



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: Tuesday September 20, 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 August 16, 2016, and Personnel Committee Meeting August 26, 2016.
  - (B) DISBURSEMENTS: Check #033930 - #033987 including drafts and payroll for a total of \$144,558.11
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
  - ACWA Region 1
  - ACWA State Legislative Committee
  - County OES
  - Other meetings attended
- 8) STAFF REPORTS (for information only, no action anticipated)
  - Financial Report
  - Administration/Customer Service Report
  - Field Operations Report
  - General Manager's Report
- 9) **DISCUSSION AND POSSIBLE ACTION**: Approve payment for Crazy Creek Development LLC Cost Share
- 10) **DISCUSSION AND POSSIBLE ACTION**: Review outstanding Telstar Invoices and approve partial or full payment

- 11) PUBLIC COMMENT
- 12) BOARD MEMBER COMMENT
- 13) CLOSED SESSION:  
(A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager. GM three-month evaluation and goal-setting.
- 14) 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: August 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	Kirk Cloyd, General Manager
Director Jim Lieberman, Vice President	Alyssa Gordon, Water Resources Specialist
Director Linda Herndon	Penny Cuadras, Administrative Assistant
Director Judy Mirbegian	

Members absent:

Director Carolyn Graham

**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 Mirbegian and second by Director Herndon the Board unanimously approved the agenda. General Manager Kirk Cloyd noted a change in the content of the Board of Directors Meeting packet.

**CONSENT CALENDAR**

A motion was made by Director Herndon to remove item 5A from the Consent Calendar for discussion. Director Mirbegian seconded the motion, with a request of an amendment to the Emergency Preparedness Committee meeting minutes.

The Board unanimously approved the Emergency Preparedness Committee meeting minutes as amended.

The Board unanimously approved the following remaining Consent Calendar items:

(A) MINUTES: Approval of the minutes for the Board of Directors meeting July 19, 2016

DISBURSEMENTS: Check #033843 - #033929 including drafts and payroll for a total of \$194,110.26

## **BOARD COMMITTEE REPORTS**

Personnel Committee: Director Mirbegan requested staff to schedule a meeting in the upcoming week (8/22-8/26).

Finance Committee: Director Mirbegan requested the 2016-2017 approved Budget be distributed in the normal format. The Board has accepted that this report will be produced by the incoming full charge bookkeeper.

Emergency Preparedness Program Committee: General Manager Kirk Cloyd provided a summary of a recent Emergency Preparedness training that took place earlier in the month, in Fortuna, CA., as well as recent experiences in internet and phone outages.

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

ACWA Region 1 Board: Director Mirbegan reported that while continuing to participate in ACWA Region 1, she will be stepping down as the Chair to the Board.

ACWA State Legislative Committee: Director Herndon provided a summary of the most recent meeting of the legislative session, highlighting new activities by the little Hoover Commission.

County OES: Director Lieberman reported that the Emergency Operating Center (EOC) meeting will be taking precedence over County OES meetings, as per Dr. Karen Tait.

## **STAFF REPORTS**

Financial Report: Director Mirbegan inquired on a few items in the report, and requested the General Manager present a monthly analysis, moving forward.

Administration/Customer Service Report:

Field Operations Report: Staff responded to inquiries by Director Mirbegan and Director Lieberman.

General Manager's Report: General Manager Kirk Cloyd responded to inquiries on all items to the report. A public hearing will be held by Lake County Planning Commission regarding Wild Diamond Vineyards, later this month. The Board has recommended General Manager Kirk Cloyd appear at the hearing, and confirm groundwater recharge test of Wild Diamond Vineyard wells and baseline monitoring of potential waterways which flow to Hidden Valley Lake will be performed.

## **DISCUSSION AND POSSIBLE ACTION:** **Discuss billing opportunities of misread meters.**

The Board reviewed current documentation, and proposed minor changes prior to delivery.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE REPORT  
MEETING DATE: August 26, 2016**

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

Director Herndon  
Director Mirbegian

General Manager Kirk Cloyd  
Administrative Assistant Penny Cuadras

**CALL TO ORDER**

The meeting was called to order at 9:03 a.m. by GM Kirk Cloyd.

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**DISCUSSION OF JOB DESCRIPTIONS:**

General Manager Kirk Cloyd, and Directors Herndon and Mirbegian discussed the construction of the Operator II/III Flex position, as it relates to the Field Operations Lead job description and salary range.

In order to fully prepare for job descriptions and salary recommendations at the next Board of Directors meeting on September, 20, 2016, another Personnel Committee Meeting will be scheduled during the week of 9/12/16-9/16/16. The meeting is anticipated to finalize salary ranges and specific job descriptions for both positions.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 10:53 a.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

August, 2016

DISBURSEMENT SUMMARY REPORT

8/1/2016-8/31/2016

<b>Disbursement Summary</b>	
Fund	
120 - Sewer	\$ 66,879.14
130 - Water	\$ 90,794.91
215 - USDA Sewer Bond	\$ 204,799.12
218 - CIEDB	\$ -
219 - USDA Solar Project	\$ 23,700.00
375 - Sewer Reserve Improvement	\$ -
711 - Bond Administration	\$ -
	<hr/>
SUB TOTAL	\$ 386,173.17
*Payroll	\$ 42,190.18
	<hr/>
<b>Total Warrants</b>	<b>\$ 428,363.35</b>

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

August, 2016

DISBURSEMENT DETAIL REPORT

8/1/2016-8/31/2016

<b>DRAFT DATE</b>	<b>TYPE</b>	<b>NUMBER</b>	<b>NAME</b>	<b>DRAFT AMOUNT</b>	<b>STATUS</b>
8/1/2016	EFT		Record 8/1/16 Solar P&I pmt	23,700.00	CLEARED
8/5/2016	EFT	000001	STATE OF CALIFORNIA EDD	1,231.89	CLEARED
8/5/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,136.77	CLEARED
8/5/2016	BANK-DRAFT	000001	NATIONWIDE RETIREMENT SOLUTION	1,025.00	CLEARED
8/19/2016	EFT	000002	STATE OF CALIFORNIA EDD	1,439.98	CLEARED
8/19/2016	BANK-DRAFT	000001	NATIONWIDE RETIREMENT SOLUTION	1,025.00	CLEARED
8/19/2016	BANK-DRAFT	000002	US DEPARTMENT OF THE TREASURY	4,519.64	CLEARED
8/23/2016	BANK-DRAFT		Trsf MM to Cash 95-2 pmt	(204,799.12)	CLEARED
8/30/2016	EFT	000003	US BANK Corporate Trust	204,799.12	CLEARED
8/30/2016	DEPOSIT	000001	corr roof repair wtr trsf	6,710.00	CLEARED
<b>TOTAL</b>				<b>43,788.28</b>	

<b>CHECK DATE</b>	<b>TYPE</b>	<b>CHECK NUMBER</b>	<b>NAME</b>	<b>CHECK AMOUNT</b>	<b>STATUS</b>
8/5/2016	CHECK	033930	ALPHA ANALYTICAL LABORATORIES	712.00	CLEARED
8/5/2016	CHECK	033931	BENNETT SOLUTIONS	361.10	CLEARED
8/5/2016	CHECK	033932	PACIFIC GAS & ELECTRIC COMPANY	29,679.91	CLEARED
8/5/2016	CHECK	033933	PATRICIA WILKINSON	70.20	CLEARED
8/5/2016	CHECK	033934	ROTO-ROOTER OF LAKE COUNTY	250.00	CLEARED
8/5/2016	CHECK	033935	SPECIAL DISTRICT RISK MANAGEME	308.72	CLEARED
8/5/2016	CHECK	033936	TELSTAR INSTRUMENTS, INC	1,710.00	CLEARED
8/5/2016	CHECK	033937	CALIFORNIA PUBLIC EMPLOYEES RE	4,411.36	CLEARED
8/5/2016	CHECK	033938	STATE OF CALIFORNIA EDDVOIDED	1,231.89	VOIDED
8/5/2016	CHECK	033939	SPECIAL DISTRICT RISK MANAGEME	27,771.21	CLEARED
8/12/2016	CHECK	033940	ACWA/JPIA	968.63	CLEARED
8/12/2016	CHECK	033941	ALPHA ANALYTICAL LABORATORIES	1,053.00	CLEARED
8/12/2016	CHECK	033942	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
8/12/2016	CHECK	033943	AT&T	473.37	CLEARED
8/12/2016	CHECK	033944	BADGER METER	30.00	CLEARED
8/12/2016	CHECK	033945	BENNETT SOLUTIONS	43.00	CLEARED
8/12/2016	CHECK	033946	CALIFORNIA RURAL WATER ASSOCIA	989.00	CLEARED
8/12/2016	CHECK	033947	CURTIS EDWARD'S ROOFING	1,740.00	CLEARED
8/12/2016	CHECK	033948	G. R. HARDESTER	90.65	CLEARED
8/12/2016	CHECK	033949	KIRK CLOYD	9,342.60	CLEARED
8/12/2016	CHECK	033950	LAKE COUNTY ELECTRIC SUPPLY	54.18	CLEARED
8/12/2016	CHECK	033951	LAKE COUNTY RECORD BEE	538.36	CLEARED
8/12/2016	CHECK	033952	MANIKANDA RAJA MD	175.00	CLEARED
8/12/2016	CHECK	033953	MICHELLE HAMILTON	1,200.00	CLEARED
8/12/2016	CHECK	033954	OFFICE DEPOT	129.58	CLEARED



CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
8/12/2016	CHECK	033955	PACE SUPPLY CORP	3,326.61	CLEARED
8/12/2016	CHECK	033956	REDFORD SERVICES	375.00	OUTSTND
8/12/2016	CHECK	033957	SOUTH LAKE REFUSE COMPANY	355.89	CLEARED
8/12/2016	CHECK	033958	SPECIAL DISTRICT RISK MANAGEME	23,602.80	CLEARED
8/12/2016	CHECK	033959	USA BLUE BOOK	483.02	CLEARED
8/19/2016	CHECK	033960	ALPHA ANALYTICAL LABORATORIES	501.00	CLEARED
8/19/2016	CHECK	033961	BOLD POLISNER MADDOW NELSON &	1,755.00	CLEARED
8/19/2016	CHECK	033962	COASTLAND CIVIL ENGINEERING, I	1,361.25	CLEARED
8/19/2016	CHECK	033963	DATAPROSE	2,780.28	CLEARED
8/19/2016	CHECK	033964	GARDENS BY JILLIAN	200.00	CLEARED
8/19/2016	CHECK	033965	KIRK CLOYD	189.93	CLEARED
8/19/2016	CHECK	033966	TYLER TECHNOLOGY	121.00	CLEARED
8/19/2016	CHECK	033967	USA BLUE BOOK	845.52	CLEARED
8/19/2016	CHECK	033968	VERIZON WIRELESS	638.49	CLEARED
8/19/2016	CHECK	033969	CALIFORNIA PUBLIC EMPLOYEES RE	4,661.81	CLEARED
8/19/2016	CHECK	033970	CONNORS, KATHLEEN	42.78	CLEARED
8/19/2016	CHECK	033971	COUSINS, DORLA	117.85	CLEARED
8/19/2016	CHECK	033972	GROSSI, THOMAS	16.36	OUTSTND
8/19/2016	CHECK	033973	KAMMERER, JAMES R	113.97	OUTSTND
8/19/2016	CHECK	033974	RUGGIO, MARCO	60.31	OUTSTND
8/19/2016	CHECK	033975	WATSON, JACOB	67.14	OUTSTND
8/26/2016	CHECK	033976	ALPHA ANALYTICAL LABORATORIES	1,427.00	CLEARED
8/26/2016	CHECK	033977	CARDMEMBER SERVICE	1,345.48	OUTSTND
8/26/2016	CHECK	033978	HACH COMPANY	685.98	CLEARED
8/26/2016	CHECK	033979	LINDA HERNDON	75.22	OUTSTND
8/26/2016	CHECK	033980	PACIFIC GAS & ELECTRIC COMPANY	14,731.51	CLEARED
8/26/2016	CHECK	033981	PENNY CUADRAS	155.52	CLEARED
8/26/2016	CHECK	033982	RICOH USA, INC.	414.76	OUTSTND
8/26/2016	CHECK	033983	U S POSTMASTER	196.00	OUTSTND
8/26/2016	CHECK	033984	WATER EDUCATION FOUNDATION	132.00	OUTSTND
8/26/2016	CHECK	033985	JOHSON-HAWKINS , CAT	79.62	OUTSTND
8/26/2016	CHECK	033986	NELSON, KRISTOPHER	78.22	OUTSTND
8/26/2016	CHECK	033987	RHINEHART, IAN	92.03	OUTSTND
<b>TOTAL</b>				<b>144,558.11</b>	

PAYROLL DATE	PAYROLL TYPE	PAYROLL NAME	PAYROLL AMOUNT	PAYROLL STATUS
8/5/2016	MISC.	PAYROLL DIRECT DEPOSIT	19,873.97	CLEARED
8/19/2016	MISC.	PAYROLL DIRECT DEPOSIT	22,316.21	CLEARED
<b>TOTAL</b>			<b>42,190.18</b>	

TOTAL BANK DRAFTS	43,788.28
TOTAL CHECKS	144,558.11
TOTAL MISC & PAYROLL	42,190.18
<b>TOTAL</b>	<b>230,536.57</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**August, 2016  
Financial Report**

REVENUE & EXPENSE **SEWER** REPORT  
8/1/2016-8/31/2016

<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>	1,066,000.00	103,044.40	208,361.84	857,638.16	20%

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	413,527.00	17,316.44	46,227.64	367,299.36	11%
ADMINISTRATION	344,461.00	36,402.39	50,798.79	293,662.21	15%
FIELD	359,371.50	23,027.04	33,361.00	326,010.50	9%
DIRECTORS	50,196.00	6,225.82	6,225.82	43,970.18	12%
<b>TOTAL</b>	<b>1,167,555.50</b>	<b>82,971.69</b>	<b>136,613.25</b>	<b>1,030,942.25</b>	<b>12%</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 INSPECTION FEES	500.00	100.00	100.00	400.00	20%
120-4040 RECORDING FEE		13.12	13.12		
120-4045 AVAILABILITY FEES	7,000.00	-	496.00	6,504.00	7%
120-4050 SALES OF RECLAIMED WATER	90,000.00	19,845.73	41,707.90	48,292.10	46%
120-4111 COMM SEWER USE	29,900.00	2,496.75	4,993.50	24,906.50	17%
120-4112 GOV'T SEWER USE	550.00	53.12	106.24	443.76	19%
120-4116 SEWER USE CHARGES	936,850.00	80,466.87	160,714.93	776,135.07	17%
120-4210 LATE FEE		61.88	123.76	(123.76)	
120-4300 MISC INCOME	1,000.00	3.25	7.17	992.83	1%
120-4310 OTHER INCOME		0	0	-	
120-4550 INTEREST INCOME	200.00	3.68	99.22	100.78	50%
<b>TOTAL</b>	<b>1,066,000.00</b>	<b>103,044.40</b>	<b>208,361.84</b>	<b>857,651.28</b>	<b>20%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	-	-	12,200.00	0%
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	1,746.78	1,746.78	12,191.22	13%
120-5-00-5040 ELECTION EXPENSE	4,800.00			4,800.00	0%
120-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	0	513.89	9,486.11	5%
120-5-00-5061 VEHICLE MAINT	7,500.00	43.72	142.91	7,357.09	2%
120-5-00-5062 TAXES & LIC	650.00	-	-	650.00	0%
120-5-00-5074 INSURANCE	14,000.00	-	-	14,000.00	0%
120-5-00-5075 BANK FEES	11,000.00	1,092.40	2,325.75	8,674.25	21%
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,300.00	0	80.6	4,219.40	2%
120-5-00-5092 POSTAGE & SHIPPING	5,350.00	98	98	5,252.00	2%
120-5-00-5110 CONTRACTUAL SERVICES		1,843.10	2,125.16	(2,125.16)	
120-5-00-5121 LEGAL SERVICES	10,000.00	877.5	1,215.00	8,785.00	12%
120-5-00-5122 ENGINEERING SERVICES	26,400.00	0	0	26,400.00	0%
120-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	309	309	1,191.00	21%
120-5-00-5126 AUDIT SERVICES	7,200.00	0	0	7,200.00	0%
120-5-00-5130 PRINTING & PUBLICATION	7,750.00	458.68	458.68	7,291.32	6%
120-5-00-5135 NEWSLETTER	500.00	0	0	500.00	0%
120-5-00-5145 EQUIPMENT RENTAL	6,700.00	0	0	6,700.00	0%
120-5-00-5148 OPERATING SUPPLIES	12,300.00	724.88	1,491.47	10,808.53	12%
120-5-00-5150 REPAIR & REPLACE	101,839.00	766.45	3,746.66	98,092.34	4%
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	197.5	3,797.50	4,202.50	47%

120-5-00-5156 CUSTODIAL SERVICES	9,600.00	1,200.00	1,200.00	8,400.00	13%
120-5-00-5157 SECURITY	500.00	0	0	500.00	0%
120-5-00-5160 SLUDGE DISPOSAL	19,000.00	0	16,125.00	2,875.00	85%
120-5-00-5191 TELEPHONE	7,300.00	555.94	1,321.27	5,978.73	18%
120-5-00-5192 ELECTRICITY	19,000.00	2,240.28	2,240.28	16,759.72	12%
120-5-00-5193 OTHER UTILITIES	2,600.00	177.95	177.95	2,422.05	7%
120-5-00-5194 IT SERVICES	26,100.00	0	0	26,100.00	0%
120-5-00-5195 ENV/MONITORING	34,000.00	3,308.00	5,427.00	28,573.00	16%
120-5-00-5196 RISK MANAGEMENT		1,361.25	1,361.25		
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	-	1,600.00	0%
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	-	-	1,500.00	0%
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	-	-	1,300.00	0%
120-5-00-5312 TOOLS - FIELD	1,000.00	-	-	1,000.00	0%
120-5-00-5315 SAFETY EQUIPMENT	1,900.00	315.01	323.49	1,576.51	17%
120-5-00-5545 RECORDING FEES	200.00	-	-	200.00	0%
120-5-00-5600 CONTINGENCY	22,000.00	-	-	22,000.00	0%
<b>TOTAL</b>	<b>413,527.00</b>	<b>17,316.44</b>	<b>46,227.64</b>	<b>368,660.61</b>	<b>11%</b>

<b>ADMINISTRATION</b>					
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-10-5010 SALARIES & WAGES	225,718.00	20,209.29	32,302.78	193,415.22	14%
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	13,528.09	13,834.84	58,012.16	19%
120-5-10-5021 RETIREMENT BENEFITS	39,384.00	2,344.55	4,184.78	35,199.22	11%
120-5-10-5063 CERTIFICATIONS		0	0	-	
120-5-10-5090 OFFICE SUPPLIES	3,827.00	94.99	171.42	3,655.58	4%
120-5-10-5170 TRAVEL MILEAGE	1,785.00	150.47	150.47	1,634.53	8%
120-5-10-5175 EDUCATION / SEMINARS	1,600.00	75	125	1,475.00	8%
120-5-10-5179 ADM MISC EXPENSES	300.00	0	29.5	270.50	10%
<b>TOTAL</b>	<b>344,461.00</b>	<b>36,402.39</b>	<b>50,798.79</b>	<b>293,662.21</b>	<b>15%</b>

<b>FIELD</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>
120-5-30-5010 SALARIES & WAGES	237,769.00	13,151.57	19,894.20	217,874.80	8%
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	8,252.52	8,970.93	62,748.07	13%
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	1,622.95	2,810.87	37,505.13	7%
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0	1,600.00	(100.00)	107%
120-5-30-5063 CERTIFICATIONS	727.50	0	0	727.50	0%
120-5-30-5090 OFFICE SUPPLIES	560.00	0	85	475.00	15%
120-5-30-5170 TRAVEL MILEAGE	380.00	0	0	380.00	0%
120-5-30-5175 EDUCATION / SEMINARS	6,400.00	0	0	6,400.00	0%
<b>TOTAL</b>	<b>359,371.50</b>	<b>23,027.04</b>	<b>33,361.00</b>	<b>326,010.50</b>	<b>9%</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	312.2	312.2		
120-5-40-5020 DIRECTOR BENEFITS	231.00	13.94	13.94		
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	5,899.68	5,899.68		
120-5-40-5170 TRAVEL MILEAGE	255.00	0	0		
120-5-40-5176 DIRECTOR TRAINING	250.00	-	-		
<b>TOTAL</b>	<b>50,196.00</b>	<b>6,225.82</b>	<b>6,225.82</b>	<b>-</b>	



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**August, 2016**

**Financial Report**

REVENUE & EXPENSE WATER REPORT

8/1/2016-8/31/2016

<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>	1,635,557.00	158,880.75	305,483.99	1,330,073.01	19%

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	680,694.00	30,122.01	39,813.99	640,880.01	6%
ADMINISTRATION	356,904.00	23,930.92	31,299.37	325,604.63	9%
FIELD	372,395.00	26,565.03	38,938.01	333,456.99	10%
DIRECTORS	50,946.00	6,248.24	6,248.24	44,697.76	12%
<b>TOTAL</b>	<b>1,460,939.00</b>	<b>86,866.20</b>	<b>116,299.61</b>	<b>1,344,639.39</b>	<b>8%</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	1,690.00	3,020.00	9,980.00	23%
130-4039 WATER METER INST	500.00	170	170	330.00	34%
130-4040 RECORDING FEE	100.00	13.14	13.14	86.86	13%
130-4045 AVAILABILITY FEES	20,000.00	0	2,054.00	17,946.00	10%
130-4110 COMM WATER USE	77,913.00	10,344.15	19,137.11	58,775.89	25%
130-4112 GOV'T WATER USE	5,194.00	398.77	700.51	4,493.49	13%
130-4115 WATER USE	1,491,050.00	143,464.46	273,602.97	1,217,447.03	18%
130-4210 LATE FEE	25,000.00	2,613.88	5,435.68	19,564.32	22%
130-4215 RETURNED CHECK FEE	1,000.00	50	100	900.00	10%
130-4300 MISC INCOME	1,500.00	133.25	1,181.92	318.08	79%
130-4310 OTHER INCOME		0	0	-	
130-4550 INTEREST INCOME	300.00	3.1	68.66	231.34	23%
<b>TOTAL REVENUES</b>	<b>1,635,557.00</b>	<b>158,880.75</b>	<b>305,483.99</b>	<b>1,330,073.01</b>	<b>19%</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	12,200.00	-	-	12,200.00	0%
130-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	1,746.82	-172.55	14,110.55	-1%
130-5-00-5040 ELECTION EXPENSE	4,800.00	0	0	4,800.00	0%
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	0	475.88	9,524.12	5%
130-5-00-5061 VEHICLE MAINTENANCE	7,500.00	26.34	34.82	7,465.18	0%
130-5-00-5062 TAXES & LIC	1,200.00	0	0	1,200.00	0%
130-5-00-5074 INSURANCE	14,000.00	0	0	14,000.00	0%
130-5-00-5075 BANK FEES	11,000.00	1,092.37	2,325.70	8,674.30	21%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	1,121.00	1,201.60	16,098.40	7%
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	98	98	5,252.00	2%
130-5-00-5110 CONTRACTUAL SERVICES		1,847.94	2,134.84	(2,134.84)	
130-5-00-5121 LEGAL SERVICES	10,000.00	877.5	1,215.00	8,785.00	12%
130-5-00-5122 ENGINEERING SERVICES	44,500.00	0	0	44,500.00	0%
130-5-00-5123 OTHER PROFESSIONAL SERVICES	1,500.00	59	59	1,441.00	4%
130-5-00-5124 WATER RIGHTS	85,056.00	0	0	85,056.00	0%

130-5-00-5126 AUDIT SERVICES	7,200.00	0	0	7,200.00	0%
130-5-00-5130 PRINTING & PUBLICATIONS	7,750.00	465.88	465.88	7,284.12	6%
130-5-00-5135 NEWSLETTER	1,100.00	0	0	1,100.00	0%
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	0	0	17,650.00	0%
130-5-00-5148 OPERATING SUPPLIES	1,400.00	0	0	1,400.00	0%
130-5-00-5150 REPAIR & REPLACE	160,000.00	4,064.55	8,444.41	151,555.59	5%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	197.5	3,797.50	4,602.50	45%
130-5-00-5156 CUSTODIAL SERVICES	9,600.00	0	0	9,600.00	0%
130-5-00-5157 SECURITY	450.00	0	0	450.00	0%
130-5-00-5191 TELEPHONE	8,000.00	555.92	1,321.24	6,678.76	17%
130-5-00-5192 ELECTRICITY	96,000.00	12,491.23	12,491.23	83,508.77	13%
130-5-00-5193 OTHER UTILITIES	2,200.00	177.94	177.94	2,022.06	8%
130-5-00-5194 IT SERVICES	21,800.00	0	0	21,800.00	0%
130-5-00-5195 ENV/MONITORING	21,600.00	385	770	20,830.00	4%
130-5-00-5198 ANNUAL OPERATING FEE	20,100.00	0	0	20,100.00	0%
130-5-00-5310 EQUIPMENT - FIELD	200.00	0	0	200.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0	0	1,000.00	0%
130-5-00-5312 TOOLS - FIELD	2,000.00	0	0	2,000.00	0%
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	315.02	323.5	1,376.50	19%
130-5-00-5505 WATER CONSERVATION	9,000.00	4,600.00	4,650.00	4,350.00	52%
130-5-00-5545 RECORDING FEES	200.00	-	-	200.00	0%
130-5-00-5600 CONTINGENCY	45,000.00	-	-	45,000.00	0%
<b>TOTAL</b>	<b>680,694.00</b>	<b>30,122.01</b>	<b>39,813.99</b>	<b>640,880.01</b>	<b>6%</b>

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,378.00	8,889.07	15,239.25	221,138.75	6%
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	13,204.98	13,350.20	58,796.80	19%
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	1,221.44	1,938.56	38,928.44	5%
130-5-10-5063 CERTIFICATIONS		0	0	-	
130-5-10-5090 OFFICE SUPPLIES	3,827.00	94.96	171.39	3,655.61	4%
130-5-10-5170 TRAVEL MILEAGE	1,785.00	150.47	150.47	1,634.53	8%
130-5-10-5175 EDUCATION / SEMINARS	1,600.00	370	420	1,180.00	26%
130-5-10-5179 ADM MISC EXPENSES	300.00	0	29.5	270.50	10%
<b>TOTAL</b>	<b>356,904.00</b>	<b>23,930.92</b>	<b>31,299.37</b>	<b>325,604.63</b>	<b>9%</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	16,370.17	24,746.19	223,989.81	10%
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	8,252.51	8,970.89	63,047.11	12%
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	1,942.35	3,435.94	38,397.06	8%
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0	1,700.00	(200.00)	113%
130-5-30-5063 CERTIFICATIONS	582.00	0	0	582.00	0%
130-5-30-5090 OFFICE SUPPLIES	686.00	0	84.99	601.01	12%
130-5-30-5170 TRAVEL MILEAGE	640.00	0	0	640.00	0%
130-5-30-5175 EDUCATION / SEMINARS	6,400.00	0	0	6,400.00	0%
<b>TOTAL</b>	<b>372,395.00</b>	<b>26,565.03</b>	<b>38,938.01</b>	<b>333,456.99</b>	<b>10%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	333.7	333.7		
130-5-40-5020 DIRECTOR BENEFITS	231.00	14.86	14.86		
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	5,899.68	5,899.68		
130-5-40-5170 TRAVEL MILEAGE	255.00	-	-		
130-5-40-5176 DIRECTOR TRAINING	1,000.00	-	-		
<b>TOTAL</b>	<b>50,946.00</b>	<b>6,248.24</b>	<b>6,248.24</b>	<b>-</b>	



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**August, 2016**

**FINANCIAL REPORT  
POOLED CASH**

AS OF August 31, 2016

<b>Beginning Balance</b>	<b>193,335.88</b>
<b>Cash Receipts</b>	
Deposit	268,917.49
Transfers	204,799.12
<b>Total Receipts</b>	<b>473,716.61</b>
<b>Cash Disbursements</b>	
Accounts Payable	386,173.17
Payroll	42,190.18
Bank Fees	2,184.77
<b>Total Disbursements</b>	<b>430,548.12</b>
<b>Ending Balance</b>	<b>236,504.37</b>

**TEMPORARY INVESTMENTS**

AS OF August 31, 2016

<b>Fund</b>		<b>LAIF</b>	<b>Money Mkt</b>	<b>Total</b>	<b>G/L Bal</b>
120	Sewer Operating Fund	67,331.53	41,625.51	108,957.04	108,957.03
130	Water Operating Fund	42,431.57	35,091.39	77,522.96	77,522.95
215	1995-2 Redemption	60,887.92	78,148.82	139,036.74	139,036.73
218	CIEDB Redemption	11,520.02	(34,496.97)	(22,976.95)	(22,976.95)
219	USDARUS Solar Loan (Sewer)	819.87	93,184.79	94,004.66	94,004.66
313	Wastewater Cap Fac Reserved	258,860.70	22,803.91	281,664.61	281,664.61
314	Wastewater Cap Fac Unrestricted	261,523.00	352,696.12	614,219.12	614,219.13
319	Solar Reserve	-	35,316.79	35,316.79	35,316.79
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,305.73	-	171,305.73	171,305.73
711	Bond Administration	27,170.50	14,428.24	41,598.74	41,598.75
<b>TOTAL</b>		<b>901,850.84</b>	<b>638,798.61</b>	<b>1,540,649.45</b>	<b>1,540,649.45</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**August, 2016**

**FINANCIAL REPORT**

**CAPITAL EXPENDITURES**

2016-2017 BUDGET

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	76,100	-
Complete Revised Sewer System Management Plan	9,000	-
Install Security Fencing at Lift Station 1 & 4	10,000	-
New Roof for Admin Building	40,000	6,710
Preliminary Design-Chlorine Disinfection Facility	45,006	-
WWTP Sand Filters	25,000	
Chlorine Tank Auto shut-off	32,000	
<b>Total</b>	<b>237,106</b>	<b>6,710.00</b>

<b>Water</b>		<b>Yr to Date Actual</b>
New Roof for Admin Building (not from Capital)		2,110
\$4,600 trsf from 5505 - Water Conservation, \$2,110 fr Operating		4,600

# MEMO

To: Board of Directors  
From: Trish Wilkinson  
Date: Aug 12, 2016  
RE: Senior Account Representative's Monthly Report

---

## **Monthly Billing July 29, 2016**

Billing resumed for Valley Fire victims  
July mailed statements: 2,170  
May electronic statements: 368

The statement "special message" notified customers of the FY 2016/17 and Drought Stage 2 rates in effect.

## **Delinquent Billing 07/20/2016**

Delinquent statements for June bills:  
Mailed statements: 451  
Electronic statements: 85

## **Courtesy Notification 08/9/2016**

Courtesy notices delivered to the customer's property for delinquent June bills: 141  
Electronic notices: 20

## **Phone Notification 08/10/2016**

Phone notifications: 87  
The phone notification was sent out around 10:30 am resulting in 50 payments received by the office staff during business hours.

## **Lock Offs 08/11/2016**

37 customers were in the lock off process at 5:00 pm on 08/10/2016.  
16 payments were made before service orders went out in the field at 9:00 am on 08/11/2016.  
A total of 21 customers were actually locked off for nonpayment.  
Throughout lock off day 12 payments were collected and meters unlocked.  
At the time of this report only 7 meters remain locked.





# Hidden Valley Lake Community Services District

## August 2016 Report

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Water Connections:		Sewer Connections:	
New (August)	0	New (August)	1
Residential (July)	2432	Residential (July)	1461
Commercial & Govt (July)	35	Commercial & Govt (July)	15
<b>Total (Aug) :</b>	<b>2467</b>		<b>1477</b>

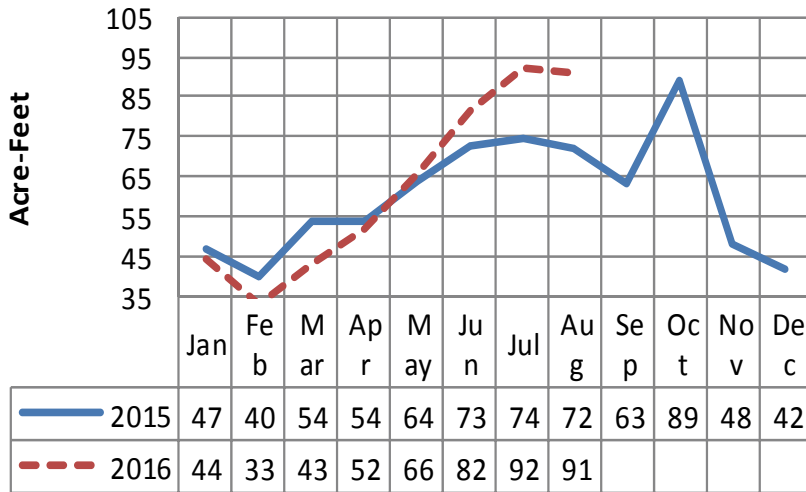
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.0	.0	.07

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	926.34	924.95	922.20
AG	929.29	927.20	922.38
TP Wells	952.61	950.61	951.54
Grange Rd	935.88	932.38	934.10
American Rock	968.98	967.81	968.97
Spyglass	963.16	962.95	962.61
Luchetti	921.19	918.61	920.36
18th T	940.44	939.44	939.64

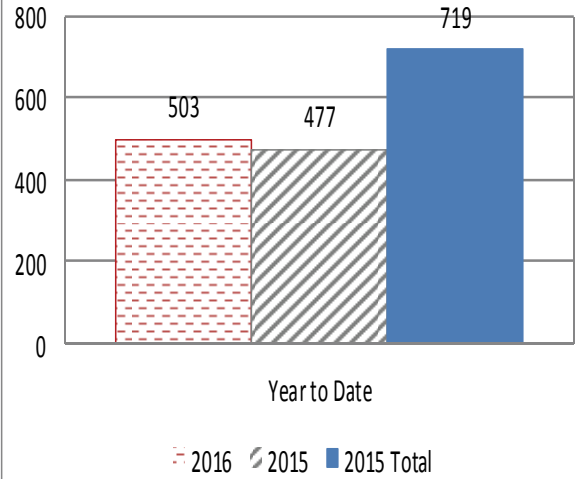
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
100	790	1424
<b>Overtime Hours</b>	<b>38.5</b>	<b>\$1,436.52</b>

# August 2016 Field Report

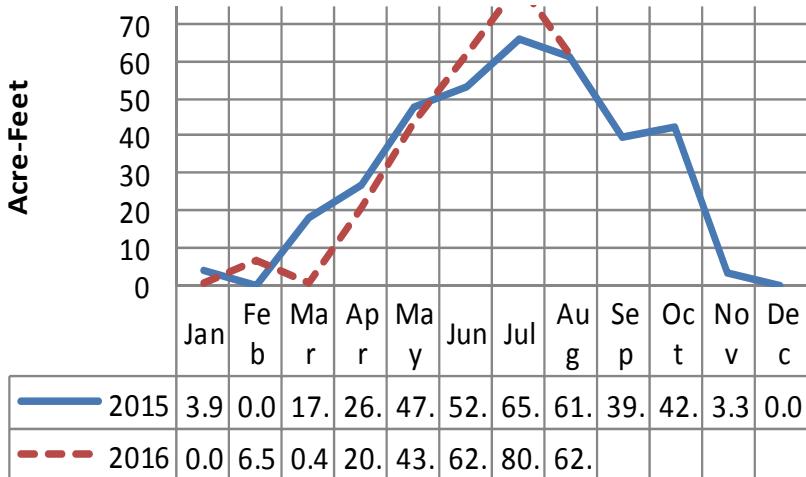
## HVLCSD Municipal Well Production



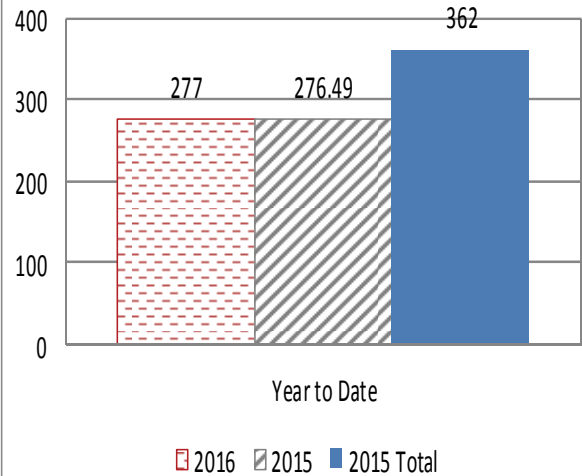
## HVLCSD Municipal Well Production



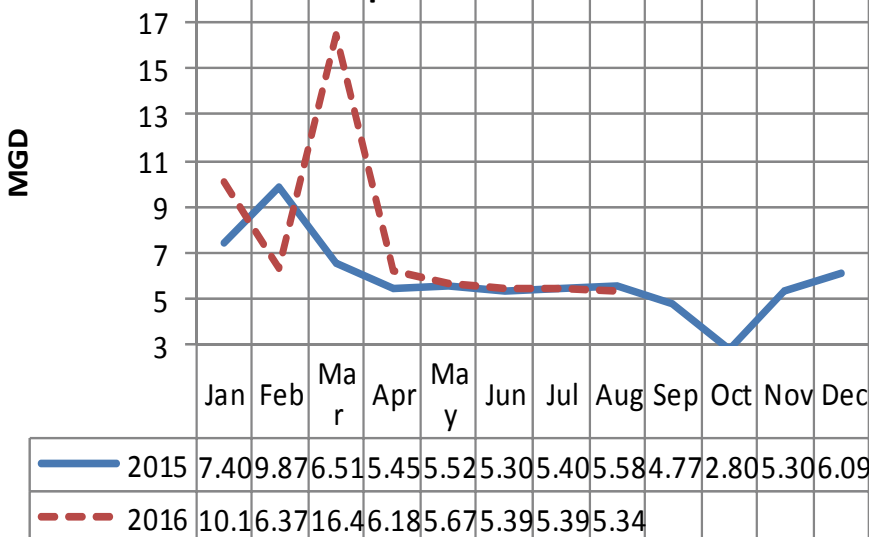
## HVLCSD Municipal Reclaimed Water Use



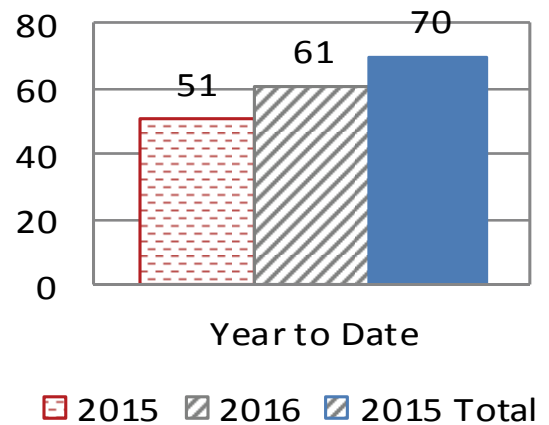
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# August 2016 Field Report

## Water Operations and Maintenance Highlights

- 8/9, 8/11 Courtesy notices, lock offs
- Leak repairs to Jade Ct
- Leak repairs to Fairway Pt
- Repairs to the 800 pumps
- Equipment repairs due to power fluctuations
- Routine operations and maintenance
- 8/29-8/30 Meter reads

## Wastewater Operations and Maintenance Highlights

- 8/9, 8/11 Courtesy notices, lock offs
- Repairs to flow meter on the 600 pump
- Sludge maintenance
- Repairs to LS7
- 8/29-8/30 Meter reads
- Routine operations and maintenance

## August 2016 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	Non-op
Truck 3	2886
Truck 4	40.3
Truck 6	474
Truck 7	754
Truck 8	1016
Dump Truck	75
Backhoe	3.79
Tractor	Non-op (scrap)
New Holland Tractor	43

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	90425.5	20135.7
Fuel Log	331.40	35.80
August Tank Level	364.13	429.35
July Tank Level	271.74	478.26

Vehicle Maintenance		
Vehicle	Type of activity	Time
Golf Carts	General diagnostics, hydraulic lines	12 hrs total
Backhoe	General diagnostics, hydraulic lines	12 hrs total
Blue Tractor	General diagnostics, hydraulic lines	12 hrs total
Truck 8	General diagnostics, hydraulic lines	12 hrs total



# Hidden Valley Lake Community Services District

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

## MEMO

To: Board of Directors  
From: Kirk Cloyd  
Date: September 20, 2016  
RE: General Manager's Monthly Report

---

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

### Water

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

The District has reviewed the meeting minutes and suggested action items related to the Cr6 "Kickoff Meeting" with Coastal Engineering. Once corrections are made, the District will move forward with data gathering and a draft report for the Regional Water Board.

#### **Moratorium**

Several property owners are talking with the State Water Resources Control Board to have the moratorium lifted from their properties along the creek. It is the property owner's belief that maps indicate they fall into the same category as those in Units 4 & 5. The District is providing support in the form of previous letters sent to the state.

Additionally, there is an owner of a northern lot in the HVLA that also owns a five acre parcel which abuts their HVLA lot. The five acres has an existing well on site. The owner of these properties has made a request to the Regional and State Water Boards to consider letting them build on the HVLA lot utilizing the water from the existing well. We will keep the Board apprised of the State's answer.

### Sanitary Sewer

#### **Solar**

With the confirmation that the District owns property on the north side of Putah Creek, staff will be working with PG&E to update records so this contiguous property can be used to wheel electrical power generated by the solar array to the sewer lift station and



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storm water pump station. This should further reduce the grid power consumption reducing the District's operational costs.

## **Human Resources**

The Personnel Committee met to gather additional data on the Wastewater Operator II/III Flex position and how this change may affect other positions.

## **Full-Charge Bookkeeper**

An independent interview panel comprised of the G.M. from Callayomi County Water District and the Deputy Financial Administrator for Lake County Special Districts unanimously selected Patricia Wilkinson (Trish), our Sr. Accounts Representative, for the Bookkeeper position. Trish is working toward obtaining her accounting certificate and has already attended three classes. Her first day as Bookkeeper is expected to be Sept. 23<sup>rd</sup>.

## **Accounts Representative**

With the vacancy created by the Sr. Accounts Representative's move to the Bookkeeper position, the District will fill the vacancy with an Accounts Representative. A job description and pay scale has been created at this time for this entry level position.

## **Staff**

Since the last Board meeting, field staff has been hit hard with medical absences. Three of the six field team members were out with the flu for multiple days and the Operations Lead was in a motorcycle accident. (He is recovering and back at work.) We lost many work-hours totaling several weeks which greatly impacted our productivity.

The District is researching staff shot records and to confirm the Hep. A/B series was offered to all field staff.

## **Facilities**

### **Administration Building**

The cabinets in one of the back offices were moved under the front counter to make room for a desk providing a work area for the new Bookkeeper.

The orig. architect of the administration building stopped by to let us know that there is a time capsule under the plaque next to the front door that is supposed to be opened 25 years after the building was built. 2017 will mark the 25<sup>th</sup> anniversary of this building. He will write a letter to the District which I will bring to the Board's attention so we can officially schedule a time to open the capsule.



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### **Vehicles & Equipment**

The breaks were repaired on Truck 4. It was taken in to have the bed liner sprayed and was detailed. Once Dennis reviews the completed work, the vehicle will be put into operation once again.

### **General Information**

Power fluctuations and sporadic Internet availability due to the Clayton Fire reduced staff's ability to complete certain scheduled tasks in a timely manner; including taking payments. Alternative and backup Internet systems are being reviewed.

### **Election Benchmarks**

Staff contacted the County Clerk's Office and confirmed that since no signed petitions were submitted, "write-ins" will not be accepted on the November ballot. Since the three current board members are running unopposed, their names will not appear on the November ballot and they will remain on the Board of Directors for another term. Congratulations!

### **Coyote Valley Elementary School**

I spoke with the school principle on several occasions regarding the Chrome 6 (Cr6) issues and the schools decision to shut off the drinking fountains at their facility. I gave the school principal and the school superintendent information which included a letter from the regional Water Quality Control Board stating that Hidden Valley Lake CSD meets ALL state and Federal water regulations; verbally, in e-mails and in a certified letter. It is believed that the school still chooses to use costly bottled water to provide drinking water for the students and staff.

### **Emergency Preparedness**

On September 12<sup>th</sup>, Lake County Community Development Director (Robert Massarelli) & the new OES Manager (Dale Carnathan) convened a meeting of all the county water systems manager's. We discuss disaster communication and coordination of efforts. The county suggested that all water agencies use the new employee I.D. badge format that HVLCSO is implementing with the correct emergency worker verbiage in order to pass through road closures during emergencies. Additional information and an example will be provided when available.

### **Wild Diamond Vineyards**

I attended the County Planning Commission meeting on this project and spoke suggesting the Final EIR contain a baseline monitoring report noting constituent levels for tributaries that lead to Hidden Valley Lake and water levels for surrounding wells. The project



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engineer contacted me to clarify these concepts. It is my hope they will be required by the County in the Final EIR.

### **LAFCO**

John Benoit, CEO of LAFCO met with me on September 20<sup>th</sup> to introduce himself; review the past MSR and discuss a new questionnaire they need completed to update the sphere of influence.

The District has begun updating and creating District documents and forms. The first completed document is the new Public Records Request Form. As these are finalized and converted to PDF format, they will be added to the web site for public access.



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

**DATE:** September 20, 2016

**AGENDA ITEM:** Approve Payment of Crazy Creek Development Cost Share

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**RECOMMENDATIONS:** Pay \$11,765.50 to Crazy Creek Development LLC. in accordance with District council findings.

**FINANCIAL IMPACT:**

Conser Land Surveying	\$3,896.25
Rosenthal Networks	\$500.00
GAW Van Male	\$7,369.25
Total	\$11,765.50

**BACKGROUND:** On July 1, 2015, The District entered into a contract (purchase and sale agreement) with Crazy Creek Development LLC to purchase a land parcel. The terms of this contact included pre-sale lot line adjustment activities (among other activities) that have been completed. As per the terms of the contract, the costs of these activities are to be shared by both parties unless one party chooses to dissolve the agreement prior to the final purchase. At such time, the party dissolving the agreement is obligated to reimburse the remaining parties for all out of pocket expenses leading up to that point. District council, Atty. Doug Coty, in light of the District’s choice to dissolve this contract, has recommended that we comply with these terms.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on Sept 20, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Secretary to the Board

Conser Land Surveying

150 Third Street  
 150 Third St.  
 Lakeport, Ca. 95453  
 Tel 707 263-5512

# Invoice

Date	Invoice #
6/3/2015	1439

**PAID**  
 08/07/2015

Bill To
Crazy Creek Development LLC 22255 Sheveland Rd Middletown, Ca. 95461

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Project surveyor: calculations	1.75	80.00	140.00
Two man GPS crew: tie in monuments	4.625	220.00	1,017.50
One man GPS crew: recon	2.75	125.00	343.75
Project surveyor: agency processing	0.5	80.00	40.00
Project surveyor: drafting of Lot Line Adjustment and writing of legal descriptions	6.75	80.00	540.00
Principal land surveyor: project management and review	0.5	110.00	55.00
Retainer	1	-1,150.00	-1,150.00
15-53 ----- billed on a Time and Materials basis per contract. Surveying services for A.P.N. 014-280-18 and 014-270-10. This invoice reflects 50% of the services billed with the other 50% billed to Hidden Valley Lake. Amended invoice to reflect the split w/Hidden Valley Lake.			

7/29/16  
 CLK # 1463

<b>Total</b>	\$986.25
<b>Payments/Credits</b>	\$-986.25
<b>Balance Due</b>	\$0.00

Conser Land Surveying

150 Third Street  
 150 Third St.  
 Lakeport, Ca. 95453  
 Tel 707 263-5512

# Invoice

Date	Invoice #
6/16/2015	1449

**PAID**  
 06/16/2015

Bill To
Crazy Creek Development LLC 22255 Sheveland Rd Middletown, Ca. 95461

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
MS retainer	1	1,150.00	1,150.00
<i>CHK # 1457 5/27/15</i>			

<b>Total</b>	\$1,150.00
<b>Payments/Credits</b>	\$-1,150.00
<b>Balance Due</b>	\$0.00

Conser Land Surveying

150 Third Street  
 150 Third St.  
 Lakeport, Ca. 95453  
 Tel 707 263-5512

# Invoice

Date	Invoice #
8/12/2015	1509

Bill To
Crazy Creek Development LLC 22255 Sheveland Rd Middletown, Ca. 95461

**PAID**  
 01/06/2016

*pd 12/20/15  
 CWK 1507*

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Project surveyor: drafting of Lot Line Adjustment and prepare legals	3	80.00	240.00
Project surveyor: discuss project w/client	0.25	80.00	20.00
Project surveyor: agency processing	1	80.00	80.00
Two man GPS survey crew: tie in monuments	2.25	220.00	495.00
One man survey crew: stake Lot Line Adjustment lines	2	120.00	240.00
Project: 15-53 ----- billed on a Time and Materials basis per contract. Surveying services for A.P.N. 014-280-18 and A.P.N. 014-270-10. This invoice reflects 50% of the services billed with the other 50% billed Hidden Valley lake Homeowner's Assoc.			

<b>Total</b>	\$1,075.00
<b>Payments/Credits</b>	\$-1,075.00
<b>Balance Due</b>	\$0.00

Conser Land Surveying

150 Third Street  
 150 Third St.  
 Lakeport, Ca. 95453  
 Tel 707 263-5512

**Invoice**

Date	Invoice #
2/12/2016	1726

<b>Bill To</b>
Crazy Creek Development LLC 22255 Sheveland Rd Middletown, Ca. 95461

4/21/16  
 685 -  
 CNK # 1520

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Project surveyor: Drafting of easement (50% of \$ 440.00)	5.5	40.00	220.00
Principle Land Surveyor: Principle Review (50% of \$110.00)	1	55.00	55.00
Project surveyor: Draft Easement Corrections (50% of \$40.00)	0.5	40.00	20.00
Project surveyor: Agency Processing (50% of \$60.00)	0.75	40.00	30.00
Project surveyor: Drafting of Lot Line Adjustment & Legal Exhibits (50% of \$ 240.00)	3	40.00	120.00
Project surveyor: Legal Descriptions/Deliver to County (50% of \$80.00)	1	40.00	40.00
Project surveyor: Drafting Record of Survey (50% of \$100.00)	1.25	40.00	50.00
Project surveyor: Drafting Easement Legals (50% of \$160.00)	2	40.00	80.00
 Project: 15-53 ----- A.P.N. 014-280-18 & A.P.N. 014-270-10 Billed on a Time & Materials basis per contract. This invoice reflects a progress billing.  This invoice reflects 50% of the services billed, with the other 50% billed to Hidden Valley Lake Homeowners Association.		0.00	0.00

<b>Total</b>	\$615.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$615.00

Conser Land Surveying

150 Third Street  
 150 Third St.  
 Lakeport, Ca. 95453  
 Tel 707 263-5512

# Invoice

Date	Invoice #
4/19/2016	1815

<b>Bill To</b>
Crazy Creek Development LLC 22255 Sheveland Rd Middletown, Ca. 95461

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Project surveyor: Preparation of Easement/ Easement Legals (50% of \$100.00)	1.25	40.00	50.00
Project surveyor: Research (50% of \$40.00)	0.5	40.00	20.00
Project: 15-53 ----- A.P.N. 014-280-80 & A.P.N. 014-270-10.  Billed on a Time & Materials basis per contract. This invoice reflects a progress billing.  This invoice reflects 50% of the services billed, with the other 50% billed to Hidden Valley Lake Homeowners Association			

<b>Total</b>	\$70.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$70.00



1000 Main Street, Suite 300, Napa, CA 94559  
(707) 252-9000  
www.gawvanmale.com  
Tax ID #47-3015704

4/30/2015  
Invoice # 591  
CRAZ2.011/WGS

Crazy Creek Development, LLC  
James Indrebo  
P. O. Box 575  
Middletown, CA 95461

Hidden Valley Lake CSD

Professional Fees	Hours	Amount
03/26/2015 TJW Telephone call with client re status of sales transaction, discussion of precise part of land to be sold, and issue with preliminary title report ordered by Buyer; review of parcel map received from client.	0.40	140.00
03/27/2015 TJW Draft email to District's counsel re client's map and confusion over the property description in the preliminary title report; telephone call from District's counsel re property description and pending survey of the subject property; follow-up email to the District on obligations to engage surveyor and obtain commitment for title insurance; draft email to client re communication with the District and timing of survey and due diligence period.	0.60	210.00
03/30/2015 TJW Conference with Mr. Smith re title report and fact that property to be sold is not a separate parcel but a portion of client's larger parcel, and discussion re likely need for a lot line adjustment; telephone calls (2) to title company re property description in title report; exchange communications with purchaser's counsel re likely need for lot line adjustment.	0.80	280.00
04/06/2015 TJW Draft communication to purchaser's counsel re status of transaction, discussion with title company, and the title company's recommendation that we consult with Lake County lot line consultant Jessica Rosenthal.	0.10	35.00
04/09/2015 TJW Draft further revisions to purchase and sale agreement; forward two versions of agreement and exchange emails with purchaser's counsel re the same.	0.40	140.00
04/13/2015 TJW Telephone call with lot line adjustment consultant Jessica Rosenthal re pending transaction, need for her services, and information about the parties, the parcel, and the surveyor chosen; draft email to client re surveyor; draft detailed email to Ms. Rosenthal re assignment and providing some preliminary information.	0.80	280.00



4/30/2015  
Invoice # 591  
CRAZZ.011/WGS

04/15/2015 TJW	Receipt of detailed emails from lot line adjustment consultant Jessica Rosenthal re further information needed for her analysis; draft email to client re final version of purchase and sale agreement.	0.40	140.00
04/16/2015 TJW	Telephone call from Lot Line Adjustment consultant, Jessica Rosenthal re choice of surveyor and discussion with county official on performing lot line adjustment for the District; exchange various emails with Ms. Rosenthal on further information she needs for her work; draft communication to the District's counsel on information needed of the District's parcel for lot line adjustment process; email to client re lot line consultant's input on surveyor to be used.	0.80	280.00
04/17/2015 TJW	Receipt of detailed email from the District's counsel with information requested by consultant, Ms. Rosenthal, and map purporting to depict the portion of client's land to be sold to the District.	0.20	70.00
04/21/2015 TJW	Draft two emails to Lot Line Adjustment consultant, Jessica Rosenthal with further details needed by her to open up her file; Draft email to client re written consent of members to remove Leona Boylan as signatory on bank account.	0.40	140.00
		Sub-total Fees:	<u>\$1,715.00</u>

Total Current Billing as of: 04/25/15	<u>\$1,715.00</u>
Previous Balance Due:	\$735.00
Total Payments:	\$0.00
Finance Charge:	\$0.00
<b>Total Now Due:</b>	<b><u>\$2,450.00</u></b>

Due upon receipt. Prompt payment of your account is appreciated.  
Finance charges of 7% per year are assessed on amounts over 30 days.





1411 Oliver Road, Suite 300, Fairfield, CA 94534  
 (707) 425-1250  
 www.gawvanmale.com  
 Tax ID #94-2649430

2/28/2015  
 Invoice # 201977  
 CRAZZ.011/WGS

Crazy Creek Development, LLC  
 James Indrebo  
 P. O. Box 575  
 Middletown, CA 95461

**PAID 2/26/16**

Hidden Valley Lake CSD

Professional Fees	Hours	Amount
01/14/2015 WGS Attention to HVCSD Purchase Agreement and interoffice conference re review; telephone call with Jim and Connie re Purchase Agreement.	0.75	393.75
01/15/2015 WGS Interoffice conference re recommended revisions to HVCSD Purchase Agreement.	0.80	420.00
01/15/2015 TJW Preliminary review of proposed purchase and sale of unimproved land; conference with Mr. Smith re issues identified in proposed agreement and suggested revisions; begin annotating document for client's review.	1.40	490.00
01/16/2015 TJW Further review of proposed purchase and sale agreement, and further preparation of annotations to the same for client's review.	1.40	490.00
01/22/2015 TJW Telephone call with client re: comments to purchaser's proposed purchase contract; begin drafting redlined revisions to contract.	2.00	700.00
01/23/2015 TJW Draft further redlined revisions to proposed purchase contract.	1.80	630.00
01/25/2015 WGS Review and comment on revisions to HVCSD Purchase Agreement.	0.15	78.75
01/26/2015 KRB Draft Written Consent of Members.	0.65	136.50
01/26/2015 WGS Review and comment on revisions to PSA.	0.40	210.00
01/26/2015 TJW Further preparation of redlined revisions to proposed purchase and sale agreement with HVLCS D.	0.80	280.00
01/27/2015 KRB Discussion with Mr. Smith re Written Consent of Members and current members; revise Written Consent per discussion with Mr. Smith.	0.40	84.00
01/27/2015 TJW Further preparation of redlined revisions to purchase and sale agreement with HVLCS D.	1.00	350.00
02/23/2015 TJW Preliminary review of the District's proposed further revisions to purchase agreement in response to our redlined revisions.	0.30	105.00



2/28/2015  
Invoice # 201977  
CRAZ2.011/WGS

02/25/2015 TJW	Conference call with client re the District's proposed revisions to the purchase and sale agreement; draft detailed communication to the District's counsel re proposed revisions and disagreement over a few terms; Call from District's counsel re response to proposed changes.	1.20	420.00
02/26/2015 WGS	Review comments to District Counsel re Agreement for Sale of Land.	0.25	131.25
		Sub-total Fees:	\$4,919.25

<b>Total Current Billing as of: 02/28/15</b>	<b>\$4,919.25</b>
Previous Balance Due:	\$0.00
Total Payments:	\$0.00
Finance Charge:	\$0.00
<b>Total Now Due:</b>	<b>\$4,919.25</b>

Due upon receipt. Prompt payment of your account is appreciated.  
Finance charges of 7% per year are assessed on amounts over 30 days.

**Rosenthal Networks**  
P.O. Box 1275  
Lakeport, CA 95453  
jr\_lotlines@yahoo.com  
707-245-6876

**Second Stage Invoice**  
Invoice # 5002  
July 28, 2015  
File: CCD & HVLCS  
Customer ID: 1335

**Fees for Consulting Work LLA**

**Rosenthal Networks' Retainer Fees for Consulting Services on a Lot Line Adjustment Project**

<b>Standard Consulting Fees for LLA</b>
\$400 per legal parcel-
\$50 document drawn
\$300-\$500 for lien holder work
\$400-\$600 if escrow or attorneys involved

<b>Estimated Fee Quote for this project: Crazy Creek Development, LLC Parcel</b>	<b>Estimated Fee Quote for this project: Hidden Valley Lake Comm. Ser. Parcel</b>
Consulting Fee Work (time/materials)...\$400	Consulting Fee Work (time/materials)..\$400
1 Grant Deed & PCOR drawn.....\$50	1 Grant Deed & PCOR drawn.....\$50
Lender package work for private lien...\$200	Lender package work.....(unknown)
Modification & Sub for Deed of Trust.\$50ea.	Modification to the Deed of Trust.....(n/a)
Consulting Work w/ escrow & attorney...\$300	Consulting Work w/ escrow & attorney... \$300
<b>Total Estimate: \$1000</b>	<b>Total Estimate: \$750</b>

\*\* The Above fees are re-stated as per contract.

<b>Fees Collected &amp; Amounts Due</b>	
Initial Fee paid by CCD	\$200.00paid
Stage 2 invoice- lender work Package	\$200.00
Modification& Par. Recon. document	\$50.00
and Sub of Trustee	\$50.00
<b>TOTAL Amount Due at this time:</b>	<b>\$300.00 DUE by CCD</b>

*Handwritten initials: RD*

**\*\*\*Please make Checks Payable to:  
Rosenthal Networks \*\*\*\***

*Liability is Limited to only those fees which have been received by consultant.*

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

**DATE:** September 20, 2016

**AGENDA ITEM:** Approve partial or full payment of outstanding Telstar Invoices

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**RECOMMENDATIONS:**

Pay this invoice

Invoice # 85433A for \$12,312.00 Engineering hours for Air Quality/County Permits, drafting of an enclosure for the wells and seismic engineering for a retaining wall. (This was additional work requested by the Interim G.M.)

Pay a portion of this invoice

Invoice #85434 for \$61,269.91 for Backup Generators for remote lift stations. This second invoice for generator work exceeded original total quote. It is recommended that HVLCSD pay \$38,388.88 which would pay the remaining agreed upon project amount quoted for the work completed.

Do not pay this invoice

Invoice # 85435 for \$6,540.84 Programming SCADA to monitor new Generator at Lift Station 7. Using the common person rule, it is not reasonable that HVLCSD would enter into an agreement to install an emergency generator and not be able to monitor it or be notified of an issue through the existing SCADA system.

Do not pay this invoice

Invoice # 85416 for \$8,095.06 for larger pads and fencing for Lift Station 7. Invoice VOIDED on Telstar Statement.

Do not pay this invoice

Invoice # 85968 for \$9,224.53 for mobilization and demobilization for all projects during the Valley Fire This should have been part of the initial cost as the work could not be completed without mobilization and demobilization.

Above invoices total \$97,442.34 and are over the Telstar quote by \$46,741.46

**FINANCIAL IMPACT:**

Pay \$38,388.88 to fulfill HVLCSD's obligation to the quoted amount plus \$12,312.00 for additional work requested in invoice # 85433A for a total of: \$50,700.88. This would bring the total expenditure for this project to \$293,842.00, which is below the board approved in the CIP (\$300,000.00).

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

**BACKGROUND:**

Telstar delivered a quote dated May 20, 2015. This quote covered generator installs on 6 lift stations and a rebuild of 1 lift station for a total of \$281,530.00. The 2015-2016 Capital Improvement Budget authorized these two projects for a total of \$300,000.00. By addressing these projects, The District had envisioned a significant reduction in risk of sewer overflow as well as a salary cost savings during power outages.

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<input type="checkbox"/>	APPROVED AS RECOMMENDED	<input type="checkbox"/>	OTHER (SEE BELOW)
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Modification to recommendation and/or other actions:

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I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on Sept. 20, 2016 by the following vote:

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

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