	335,104.08
Payroll	42,931.01
Bank Fees	1,930.50
Total Disbursements	379,965.59
Ending Balance	175,454.65

TEMPORARY INVESTMENTS

AS OF FEBRUARY 29, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,161.50	27,454.06	94,615.56	94,615.57
130	Water Operating Fund	42,324.41	17,807.04	60,131.45	60,131.44
215	1995-2 Redemption	60,734.16	97,113.87	157,848.03	157,848.03
218	CIEDB Redemption	11,490.93	(115,167.76)	(103,676.83)	(103,676.84)
219	USDARUS Solar Loan (Sewer)	817.80	82,443.12	83,260.92	83,260.92
313	Wastewater Cap Fac Reserved	355,270.41	(97,063.43)	258,206.98	258,207.00
314	Wastewater Cap Fac Unrestricted	163,799.13	506,421.43	670,220.56	670,220.54
319	Solar Reserve	-	35,302.58	35,302.58	35,302.58
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	170,873.12	-	170,873.12	170,873.12
711	Bond Administration	27,101.89	14,422.43	41,524.32	41,524.32
TOTAL		899,573.35	568,733.34	1,468,306.70	1,468,306.68



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FEBRUARY, 2016
FINANCIAL REPORT

CAPITAL EXPENDITURES
2015-2016 BUDGET

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	70,000	6,000.00
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	0.00
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	129,000.00
Retrofit Lift Station 7 & install backup generator	110,000	110,000.00
Total	645,000	266,683.70

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

MEMO

To: Board of Directors
From: Trish Wilkinson
Date: March 11, 2016
RE: Senior Account Representative's Monthly Report

Monthly Billing February 02/29/2016

February mailed statements: 2120
February electronic statements: 313

The February statements included the Hexavalent Chromium Standards information.

Delinquent Billing 02/22/2016

Delinquent statements for January bills:
Mailed statements: 480
Electronic statements: 64

Courtesy Notification 03/08/2016

Courtesy notices delivered to the customer's property for delinquent February bills: 159
Electronic notices: 12

Phone Notification 03/09/2016

Phone notifications: 89
The phone notification was sent out around 10:30 am resulting in 70 payments received by the office staff during business hours.

Lock Offs 03/10/2016

19 customers were in the lock off process at 5:00 pm on 3/09/2016.
7 payments were made before service orders went out in the field at 9:00 am on 3/10/2016.
A total of 12 customers were actually locked off for nonpayment.
Throughout lock off day 6 payments were collected and meters unlocked.
At the time of this report only 3 meters remain locked.



Hidden Valley Lake Community Services District

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February 2016 Report

One ton cylinder handling
at the Wastewater Treatment Plant



February 2016 Field Report

Water Connections:		Sewer Connections:	
New (February)	1	New (February)	0
Residential (January)	2428	Residential (January)	1484
Commercial & Govt (January)	35	Commercial & Govt (January)	15
Total (January) :		2464	1499

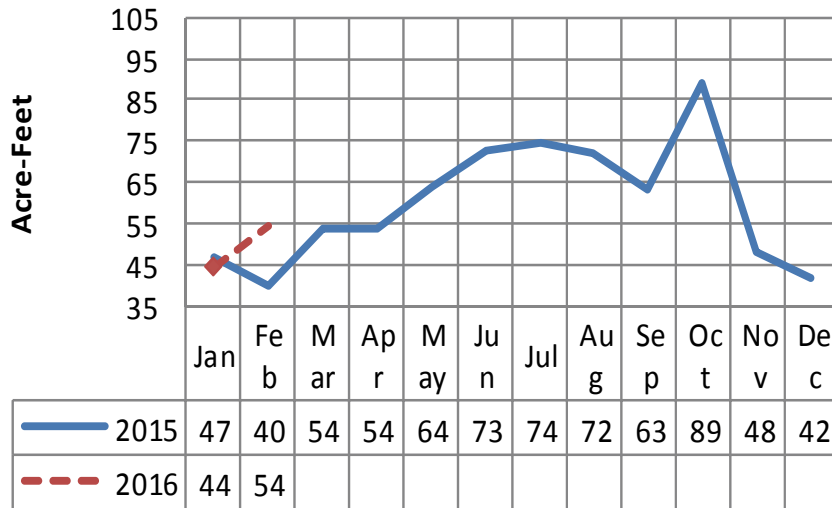
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.97	7.87	7.22

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	933.09	954.30	933.01
AG	934.87	934.29	934.48
TP Wells	954.33	954.3	954.9
Grange Rd	937.3	936.59	938.33
American Rock	971.31	970.31	944.25
Spyglass	968.24	966.41	967.50
Luchetti	923.48	922.77	923.83
18th T	943.44	941.77	944.25

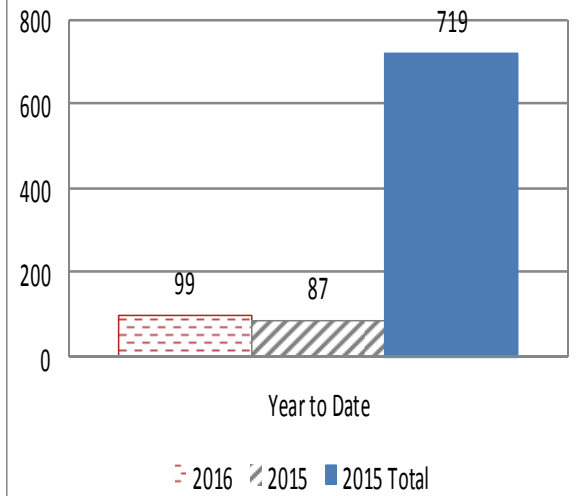
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last YTD</i>
105	178	1424
Overtime Hours	28.75	\$1169.74

February 2016 Field Report

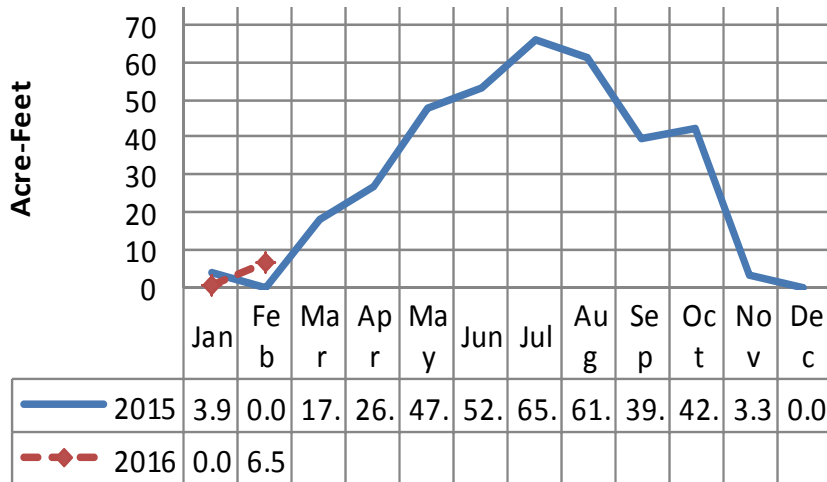
HVLCSD Municipal Well Production



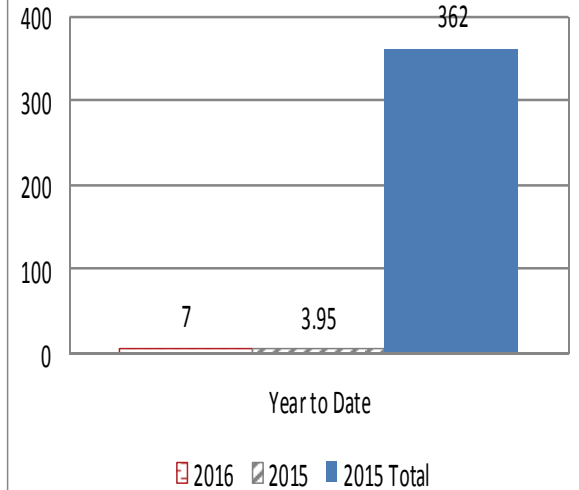
HVLCSD Municipal Well Production



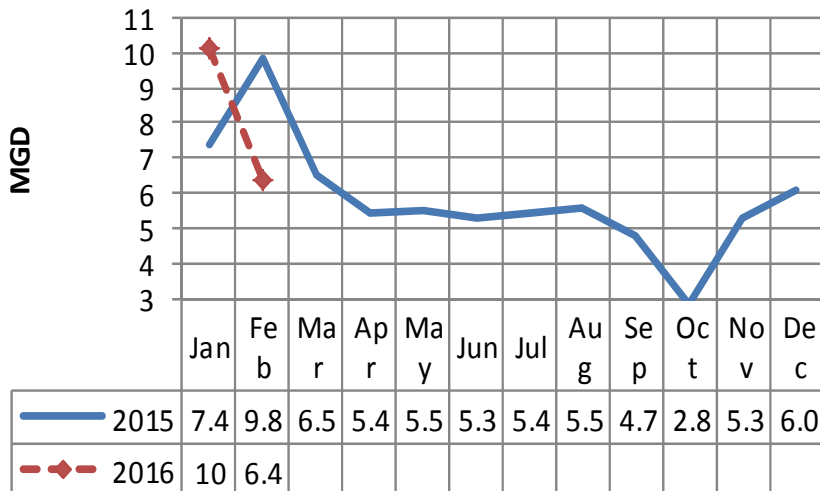
HVLCSD Municipal Reclaimed Water Use



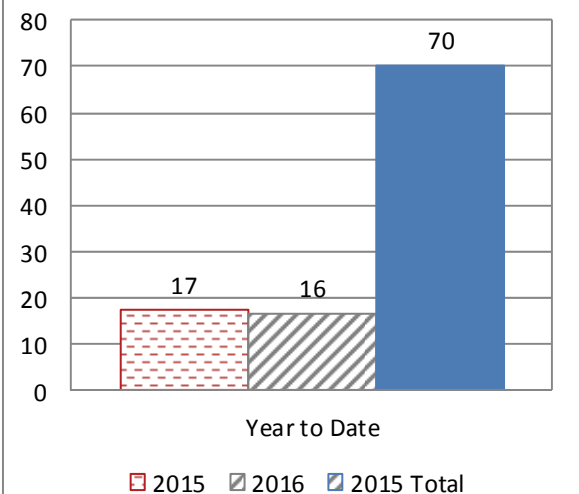
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



February 2016 Field Report

Water Operations and Maintenance Highlights

- 2/8, 2/11 Courtesy notices, lock offs
- 2/1-2/9 Preparation and execution of service line repair on Spyglass Rd
- 2/3 Flood control pump motor testing, and preparation of auto-run
- 2/3-2/4 Preparation and execution of fire hydrant repair
- 2/12 Troubleshooting PRV on Deer Hill Rd
- 2/25 Troubleshooting Bacti-station water line
- Replaced several meters
- Routine operations and maintenance
- 2/34-2/25 Meter reads

Wastewater Operations and Maintenance Highlights

- 2/1 Sludge bed repair
- 2/2 Reviewing results of wastewater line video, and repair plans
- 2/3 Reviewing completion of generator project
- 2/8, 2/11 Courtesy notices, lock offs
- 2/10 Changed oil & filters on blowers & air compressors
- 2/12 Float repair at the WWTP pumps
- Routine operations and maintenance
- 2/23-2/25 Meter reads
- 2/28 Responding to sewer backup
- 2/29 Updating 1-ton chlorine handling procedures

February 2016 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	498
Truck 3	1860
Truck 4	1133.5
Truck 6	407
Truck 7	536
Truck 8	
Dump Truck	399
Backhoe	9.1
	Non-op
Tractor	(scrap)
New Holland	
Tractor	2.8

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	88147.3	19737.8
Fuel Log	332.1	139.5
February		
Tank Level	239.13	369.57
January		
Tank Level	304.35	489.13

New flow meter to WWTP Inflow





Hidden Valley Lake Community Services District

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

March 11, 2016

General Manager Matt Bassett's Monthly Board Letter

Key discussion items:

- I. **Hexavalent Chromium 6 (Strategic Plan #1A):** A complete discussion of this will be provided by staff during the Board Meeting.
- II. **RMP (Strategic Plan #1D):** District's engineers and our staff have actively been working on this. Additional documents are being created, with the goal of having everything turned over to the engineers in the first week of May. The goal is to have the draft RMP completed and in the hands of the County by the end of May.
- III. **Verizon Cell Tower Lease Agreement (Strategic Plan #4A):** Both the Counties and our lease is being reviewed by legal counsel.
- IV. **Field Vehicle Replacement Plan (Strategic Plan #1B-1C):** Our insurance agency has begun processing our claims. We won't know the amount of funds, until all Valley Fire claims are settled.
- V. **Storm Water Detention Pond (Strategic Plan #1E):** Our insurance agency approved the new building. The generator will be operational once the building is constructed around it. The automated controls of the pump became operational approximately a week ago. FEMA has accepted our request to submit a grant funding application for a solution to our potential detention basin pumping limitation issue. We've retained the services of an engineering firm to assist staff in writing the FEMA 404 grant application. CalOES, in conjunction with FEMA has offered training on application completion. Staff will be attending on 3/23/16.
- VI. **Admin Building Heating/AC unit repairs:** Staff has received two bids and they are included in this Board packet.
- VII. **Accounting Dept. Improvements:** See attached summary.
- VIII. **HVLA water use agreement:** HVLA and HVL CSD have worked together to get this finalized. We are waiting to receive back our original agreement signed by HVLA.
- IX. **Admin Building Roof Repairs:** Staff has received three bids and they are included in this Board packet.
- X. **Grange Road Damage:** Staff has received in writing an "accept of responsibility" by the county. Once their contractors are done using our private road, we'll need to figure up the damage and make arrangements to have it repaired.
- XI. **Petition for Change:** District's consultant has accepted staff's challenge to prepare a solution plan, keeping in mind the State's previous comments.

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

DATE: March 15, 2016

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

RECOMMENDATIONS: Approve the lowest bid to replace all the flat roof areas, repair two of the metal caps, replace two (of the four) skylight covers, and replace all the fasteners on the metal roof and two of the metal hip pieces.

FINANCIAL IMPACT: Just repairing the above-mentioned items is a drastically scaled-back version to accommodate the budget. Without these repairs, we could be facing larger building and computer damage.

\$14,620
\$14,300
\$14,942

BACKGROUND: The roof is leaking in several spots, all related to the flat roof area. Last year, only the kitchen area was leaking.

<input style="width: 50px; height: 25px;" type="checkbox"/>	APPROVED AS RECOMMENDED	<input style="width: 50px; height: 25px;" 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 March 15, 2015 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Secretary to the Board

3/8/16

Curtis Edward's Roofing

(707)900-1517

Email-roofingcurt@gmail.com

CA Lic. #998100

Job Name: Hidden Valley Lake CSD Bldg.

Job Address: 19400 Hartman Rd. Hidden Valley Lake, CA

Scope of Work:

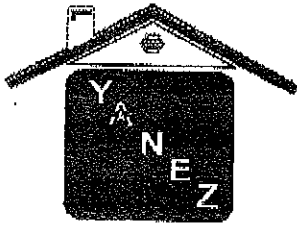
1. Remove and dispose of the existing BUR roofing on the two flat roof sections on the ends of the building. Inspect the roof sheathing for dry rot.
2. Supply and install 60 Mil. Versico or Carlisle thermo-plastic "Cool" roof membrane over 2-layers of FR10 Class-A fire rated underlayment.
3. Includes new TPO clad perimeter edge metal.
4. Includes TPO flashings at all roof penetrations, drains and overflows.
5. Includes replacing the damaged hip trim on the metal roof. This is for the two rear hips only.
6. Includes removing and replacing all exposed screws on the standing seam metal roof. The new fasteners will have a larger diameter than the original screws. There is no warranty on the metal roofing as it was installed by others.
7. Includes re-roof permit.
8. Includes 10 year labor warranty on all roofing installed by Curtis Edward's Roofing.
9. Includes manufacturer's 15 year material warranty.
10. Dry rot work if any can be performed on a time and materials basis.

Price to perform work stated above is- \$11,620.00

Signature _____ Date _____

Option: If we include replacing the upper flat roof located in the center of building add, \$1,800.00. Includes removal and disposal of the existing roofing and 60 Mil. TPO roofing over 2-layers of FR10 Class-A fire rated underlayment.

Skylight allowance for the upper roof is approximately \$600.00 per skylight.



Yanez Roofing

CALIC #801620
P.O. BOX 1620
Lakeport, CA.
(707) 263-3265

ESTIMATE

DATE 02-25-2016

- Page 02- of 02

CUSTOMER : MAT

PHONE: 987-9201

MAILING ADDRESS: 19400 Hartmann Rd

FAX ; 987-3237

JOB ADRESS : 19400 Hartman Rd.
Hidden Valley Lake

JOB DESCRIPTION:
- Reroof flat areas
- Roof maintenance.

JOB DESCRIPTION: Commercial building, reroof PARTIAL flat areas with HOT MOPED membrane and maintenance entire building, including: replacing some ridge caps at hip areas on metal roofs, replace sky light domes (2), replace fasteners on metal roofs and maintain hot moped membrane at sky light areas.

4- Replace approximately 34' of 12" wide custom made ridge cap at hip section on metal roof areas,.....\$ 520.00

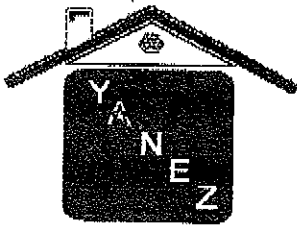
5- Metal roof (16" vertical seam painted roof) replace all exposed fasteners, including: remove existing old fasteners and replace with new whether head fasteners, approximately 2800 sq. ft (this square footage is only approximately), this also includes - to seal any possible future leaks with 3500 rain buster caulking were needed.
.....\$ 2,800.00

6- Rain gutter (custom made) 10" X 11" X 10" , this rain gutter will have to be replaced by rain gutter CONTRACTOR

NOTE: No guarantees on repairs
Only on entire reroofs.

TOTAL PRICE: \$ XXXXXXXXXXXX

Thank you



Yanez Roofing

CA LIC #801620
P.O. BOX 1620
Lakeport, CA.
(707) 263-3265

ESTIMATE

DATE 02-25-2016

- Page 01- of 02

CUSTOMER : _____ Mat

PHONE:987-9201

MAILING ADDRESS:

FAX : 987-3237

JOB ADRESS : 19400 Hartmann rd
Hidden Valley Lake

JOB DESCRIPTION:
- Reroof flat areas
- Roof maintenance.

JOB DESCRIPTION: Commercial building, reroof PARTIAL flat areas with HOT MOPED membrane and maintenance entire building, including: replacing some ridge caps at hip areas on metal roofs, replace sky light domes (2), replace fasteners on metal roofs and maintain hot moped membrane at sky light areas.

1- Tear off and reroof some flat areas with HOT MOPED membrane (NOT including areas were sky lights are located)

NOTE: This areas to be reroofed have now a torch down membrane (40' X 14', 48'X10' and 20' X5' areas)

NOTE: There will be an additional charge of \$ 70.00/ hr on any hidden dry rot plus materials used (time & materials)

- Including tearing off existing torch down membrane, replace any plumbing flashings and re use any other including coping metal at top of walls , when cap metal reinstalled will only be secured from sides and will NOT have any fasteners at top of cap metal.

- Install approximately 1140 sq. ft of HOT MOPED membrane, including: 1 layer of glass base, 2 layers of glass ply and 1 layer of WHITE mineral surfaced, all these layers to be HOT MOPED @ 525' F.\$ 8,600.00

2- Roof maintenance to roof area were sky lights are located, this roof has a Hot Moped membrane and includes:

- remove debris accumulated from this entire roof area, seal all corners and flashings using
- 3 course "patch" including: 1 layer of roof cement, 1 layer of 4" asphalt saturated fiber and
- 1 layer of WHITE roofing granules. Also includes to seal top plumbing vents with peel & seal
- sealant of 3500 rain buster caulking. (area to be maintained 17' X 13').....\$ 1,180.00

3- Replace 2 sky lights domes (4' X 4' approximately) this only includes to replace white domes and does not include to replace entire unit and flashings

NOTE: price to replace EACH dome is \$ 70.00 / per unit also cost per each

4'X4' is NOT INCLUDED , it will be charged separately due to shape of domes may need to be special ordered.

TOTAL PRICE: \$ XXXXXXXXXXXX

Thank you



CA CSLB No. 388686
(C39) Roofing Contractor

74 Soda Bay Road
Lakeport, CA 95453
Office .. **707.263.4200**
Fax..... **707.263.8240**
www.LucerneRoofing.com
lucernerroofing@mchsi.com

Owner's Name: Hidden Valley Water District/Matt Bassett		Owner's Address:	
Owner's City:	Owner's Zip Code:	Owner's Phone: 707-533-5893 cell	Owner's Work Phone: 987-3237 fax
Project Name & Address: 19400 Hartman Road, Hidden Valley Lake 95467			Email: mbassett@hiddenvalleylakecsd.com

a. **Scope of Work:** Lucerne Roofing & Supply Inc. hereby submits the following specifications and estimates:

1) ~~Scope of work: installation of PolyGlass Polyflex system membrane on flat roof sections at each end of building inclusive of:~~

~~installation of torch-on membrane consisting of one (1) layer of #515 basesheet, one (1) layer of Polyflex S, and one (1) layer of Polyflex G granulated membrane
replacement of two (2) galvanized pipe flashings; install four (4) RV38 vents~~

2) ~~Scope of work: provide and install screws and washers on metal roofing~~
Total #1 & #2 \$12,038.00

3) ~~Scope of work: installation of PolyGlass Polyflex system membrane and replacement of two (2) skylights on top section of roofing inclusive of:~~

~~installation of torch-on membrane consisting of one (1) layer of #515 basesheet, one (1) layer of Polyflex S, and one (1) layer of Polyflex G granulated membrane
provide and install new skylights - \$600.00 allowance - cost to be verified when ordered~~

Total #3 \$ 2,904.00

~~clean up and remove all debris caused by use
County of Lake, Building Department permit~~

~~\$14,942~~

~~Upon removal of existing roofing system and inspection for dry rot/damages - if repairs are needed, these repairs are not included with this contract and will be completed on a time (\$75.00 per man per hour) and materials basis. Proposal does not include structural repairs. Proposal does not include calibration of satellite dishes.~~

~~The contract price below is the cash or check price and must be paid within ten (10) days of completion. If paid using a credit card or paid after the ten (10) days of completion, the contract price below will be an additional 3%. If the Synchrony Bank finance program is to be used, it will be an additional 7% to the contract price.~~

THIS LIST OF SPECIFICATIONS MAY BE CONTINUED ON SUBSEQUENT PAGES (SEE PAGE NUMBER BELOW)

b. **Not Included:**

c. **WE PROPOSE** to furnish material, equipment and labor in accordance with the above specifications for the sum of:

\$13,188.00 dollars

NOTE: This proposal may be withdrawn if not accepted within 30 days from February 17, 2016 date

Respectfully submitted by: _____
Company Representative

d. **WE ACCEPT** the prices, specifications, and terms as stated in this bid proposal are approved. We authorize you to draw up all necessary contract documents so work can begin.

approved and accepted (owner or owner's authorized agent) date

approved and accepted (second owner - if any) date



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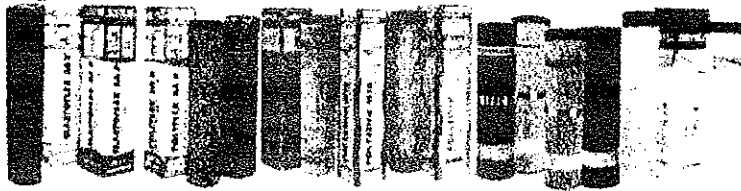
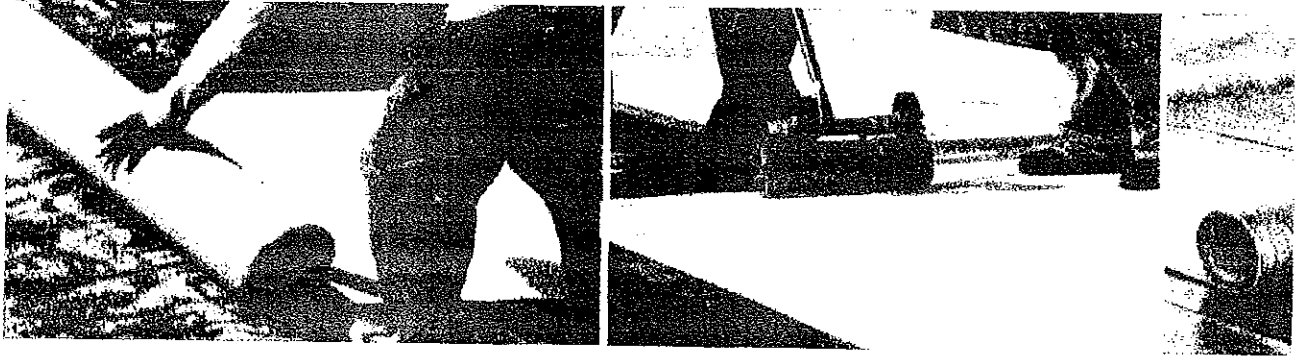
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Polyglass Membranes

The leader in self-adhered membrane technology, Polyglass patented a revolutionary method of manufacturing dual compound products known as ADESO® Technology. This proprietary manufacturing process creates an

aggressive self adhesive under the reinforcement and utilizes glass fiber or polyester reinforcement, with an APP or SBS modified bitumen compound on the top weathering surface. Polyglass developed multiple surfacing solutions (MSS) to provide a variety of unique and customized surfaces that are aesthetically-pleasing, skid-resistant, UV-resistant, energy-efficient, non-abrasive and provide long-term roof top exposure capabilities.

Polyglass' ADESO products also feature unique FastLap® and SealLap® lapping systems. These patented lap systems facilitate a fast, tight and instantaneous seal that insures a dry, permanent bond immediately. The self-adhering properties of these unique membranes provide an alternative to traditional odorous adhesives, hot asphalt or propane torch applications.

Polyglass also manufactures a wide variety of APP and SBS modified asphalt roofing membranes reinforced with polyester and/or fiberglass mat offering excellent tensile strength and dimensional stability. Polyglass roof membrane plies are designed to precisely fit your needs.

With over 40 years of roofing and waterproofing experience globally, Polyglass has a roofing solution for you. For more information regarding the benefits and advantages of our roofing membranes, please click the product links listed.

APP PRODUCT

POLYFLEX® G

PRODUCT DESCRIPTION

Polyflex G membranes are premium, polyester reinforced APP modified bitumen roofing membranes specially designed for heat-welded applications. Constructed with premium Atactic Polypropylene resins, and incorporating superior polyester reinforcing, Polyflex G provides an exceptionally durable roofing product which is easy to install and will provide long-term weathering performance.

With a granulated surface (available in several colors) and either a polyolefin or sand backing, Polyflex G exceeds all minimum ASTM standards for tensile strength, puncture resistance and flexibility.

Polyflex G membranes can also be used as flashing membranes in all applicable specifications, in accordance with recommended installation practices.

USES

- Heatwelded or cold-applied cap sheet
- Applied directly over an acceptable substrate or as part of a multi-ply system
- New roofing, re-roofing, recover and for flashing details

FEATURES AND BENEFITS

- Exceptional weathering characteristics
- Puncture and tear resistant
- Low-temp flexibility, exceptional tensile strength and elongation properties

TECHNICAL DESCRIPTION

TEST METHOD	PROPERTY	TYPICAL VALUE
ASTM D5147	Thickness, typical, mm (mils)	4.5 (180)
ASTM D5147	Peak load @ 23+/-2C (73.4+/-3.6F), MD and XMD, min. kN/m (lbf/in.)	8.8 (50)
ASTM D5147	Elongation @ 23+/-2C (73.4+/-3.6F), MD and XMD, min (%)	23
ASTM D5147	Tear Strength @ 23+/-2C (73.4+/-3.6F), min. N (lbf)	311 (70)
ASTM D5147	Low Temperature Flexibility, max. C (F)	0 (32)
ASTM D5147	Granule Embedment, g	2

AVAILABLE COLORS

Top surface granule protection is available in a variety of colors such as:

Black	Buff	Chestnut	Grey Slate	Oak
White	Red Blend	Pine Green	Heather Blend	Weatherwood



PRODUCT DATA

Coverage (Approx)..... 100 sq ft
 Weight..... 10 lbs
 Roll Size..... 32'10" x 39 1/8" (10m x 1m)
 Rolls/Pallet..... 20

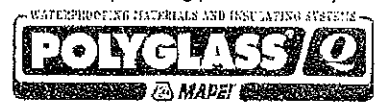
APPLICABLE STANDARDS

- ASTM D 6222 Type I
- Miami Dade Code Compliance
- Factory Mutual Approved
- UL Classified for use in class A, B or C roofs, as listed in the latest UL "Roofing Materials and Systems Directory"
- ICC ESR-2018
- TDI



PRODUCT WARRANTY

Unless otherwise incorporated into or part of a supplemental manufacturer's warranty, Polyglass warrants its product(s) for a period of 10 years against manufacturing defects in its product that directly results in leakage. Warranty coverage is an annually declining prorated warranty.



Adds value!

1-800-222-9782
 www.polyglass.com



product search

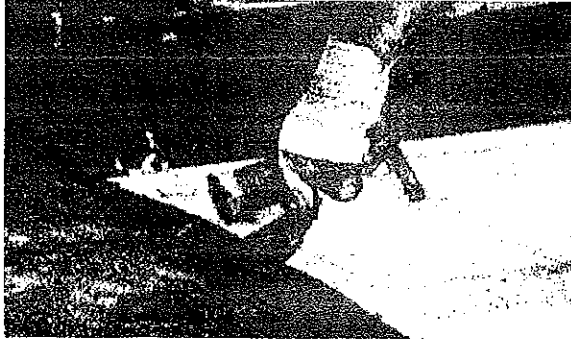
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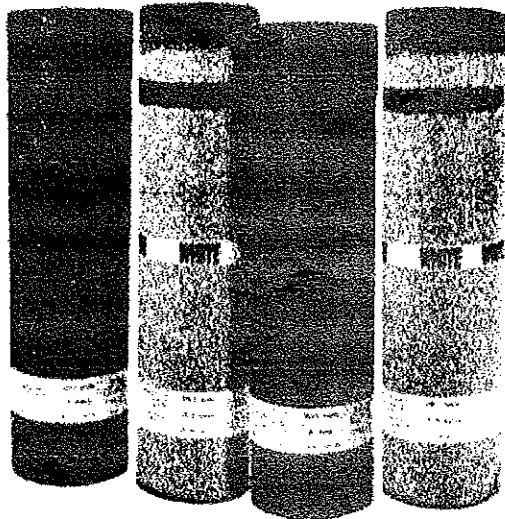
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APP



Polyglass' APP (Atactic Polypropylene) modified asphalt roofing membranes are reinforced with polyester and/or fiberglass mat offering excellent tensile strength and dimensional stability. Polyglass APP membranes can be heat-welded or cold-applied and are meant to be applied directly over an acceptable substrate or as part of a multi-ply system.

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

DATE: March 15, 2016

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

RECOMMENDATIONS: Approve the lowest bid to replace units in lobby, conference room, and server room.

FINANCIAL IMPACT: Potential for computer damage in server room. Existing, working HVAC units may wear out sooner or fail.

\$16,850

\$15,286

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 March 15, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

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
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.		3,650.00	3,650.00
		Total	

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
Total			\$16,850.00

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. Server Room-This quote is for the installation of a Daikin ductless,19seer,1-ton cooling only system.\$2,550.00 Installed. 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		1.00

Subtotal: \$ 1.00
 Estimate Amount \$ 1.00