



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: November 20, 2012
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 of the Board of Directors meeting of the September 18, 2012, October 16, 2012 regular board meeting minutes and the October 16, 2012 Special Meeting Minutes.

(B) WARRANTS: Approval of the October 31, 2012 Warrants, warrant #030349-#030431 is recommended

- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Personnel Committee
 - Finance Committee
 - Security and Disaster Preparedness Program Committee
- 7) STAFF REPORTS (for information only, no action anticipated)
 - Accountant/Controller's Report
 - General Manager's Report
- 8) **DISCUSSION AND POSSIBLE ACTION**: Revision of Administrative Assistant/Secretary to the Board job description and title, and assignment of Secretary to the Board function to General Manager's job description
- 9) Revisions to HVLCSD Personnel Policy Manual
 - 9A) **DISCUSSION AND POSSIBLE ACTION**: Adoption of revised Jury Duty Leave policy
 - 9B) **DISCUSSION AND POSSIBLE ACTION**: Adoption of revised Time-Off to Vote policy
 - 9C) **DISCUSSION AND POSSIBLE ACTION**: Adoption of revised Employee Medical Benefit Alternate Coverage policy
 - 9D) **DISCUSSION AND POSSIBLE ACTION**: Adoption of revised Hours Worked and Overtime policy
- 10) **DISCUSSION AND POSSIBLE ACTION**: Ad hoc Policy Committee review of CSDA sample policy manual and Policy Committee recommendations regarding District polices



Hidden Valley Lake Community Services District

Regular Board Meeting

- 11) PUBLIC COMMENT
- 12) BOARD MEMBER COMMENT
- 13) CLOSED SESSION: Government Code Section 54957 (e) Public Employee
Title: General Manager Position
- 14) ADJOURNMENT (Next Regular Board Meeting: December 18, 2012)

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

Regular Board Meeting Minutes

DATE: September 18, 2012
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on September 18, 2012 at the hour of 7:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian and Herndon. Also present: Roland Sanford, Interim General Manager.

4) APPROVAL OF AGENDA:

Director Mirbegian moved, Director Graham seconded to approve the September 18, 2012 Agenda with the following change:

Move Agenda Item 14a ahead of Agenda Item 8.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

- A. MINUTES: Approval of the August 21, 27 and 29, 2012 Meeting Minutes
- B. WARRANTS: Approved warrant # 030183-030275.
- C. Approval of Revised HVLCSD Organizational Chart to reflect inclusion of "Hidden Valley Lake CSD Rate Payers"
- D. Approval to Submit HVLCSD Application to Join South Lake Fire Safe Council
- E. Approval of Resolution 2012-14 Authorizing Adoption of Anti-Harassment and Discrimination Policy

Director Freeman moved, Director Graham seconded to approve the Consent Calendar.

Motion approved by unanimous vote.

6) BOARD COMMITTEE REPORTS:

Personnel Committee – no report.

Finance Committee Report – Director Mirbegian reported the committee met on August 23, 2012 and reviewed the Investment Policy and opportunities to refinance District loans.

Security and Disaster Preparedness Program Committee Report – no report.

7) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet.

General Manager's Report:

Interim General Manager Roland Sanford reported on the status of the State Water Resources Control Board regarding Putah Creek Supplemental Stream Flow Cease and Desist Order, and noted that the District and the SWRCB were close to resolving the issue. He updated the Board on the Water Rights Petition for Change and reported that the petition will to be submitted to SWRCB before the holidays.

14) CLOSED SESSION:

- a) Government Code Section 54956.9(c) - Conference with Legal Counsel - Anticipated Litigation. Significant exposure to litigation against the District pursuant to subdivision (b) of Section 54956.9: (3 potential case)

The Board moved into Closed Session at 7:15 p.m. to conference with legal counsel in regards to potential litigation (3 potential cases). The Board came out of Closed Session at 8:16 pm.

Board President Herndon reported the Board unanimously voted to formally deny the claims filed by Tasha Klewe and Kathy Burns, both dated July 3, 2012, against the District.

8) DISCUSSION AND POSSIBLE ACTION: Salary range adjustment to the Administrative Assistant/Secretary to the Board position

Director Herndon introduced the agenda item and stated that pursuant to the recent Grand Jury report, the Board was obligated to adjust the salary scale for the Administrative Assistant/Secretary to the Board position as recommended by the May 30, 2012 CPS HR Consulting base salary study. She proposed that the salary scale be reduced by 32 percent, approximately 6 percent lower than the median base salary figure identified by CPS HR Consulting, to allow for future near-term cost of living increases while at the same time remaining in compliance with the Board's Compensation Policy.

Several members of the public expressed concerns regarding the May 30, 2012 CPS HR Consulting base salary study and the manner in which the Board was proposing to move forward with the salary reduction. One member of the public spoke in support of the proposed salary reduction. Following public comment, Director Mirbegian stated that it was the Board's duty to address excessive salaries, but also recommended that the salary reduction be limited to 25.7 percent (which is at "Step E" an annual salary reduction of \$24,635.20 from \$95,867.20 to \$71,232) as recommended in the May 30, 2012 CPS HR Consulting base salary study, rather than the 32 percent reduction proposed by Director Herndon.

On a motion made by Director Graham and second by Director Mirbegian the Board unanimously voted to reduce the salary of the Administrative Assistant/Secretary to the Board position by 25.7 percent, effective September 28, 2012.

9) ANNUAL WATER CONSERVATION T-SHIRT CONTEST

Interim General Manager Roland Sanford briefed the Board on the District's annual water conservation t-shirt contest for the students of Coyote Valley Elementary School and explained that the Board members would be selecting the 1st, 2nd and 3rd place winners from among the top entries, as identified by the school's Parent Teacher Organization. The top three contestants and

9) ANNUAL WATER CONSERVATION T-SHIRT CONTEST *Cont'd*

families will be invited to the October 16, 2012 Board meeting for a brief awards ceremony and photos with the Board.

10) DISCUSSION AND POSSIBLE ACTION: Appointment of the HVLCSD Representatives to ACWA JPIA Board of Directors

On a motion made by Director Freeman and second by Director Graham the Board unanimously voted to appoint Director Mirbegian as the District's representative to the ACWA JPIA Board of Directors, and Director Lieberman as the District's alternate representative to the ACWA JPIA Board of Directors.

11) DISCUSSION AND POSSIBLE ACTION: Development of Strategic Plan

Interim General Manager Roland Sanford introduced the strategic planning topic and stated that as a first step toward the development of a Strategic Plan the Board should consider what it hoped to achieve through strategic planning and the purpose of the Strategic Plan, the appropriate level of detail, and whether or not the plan should be prepared in-house or with consultant assistance. The Board discussed the questions posed by the Interim General Manager and directed staff to develop a schedule and work plan for preparing the Strategic Plan.

12) PUBLIC COMMENTS:

A property owner announced that the next meeting of the Putah Creek Stewardship group was scheduled for 7 pm on Wednesday, September 19th, at the Calpine visitor center.

13) BOARD MEMBER COMMENT:

There was none.

14) CLOSED SESSION:

- b) Government Code Section 54957 (e) Public Employee
Title: General Manager

The Board moved into closed session at 9:45 pm to discuss item 14b (General Manager position) and returned to open session at 10:03 pm.

Board President Herndon announced that there was no reportable action taken during closed session.

15) ADJOURNMENT: On a motion made by Director Freeman and second by Director Mirbegian the Board unanimously voted to adjourn the meeting at 10:05 pm.

Tami Ipsen Date
Secretary to the Board

Linda Herndon Date
President of the Board



Hidden Valley Lake Community Services District

Regular Board Meeting Minutes

DATE: October 16, 2012
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on October 16, 2012 at the hour of 7:00 p.m. by President Herndon, at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian and Herndon. Also present: Roland Sanford, Interim General Manager.

4) APPROVAL OF AGENDA:

Director Mirbegian moved, Director Lieberman seconded to approve the October 16, 2012 Agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

- A. MINUTES: Approval of the September 18, 2012 Meeting Minutes
- B. WARRANTS: Approval of warrant # 030276 - #030348 for \$215,159.14
- C. Approval of Resolution 2012-15 Authorizing Interim General Manager to Sign Checks

Consent Calendar Item A was removed to provide staff with the opportunity to review the tape recording of the September 18, 2012 board meeting and clarify the written minutes as appropriate. The revised September 18, 2012 board meeting minutes will be included in the November 20, 2012 board agenda for possible approval.

Director Mirbegian moved, Director Lieberman seconded to approve items B and C on the Consent Calendar.

Motion approved by unanimous vote.

6) ANNUAL WATER CONSERVATION T-SHIRT CONTEST AWARDS

On behalf of the District, Tami Ipsen presented award certificates to the following 5 poster contest finalists:

Alexandra Diaz – 1st Place
Madeline Hoskins – 2nd Place
Hollie Alberigi – 3rd Place
Isabella Dubois - Finalist
Grace Edwards - Finalist

The 1st Place poster by Alexandra Diaz will be reproduced on t-shirts to be worn at Coyote Valley Elementary School's Jog a Thon fundraiser event on October 19, 2012.

7) BOARD COMMITTEE REPORTS:

Personnel Committee – There was no report.

Finance Committee Report – Director Mirbegan reported on the October 26, 2012 Finance Committee meeting. The committee met with Bill Watson to review opportunities for refinancing District debt and the investment of the District's funds.

Security and Disaster Preparedness Program Committee Report – There was no report.

8) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet. Director Mirbegan requested that future Accountant/Controller reports include a summary of current revenue and expenses as well as projected revenue and expenses for the year. Director Mirbegan provided staff with a report template.

General Manager's Report:

Interim General Manager Roland Sanford that he had nothing to add to his written report, which was included in the Board packet.

9) DISCUSSION AND POSSIBLE ACTION: Resolution approving and adopting revised Investment Policy for fiscal year 2012-2013.

Director Freeman moved, Director Mirbegan seconded to approve Resolution 2012-16, a resolution adopting a revised Investment Policy for the Fiscal Year 2012-2013.

Resolution approved by unanimous vote.

10) DISCUSSION AND POSSIBLE ACTION: Recommended elements of an agreement between the HVLCSD and HVLA for construction and maintenance of a levee trail

Director Herndon directed staff to transmit the recommended elements of an agreement between HVLCSD and HVLA, as articulated in the agenda summary, to HVLA.

11) DISCUSSION AND POSSIBLE ACTION: CPS HR Consulting Service Agreement for base salary surveys

Director Mirbegan moved, Director Graham seconded to approve the CPS HR Consulting Agreement for base salary surveys.

Motion approved by unanimous vote.

12) DISCUSSION AND POSSIBLE ACTION: Documenting and Cataloging District Policies

Director Mirbegan provided a brief overview of the California Special District Association (CSDA) Sample Policy Handbook and recommended that the Board consider utilizing a similar format, and possibly adopt as District policies, many of the sample policies presented in the CSDA Sample Policy Handbook. Director Herndon appointed an "Ad Hoc" Committee consisting of Directors Mirbegan and Lieberman as committee members. The committee will review CSDA's Sample Policy Handbook and more specifically, identify those CSDA sample policies that the Board may want to consider adopting as District policies.

13) PUBLIC COMMENTS:

Community member asked if whether the base salary information that will be produced by CPS HR Consulting will be posted on the District's website. Director Herndon reported it would be on the District's website either as a separate item or as part of a board meeting packet.

14) BOARD MEMBER COMMENT:

There were none.

15) CLOSED SESSION: Government Code Section 54957 (e) Public Employee
Title: General Manager Position

The Board went into Closed Session at 8:25 p.m. and came back into Open Session at 9:55 p.m. Director Herndon stated there was no reportable action taken.

16) ADJOURNMENT: The meeting was adjourned at 10:05 p.m. by unanimous vote.

Tami Ipsen Date
Secretary to the Board

Linda Herndon Date
President of the Board



Hidden Valley Lake Community Services District

Special Meeting

DATE: October 16, 2012
TIME: 6:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on October 16, 2012 at the hour of 6:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegan, and Herndon.

4) APPROVAL OF AGENDA:

Director Mirbegan moved, Director Graham seconded to approve the October 16, 2012 Special Meeting agenda.

Motion approved by unanimous vote.

5) CLOSED SESSION:

- a) Government Code Section 54957 (e) Public Employee
Title: General Manager

The Board went into Closed Session at 6:05 p.m. and came into Open Session at 6:53 p.m. Director Herndon stated there was no reportable action taken.

6) PUBLIC COMMENTS

There were no public comments.

7) ADJOURNMENT:

The meeting was adjourned at 6:55 p.m. by unanimous vote.

Linda Herndon, President of the Board Date

Tami Ipsen Administrative Assistant/Secretary to the Board Date

**Hidden Valley Lake CSD
Warrant Summary Report
October 31, 2012**

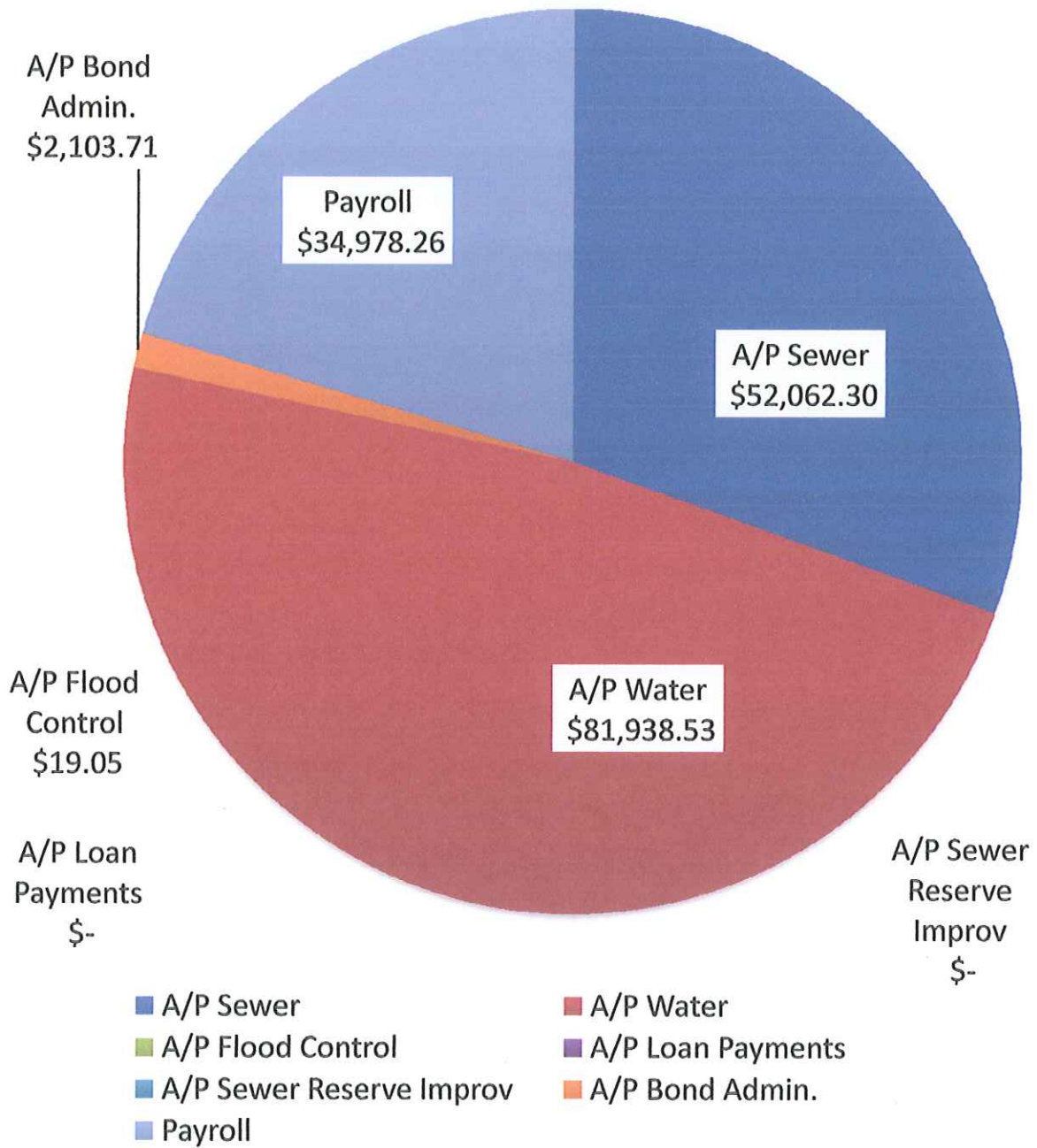
HVLCSD Deposit Summary

Cash	\$	149,928.49
Transfers:		
Money Market	\$	-
Total Deposits	\$	149,928.49

HVLCSD Expenditure Summary

Accounts Payable		
120 - Sewer	\$	52,062.30
130 - Water	\$	81,938.53
140 - Flood Control	\$	19.05
175 - FEMA Fund	\$	-
215 - USDA Sewer Bond	\$	-
217 - State Loan	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	2,103.71
Total AP	\$	136,123.59
Payroll	\$	34,978.26
Total Warrants	\$	171,101.85

**Hidden Valley Lake CSD
Warrants
October 31, 2012
\$171,102**



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

CHECK DATE: 10/01/2012 THRU 10/31/2012
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	10/05/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3,584.72CR	CLEARED	A	10/05/2012
1010	10/19/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,294.72CR	CLEARED	A	10/19/2012
1010	10/19/2012	BANK-DRAFT	000001	US DEPARTMENT OF THE TREASURY	26.60CR	CLEARED	A	10/19/2012
CHECK:								
1010	10/05/2012	CHECK	030349	WHITE, DENNIS E	987.54CR	CLEARED	P	10/10/2012
1010	10/05/2012	CHECK	030350	ARMED FORCE PEST CONTROL, INC.	180.00CR	CLEARED	A	10/09/2012
1010	10/05/2012	CHECK	030351	BRELJE AND RACE LABS, INC.	974.20CR	CLEARED	A	10/12/2012
1010	10/05/2012	CHECK	030352	C J S RANCH SUPPLY & APPAREL	257.13CR	CLEARED	A	10/09/2012
1010	10/05/2012	CHECK	030353	CNH CAPITAL	709.35CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030354	CUMMINS WEST INC.	2,775.86CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030355	EEL RIVER FUELS, INC.	884.46CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030356	HERTZ EQUIPMENT RENTAL	892.34CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030357	LAKE COUNTY COURIER EXPRESS, L	1,441.90CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030358	PARKSON CORPORATION	2,310.06CR	CLEARED	A	10/09/2012
1010	10/05/2012	CHECK	030359	TELESTAR INSTRUMENTS, INC	1,992.13CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030360	XYLEM WATER SOLUTIONS U.S.A.,	1,096.00CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030361	ELLISON, SCHNEIDER & HARRIS L.	9,757.84CR	CLEARED	A	11/06/2012
1010	10/05/2012	CHECK	030362	FEDERAL EXPRESS CORPORATION	18.15CR	CLEARED	A	10/15/2012
1010	10/05/2012	CHECK	030363	GHD	960.50CR	CLEARED	A	10/12/2012
1010	10/05/2012	CHECK	030364	KAREN JENSEN	73.26CR	CLEARED	A	10/05/2012
1010	10/05/2012	CHECK	030365	LAKE COUNTY TAX COLLECTOR	995.42CR	CLEARED	A	10/12/2012
1010	10/05/2012	CHECK	030366	VOID CHECK	0.00	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030367	VOID CHECK	0.00	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030368	VOID CHECK	0.00	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030369	VOID CHECK	0.00	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030370	MEDIACOM	75.90CR	CLEARED	A	10/11/2012
1010	10/05/2012	CHECK	030371	NBS GOVERNMENT FINANCE GROUP	2,103.71CR	CLEARED	A	10/12/2012
1010	10/05/2012	CHECK	030372	OFFICE DEPOT	68.59CR	CLEARED	A	10/10/2012
1010	10/05/2012	CHECK	030373	ROBERT & MERGE WARNER	150.00CR	CLEARED	A	10/15/2012
1010	10/05/2012	CHECK	030374	HUGHES, DAVID	104.78CR	CLEARED	A	10/12/2012
1010	10/05/2012	CHECK	030375	HART, SCOTT K	203.53CR	CLEARED	A	10/11/2012
1010	10/05/2012	CHECK	030376	CALIFORNIA PUBLIC EMPLOYEES RE	5,945.42CR	CLEARED	A	10/15/2012
1010	10/05/2012	CHECK	030377	STATE OF CALIFORNIA EMPLOYMENT	969.32CR	CLEARED	A	10/09/2012
1010	10/05/2012	CHECK	030378	VARIABLE ANNUITY LIFE INSURANC	150.00CR	CLEARED	A	10/10/2012
1010	10/12/2012	CHECK	030379	PRENDERGAST, LIAM	21.17CR	CLEARED	A	10/17/2012
1010	10/12/2012	CHECK	030380	MIKE PODLECK - AQUATIC ECOLOGI	240.00CR	CLEARED	A	10/17/2012
1010	10/12/2012	CHECK	030381	AT&T	1,124.82CR	CLEARED	A	10/17/2012
1010	10/12/2012	CHECK	030382	CLEARLAKE MACHINE SHOP, INC	274.77CR	CLEARED	A	10/22/2012
1010	10/12/2012	CHECK	030383	HARDESTER'S MARKETS & HARDWARE	55.11CR	CLEARED	A	10/17/2012
1010	10/12/2012	CHECK	030384	LAKE LABS	2,340.00CR	CLEARED	A	10/23/2012
1010	10/12/2012	CHECK	030385	MENDO MILL CLEARLAKE	37.24CR	CLEARED	A	10/17/2012
1010	10/12/2012	CHECK	030386	PUBLIC SERVICE DEPARTMENT	11.57CR	CLEARED	A	10/18/2012
1010	10/12/2012	CHECK	030387	RICOH AMERICAS CORPORATION	46.63CR	CLEARED	A	10/18/2012

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

CHECK DATE: 10/01/2012 THRU 10/31/2012
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	10/12/2012	CHECK	030388	ACWA/JPIA	697.31CR	CLEARED	A	10/16/2012
1010	10/12/2012	CHECK	030389	ADVANCED COMMUNICATIONS SYSTEM	264.00CR	CLEARED	A	10/18/2012
1010	10/12/2012	CHECK	030390	CALIFORNIA SPECIAL DISTRICTS A	69.00CR	CLEARED	A	10/19/2012
1010	10/12/2012	CHECK	030391	CHASE CARD SERVICES UNITED MIL	4,263.89CR	CLEARED	A	10/18/2012
1010	10/12/2012	CHECK	030392	DON & BARBARA BAXLEY	150.00CR	CLEARED	A	10/16/2012
1010	10/12/2012	CHECK	030393	FREEDOM MECHANICAL ENTERPRISES	350.00CR	CLEARED	A	10/15/2012
1010	10/12/2012	CHECK	030394	OFFICE DEPOT	55.74CR	CLEARED	A	10/17/2012
1010	10/12/2012	CHECK	030395	RICOH AMERICAS CORPORATION	1,165.33CR	CLEARED	A	10/18/2012
1010	10/12/2012	CHECK	030396	SOUTH LAKE REFUSE COMPANY	158.07CR	CLEARED	A	10/15/2012
1010	10/12/2012	CHECK	030397	SPECIAL DISTRICT RISK MANAGEME	19,941.69CR	CLEARED	A	10/17/2012
1010	10/12/2012	CHECK	030398	WAGNER & BONSIGNORE	5,523.94CR	CLEARED	A	10/22/2012
1010	10/19/2012	CHECK	030399	WHITE, DENNIS E	2,251.94CR	CLEARED	P	10/19/2012
1010	10/19/2012	CHECK	030400	CSG SYSTEMS	1,297.02CR	CLEARED	A	10/23/2012
1010	10/19/2012	CHECK	030401	DAVID NEFT	100.00CR	CLEARED	A	10/22/2012
1010	10/19/2012	CHECK	030402	GOVERNMENT STAFFING SERVICES,	14,318.40CR	CLEARED	A	10/24/2012
1010	10/19/2012	CHECK	030403	ITRON	947.00CR	CLEARED	A	10/23/2012
1010	10/19/2012	CHECK	030404	MERRILL, ARNONE & JONES, LLP	3,276.00CR	CLEARED	A	10/24/2012
1010	10/19/2012	CHECK	030405	MICHELLE HAMILTON	550.00CR	CLEARED	A	10/24/2012
1010	10/19/2012	CHECK	030406	OFFICE DEPOT	262.37CR	CLEARED	A	10/24/2012
1010	10/19/2012	CHECK	030407	PRIMUS	100.09CR	CLEARED	A	10/23/2012
1010	10/19/2012	CHECK	030408	PRIMUS TELECOMMUNICATIONS, INC	8.76CR	CLEARED	A	10/24/2012
1010	10/19/2012	CHECK	030409	REDFORD SERVICES	1,025.00CR	CLEARED	A	10/30/2012
1010	10/19/2012	CHECK	030410	TYLER TECHNOLOGY	4,314.48CR	CLEARED	A	10/22/2012
1010	10/19/2012	CHECK	030411	ANALYTICAL SCIENCES	1,609.50CR	CLEARED	A	10/24/2012
1010	10/19/2012	CHECK	030412	VERIZON WIRELESS	639.43CR	CLEARED	A	10/25/2012
1010	10/19/2012	CHECK	030413	CALIFORNIA PUBLIC EMPLOYEES RE	5,747.35CR	CLEARED	A	10/24/2012
1010	10/19/2012	CHECK	030414	STATE OF CALIFORNIA EMPLOYMENT	1,265.84CR	CLEARED	A	10/22/2012
1010	10/19/2012	CHECK	030415	VARIABLE ANNUITY LIFE INSURANC	150.00CR	CLEARED	A	10/23/2012
1010	10/26/2012	CHECK	030416	CALIFORNIA SPECIAL DISTRICTS A	4,576.00CR	CLEARED	A	11/05/2012
1010	10/26/2012	CHECK	030417	COYOTE VALLEY PTO	1,500.00CR	OUTSTND	A	0/00/0000
1010	10/26/2012	CHECK	030418	KAREN JENSEN	15.00CR	CLEARED	A	11/05/2012
1010	10/26/2012	CHECK	030419	OFFICE DEPOT	18.01CR	CLEARED	A	11/01/2012
1010	10/26/2012	CHECK	030420	PAUL SILVA	12.00CR	OUTSTND	A	0/00/0000
1010	10/26/2012	CHECK	030421	RICOH AMERICAS CORPORATION	12.33CR	CLEARED	A	11/01/2012
1010	10/26/2012	CHECK	030422	STATE WATER RESOURCES CONTROL	8,000.00CR	OUTSTND	A	0/00/0000
1010	10/26/2012	CHECK	030423	TAMI IPSEN	20.00CR	CLEARED	A	10/30/2012
1010	10/26/2012	CHECK	030424	TASHA KLEWE	40.00CR	CLEARED	A	11/02/2012
1010	10/26/2012	CHECK	030425	BOB WESCOTT'S AUTO & TRUCK PAR	324.00CR	CLEARED	A	10/30/2012
1010	10/26/2012	CHECK	030426	EEL RIVER FUELS, INC.	1,433.36CR	CLEARED	A	10/30/2012
1010	10/26/2012	CHECK	030427	HERTZ EQUIPMENT RENTAL	861.24CR	CLEARED	A	11/01/2012
1010	10/26/2012	CHECK	030428	PACE SUPPLY CORP	2,810.00CR	CLEARED	A	10/31/2012
1010	10/26/2012	CHECK	030429	PIVNISKA TRUCKING, LLC	980.00CR	CLEARED	A	10/30/2012
1010	10/26/2012	CHECK	030430	HANSTEN, ROBERT/DORO	90.22CR	CLEARED	A	10/31/2012
1010	10/26/2012	CHECK	030431	WRIGHT, ROBERT	34.02CR	OUTSTND	A	0/00/0000

DEPOSIT:

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

CHECK DATE: 10/01/2012 THRU 10/31/2012
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	10/01/2012	DEPOSIT		CREDIT CARD 10/01/2012	1,967.80	CLEARED	C	10/02/2012
1010	10/01/2012	DEPOSIT	000001	CREDIT CARD 10/01/2012	2,587.63	CLEARED	C	10/04/2012
1010	10/01/2012	DEPOSIT	000002	REGULAR DAILY POST 10/01/2012	38,767.52	CLEARED	C	10/02/2012
1010	10/01/2012	DEPOSIT	000003	CREDIT CARD 10/01/2012	382.94	CLEARED	C	10/04/2012
1010	10/02/2012	DEPOSIT		CREDIT CARD 10/02/2012	81.69	CLEARED	C	10/05/2012
1010	10/02/2012	DEPOSIT	000001	CREDIT CARD 10/02/2012	1,439.39	CLEARED	C	10/05/2012
1010	10/02/2012	DEPOSIT	000002	REGULAR DAILY POST 10/02/2012	3,287.41	CLEARED	C	10/03/2012
1010	10/03/2012	DEPOSIT		CREDIT CARD 10/03/2012	373.19	CLEARED	C	10/05/2012
1010	10/03/2012	DEPOSIT	000001	CREDIT CARD 10/03/2012	250.85	CLEARED	C	10/09/2012
1010	10/03/2012	DEPOSIT	000002	CREDIT CARD 10/03/2012	187.57	CLEARED	C	10/09/2012
1010	10/03/2012	DEPOSIT	000003	REGULAR DAILY POST 10/03/2012	1,013.59	CLEARED	C	10/04/2012
1010	10/03/2012	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	174.62CR	CLEARED	U	10/03/2012
1010	10/04/2012	DEPOSIT		CREDIT CARD 10/04/2012	81.69	CLEARED	C	10/09/2012
1010	10/04/2012	DEPOSIT	000001	CREDIT CARD 10/04/2012	343.70	CLEARED	C	10/10/2012
1010	10/04/2012	DEPOSIT	000002	CREDIT CARD 10/04/2012	695.29	CLEARED	C	10/10/2012
1010	10/04/2012	DEPOSIT	000003	REGULAR DAILY POST 10/04/2012	1,480.39	CLEARED	C	10/05/2012
1010	10/05/2012	DEPOSIT		CREDIT CARD 10/05/2012	81.69	CLEARED	C	10/10/2012
1010	10/05/2012	DEPOSIT	000001	CREDIT CARD 10/05/2012	823.28	CLEARED	C	10/10/2012
1010	10/05/2012	DEPOSIT	000002	REGULAR DAILY POST 10/05/2012	2,558.35	CLEARED	C	10/09/2012
1010	10/05/2012	DEPOSIT	000003	CREDIT CARD 10/05/2012	558.64	CLEARED	C	10/10/2012
1010	10/08/2012	DEPOSIT		CREDIT CARD 10/08/2012	414.18	CLEARED	C	10/10/2012
1010	10/08/2012	DEPOSIT	000001	CREDIT CARD 10/08/2012	431.60	CLEARED	C	10/11/2012
1010	10/08/2012	DEPOSIT	000002	CREDIT CARD 10/08/2012	1,543.07	CLEARED	C	10/11/2012
1010	10/08/2012	DEPOSIT	000003	REGULAR DAILY POST 10/08/2012	2,376.46	CLEARED	C	10/09/2012
1010	10/09/2012	DEPOSIT		CREDIT CARD 10/09/2012	484.41	CLEARED	C	10/12/2012
1010	10/09/2012	DEPOSIT	000001	CREDIT CARD 10/09/2012	217.45	CLEARED	C	10/12/2012
1010	10/09/2012	DEPOSIT	000002	REGULAR DAILY POST 10/09/2012	2,750.42	CLEARED	C	10/10/2012
1010	10/10/2012	DEPOSIT		CREDIT CARD 10/10/2012	163.38	CLEARED	C	10/15/2012
1010	10/10/2012	DEPOSIT	000001	CREDIT CARD 10/10/2012	1,618.46	CLEARED	C	10/15/2012
1010	10/10/2012	DEPOSIT	000002	REGULAR DAILY POST 10/10/2012	1,088.23	CLEARED	C	10/11/2012
1010	10/11/2012	DEPOSIT		CREDIT CARD 10/11/2012	81.69	CLEARED	C	10/16/2012
1010	10/11/2012	DEPOSIT	000001	CREDIT CARD 10/11/2012	412.11	CLEARED	C	10/16/2012
1010	10/11/2012	DEPOSIT	000002	REGULAR DAILY POST 10/11/2012	2,864.69	CLEARED	C	10/12/2012
1010	10/12/2012	DEPOSIT		CREDIT CARD 10/12/2012	192.09	CLEARED	C	10/16/2012
1010	10/12/2012	DEPOSIT	000001	CREDIT CARD 10/12/2012	255.13	CLEARED	C	10/16/2012
1010	10/12/2012	DEPOSIT	000002	CREDIT CARD 10/12/2012	2,927.92	CLEARED	C	10/16/2012
1010	10/12/2012	DEPOSIT	000003	REGULAR DAILY POST 10/12/2012	3,376.22	CLEARED	C	10/15/2012
1010	10/12/2012	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	74.26CR	CLEARED	U	10/12/2012
1010	10/15/2012	DEPOSIT		CREDIT CARD 10/15/2012	1,643.69	CLEARED	C	10/18/2012
1010	10/15/2012	DEPOSIT	000001	CREDIT CARD 10/15/2012	1,074.36	CLEARED	C	10/17/2012
1010	10/15/2012	DEPOSIT	000002	CREDIT CARD 10/15/2012	6,230.82	CLEARED	C	10/18/2012
1010	10/15/2012	DEPOSIT	000003	REGULAR DAILY POST 10/15/2012	15,916.71	CLEARED	C	10/16/2012
1010	10/16/2012	DEPOSIT		CREDIT CARD 10/16/2012	257.96	CLEARED	C	10/22/2012
1010	10/16/2012	DEPOSIT	000001	CREDIT CARD 10/16/2012	81.69	CLEARED	C	10/22/2012

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

CHECK DATE: 10/01/2012 THRU 10/31/2012
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	10/16/2012	DEPOSIT	000002	CREDIT CARD 10/16/2012	4,425.29	CLEARED	C	10/19/2012
1010	10/16/2012	DEPOSIT	000003	REGULAR DAILY POST 10/16/2012	9,685.90	CLEARED	C	10/17/2012
1010	10/17/2012	DEPOSIT		CREDIT CARD 10/17/2012	255.23	CLEARED	C	10/22/2012
1010	10/17/2012	DEPOSIT	000001	CREDIT CARD 10/17/2012	1,941.74	CLEARED	C	10/22/2012
1010	10/17/2012	DEPOSIT	000002	REGULAR DAILY POST 10/17/2012	5,965.94	CLEARED	C	10/18/2012
1010	10/18/2012	DEPOSIT		REGULAR DAILY POST 10/18/2012	741.46	CLEARED	C	10/19/2012
1010	10/19/2012	DEPOSIT		CREDIT CARD 10/19/2012	126.02	CLEARED	C	10/23/2012
1010	10/19/2012	DEPOSIT	000001	CREDIT CARD 10/19/2012	407.22	CLEARED	C	10/23/2012
1010	10/19/2012	DEPOSIT	000002	REGULAR DAILY POST 10/19/2012	284.79	CLEARED	C	10/22/2012
1010	10/22/2012	DEPOSIT		CREDIT CARD 10/22/2012	192.09	CLEARED	C	10/25/2012
1010	10/22/2012	DEPOSIT	000001	REGULAR DAILY POST 10/22/2012	18,426.39	CLEARED	C	10/23/2012
1010	10/22/2012	DEPOSIT	000002	DAILY PAYMENT POSTING - ADJ	419.00CR	CLEARED	U	10/22/2012
1010	10/23/2012	DEPOSIT		CREDIT CARD 10/23/2012	69.54	CLEARED	C	10/26/2012
1010	10/23/2012	DEPOSIT	000001	REGULAR DAILY POST 10/23/2012	171.81	CLEARED	C	10/24/2012
1010	10/24/2012	DEPOSIT		CREDIT CARD 10/24/2012	507.97	CLEARED	C	10/29/2012
1010	10/24/2012	DEPOSIT	000001	REGULAR DAILY POST 10/24/2012	323.86	CLEARED	C	10/25/2012
1010	10/25/2012	DEPOSIT		REGULAR DAILY POST 10/25/2012	151.79	CLEARED	C	10/26/2012
1010	10/26/2012	DEPOSIT		CREDIT CARD 10/26/2012	87.31	CLEARED	C	10/30/2012
1010	10/26/2012	DEPOSIT	000001	REGULAR DAILY POST 10/26/2012	120.04	CLEARED	C	10/29/2012
1010	10/29/2012	DEPOSIT		CREDIT CARD 10/29/2012	112.28	CLEARED	C	11/01/2012
1010	10/29/2012	DEPOSIT	000001	REGULAR DAILY POST 10/29/2012	1,416.35	CLEARED	C	10/30/2012
1010	10/31/2012	DEPOSIT		REGULAR DAILY POST 10/31/2012	1,177.22	CLEARED	C	10/31/2012
1010	10/31/2012	DEPOSIT	000001	CREDIT CARD 10/31/2012	23.79	CLEARED	C	11/02/2012
1010	10/31/2012	DEPOSIT	000002	CREDIT CARD 10/31/2012	447.45	CLEARED	C	11/05/2012
1010	10/31/2012	DEPOSIT	000003	REGULAR DAILY POST 10/31/2012	169.54	CLEARED	C	11/01/2012
MISCELLANEOUS:								
1010	10/05/2012	MISC.		PAYROLL DIRECT DEPOSIT	15,713.71CR	CLEARED	P	10/05/2012
1010	10/16/2012	MISC.		PAYROLL DIRECT DEPOSIT	188.70CR	CLEARED	P	10/16/2012
1010	10/19/2012	MISC.		PAYROLL DIRECT DEPOSIT	15,836.37CR	CLEARED	P	10/19/2012
SERVICE CHARGE:								
1010	10/15/2012	SERV-CHG		September 2012 ETS Fees	287.83CR	CLEARED	G	10/02/2012
1010	10/15/2012	SERV-CHG	000001	September 2012 ETS Fees	129.00CR	CLEARED	G	10/02/2012
1010	10/15/2012	SERV-CHG	000002	September 2012 ETS Fees	473.95CR	CLEARED	G	10/02/2012
1010	10/15/2012	SERV-CHG	000003	September 2012 Analysis	304.36CR	CLEARED	G	10/15/2012
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	131,457.03CR		
				DEPOSIT	TOTAL:	149,928.49		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	31,738.78CR		
				SERVICE CHARGE	TOTAL:	1,195.14CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	7,906.04CR		

11/08/2012 11:26 AM

CHECK RECONCILIATION REGISTER

PAGE: 5

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

CHECK DATE: 10/01/2012 THRU 10/31/2012
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT --DATE-- --TYPE-- NUMBER -----DESCRIPTION----- ---AMOUNT--- STATUS FOLIO CLEAR DATE

TOTALS FOR POOLED CASH FUND

CHECK TOTAL: 131,457.03CR
DEPOSIT TOTAL: 149,928.49
INTEREST TOTAL: 0.00
MISCELLANEOUS TOTAL: 31,738.78CR
SERVICE CHARGE TOTAL: 1,195.14CR
EFT TOTAL: 0.00
BANK-DRAFT TOTAL: 7,906.04CR

ACCOUNTS PAYABLE
DISBURSEMENT REPORT

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-1722	US DEPARTMENT OF THE TREA	000000	7,906.04	N	120 2091	FIT PAYABLE	2,959.78
					120 2093	SOCIAL SECURITY PAYABL	82.67
					120 2094	MEDICARE PAYABLE	348.77
					120 5-10-5010	SALARIES & WAGES	234.23
					120 5-20-5010	SALARIES & WAGES	42.41
					120 5-30-5010	SALARIES & WAGES	187.30
					120 5-40-5010	DIRECTORS COMPENSATION	6.88
					130 2091	FIT PAYABLE	3,297.90
					130 2093	SOCIAL SECURITY PAYABL	4.62
					130 2094	MEDICARE PAYABLE	367.34
					130 5-10-5010	SALARIES & WAGES	90.53
					130 5-20-5010	SALARIES & WAGES	51.85
					130 5-30-5010	SALARIES & WAGES	223.34
					130 5-40-5010	DIRECTORS COMPENSATION	8.42
01-2283	ARMED FORCE PEST CONTROL,	030350	180.00	N	120 5-00-5155	MAINT BLDG & GROUNDS	90.00
					130 5-00-5155	MAINT BLDG & GROUNDS	90.00
01-47	BRELJE AND RACE LABS, INC	030351	974.20	N	120 5-00-5195	ENV/MONITORING	974.20
01-2133	C J S RANCH SUPPLY & APPA	030352	257.13	N	120 5-30-5020	EMPLOYEE BENEFITS	127.28
					130 5-30-5020	EMPLOYEE BENEFITS	128.57
					140 5-30-5020	EMPLOYEE BENEFITS	1.28
01-2431	CNH CAPITAL	030353	709.35	N	120 5-00-5061	VEHICLE MAINT	354.68
					130 5-00-5061	VEHICLE MAINT	354.67
01-1619	CUMMINS WEST INC.	030354	2,775.86	N	130 5-00-5061	VEHICLE MAINT	2,775.86
01-112	EEL RIVER FUELS, INC.	030355	884.46	N	120 5-00-5060	GASOLINE, OIL & FUEL	442.23
					130 5-00-5060	GASOLINE, OIL & FUEL	442.23
01-1920	HERTZ EQUIPMENT RENTAL	030356	892.34	Y	130 5-00-5145	EQUIPMENT RENTAL	892.34
01-2743	LAKE COUNTY COURIER EXPRE	030357	1,441.90	N	120 5-00-5110	CONTRACTUAL SERVICES	1,441.90
01-1122	PARKSON CORPORATION	030358	2,310.06	N	120 5-00-5150	REPAIR & REPLACE	2,310.06
01-2195	TELESTAR INSTRUMENTS, INC	030359	1,992.13	N	130 5-00-5150	REPAIR & REPLACE	1,992.13
01-2802	XYLEM WATER SOLUTIONS U.S	030360	1,096.00	N	120 1286	FIELD EQUIPMENT	1,096.00
01-2663	ELLISON, SCHNEIDER & HARR	030361	9,757.84	N	130 5-00-5124	WATER RIGHTS	9,757.84
01-1155	FEDERAL EXPRESS CORPORATI	030362	18.15	N	120 5-00-5092	POSTAGE & SHIPPING	9.08
					130 5-00-5092	POSTAGE & SHIPPING	9.07
01-2788	GHD	030363	960.50	N	130 5-00-5122	ENGINEERING SERVICES	960.50
01-2302	KAREN JENSEN	030364	73.26	N	120 5-20-5170	TRAVEL MILEAGE	13.74
					130 5-20-5170	TRAVEL MILEAGE	59.52
01-2620	LAKE COUNTY TAX COLLECTOR	030365	995.42	N	120 5-00-5062	TAXES & LIC	362.97
					130 5-00-5062	TAXES & LIC	632.45

ACCOUNTS PAYABLE
 DISBURSEMENT REPORT

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-1392	MEDIACOM	030370	75.90	N	120 5-00-5110	CONTRACTUAL SERVICES	36.44
					130 5-00-5110	CONTRACTUAL SERVICES	39.46
01-19	NBS GOVERNMENT FINANCE GR	030371	2,103.71	N	711 5-00-5110	CONTRACTUAL SERVICES	2,103.71
01-2684	OFFICE DEPOT	030372	68.59	N	120 5-10-5090	OFFICE SUPPLIES	31.29
					120 5-30-5090	OFFICE SUPPLIES	3.00
					130 5-10-5090	OFFICE SUPPLIES	31.30
					130 5-30-5090	OFFICE SUPPLIES	3.00
01-1	MISCELLANEOUS VENDOR	030373	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-1	MISCELLANEOUS VENDOR	030374	104.78		130 1052	ACCTS REC WATER USE	104.78
01-1	MISCELLANEOUS VENDOR	030375	203.53		130 1052	ACCTS REC WATER USE	203.53
01-21	CALIFORNIA PUBLIC EMPLOYE	030376	5,945.42	N	120 2088	SURVIVOR BENEFITS - PE	5.25
					120 2090	PERS PAYABLE	1,090.45
					120 5-10-5021	RETIREMENT EXPENSES	612.52
					120 5-20-5021	RETIREMENT EXPENSES	259.57
					120 5-30-5021	RETIREMENT EXPENSES	1,162.52
					130 2088	SURVIVOR BENEFITS - PE	4.98
					130 2090	PERS PAYABLE	1,008.93
					130 5-10-5021	RETIREMENT EXPENSES	612.51
					130 5-20-5021	RETIREMENT EXPENSES	317.25
					130 5-30-5021	RETIREMENT EXPENSES	871.44
01-11	STATE OF CALIFORNIA EMPLO	030377	969.32	N	120 2092	CIT PAYBLE	405.61
					120 2095	S D I PAYABLE	129.31
					130 2092	CIT PAYABLE	329.45
					130 2095	S D I PAYABLE	104.95
01-1530	VARIABLE ANNUITY LIFE INS	030378	150.00	N	120 2099	DEFERRED COMP - PLAN 4	64.10
					130 2099	DEFERRED COMP - PLAN 4	85.90
01-1	MISCELLANEOUS VENDOR	030379	21.17		130 1052	ACCTS REC WATER USE	21.17
01-2732	MIKE PODLECK - AQUATIC EC	030380	240.00	Y	130 5-00-5123	OTHER PROFESSIONAL SER	240.00
01-8	AT&T	030381	1,124.82	N	120 5-00-5191	TELEPHONE	562.41
					130 5-00-5191	TELEPHONE	562.41
01-64	CLEARLAKE MACHINE SHOP, I	030382	274.77	N	130 5-00-5150	REPAIR & REPLACE	274.77
01-2538	HARDESTER'S MARKETS & HAR	030383	55.11	N	120 5-00-5061	VEHICLE MAINT	25.18
					120 5-00-5148	OPERATING SUPPLIES	3.95
					130 5-00-5061	VEHICLE MAINT	25.17
					130 5-00-5148	OPERATING SUPPLIES	0.81
01-129	LAKE LABS	030384	2,340.00	Y	120 5-00-5195	ENV/MONITORING	1,260.00
					130 5-00-5195	ENV/MONITORING	1,080.00
01-2541	MENDO MILL CLEARLAKE	030385	37.24	N	120 5-00-5061	VEHICLE MAINT	18.62
					130 5-00-5061	VEHICLE MAINT	18.62

ACCOUNTS PAYABLE
DISBURSEMENT REPORT

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-2667	PUBLIC SERVICE DEPARTMENT	030386	11.57	N	120 5-00-5155	MAINT BLDG & GROUNDS	5.79
					130 5-00-5155	MAINT BLDG & GROUNDS	5.78
01-2638	RICOH AMERICAS CORPORATIO	030387	46.63	N	120 5-30-5090	OFFICE SUPPLIES	23.32
					130 5-30-5090	OFFICE SUPPLIES	23.31
01-1961	ACWA/JPIA	030388	697.31	N	120 5-00-5020	EMPLOYEE BENEFITS	293.70
					130 5-00-5020	EMPLOYEE BENEFITS	403.61
01-27	ADVANCED COMMUNICATIONS S	030389	264.00	N	120 5-00-5110	CONTRACTUAL SERVICES	132.00
					130 5-00-5110	CONTRACTUAL SERVICES	132.00
01-1086	CALIFORNIA SPECIAL DISTRI	030390	69.00	N	120 5-10-5175	EDUCATION / SEMINARS	34.50
					130 5-10-5175	EDUCATION / SEMINARS	34.50
01-2197	CHASE CARD SERVICES UNITE	030391	4,263.89	N	120 5-00-5090	OFFICE SUPPLIES	9.95
					120 5-00-5179	ADM MISC EXPENSE	41.62
					120 5-10-5090	OFFICE SUPPLIES	194.83
					120 5-30-5175	EDUCATION / SEMINARS	3,099.73
					130 5-00-5090	OFFICE SUPPLIES	9.95
					130 5-00-5148	OPERATING SUPPLIES	12.76
					130 5-00-5179	ADM MISC EXPENSE	41.61
					130 5-00-5505	WATER CONSERVATION	658.62
					130 5-10-5090	OFFICE SUPPLIES	194.82
					01-1	MISCELLANEOUS VENDOR	030392
01-2763	FREEDOM MECHANICAL ENTERP	030393	350.00	N	120 5-00-5150	REPAIR & REPLACE	156.80
					130 5-00-5150	REPAIR & REPLACE	192.15
					140 5-00-5150	REPAIRS & MAINTENANCE	1.05
01-2684	OFFICE DEPOT	030394	55.74	N	120 5-10-5090	OFFICE SUPPLIES	27.87
					130 5-10-5090	OFFICE SUPPLIES	27.87
01-2638	RICOH AMERICAS CORPORATIO	030395	1,165.33	N	120 5-10-5090	OFFICE SUPPLIES	582.66
					130 5-10-5090	OFFICE SUPPLIES	582.67
01-1579	SOUTH LAKE REFUSE COMPANY	030396	158.07	Y	120 5-00-5155	MAINT BLDG & GROUNDS	78.56
					130 5-00-5155	MAINT BLDG & GROUNDS	78.56
					140 5-00-5155	MAINT BLDG & GROUNDS	0.95
01-1705	SPECIAL DISTRICT RISK MAN	030397	19,941.69	N	120 5-00-5025	RETIREE HEALTH BENEFIT	1,113.90
					120 5-10-5020	EMPLOYEE BENEFITS	747.78
					120 5-20-5020	EMPLOYEE BENEFITS	1,322.99
					120 5-30-5020	EMPLOYEE BENEFITS	2,933.58
					120 5-40-5020	EMPLOYEE BENEFITS	2,789.60
					130 5-00-5025	RETIREE HEALTH BENEFIT	1,113.90
					130 5-10-5020	EMPLOYEE BENEFITS	1,063.10
					130 5-20-5020	EMPLOYEE BENEFITS	1,880.87
					130 5-30-5020	EMPLOYEE BENEFITS	4,170.60
					130 5-40-5020	EMPLOYEE BENEFITS	2,789.60
					140 5-10-5020	EMPLOYEE BENEFITS	2.35
					140 5-20-5020	EMPLOYEE BENEFITS	4.17
					140 5-30-5020	EMPLOYEE BENEFITS	9.25

ACCOUNTS PAYABLE
DISBURSEMENT REPORT

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	G/L 1099	ACCT NO#	G/L NAME	G/L AMOUNT
01-1659	WAGNER & BONSIGNORE	030398	5,523.94	N	130 5-00-5123	OTHER PROFESSIONAL SER	5,523.94
01-2111	CSG SYSTEMS	030400	1,297.02	N	120 5-00-5110 130 5-00-5110	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	622.56 674.46
01-1	MISCELLANEOUS VENDOR	030401	100.00	N	120 5-00-5179 130 5-00-5179	ADM MISC EXPENSE ADM MISC EXPENSE	50.00 50.00
01-2797	GOVERNMENT STAFFING SERVI	030402	14,318.40	N	120 5-00-5123 130 5-00-5123	OTHER PROFESSIONAL SER OTHER PROFESSIONAL SER	7,159.20 7,159.20
01-2067	ITRON	030403	947.00	N	130 5-00-5110	CONTRACTUAL SERVICES	947.00
01-2754	MERRILL, ARNONE & JONES,	030404	3,276.00	Y	120 5-00-5121 130 5-00-5121	LEGAL SERVICES LEGAL SERVICES	1,638.00 1,638.00
01-2699	MICHELLE HAMILTON	030405	550.00	Y	120 5-00-5110 130 5-00-5110	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	264.00 286.00
01-2684	OFFICE DEPOT	030406	262.37	N	120 5-10-5090 130 5-10-5090	OFFICE SUPPLIES OFFICE SUPPLIES	131.18 131.19
01-1982	PRIMUS	030407	100.09	N	120 5-00-5191 130 5-00-5191	TELEPHONE TELEPHONE	50.04 50.05
01-2543	PRIMUS TELECOMMUNICATIONS	030408	8.76	N	120 5-00-5191 130 5-00-5191	TELEPHONE TELEPHONE	4.38 4.38
01-2700	REDFORD SERVICES	030409	1,025.00	Y	120 5-00-5110 130 5-00-5110	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	492.00 533.00
01-2585	TYLER TECHNOLOGY	030410	4,314.48	N	120 5-00-5110 130 5-00-5110	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	2,070.95 2,243.53
01-2101	ANALYTICAL SCIENCES	030411	1,609.50	Y	120 5-00-5195	ENV/MONITORING	1,609.50
01-2598	VERIZON WIRELESS	030412	639.43	N	120 5-00-5191 130 5-00-5191	TELEPHONE TELEPHONE	319.72 319.71
01-21	CALIFORNIA PUBLIC EMPLOYE	030413	5,747.35	N	120 2088 120 2090 120 5-10-5021 120 5-20-5021 120 5-30-5021 130 2088 130 2090 130 5-10-5021 130 5-20-5021 130 5-30-5021	SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT EXPENSES RETIREMENT EXPENSES RETIREMENT EXPENSES SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT EXPENSES RETIREMENT EXPENSES RETIREMENT EXPENSES	4.35 925.31 509.29 273.24 875.62 5.88 1,113.67 509.28 333.94 1,196.77
01-11	STATE OF CALIFORNIA EMPLO	030414	1,265.84	N	120 2092 120 2095 130 2092 130 2095	CIT PAYBLE S D I PAYABLE CIT PAYABLE S D I PAYABLE	379.08 110.33 629.16 147.27

ACCOUNTS PAYABLE
DISBURSEMENT REPORT

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

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	G/L 1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1530	VARIABLE ANNUITY LIFE INS	030415	150.00	N	120 2099	DEFERRED COMP - PLAN 4	24.61
					130 2099	DEFERRED COMP - PLAN 4	125.39
01-1086	CALIFORNIA SPECIAL DISTRI	030416	4,576.00	N	120 5-00-5080	MEMBERSHIP & SUBSCRIPT	2,288.00
					130 5-00-5080	MEMBERSHIP & SUBSCRIPT	2,288.00
01-1	MISCELLANEOUS VENDOR	030417	1,500.00	N	130 5-00-5505	WATER CONSERVATION	1,500.00
01-2302	KAREN JENSEN	030418	15.00	N	120 5-00-5075	BANK FEES	7.50
					130 5-00-5075	BANK FEES	7.50
01-2684	OFFICE DEPOT	030419	18.01	N	120 5-10-5090	OFFICE SUPPLIES	9.01
					130 5-10-5090	OFFICE SUPPLIES	9.00
01-2703	PAUL SILVA	030420	12.00	N	120 5-00-5075	BANK FEES	6.00
					130 5-00-5075	BANK FEES	6.00
01-2638	RICOH AMERICAS CORPORATIO	030421	12.33	N	120 5-10-5090	OFFICE SUPPLIES	6.17
					130 5-10-5090	OFFICE SUPPLIES	6.16
01-2805	STATE WATER RESOURCES CON	030422	8,000.00	N	130 5-00-5122	ENGINEERING SERVICES	8,000.00
01-1652	TAMI IPSEN	030423	20.00	N	120 5-00-5075	BANK FEES	10.00
					130 5-00-5075	BANK FEES	10.00
01-2734	TASHA KLEWE	030424	40.00	N	120 5-00-5075	BANK FEES	20.00
					130 5-00-5075	BANK FEES	20.00
01-2681	BOB WESCOTT'S AUTO & TRUC	030425	324.00	N	120 5-00-5061	VEHICLE MAINT	162.00
					130 5-00-5061	VEHICLE MAINT	162.00
01-112	EEL RIVER FUELS, INC.	030426	1,433.36	N	120 5-00-5060	GASOLINE, OIL & FUEL	716.68
					130 5-00-5060	GASOLINE, OIL & FUEL	716.68
01-1920	HERTZ EQUIPMENT RENTAL	030427	861.24	Y	130 5-00-5145	EQUIPMENT RENTAL	861.24
01-2702	PACE SUPPLY CORP	030428	2,810.00	N	130 5-00-5150	REPAIR & REPLACE	2,810.00
01-1	MISCELLANEOUS VENDOR	030429	980.00	N	120 5-00-5160	SLUDGE DISPOSAL	980.00
01-1	MISCELLANEOUS VENDOR	030430	90.22		130 1052	ACCTS REC WATER USE	90.22
01-1	MISCELLANEOUS VENDOR	030431	34.02		130 1052	ACCTS REC WATER USE	34.02
	1099 ELIGIBLE	9	10,952.15				
	1099 EXEMPT	69	<u>125,171.44</u>				
***	REPORT TOTALS ***	78	136,123.59				

A C C O U N T S P A Y A B L E
D I S B U R S E M E N T R E P O R T

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 1286	FIELD EQUIPMENT	1,096.00
120 2088	SURVIVOR BENEFITS - PERS 4TH L	9.60
120 2090	PERS PAYABLE	2,015.76
120 2091	FIT PAYABLE	2,959.78
120 2092	CIT PAYBLE	784.69
120 2093	SOCIAL SECURITY PAYABLE	82.67
120 2094	MEDICARE PAYABLE	348.77
120 2095	S D I PAYABLE	239.64
120 2099	DEFERRED COMP - PLAN 457 PAY	88.71
120 5-00-5020	EMPLOYEE BENEFITS	293.70
120 5-00-5025	RETIREE HEALTH BENEFITS	1,113.90
120 5-00-5060	GASOLINE, OIL & FUEL	1,158.91
120 5-00-5061	VEHICLE MAINT	560.48
120 5-00-5062	TAXES & LIC	362.97
120 5-00-5075	BANK FEES	43.50
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	2,288.00
120 5-00-5090	OFFICE SUPPLIES	9.95
120 5-00-5092	POSTAGE & SHIPPING	9.08
120 5-00-5110	CONTRACTUAL SERVICES	5,059.85
120 5-00-5121	LEGAL SERVICES	1,638.00
120 5-00-5123	OTHER PROFESSIONAL SERVICES	7,159.20
120 5-00-5148	OPERATING SUPPLIES	3.95
120 5-00-5150	REPAIR & REPLACE	2,466.86
120 5-00-5155	MAINT BLDG & GROUNDS	174.35
120 5-00-5160	SLUDGE DISPOSAL	980.00
120 5-00-5179	ADM MISC EXPENSE	91.62
120 5-00-5191	TELEPHONE	936.55
120 5-00-5195	ENV/MONITORING	3,843.70
120 5-10-5010	SALARIES & WAGES	234.23
120 5-10-5020	EMPLOYEE BENEFITS	747.78
120 5-10-5021	RETIREMENT EXPENSES	1,121.81
120 5-10-5090	OFFICE SUPPLIES	983.01
120 5-10-5175	EDUCATION / SEMINARS	34.50
120 5-20-5010	SALARIES & WAGES	42.41
120 5-20-5020	EMPLOYEE BENEFITS	1,322.99
120 5-20-5021	RETIREMENT EXPENSES	532.81
120 5-20-5170	TRAVEL MILEAGE	13.74
120 5-30-5010	SALARIES & WAGES	187.30
120 5-30-5020	EMPLOYEE BENEFITS	3,060.86
120 5-30-5021	RETIREMENT EXPENSES	2,038.14
120 5-30-5090	OFFICE SUPPLIES	26.32
120 5-30-5175	EDUCATION / SEMINARS	3,099.73
120 5-40-5010	DIRECTORS COMPENSATION	6.88
120 5-40-5020	EMPLOYEE BENEFITS	2,789.60

A C C O U N T S P A Y A B L E
D I S B U R S E M E N T R E P O R T

SORTED BY CHECK

** FUND TOTAL **		52,062.30
130 1052	ACCTS REC WATER USE	453.72
130 2088	SURVIVOR BENEFITS - PERS 4TH L	10.86
130 2090	PERS PAYABLE	2,122.60
130 2091	FIT PAYABLE	3,297.90
130 2092	CIT PAYABLE	958.61
130 2093	SOCIAL SECURITY PAYABLE	4.62
130 2094	MEDICARE PAYABLE	367.34
130 2095	S D I PAYABLE	252.22
130 2099	DEFERRED COMP - PLAN 457 PAYAB	211.29
130 5-00-5020	EMPLOYEE BENEFITS	403.61
130 5-00-5025	RETIREE HEALTH BENEFITS	1,113.90
130 5-00-5060	GASOLINE, OIL & FUEL	1,158.91
130 5-00-5061	VEHICLE MAINT	3,336.32
130 5-00-5062	TAXES & LIC	632.45
130 5-00-5075	BANK FEES	43.50
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	2,288.00
130 5-00-5090	OFFICE SUPPLIES	9.95
130 5-00-5092	POSTAGE & SHIPPING	9.07
130 5-00-5110	CONTRACTUAL SERVICES	4,855.45
130 5-00-5121	LEGAL SERVICES	1,638.00
130 5-00-5122	ENGINEERING SERVICES	8,960.50
130 5-00-5123	OTHER PROFESSIONAL SERVICES	12,923.14
130 5-00-5124	WATER RIGHTS	9,757.84
130 5-00-5145	EQUIPMENT RENTAL	1,753.58
130 5-00-5148	OPERATING SUPPLIES	13.57
130 5-00-5150	REPAIR & REPLACE	5,269.05
130 5-00-5155	MAINT BLDG & GROUNDS	174.34
130 5-00-5179	ADM MISC EXPENSE	91.61
130 5-00-5191	TELEPHONE	936.55
130 5-00-5195	ENV/MONITORING	1,080.00
130 5-00-5505	WATER CONSERVATION	2,458.62
130 5-10-5010	SALARIES & WAGES	90.53
130 5-10-5020	EMPLOYEE BENEFITS	1,063.10
130 5-10-5021	RETIREMENT EXPENSES	1,121.79
130 5-10-5090	OFFICE SUPPLIES	983.01
130 5-10-5175	EDUCATION / SEMINARS	34.50
130 5-20-5010	SALARIES & WAGES	51.85
130 5-20-5020	EMPLOYEE BENEFITS	1,880.87
130 5-20-5021	RETIREMENT EXPENSES	651.19
130 5-20-5170	TRAVEL MILEAGE	59.52
130 5-30-5010	SALARIES & WAGES	223.34
130 5-30-5020	EMPLOYEE BENEFITS	4,299.17
130 5-30-5021	RETIREMENT EXPENSES	2,068.21
130 5-30-5090	OFFICE SUPPLIES	26.31
130 5-40-5010	DIRECTORS COMPENSATION	8.42

ACCOUNTS PAYABLE
DISBURSEMENT REPORT

SORTED BY CHECK

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-40-5020	EMPLOYEE BENEFITS	2,789.60
	** FUND TOTAL **	81,938.53
140 5-00-5150	REPAIRS & MAINTENANCE	1.05
140 5-00-5155	MAINT BLDG & GROUNDS	0.95
140 5-10-5020	EMPLOYEE BENEFITS	2.35
140 5-20-5020	EMPLOYEE BENEFITS	4.17
140 5-30-5020	EMPLOYEE BENEFITS	10.53
	** FUND TOTAL **	19.05
711 5-00-5110	CONTRACTUAL SERVICES	2,103.71
	** FUND TOTAL **	2,103.71

	** TOTAL **	136,123.59

NO ERRORS

SELECTION CRITERIA

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

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 10/01/2012 THRU 10/31/2012	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

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



Hidden Valley Lake Community Services District

Personnel Committee Report

DATE: October 24, 2012
TIME: 6:30 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Personnel Committee called to order on October 24, 2012 at the hour of 6:40 p.m. by Director Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Herndon and Director Graham. Also present: Roland Sanford, Interim General Manager.

4) APPROVAL OF AGENDA:

Director Graham moved, Director Herndon seconded to approve the October 24, 2012 agenda.

Motion approved by unanimous vote.

5) REVIEW OF PERSONNEL POLICIES

5A) Jury Duty Leave	(Personnel Policy #6)
5B) Time off to Vote Policy	(Personnel Policy #16)
5C) Employee Medical Benefit Alternative Plan Policy	(Personnel Policy #25)
5D) Hours Worked and Overtime Policy	(Personnel Policy #24)
5E) Military Leave Policy	(Personnel Policy #27)

All five policies were reviewed and the first four policies will be presented to the Board on November 20, 2012 for possible approval.

6) OTHER PERSONNEL ISSUES

There were none.

7) PUBLIC COMMENTS:

There were none.

8) ADJOURNMENT:

The meeting was adjourned at 8:15 p.m. and unanimously carried.



Hidden Valley Lake Community Services District

Finance Committee Report

DATE: October 26, 2012
TIME: 12:00 p.m. – 1:30 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Personnel Committee called to order on October 26, 2012 at the hour of 12:02 p.m. by Director Mirbegian at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Mirbegian and Director Freeman. Also present: Roland Sanford, Interim General Manager, and Bill Watson, Retired Investment Banker.

4) APPROVAL OF AGENDA:

Director Freeman moved, Director Mirbegian seconded to approve the October 26, 2012 agenda.

Motion approved by unanimous vote.

5) DISCUSSION OF DISTRICT FINANCES WITH RETIRED INVESTMENT BANKER BILL WATSON

Mr. Watson reviewed various options for refinancing debt and investing District funds.

6) DEVELOPMENT OF NEW FINANCIAL REPORTS

This item was tabled to the next committee meeting due time allowance.

7) PUBLIC COMMENTS:

There were none.

8) ADJOURNMENT:

The meeting was adjourned at 1:30 p.m. and unanimously carried.



Hidden Valley Lake Community Services District

Security and Disaster Preparedness Committee Report

DATE: October 30, 2012
TIME: 1:30 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Security and Disaster Preparedness Program Committee called to order on October 30, 2012 at the hour of 1:34 by Director Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Herndon and Director Lieberman. Also present: Roland Sanford, Interim General Manager.

4) APPROVAL OF AGENDA:

Director Lieberman moved, Director Herndon seconded to approve the October 30, 2012 agenda.

Motion approved by unanimous vote.

5) AMERICAN RED CROSS EMERGENCY SUPPLIES STORAGE CONTAINER

Mr. Sanford reported on the possibilities of the American Red Cross to store an emergency supplies storage unit at one of our facilities' site.

6) STATUS OF THE RISK MANAGEMENT PLAN

- a) Water Treatment Facility
- b) Wastewater Treatment Facility

Mr. Sanford reported the Water Treatment Facility RMP is in progress and the Wastewater Treatment Facility RMP will be in progress once the water Treatment Facility RMP is completed.

7) DISTRICT FACILITIES INSPECTION BY COMMITTEE

The committee would like to have a policy presented for board approval, addressing annual inspections of the District's facilities by the committee.

8) COMMITTEE WORK TASK FOR THE NEXT 12 MONTHS

The committee discussed the following work tasks for the next 12 months:

- Conduct a task table top exercise in the Spring or early Summer of 2013.
- Get revised cost estimate for constructing enclosures for each of the District's wells.
- Update the Vulnerability Assessment for Drinking Water and Wastewater.

8) COMMITTEE WORK TASK FOR THE NEXT 12 MONTHS Cont'd

- Update or prepare a policy that summarizes the purpose of the Security and Disaster Preparedness Program Committee to present to the Board for approval.
- Prepare an Emergency Preparedness Policy to present to the Board for approval.

9) PUBLIC COMMENTS:

There were none.

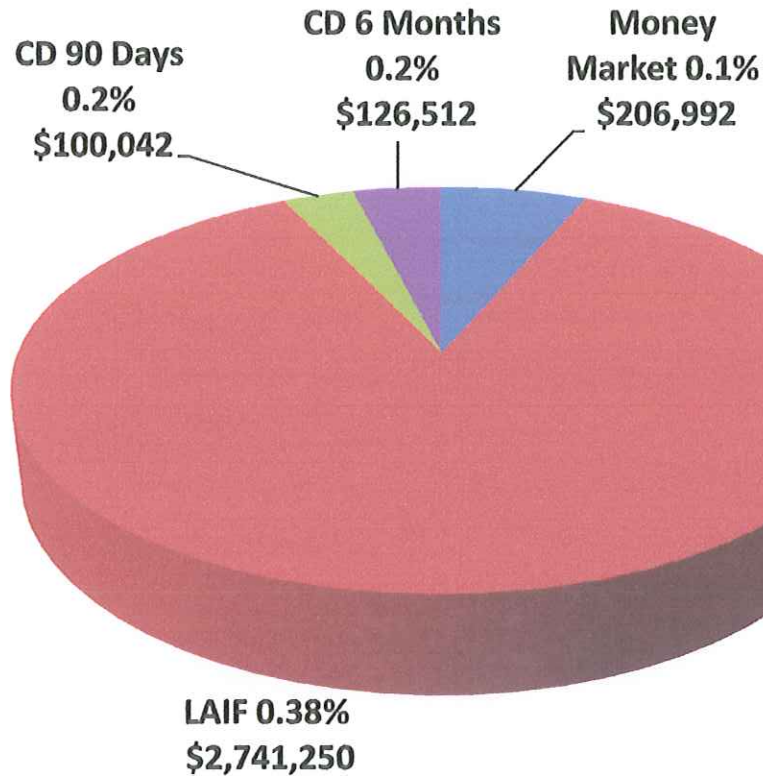
10) ADJOURNMENT:

The meeting was adjourned at 2:35 p.m. on motion by Director Lieberman, seconded by Director Herndon, and unanimously carried.

**Hidden Valley Lake CSD
Pooled Cash
October 31, 2012**

Beginning Balance	\$ 268,010.17
Deposits	
Cash	\$ 149,928.49
Transfers	\$ -
Total Deposits	\$ 149,928.49
Expenditures	
Accounts Payable	\$ 136,123.59
Payroll	\$ 34,978.26
Bank Fees	\$ 1,195.14
Total Expenditures	\$ 172,296.99
Ending Balance	\$ 245,641.67

**HIDDEN VALLEY LAKE CSD
INVESTMENT REPORT
October 31, 2012
\$3,174,796**



Investment	Interest Rate	Interest Earned this Period		Funds Invested
Money Market	0.10%	\$	100.48	\$ 206,992
LAIF	0.38%	-	-	\$ 2,741,250
90 Day CD	0.20%		5.17	\$ 100,042
6 Month CD	0.20%		17.92	\$ 126,512
Total Funds Invested				\$ 3,174,796

This report is in compliance with the investment policy set forth by the board of the Hidden Valley Lake Community Services District.

**Hidden Valley Lake CSD
Revenue & Expense Report
Year to Date October 31, 2012**

	Revenue Budget	Revenue YTD Actual	% To Date	Budget s/b 2 Cycles*	YTD Over (Under) Budget	Remaining Budget YTD
Sewer Fund 120	\$ 978,100	\$ 366,353	37.46%	33.33%	4.12%	\$ 611,747
Water Fund 130	\$ 1,267,700	\$ 490,809	38.72%	33.33%	5.38%	\$ 776,891
Total YTD Operating Revenue	\$ 2,245,800	\$ 857,162	38.17%	33.33%	4.83%	\$ 1,388,638

*Revenue collected bi-monthly, 6 cycles per year

	Expense Budget	Expense YTD Actual	% To Date	Budget s/b 4 mo	YTD Over (Under) Budget	Remaining Budget YTD
Sewer Fund 120	\$ 978,100	\$ 262,841	26.87%	33.33%	-6.46%	\$ 715,259
Water Fund 130	\$ 1,267,700	\$ 381,817	30.12%	33.33%	-3.21%	\$ 885,883
Total YTD Operating Expenditures	\$ 2,245,800	\$ 644,657	28.71%	33.33%	-4.63%	\$ 1,601,143

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
 BI-MONTHLY REVENUE EXPENSE REPORT
 CYCLE 1 AUGUST 31, 2012

	CYCLE BUDGET	CYCLE ACTUAL	CYCLE VARIANCE	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	PROJECTED ACTUAL	PROJECTED VARIANCE
REVENUE									
Sewer 120	\$ 163,017	\$ 192,273	\$ 29,256	\$ 163,017	\$ 192,273	\$ 29,256	\$ 978,100	\$ 1,007,356	\$ 29,256
Water 130	\$ 211,283	\$ 262,398	\$ 51,115	\$ 211,283	\$ 262,398	\$ 51,115	\$ 1,267,700	\$ 1,318,815	\$ 51,115
EXPENSE									
Sewer 120	\$ 163,017	\$ 122,840	\$ (40,177)	\$ 163,017	\$ 122,840	\$ (40,177)	\$ 978,100	\$ 937,923	\$ (40,177)
Water 130	\$ 211,283	\$ 147,355	\$ (63,928)	\$ 211,283	\$ 147,355	\$ (63,928)	\$ 1,267,700	\$ 1,203,772	\$ (63,928)
NET REVENUE TO EXPENSE									
SEWER REVENUE	\$ 163,017	\$ 192,273		\$ 163,017	\$ 192,273	\$ 29,256	\$ 978,100	\$ 1,007,356	\$ 29,256
SEWER EXPENSE	\$ 163,017	\$ 122,840		\$ 163,017	\$ 122,840	\$ (40,177)	\$ 978,100	\$ 937,923	\$ (40,177)
DIFFERENCE	\$ -	\$ 69,434		\$ -	\$ 69,434	\$ 69,434	\$ -	\$ 69,434	\$ 69,434
WATER REVENUE	\$ 211,283	\$ 262,398		\$ 211,283	\$ 262,398	\$ 51,115	\$ 1,267,700	\$ 1,318,815	\$ 51,115
WATER EXPENSE	\$ 211,283	\$ 147,355		\$ 211,283	\$ 147,355	\$ (63,928)	\$ 1,267,700	\$ 1,203,772	\$ (63,928)
DIFFERENCE	\$ -	\$ 115,043		\$ -	\$ 115,043	\$ 115,043	\$ -	\$ 115,043	\$ 115,043

Variance Comments: All projected revenue, expense and variance figures are based on the assumption that monthly revenue and expense rates will remain uniform throughout the year and therefore do not reflect seasonal revenue and expense fluctuations. Projected revenue variances at the close of cycle 1 are somewhat overstated because monthly water use, and in turn water fund revenues, are at seasonal highs.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
 BI-MONTHLY REVENUE EXPENSE REPORT
 CYCLE 2 OCTOBER 31, 2012

	CYCLE BUDGET	CYCLE ACTUAL	CYCLE VARIANCE	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	ANNUAL BUDGET	PROJECTED ACTUAL	PROJECTED VARIANCE
REVENUE									
Sewer 120	\$ 163,017	\$ 174,079	\$ 11,062	\$ 326,034	\$ 366,353	\$ 40,319	\$ 978,100	\$ 1,018,419	\$ 40,319
Water 130	\$ 211,283	\$ 228,411	\$ 17,128	\$ 422,566	\$ 490,809	\$ 68,243	\$ 1,267,700	\$ 1,335,943	\$ 68,243
EXPENSE									
Sewer 120	\$ 163,017	\$ 140,001	\$ (23,016)	\$ 326,034	\$ 262,841	\$ (63,193)	\$ 978,100	\$ 914,907	\$ (63,193)
Water 130	\$ 211,283	\$ 234,461	\$ 23,178	\$ 422,566	\$ 381,817	\$ (40,749)	\$ 1,267,700	\$ 1,226,951	\$ (40,749)
NET REVENUE TO EXPENSE									
SEWER REVENUE	\$ 163,017	\$ 174,079		\$ 326,034	\$ 366,353	\$ 40,319	\$ 978,100	\$ 1,018,419	\$ 40,319
SEWER EXPENSE	\$ 163,017	\$ 140,001		\$ 326,034	\$ 262,841	\$ (63,193)	\$ 978,100	\$ 914,907	\$ (63,193)
DIFFERENCE	\$ -	\$ 34,078		\$ -	\$ 103,512	\$ 103,512	\$ -	\$ 103,512	\$ 103,512
WATER REVENUE									
WATER REVENUE	\$ 211,283	\$ 228,411		\$ 422,566	\$ 490,809	\$ 68,243	\$ 1,267,700	\$ 1,335,943	\$ 68,243
WATER EXPENSE	\$ 211,283	\$ 234,461		\$ 422,566	\$ 381,817	\$ (40,749)	\$ 1,267,700	\$ 1,226,951	\$ (40,749)
DIFFERENCE	\$ -	\$ (6,050)		\$ -	\$ 108,992	\$ 108,992	\$ -	\$ 108,992	\$ 108,992

Variance Comments: All projected revenue, expense and variance figures are based on the assumption that monthly revenue and expense rates will remain uniform throughout the year and therefore do not reflect seasonal revenue and expense fluctuations. Projected revenue variances at the close of cycle 2 are somewhat overstated because monthly water use, and in turn water fund revenues, are at seasonal highs.

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE OCTOBER 31, 2012

**120-SEWER ENTERPRISE FUND
REVENUE**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	0.00	100.00	200.00	(200.00)	0.00%
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00%
120-4045 AVAILABILITY FEES	6,000.00	0.00	0.00	6,000.00	0.00%
120-4050 SALES OF RECLAIMED WATER	78,100.00	9,248.04	64,299.50	13,800.50	82.33%
120-4111 COMM SEWER USE	20,500.00	0.00	0.00	20,500.00	0.00%
120-4112 GOV'T SEWER USE	0.00	1,703.61	6,814.44	(6,814.44)	0.00%
120-4116 SEWER USE CHARGES	849,000.00	143,960.96	289,362.40	559,637.60	34.08%
120-4210 LATE FEE 10%	15,400.00	2,656.75	5,364.84	10,035.16	34.84%
120-4300 MISC INCOME	700.00	11.08	(38.64)	738.64	-5.52%
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
120-4505 LEASE INCOME	8,400.00	145.36	354.24	8,045.76	4.22%
120-4550 INTEREST	0.00	0.00	(4.00)	4.00	0.00%
TOTAL REVENUES	978,100.00	157,825.80	366,352.78	611,747.22	37.46%

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE OCTOBER 31, 2012

120-SEWER ENTERPRISE FUND
EXPENDITURES - ALL DEPTS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5010 SALARY & WAGES	391,300.00	22,450.96	102,535.63	288,764.37	26.20%
120-5020 EMPLOYEE BENEFITS	130,100.00	8,399.55	37,541.61	92,558.39	28.86%
120-5021 RETIREMENT BENEFITS	68,400.00	3,692.76	14,284.61	54,115.39	20.88%
120-5025 RETIREE HEALTH BENEFITS	6,700.00	556.95	2,227.80	4,472.20	33.25%
120-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5060 GASOLINE, OIL & FUEL	11,800.00	1,158.91	4,543.31	7,256.69	38.50%
120-5061 VEHICLE MAINT	8,000.00	560.48	1,350.87	6,649.13	16.89%
120-5062 TAXES & LIC	1,000.00	362.97	362.97	637.03	36.30%
120-5074 INSURANCE	17,700.00	0.00	0.00	17,700.00	0.00%
120-5075 BANK FEES	4,800.00	641.07	1,889.39	2,910.61	39.36%
120-5080 MEMBERSHIP & SUBSCRIPTIONS	3,600.00	2,288.00	2,448.81	1,151.19	68.02%
120-5090 OFFICE SUPPLIES	5,400.00	1,019.28	2,042.63	3,357.37	37.83%
120-5092 POSTAGE & SHIPPING	2,200.00	9.08	17.49	2,182.51	0.80%
120-5110 CONTRACTUAL SERVICES	29,000.00	5,059.85	14,859.49	14,140.51	51.24%
120-5121 LEGAL SERVICES	5,700.00	1,638.00	5,309.02	390.98	93.14%
120-5122 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00%
120-5123 OTHER PROFESSIONAL SERVICE	6,800.00	7,159.20	27,106.50	(20,306.50)	398.63%
120-5125 STRATEGIC PLANNING	1,000.00	0.00	0.00	1,000.00	0.00%
120-5126 RECRUITMENT	10,000.00	0.00	0.00	10,000.00	0.00%
120-5130 PRINTING & PUBLICATION	600.00	0.00	113.00	487.00	18.83%
120-5135 NEWSLETTER	700.00	0.00	0.00	700.00	0.00%
120-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00%
120-5145 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00%
120-5148 OPERATING SUPPLIES	8,800.00	3.95	4,098.54	4,701.46	46.57%
120-5150 REPAIR & REPLACE	72,500.00	2,466.86	9,241.80	63,258.20	12.75%
120-5155 MAINT BLDG & GROUNDS	5,700.00	174.35	1,305.32	4,394.68	22.90%
120-5160 SLUDGE DISPOSAL	22,600.00	980.00	9,098.75	13,501.25	40.26%
120-5170 TRAVEL & MEETINGS	2,500.00	13.74	173.43	2,326.57	6.94%
120-5175 EDUCATION / SEMINARS	11,900.00	3,134.23	3,546.36	8,353.64	29.80%
120-5176 DIRECTOR TRAINING	5,000.00	0.00	263.89	4,736.11	5.28%
120-5179 ADM MISC EXPENSE	0.00	91.62	107.62	(107.62)	0.00%
120-5191 TELEPHONE	9,500.00	936.55	3,889.91	5,610.09	40.95%
120-5192 ELECTRICITY	40,000.00	0.00	4,976.21	35,023.79	12.44%
120-5195 ENV/MONITORING	35,400.00	3,843.70	7,998.00	27,402.00	22.59%
120-5198 ANNUAL OPERATING FEES	3,200.00	0.00	0.00	3,200.00	0.00%
120-5310 EQUIPMENT - FIELD	2,300.00	0.00	0.00	2,300.00	0.00%
120-5311 EQUIPMENT - OFFICE	3,400.00	0.00	0.00	3,400.00	0.00%
120-5312 TOOLS - FIELD	1,800.00	0.00	1,406.95	393.05	78.16%
120-5315 SAFETY EQUIPMENT	900.00	0.00	0.00	900.00	0.00%
120-5545 RECORDING FEES	200.00	0.00	101.00	99.00	50.50%
120-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
120-5585 FLOOD CONTROL EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5590 NON-OPERATING OTHER	30,100.00	0.00	0.00	30,100.00	0.00%
120-5591 EXP APPLICABLE TO PRIOR YR	0.00	0.00	0.00	0.00	0.00%
120-5605 OPERATING CONTINGENCY	17,500.00	0.00	0.00	17,500.00	0.00%
TOTAL COMBINED EXPENDITURES	978,100.00	66,642.06	262,840.91	715,259.09	26.87%

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE OCTOBER 31, 2012

**130-WATER ENTERPRISE FUND
REVENUES**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEES	13,000.00	1,360.00	3,410.00	9,590.00	26.23%
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00%
130-4039 WATER METER INST	0.00	100.00	300.00	(300.00)	0.00%
130-4040 RECORDING FEES INCOME	300.00	30.00	120.00	180.00	40.00%
130-4045 AVAILABILITY FEES	23,500.00	0.00	0.00	23,500.00	0.00%
130-4110 COMM WATER USE	13,800.00	1,151.03	4,604.12	9,195.88	33.36%
130-4112 GOV'T WATER USE	800.00	74.26	297.04	502.96	37.13%
130-4115 WATER USE CHARGES	1,024,800.00	172,304.55	345,804.04	678,995.96	33.74%
130-4117 WATER OVERAGE USE FEE	161,200.00	43,549.54	118,020.29	43,179.71	73.21%
130-4118 WATER OVERAGE COMM	7,400.00	992.26	7,107.33	292.67	96.05%
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00%
130-4210 LATE FEE 10%	21,800.00	4,659.15	8,506.47	13,293.53	39.02%
130-4215 RETURNED CHECK CHARGE	800.00	25.00	75.00	725.00	9.38%
130-4300 MISC INCOME	200.00	11.10	35.79	164.21	17.90%
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
130-4505 LEASE INCOME	0.00	500.80	2,553.48	(2,553.48)	0.00%
130-4550 INTEREST	100.00	0.00	(24.54)	124.54	-24.54%
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00%
TOTAL REVENUES	1,267,700.00	224,757.69	490,809.02	776,890.98	38.72%

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE OCTOBER 31, 2012

130-WATER ENTERPRISE FUND
EXPENDITURES - ALL DEPTS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5010 SALARY & WAGES	427,600.00	26,412.21	105,537.14	322,062.86	24.68%
130-5020 EMPLOYEE BENEFITS	165,400.00	10,436.35	45,151.78	120,248.22	27.30%
130-5021 RETIREMENT BENEFITS	74,400.00	3,841.19	16,122.39	58,277.61	21.67%
130-5025 RETIREE HEALTH BENEFITS	6,700.00	556.95	2,227.78	4,472.22	33.25%
130-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
130-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
130-5060 GASOLINE, OIL & FUEL	11,800.00	1,158.91	3,871.95	7,928.05	32.81%
130-5061 VEHICLE MAINT	8,000.00	3,336.32	4,820.02	3,179.98	60.25%
130-5062 TAXES & LIC	1,000.00	632.45	632.45	367.55	63.25%
130-5074 INSURANCE	15,500.00	0.00	0.00	15,500.00	0.00%
130-5075 BANK FEES	4,800.00	641.07	1,889.40	2,910.60	39.36%
130-5090 OFFICE SUPPLIES	5,400.00	1,019.27	1,965.47	3,434.53	36.40%
130-5092 POSTAGE & SHIPPING	2,200.00	9.07	17.50	2,182.50	0.80%
130-5110 CONTRACTUAL SERVICES	37,800.00	4,855.45	13,523.37	24,276.63	35.78%
130-5121 LEGAL SERVICES	5,700.00	1,638.00	5,309.03	390.97	93.14%
130-5122 ENGINEERING SERVICES	26,300.00	8,960.50	12,271.64	14,028.36	46.66%
130-5123 OTHER PROFESSIONAL SERVICE	15,800.00	12,923.14	44,443.75	(28,643.75)	281.29%
130-5124 WATER RIGHTS	14,700.00	9,757.84	9,757.84	4,942.16	66.38%
130-5125 STRATEGIC PLANNING	1,000.00	0.00	0.00	1,000.00	0.00%
130-5126 RECRUITMENT	10,000.00	0.00	0.00	10,000.00	0.00%
130-5130 PRINTING & PUBLICATION	600.00	0.00	113.00	487.00	18.83%
130-5135 NEWSLETTER	700.00	0.00	0.00	700.00	0.00%
130-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00%
130-5145 EQUIPMENT RENTAL	0.00	1,753.58	1,753.58	(1,753.58)	0.00%
130-5148 OPERATING SUPPLIES	1,000.00	13.57	1,166.38	(166.38)	116.64%
130-5150 REPAIR & REPLACE	60,000.00	5,269.05	20,610.05	39,389.95	34.35%
130-5155 MAINT BLDG & GROUNDS	2,500.00	174.34	709.13	1,790.87	28.37%
130-5170 MILEAGE	4,000.00	59.52	751.51	3,248.49	18.79%
130-5175 EDUC / SEMINARS	14,400.00	34.50	829.48	13,570.52	5.76%
130-5176 DIRECTOR TRAINING	5,000.00	0.00	299.74	4,700.26	5.99%
130-5179 ADM MISC EXPENSE	0.00	91.61	107.61	(107.61)	0.00%
130-5191 TELEPHONE	9,500.00	936.55	3,883.91	5,616.09	40.88%
130-5192 ELECTRICITY	108,500.00	0.00	63,226.41	45,273.59	58.27%
130-5195 ENV/MONITORING	6,200.00	1,080.00	2,296.00	3,904.00	37.03%
130-5198 ANNUAL OPERATING FEES	13,100.00	0.00	11,310.90	1,789.10	86.34%
130-5310 EQUIPMENT - FIELD	1,400.00	0.00	0.00	1,400.00	0.00%
130-5311 EQUIPMENT - OFFICE	3,400.00	0.00	0.00	3,400.00	0.00%
130-5312 TOOLS - FIELD	2,100.00	0.00	370.03	1,729.97	17.62%
130-5315 SAFETY EQUIPMENT	900.00	0.00	0.00	900.00	0.00%
130-5505 WATER CONSERVATION	10,000.00	2,458.62	3,158.62	6,841.38	31.59%
130-5545 RECORDING FEES	400.00	0.00	101.00	299.00	25.25%
130-5580 TRANSFERS OUT (CIEDB)	173,300.00	0.00	0.00	173,300.00	0.00%
130-5585 FLOOD CONTROL	0.00	0.00	85.26	(85.26)	0.00%
130-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00%
130-5591 EXP APPLICABLE TO PRIOR YEAR	0.00	0.00	0.00	0.00	0.00%
TOTAL EXPENDITURES	1,267,700.00	100,338.06	381,816.55	885,883.45	30.12%

**Hidden Valley Lake CSD
Foreclosure Totals**

	<u>As of Aug 14, 2012</u>	<u>As of Sept 11, 2012</u>	<u>As of Oct 10, 2012</u>	<u>As of Nov 8, 2012</u>				
Total Foreclosures	132	\$4,286.12	133	\$8,595.01	135	\$4,435.63	130	\$8,709.33
# With Meter Locked	15	\$1,481.28	17	\$1,873.28	17	\$1,630.74	17	\$1,630.74
# On Active Status	27	\$2,804.84	46	\$6,721.73	29	\$2,804.89	49	\$7,078.59
# With \$0.00 Balance	37	\$0.00	17	\$0.00	36	\$0.00	11	\$0.00
# Property No Meter	53	\$0.00	53	\$0.00	53	\$0.00	53	\$0.00

Board of Directors

JIM FREEMAN
CAROLYN GRAHAM
LINDA HERNDON
JIM LIEBERMAN
JUDY MIRBEGIAN



Interim General Manager
ROLAND SANFORD

Administrative Assistant
TAMI IPSEN

Accountant/Controller
TASHA KLEWE

*Hidden Valley Lake
Community Services District*

Memo

To: HVLCS D Board of Directors
From: Roland Sanford, Interim General Manager
Date: November 20, 2012
RE: General Manager's Monthly Report

Proposition 30, which recently became law and is most commonly associated with funding for public education, also includes the proviso that local agencies must once again adhere to all elements of the Ralph M. Brown Act (Brown Act). Pursuant to Proposition 30, the Brown Act compliance costs incurred by local agencies are no longer eligible for reimbursement by the State. However, at least theoretically, the State remains accountable for all legitimate costs incurred by local agencies through the 2011-2012 fiscal year. Earlier this year, when the State suspended certain elements of the Brown Act, the District nevertheless continued to conduct meetings in compliance with the Brown Act. Between 2008 and 2011 the District submitted claims totaling \$19,064.16 for costs incurred as a result of Brown Act compliance. To date, the District has not been reimbursed for these costs and while staff will submit a similar claim for the 2011-2012 fiscal year, given the status of the State's economy, it appears unlikely that those costs will ever be reimbursed.

In other matters involving the State, I am happy to report that the District and the State Water Resources Control Board (SWRCB) have reached an agreement regarding the Putah Creek stream flow violations that occurred in 2010. In 2010 there were 23 days between July 15 and October 31 in which the District failed to provide sufficient supplemental stream flow releases to Putah Creek. Initially, the SWRCB was prepared to levy a \$11,500 fine and issue a Cease and Desist Order (CDO) against the District - an order directing the District to prevent any further water right violations with respect to supplemental stream flow releases - that staff felt lacked sufficient information regarding the circumstances that lead to the stream flow violations and the resulting degree of "harm" (in this case the lack of documented harm) to downstream water right holders and the stream biota.

Pursuant to the agreement, the fine has been reduced to \$8,000, additional language has been included in the SWRCB CDO describing the circumstances that lead to the stream flow violations and the resulting degree of harm, and the District has agreed to submit weekly monitoring reports to the SWRCB during the annual 3.5-month-long period that the supplemental stream flow requirement is in effect (in the past a single stream flow monitoring report was submitted to the SWRCB at the conclusion of each calendar year).

As some of you are already aware, the California Energy Commission recently released a "Request for Proposals" in accordance with the Commission's Energy Efficiency Conservation Block Grant Program. Electrical costs, even with the District's solar project going online, constitute the District's second largest operating expense. Most of the electricity is consumed by the District's numerous and in some instances older and typically less energy efficient sewer and to a lesser extent water supply pumps. Staff is investigating the possibility of obtaining grant monies to replace older pumps and to also conduct a comprehensive energy audit of all District operations. The former would provide immediate operational savings, and in some instances provide the vehicle for replacing aging equipment in the absence of capital improvement funds, while the latter would provide the technical data needed to support additional grant applications.

Whether or not the Commission's Energy Efficiency Conservation Block Grant Program is a viable funding source for these projects remains to be seen. In any event, energy conservation and more specifically the so called "water-energy nexus" has been gaining traction in recent years and as I have mentioned in the past, is a potential vehicle for funding water infrastructure improvements, including the replacement of aging pipelines and other water conveyance facilities (older pipelines tend to have rougher interior surfaces, which impedes water flow and ultimately requires additional electrical energy to pump the water through the pipe). I am hopeful that the topic will be carried over and more fully addressed during our upcoming strategic planning process, which provides a nice transition...

Our strategic planning workshop is scheduled for 6:30 pm on Tuesday, November 27. The primary purpose of the workshop is to hammer out a work plan for developing a strategic plan. During the workshop I would like to revisit the brief strategic planning discussion we had at the September Board of Directors meeting and propose, for discussion purposes, a tentative work plan. In view of the Thanksgiving holiday we will need to publish the workshop agenda by the end of the day on Wednesday, November 21. Let me know if there are specific items you would like to see on the workshop agenda.

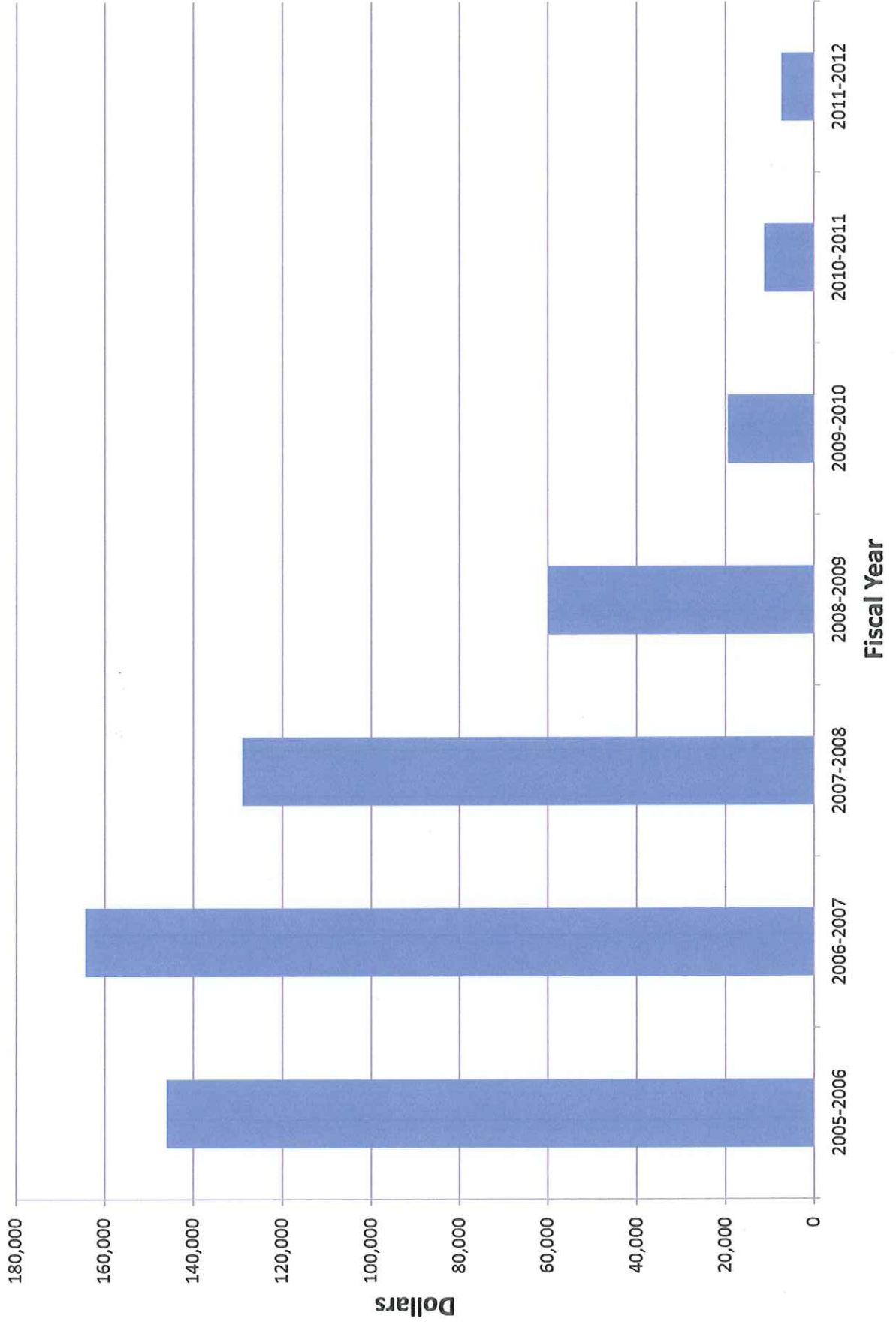
And finally, some random notes regarding District revenues and expenses...In October, staff logged nearly 115 hours of overtime as a result of the "pump test" required by the California Department of Public Health, which

among other things required periodic pumping and continuous groundwater elevation monitoring over a 24-hour period. Despite the spike in overtime we remain on track with regard to overtime expenditures for the year. For budgetary purposes we have allocated approximately \$40,000 for overtime – approximately 5 percent of all monies allocated for base salary and wages in the District's 2012-2013 fiscal year budget. To date a little over \$10,000 has been spent on overtime.

At the October 16, 2012 Board of Directors meeting the Board adopted a revised Investment Policy for the 2011-2012 fiscal year. Shortly thereafter nearly \$1,000,000 dollars of District funds were shifted from the District's money market accounts to the LAIF fund (see Accountant/Controller's Report for November, 2012). The good news is that the interest rate associated with the LAIF fund is nearly four-times greater than the interest rate associated with the money market account from which the funds came. The bad news is that the interest rate associated with the LAIF fund is currently a mere 0.38 percent. As illustrated in the attached graphic and table, prior to the recession a significant portion of the District's revenue – in excess of \$120,000 per year - was obtained via interest income. Due to depressed interest rates the District's projected interest income for the fiscal year 2012-2013 is just \$7,000.

On a brighter and concluding note, water fund revenues remain slightly above projected levels (see attached graphics), and the account associated with the FEMA flood repair work that occurred in 2006 has been closed – a final payment to FEMA was recently made – leaving approximately \$45,000 available, with some restrictions, for reallocation to the water and sewer funds.

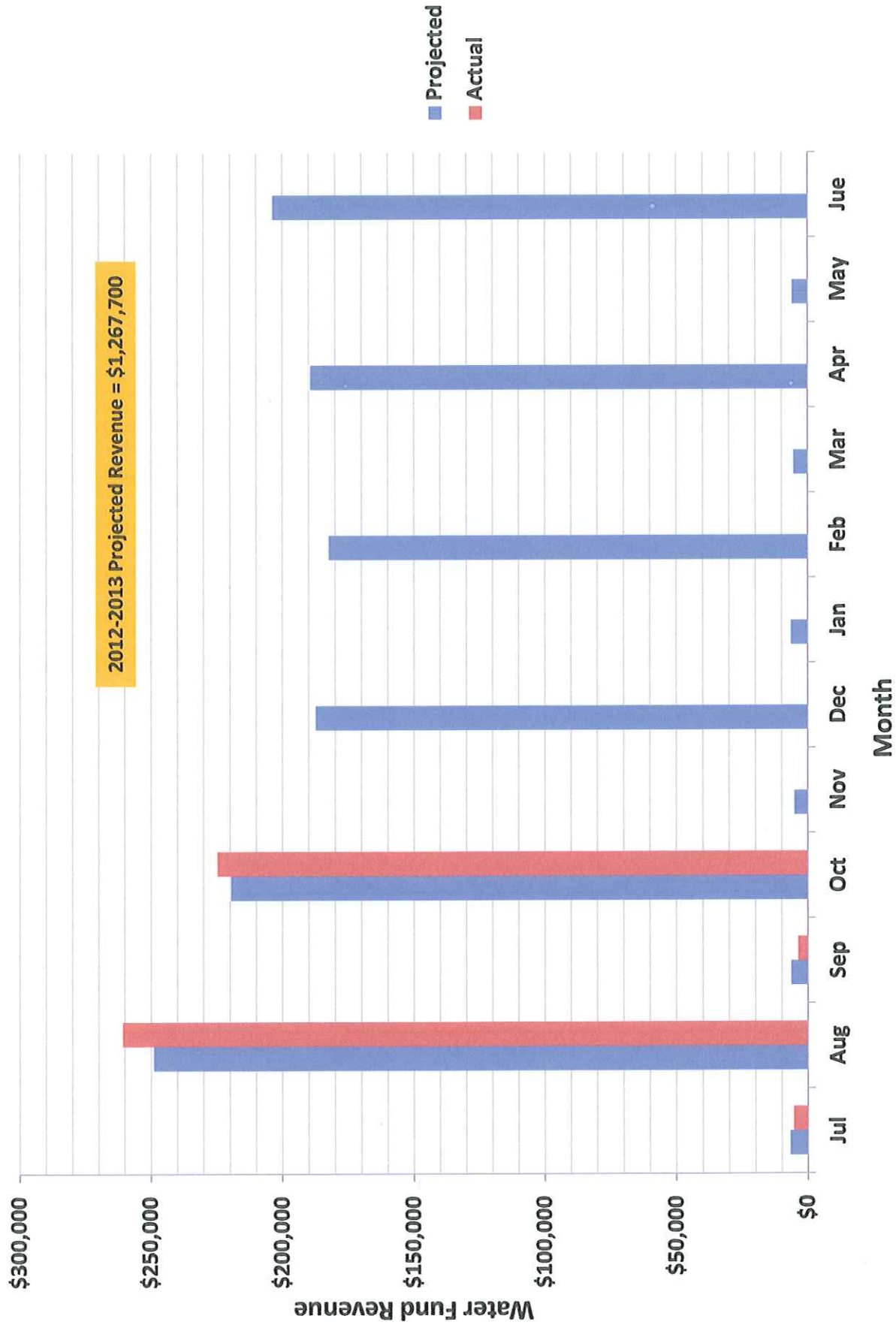
HVLCSD Interest Income by Fiscal Year



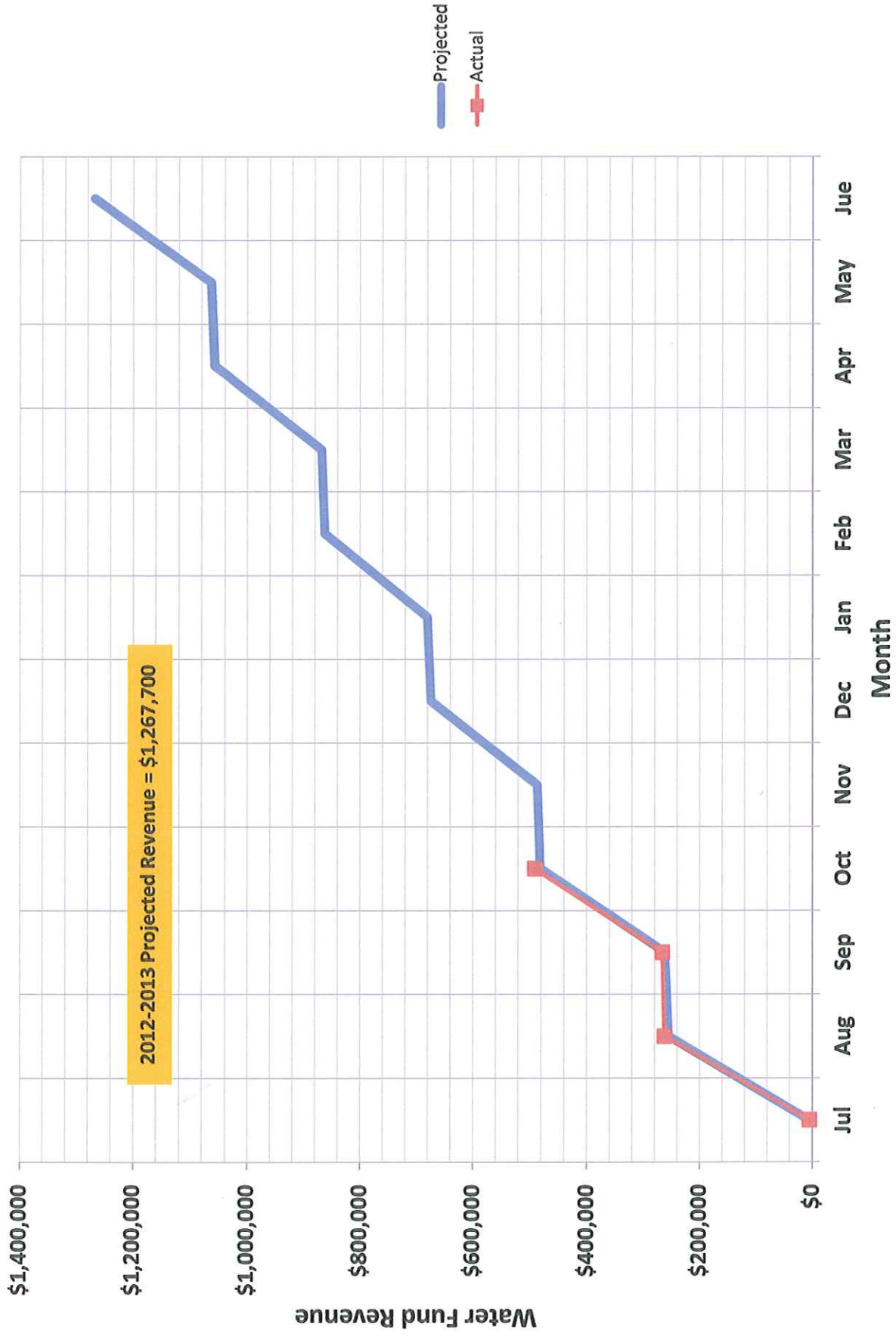
Hidden Valley Lake CSD Interest Income by Fiscal Year

<i>Fiscal Year</i>	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Invested Balance at End of Year (\$)	4,036,332	4,044,242	4,327,194	4,055,042	2,828,402	2,878,142	3,388,838
Interest Earned from Investments (\$)	146,038	164,423	129,028	59,927	19,507	11,286	7,330

Actual vs. Projected 2012-2013 Monthly Water Fund Revenue



Actual vs. Projected 2012-2013 Cumulative Water Fund Revenue





Hidden Valley Lake
Community Services District

MONTHLY FIELD REPORT October-12

MONTHLY RAINFALL

1.33

Overtime:

111.25 hours

SEASON RAINFALL

29.38

WATER CONNECTIONS

RESIDENTIAL METERS	2410
COMMERCIAL & GOVERNMENT METERS	34
TOTAL METERS	2444

WASTEWATER CONNECTIONS

RESIDENTIAL	1430
COMMERCIAL & GOVERNMENT	33
TOTAL	1464

WELL PRODUCTION (ACRE FEET)



RECLAIMED WATER

MONTHLY WASTEWATER INFLUENT	6.233
YEAR TO DATE WASTEWATER INFLUENT	166.95
EFFLUENT POND LEVEL	7.04

RECLAIMED WATER (ACRE FEET)



FIELD OPERATIONS

SAFETY MEETING - Sludge Handling

LEAD WASTEWATER OPERATOR REPORT

Wastewater:

Hand dug to verify Sewer Lateral connection status and location for customer clean-out on a heavily rooted North Shore property. Snaked its lateral and another rooted North Shore property to the Sewer Main.

FOG maintenance at Lifts 1, 3, and 5.

Pulled Pump 1 from Lift 5 and dislodged rags.

Pursuing quotes for Lift 5 Wet Well and Chemical Vault Door replacements, Lift 4 discharge easement smoke testing and Manhole rehab, Lift 7 Wet Well modifications, Lake Ridge Sewer easement and Manhole maintenance.

WWTP:



Additional Sludge Bed maintenance in preparation of sludge disposal. Approximately 77 tons of solids were removed to Keller Canyon Landfill.

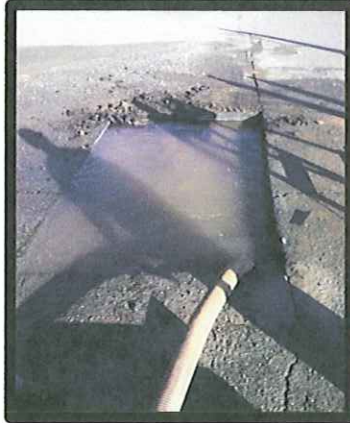


Miksis made 5 trenchless point repairs to the Sewer Main in sections of North Shore and Meadow View. Repairs were to fix various types of holes in pipes or exposed joints to help prevent I&I, leaks, and blockage. Roots were also extracted and lines were cleaned and videoed. A portion of Lift Station 4 discharge easement was videoed and manholes inspected.

LEAD WATER OPERATOR REPORT



Bear Valley Road - push through for a service connection. The old service connection was leaking.



Repaired mainline break on Moonridge.



Donkey Hill - Service line leak that was fixed.



Deerhollow - push through for a service connection. Old service connection was leaking.

Hidden Valley Road mainline break repaired without having to remove any pavement to access the leak.

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

DATE: November 20, 2012

AGENDA ITEM: Discussion and Possible Action: Revision of Administrative Assistant/Secretary to the Board job description and title, and assignment of Secretary to the Board function to General Manager's job description

RECOMMENDATIONS:

- 1) Replace Administrative Assistant/Secretary to the Board job description and title with proposed Administrative Services Officer job description and title.

- 2) Assign Secretary to the Board function to the General Manager's job description.

FINANCIAL IMPACT:

Salary and benefits savings of approximately \$5,700 (approximately \$5,700 less than the salary and benefits allocated for the Administrative Assistant/Secretary to the Board position in the District's adopted FY 2011-2012 budget).

BACKGROUND:

Administrative Services Officer Job Description

The District's Administrative Assistant/Secretary to the Board position has evolved over time and the job description, as presently articulated, no longer adequately reflects the roles and responsibilities of the position or the needs of the District. The number and complexity of administrative tasks has and will most likely continue to increase, while at the same time there will be a continuing need to perform routine administrative functions. Out of financial necessity, it is anticipated that the majority of the District's administrative work tasks – the simple and complex – will be performed by or under the immediate direction of a single, versatile individual with analyst capabilities.

Other organizations, most notably the City of Healdsburg, San Bernardino Valley Water Conservation District, City of Santa Rosa, Sonoma County, and the Sonoma County Water Agency, faced with similar administrative needs and financial constraints, have created "Administrative Service Officer" or "Administrative Specialist" positions. Staff believes that the Administrative Service Officer/Specialist model is well suited and readily adaptable to the District's needs, and is proposing that the existing Administrative Assistant/Secretary to the Board job description and title be replaced with the attached Administrative Services Officer job description and title.

Staff retained two consultants; Ms. Debbie Owen of CPS HR Consulting, and Mr. Georg Krammer of Koff and Associates, to independently review and comment on the draft Administrative Services Officer

job description prepared by staff, and to conduct the associated base salary survey. As discussed elsewhere, the key recommendations and base salary survey results prepared by the two consultants are remarkably similar.

As summarized in the attached CPS HR Consulting memo report dated November 8, 2012, the proposed Administrative Services Officer job description differs from the predecessor Administrative Assistant/Secretary to the Board job descriptions in that it does not include the Secretary to the Board function, but does incorporate "...stronger and more clearly articulated program/functional administrative oversight accountabilities than were previously assigned to the position". The proposed Administrative Services Officer job description, unlike the predecessor Administrative Assistant/Secretary to the Board job descriptions, includes a "direct report" – the District's Administrative Assistant to Field Operations. However, unlike the predecessor Administrative Assistant/Secretary to the Board job descriptions, it is proposed that at least initially, the Administrative Services Officer position be classified as a "Non-Exempt" position.

While there are clearly some functions of the proposed job description that are typically associated with the "Exempt" classification status, unless at least 51 percent of the job duties clearly fall within the Exempt classification status, it is recommended that the job be characterized as a "Non-Exempt" position. Both consultants recommend that the question of Exempt versus Non-Exempt status be revisited after a one-year trial period.

CPS HR Consulting, and Koff and Associates conducted independent base salary surveys for the proposed Administrative Services Officer job description. The results of the CPS HR Consulting base salary survey are presented in their attached memo report dated November 8, 2012 and the corresponding Koff and Associates base salary survey results in their attached spreadsheet (for cost containment purposes Koff and Associates did not prepare a formal memo report). As previously noted, the results of the two surveys are very similar. Briefly, the estimated market median base salary, which pursuant to the District's Compensation Policy equates to the "Step E" base salary of any given District position, are \$6,826/month (CPS HR Consulting) and \$7,122/month (Koff and Associates), respectively.

In developing the recommended base salary range for the Administrative Services Officer job description, staff averaged the two estimated market median base salary figures to derive a Step E base salary, and defined the base salary figures for steps "D", "C", "B" and "A" in approximately 5 percent descending increments (the base salary for Step D is approximately 5 percent less than the base salary for Step E, the base salary for Step C is approximately 5 percent less than the base salary for Step D.....). In order to be consistent with the salary ranges presented in the District's Personnel Policy Manual, which are a composite of base salary plus the 8 percent Employee's PERS contribution that is paid by the District, the Step A through Step B salary figures presented in the

proposed job description for the Administrative Services Officer represent a composite of the recommended base salary plus the 8 percent Employee's PERS contribution that is paid by the District.

General Manager Job Description

In many public organizations the Secretary to the Board function is assigned to the General Manager, simply because procedurally, the Board is encouraged to communicate with staff through the General Manager. When the Secretary to the Board function resides with a staff member, as opposed to the General Manager, it can become difficult to maintain the proper chain of communication.

In practice, a staff person typically drafts meeting minutes and performs the functions of the Secretary to the Board on behalf of the General Manager, but the responsibility for performing the Secretary to the Board function ultimately rests with the General Manager. To date, the Secretary to the Board function has been performed by the Administrative Assistant/Secretary to the Board. In view of the proposed changes to the Administrative Assistant/Secretary to the Board job description and title, it is recommended that the Secretary to the Board function be formally incorporated into the General Manager's job description.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

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

SALARY RANGE:

LEVEL	A	B	C	D	E
HOURLY	\$34.76	\$36.94	\$39.11	\$41.28	\$43.45
ANNUAL	\$72,300.38	\$76,826.88	\$81,342.14	\$85,868.64	\$90,383.04

POSITION TITLE: *Administrative Services Officer* **EXEMPT/NON-EXEMPT:** *NON-EXEMPT*

REPORTS TO: *GENERAL MANAGER* **DIRECT REPORTS:** *Assistant to
Field Operations*

JOB SUMMARY: Plans, organizes, directs and reviews the administrative activities and operations for the District, including administrative support to the Board of Directors and Board meetings, human resources, risk management, public information and outreach, water conservation programs, information technology, and other general office services; assists the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support to the General Manager in areas of expertise; functions as part of the District's Management Team and participates actively in addressing issues of concern to the District.

Key Responsibilities:

- Assumes full management responsibility for all assigned programs, services and activities; participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.
- Coordinates Board meeting logistics and provides other required support; coordinates preparation of Board agenda and distribution of agenda packets; supervises the maintenance of Board records and dissemination of all actions including minutes, resolutions, agreements and deeds.
- Administers human resources policies and practices in accordance with the District's Personnel Policy Manual; recommends carriers and administers

employee benefits programs including health and disability coverage; analyzes claims and discusses with the General Manager, claims adjusters, medical providers, attorneys and other persons involved in the claims process and the provision of benefits to claimants.

- Administers the District's risk control functions and maintains District insurance records; coordinates with insurance carriers, District staff, legal counsel and other administrative organizations regarding claims; prepares reports and recommendations.
- Represents the District before public agencies and community groups; prepares and presents public presentations and demonstrations; manages the dissemination of press releases, newsletters, and brochures; maintains District website.
- Researches, evaluates, and designs water conservation programs consistent with Urban Water Management Council guidelines, state and federal law; plans, coordinates and staffs special events promoting water conservation and water resources stewardship.
- Administers miscellaneous general service functions such as building security, maintenance, and phone systems.
- Manages and maintains District computer equipment, software and office automated equipment; provides staff training and assistance with office equipment, computers and software.
- Implements District records retention and records destruction policy; ensures adequate security, control and maintenance of confidential records and information.
- Serves as the District notary.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of: Special district governance; modern principles, practices, and methods of public-sector administration and management; principles and methods of effective communication; principles, practices, and methods of project management; administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of

responsibility; record keeping principles and procedures; modern office practices, methods, and computer equipment and applications related to the work; English usage, grammar, spelling, vocabulary, and punctuation; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Working knowledge of: Human resources management, information technology, and urban water conservation.

Ability to: Exercise independent judgment; analyze administrative problems and make policy and procedural recommendations; effectively plan and coordinate the administrative work of the District; communicate effectively with others at all levels; deal tactfully, convincingly, and effectively with personnel, government officials, representatives of interest groups, and the general public; effectively assemble, organize, and present in written and oral form reports containing alternative solutions and recommendations; develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas; provide administrative and professional leadership and direction for the District; interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations; plan, organize, direct, and coordinate the work of assigned staff; select, train, motivate, and evaluate the work of staff and train staff in work procedures; research, analyze, and evaluate new service delivery methods, procedures, and techniques; effectively administer special projects and a variety of operations programs and administrative activities; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; establish and maintain a variety of filing, record keeping, and tracking systems; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; operate modern office equipment including computer equipment and specialized software applications programs; use English effectively to communicate in person, over the telephone, and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position, would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: five years of progressively responsible administrative experience in the public-sector that includes the development and implementation of programs or policies.

Education: A Bachelor's degree from an accredited college or university in public administration, business administration or closely related field; or successful completion of two years of college level course work with additional years of experience.

License or Certificate: Special District Institute Certification or equal certification and American Water Works Association Conservation Practitioner Grade 1 certificate are required and must be obtained within the first two years of employment. A valid California driver's license is required. Incumbent must be a California Notary or obtain certification as a California Notary within the first two years of employment.

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

POSITION TITLE: *ADMINISTRATIVE ASSISTANT/ SECRETARY TO THE BOARD* **EXEMPT/NON-EXEMPT:** *EXEMPT*

REPORTS TO: *GENERAL MANAGER*

DIRECT REPORTS: *NONE*

SALARY RANGE:

LEVEL	A	B	C	D	E
HOURLY	\$37.92	\$39.82	\$41.81	\$43.90	\$46.09
ANNUAL	\$78,873.60	\$82,825.60	\$86,964.80	\$91,312.00	\$95,867.20

POSITION PURPOSE: To assist the General Manager in the evaluation, interpretation and implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out complex special projects for the District. This position also provides administrative support to the Board of Directors.

KEY RESPONSIBILITIES:

- Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings.
- Manage calendars and appointments for General Manager and Board of Directors including the scheduling and registration for seminars and conferences.
- Manage confidential information for the General Manager and Board of Directors.
- Manage travel arrangements for General Manager, Board of Directors and staff; assemble travel expenses for reimbursement and invoices for payment.
- Administer District programs including Employee Relations, insurance, workers' compensation, public information and education.
- Maintain District insurance records annually including District vehicle and facility inventory.
- Confer with attorneys and engineers for the District regarding the financing of loans, loan requirements, project schedules and general District Procedures.
- Assist in construction bidding process; oversee all related documentation; act as liaison for the General Manager and the District with legal counsel, contractors and engineers regarding financial and technical change orders, contract implementation and construction schedules.
- Manage the District Records Retention and Records Destruction Policy.
- Conduct special studies.

KEY RESPONSIBILITIES: cont'd

- Meet with Bond Administrator and Accountant/Controller annually. Release liens as bonds are satisfied. Review quarterly updates with Accountant/Controller.
- Assist with funds transfer in Local Agency Investment Fund and District bank accounts as recommended by Accountant/Controller.
- Maintain the District website.
- Complete annual reporting to the California Urban Water Conservation Council for 14 BMP's in compliance with State Revolving Loan.
- Oversee the District Water Conservation Program; work with community groups coordinating special events promoting water conservation and water awareness.
- Oversee the District Outreach Program in print and electronic media.

QUALIFICATIONS/EDUCATION:

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

LICENSES/CERTIFICATIONS:

Special District Institute Certification is required and may be completed within the first two years of employment. A valid California driver's license is required. Incumbent must be a Certified Notary.

**HIDDEN VALLEY LAKE COMMUNITY
SERVICES DISTRICT**

POSITION DESCRIPTION

GENERAL MANAGER RESPONSIBILITIES

The General Manager's position is exempt from overtime.

- A. The specific responsibilities of the General Manager shall include the following duties:
1. Hire, terminate, and discipline all employees;
 2. Supervise training of all employees;
 3. Schedule and direct daily operations of the District;
 4. Make recommendations for additions, amendments, revisions to repeals of District rules and regulations;
 5. Make recommendations for safety standards, including emergency procedures and disaster plans;
 6. Be familiar with all applicable local, state, and federal laws and regulations;
 7. Analyze District's financial statements for the Board, prepare the annual budget, and participate in the annual audit;
 8. Supervise the preparation of a five-year master plan, including financing, with periodic review;
 9. Supervise and/or oversee collection of annual sewer and water service charges;
 10. Supervise and/or oversee accounts payable and accounts receivable;
 11. Manage the funds of the District;
 12. Inspect District facilities;
 13. Supervise and oversee the official records of the District, including, but not limited to, ordinances, resolutions, minutes, permit files, assessment district files, property files, and other records and transactions;
 14. Apply for state and federal grants and loans, as appropriate;

GENERAL MANAGER RESPONSIBILITIES - Cont'd

15. Make recommendations for more efficient and economical operation of the District;
 16. Process applications for and issuance of sewer, septic and water permits in accordance with District's rules and regulations pertaining thereto;
 17. Participate in the preparation of Board agendas and Board packets and attend all Board meetings unless excused by the Board;
 18. Review and prepare responses to planning and environmental documents relating to the District or District's projects;
 19. Supervise or oversee daily records of the District;
 20. Operate computer hardware and software as appropriate to carry out the foregoing tasks;
 21. Attend to general office management and operational tasks;
 22. Participate and/or affiliate with such organizations and agencies as California Rural Water Association, National Rural Water Association, American Water Works Association, Association of California Water Agencies and California Special Districts.
 23. The General Manager's Contract supersedes the Personnel Policy Manual where the two conflict.
- B. In addition to the foregoing specific duties, the General Manager shall perform the following general duties:
1. Perform such additional assignments within the general scope of employment as General Manager as the Board may from time to time specify;
 2. Work with, and coordinate the efforts of, consultants, District Engineer, District Counsel, and other persons employed by District projects and assignments; and,
 3. Generally keep the Board currently apprised of the status of District's business.

GENERAL MANAGER RESPONSIBILITIES - Cont'd

EMPLOYMENT STANDARDS:

1. Education: Bachelor's degree from a college or university in public administration, Engineering or closely related field is desirable. Work experience may be substituted for educational requirement at the discretion of the Board.
2. Experience: Must have public/private agency experience in management of sanitary sewer and domestic water facilities and systems.
3. Ability: Broad understanding of public agencies; experience dealing with public agency ordinances, resolutions, policies of public boards, supervising personnel, administering public works contracts, public agency budgets and finance, knowledge of public entity organization and issues; ability to work without supervision; general understanding of the sanitary sewer collections, treatment, and disposal facilities and system, and of the domestic water treatment, storage and distribution facilities and system of the District in existence and to be acquired and constructed; wastewater treatment operator certification and water treatment operator certification are desirable.

Revision approved by HVLCSD Board of Directors 02/20/2001

ATTACHMENT A

November 8, 2012

Mr. Roland Sanford
Interim General Manager
Hidden Valley Lake Community Services District
19420 Hartmann Road
Hidden Valley Lake, CA. 95467

Via e-mail: rsanford@hiddenvalleylake.com

Dear Mr. Sanford:

Re: New Classification of Administrative Services Officer – Salary Recommendation

CPS HR was retained by the Hidden Valley Lake Community Services District (the “District”) to conduct a review of its new classification of Administrative Services Officer and provide a recommendation on an appropriate salary level for this new classification. This report provides the study history/background, and an (i) overview of the major duties and responsibilities assigned to the new classification of Administrative Services Officer; as well as a (ii) a recommendation for a pay level for this new classification. This report references three different classification specifications, copies of which are presented in Attachment A.

Please note that this report provides a recommendation with respect to the salary level for the new Administrative Services Officer classification by comparing its duties, responsibilities, and minimum qualifications to the same components of the current Administrative Assistant/Secretary to the Board classification. Our review is not intended to re-classify or promote any specific position to this new classification since that is a process which the District will undertake.

Study History/Background

For several years, Hidden Valley Lake Community Services District (the District) has utilized an administrative classification, sometimes designated as a management classification, to provide a high level of administrative support to the General Manager in a variety of areas such as general business, Board of Directors, human resources, information technology and related areas. For history/background purposes, this study included the review of the following documents:

- June 22, 2004 - Classification is titled “Administrative Assistant/Secretary to the Board” – a review of the classification specification indicates that the primary duties and responsibilities assigned to the position were predominantly high level administrative/secretarial duties; however, there are fiscal related duties

and responsibilities with respect to budget compilation, finance and loan decisions, transferring funds, and releasing liens; some insurance program administrative tasks; special project related tasks; water conservation program oversight; and other duties from which one might infer higher level non-secretarial duties. However, based on the placement of these duties and responsibilities within the classification specification, they are not identifiable as preponderant tasks. The minimum qualifications were not clearly defined but infer an equivalent to a High School diploma with specialized secretarial training and acquisition of a Special District Institute Certification within two years of employment.

- November 29, 2010 – Classification is titled “Administrative Assistant/Secretary to the Board” – a review of the classification specification indicates that the primary duties and responsibilities are similar to the classification specification dated June 22, 2004 with some deletions (classification as a management position, and a statement with respect to management responsibilities which are not clearly articulated in the original classification specification). The salary level for this classification was \$95,867.20/annually, or \$7,989 per month.
- In late 2011, CPS HR was retained by the District to conduct a base salary study of the Administrative Assistant/Secretary to the Board, as well as the Controller/Accountant to assess an appropriate salary level for each of these classifications. CPS HR conducted an on-site review of the duties and responsibilities assigned to each incumbent in each classification in order to conduct a salary survey from comparable labor market agencies. During that on-site review, it was our opinion that the duties and responsibilities assigned to the Administrative Assistant/Secretary to the Board were consistent with the content of the classification specification dated November 29, 2010, that the duties were not management related and were more aligned with high level clerical/secretarial duties and responsibilities. A relevant excerpt from the CPS HR Final Base Salary Report dated May 30, 2012 described the duties as follows:
 - “Administrative Assistant/Secretary to the Board -The position description for this classification’s Position Purpose states ‘To assist the General Manager in the evaluation, interpretation and implementation of District policies and procedures, to perform duties pertinent to office administration and operation, and carry out complex special projects for the District. This position also provides administrative support to the Board of Directors.’ The tasks described in the position description are diverse; major duties are General Manager and Board Secretary related secretarial and administrative tasks, maintaining calendars and appointments, administering the employee relations, insurance and workers compensation, public information and education programs, and maintaining District insurance records. In seeking

clarity on the level of work performed for human resources and insurance program support, it was our assessment that these duties are performed at the technical level. The incumbent provides secretarial and project related support to the General Manager including researching and compiling information for reports, and preparing general correspondence, and serving on committees as assigned by the District. During the interview, the incumbent confirmed these major duties and also added some of her responsibilities which were not included in the job description, such as working with the company who provides specialized technical support for the District's network system, and serving as the District's first level troubleshooter on any computer or network related problems, as well as assuming responsibility for the administration and outreach duties for the District's Water Conservation Program. The incumbent's assessment of the percentage of time spent in each different area of responsibility are:

- Assistant to the General Manager 30%
- Human Resources 20%
- Water Conservation 20%
- Information Technology 20%
- Secretary 10%

The report goes on to state that, for job matching purposes, "we captured data for the position which either provides administrative/secretarial support to the highest level executive with responsibility for Board or Council services, to reflect the specialized knowledge required to perform these services, or administrative/secretarial support to the highest level executive within the agency. We considered this combination of matches best reflected the predominant and dual duties and responsibilities assigned to the District's classification. However, classifications which called for a level of education such as Bachelor's Degree were not included in the data."

Based on the labor market data, the salary level recommended for the Administrative Assistant/Secretary to the Board, was \$5,936/month, approximately 25.7% lower than the current Administrative Assistant/Secretary to the Board salary of \$7,989/month.

Administrative Services Officer

The new classification of Administrative Services Officer is intended to supplant the District's existing Administrative Assistant/Secretary to the Board classification. The Administrative Services Officer classification differs from the predecessor classifications in that it does not include the Secretary to the Board role – that function will be added

to the General Manager's classification specification. Some key differences between this new classification specification and the preceding two classification specifications are:

- Inclusion of management accountability for the programs and services assigned to the position which include:
 - Service delivery oversight, analysis and recommendations for changes to better meet the District's operational goals and objectives.
 - Coordinating Board meeting logistics and supervising the work of staff preparing and disseminating Board materials, minutes, resolutions, agreements and deeds.
 - Administering the human resources and risk management functions including all insurance program and vendor oversight with recommendations on program offerings and adjustments.
 - Administering the District's public information program.
 - Research and evaluation of the District's water conservation program to ensure compliance with mandated and District stewardship standards.
- Inclusion of supervisory accountability for the work of the Assistant to Field Operations; the scope of duties and responsibilities assigned to this position are:
 - Monitoring Field Operations work orders.
 - *Preparing critical reports for the State, County and Board of Directors for review and approval by management.*
 - Serving as a receptionist by greeting visitors, receiving/routing phone calls and providing information on District procedures.
 - Performing general office administrative tasks such as receiving and routing mail, and maintaining the filing system.
 - Maintaining the District's plant operations supply inventory.
- Some other duties from the previous classification specifications have been included such as computer hardware/software support, and record retention/destruction. The minimum qualifications for the classification are an Associate's or a Bachelor's degree and seven years of administrative experience. A Special District Institute Certification or equivalent and an AWWA Conservation Practitioner Grade 1 Certificate are required and must be obtained within the first two years of employment.

Our review of the duties and responsibilities assigned to this new classification indicate that the classification has stronger and more clearly articulated program/functional administrative oversight accountabilities than were previously assigned to the position

and/or contained within the classification specification. We offer below our observations and/or recommendations on the classification and its salary level:

■ Classification Related Observations/Recommendations

- Our assessment is that the newly articulated duties and responsibilities may be more closely aligned with an “analyst” work concept than a “management” work concept. An overview of each type of work concept is presented below:
 - Analyst Concept - Analytical classifications provide management/administrative and/or technical/scientific analytical services emphasizing: identification of issues; researching and obtaining data/information about such issues; developing, interpreting and conducting complex qualitative and quantitative analyses; formulating hypotheses; synthesizing conclusions; preparing and reporting recommendations; and helping to implement change. Typically analysts work closely with management staff, interacting extensively with others to obtain the information needed. While this new classification has supervisory responsibilities, the assignment of supervisory responsibilities to analyst staff is not outside the scope of reasonable duties.
 - Management Concept - Organizationally, the concept of a manager is linked to high-level, strategic responsibility and one would expect managers to have extensive authority and autonomy for a specific organizational work unit by: planning and establishing short and long term strategic goals, objectives, and priorities for their assigned work unit (which may comprise, division, section or units); determining how the work is to be done, including the methods and strategies to be used; assigning and directing the work of others, and determining how the work is to be distributed; identifying and obtaining the staff and resources needed to get the work done; and exercising financial/fiscal control over the work through budget development and administration.
- The minimum qualifications should be adjusted to reflect a Bachelor’s degree as a primary method of qualifying for the position; an alternative qualifying pattern language such as an Associate’s Degree plus a higher level of experience can follow, but it is important to set a standard of education relative to the body of work as the primary minimum

qualification. Further, with a Bachelor's degree, the years of experience can be reduced to three.

- We would not consider this to be an "Exempt" position until such time that it is evident that it would qualify for an exemption; it is our recommendation that it be designated as "Non-Exempt" and reviewed after a year or so. With respect to the assessment of whether a position meets FLSA standards for exemption from overtime rules, some pertinent information on the Fair Labor Standards Act is presented below:
 - The Fair Labor Standards Act was enacted by the United States Congress in 1938; it contains provisions that cover minimum wage, child labor, equal pay and several other employment practices. Although it is a federal law, all states must comply with the minimum requirements of the FLSA, and some states such as California have enacted legislation that supersedes the FLSA in certain areas. Thus, when determining FLSA compliance, it is important to consider both federal and State of California requirements and test accordingly, recognizing that the more rigorous of the two standards will apply for the employer.
 - FLSA contains language that requires employers to pay overtime to an employee at the rate of one and one-half of the employee's regular rate of pay for all hours worked over designated weekly and/or daily hour parameters unless said employee qualifies for an exemption. This overtime pay requirement cannot be waived by agreement between the employer and employee, although the employer can choose to pay overtime to an employee even though the employee qualifies for exemption under the law.
 - The FLSA provides an exemption from overtime pay for employees who are bona fide executive, administrative, professional and outside sales employees. To qualify for an exemption, employees must meet both salary and duties tests. The Act also requires that, in order to establish eligibility for an overtime exemption, analyses must be done on a position-by-position basis, with consideration given to the employee's actual job duties, not merely the job description. It should be noted that placement in a supervisory or management bargaining unit, or granting a management benefit package does not make a position exempt from overtime, nor does requiring professional licensure or registration automatically make a position exempt. Most exemptions require the employee to customarily and regularly exercise discretion and independent judgment, which

involves comparing and evaluating possible courses of conduct and acting or making a decision after considering various possibilities. Generally, employees who meet this criteria:

- Have the power to make independent choices free from immediate supervision and with respect to matters of significance; or
 - Are able to make a recommendation for action subject to the final authority of a superior, as long as the employee has sufficient authority for the recommendation to affect matters of consequence to the business or its customers.
- Other factors to consider include whether the employee has authority to formulate, affect, interpret or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree; whether the employee has authority to commit the employer in matters that have significant financial impact; and whether the employee has authority to waive or deviate from established policies and procedures without prior approval. The fact that an employee's decisions are reversed after review does not mean that the employee is not exercising discretion and independent judgment. However, the employee must do more than apply well-established techniques, procedures or specific standards described in manuals or other sources.
- Compensation Related Recommendations
 - It is our recommendation that the salary level for the Administrative Services Officer be set relative to the labor market data for the Administrative Assistant/Secretary to the Board (as presented in the Final Base Salary Report dated May 30, 2012) by using the following differential:
 - For administrative positions where there are higher levels of work (i.e. analytical versus secretarial) and minimum requirements which require a higher level of education (i.e. a Bachelor's degree versus High School diploma), it is not uncommon to see a 15% or more difference in salaries to accommodate the higher level of job responsibilities combined with the higher level of education.
 - Using the median of the market data from the referenced report, the recommended monthly salary for the Administrative Assistant/Secretary to the Board was \$5,936/month.

- We consider it would be reasonable to increase that salary by 15%, to \$6,826/month to provide an appropriate salary for the level of work performed by the new classification of Administrative Services Officer.

The above sections of this report present our analysis of the duties and responsibilities assigned to the Administrative Services Officer, as well as our recommendation for a salary level for the new classification. Should you require any further information on the contents of this report, please feel free to contact me on (916) 471-3122.

Sincerely



Debbie Owen
Technical Director, Classification and Compensation

Attachment A
Classification Specifications

HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE ASSISTANT/SECRETARY TO THE BOARD

SALARY RANGE \$37.92 to \$46.09

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Per Hour	\$37.92	\$39.82	\$41.81	\$43.90	\$46.09
Annual Salary	\$78,873.60	\$82,825.60	\$86,964.80	\$91,312.00	\$95,867.20

DEFINITION

Administrative Assistant serves under the direction of the General Manager: may supervise the work of a clerical staff engaged in varied activities; performs difficult clerical work; perform duties pertinent to office administration and operation; and does related work as required.

Secretary to the Board works with the General Manager in the evaluation, interpretation and implementation of District policies and procedures. This position shall be classified as a management position.

CHARACTERISTICS

Responsible for preparation and posting agendas for Board meetings, committee meetings, assemble all materials for meeting packets, prepare minutes and committee reports for the meetings, attend all meetings, and manage confidential information.

The District is a governmental agency therefore knowledge of the Brown Act and compliance of legal requirements is required.

Maintains calendars and sets up appointments for General Manager and Board of Directors. Confirm schedules with notification of interested parties and schedule seminars and conferences.

Handle confidential matters for the General Manager and the Board of Directors.

Makes travel or lodging arrangements for General Manager, Board of Directors and staff; prepares and submits appropriate authorization, submits travel receipts and invoices for payment.

Administration of Personnel and Employee Relations, insurance, worker's compensation, public information and directs educational programs.

Maintains and updates District's insurance records annually, including District's vehicle and facility inventory.

Answers a variety of routine and semi-technical questions related to the organization, functions, procedures, regulations, and programs of the agency after determining that

information may be given; answers inquiries for complaints, which do not need policy interpretation or expertise.

Work with the District's attorney and engineers in decisions regarding financing of loans, loan requirements, project schedules and general District procedures.

Takes charge of the agency's maintenance and disposition of files of records, correspondences, resolutions, ordinances, policies and other official and confidential data; determines material to be placed in storage and those to be filed or electronically filed.

Conducts special studies; may assist with the budget compilation; some office management responsibilities.

Meet with Bond Administrator and Accountant Controller annually. Release liens when bonds are paid off on individual properties. Review quarterly updates with Accountant/Controller.

Transfer funds in Local Agency Investment Fund and District's bank accounts as recommended by Accountant/Controller.

Understand and follow oral and written instructions. Work cooperatively with fellow employees and the public. Keep accurate records and perform daily routines with a minimum amount of supervision.

Duties require good typing skills, familiarity with computer equipment.

Oversee the District's Water Conservation Program, which consists of school education material, water conservation packets to new homeowners, distribution of water conservation kits, maintain a drought tolerant plant list, water conservation tip packet and the District's rebate program. Work with community groups and organizations coordinating special events promoting water conservation/water awareness.

Complete annual reporting to California Urban Water Conservation Council for 14 Best Management Practices in compliance with State Revolving Loan.

Oversee the District's outreach program, which consists of editing, producing the District's newsletter by using graphic designs to illustrate information regarding events and pictures pertaining to the District. Also includes maintaining the District's website weekly with current pictures, updates and works with the local newspapers/media regarding current press releases.

Assist in construction bidding process and oversee all construction documentation. During construction projects, prepare and submit reimbursement requests to loan officer. Attend construction meetings and acts as liaison for the General Manager, and District with or between legal counsel, contractors and engineers regarding financial and technical change orders, contract implementation and construction schedules.

QUALIFICATIONS/EDUCATION

Any combination of education, vocational training and work experience, which provides the opportunity to acquire the knowledge and abilities listed. Normally, formal course in

secretarial skills and three or more years of general clerical work experience will provide this opportunity. Must complete the Special District Institute certification program or a certification program equal or greater within two years of employment or already hold such certification. Website knowledge, writing and editing skills.

LICENSE OR CERTIFICATION

Some driving may be required in the District's vehicle. A valid driver's license is required. Certified Notary.

ATTACHMENT B (III)

(approved June 22, 2004)

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

POSITION TITLE: *ADMINISTRATIVE ASSISTANT/
SECRETARY TO THE BOARD* **EXEMPT/NON-EXEMPT:** *EXEMPT*
REPORTS TO: *GENERAL MANAGER* **DIRECT REPORTS:** *NONE*

SALARY RANGE:

LEVEL	A	B	C	D	E
HOURLY	\$37.92	\$39.82	\$41.81	\$43.90	\$46.09
ANNUAL	\$78,873.60	\$82,825.60	\$86,964.80	\$91,312.00	\$95,867.20

POSITION PURPOSE: To assist the General Manager in the evaluation, interpretation and implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out complex special projects for the District. This position also provides administrative support to the Board of Directors.

KEY RESPONSIBILITIES:

- Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings.
- Manage calendars and appointments for General Manager and Board of Directors including the scheduling and registration for seminars and conferences.
- Manage confidential information for the General Manager and Board of Directors.
- Manage travel arrangements for General Manager, Board of Directors and staff; assemble travel expenses for reimbursement and invoices for payment.
- Administer District programs including Employee Relations, insurance, workers' compensation, public information and education.
- Maintain District insurance records annually including District vehicle and facility inventory.
- Confer with attorneys and engineers for the District regarding the financing of loans, loan requirements, project schedules and general District Procedures.
- Assist in construction bidding process; oversee all related documentation; act as liaison for the General Manager and the District with legal counsel, contractors and engineers regarding financial and technical change orders, contract implementation and construction schedules.
- Manage the District Records Retention and Records Destruction Policy.
- Conduct special studies.

KEY RESPONSIBILITIES: cont'd

- Meet with Bond Administrator and Accountant/Controller annually. Release liens as bonds are satisfied. Review quarterly updates with Accountant/Controller.
- Assist with funds transfer in Local Agency Investment Fund and District bank accounts as recommended by Accountant/Controller.
- Maintain the District website.
- Complete annual reporting to the California Urban Water Conservation Council for 14 BMP's in compliance with State Revolving Loan.
- Oversee the District Water Conservation Program; work with community groups coordinating special events promoting water conservation and water awareness.
- Oversee the District Outreach Program in print and electronic media.

QUALIFICATIONS/EDUCATION:

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

LICENSES/CERTIFICATIONS:

Special District Institute Certification is required and may be completed within the first two years of employment. A valid California driver's license is required. Incumbent must be a Certified Notary.

Revision approved by HVLCSD Board of Directors 06/22/2004
Reformatted 11/09/2010

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

Draft – 9/24/12

POSITION TITLE: *Administrative Services Officer* **EXEMPT/NON-EXEMPT:** *EXEMPT*

REPORTS TO: *GENERAL MANAGER* **DIRECT REPORTS:** *Assistant to
Field Operations*

JOB SUMMARY: Provides and coordinates full range of administrative support activities for the District; assists the General Manager in planning, organizing, staffing and coordinating the activities of the District and provides confidential support to the General Manager in areas of expertise; functions as part of the District's Management Team and participates actively in addressing issues of concern to the District.

Key Responsibilities:

- Assumes full management responsibility for all assigned programs, services and activities; participates in the development and implementation of goals, objectives, policies, and priorities; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the General Manager.
- Coordinates Board meeting logistics and provides other required support; coordinates preparation of Board agenda and distribution of agenda packets; supervises the maintenance of Board records and dissemination of all actions including minutes, resolutions, agreements and deeds.
- Administers human resources policies and practices in accordance with District Personnel Policy Manual; recommends carriers and administers employee benefits programs including health, dental and disability coverage; analyzes claims and discusses with General Manager, claims adjusters, medical providers, attorneys and other persons involved in the claims process and the provision of benefits to claimants.
- Administers the District's risk control functions and maintains District insurance records; coordinates with insurance carriers, District staff, legal counsel and other administrative organizations regarding claims; prepares reports and recommendations.
- Represents the District before public agencies and community groups; prepares and presents public presentations and demonstrations; responsible for the dissemination of press releases, newsletters, and brochures; maintains District website.

- Researches, evaluates, and designs water conservation programs consistent with Urban Water Management Council guidelines, state and federal law; plan, coordinate and staff special events promoting water conservation and water resources stewardship.
- Administers miscellaneous general service functions such as building security, maintenance, and phone systems.
- Manages and maintains District computer equipment, software and office automated equipment; provide staff training and assistance with office equipment, computers and software.
- Implements District records retention and records destruction policy; ensures adequate security, control and maintenance of confidential records and information.
- District notary.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of: Special district governance; modern principles, practices, and methods of public-sector administration and management; principles and methods of effective communication; principles, practices, and methods of project management.

Working knowledge of: Human resources management, information technology, and urban water conservation.

Ability to: Exercise independent judgment; analyze administrative problems and make policy and procedural recommendations; effectively plan and coordinate the administrative work of the District; communicate with others at all levels; deal tactfully, convincingly, and effectively with personnel, government officials, representatives of interest groups, and the general public; effectively assemble, organize, and present in written and oral form reports containing alternative solutions and recommendations.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position, would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of progressively responsible administrative experience in the public-sector that includes the development and implementation of programs or policies.

Education: Successful completion of two years of college level course work or a Bachelor's degree from an accredited college or university in public administration, business administration or closely related field

License or Certificate: Special District Institute Certification or equal certification and American Water Works Association Conservation Practitioner Grade 1 certificate are required and must be obtained within the first two years of employment. A valid California driver's license is required. Incumbent must be a California Notary or obtain certification as a California Notary within the first two years of employment.

**Hidden Valley Lake Community Services District
Top Monthly Salary Data
October 2012**

ADMINISTRATIVE SERVICES OFFICER		Class Title	Top Monthly Salary	Effective Date	Next Salary Increase	Next Percentage Increase
1	Hidden Valley Lake Community Services District City of Santa Rosa Utilities Department	Administrative Services Officer / Water-Use Efficiency Coordinator / City Clerk / Administrative Technician - Confidential ¹	Proposed \$7,837	11/01/2010	Unknown	Unknown
2	Solano County Water Agency	Administrative Services Manager ²	\$7,817	07/01/2009	Unknown	Unknown
3	City of Healdsburg	City Clerk / Personnel Assistant ¹	\$7,729	08/01/2011	Unknown	Unknown
4	Town of Windsor	Human Resources Manager / Human Resources Analyst / Water Conservation Program Coordinator / Town Clerk ^{1,3}	\$7,571	07/01/2011	Unknown	Unknown
5	North Marin Water District	District/Administrative Secretary / Accounting/Human Resources Supervisor / Water Conservation Coordinator ¹	\$7,501	07/01/2011	Unknown	Unknown
6	City of Napa	Deputy City Clerk / Management Analyst II / Water Resource Analyst ^{1,4}	\$7,122	03/01/2010	Unknown	Unknown
7	City of Calistoga	City Clerk / Administrative Analyst/Deputy City Clerk / Administrative Services Director ¹	\$6,425	07/01/2009	Unknown	Unknown
8	Valley of the Moon Water District	Office Supervisor ⁵	\$6,389	07/01/2012	07/01/2013	Unknown
9	City of Lakeport	Administrative Services Director / City Clerk	\$6,369	07/01/2010	Unknown	Unknown
10	Sonoma County Water Agency	Administrative Services Officer I / Water Agency Programs Specialist / Executive Secretary - Confidential ¹	\$6,209	07/13/2010	Unknown	Unknown
11	County of Lake	Human Resources Analyst II / Administrative Analyst, Senior / Assistant Clerk of the Board of Supervisors / Special District Admin Manager ¹	\$4,817	10/12/2011	Unknown	Unknown
	Clearlake Oaks County Water District	N/C				
Average of Comparators			\$6,890			
% Hidden Valley Lake Community Services District Above/Below						
Median of Comparators			\$7,122			
% Hidden Valley Lake Community Services District Above/Below						

NOTE: All calculations exclude Hidden Valley Lake Community Services District

N/C - Non Comparator

- 1- Hidden Valley Lake Community Service District's class is bracketed by two or more comparators.
- 2- Administrative Services Manager requires any combination of education and experience equivalent to a Bachelor's degree and 5 years of experience.
- 3- All classifications, except Town Clerk, require any combination of education and experience equivalent to a Bachelor's degree and 3-5 years of experience; Water Conservation Program Coordinator requires a Level I Water Use Efficiency Practitioner certificate within 12 months of employment; Town Clerk requires Notary Public and Certified Municipal Clerk certification.
- 4- Classifications require any combination of education and experience equivalent to a Bachelor's degree and 2-4 years of experience.
- 5- Office Supervisor oversees accounting, human resources, and office support staff; also performs Clerk of the Board duties.

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

DATE: November 20, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of revised Jury Duty Leave policy

RECOMMENDATIONS:

Discuss the proposed revisions to the District’s Jury Duty Leave policy and assuming the Board elects to adopt the proposed revisions as currently drafted or with modifications, direct staff to incorporate revised Jury Duty Leave policy into the District’s Personnel Policy Manual.

FINANCIAL IMPACT:

None

BACKGROUND:

The District’s Personnel Policy Manual memorializes the District’s employment policies and is considered a “living document” in the sense that it is periodically updated or otherwise amended by the Board. Since the Personnel Policy Manual was first approved on November 30, 1990 it has been revised 30 times, most recently on June 21, 2011. The Board’s Personnel Committee is proposing revisions to the current Jury Duty Leave policy (see attached). Staff recommends that the Board discuss the proposed revisions to the District’s Jury Duty Leave policy and assuming the Board elects to adopt the proposed policy revisions as currently drafted or with modifications, direct staff to incorporate the revised Jury Duty Leave policy into the District’s Personnel Policy Manual.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



FINAL DRAFT

POLICY TYPE: Time-Off Benefit
POLICY TITLE: Jury Duty Leave
POLICY NUMBER: 6
DATE ADOPTED: November 30, 1999
DATE AMENDED:

Purpose:

To provide employees with paid time off to perform jury duty.

Policy:

When a District employee is summoned to jury duty service, he/she shall be encouraged to serve and given time off with compensation. Under no circumstances shall performance of jury duty service negatively impact employment or benefits with the District. Following jury duty service, the employee shall be entitled to return to the same or equivalent position held prior to jury duty service.

Procedure:

The employee shall provide his/her supervisor with a copy of the jury summons as soon as practical. The employee's supervisor shall determine if the assigned dates of jury duty service could negatively impact District operations and may request that the Court postpone the employee's jury duty service.

When performing jury duty service, the employee will be compensated for travel time and that fraction of the normal work day (between 8 am and 5 pm) spent performing jury duty service. However, the District will not reimburse mileage or any other expenses. The employee may accept reimbursement for mileage from the Court, but shall decline any compensation provided by the Court for jury duty time served. For the purposes of calculating overtime, jury duty will not be considered as hours worked.

In order to receive jury duty service compensation, an employee must submit evidence of attendance, furnished by the Court, to the General Manger or his/her designee.

Employee Signature

Employee Name (Please Print) Date

**HIDDEN VALLEY LAKE COMMUNITY
SERVICES DISTRICT**

JURY DUTY LEAVE

When a regular/regular part-time employee performs jury duty, he/she shall be paid the difference between jury duty compensation and his or her regular rate of pay, which shall not include expenses and mileage. Jury duty for purposes of calculating overtime will not be considered as hours worked.

Evidence of attendance furnished by the court must be turned in to the General Manager before payment of salary will be authorized.

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

DATE: November 20, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of revised Time-Off to Vote policy

RECOMMENDATIONS:

Discuss the proposed revisions to the District’s Time-Off to Vote policy and assuming the Board elects to adopt the proposed revisions as currently drafted or with modifications, direct staff to incorporate revised Time-Off to Vote policy into the District’s Personnel Policy Manual.

FINANCIAL IMPACT:

None

BACKGROUND:

The District’s Personnel Policy Manual memorializes the District’s employment policies and is considered a “living document” in the sense that it is periodically updated or otherwise amended by the Board. Since the Personnel Policy Manual was first approved on November 30, 1990 it has been revised 30 times, most recently on June 21, 2011. The Board’s Personnel Committee is proposing revisions to the current Time-Off to Vote policy (see attached). Staff recommends that the Board discuss the proposed revisions to the District’s Time-Off to Vote policy and assuming the Board elects to adopt the proposed policy revisions as currently drafted or with modifications, direct staff to incorporate the revised Time-Off to Vote policy into the District’s Personnel Policy Manual.

<input type="checkbox"/>	APPROVED AS RECOMMENDED	<input type="checkbox"/>	OTHER (SEE BELOW)
--------------------------	----------------------------	--------------------------	----------------------

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



POLICY TYPE: Time-Off Benefit

POLICY TITLE: Time-Off To Vote

POLICY NUMBER: 16

DATE ADOPTED: November 17, 1992

DATE AMENDED:

FINAL DRAFT

Purpose:

To provide employees paid time off to vote in local, state, and federal elections.

Policy:

The District will provide paid time off to vote in local, state and federal elections.

Procedure:

The employee must present proof of voter registration, schedule time off with his/her supervisor before the election date, and present proof of voting to receive paid time off for voting during work hours.

**HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT**

TIME OFF TO VOTE

If work hours do not allow sufficient time off to vote in general, direct or presidential elections, the District will allow two hours paid time off for an employee to vote. To receive time off for voting, the employee must notify their supervisor.

Revision approved by HVLCSD Board of Directors 11/17/1992

ATTACHMENT Q

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

DATE: November 20, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of revised Employee Medical Benefit Alternate Coverage policy

RECOMMENDATIONS:

Discuss the proposed revisions to the District’s Employee Medical Benefit Alternate Coverage policy and assuming the Board elects to adopt the proposed revisions as currently drafted or with modifications, direct staff to incorporate revised Employee Medical Benefit Alternate Coverage policy into the District’s Personnel Policy Manual.

FINANCIAL IMPACT:

None

BACKGROUND:

The District’s Personnel Policy Manual memorializes the District’s employment policies and is considered a “living document” in the sense that it is periodically updated or otherwise amended by the Board. Since the Personnel Policy Manual was first approved on November 30, 1990 it has been revised 30 times, most recently on June 21, 2011. The Board’s Personnel Committee is proposing revisions to the Employee Medical Benefit Alternate Coverage policy (see attached). Staff recommends that the Board discuss the proposed revisions to the District’s Employee Medical Benefit Alternate Coverage policy and assuming the Board elects to adopt the proposed policy revisions as currently drafted or with modifications, direct staff to incorporate the revised Employee Medical Benefit Alternate Coverage policy into the District’s Personnel Policy Manual.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



POLICY TYPE: Benefit
POLICY TITLE: Employee Medical Benefit Alternate Coverage
POLICY NUMBER: 25
DATE ADOPTED: June 20, 2006
DATE AMENDED: July 17, 2012

FINAL DRAFT

Purpose

To allow employees the option of declining District medical plan coverage if concurrently enrolled in an alternate medical plan.

Policy

If an employee possesses an alternate medical plan he/she may decline the District medical plan coverage and receive \$200 per month. An employee who is covered under the District medical plan as the dependent of another District employee is not eligible for the monthly compensation of \$200.

In the absence of an alternative medical plan, the employee must be enrolled in the District medical benefit plan.

Procedure

To receive monthly compensation, an employee must provide proof of an alternate medical plan and a signed release form to the General Manager acknowledging his/her decision to decline District medical benefit coverage.

Note: In reference to this policy, medical benefit coverage does not include vision and dental.

**RELEASE OF DISTRICT MEDICAL BENEFIT COVERAGE
FORM**

I _____ release the District from providing medical benefit coverage effective _____.
(Date)

I understand I am to inform the General Manager or designee within 48 hours of any change in alternate medical coverage.

I also understand I will receive monthly compensation of \$200 for declining to participate in the District medical benefit coverage plan.

Employee Date

General Manager or Designee Date

**HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT**

**EMPLOYEE HEALTH AND DENTAL
ALTERNATIVE COVERAGE POLICY**

Purpose

To allow employees the option to deny health and dental coverage only if they already have health and dental coverage either through their spouse's work or other.

Policy

In lieu of, the employee will not receive health and/or dental coverage under the provisions addressed in this policy, the employee will receive a monthly compensation of \$200.

Procedure

The employee is required to provide proof of other health and dental coverage either with a letter from spouse's employer or other stating they are covered under their plan, copy of card with employee's name on the card (not spouse's or employer's name) or other proof of coverage acceptable to Human Resources.

Must sign a release form acknowledging the employee's authorization of denying health and dental coverage and provide proof of coverage.

Must notify Human Resources in writing of any changes in current health and dental coverage.

Both proof of alternative health and/or dental coverage and release form must be updated annually.

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

DATE: November 20, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of revised Hours Worked and Overtime policy

RECOMMENDATIONS:

Discuss the proposed revisions to the District’s Hours Worked and Overtime policy and assuming the Board elects to adopt the proposed revisions as currently drafted or with modifications, direct staff to incorporate revised Hours Worked and Overtime policy into the District’s Personnel Policy Manual.

FINANCIAL IMPACT:

None

BACKGROUND:

The District’s Personnel Policy Manual memorializes the District’s employment policies and is considered a “living document” in the sense that it is periodically updated or otherwise amended by the Board. Since the Personnel Policy Manual was first approved on November 30, 1990 it has been revised 30 times, most recently on June 21, 2011. The Board’s Personnel Committee is proposing revisions to the current Hours Worked and Overtime policy (see attached). Staff recommends that the Board discuss the proposed revisions to the District’s Hours Worked and Overtime policy and assuming the Board elects to adopt the proposed policy revisions as currently drafted or with modifications, direct staff to incorporate the revised Hours Worked and Overtime policy into the District’s Personnel Policy Manual.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



POLICY TYPE: Compensation
POLICY TITLE: Worked Hours And Overtime
DATE ADOPTED: June 20, 2006
DATE AMENDED:

FINAL DRAFT

Purpose:

To define “regular” work hours versus “overtime” work hours, and the associated pay rates for overtime hours, for non-exempt employees.

Policy:

For full-time non-exempt employees, any work in excess of eight hours in one workday and any work in excess of 40 hours in any one workweek shall be considered overtime and will be compensated at the rate of one and one-half times the regular rate of pay for the employee. Similarly, any work in excess of 12 hours in one day or work in excess of eight hours on the seventh day of the workweek will be considered overtime and will be compensated at twice the regular rate of pay for the employee.

The District will pay part-time and temporary employees an amount equal to one and one-half times their prevailing hourly rate of pay for authorized work performed in excess of a scheduled eight (8) hour work shift and/or 40 hours per week.

Process:

A regular work week for full-time non-exempt employees shall consist of five (5) consecutive eight (8) hour shifts. The work week for all part-time employees shall be determined by his/her supervisor.

For the purpose of computing regular hours, all paid leave (sick, holiday, and vacation) taken during a work-week shall be considered as time worked. Paid leave cannot be counted toward the calculation of overtime hours worked.

Compensation for “on-call” work performed between midnight and the start of regular work hours (generally 7:30 am) shall be based on the actual emergency response time logged or two hours, whichever is greater.

**HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT**

HOURS WORKED AND OVERTIME POLICY

The Hidden Valley Lake Community Service District (District) shall pay an amount equal to one and one-half times the prevailing hourly rate of pay for an employee directed by a department head to work in excess of a scheduled 8 hour work shift and/or more than 40 hours per work week. A work week for full time employees covered by this policy shall consist of five (5) consecutive eight (8) hour shifts Monday through Friday.

1. All work performed between midnight and the start of the regular work hours (on-call) when called out by the District shall be compensated for actual emergency response time (two hour minimum).

The District will pay part-time and temporary employees an amount equal to one and one-half times the prevailing hourly rate of pay for authorized work performed in excess of a scheduled 8 hour work shift and /or 40 hours per week. The work week for all part time employees shall be determined by the supervisor/department head. The District will endeavor to schedule the work week for part time employees Monday through Friday unless scheduled to work weekends by the General Manager.

For the purpose of computing time worked in this section, all paid leave (sick, holiday, vacation and floaters) taken during a work week shall be computed as time worked. The employee shall be permitted the option of accruing compensatory time off, at a rate of one and one half hours per hour of overtime worked. Such time off shall be taken upon approval of the department head.

Under federal and State law government employees are only entitled one and one half times their hourly pay regardless of how much overtime.

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

DATE: November 20, 2012

AGENDA ITEM: Discussion and Possible Action: Ad Hoc Policy Committee review of CSDA sample policy manual and Policy Committee recommendations regarding District polices

RECOMMENDATIONS:

Hear Ad hoc Policy Committee’s report and recommendations regarding the possible adoption of California Special Districts Association (CSDA) sample policies and provide direction to staff.

FINANCIAL IMPACT:

None

BACKGROUND:

At the October 16, 2012 Board of Directors meeting the Board expressed a desire to inventory and catalog existing District policies, and discussed processes by which the District could move forward with the identification and adoption of new policies. In concluding the discussion, the Board President created the “Ad hoc Policy Committee” (Directors Mirbegan and Lieberman) for the purpose of reviewing the California Special Districts Association’s (CSDA) sample policy handbook and more specifically, to identify those CSDA sample policies that the Board may want to consider adopting as District policies. The Ad hoc Policy Committee met on November 1, 2012. A memo summarizing the key findings and recommendations of the Ad hoc Policy Committee is attached.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, _____, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Board of Directors

JIM FREEMAN
CAROLYN GRAHAM
LINDA HERNDON
JIM LIEBERMAN
JUDY MIRBEGIAN



Interim General Manager
ROLAND SANFORD

Administrative Assistant
TAMI IPSEN

Accountant/Controller
TASHA KLEWE

*Hidden Valley Lake
Community Services District*

MEMORANDUM

Date: November 6, 2012
To: HVLCSD Board of Directors
From: ad hoc Policy Committee
Subject: CSDA sample policies to consider adopting

At the October 16, 2012 Board of Directors meeting the Board expressed a desire to inventory and catalog existing District policies and discussed processes by which the District could move forward with the identification and adoption of new policies. In concluding the discussion, the Board President created the "ad hoc Policy Committee" (Directors Mirbегian and Lieberman) for the purpose of reviewing the California Special Districts Association's (CSDA) sample policy handbook and more specifically, to identify those CSDA sample policies that the Board may want to consider adopting as District policies. The ad hoc committee met on November 1, 2012. Key findings and the ad hoc committee's recommendations are as follows:

- 1) The CSDA sample policy handbook table of contents provides a succinct listing of nearly all the policies the Board should consider adopting in the foreseeable future. The District's policies should be cataloged and compiled in a similar fashion, into one binder.
- 2) The District has already adopted – in one form or another – many of the Personnel (Series 2000) and Operations (Series 3000) CSDA sample policies, but for the most part, none of the Board of Directors (Series 4000), Board Meetings (Series 5000), Facilities Development (Series 6000) or Environmental (Series 9000) CSDA sample policies (note: the committee did not review the CSDA sample job descriptions listed under Series 2000). Some of the CSDA sample policies could be combined to reduce the number of policies that would ultimately be adopted by the District.

- 3) The attached "markup" of the CSDA sample policy manual table of contents identifies those CSDA sample policies that the ad hoc committee does not believe are relevant or needed by the District in the foreseeable future (CSDA sample policies with a double strike through), and CSDA sample policies for which there is a corresponding District policy that addresses all or portions of said CSDA sample policy (CSDA sample policies preceded by "HV # _)
- 4) The Board should assign the review of "candidate CSDA sample policies" to the three respective standing committees; Finance, Personnel, and Security and Disaster Preparedness, and for those candidate policies that do not fall within the purview of one or more of the above three committees, the ad hoc Policy Committee or an newly designated committee, for refinement and possible adoption by the Board.

California Special Districts Association

SAMPLE POLICY HANDBOOK

TABLE OF CONTENTS

SERIES 1000: GENERAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
1000	Purpose of Board Policies
1010	Adoption/Amendment of Policies
1020	Conflict of Interest
1030	Public Complaints
1040	Claims Against the District
1050	Copying Public Documents
1060	Public Contributions

SERIES 2000: PERSONNEL

<u>POLICY #</u>	<u>POLICY TITLE</u>
2000	Executive Officer
2003	Employee Status <i>(combine with Policy # 2006)</i>
2006	Continuity of Service <i>(combine with Policy # 2003)</i>
2009	Performance Evaluation - General Manager
2010	Performance Evaluation
2013	Lead Person Assignment and Compensation
2016	Customer Relations
2019	Use of and Responsibility of Employer Property
2022	Housekeeping
2025	Personal Possessions
2028	Dress Code & Personal Standards
HV #41 2029	Uniforms and Protective Clothing
HV #1 2032	Employee Records
2035	Employee References
2038	Employee Information / Emergency Data
2040	Cellular Telephone Usage <i>(combine with existing HV Internet usage policy)</i>
2043	Driver Training and Record Review
HV #5 2046	District Vehicle Usage
HV #5 2049	Personal Vehicle Usage
2052	Employee Usage of Tools and Equipment

HV #6	2055	Employee Seminar Attendance & Continuing Education
HV #33	2058	Compensation for Meetings and Travel
	2061	Professional Licenses and/or Certificates
	2064	Employee Assistance During Response to Emergency Situations
HV #1	2067	Grievance Procedures
	2070	Pre-Employment Physical Examinations
	2073	Political Activity on District Facilities or Work Time
	2076	Gift Acceptance Guidelines
	2079	Volunteer Personnel Workers' Compensation Insurance
	2082	Outside Employment
	2085	Notifications of Reductions in the Work Force
HV #1	2088	Unemployment Insurance
HV #17,18	2090	"HIPAA" Compliance
	2100	Nepotism
	2110	Job Posting – Application Period
	2120	Entry Level Positions
	2130	Selection Process – Non-Entry Level Job Openings – Current District Personnel
	2140	Selection Process – Non-Entry Level Job Openings – Outside Applicants
HV #1	2200	Separation from District Employment
	2210	Confidentiality Regarding Resignations
	2220	Disciplinary Action
	2230	Letters of Recommendation
	2240	Termination During Leave of Absence
	2300	Pay Periods
	2305	Time Keeping/Time Records
	2310	Rest & Meal Periods
	2315	Advancement of Wages
	2320	Wage Garnishments
	2325	Payroll Deductions for Salaried Employees
	2330	Compensation <i>(append to existing HV compensation policy?)</i>
	2335	Payroll Deductions
	2340	Paycheck Direct Deposit
	2345	Temporary Reclassifications
	2350	Employee Promotion
	2355	Demotion – Nondisciplinary
HV #24	2400	Hours of Work and Overtime
	2410	Use of Make Up Time
	2420	Salaried Personnel
	2430	Requirements for Reporting to Work
	2440	Standby and Call Out
HV #1	2500	Vacations
HV #1	2505	Holidays
HV #1	2510	Authorized Leave
	2515	Unauthorized Voluntary Absence
HV #1	2520	Sick Leave
HV #4	2525	Family and Medical Leave

	2530	Pregnancy Disability Leave
HV # 39	2535	Military Leave
HV # 1	2540	Bereavement Leave
HV # 1	2545	Workers' Compensation Leave
	2550	Leave for Crime Victims and Family Members
	2553	Catastrophic Time Bank
HV # 1	2555	Time Off for Children - School Activities
HV # 1	2560	Time Off to Vote
HV # 1	2565	Jury Duty
	2570	Subpoena Responsibilities
HV # 1	2575	Health and Welfare Benefits
HV # 1	2580	Educational Assistance
HV # 2	2600	Drug and Alcohol Abuse
	2605	Substance Abuse (in conformance with DOT Guidelines)
HV # 37	2610	Use of Tobacco Products Within District
HV # 1	2615	Smoke-free Workplace
HV # 1	2700	Internet, E-mail, and Electronics Communication Ethics, Usage and Security
	2800	Equal Opportunity
HV # 3	2805	Affirmative Action
	2810	Accommodations for Disability
	2815	Immigration Law Compliance
HV # 21	2820	Harassment
HV # 22	2825	Sexual Harassment <i>(combined with HV's Harassment policy)</i>
	2900	Job Description - Account Clerk
	2903	Job Description - Administrative Assistant
	2906	Job Description - Administrative Secretary
	2910	Job Description - Assistant Engineer
	2913	Job Description - Board Secretary / Clerk
	2916	Job Description - Bookkeeper
	2920	Job Description - Business Manager
	2923	Job Description - Carpenter
	2926	Job Description - Computer Operator
	2930	Job Description - Engineering Technician
	2933	Job Description - Environmental and Safety Compliance Officer
	2936	Job Description - Equipment Operator
	2940	Job Description - Executive Assistant
	2943	Job Description - Field Operations Supervisor
	2946	Job Description - Foreman
	2950	Job Description - General Manager
	2953	Job Description - Information Services Specialist
	2956	Job Description - Maintenance Technician
	2960	Job Description - Manager of Information Systems
	2963	Job Description - Mechanic
	2966	Job Description - Meter Reader
	2970	Job Description - Meter Service Technician
	2973	Job Description - Senior Engineer

~~2976 Job Description Senior Water Treatment Plant Operator~~
~~2980 Job Description Typist Clerk~~
~~2983 Job Description Utility Worker~~
~~2986 Job Description Warehouse Technician~~
~~2990 Job Description Warehouse Worker~~
~~2993 Job Description Water Division Manager~~
~~2996 Job Description Water Treatment Plant Operator~~

SERIES 3000: OPERATIONS

<u>POLICY #</u>	<u>POLICY TITLE</u>
3005	Emergency Preparedness
3006	Emergency Response Guideline for Hostile or Violent Incidents
3010	Computer and Business Continuity Security
3012	Environmental, Health & Safety Compliance Program
HV # 38 3015	Illness and Injury Prevention Program <i>(could combine, along with # 3020 and # 3025 into HV's # 38)</i>
3020	Health & Safety <i>(could combine, along with # 3020 and # 3025 into HV's # 38)</i>
3025	Workers' Compensation <i>(could combine, along with # 3020 and # 3025 into HV's # 38)</i>
3030	Recreational Activities and Programs
HV # 29 3105	Budget Preparation
HV # 29 3110	Fixed-Asset Accounting Control
HV # 29 3115	Fixed-Asset Capitalization
3117	Asset Protection & Fraud in the Workplace <i>(combine with HV's Identity Theft policy)</i>
3120	Investment of District Funds <i>(HV adopts investment policy each fiscal year)</i>
HV # 43,35 3130	Customer Payment Arrangements
3135	Expense Authorization
3140	Check Processing
3145	Credit Card Usage
HV # 8 3150	Purchasing
3205	Employment of Outside Contractors and Consultants
3210	Easement Abandonment
3215	Easement Acceptance
3220	Encroachment Permits
3300	Disposal of Surplus Property or Equipment
HV # 10 3310	Records Retention
HV # 19 3400	Use/Rental of District Facility <i>(combine HV's Board Room Use Policy into this policy)</i>
3500	Off Road Diesel Equipment Idling

SERIES 4000: BOARD OF DIRECTORS

<u>POLICY #</u>	<u>POLICY TITLE</u>
4005	Operating Principles of the Board (Norms)
4010	Code of Ethics
4015	Voluntary Candidate Expenditure Ceiling

	4020	Attendance at Meetings <i>(combine with Policy # 4005)</i>
HV # 16	4025	Expenditure Reimbursement <i>(current District policy # 16 could be expanded to include Board members)</i>
	4030	Remuneration
	4035	Directors' Health Insurance
	4040	Duties of Board President
	4045	Board Secretary
	4047	Clerk of the Board
	4048	Legal Counsel and Auditor
	4050	Members of the Board of Directors
	4060	Committees of the Board of Directors
	4070	Basis of Authority <i>(could combine with Policy #4005)</i>
	4080	Membership in Associations
HV # 44	4090	Training, Education and Conferences
	4095	Ethics Training
HV # 34	4097	Filling of Vacancy(s) on Board of Directors (Trustees)

SERIES 5000: BOARD MEETINGS

<u>POLICY #</u>	<u>POLICY TITLE</u>
5010	Board Meetings
5020	Board Meeting Agenda
5030	Board Meeting Conduct
5040	Board Actions and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings
5070	Rules of Order for Board and Committee Meetings

SERIES 6000: FACILITIES DEVELOPMENT

(less urgent, with possible exception of policy # 6020)

<u>POLICY #</u>	<u>POLICY TITLE</u>
6010	Development Improvement Standards
6020	Environmental Review Guidelines
6030	Annexation Procedures
6040	Developer Requirements
6050	Development Agreements

SERIES 9000: ENVIRONMENTAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
9000	Sustainability Business Goal

9010	Recycling
9020	Waste Management
9030	Water Use
9040	Environmental Policy - Paper Use
9050	Energy Conservation
9060	Environmental Policy - Purchasing
9070	Environmental Policy - Meeting Planning
9080	Environmental Policy - Transportation
9090	Indoor Environment

Hidden Valley Lake
Community Services District's
Policy list

- 1) Personnel Policy
- 2) Drug and Alcohol Abuse Policy
- 3) Non-Discrimination Policy
- 4) Family Medical Leave Policy
- 5) Vehicle Operations Policy
- 6) Resolution 94-18 – Establishing Educational Policy
- 7) Personnel Records Policy
- 8) Policies, Procedures and Bidding Regulations Governing Purchase of Supplies and Equipment By the Hidden Valley Lake Community Services District
- 9) Policy Regarding Information of the District's Facilities and Operations
- 10) Records Retention Policy
- 11) Review of Personnel Policy Manual By District's Legal Counsel
- 12) Capital Expenditure Policy
- 13) Hidden Valley Lake Community Services District's Board Members Contacting Consultants' Policy
- 14) Security and Disaster Preparedness Program Committee Policy to Review Vulnerability Assessment, Emergency Response Plan, and District's Facilities Annually
- 15) Policy for the Stonehouse Mutual Water Company Delinquent Water Fees
- 16) Director's Compensation and Reimbursement of Expense Policy (revised 2005 to meet SB 135 requirements)
- 17) Health Insurance Portability and Accountability Act, Privacy Policy Effective Date April 14, 2004
- 18) Notice of Privacy Practices for the Use and Disclosure of Private Health Information
- 19) Boardroom Use Policy
- 20) Customer Arrangements Policy
- 21) Harassment Policy
- 22) Sexual Harassment Policy
- 23) Policy Regarding Information of the District's Facilities and Operations
- 24) Hours of Worked and Overtime Policy
- 25) Policy for the Finance Committee to Review Audit Recommendations
- 26) Internet Use Policy
- 27) Hidden Valley Lake Community Services District Policy Regarding the Provisions of Water and Sewer Services to Residential Development with Affordable Housing Units
- 28) Bad Debt Account Policy
- 29) Capital Expenditures, Depreciation Schedule and Fixed Asset Policy
- 30) Office Cross Training and Handling of Financial Records
- 31) Hidden Valley Lake Community Services District Delinquency Management Policy for Special Assessments Districts
- 32) Employee Health and Dental Alternative Coverage Policy
- 33) Hidden Valley Lake Community Services District Employee Travel Expense Policy

- 34) Director Appointment Policy
- 35) Payment Arrangement Policy
- 36) Personnel Committee Policy
- 37) Smoke Free Work Place
- 38) Illness and Injury Prevention Policy
- 39) Military Leave Policy
- 40) Investment Policy 2010-2011
- 41) Clothing Allowance (revised)
- 42) Personnel Committee Policy (revised)
- 43) Bill Adjustment Policy and Application
- 44) Director Training Policy
- 45) Investment Policy 2011-2012



RECEIVED NOV 09 2012

HIDDEN VALLEY LAKE

November 7, 2012

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

Dear Roland:

I'd like to take this opportunity to thank the CSD crew for their relentless and untiring support on Thursday, October 11, when the water main at the HVLA Association office broke. Your crew worked the entire day, side-by-side with HVLA maintenance staff, to repair the break and restore water service to the Association office.

This is a perfect example of the collaborative efforts CSD and HVLA can provide to one another, and we look forward to working with you and your staff again on various projects supporting our community.

I hope you will share these comments with those who worked so endlessly to resolve our crisis and pass on to them how much we appreciate their efforts.

Sincerely,

HIDDEN VALLEY LAKE ASSOCIATION

William D. Chapman
General Manager

cc: Chuck Foster, Director of Operations

Fall 2012 - HVLA Lake Monitoring Report
November 12, 2012: (#13 for 2012)
Monitor: D'Agostini

Lake water data was collected on October 21st & November 4th @ 10:00 am.

The following report documents conditions on and around the Lake up to November 12th.



SolarBees:

SolarBee 'A' (North Cove):	Operational
SolarBee 'B' (Off Marina Cove):	Operational
SolarBee 'C' (Big Beach/South Cove):	Operational
SolarBee 'D' (Near Dam):	Operational
	<i>* Recently repaired</i>

Maintenance Requests by location:

Big Beach:

- One outer swim area Warning Buoy is missing. The remaining 3 are in place.
- Check for any picnic tables that should be moved back from the water's edge.

Dam / Spillway: 3 Squirrels were seen on the Dam on 10.21.12

Little Beach:

- One picnic table should be moved back from the water's edge before the Lake level raises.

Marina Launch Ramp:

- Clean above the water line. **Below the water line, there is a buildup of algae and sediment making the surface very slick.**

North Shore Park & Pier:

- The metal trash can on the Pier is full.
- One picnic table should be moved back from the water's edge before the Lake level raises.

(Big Beach Diving Platforms: *Unless it's necessary, I will resume covering our platforms next spring.)*

Our Lake's Water Conditions:

11.04.12:	Air Temp. : 65° @ 10:00 am WX: Clear, N @ 1mph	Humidity: 55% Forecast: Clear
10.21.12:	Air Temp. : 53° @ 10:00 am WX: Cloudy, Calm winds	Humidity: 33% Forecast: 1 st storm will arrive tonight

<u>Water Clarity [Seechi Disc] Measurements:</u>	<u>11/04/12</u>	<u>10/21/12</u>
North Shore Point:	19.0'	18.0'

Water Temperatures: Surface - 5' - 10' - 15' - 20' - 25' - 30' - 33' - 40' - 45' - 50'

11.04.12

Little Beach	66.4°										
North Shore Point	66.4°	64.4°	64.0°	63.8°	63.8°	62.1°	55.1°	54.0°	----	----	----
Big Beach	66.8°	64.3°									

10.21.12

Little Beach	67.6°										
North Shore Point	67.5°	67.6°	67.6°	67.5°	67.5°	62.0°	55.6°	53.6°	----	----	----
Big Beach	68.0°	67.6°									

	<u>The Maximum Temp at - 5':</u>		<u>The Minimum Temp at - 30':</u>		<u>Temp at - 50':</u>	
11/04/12:	64.4°	-3.2°	55.1°	-0.5°	----	
10/21/12:	67.6°	-5.6°	55.6°	+2.4°	----	
09/26/12:	73.2°	-5.4°	53.2°	+1.4°	50.0°	+0.1°
08/29/12:	78.6°	-2.0°	51.8°	+0.3°	49.9°	+0.1°
08/22/12:	80.6°	+0.5°	51.5°	+0.4°	49.8°	+0.1°
07/31/12:	80.1°		51.1°		49.7°	

Spillway – Current Lake Water Level: (Approximately: -39 inches down from Full Pool)

- Spillway is inactive. The water level dropped below the spillway on 5.08.12.
- *The Lake Level rose to Full Pool on 1.24.12.*
- The approximate water level is measured at the west shore marker pier and within the Coyote Creek Cove when possible.
- All Safety Buoys at Spillway are floating in place.

Recreational Water Sampling: *California Water Quality Testing (Title 22) and Recreational Water Safety (Bacti) Sampling:* CSD will now conduct Title 22 water Sampling and Testing on a three year cycle at three locations: At Marina; off Marine View Runoff Channel; and in Mouth of Coyote Creek. Next scheduled Title 22 Sampling will occur in 2013. CSD concluded their weekly Bacti water sampling for 2012 at Little Beach and Big Beach around the middle of October.

The Pond below the Dam:

<u>Water Temperatures:</u>	<u>Surface</u>	<u>- 5'</u>	<u>- 10'</u>	<u>- 15'</u>	<u>- 20'</u>	<u>- 25'</u>
11/04/12:	65.7°	61.0°	60.8°	60.7°	60.6°	60.6°
10/21/12:	66.0°	64.0°	63.9°	63.8°	63.7°	61.1°
09/27/12:	70.7°	68.9°	68.4°	68.2°	64.1°	60.6°
09/02/12:	78.0°	72.8°	72.2°	71.4°	62.6°	60.7°
08/02/12:	84.1°	77.2°	74.9°	68.8°	61.8°	-----

<u>Water Clarity [Seechi Disc] Measurements:</u>	<u>11/04/12</u>	<u>10/21/12</u>
	<u>2.0'</u>	<u>2.0'</u>

Aquatic Weeds: Current Status as of 11.04.12

Lake Surface (103 Acres): Clean with an overall increase in water clarity; up to a depth of 19'.

Non-Native weeds:

Planned Spray (non-Fish Habitat) Areas (North Shore Point north to Little Beach to North Cove; south along NE shoreline to Marina; Marina Cove west along SE shoreline to point at South Cove; and at Big Beach):

- The 1st Aquatic Weed treatment of 2012 occurred on May 17th.
- The 2nd Aquatic Weed treatment of 2012 occurred on June 9th.

11/04/12 Update: The following Aquatic weeds are dying back and breaking down as our Lake's water temperature drops:

Elodea

- This weed is currently underwater since the Lake level rose to full pool on 01.24.12.

Eurasian Water Milfoil:

- Growth in 2012 was noted around the edges of the Marina, Marina Cove, the eastern edge of Little Beach, the North Cove, the North Shore Park shoreline, the mouth of Coyote Creek, Levy Cove, along NW shore of South Cove, the north end of Big Beach, and along the SE Shoreline / Flats.

Pondweed:

- Patches had been seen within the following locations:
 - East and south of Little Beach and within the North Cove.
 - Just east of Levy Cove.
 - Around the outskirts of the Big Beach Fishing Pier and east towards South Cove.
 - Within the Marina, next to the shoreline; specifically north of the Marina's Courtesy Pier.
- Most of 2012's growth was previously seen in the North Cove, Levy Cove, South Cove along the NW shore and east side of South Cove, as well as in the Eastern Littoral and SE Shoreline / Flats.

Primrose:

At present, Primrose can be seen growing around the edges of the Lake in the following locations:

- Growth in 2012 is observed along the shoreline around the Marina, Marina Cove, and North Shore Point; as well as along the shoreline within the mouth of Coyote Creek and along the NW and NE littorals.

Historical Perspective: Autumn Lake Levels

Based upon our Lake Committee's Lake level data from 2007 to date, here is approximately where our Lake's water level currently stands in inches below Full Pool:

2012: -39 inches
2011: -31 inches
2010: -33 inches
2009: -36 inches
2008: -38 inches
2007: -38 inches

Creek & Stream Status: as of 11.04.12

Coyote Creek: Dry
Little Beach (Perennial) Creek: Flowing slightly with a small increase since 10.21.12.
Marine View Creek (annual): Dry
North Cove: Run-Off Channel: Flowing Slightly

Lake Birds:	10.21.12:	11.04.12:
	108 Canadian Geese	48 Canadian Geese
	5 American Coots	2 Mallard Ducks
	2 Mallard Ducks	
	1 Egret	

Fish: *Visual Sightings* [Small = <12 inches; Medium = 12 to 24 inches; Large = >24 inches.]

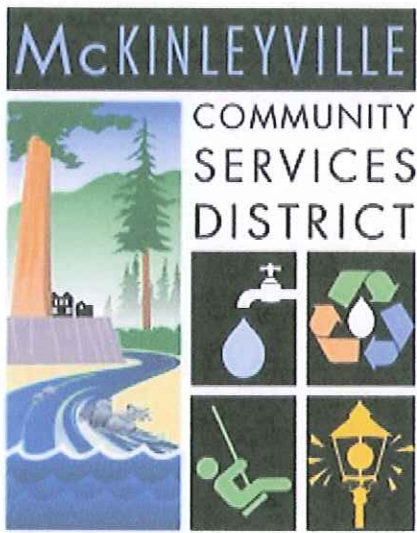


- **Small Fish:** Many, possibly over 100, seen at the North Shore Park fishing pier.

*Special thanks to **Lake Committee Chairman Duncan MacInnes** and **Friend of the Lake member Jim Lieberman** for assisting us on our Lake's sediment level measurement project.*

Sincerely,


Steve D'Agostini
dagostini18367@att.net
707-987-8747
2012 Lake Committee Member



Published on *McKinleyville Community Services District* (<http://www.mckinleyvillecsd.com>)

[Home](#) > Printer-friendly

Norman Shopay

 [Photo 1.jpg](#) [1]

Norman Shopay, General Manager of the McKinleyville Community Services District (MCSD), died Saturday, Nov. 10, of an apparent heart attack. He was 61.

Shopay worked for MCSD for three years and was well-liked by staff and community members. Just three days before he passed, Shopay was highly praised by the MCSD Board of Directors, which lauded Shopay for his contributions at the Nov. 7 meeting. "Norman has done an outstanding job," Board President Dennis Mayo said

"Not only will he be missed as the leader of MCSD and as a good friend but also in the community with his efforts in Rotary and on the McKinleyville Municipal Advisory Committee", said Helen Edwards MCSD Board member.

"I have worked for MCSD for 23 years, for 3 different General Managers but Norman brought a perspective to the position I had never experienced and he taught me many things that will forever influence me. On a personal note, Norman was a very unique, caring and gentle man and I will miss our conversations and his sense of humor", said Greg Orsini, Operations Director for MCSD.

Before he was hired by the MCSD in 2009, Shopay lived in Benicia and worked for the state Department of Water Resources. He had more than 20 years of environmental and water experience,

Shopay is survived by his wife Nancy.

The MCSD Board of Directors scheduled a special meeting for 10 a.m. Tuesday, Nov. 13, after

the Press went to print, to discuss the situation and appoint an Interim General Manager.

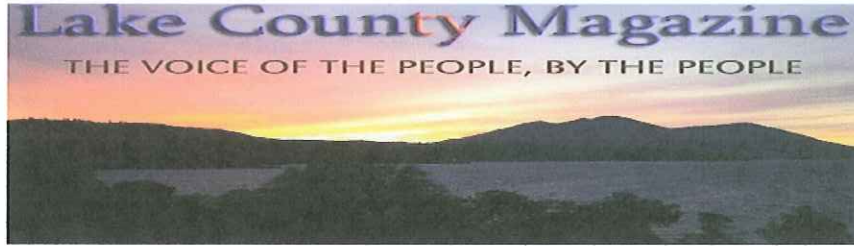
A more detailed press release will be forthcoming. No details regarding services were available at press time.

Source URL: <http://www.mckinleyvillecsd.com/news/norman-shopay-0>

Links:

[1] <http://www.mckinleyvillecsd.com/sites/mckinleyvillecsd.com/files/Photo 1.jpg>

Tuesday, November 13, 2012



News Opinion Entertainment Money Sci/Health/Tech Sports Property/Classified Submissions Contact Us Calendar

Clearlake 1:27 PM 63°F



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Teresa Melendrez speaks on dis-enrollment



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What's Hot!

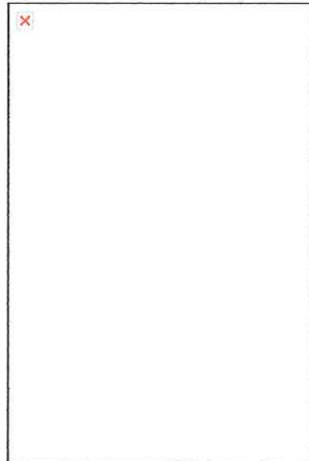
- News - Front Page
- How to Use this Site
- 31 States Petition for Permission to Secede from the United States
- State Election Results
- Lake County Election Results
- Partnership Formed to Create Responsible Cannabis Policy: The Emerald Unity Coalition
- Huge Recall of Peanuts and Peanut Butters
- Dan Rush of the UFCW Speaks to Lake County Magazine Radio Show about the Medical Cannabis Industry
- News - Local News
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- William Allen of Share International: "Fear Not... All Things Will be Well"
- Beasley Trial: Murder and Cellphone Maps

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Coyote Valley Students Run to Raise Funds for a New Playground

Share Like 1 October 25, 2012 | By Shannon Williams



Hidden Valley Lake, California-- On the morning of Friday, October 19th, the annual Coyote Valley Elementary (CVE) Jog-a-thon fundraiser was once again enjoyed by the students, staff and parents. It was a beautiful sunny day, complete with hot air balloons floating above, setting the perfect stage for this highly-anticipated fundraiser. But this year, the students and staff ran with a new goal in mind. All of the proceeds from this year's event are going toward building new playgrounds at the school.

Coordinated by the CVE Parent Teacher Organization (PTO), the Jog-a-thon is one of the top annual school fundraisers with the entire profit going directly back to the school. In years past, this money was used for field trips, assemblies, etc.. However, as the need for new playground equipment has become ever more apparent, it was decided by the parents and teachers that the money raised would go directly to the playground fund. Explains CVE Principal Celia Waite, "As many people in our community know, the playground equipment we currently have is barely usable to our students, and Coyote Valley has been working together for a long time to replace it. The Jog-a-thon gave our students the opportunity to contribute to their own cause, all while exercising in the sunshine!"

Although pledges are still being collected, projections for the 2012 Jog-a-thon indicate that over \$12,000 was raised. This money will go into the CVE Playground Fund. According to CVE PTO President Misha Grothe, it is estimated that at least \$100,000 is needed to fully complete the playground construction. Various fundraisers are ongoing for this special fund, and the Jog-a-thon proceeds will certainly help.

The success of the Jog-a-thon is due to a combination of the support of the community, along with the excitement of the students, explains Jog-a-thon Chairperson Jennifer Totten. "Students and parents alike look forward to the annual Jog-a-thon. It combines exercise, fun, student and community camaraderie and a little competition too." Students compete against classmates as they gather pledges from friends, family and businesses, and then race against one another in a timed 30-minutes (or less) run. Special prizes are awarded by grade level to the individual student who raises the most money. The top lap-runners from each grade level, as well as every student who raises at least \$50.00, is treated to a root-beer float party - compliments of the CVE PTO.

This year's Jog-a-thon was generously sponsored by the Hidden Valley Lake Community Services District (CSD), which made a large financial contribution toward the cost of the t-shirts that are provided to all of the Jog-a-thon participants. Judging on this year's theme of "Coyote's Saving Water - Drop by Drop!", the CSD board selected the winning student artwork that was featured on the front of the t-shirt, and all of the finalists were recognized at a CSD board meeting. This year's winners were: 1st place, Alessandra Diaz (winning artwork is attached below); 2nd place, Hollie Alberigi; 3rd place, Madeline Hoskins; 4th place, Grace Edward; and 5th place, Isabella Dubois.

The back of the t-shirts feature businesses who made a minimum monetary donation of \$250.00 toward the Jog-a-thon, and the CVE PTO is asking the Hidden Valley community to patron and thank these businesses for supporting our school! Currently, the official t-shirt sponsors include: Astro Jump, Bennett Solutions, Big Chill, Bottle Rock Power, Bower Chiropractic, Clearlake Dental, Conover Electric, Coyote Valley Pharmacy, Hardester's Markets, Jan-Mar Building Contractors, JT Auto Glass, Ledcor Group, Moore Family Winery, Mugshots Espresso, Muscle Matrix Gym, Pullman Heating & Cooling, Reliable Plumbing, Stephen Hebert Painting, Tri-Counties Bank, Twin Pines Casino & Hotel, Whispering Pines Spring Water, and the HVL Community Services District.

"Because of our community's commitment, the event was a success. Everyone - kids, teachers, moms and dads, and everyone else on the CV staff - had a blast. We ran, danced and walked our laps, and there was a lot of laughing happening, too. Not only was it fun, it helped support our need for new playground equipment," said Waite. "We all knew we were on the same team working towards the same goal. I am already excited for next year's event!"

Although the Jog-a-thon is over for this year, pledges are still being collected and money is still being raised for new CVE playgrounds! Send in a donation today to the school office, or donate directly to the playground fundraiser online at: https://www.everribbon.com/ribbon/view/8088.

Winning Artwork by Alessandra Diaz

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Are You Glad that President Obama Elected?

- YES
- NO

[Vote]

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By Mark Bredt/Kathy Joseph
Ribbon cutting ceremonies this week heralded the completion of a \$1.9 million, 35,000 square foot, solar array to provide energy for the Hidden Valley Lake Community Services District (HVLCS).

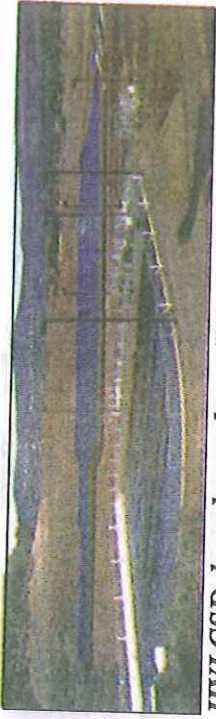
The array will generate 420,000 KWH (kilowatt hours) annually, enough energy to supply the needs of 75 residential units, and after more than a decade of planning was erected in just 90 days.

The project was funded by the US Department of Agriculture Rural Utilities Service through an \$885,000 grant and \$640,000 in low interest loans. The HVLCS paid in \$441,000.

"More than a decade ago a past board president and a past general manager shared a vision for employing solar power to cut energy costs in an environmentally sensitive manner," said CSD board president, Linda Herndon.

"With the unflagging support of Congressman Mike Thompson in locating and securing funding, the creative efforts of our engineers in preliminary design, problem solving and leading us through the confusing tangle of meeting government funding requirements, the district contracted with Real Goods of San Rafael to build the project.

The on-site work was completed in record time and with the use of local Lake County suppliers and workers. Some of



HVLCS board members (L to R) Judy Mirbegan, Linda Herndon, Jim Freeman, Jim Lieberman and Carolyn Graham (not in picture) symbolically reduce energy costs celebrating the completion of a 35,000 square foot solar array providing energy for the district's water reclamation facility.

those workers went on to secure further employment with Real Goods."

The solar array is being touted as a "Green on Green" project supplying green energy to drive a green wastewater reclamation project.

"Green on Green is in sync with the district's commitment to protect the environment," says Herndon. A sentiment later echoed by US Congressman Mike Thompson commenting to spectators that the project would help reduce dependence on foreign oil. "This is a great, great project—another example of how local folks working together can make a difference," said Thompson.

District 1 Supervisor, Jim Comstock expressed gratitude to CSD boards past and present for "a fantastic job and for your forward thinking. The foresight in this project brings great benefit for Hidden Valley Lake and for Lake County."

The project was initiated un-

der former board members Bob Barton, Frances Bunce, Lyle LaFaver, Linda Herndon, and Judy Mirbegan, and former general manager Mel Aust.

"The feasibility of the project was based in part on the assumption that over the first 12 years the solar project would reduce our annual sewer fund electrical expenses by \$30,000 each year," says Herndon, adding that the reduced cost was anticipated to offset the annual USDA loan payment of \$30,000.

Although there is little recorded data to view at this time it appears actual savings may be greater than anticipated. "So far, with the solar project in operation we have reduced our monthly sewer fund electrical expenses by two-thirds and we are on track to offset our annual sewer fund electrical expenses by \$40 to \$45,000. Clearly we are off to a good start."

The solar plant is projected to stabilize energy costs for the district for at least 30 years.



CSD celebrates new solar plant



Congressman Thompson's Facebook page

Many thanks to everyone who made the new solar panel installation at Hidden Valley Lake a reality. These solar panels will generate enough energy to fully power 75 homes a year. I want us to build on our solar successes because the potential is huge. More than 100,000 Americans work in the solar industry, double the number in 2009. They work at more than 5,600 companies, the vast majority being small businesses. And, solar is one the fastest growing sectors in the economy. By building on successes like those at Hidden Valley Lake we can create good jobs, move towards energy independence and help our environment

Sonoma County Water Agency seeking grants to aid conservation efforts

By [BRETT WILKISON](#)

THE PRESS DEMOCRAT

Published: Tuesday, November 13, 2012 at 5:50 p.m.

Sonoma County Water Agency officials have targeted \$255,000 in nonprofit grant funds to assist study of the Russian River watershed and launch a pair of conservation projects.

One of the water-saving projects aims to help the agency detect leaks on residential accounts.

The grants would come from the California Water Foundation, a Sacramento-based nonprofit that supports investment in sustainable management of the state's water supply.

County supervisors, who act as the Water Agency's board of directors, gave the go-ahead Tuesday to apply for the funds.

Lester Snow, the California Water Foundation's executive director, suggested the grant award is nearly a done deal and that final approval could come by the end of this year.

The grant recognizes the county's efforts to balance economic and environmental needs in managing its water supply, he said.

"Too many agencies in California are worried just about filling the pipe," he said. "Here the approach is much more progressive."

Snow served as California's natural resources secretary in 2010 and was previously the director of the state's Department of Water Resources. He was present Tuesday for the board's green-light of the grant application.

The Water Agency is set to dedicate \$110,000 of its money to the four programs. They include:

Development of a web-based mapping and data system that incorporates real-time water and weather information on the Russian River watershed.

Development of a model showing the relationship of surface water to groundwater in the upper Russian River, from the Dry Creek confluence to Lake Mendocino.

Installation of approximately 100 devices on residential accounts to detect leaks and the accuracy of current meters in registering leaks.

Launch of a pilot program that would allow the sale of efficiency credits between customers who come in below their normal water usage and those who exceed their threshold.

You can reach Staff Writer Brett Wilkison at 521-5295 or brett.wilkison@pressdemocrat.com.

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Coyote Valley Elementary Jog-a-thon raises more than \$12,000

by Shannon Williams -- Contributing writer

Updated: 10/25/2012 04:00:55 PM PDT

Coyote Valley Elementary Jog-a-thon raises more than \$12,000

HIDDEN VALLEY LAKE -- On Oct. 19, the annual Coyote Valley Elementary (CVE) Jog-a-thon fundraiser was enjoyed by students, staff and parents. All of the proceeds from this year's event are going toward building new playgrounds at the school.

Coordinated by the CVE Parent Teacher Organization (PTO), the Jog-a-thon is one of the top annual school fundraisers with the entire profit going directly back to the school. In years past, this money was used for field trips, assemblies, etc. However, as the need for new playground equipment became more apparent, it was decided by the parents and teachers that the money raised would go directly to the playground fund.

CVE Principal Celia Waite said, "As many people in our community know, the playground equipment we currently have is barely usable to our students and Coyote Valley has been working together for a long time to replace it. The Jog-a-thon gave our students the opportunity to contribute to their own cause, all while exercising in the sunshine."

Although pledges are still being collected, projections for the 2012 Jog-a-thon indicate that more than \$12,000 was raised. This money will go into the CVE Playground Fund. According to CVE PTO President Misha Grothe, it is estimated that at least \$100,000 is needed to fully complete the playground construction. Various fundraisers are ongoing for this special fund.

According to Jog-a-thon Chairperson Jennifer Totten, the success of the Jog-a-thon is due to a combination of the support of the community, along with the excitement of the students. "Students and parents alike look forward to the annual Jog-a-thon," Totten said. "It combines exercise, fun, student and community camaraderie and a little competition too."

Students compete against classmates as they gather pledges from friends, family and businesses, and then race against one another in a timed run of 30 minutes or less. Special prizes are awarded by grade level to the student who raises the most money. The top lap-runners from each grade level, as well as every student who raises at least \$50, is treated to a rootbeer float party, compliments of the CVE PTO.

This year's Jog-a-thon was sponsored by the Hidden Valley Lake Community Services District (CSD), which contributed toward the cost of T-shirts that are provided to all of the Jog-a-thon participants. Judging on this year's theme of "Coyote's Saving Water Drop by Drop!," the CSD board selected the winning student artwork that was featured on the front of the T-shirt. This year's winners were Alessandra Diaz in first place, Hollie Alberigi in second place, Madeline Hoskins in third place, Grace Edward in fourth place and Isabella Dubois in fifth place.

The back of the T-shirts feature businesses that made a minimum monetary donation of

Click photo to enlarge



\$250 toward the Jog-a-thon. T-shirt sponsors include Astro Jump, Bennett Solutions, Big Chill, Bottle Rock Power, Bower Chiropractic, Clearlake Dental, Conover Electric, Coyote Valley Pharmacy, Hardester's Markets, Jan-Mar Building Contractors, JT Auto Glass, Ledcor Group, Moore Family Winery, Mugshots Espresso, Muscle Matrix Gym, Pullman Heating & Cooling, Reliable Plumbing, Stephen Hebert Painting, Tri-Counties Bank, Twin Pines Casino & Hotel, Whispering Pines Spring Water and the HVL Community Services District.

Although the Jog-a-thon is over for this year, pledges are still being collected and money is still being raised for new CVE playgrounds. Donations can be sent to the school office or online at www.everribbon.com/ribbon/view/8088.

Shannon Williams is publicity coordinator for the Coyote Valley Elementary Jog-a-thon.

Lucerne residents express dismay at rate hike in Cal Water workshop

By Jeremy Walsh -- staff reporter Record Bee
Updated:

record-
bee.com

LUCERNE -- The water service provider for Lucerne held a contentious workshop with residents upset about proposed rate hikes Wednesday night.

San Jose-based California Water Service Co. (Cal Water), the private company that provides water to the Lucerne area, filed a general rate case (GRC) with the California Public Utilities Commission (CPUC) in July asking for a new rate structure.

That proposal -- a 77-percent rate increase over three years starting in 2014 -- has many residents in the town of little more than 2,000 irate.

About 40 of those people attended the evening workshop, which lasted about an hour and 15 minutes at Lucerne Elementary School.

"I live by myself. I don't have a lawn anymore. I can't water any flowers anymore. I can barely wash one (laundry) load a week," resident Barbara Collier said. "I pay more money for water every month than I do for my medical. Now is that right?"

She said despite her conservation efforts, her bimonthly bill was \$184 at her two-bedroom Lucerne house.

Tom Smegal, vice president with Cal Water, was at the other end of most of the questions.

"Remember that it's our proposal and not what you're going to see. You're going to see something different than that," Smegal said, referencing the fact the CPUC has the final say.

The company asked for the restructuring to cover operational and maintenance costs, fund system improvements needed and address sales decreases in Lucerne.

Residents inquired about a number of issues, including the nature of the capital improvements, the area's poor water quality, Cal Water's history in Lucerne and the company's bottom line.

The question-and-answer session grew tense, prompting Smegal to try and regain control of the room at least a half dozen times.

"Sorry, let's just make this clear: If I can't answer the questions, I'll just stop," he said at one point. "So, you want to hear from me or do you want to bicker with me?"

Alan Flora, deputy county administrative officer, read aloud a letter the county supervisors sent to state representatives and regulators this summer, urging the CPUC to deny Cal Water's proposal.

District 3 Supervisor Denise Rushing, who represents Lucerne, was unable to attend, Flora said.

"(Rushing) is doing a lot of work behind the scenes," he added. "I just want to assure the community that we are doing what we can in working with our elected representatives and the public utilities commission."

Smegal was upfront with attendees, reminding them early on that the informational workshop was not the place for them to share their thoughts as part of the official record.

"This not a public hearing," he said. "That will be your opportunity to talk to the commission about our rate increase request, about the economic conditions here in Lucerne, about water quality, service quality. That's your opportunity to be heard."

The hearing before the CPUC administrative law judge would occur in Lucerne likely in January or February, Smegal added.

He encouraged residents to participate in the GRC process by contacting the CPUC.

Helen Finnie passed around a clipboard after the meeting. She said she is part of a group that already collected 400 to 500 signatures for a petition.

"I take the quickest showers in the world that smell green and God awful," Lucerne resident Marge Rowen quipped after the workshop. She said her average bimonthly water bill was \$216.

Cal Water suggested residents contact the CPUC Public Advisor's Office at 415-703-2074, toll-free at 866-849-8390 or via email at public.advisor@cpuc.ca.gov.

Lake County considers sales tax hike to protect Clear Lake

By [GLENDA ANDERSON](#)

THE PRESS DEMOCRAT

Published: Tuesday, October 23, 2012 at 5:42 p.m.

Lake County residents are united in the belief something needs to be done to combat the algae and weeds that increasingly proliferate in Clear Lake, clogging waterways, raising an unholy stench and discouraging tourism. But they are divided on whether Measure E is a solution.



PD file photo

Plants and algae both impede boats and hog oxygen which in 2009 contributed to the death of around 250,000 fish.

Measure E would increase the county's sales tax by a half percent, raising an estimated \$2.4 million annually for the 10 years the measure would be in effect. The tax rate in the unincorporated county would increase to 7.75 percent if passed.

Nearly 90 percent of the money would be slated for weed and algae abatement and the prevention of an infestation of zebra and quagga mussels, which have been making their way across the country in contaminated boats.

The rest of the money would go toward obtaining matching funds and an annual independent audit to ensure the money is being spent appropriately, said Supervisor Anthony Farrington, a lead proponent of the measure.

The measure also would create an oversight committee that would work with county staff to create a plan to abate weed and algae nuisances.

The ballot measure must receive two-thirds of the votes cast in order to pass.

Farrington said it's crucial that something be done to control the weeds and algae, which are becoming an increasing problem.

"Clear Lake is the lifeblood of our community," he said.

The lake is important to tourism and to the health and well-being of residents, many of whom depend on water from the lake for domestic use, Farrington said. The problem also affects property values and air quality. Many people have been complaining and calling for something to be done, Farrington said.

"Here's a chance for people to do something about it," he said.

Opponents of the measure agree something needs to be done.

"Last year, my kids didn't even come up" to stay at the lake, said Kelseyville resident Eva Johnson, 83. An avid swimmer, Johnson said she hasn't been in the lake for five years because of frequent algae blooms. A neighbor dependent on rental income to maintain a lakeside vacation home has been unable to find renters for the summer, when the problem is at its worst, she said.

Nevertheless, she opposes Measure E. She said it lacks a specific plan of action and would be a hardship on people who are on fixed incomes. Opponents also say such proposals should be undertaken by state and federal agencies.

There have been some draft proposals floated for lake improvement should the ballot measure pass. Most are proven solutions, such as killing the weeds with herbicides, Farrington said.

But a detailed plan would be created after the measure passes.

"There is no plan," Johnson said. "I'm not convinced they would use (the funding) wisely."

You can reach Staff Writer Glenda Anderson at 462-6473 or glenda.anderson@pressdemocrat.com

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Sonoma County Board of Supervisors approves groundwater study



Oct 24th, 2012 **tags:** [Board of Supervisors](#), [Sonoma County](#), [water](#), [Water Agency](#)

Sonoma County supervisors Tuesday formally approved preparation of a plan for more thorough management and study of groundwater in the Santa Rosa Plain. The 85-square mile area, stretching from Cotati to Windsor, has a 260-square-mile watershed, including surrounding uplands. The plan, which fulfills a state mandate, would outline a strategy to conserve groundwater supplies and increase use of recycled water in the region, among other goals.

Water rates: Watching and learning

By H.M. Finnie -- Record Bee

Updated:

record-bee.com

It's too bad for residents of Lakeport about the increased rates of your water resources that will become apparent in January. Even the city councilmembers were upset, but had no choice in its passage because not enough people protested when the matter was first raised.

The residents of Lucerne are also faced with an enormous hike in water rates, but we hope to avert that by getting petitions signed throughout the area by Lake County residents and then contacting any authority we feel will respond. If you are not a home- or business- owner you will still feel the effect in increased costs that will be passed along to the rest of the community.

Sign a petition on our behalf. We hope to set an example for the rest of the county. Today, Lakeport; tomorrow, Lucerne. Who is next if other residents don't get involved? At least we will have the satisfaction of knowing that we tried to make a difference before the fact, instead of complaining after the rate increases.

H.M. Finnie