



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: May 22, 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 May 1, 2012 Special Meeting Minutes and the April 17, 2012 Regular Board Meeting Minutes of the Board of Directors are recommended.
 - B) WARRANTS: Approval of the Warrants 029798 – 029905 are recommended.
 - C) ADOPTION OF RESOLUTION Approving Membership in the ACWA Joint Powers Insurance Authority, Consenting to Join the Health Benefits Program of the ACWA Joint Powers Insurance Authority, Ratifying the Action of the ACWA Health Benefits Authority Board of Directors to Terminate the Health Benefits Authority Joint Powers Agreement, and Authorizing and Directing the Hidden Valley Lake CSD to Execute all Necessary Documents
- 6) BOARD COMMITTEE REPORTS (for information only, no action needed)
 - Personnel Committee
 - Finance Committee
 - Security and Disaster Preparedness Program Committee
- 7) STAFF REPORTS (for information only, no action needed)
 - Accountant/Controller's Report
 - General Manager's Report
- 8) REVISIONS TO HVLCSD PERSONNEL POLICY MANUAL
 - 8A) Discussion and Possible Action: Adoption of Compensation Policy
 - 8B) Discussion and Possible Action: Adoption of Revised Organizational Chart
 - 8C) Discussion and Possible Action: Adoption of Revised Sexual Harassment Policy
 - 8D) Discussion and Possible Action: Adoption of Revised Harassment Policy
- 9) DISCUSSION AND POSSIBLE ACTION: Implementation of Paperless Agenda Program
- 10) DISCUSSION AND POSSIBLE ACTION: Procurement of Board Room Table
- 11) DISCUSSION AND POSSIBLE ACTION: LAFCO Board – Election of Special District Representative



Hidden Valley Lake Community Services District

Regular Board Meeting

- 12) DISCUSSION AND POSSIBLE ADOPTION: Proclamation Declaring Tap Water as the District's Drink of Choice
- 13) DISCUSSION AND POSSIBLE ACTION: Retention of General Employment Advice and Counseling Services
- 14) DISCUSSION AND POSSIBLE ACTION: CPS HR Consulting Base Salary Study
- 15) DISCUSSION AND POSSIBLE ACTION: Letter From SWRCB Regarding Intent to Issue and Proceed with Administrative Civil Liability Complaint and Cease and Desist Order for Diversion of Water from Putah Creek Underflow in Lake County While Failing to Provide Supplemental Releases
- 16) DISCUSSION AND POSSIBLE ACTION: Work Priorities for Interim General Manager
- 17) DISCUSSION AND POSSIBLE ACTION: Service Agreement with Bob Murray & Associates for Recruitment of Permanent General Manager
- 18) DEVELOPMENT OF BOARD COMMUNICATIONS POLICY
 - 18A) Discussion and Possible Action: Adoption of Board – General Manager Communication Policy
- 19) PUBLIC COMMENT
- 20) BOARD MEMBER COMMENT
- 21) ADJOURNMENT

Next Regular Board Meeting: June 19, 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.

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

MAY 1, 2012

CALL TO ORDER:

Special Meeting of the Hidden Valley Lake Community Services District
Board of Directors called to order on May 1, 2012 at the hour of 6:30 p.m. by
President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian, and Herndon. Also
present: Roland Sanford, Interim General Manager, Tami Ipsen, Administrative
Assistant/Secretary to the Board and Tasha Klewe, Accountant/Controller.

APPROVAL OF AGENDA:

Mrs. Mirbegian moved, Mr. Freeman seconded to approve the May 1, 2012 agenda.

Motion approved by unanimous vote.

NEW BUSINESS:

A. Presentation from Bob Murray and Associates

Wesley Herman, from Bob Murray and Associates, reviewed the
informational packet addressing the company's demographics,
background and agencies they have provided services to in the past.
He also addressed the benefit of using their agency to recruit a new
General Manager.

ORAL COMMUNICATIONS:

There were no communications.

ADJOURNMENT:

The meeting was adjourned at approximately 7:50 p.m. and moved by Mr.
Freeman, seconded by Mr. Lieberman, and unanimously approved.

Linda Herndon Date
President of the Board

Tami Ipsen Date
Secretary to the Board

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

APRIL 17, 2012

CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on April 17, 2012 at the hour of 7:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present – Directors Freeman, Lieberman, Mirbegan and Herndon.
Also present: Tami Ipsen, Administrative Assistant/Secretary to the Board and Tasha Klewe, Accountant/Controller.
Absent - Director Graham.

APPROVAL OF AGENDA:

Mrs. Mirbegan moved, Mr. Lieberman seconded to approve the April 17, 2012 Agenda.

Motion approved by unanimous vote of those present.

APPROVAL OF MINUTES:

Mrs. Mirbegan moved, Mr. Lieberman seconded to approve the March 20, 2012 board meeting minutes.

Motion approved by unanimous vote of those present.

Mrs. Mirbegan moved, Mr. Freeman seconded to approve the March 24, 2012 board meeting minutes.

Motion approved by unanimous vote of those present.

Mr. Lieberman moved, Mrs. Mirbegan seconded to approve the March 28, 2012 board meeting minutes.

Motion approved by unanimous vote of those present.

Mr. Freeman moved, Mrs. Mirbegan seconded to approve the April 5, 2012 board meeting minutes.

Motion approved by unanimous vote of those present.

APPROVAL OF WARRANTS:

Mrs. Mirbegan moved, Mr. Lieberman seconded to ratify payment of warrants #029686 - #029797 (including voided warrants and direct deposits) for a period ending March 31, 2012.

The total amount of warrants was \$240,153.71.

Motion approved by unanimous vote of those present.

COMMITTEE REPORTS:

A. Finance Committee Report

There was no report.

B. Security and Disaster Preparedness Program Committee Report

There was no report.

C. Personnel Committee

There was no report.

D. Lake Water Use Agreement Review Ad Hoc Committee

Mrs. Herndon reported on the joint meeting with Hidden Valley Lake Association representatives Bill Chapman and Bill Waite. The committee had no changes to the current Lake Water Use Agreement. Mr. Chapman addressed the issue with Canada geese, the lake's weed abatement program and 4th of July celebration.

Mr. Freeman moved, Mr. Lieberman seconded to accept the Lake Water Use Agreement Review Ad Hoc Committee report.

Motion approved by unanimous vote of those present.

STAFF REPORTS:

A. Accountant/Controller's Finance and Investment Report

Tasha Klewe presented the March 31, 2012 Financial and Investment Reports. She also explained the pie charts showing distribution of the District's fund accounts. The March 31, 2012 Revenue and Expense Report indicates the District's revenue estimate is under approximately 3.16% and the expenses are under budget approximately 3.72%.

Mr. Lieberman moved, Mr. Freeman seconded to accept the March 31, 2012 Financial and Investment Reports.

Motion approved by unanimous vote of those present.

B. General Manager's Report

Tasha Klewe reported on communications and water industry issues.

Mr. Freeman moved, Mr. Lieberman seconded to accept the General Manager's report.

Motion approved by unanimous vote of those present.

BOARD DISCUSSION:

A. Director Effectiveness

Mrs. Herndon shared information learned from CSDA's Leadership Academy.

UNFINISHED BUSINESS:

A. Update Regarding the Solar Project

1) Discussion and Possible Approval of Final Pay Request for Real Goods Solar, Inc.

After discussion, Mrs. Mirbегian moved, Mr. Lieberman seconded to approve Real Goods Solar, Inc final pay request for the amount of \$76,727.07.

Motion approved by unanimous vote of those present.

B. Discussion and Possible Approval to Implement a Succession Plan

Mrs. Herndon reported the Succession Plan has been evolving to hire a new General Manager and Bob Murray and Associates will give a presentation on their recruiting firm on May 1, 2012 at 6:30 p.m.

No action was taken.

NEW BUSINESS:

A. Public Hearing:

1) Discussion and Possible Approval of an Ordinance Amending Capital Facilities Fees of the Hidden Valley Lake Community Services District

Mrs. Herndon opened the hearing at 8:08 p.m.

After discussion, Mr. Lieberman moved, Mrs. Mirbегian seconded to approve to approve Ordinance #52, an Ordinance Amending Capital Facilities Fees of the Hidden Valley Lake Community Services District.

Ordinance approved by unanimous vote of those present.

2) Property Liens G.C. Section 61115

Mrs. Herndon continued with the hearing being opened to hear any concerns regarding the proposed property liens.

Mrs. Herndon closed the hearing at 8:12 p.m.

B. Discussion and Possible Approval of a Resolution Confirming the Default Balance Associated with the Defaulting Bill Listed in Exhibit A and Directing Staff to file a Lien on Said Properties

After discussion, Mrs. Mirbегian moved, Mr. Lieberman seconded to approve Resolution 2012-05, a Resolution Confirming the Default Balance Associated with the Defaulting Bill Listed in Exhibit A and Directing Staff to file a Lien on Said Properties.

Resolution approved by unanimous vote.

NEW BUSINESS: Cont'd

- C. Discussion and Possible Approval to Proceed with Water Rights Permit Process
- After review of the April 9, 2012 memorandum from Paula Whealen, with Wagner & Bonsignore, Mrs. Mirbegian moved, Mr. Freeman seconded to approve Option #3 to file a Petition with the State Water Resources Control Board to request that Permit 20770B be split into two Permits:
- File a request for License on Permit 20770B to License (cap) the right for the additional amount of water perfected through December 31, 2011; and
 - File a Petition for the Extension of Time on the "new" Permit 20770C, to request additional time in which to make full beneficial use of the amount of water remaining under the original Permit 20770B.
- Motion approved by unanimous vote of those present.
- D. Discussion and Possible Approval of a Recognition Proclamation
- After discussion, Mrs. Mirbegian moved, Mr. Lieberman seconded to approve a Recognition Proclamation to be presented to GHD for the development of the Photovoltaic Energy Sustainability Project.
- Motion approved by unanimous vote of those present.
- E. Discussion and Possible Approval of a Water Awareness Proclamation
- After discussion, Mrs. Mirbegian moved, Mr. Freeman seconded to approve the Water Awareness Proclamation.
- Motion approved by unanimous vote of those present.
- F. Discussion and Possible Approval to Purchase a Boardroom Table
- This item was tabled to the May board meeting.
- G. Discussion and Possible Approval to Purchase Office Equipment
- Tami Ipsen presented a cost estimate to replace office equipment.
- After discussion, Mrs. Mirbegian moved, Mr. Freeman seconded to approve to purchase office equipment up to \$7,000.
- Motion approved by unanimous vote of those present.
- H. Discussion Regarding Paperless Board Packets
- This item was tabled to the May board meeting.
- I. Discussion and Possible Approval to Reschedule the May 15, 2012 Board Meeting
- After discussion, Mr. Freeman moved, Mrs. Mirbegian seconded to move the May 15, 2012 board meeting to May 22, 2012.
- Motion approved by unanimous vote of those present.

ORAL COMMUNICATIONS:

Property owner complimented the Board of Directors in being an effective and well functioning board.

ADJOURNMENT:

The meeting was adjourned at 8:35 p.m. on motion by Mr. Freeman, seconded by Mr. Lieberman, and unanimously carried by those present.

Tami Ipsen Date
Secretary to the Board

Linda Herndon Date
President of the Board

**Hidden Valley Lake CSD
Warrant Summary Report
April 30, 2012**

HVLCSD Deposit Summary

Cash	\$ 332,414.35
Transfers:	
Money Market	\$ 687,515.00
Total Deposits	<u>\$ 1,019,929.35</u>

HVLCSD Expenditure Summary

Accounts Payable	
120 Sewer	\$ 40,879.44
130 Water	\$ 69,590.51
140 Flood Control	\$ 20.71
175 FEMA Fund	\$ -
215 USDA Sewer Bond	\$ -
217 State Loan	\$ 687,515.00
218 CIEDB	\$ -
219 USDA Solar Project	\$ -
375 Sewer Reserve Improvement	\$ 120,551.01
711 Bond Administration	\$ -
Total AP	<u>\$ 918,556.67</u>
U/B Refunds	\$ 69.66
Total Payroll	\$ 36,703.67
Total Warrants	<u>\$ 955,330.00</u>

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

CHECK DATE: 4/01/2012 THRU 4/30/2012
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 STATEMENT: 0/00/0000 THRU 99/99/9999
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1010	4/06/2012	BANK-DRAFT		WESTAMERICA BANK	3,051.32CR	POSTED	A	4/06/2012
1010	4/20/2012	BANK-DRAFT		WESTAMERICA BANK	3,580.04CR	POSTED	A	4/20/2012
1010	4/20/2012	BANK-DRAFT	000001	WESTAMERICA BANK	13.30CR	POSTED	A	4/20/2012
CHECK:								
1010	4/06/2012	CHECK	029798	WHITE, DENNIS E	1,277.00CR	POSTED	P	4/06/2012
1010	4/06/2012	CHECK	029799	ADTS, INC	178.00CR	POSTED	A	4/24/2012
1010	4/06/2012	CHECK	029800	AMERICAN EXPRESS	589.25CR	POSTED	A	4/09/2012
1010	4/06/2012	CHECK	029801	CHASE CARD SERVICES UNITED MIL	7,635.06CR	POSTED	A	4/12/2012
1010	4/06/2012	CHECK	029802	CPS HR CONSULTING	2,865.40CR	POSTED	A	4/10/2012
1010	4/06/2012	CHECK	029803	GHD	2,891.58CR	POSTED	A	4/10/2012
1010	4/06/2012	CHECK	029804	MIDDLETOWN TIMES STAR	153.88CR	POSTED	A	4/12/2012
1010	4/06/2012	CHECK	029805	SUCCEED.NET	79.70CR	POSTED	A	4/16/2012
1010	4/06/2012	CHECK	029806	ARMED FORCE PEST CONTROL, INC.	180.00CR	POSTED	A	4/13/2012
1010	4/06/2012	CHECK	029807	HACH COMPANY	125.35CR	POSTED	A	4/11/2012
1010	4/06/2012	CHECK	029808	LAKE COUNTY COURIER EXPRESS, L	1,495.55CR	POSTED	A	4/10/2012
1010	4/06/2012	CHECK	029809	LAKE LABS	1,562.00CR	POSTED	A	4/13/2012
1010	4/06/2012	CHECK	029810	NAPA AUTO PARTS	266.39CR	POSTED	A	4/10/2012
1010	4/06/2012	CHECK	029811	PACE SUPPLY CORP	1,876.35CR	POSTED	A	4/10/2012
1010	4/06/2012	CHECK	029812	USA BLUE BOOK	1,725.23CR	POSTED	A	4/12/2012
1010	4/06/2012	CHECK	029813	REAL GOODS SOLAR INC	116,510.46CR	POSTED	A	4/10/2012
1010	4/06/2012	CHECK	029814	CALIFORNIA PUBLIC EMPLOYEES RE	6,524.10CR	POSTED	A	4/11/2012
1010	4/06/2012	CHECK	029815	SACRAMENTO DEPT OF CHILD SUPPO	138.46CR	POSTED	A	4/10/2012
1010	4/06/2012	CHECK	029816	STATE OF CALIFORNIA EMPLOYMENT	886.66CR	POSTED	A	4/09/2012
1010	4/06/2012	CHECK	029817	VARIABLE ANNUITY LIFE INSURANC	150.00CR	POSTED	A	4/09/2012
1010	4/06/2012	CHECK	029818	VOID CHECK	0.00	POSTED	A	4/06/2012
1010	4/06/2012	CHECK	029819	VARDANEGA, ROBERT	70.42CR	CLEARED	A	5/07/2012
1010	4/13/2012	CHECK	029820	ACWA HEALTH BENEFITS AUTHORITY	732.66CR	POSTED	A	4/18/2012
1010	4/13/2012	CHECK	029821	CALIFORNIA URBAN WATER	1,131.49CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029822	CSG SYSTEMS	1,282.72CR	POSTED	A	4/20/2012
1010	4/13/2012	CHECK	029823	FREEDOM MECHANICAL ENTERPRISES	525.00CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029824	HARDESTER'S MARKETS & HARDWARE	5.35CR	POSTED	A	4/18/2012
1010	4/13/2012	CHECK	029825	MERRILL, ARNONE & JONES, LLP	7,962.00CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029826	OFFICE DEPOT	189.76CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029827	PRIMUS	88.13CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029828	PRIMUS TELECOMMUNICATIONS, INC	15.74CR	POSTED	A	4/19/2012
1010	4/13/2012	CHECK	029829	RICOH AMERICAS CORPORATION	904.75CR	POSTED	A	4/18/2012
1010	4/13/2012	CHECK	029830	SOUTH LAKE REFUSE COMPANY	214.88CR	POSTED	A	4/16/2012
1010	4/13/2012	CHECK	029831	SPECIAL DISTRICT RISK MANAGEME	19,244.30CR	POSTED	A	4/18/2012
1010	4/13/2012	CHECK	029832	TRICERAT	340.00CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029833	LAWSON, DONALD	23.58CR	OUTSTND	A	0/00/0000
1010	4/13/2012	CHECK	029834	AT&T	1,138.93CR	POSTED	A	4/18/2012
1010	4/13/2012	CHECK	029835	BRELJE AND RACE LABS, INC.	814.80CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029836	DIRECTV	89.99CR	POSTED	A	4/18/2012

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

CHECK DATE: 4/01/2012 THRU 4/30/2012
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1010	4/13/2012	CHECK	029837	JIM JONAS INC.	2,105.87CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029838	NAPA AUTO PARTS	36.79CR	POSTED	A	4/20/2012
1010	4/13/2012	CHECK	029839	PACE SUPPLY CORP	3,597.20CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029840	SIERRA CHEMICAL CO.	544.41CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029841	TELESTAR INSTRUMENTS, INC	2,513.60CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029842	USA BLUE BOOK	377.04CR	POSTED	A	4/19/2012
1010	4/13/2012	CHECK	029843	Charles Gordon	150.00CR	POSTED	A	4/17/2012
1010	4/13/2012	CHECK	029844	Thomas & Alyce Sutton	150.00CR	POSTED	A	4/16/2012
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1010	4/20/2012	CHECK	029846	VOID CHECK	0.00	POSTED	A	4/20/2012
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1010	4/20/2012	CHECK	029866	HIDDEN VALLEY LAKE COMMUNITY S	185,519.67CR	POSTED	A	4/27/2012
1010	4/20/2012	CHECK	029867	ITRON	1,144.82CR	POSTED	A	4/27/2012
1010	4/20/2012	CHECK	029868	Jim Lieberman	116.28CR	POSTED	A	4/23/2012
1010	4/20/2012	CHECK	029869	PATRICIA WILKINSON	91.80CR	POSTED	A	4/23/2012
1010	4/20/2012	CHECK	029870	VOID CHECK	0.00	POSTED	A	4/20/2012
1010	4/20/2012	CHECK	029871	STATE WATER RESOURCES CONTROL	687,515.00CR	POSTED	A	4/30/2012
1010	4/20/2012	CHECK	029872	STEPHAN & CHERYL VERHAART	150.00CR	POSTED	A	4/30/2012
1010	4/20/2012	CHECK	029873	TASHA KLEWE	281.24CR	CLEARED	A	5/11/2012
1010	4/20/2012	CHECK	029874	TYLER TECHNOLOGY	121.00CR	POSTED	A	4/27/2012
1010	4/20/2012	CHECK	029875	WAGNER & BONSIGNORE	395.45CR	CLEARED	A	5/07/2012
1010	4/20/2012	CHECK	029876	Petty Cash	365.24CR	POSTED	A	4/23/2012
1010	4/20/2012	CHECK	029877	VOID CHECK	0.00	POSTED	A	4/20/2012
1010	4/20/2012	CHECK	029878	VOID CHECK	0.00	POSTED	A	4/20/2012
1010	4/20/2012	CHECK	029879	VOID CHECK	0.00	POSTED	A	4/20/2012
1010	4/20/2012	CHECK	029880	VOID CHECK	0.00	POSTED	A	4/20/2012

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

CHECK DATE: 4/01/2012 THRU 4/30/2012
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1010	4/20/2012	CHECK	029881	VOID CHECK	0.00	POSTED	A	4/20/2012
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1010	4/20/2012	CHECK	029883	VOID CHECK	0.00	POSTED	A	4/20/2012
1010	4/20/2012	CHECK	029884	VOID CHECK	0.00	POSTED	A	4/20/2012
1010	4/20/2012	CHECK	029885	CALIFORNIA PUBLIC EMPLOYEES RE	6,524.10CR	POSTED	A	4/30/2012
1010	4/20/2012	CHECK	029886	SACRAMENTO DEPT OF CHILD SUPPO	138.46CR	POSTED	A	4/27/2012
1010	4/20/2012	CHECK	029887	STATE OF CALIFORNIA EMPLOYMENT	1,018.96CR	POSTED	A	4/26/2012
1010	4/20/2012	CHECK	029888	VARIABLE ANNUITY LIFE INSURANC	150.00CR	POSTED	A	4/30/2012
1010	4/20/2012	CHECK	029889	SERVICING, RED SHIEL	64.34CR	CLEARED	A	5/01/2012
1010	4/20/2012	CHECK	029890	CLEARLAKE LAVA, INC.	517.86CR	POSTED	A	4/26/2012
1010	4/20/2012	CHECK	029891	VERIZON WIRELESS	662.17CR	CLEARED	A	5/07/2012
1010	4/27/2012	CHECK	029892	DEVELOPMENT GROUP	316.98CR	CLEARED	A	5/01/2012
1010	4/27/2012	CHECK	029893	GHD	875.00CR	CLEARED	A	5/02/2012
1010	4/27/2012	CHECK	029894	MICHELLE HAMILTON	625.00CR	CLEARED	A	5/01/2012
1010	4/27/2012	CHECK	029895	REDFORD SERVICES	950.00CR	CLEARED	A	5/02/2012
1010	4/27/2012	CHECK	029896	TYLER TECHNOLOGY	6,049.44CR	POSTED	A	4/30/2012
1010	4/27/2012	CHECK	029897	U.S. GEOLOGICAL SURVEY	6,775.00CR	CLEARED	A	5/01/2012
1010	4/27/2012	CHECK	029898	BRELJE AND RACE LABS, INC.	775.20CR	CLEARED	A	5/02/2012
1010	4/27/2012	CHECK	029899	LAKE COUNTY COURIER EXPRESS, L	1,426.15CR	CLEARED	A	5/02/2012
1010	4/27/2012	CHECK	029900	PACE SUPPLY CORP	4,191.93CR	CLEARED	A	5/01/2012
1010	4/27/2012	CHECK	029901	USA BLUE BOOK	289.47CR	CLEARED	A	5/01/2012
1010	4/27/2012	CHECK	029902	VALLEY HOMES BROKERS	7.59CR	OUTSTND	A	0/00/0000
1010	4/27/2012	CHECK	029903	KETCHUM, JASON & NAT	103.91CR	CLEARED	A	5/01/2012
1010	4/27/2012	CHECK	029904	BARRY SILVA	56.09CR	CLEARED	A	5/11/2012
1010	4/27/2012	CHECK	029905	PAUL SILVA	50.36CR	POSTED	A	4/27/2012

DEPOSIT:								
1010	4/01/2012	DEPOSIT		Adjust Web Payment	339.08	POSTED	G	4/01/2012
1010	4/02/2012	DEPOSIT		CREDIT CARD 4/02/2012	965.83	POSTED	C	4/01/2012
1010	4/02/2012	DEPOSIT	000001	CREDIT CARD 4/02/2012	559.47	POSTED	C	4/05/2012
1010	4/02/2012	DEPOSIT	000002	REGULAR DAILY POST 4/02/2012	8,740.16	POSTED	C	4/03/2012
1010	4/03/2012	DEPOSIT		CREDIT CARD 4/03/2012	305.80	POSTED	C	4/06/2012
1010	4/03/2012	DEPOSIT	000001	REGULAR DAILY POST 4/03/2012	1,827.53	POSTED	C	4/04/2012
1010	4/03/2012	DEPOSIT	000002	CREDIT CARD 4/03/2012	345.11	POSTED	C	4/06/2012
1010	4/04/2012	DEPOSIT		CREDIT CARD 4/04/2012	538.85	POSTED	C	4/09/2012
1010	4/04/2012	DEPOSIT	000001	REGULAR DAILY POST 4/04/2012	1,853.64	POSTED	C	4/05/2012
1010	4/05/2012	DEPOSIT		CREDIT CARD 4/05/2012	372.98	POSTED	C	4/10/2012
1010	4/05/2012	DEPOSIT	000001	CREDIT CARD 4/05/2012	754.01	POSTED	C	4/10/2012
1010	4/05/2012	DEPOSIT	000002	REGULAR DAILY POST 4/05/2012	2,358.72	POSTED	C	4/06/2012
1010	4/06/2012	DEPOSIT		CREDIT CARD 4/06/2012	372.98	POSTED	C	4/11/2012
1010	4/06/2012	DEPOSIT	000001	REGULAR DAILY POST 4/06/2012	1,729.81	POSTED	C	4/09/2012
1010	4/09/2012	DEPOSIT		CREDIT CARD 4/09/2012	1,055.00	POSTED	C	4/11/2012
1010	4/09/2012	DEPOSIT	000001	CREDIT CARD 4/09/2012	445.08	POSTED	C	4/11/2012
1010	4/09/2012	DEPOSIT	000002	REGULAR DAILY POST 4/09/2012	2,470.36	POSTED	C	4/10/2012

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

CHECK DATE: 4/01/2012 THRU 4/30/2012
 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	4/09/2012	DEPOSIT	000003	USDA Grant Deposit	66,453.97	POSTED	G	4/09/2012
1010	4/10/2012	DEPOSIT		CREDIT CARD 4/10/2012	708.17	POSTED	C	4/13/2012
1010	4/10/2012	DEPOSIT	000001	REGULAR DAILY POST 4/10/2012	1,950.23	POSTED	C	4/11/2012
1010	4/10/2012	DEPOSIT	000002	CREDIT CARD 4/10/2012	454.88	POSTED	C	4/16/2012
1010	4/11/2012	DEPOSIT		CREDIT CARD 4/11/2012	265.80	POSTED	C	4/16/2012
1010	4/12/2012	DEPOSIT		CREDIT CARD 4/12/2012	1,012.91	POSTED	C	4/16/2012
1010	4/12/2012	DEPOSIT	000001	REGULAR DAILY POST 4/12/2012	1,220.03	POSTED	C	4/12/2012
1010	4/12/2012	DEPOSIT	000002	CREDIT CARD 4/12/2012	797.68	POSTED	C	4/16/2012
1010	4/12/2012	DEPOSIT	000003	REGULAR DAILY POST 4/12/2012	566.28	POSTED	C	4/13/2012
1010	4/13/2012	DEPOSIT		CREDIT CARD 4/13/2012	186.49	POSTED	C	4/17/2012
1010	4/13/2012	DEPOSIT	000001	CREDIT CARD 4/13/2012	372.99	POSTED	C	4/17/2012
1010	4/13/2012	DEPOSIT	000002	CREDIT CARD 4/13/2012	128.53	POSTED	C	4/17/2012
1010	4/13/2012	DEPOSIT	000003	CREDIT CARD 4/13/2012	3,741.02	POSTED	C	4/17/2012
1010	4/13/2012	DEPOSIT	000004	REGULAR DAILY POST 4/13/2012	3,788.70	POSTED	C	4/16/2012
1010	4/16/2012	DEPOSIT		CREDIT CARD 4/16/2012	918.18	POSTED	C	4/20/2012
1010	4/16/2012	DEPOSIT	000001	CREDIT CARD 4/16/2012	531.60	POSTED	C	4/20/2012
1010	4/16/2012	DEPOSIT	000002	CREDIT CARD 4/16/2012	5,296.33	POSTED	C	4/19/2012
1010	4/16/2012	DEPOSIT	000003	REGULAR DAILY POST 4/16/2012	16,651.23	POSTED	C	4/17/2012
1010	4/17/2012	DEPOSIT		CREDIT CARD 4/17/2012	386.49	POSTED	C	4/20/2012
1010	4/17/2012	DEPOSIT	000001	CREDIT CARD 4/17/2012	3,775.42	POSTED	C	4/20/2012
1010	4/17/2012	DEPOSIT	000002	REGULAR DAILY POST 4/17/2012	3,102.54	POSTED	C	4/18/2012
1010	4/18/2012	DEPOSIT		CREDIT CARD 4/18/2012	169.54	POSTED	C	4/23/2012
1010	4/18/2012	DEPOSIT	000001	CREDIT CARD 4/18/2012	353.01	POSTED	C	4/23/2012
1010	4/18/2012	DEPOSIT	000002	REGULAR DAILY POST 4/18/2012	756.08	POSTED	C	4/19/2012
1010	4/19/2012	DEPOSIT		Transfer to Cover HVLCSB Bond	185,519.67	POSTED	G	4/19/2012
1010	4/19/2012	DEPOSIT	000001	Transfer to Cover SWRCB Pmt	501,995.33	POSTED	G	4/19/2012
1010	4/19/2012	DEPOSIT	000002	CREDIT CARD 4/19/2012	411.33	POSTED	C	4/24/2012
1010	4/19/2012	DEPOSIT	000003	REGULAR DAILY POST 4/19/2012	636.00	POSTED	C	4/20/2012
1010	4/19/2012	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	159.89CR	POSTED	U	4/19/2012
1010	4/20/2012	DEPOSIT		CREDIT CARD 4/20/2012	40.00	POSTED	C	4/24/2012
1010	4/20/2012	DEPOSIT	000001	REGULAR DAILY POST 4/20/2012	351.63	POSTED	C	4/23/2012
1010	4/20/2012	DEPOSIT	000002	DAILY PAYMENT POSTING - ADJ	186.49CR	POSTED	U	4/20/2012
1010	4/23/2012	DEPOSIT		CREDIT CARD 4/23/2012	186.49	POSTED	C	4/25/2012
1010	4/23/2012	DEPOSIT	000001	CREDIT CARD 4/23/2012	305.80	POSTED	C	4/26/2012
1010	4/23/2012	DEPOSIT	000002	REGULAR DAILY POST 4/23/2012	3,368.47	POSTED	C	4/24/2012
1010	4/24/2012	DEPOSIT		CREDIT CARD 4/24/2012	44.19	POSTED	C	4/27/2012
1010	4/24/2012	DEPOSIT	000001	REGULAR DAILY POST 4/24/2012	464.20	POSTED	C	4/25/2012
1010	4/25/2012	DEPOSIT		CREDIT CARD 4/25/2012	195.00	POSTED	C	4/30/2012
1010	4/25/2012	DEPOSIT	000001	REGULAR DAILY POST 4/25/2012	207.84	POSTED	C	4/26/2012
1010	4/26/2012	DEPOSIT		CREDIT CARD 4/26/2012	390.31	CLEARED	C	5/01/2012
1010	4/26/2012	DEPOSIT	000001	REGULAR DAILY POST 4/26/2012	185,519.67	POSTED	C	4/27/2012
1010	4/27/2012	DEPOSIT		CREDIT CARD 4/27/2012	211.49	CLEARED	C	5/01/2012
1010	4/27/2012	DEPOSIT	000001	REGULAR DAILY POST 4/27/2012	589.54	POSTED	C	4/30/2012
1010	4/30/2012	DEPOSIT		CREDIT CARD 4/30/2012	104.50	CLEARED	C	5/01/2012

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

CHECK DATE: 4/01/2012 THRU 4/30/2012
 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	4/30/2012	DEPOSIT	000001	CREDIT CARD 4/30/2012	356.03	CLEARED	C	5/03/2012
1010	4/30/2012	DEPOSIT	000002	REGULAR DAILY POST 4/30/2012	755.73	CLEARED	C	5/01/2012
MISCELLANEOUS:								
1010	4/06/2012	MISC.		PAYROLL DIRECT DEPOSIT	16,572.76CR	POSTED	P	4/05/2012
1010	4/17/2012	MISC.		PAYROLL DIRECT DEPOSIT	94.35CR	POSTED	P	4/17/2012
1010	4/20/2012	MISC.		PAYROLL DIRECT DEPOSIT	17,482.56CR	POSTED	P	4/20/2012
SERVICE CHARGE:								
1010	4/03/2012	SERV-CHG		March 2012 ETS Fees	320.58CR	POSTED	G	4/03/2012
1010	4/03/2012	SERV-CHG	000001	March 2012 Analysis Fees	349.89CR	POSTED	G	4/16/2012
1010	4/03/2012	SERV-CHG	000002	March 2012 ETS Fees	245.38CR	POSTED	G	4/03/2012
1010	4/03/2012	SERV-CHG	000003	March 2012 ETS Fees	112.24CR	POSTED	G	4/03/2012

TOTALS FOR ACCOUNT 1010	CHECK	TOTAL:	1,100,055.34CR
	DEPOSIT	TOTAL:	1,019,929.35
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	34,149.67CR
	SERVICE CHARGE	TOTAL:	1,028.09CR
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	6,644.66CR

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	1,100,055.34CR
	DEPOSIT	TOTAL:	1,019,929.35
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	34,149.67CR
	SERVICE CHARGE	TOTAL:	1,028.09CR
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	6,644.66CR

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	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1722	US DEPARTMENT OF THE TREA	000000	6,644.66	N	120 2091	FIT PAYABLE	2,493.54
					120 2093	SOCIAL SECURITY PAYABL	64.67
					120 2094	MEDICARE PAYABLE	337.58
					120 5-10-5010	SALARIES & WAGES	222.62
					120 5-20-5010	SALARIES & WAGES	43.66
					120 5-30-5010	SALARIES & WAGES	163.33
					120 5-40-5010	DIRECTORS COMPENSATION	3.44
					130 2091	FIT PAYABLE	2,529.38
					130 2093	SOCIAL SECURITY PAYABL	2.31
					130 2094	MEDICARE PAYABLE	390.36
					130 5-10-5010	SALARIES & WAGES	108.26
					130 5-20-5010	SALARIES & WAGES	53.36
					130 5-30-5010	SALARIES & WAGES	227.94
					130 5-40-5010	DIRECTORS COMPENSATION	4.21
01-2672	ADTS, INC	029799	178.00	N	120 5-00-5020	EMPLOYEE BENEFITS	73.41
					130 5-00-5020	EMPLOYEE BENEFITS	104.36
					140 5-00-5020	EMPLOYEE BENEFITS	0.23
01-1946	AMERICAN EXPRESS	029800	589.25	N	120 5-00-5148	OPERATING SUPPLIES	13.02
					120 5-30-5090	OFFICE SUPPLIES	112.95
					130 5-30-5090	OFFICE SUPPLIES	112.96
					130 5-30-5175	EDUCATION / SEMINARS	350.32
01-2197	CHASE CARD SERVICES UNITE	029801	7,635.06	N	120 5-00-5092	POSTAGE & SHIPPING	2.73
					120 5-00-5135	NEWSLETTER	362.93
					120 5-00-5150	REPAIR & REPLACE	0.65
					120 5-00-5311	EQUIPMENT - OFFICE	157.47
					120 5-10-5175	EDUCATION / SEMINARS	27.18
					120 5-30-5090	OFFICE SUPPLIES	9.95
					120 5-40-5175	EDUCATION / SEMINARS	540.00
					130 5-00-5092	POSTAGE & SHIPPING	2.72
					130 5-00-5135	NEWSLETTER	362.93
					130 5-00-5311	EQUIPMENT - OFFICE	157.77
					130 5-00-5505	WATER CONSERVATION	241.96
					130 5-10-5175	EDUCATION / SEMINARS	758.82
					130 5-30-5090	OFFICE SUPPLIES	9.95
					130 5-40-5175	EDUCATION / SEMINARS	5,000.00
01-1	MISCELLANEOUS VENDOR	029802	2,865.40	N	120 5-00-5123	OTHER PROFESSIONAL SER	1,432.70
					130 5-00-5123	OTHER PROFESSIONAL SER	1,432.70
01-2788	GHD	029803	2,891.58	N	375 1284	FIELD ADMIN/SHOP BLDG.	2,891.58
01-179	MIDDLETOWN TIMES STAR	029804	153.88	N	120 5-00-5130	PRINTING & PUBLICATION	76.94
					130 5-00-5130	PRINTING & PUBLICATION	76.94
01-2784	SUCCEED.NET	029805	79.70	Y	120 5-00-5110	CONTRACTUAL SERVICES	38.26
					130 5-00-5110	CONTRACTUAL SERVICES	41.44
01-2283	ARMED FORCE PEST CONTROL,	029806	180.00	N	120 5-00-5155	MAINT BLDG & GROUNDS	90.00
					130 5-00-5155	MAINT BLDG & GROUNDS	90.00

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

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-1023	HACH COMPANY	029807	125.35	N	120 5-00-5148	OPERATING SUPPLIES	125.35
01-2743	LAKE COUNTY COURIER EXPRE	029808	1,495.55	N	120 5-00-5110	CONTRACTUAL SERVICES	1,495.55
01-129	LAKE LABS	029809	1,562.00	Y	120 5-00-5195 130 5-00-5195	ENV/MONITORING ENV/MONITORING	1,210.00 352.00
01-2749	NAPA AUTO PARTS	029810	266.39	N	120 5-00-5061 130 5-00-5061	VEHICLE MAINT VEHICLE MAINT	133.20 133.19
01-2702	PACE SUPPLY CORP	029811	1,876.35	N	130 5-00-5150	REPAIR & REPLACE	1,876.35
01-1751	USA BLUE BOOK	029812	1,725.23	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	772.90 952.33
01-2776	REAL GOODS SOLAR INC	029813	116,510.46	N	375 1284	FIELD ADMIN/SHOP BLDG.	116,510.46
01-21	CALIFORNIA PUBLIC EMPLOYE	029814	6,524.10	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	4.54 1,047.26 672.40 273.24 990.43 5.69 1,228.58 672.40 333.94 1,295.62
01-2618	SACRAMENTO DEPT OF CHILD	029815	138.46	N	130 2089	WAGE ASSIGNMENTS	138.46
01-11	STATE OF CALIFORNIA EMPLO	029816	886.66	N	120 2092 120 2095 130 2092 130 2095	CIT PAYBLE S D I PAYABLE CIT PAYABLE S D I PAYABLE	286.96 112.15 356.33 131.22
01-1530	VARIABLE ANNUITY LIFE INS	029817	150.00	N	120 2099 130 2099	DEFERRED COMP - PLAN 4 DEFERRED COMP - PLAN 4	50.77 99.23
01-1	MISCELLANEOUS VENDOR	029819	70.42		130 1052	ACCTS REC WATER USE	70.42
01-1961	ACWA HEALTH BENEFITS AUTH	029820	732.66	N	120 5-00-5020 130 5-00-5020 140 5-00-5020	EMPLOYEE BENEFITS EMPLOYEE BENEFITS EMPLOYEE BENEFITS	302.15 429.56 0.95
01-1442	CALIFORNIA URBAN WATER	029821	1,131.49	N	130 5-00-5080	MEMBERSHIP & SUBSCRIPT	1,131.49
01-2111	CSG SYSTEMS	029822	1,282.72	N	120 5-00-5110 130 5-00-5110	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	615.71 667.01
01-2763	FREEDOM MECHANICAL ENTERP	029823	525.00	N	120 5-00-5150 130 5-00-5150 140 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE REPAIRS & MAINTENANCE	235.20 288.23 1.57

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

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2538	HARDESTER'S MARKETS & HAR	029824	5.35	N	120 5-10-5090	OFFICE SUPPLIES	2.68
					130 5-10-5090	OFFICE SUPPLIES	2.67
01-2754	MERRILL, ARNONE & JONES,	029825	7,962.00	Y	120 5-00-5123	OTHER PROFESSIONAL SER	318.48
					130 5-00-5123	OTHER PROFESSIONAL SER	7,643.52
01-2684	OFFICE DEPOT	029826	189.76	N	120 5-10-5090	OFFICE SUPPLIES	94.89
					130 5-10-5090	OFFICE SUPPLIES	94.87
01-1982	PRIMUS	029827	88.13	N	120 5-00-5191	TELEPHONE	44.07
					130 5-00-5191	TELEPHONE	44.06
01-2543	PRIMUS TELECOMMUNICATIONS	029828	15.74	N	120 5-00-5191	TELEPHONE	7.87
					130 5-00-5191	TELEPHONE	7.87
01-2638	RICOH AMERICAS CORPORATIO	029829	904.75	N	120 5-10-5090	OFFICE SUPPLIES	452.38
					130 5-10-5090	OFFICE SUPPLIES	452.37
01-1579	SOUTH LAKE REFUSE COMPANY	029830	214.88	Y	120 5-00-5155	MAINT BLDG & GROUNDS	106.80
					130 5-00-5155	MAINT BLDG & GROUNDS	106.80
					140 5-00-5155	MAINT BLDG & GROUNDS	1.28
01-1705	SPECIAL DISTRICT RISK MAN	029831	19,244.30	N	120 5-00-5025	RETIREE HEALTH BENEFIT	416.50
					120 5-10-5020	EMPLOYEE BENEFITS	1,322.99
					120 5-20-5020	EMPLOYEE BENEFITS	1,322.99
					120 5-30-5020	EMPLOYEE BENEFITS	2,645.97
					120 5-40-5020	EMPLOYEE BENEFITS	2,789.60
					130 5-00-5025	RETIREE HEALTH BENEFIT	416.51
					130 5-10-5020	EMPLOYEE BENEFITS	1,880.87
					130 5-20-5020	EMPLOYEE BENEFITS	1,880.87
					130 5-30-5020	EMPLOYEE BENEFITS	3,761.72
					130 5-40-5020	EMPLOYEE BENEFITIS	2,789.60
					140 5-10-5020	EMPLOYEE BENEFITS	4.17
					140 5-20-5020	EMPLOYEE BENEFITS	4.17
					140 5-30-5020	EMPLOYEE BENEFITS	8.34
01-2720	TRICERAT	029832	340.00	N	120 5-00-5110	CONTRACTUAL SERVICES	163.20
					130 5-00-5110	CONTRACTUAL SERVICES	176.80
01-1	MISCELLANEOUS VENDOR	029833	23.58		130 1052	ACCTS REC WATER USE	23.58
01-8	AT&T	029834	1,138.93	N	120 5-00-5191	TELEPHONE	618.84
					130 5-00-5191	TELEPHONE	520.09
01-47	BRELJE AND RACE LABS, INC	029835	814.80	N	120 5-00-5195	ENV/MONITORING	814.80
01-2692	DIRECTV	029836	89.99	N	120 5-00-5110	CONTRACTUAL SERVICES	43.20
					130 5-00-5110	CONTRACTUAL SERVICES	46.79
01-112	JIM JONAS INC.	029837	2,105.87	N	120 5-00-5060	GASOLINE, OIL & FUEL	1,052.94
					130 5-00-5060	GASOLINE, OIL & FUEL	1,052.93
01-2749	NAPA AUTO PARTS	029838	36.79	N	120 5-00-5061	VEHICLE MAINT	18.40

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

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-2702	PACE SUPPLY CORP	029839	3,597.20	N	130 5-00-5150	REPAIR & REPLACE	2,966.09
					375 1284	FIELD ADMIN/SHOP BLDG.	631.11
01-2736	SIERRA CHEMICAL CO.	029840	544.41	N	120 5-00-5148	OPERATING SUPPLIES	544.41
01-2195	TELESTAR INSTRUMENTS, INC	029841	2,513.60	N	130 5-00-5150	REPAIR & REPLACE	2,513.60
01-1751	USA BLUE BOOK	029842	377.04	N	120 5-00-5150	REPAIR & REPLACE	168.91
					130 5-00-5150	REPAIR & REPLACE	208.13
01-1	MISCELLANEOUS VENDOR	029843	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-1	MISCELLANEOUS VENDOR	029844	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-1505	STATE WATER RESOURCES CON	029866	687,515.00	N	217 4550	INTEREST	94,444.14
					217 5-00-5599	PRINCIPAL PMT	593,070.86
01-989	HIDDEN VALLEY LAKE COMMUN	029866	185,519.67	N	216 2110	BONDS	164,831.83
					216 5-00-5522	INTEREST ON LONG-TERM	20,687.84
01-2067	ITRON	029867	1,144.82	N	130 5-00-5110	CONTRACTUAL SERVICES	1,144.82
01-2607	PATRICIA WILKINSON	029869	91.80	N	120 5-20-5170	TRAVEL MILEAGE	17.21
					130 5-20-5170	TRAVEL MILEAGE	74.59
01-2734	TASHA KLEWE	029873	281.24	N	120 5-10-5170	TRAVEL MILEAGE	78.55
					120 5-10-5175	EDUCATION / SEMINARS	62.07
					130 5-10-5170	TRAVEL MILEAGE	78.55
					130 5-10-5175	EDUCATION / SEMINARS	62.07
01-2585	TYLER TECHNOLOGY	029874	121.00	N	120 5-00-5110	CONTRACTUAL SERVICES	58.08
					130 5-00-5110	CONTRACTUAL SERVICES	62.92
01-1659	WAGNER & BONSIGNORE	029875	395.45	N	130 5-00-5123	OTHER PROFESSIONAL SER	395.45
01-1	MISCELLANEOUS VENDOR	029876	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-1002	PETTY CASH REIMBURSEMENT	029876	365.24	N	120 5-00-5061	VEHICLE MAINT	5.00
					120 5-00-5092	POSTAGE & SHIPPING	5.39
					120 5-00-5148	OPERATING SUPPLIES	13.96
					120 5-00-5179	ADM MISC EXPENSE	35.25
					120 5-00-5545	RECORDING FEES	60.96
					120 5-10-5090	OFFICE SUPPLIES	0.50
					130 5-00-5061	VEHICLE MAINT	5.00
					130 5-00-5092	POSTAGE & SHIPPING	5.39
					130 5-00-5179	ADM MISC EXPENSE	35.25
					130 5-00-5545	RECORDING FEES	193.04
					130 5-10-5090	OFFICE SUPPLIES	0.50
					130 5-30-5175	EDUCATION / SEMINARS	5.00
01-1	MISCELLANEOUS VENDOR	029883	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-2790	JIM LIEBERMAN	029883	116.28	N	120 5-40-5175	EDUCATION / SEMINARS	20.93

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

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-21	CALIFORNIA PUBLIC EMPLOYE	029885	6,524.10	N	120 2088	SURVIVOR BENEFITS - PE	4.22
					120 2090	PERS PAYABLE	1,013.29
					120 5-10-5021	RETIREMENT EXPENSES	672.40
					120 5-20-5021	RETIREMENT EXPENSES	273.24
					120 5-30-5021	RETIREMENT EXPENSES	913.04
					130 2088	SURVIVOR BENEFITS - PE	6.01
					130 2090	PERS PAYABLE	1,262.55
					130 5-10-5021	RETIREMENT EXPENSES	672.40
					130 5-20-5021	RETIREMENT EXPENSES	333.94
					130 5-30-5021	RETIREMENT EXPENSES	1,373.01
01-2618	SACRAMENTO DEPT OF CHILD	029886	138.46	N	130 2089	WAGE ASSIGNMENTS	138.46
01-11	STATE OF CALIFORNIA EMPLO	029887	1,018.96	N	120 2092	CIT PAYBLE	336.01
					120 2095	S D I PAYABLE	120.20
					120 5-10-5020	EMPLOYEE BENEFITS	25.41
					130 2092	CIT PAYABLE	399.87
					130 2095	S D I PAYABLE	137.47
01-1530	VARIABLE ANNUITY LIFE INS	029888	150.00	N	120 2099	DEFERRED COMP - PLAN 4	49.01
					130 2099	DEFERRED COMP - PLAN 4	100.99
01-1	MISCELLANEOUS VENDOR	029889	64.34		130 1052	ACCTS REC WATER USE	64.34
01-1479	CLEARLAKE LAVA, INC.	029890	517.86	N	375 1284	FIELD ADMIN/SHOP BLDG.	517.86
01-2598	VERIZON WIRELESS	029891	662.17	N	120 5-00-5191	TELEPHONE	331.09
					130 5-00-5191	TELEPHONE	331.08
01-2773	DEVELOPMENT GROUP	029892	316.98	N	120 5-00-5311	EQUIPMENT - OFFICE	158.49
					130 5-00-5311	EQUIPMENT - OFFICE	158.49
01-2788	GHD	029893	875.00	N	130 5-00-5122	ENGINEERING SERVICES	875.00
01-2699	MICHELLE HAMILTON	029894	625.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	300.00
					130 5-00-5110	CONTRACTUAL SERVICES	325.00
01-2700	REDFORD SERVICES	029895	950.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	456.00
					130 5-00-5110	CONTRACTUAL SERVICES	494.00
01-2585	TYLER TECHNOLOGY	029896	6,049.44	N	120 5-00-5110	CONTRACTUAL SERVICES	2,903.73
					130 5-00-5110	CONTRACTUAL SERVICES	3,145.71
01-1589	U.S. GEOLOGICAL SURVEY	029897	6,775.00	N	130 5-00-5198	ANNUAL OPERATING FEES	6,775.00
01-47	BRELJE AND RACE LABS, INC	029898	775.20	N	120 5-00-5195	ENV/MONITORING	775.20
01-2743	LAKE COUNTY COURIER EXPRE	029899	1,426.15	N	120 5-00-5110	CONTRACTUAL SERVICES	1,426.15
01-2702	PACE SUPPLY CORP	029900	4,191.93	N	120 1286	FIELD EQUIPMENT	3,219.30
					130 5-00-5150	REPAIR & REPLACE	972.63
01-1751	USA BLUE BOOK	029901	289.47	N	130 5-00-5150	REPAIR & REPLACE	289.47

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

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR	029902	7.59		130 1052	ACCTS REC WATER USE	7.59
01-1	MISCELLANEOUS VENDOR	029903	103.91		130 1052	ACCTS REC WATER USE	103.91
01-2680	BARRY SILVA	029904	56.09	N	130 5-30-5175	EDUCATION / SEMINARS	56.09
01-2703	PAUL SILVA	029905	50.36	N	130 5-30-5175	EDUCATION / SEMINARS	50.36
1099 ELIGIBLE			6	11,393.58			
1099 EXEMPT			72	<u>1,092,752.42</u>			
*** REPORT TOTALS ***			78	1,104,146.00			

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 1286	FIELD EQUIPMENT	3,219.30
120 2088	SURVIVOR BENEFITS - PERS 4TH L	8.76
120 2090	PERS PAYABLE	2,060.55
120 2091	FIT PAYABLE	2,493.54
120 2092	CIT PAYBLE	622.97
120 2093	SOCIAL SECURITY PAYABLE	64.67
120 2094	MEDICARE PAYABLE	337.58
120 2095	S D I PAYABLE	232.35
120 2099	DEFERRED COMP - PLAN 457 PAY	99.78
120 5-00-5020	EMPLOYEE BENEFITS	375.56
120 5-00-5025	RETIREE HEALTH BENEFITS	416.50
120 5-00-5060	GASOLINE, OIL & FUEL	1,052.94
120 5-00-5061	VEHICLE MAINT	156.60
120 5-00-5092	POSTAGE & SHIPPING	8.12
120 5-00-5110	CONTRACTUAL SERVICES	7,499.88
120 5-00-5123	OTHER PROFESSIONAL SERVICES	1,751.18
120 5-00-5130	PRINTING & PUBLICATION	76.94
120 5-00-5135	NEWSLETTER	362.93
120 5-00-5148	OPERATING SUPPLIES	696.74
120 5-00-5150	REPAIR & REPLACE	1,177.66
120 5-00-5155	MAINT BLDG & GROUNDS	196.80
120 5-00-5179	ADM MISC EXPENSE	35.25
120 5-00-5191	TELEPHONE	1,001.87

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

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5195	ENV/MONITORING	2,800.00
120 5-00-5311	EQUIPMENT - OFFICE	315.96
120 5-00-5545	RECORDING FEES	60.96
120 5-10-5010	SALARIES & WAGES	222.62
120 5-10-5020	EMPLOYEE BENEFITS	1,348.40
120 5-10-5021	RETIREMENT EXPENSES	1,344.80
120 5-10-5090	OFFICE SUPPLIES	550.45
120 5-10-5170	TRAVEL MILEAGE	78.55
120 5-10-5175	EDUCATION / SEMINARS	89.25
120 5-20-5010	SALARIES & WAGES	43.66
120 5-20-5020	EMPLOYEE BENEFITS	1,322.99
120 5-20-5021	RETIREMENT EXPENSES	546.48
120 5-20-5170	TRAVEL MILEAGE	17.21
120 5-30-5010	SALARIES & WAGES	163.33
120 5-30-5020	EMPLOYEE BENEFITS	2,645.97
120 5-30-5021	RETIREMENT EXPENSES	1,903.47
120 5-30-5090	OFFICE SUPPLIES	122.90
120 5-40-5010	DIRECTORS COMPENSATION	3.44
120 5-40-5020	EMPLOYEE BENEFITS	2,789.60
120 5-40-5175	EDUCATION / SEMINARS	560.93
	** FUND TOTAL **	40,879.44
130 1052	ACCTS REC WATER USE	269.84
130 2088	SURVIVOR BENEFITS - PERS 4TH L	11.70
130 2089	WAGE ASSIGNMENTS	276.92
130 2090	PERS PAYABLE	2,491.13
130 2091	FIT PAYABLE	2,529.38
130 2092	CIT PAYABLE	756.20
130 2093	SOCIAL SECURITY PAYABLE	2.31
130 2094	MEDICARE PAYABLE	390.36
130 2095	S D I PAYABLE	268.69
130 2099	DEFERRED COMP - PLAN 457 PAYAB	200.22
130 5-00-5020	EMPLOYEE BENEFITS	533.92
130 5-00-5025	RETIREE HEALTH BENEFITS	416.51
130 5-00-5060	GASOLINE, OIL & FUEL	1,052.93
130 5-00-5061	VEHICLE MAINT	156.58
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	1,131.49
130 5-00-5092	POSTAGE & SHIPPING	8.11
130 5-00-5110	CONTRACTUAL SERVICES	6,104.49
130 5-00-5122	ENGINEERING SERVICES	875.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	9,471.67
130 5-00-5130	PRINTING & PUBLICATION	76.94
130 5-00-5135	NEWSLETTER	362.93
130 5-00-5150	REPAIR & REPLACE	10,066.83
130 5-00-5155	MAINT BLDG & GROUNDS	196.80
130 5-00-5179	ADM MISC EXPENSE	35.25
130 5-00-5191	TELEPHONE	903.10

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

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5195	ENV/MONITORING	352.00
130 5-00-5198	ANNUAL OPERATING FEES	6,775.00
130 5-00-5311	EQUIPMENT - OFFICE	316.26
130 5-00-5505	WATER CONSERVATION	841.96
130 5-00-5545	RECORDING FEES	193.04
130 5-10-5010	SALARIES & WAGES	108.26
130 5-10-5020	EMPLOYEE BENEFITS	1,880.87
130 5-10-5021	RETIREMENT EXPENSES	1,344.80
130 5-10-5090	OFFICE SUPPLIES	550.41
130 5-10-5170	TRAVEL MILEAGE	78.55
130 5-10-5175	EDUCATION / SEMINARS	820.89
130 5-20-5010	SALARIES & WAGES	53.36
130 5-20-5020	EMPLOYEE BENEFITS	1,880.87
130 5-20-5021	RETIREMENT EXPENSES	667.88
130 5-20-5170	TRAVEL MILEAGE	74.59
130 5-30-5010	SALARIES & WAGES	227.94
130 5-30-5020	EMPLOYEE BENEFITS	3,761.72
130 5-30-5021	RETIREMENT EXPENSES	2,668.63
130 5-30-5090	OFFICE SUPPLIES	122.91
130 5-30-5175	EDUCATION / SEMINARS	461.77
130 5-40-5010	DIRECTORS COMPENSATION	4.21
130 5-40-5020	EMPLOYEE BENEFITS	2,789.60
130 5-40-5175	EDUCATION / SEMINARS	5,095.35
	** FUND TOTAL **	69,660.17
140 5-00-5020	EMPLOYEE BENEFITS	1.18
140 5-00-5150	REPAIRS & MAINTENANCE	1.57
140 5-00-5155	MAINT BLDG & GROUNDS	1.28
140 5-10-5020	EMPLOYEE BENEFITS	4.17
140 5-20-5020	EMPLOYEE BENEFITS	4.17
140 5-30-5020	EMPLOYEE BENEFITS	8.34
	** FUND TOTAL **	20.71
216 2110	BONDS	164,831.83
216 5-00-5522	INTEREST ON LONG-TERM DEBT	20,687.84
	** FUND TOTAL **	185,519.67
217 4550	INTEREST	94,444.14
217 5-00-5599	PRINCIPAL PMT	593,070.86
	** FUND TOTAL **	687,515.00
375 1284	FIELD ADMIN/SHOP BLDG.	120,551.01
	** FUND TOTAL **	120,551.01

 ** TOTAL **

1,104,146.00

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	: 4/01/2012 THRU 4/30/2012	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

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Adoption: Resolution Approving Membership in the ACWA Joint Powers Insurance Authority, Consenting to Join the Health Benefits Program of the ACWA Joint Powers Insurance Authority, Ratifying the Action of the ACWA Health Benefits Authority Board of Directors to Terminate the Health Benefits Authority Joint Powers Agreement, and Authorizing and Directing the Hidden Valley Lake CSD to Execute all Necessary Documents

RECOMMENDATIONS: Adopt Resolution:

- (1) Approving membership in the ACWA Joint Powers Insurance Authority
- (2) Consenting to Join the Health Benefits Program of the ACWA Joint Powers Insurance Authority
- (3) Ratifying the Action of the ACWA Health Benefits Authority Board of Directors to Terminate the Health Benefits Authority Joint Powers Agreement
- (4) Authorizing and Directing the Hidden Valley Lake CSD to Execute all Necessary Documents

FINANCIAL IMPACT:

The elimination of the ACWA Health Benefits Authority Joint Powers Agreement and the transfer of those health benefit functions to the ACWA Joint Powers Insurance Authority are intended to improve and reduce the cost of insurance and health benefit services to ACWA members. However, the projected savings to individual ACWA member agencies cannot be quantified at this time.

BACKGROUND:

The governing body of ACWA's Health Benefits Authority (HBA) has voted to initiate proceedings to transfer its operations and programs to the ACWA/Joint Powers Insurance Authority (ACWA/JPA), thereby consolidating the functions of the two entities into one organization. In order to proceed with the consolidation, the HBA must formally dissolve itself. Pursuant to the HBA's bylaws, the dissolution of the organization requires formal consent by at least 75% of its ACWA members. The proposed resolution, if adopted, formalizes the District's consent for the HBA to be consolidated with the ACWA/JPA, and for the health benefit functions that the HBA currently provides to the District to be transferred, without change in the level or type of benefits, to the ACWA/JPA.

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



RE: Transition of ACWA HBA into ACWA/JPIA

Dear Member,

We are pleased to announce a development that could result in cost savings for ACWA members enrolled in insurance programs offered by the ACWA Health Benefits Authority (HBA) and the ACWA/Joint Powers Insurance Authority (ACWA/JPIA).

The governing body of HBA has voted to initiate proceedings to transition its operations and programs into ACWA/JPIA. This move would allow the two organizations to combine resources, reduce overall costs and improve operations. Potential savings would be passed on to ACWA member agencies that participate in programs offered by HBA and ACWA/JPIA.

In order to proceed with the transition, HBA must undertake a formal process to dissolve itself and combine its operations with ACWA/JPIA. Under HBA's existing bylaws, the organization may be dissolved by its Board of Directors with written consent of 75% of HBA members. This consent threshold must be met by July 1 to proceed.

In the coming weeks, HBA will distribute a package of materials to general managers and board presidents at HBA member agencies with background and specific actions needed to formally approve the transition.

We are excited to pursue this opportunity and will keep all ACWA members apprised as the process moves forward. In the meantime, please do not hesitate to contact staff at HBA or ACWA/JPIA if you have any questions. Contacts are provided on the attached page.

Sincerely,

Timothy Quinn, Executive Director, ACWA
Rick Gilmore, Board President, ACWA HBA
Walter "Andy" Sells, Chief Executive Officer, ACWA/JPIA

Contacts / Additional Information Regarding HBA Transition

HBA

ACWA HBA is a public agency formed in 1994 to provide health insurance coverage to ACWA members. It was restructured in 2010 to be governed by a board representing agencies that directly participate in HBA programs. Currently, 282 ACWA member agencies are enrolled in HBA programs.

Contact: [Cynthia Harding, Operations Manager](#), 916-779-1145

ACWA/JPIA

ACWA/JPIA is a joint powers authority formed by ACWA in 1979 to provide cost-effective liability insurance for public agencies that belong to ACWA. Offerings were later expanded to include property insurance and workers' compensation. There are currently 292 ACWA member agencies enrolled in ACWA/JPIA programs.

Contact: [Nancy Stangel, Director of Administration](#), 916-786-5742

ACWA



**ACWA
Health Benefits
Authority**

RECEIVED APR 05 2012

April 1, 2012

Mr. Mel Aust
General Manager
Hidden Valley Lake CSD
19400 Hartman Rd
Hidden Vly Lake, CA 95467

RE: Urgent Action Needed to Retain Health Benefits

Dear Mr. Aust,

On March 7 you received a notice announcing the impending transition of the ACWA Health Benefits Authority (HBA) into the ACWA/Joint Powers Insurance Authority (ACWA/JPIA). On March 28, the HBA Board voted to dissolve the HBA and transfer the health benefits program to ACWA/JPIA.

We need your immediate assistance to secure the needed concurrence within the mandated 90-day window. The following steps must be taken to ensure a seamless transition and to retain the employee benefits currently provided by HBA:

- 1. Your board will need to pass the enclosed resolution.** The resolution consents to join the Employee Benefits Program of the ACWA/Joint Powers Insurance Authority and ratifies the action of the ACWA Health Benefits Authority Board of Directors to terminate the Health Benefits Authority Joint Powers Agreement. **Please place the resolution on your next available agency agenda for action.**
- 2. Return the signed resolution:** HBA is requesting the signed resolution by April 30, 2012 (or sooner), if possible, and no later than May 31, 2012. Please mail to:

ACWA HBA
4600 Northgate Blvd, Suite #100
Sacramento, CA 95834

Failure to return the signed resolution by June 29, 2012, may result in loss of coverage for your district employees.



**ACWA
Health Benefits
Authority**

A dedicated website is available to assist you with the process. It includes a list of Frequently Asked Questions (FAQs), model resolutions, a timeline and other information. Please go to www.hba-transition.com.

An informational webinar is scheduled for Wednesday, April 18, at 10 a.m. Registration details will be provided in the near future.

If you have any further questions, please contact Nancy Stangel, JPIA Director of Administration (800-231-5742, ext. 3133, nstangel@acwajpia.com) or Cynthia Harding, HBA Operations Manager (800-736-2292, ext. 5, cynthiah@acwa.com)

Thank you for your help.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Gilmore'.

Rick Gilmore
Board President
ACWA HBA

Attachment: Sample resolution

RESOLUTION NO. 2012-06

RESOLUTION APPROVING MEMBERSHIP IN THE ACWA JOINT POWERS INSURANCE AUTHORITY, CONSENTING TO JOIN THE HEALTH BENEFITS PROGRAM OF THE ACWA JOINT POWERS INSURANCE AUTHORITY, RATIFYING THE ACTION OF THE ACWA HEALTH BENEFITS AUTHORITY BOARD OF DIRECTORS TO TERMINATE THE HEALTH BENEFITS AUTHORITY JOINT POWERS AGREEMENT, AND AUTHORIZING AND DIRECTING THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT TO EXECUTE ALL NECESSARY DOCUMENTS

WHEREAS, this Agency entered into a joint exercise of powers agreement ("HBA Agreement") with the Association of California Water Agencies Health Benefits Authority ("HBA") in order to pool its purchasing needs with other public agencies desiring to provide their employees with comprehensive and economical health and welfare benefits; and

WHEREAS, this Agency entered into a Health Benefits Memorandum of Understanding ("MOU") to enroll in specific health programs and ancillary programs ("Existing Employee Benefits Coverage") offered by HBA and agreed to abide by: (1) the HBA Agreement; (2) all rules and procedures established by HBA in the administration of the Agency's Existing Employee Benefits Coverage; and (3) all underwriting, eligibility, and contribution requirements in Appendix A to the MOU; and

WHEREAS, certain public agencies have entered into a joint exercise of powers agreement ("JPIA Agreement") with the Association of California Water Agencies Joint Powers Insurance Authority ("JPIA") in order to pool their purchasing needs with other public agencies desiring to obtain comprehensive and economical public liability, workers' compensation, unemployment, health, accident and/or dental, or property coverage; and

WHEREAS, JPIA is both qualified and authorized by the laws of the State of California to administer the Existing Employee Benefits Coverage to this Agency through JPIA's Employee Benefits Program; and

WHEREAS, during a noticed special meeting held on February 6, 2012, the HBA Board of Directors unanimously voted to transfer all HBA operations and administrative functions to JPIA on or about July 1, 2012, and to pursue a merger of the two public agencies after which the HBA Agreement would be terminated; and

WHEREAS, pursuant to Article 22 of the HBA Agreement, the HBA Agreement may be terminated by the HBA Board of Directors subject to ratification by the written consent of three-fourths of the HBA Member agencies within 90 days of the HBA Board's action, provided, however, that HBA and the HBA Agreement shall continue to exist for the purpose of concluding all functions necessary to wind up HBA's affairs; and

WHEREAS, during a noticed regular meeting held on March 28, 2012, the HBA Board of Directors approved HBA Resolution 12-03-02: (1) electing to terminate the HBA Agreement pursuant to Article 22 of the HBA Agreement and, except as provided in clause 2 below, said termination shall become effective upon ratification by the written consent of three-fourths of the HBA member districts and agencies; (2) recognizing that pursuant to Article 22 of the HBA Agreement, HBA and the HBA Agreement shall continue to exist for the purpose of winding up and dissolving the business affairs of HBA, and acknowledge that the HBA Board of Directors is vested with all powers of HBA for doing the same; and (3) declaring that Resolution 12-03-02 shall take effect on April 1, 2012, thereby beginning the 90-day ratification period.

NOW, THEREFORE, BE IT RESOLVED that the Directors of Hidden Valley Lake Community Services District hereby:

1. Agree that the JPIA Agreement and the HBA Memorandum of Understanding referred to in the recitals above are incorporated in this resolution by reference.
2. Approve this Agency's membership in the Association of California Water Agencies Joint Powers Insurance Authority.
3. Consent to join JPIA's Employee Benefits Program and acknowledge, represent, and agree that all terms and conditions of the HBA Memorandum of Understanding apply to the provision of this Agency's Existing Employee Benefits Coverage through JPIA.
4. Authorize and direct Hidden Valley Lake Community Services District staff to cooperate fully with HBA and JPIA in the execution of any other documents and in the completion of any additional actions that may be necessary or appropriate for the purpose of ensuring that this Agency's Existing Employee Benefits Coverage continues without lapse through JPIA.
5. Ratify the action of the HBA Board of Directors to terminate the HBA Agreement, to be effective as provided in Article 22 of the HBA Agreement.
6. Direct the Secretary of the Board of this Agency to immediately send a certified copy of this resolution to: Association of California Water Agencies Health Benefits Authority, 4600 Northgate Blvd, Suite 100, Sacramento, California, 95834.

PASSED AND ADOPTED by the Directors of Hidden Valley Lake Community Services District this 22 day of May, 2012, by the following vote:

AYES:

NOES;

ABSTAIN:

ABSENT:

Attest by:

Linda Herndon, President of the Board

Tami Ipsen, Secretary to the Board

REPORT OF THE PERSONNEL COMMITTEE
OF THE BOARD OF DIRECTORS
OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
MAY 14, 2012

1) CALL TO ORDER:

The Personnel Committee meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on May 14, 2012 at the hour of 6:30 p.m. by Director Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Graham and Herndon. Also present: Roland Sanford, Interim General Manager, Tami Ipsen, Administrative Assistant/Secretary to the Board and Tasha Klewe Accountant/Controller.

4) APPROVAL OF AGENDA:

Ms. Graham moved, Mrs. Herndon seconded to approve the May 14, 2012 agenda.

Motion approved by unanimous vote.

5) COLA Review

Tasha Klewe reported on the financial impact for a 1%, 2% or 3% COLA increase to the proposed 2012-2013 budget.

The committee established a 2% holding place in the 2012-2013 proposed budget.

6) Review of the Following Policies:

6A) Compensation Policy

Mrs. Herndon reviewed the DRAFT Compensation Policy. After discussion the committee will present the policy to the Board for possible approval at the May 22, 2012 board meeting.

6B) Communication Policy

Mr. Sanford suggested incorporating this policy in with a Board of Directors Bylaw or Policy Manual for Directors. The committee agreed to address this at a future Personnel Committee meeting within a Board of Directors Bylaw/Policy Manual format.

6) Review of the Following Policies: Cont'd

6C) Sexual Harassment Policy

Mrs. Herndon presented proposed changes in the Sexual Harassment Policy. After discussion, the committee will make a recommendation to the proposed changes at the May 22, 2012 board meeting.

6D) Harassment Policy

After discussion the committee suggested consistency in the language in the Sexual Harassment Policy where applicable. The committee will make a recommendation to the proposed changes at the May 22, 2012 board meeting.

7) Salary Survey Review

Mr. Sanford recommended the Board to approve the Draft Salary Survey Results with Board comments so CPS HR Consulting can finish the report and prepare a final report.

Once the District has a final report the District will publish the results and a full executed copy will be available on the District's website.

8) Organizational Chart

The committee was presented with a Draft Organizational Chart and will make a recommendation for approval at the May 22, 2012 board meeting.

Public Comment:

Tasha Klewe reported on the first of a series of PG&E rebate checks for the solar project. Mr. Sanford reported the board packets will be ready on Wednesdays before the board meetings.

Next Personnel Committee meeting will be June 27, 2012 at 7:00 a.m.

ADJOURNMENT:

The meeting was adjourned at 8:57 p.m. on motion by Ms. Graham and unanimously carried.

Accountant/Controller's Report

**Hidden Valley Lake CSD
Pooled Cash Recap
April 30, 2012**

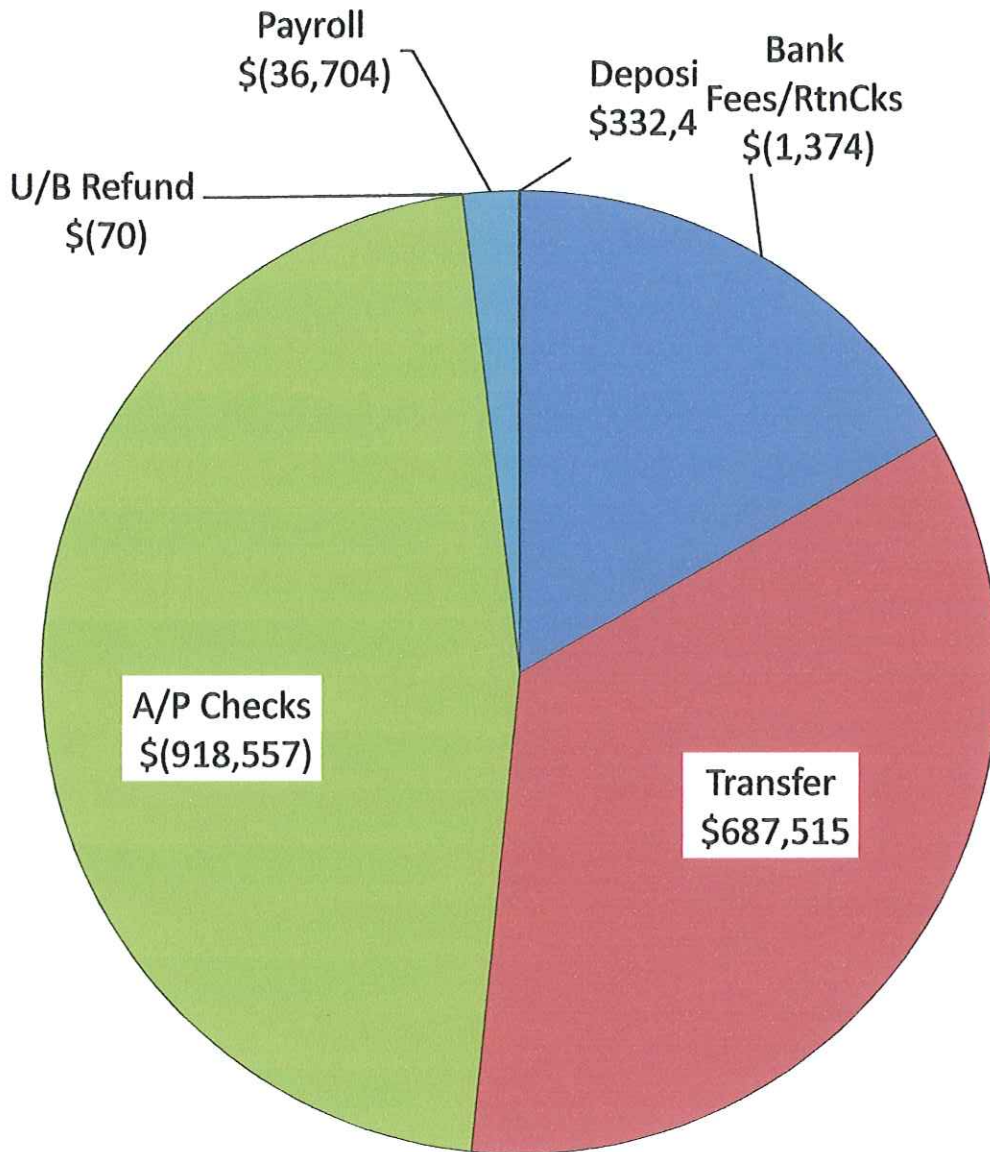
HVLCSD Deposit Summary

Cash	\$ 332,414.35
Transfers:	
Money Market	\$ 687,515.00
Total Deposits	\$ 1,019,929.35

HVLCSD Expenditure Summary

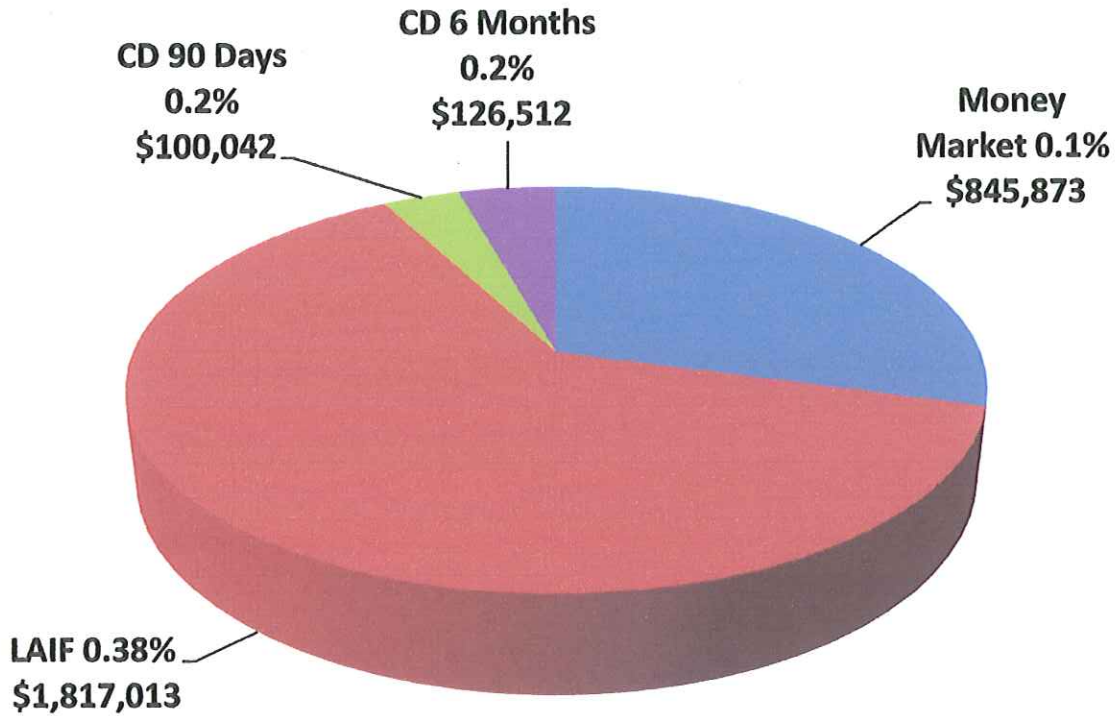
Accounts Payable	
120 Sewer	\$ 40,879.44
130 Water	\$ 69,590.51
140 Flood Control	\$ 20.71
175 FEMA Fund	\$ -
217 State Loan	\$ -
215 Recla Redemption 95-2	\$ 687,515.00
218 CIEDB	\$ -
219 USDA Solar Project	\$ -
375 Sewer Reserve Improvement	\$ 120,551.01
711 Bond Administration	\$ -
Total AP	\$ 918,556.67
U/B Refunds	\$ 69.66
Total Payroll	\$ 36,703.67
Misc. Bank Fees & Return Checks	\$ 1,374.47
Total Expenditures	\$ 956,704.47

**Hidden Valley Lake CSD
Pooled Cash Account
April 30, 2012
\$63,225**



- Deposits
- Transfer
- A/P Checks
- U/B Refund
- Payroll
- Bank Fees/RtnCks

**HIDDEN VALLEY LAKE CSD
INVESTMENT REPORT
April 30, 2012
\$2,889,439**



Investment	Interest Rate	Interest Earned this Period	Funds Invested
Money Market	0.10%	\$ 109.12	\$ 845,873
LAIF	0.38%	1,706.37	\$ 1,817,013
90 Day CD	0.20%	5.00	\$ 100,042
6 Month CD	0.20%	5.45	\$ 126,512
Total Funds Invested			\$ 2,889,439

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 April 30, 2012**

Revenue Budget	Revenue YTD Actual	% To Date	Budget s/b 10 mo	YTD Over (Under) Budget	Remaining Budget YTD
\$ 910,100	\$ 799,534	87.85%	83.33%	4.52%	\$ 110,566
\$ 1,194,300	\$ 1,040,798	87.15%	83.33%	3.81%	\$ 153,502
\$ 2,104,400	\$ 1,840,333	87.45%	83.33%	4.12%	\$ 264,067

Sewer Fund 120
Water Fund 130
Total YTD Operating Revenue

Expense Budget	Expense YTD Actual	% To Date	Budget s/b 10 mo	YTD Over (Under) Budget	Remaining Budget YTD
\$ 910,100	\$ 741,427	81.47%	83.33%	-1.87%	\$ 168,673
\$ 1,194,300	\$ 1,078,829	90.33%	83.33%	7.00%	\$ 115,471
\$ 2,104,400	\$ 1,820,257	86.50%	83.33%	3.16%	\$ 284,143

Sewer Fund 120
Water Fund 130
Total YTD Operating Expenditures

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE APRIL 30, 2012

120-SEWER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	910,100.00	144,579.87	799,534.21	110,565.79	87.85%
TOTAL REVENUES	910,100.00	144,579.87	799,534.21	110,565.79	87.85%
				YTD ANTICIPATED REVENUE OVER BUDGET	83.33% 4.52%
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	350,159.00	18,499.93	267,226.59	82,932.41	76.32%
ADMINISTRATION	196,448.00	13,812.62	214,069.19	(17,621.19)	108.97%
OFFICE	72,704.00	4,975.41	52,378.42	20,325.58	72.04%
FIELD	256,328.00	15,551.55	179,926.20	76,401.80	70.19%
DIRECTORS	34,461.00	3,353.97	27,827.09	6,633.91	80.75%
TOTAL EXPENDITURES	910,100.00	56,193.48	741,427.49	168,672.51	81.47%
				YTD ANTICIPATED EXPENDITURES UNDER BUDGET	83.33% 1.87%
		CURRENT PERIOD	YEAR TO DATE		
REVENUE LESS EXPENDITURES		88,386.39	58,106.72		

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE APRIL 30, 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	0.00	0.00	0.00	0.00%
120-4035 DEVL MISC SEWER	0.00	0.00	0.00	0.00	0.00%
120-4036 DEVELOPER SEWER FEES	0.00	0.00	11,362.33	(11,362.33)	0.00%
120-4045 AVAILABILITY FEES	6,000.00	0.00	5,696.94	303.06	94.95%
120-4046 DELINQUENT SMWC PAYMENTS	0.00	0.00	0.00	0.00	0.00%
120-4050 SALES OF RECLAIMED WATER	62,100.00	2,313.28	59,883.14	2,216.86	96.43%
120-4111 COMM SEWER USE	18,100.00	0.00	0.00	18,100.00	0.00%
120-4112 GOV'T SEWER USE	0.00	1,654.04	16,356.24	(16,356.24)	0.00%
120-4116 SEWER USE CHARGES	800,900.00	137,760.48	692,200.04	108,699.96	86.43%
120-4210 LATE FEE 10%	13,600.00	2,482.87	12,856.65	743.35	94.53%
120-4212 LATE FEE 0.5%	0.00	0.00	0.00	0.00	0.00%
120-4215 RETURNED CHECK CHARGE	0.00	0.00	0.00	0.00	0.00%
120-4300 MISC INCOME	1,000.00	348.28	692.92	307.08	69.29%
120-4305 Deposit Sewer	0.00	0.00	0.00	0.00	0.00%
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
120-4315 UNREFUNDED CUST REFUNDS	0.00	0.00	0.00	0.00	0.00%
120-4330 SEWER ADMIN FEES	0.00	0.00	0.00	0.00	0.00%
120-4505 LEASE INCOME	8,400.00	20.92	493.32	7,906.68	5.87%
120-4541 DELINQ PENALTY & INTEREST	0.00	0.00	0.00	0.00	0.00%
120-4550 INTEREST	0.00	0.00	(7.37)	7.37	0.00%
120-4591 INC APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00%
TOTAL REVENUES	910,100.00	144,579.87	799,534.21	110,565.79	87.85%

YTD ANTICIPATED REVENUE	83.33%
OVER BUDGET	4.52%

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE APRIL 30, 2012

120-SEWER ENTERPRISE FUND

EXPENDITURES - ALL DEPTS	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5010 SALARY & WAGES	374,100.00	24,187.93	346,081.61	28,018.39	92.51%
120-5019 SALARIES REIMB	0.00	0.00	0.00	0.00	0.00%
120-5020 EMPLOYEE BENEFITS	122,600.00	8,667.14	92,238.92	30,361.08	75.24%
120-5021 RETIREMENT BENEFITS	67,500.00	3,794.75	40,478.40	27,021.60	59.97%
120-5025 RETIREE HEALTH BENEFITS	4,600.00	416.50	4,004.90	595.10	87.06%
120-5040 ELECTION EXPENSE	0.00	0.00	2,439.49	(2,439.49)	0.00%
120-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
120-5060 GASOLINE, OIL & FUEL	13,600.00	1,052.94	9,856.90	3,743.10	72.48%
120-5061 VEHICLE MAINT	8,300.00	156.60	12,714.07	(4,414.07)	153.18%
120-5062 TAXES & LIC	400.00	0.00	4,779.17	(4,379.17)	1194.79%
120-5074 INSURANCE	17,200.00	0.00	(432.00)	17,632.00	-2.51%
120-5075 BANK FEES	3,600.00	514.04	3,992.93	(392.93)	110.91%
120-5080 MEMBERSHIP & SUBSCRIPTIONS	3,400.00	0.00	2,984.03	415.97	87.77%
120-5090 OFFICE SUPPLIES	6,900.00	673.35	5,224.63	1,675.37	75.72%
120-5092 POSTAGE & SHIPPING	1,400.00	8.12	2,148.95	(748.95)	153.50%
120-5110 CONTRACTUAL SERVICES	47,200.00	7,499.88	39,086.92	8,113.08	82.81%
120-5121 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00%
120-5122 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00%
120-5123 OTHER PROFESSIONAL SERVICE	2,400.00	1,751.18	7,350.94	(4,950.94)	306.29%
120-5130 PRINTING & PUBLICATION	1,300.00	76.94	529.18	770.82	40.71%
120-5135 NEWSLETTER	1,200.00	362.93	1,208.14	(8.14)	100.68%
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	10,700.00	696.74	7,102.95	3,597.05	66.38%
120-5150 REPAIR & REPLACE	65,300.00	1,177.66	50,118.98	15,181.02	76.75%
120-5155 MAINT BLDG & GROUNDS	5,800.00	196.80	2,979.11	2,820.89	51.36%
120-5160 SLUDGE DISPOSAL	19,900.00	0.00	19,643.74	256.26	98.71%
120-5170 TRAVEL & MEETINGS	600.00	95.76	774.84	(174.84)	129.14%
120-5175 EDUCATION / SEMINARS	5,100.00	650.18	2,736.86	2,363.14	53.66%
120-5179 ADM MISC EXPENSE	200.00	35.25	780.07	(580.07)	390.04%
120-5180 UNCOLLECTIBLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
120-5191 TELEPHONE	14,100.00	1,001.87	12,060.49	2,039.51	85.54%
120-5192 ELECTRICITY	50,000.00	0.00	46,533.60	3,466.40	93.07%
120-5195 ENV/MONITORING	25,300.00	2,800.00	19,512.90	5,787.10	77.13%
120-5198 ANNUAL OPERATING FEES	2,700.00	0.00	2,659.00	41.00	98.48%
120-5310 EQUIPMENT - FIELD	2,200.00	0.00	0.00	2,200.00	0.00%
120-5311 EQUIPMENT - OFFICE	0.00	315.96	315.96	(315.96)	0.00%
120-5312 TOOLS - FIELD	1,700.00	0.00	578.94	1,121.06	34.06%
120-5315 SAFETY EQUIPMENT	700.00	0.00	778.11	(78.11)	111.16%
120-5400 DIRECTORS COMPENSATION	0.00	0.00	0.00	0.00	0.00%
120-5450 HVLCSO AGENDAS	0.00	0.00	0.00	0.00	0.00%
120-5510 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00%
120-5540 REMOVAL FROM TAX ROLL	0.00	0.00	0.00	0.00	0.00%
120-5545 RECORDING FEES	100.00	60.96	164.76	(64.76)	164.76%
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	30,000.00	0.00	0.00	30,000.00	0.00%
120-5605 OPERATING CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
120-5591 EXP APPLICABLE TO PRIOR YR	0.00	0.00	0.00	0.00	0.00%
TOTAL COMBINED EXPENDITURES	910,100.00	56,193.48	741,427.49	168,672.51	81.47%

YTD ANTICIPATED EXPENDITURES 83.33%
UNDER BUDGET 1.87%

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE APRIL 30, 2012

130-WATER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	1,194,300.00	183,899.06	1,040,798.33	153,501.67	87.15%
TOTAL REVENUES	1,194,300.00	183,899.06	1,040,798.33	153,501.67	87.15%
			YTD ANTICIPATED REVENUE	83.33%	
			OVER BUDGET	3.81%	

EXPENDITURE SUMMARY

NON-DEPARTMENTAL	516,424.00	213,609.60	576,028.94	(59,604.94)	111.54%
ADMINISTRATION	291,968.00	12,250.54	139,920.61	152,047.39	47.92%
OFFICE	73,812.00	6,392.90	67,305.91	6,506.09	91.19%
FIELD	258,549.00	23,087.78	248,608.78	9,940.22	96.16%
METER READING	7,000.00	667.56	6,271.56	728.44	89.59%
DIRECTORS	46,547.00	7,889.16	40,693.36	5,853.64	87.42%
TOTAL EXPENDITURES	1,194,300.00	263,897.54	1,078,829.16	115,470.84	90.33%
			YTD ANTICIPATED EXPENDITURE	83.33%	
			OVER BUDGET	7.00%	

	CURRENT PERIOD	YEAR TO DATE ACTUAL
REVENUE LESS EXPENDITURES	(79,998.48)	(38,030.83)

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE APRIL 30, 2012

**130-WATER ENTERPRISE FUND
REVENUES**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4030 WATER CONNECTION FEES	0.00	0.00	0.00	0.00	0.00%
130-4032 COMM WATER CONNECTIONS	0.00	0.00	0.00	0.00	0.00%
130-4033 DEVELOPER WATER FEES	0.00	0.00	0.00	0.00	0.00%
130-4034 DEVELOPER MISC WATER FEES	0.00	0.00	0.00	0.00	0.00%
130-4035 RECONNECT FEES	16,600.00	2,180.00	10,810.00	5,790.00	65.12%
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00%
130-4039 WATER METER INST	300.00	0.00	0.00	300.00	0.00%
130-4040 RECORDING FEES INCOME	500.00	20.00	280.00	220.00	56.00%
130-4045 AVAILABILITY FEES	24,900.00	0.00	23,455.56	1,444.44	94.20%
130-4046 DELINQUENT SMWC PAYMENTS	0.00	0.00	0.00	0.00	0.00%
130-4110 COMM WATER USE	13,400.00	1,117.55	11,175.50	2,224.50	83.40%
130-4112 GOV'T WATER USE	800.00	70.00	700.00	100.00	87.50%
130-4114 MISC WATER USE	0.00	0.00	0.00	0.00	0.00%
130-4115 WATER USE CHARGES	960,400.00	165,286.43	832,165.76	128,234.24	86.65%
130-4117 WATER OVERAGE USE FEE	144,000.00	5,668.26	114,847.05	29,152.95	79.75%
130-4118 WATER OVERAGE COMM	8,400.00	1,191.16	8,296.93	103.07	98.77%
130-4119 WATER OVERAGE GOV	0.00	2.10	21.00	(21.00)	0.00%
130-4210 LATE FEE 10%	20,800.00	3,137.46	17,979.08	2,820.92	86.44%
130-4212 LATE FEE .5%	0.00	0.00	0.00	0.00	0.00%
130-4215 RETURNED CHECK CHARGE	900.00	75.00	725.00	175.00	80.56%
130-4300 MISC INCOME	200.00	9.20	191.42	8.58	95.71%
130-4305 DEPOSITS WATER	0.00	0.00	0.00	0.00	0.00%
130-4310 OTHER INCOME	2,200.00	4,516.66	13,483.32	(11,283.32)	612.88%
130-4320 ADMINISTRATION FEES	0.00	0.00	0.00	0.00	0.00%
130-4505 LEASE INCOME	0.00	625.24	6,614.36	(6,614.36)	0.00%
130-4541 DELINQ PENALTY & INTEREST	0.00	0.00	0.00	0.00	0.00%
130-4550 INTEREST	900.00	0.00	53.35	846.65	5.93%
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00%
130-4591 INC APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00%
130-4592 UNRESTR RESERVE CONTING	0.00	0.00	0.00	0.00	0.00%
TOTAL REVENUES	1,194,300.00	183,899.06	1,040,798.33	153,501.67	87.15%

YTD ANTICIPATED REVENUE	83.33%
OVER BUDGET	3.81%

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
YEAR TO DATE APRIL 30, 2012

130-WATER ENTERPRISE FUND
EXPENDITURES - ALL DEPTS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5010 SALARY & WAGES	420,600.00	28,089.10	309,648.43	110,951.57	73.62%
130-5019 SALARIES REIMB	0.00	0.00	0.00	0.00	0.00%
130-5020 EMPLOYEE BENEFITS	155,000.00	10,846.98	128,744.09	26,255.91	83.06%
130-5021 RETIREMENT BENEFITS	71,500.00	4,681.31	48,668.86	22,831.14	68.07%
130-5025 RETIREE HEALTH BENEFITS	4,500.00	416.51	4,004.91	495.09	89.00%
130-5040 ELECTION EXPENSE	0.00	0.00	2,439.48	(2,439.48)	0.00%
130-5060 GASOLINE, OIL & FUEL	13,300.00	1,052.93	9,856.94	3,443.06	74.11%
130-5061 VEHICLE MAINT	8,000.00	156.58	12,714.00	(4,714.00)	158.93%
130-5062 TAXES & LIC	800.00	0.00	5,349.16	(4,549.16)	668.65%
130-5074 INSURANCE	15,000.00	0.00	(288.00)	15,288.00	-1.92%
130-5075 BANK FEES	3,600.00	514.05	3,992.91	(392.91)	110.91%
130-5080 MEMBERSHIP & SUBSCRIPTIONS	13,300.00	1,131.49	15,738.47	(2,438.47)	118.33%
130-5090 OFFICE SUPPLIES	5,400.00	673.32	5,487.42	(87.42)	101.62%
130-5092 POSTAGE & SHIPPING	2,500.00	8.11	2,225.82	274.18	89.03%
130-5110 CONTRACTUAL SERVICES	28,000.00	6,104.49	31,432.52	(3,432.52)	112.26%
130-5121 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00%
130-5122 ENGINEERING SERVICES	16,000.00	875.00	26,211.50	(10,211.50)	163.82%
130-5123 OTHER PROFESSIONAL SERVICE	23,000.00	9,471.67	62,411.95	(39,411.95)	271.36%
130-5130 PRINTING & PUBLICATION	1,000.00	76.94	529.14	470.86	52.91%
130-5135 NEWSLETTER	1,100.00	362.93	1,208.14	(108.14)	109.83%
130-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00%
130-5145 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00%
130-5148 OPERATING SUPPLIES	1,100.00	0.00	835.47	264.53	75.95%
130-5150 REPAIR & REPLACE	65,000.00	10,066.83	71,308.32	(6,308.32)	109.71%
130-5155 MAINT BLDG & GROUNDS	5,000.00	196.80	2,611.10	2,388.90	52.22%
130-5170 MILEAGE	3,000.00	153.14	4,541.91	(1,541.91)	151.40%
130-5175 EDUC / SEMINARS	30,000.00	6,378.01	15,789.98	14,210.02	52.63%
130-5179 ADM MISC EXPENSE	0.00	35.25	780.05	(780.05)	0.00%
130-5180 UNCOLLECTIBLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
130-5191 TELEPHONE	9,500.00	903.10	8,739.20	760.80	91.99%
130-5192 ELECTRICITY	120,000.00	0.00	91,921.64	28,078.36	76.60%
130-5195 ENV/MONITORING	8,500.00	352.00	5,140.30	3,359.70	60.47%
130-5198 ANNUAL OPERATING FEES	15,000.00	6,775.00	22,468.44	(7,468.44)	149.79%
130-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00%
130-5311 EQUIPMENT - OFFICE	3,600.00	316.26	316.26	3,283.74	8.79%
130-5312 TOOLS - FIELD	2,000.00	0.00	997.46	1,002.54	49.87%
130-5315 SAFETY EQUIPMENT	1,000.00	0.00	778.09	221.91	77.81%
130-5400 DIRECTORS COMPENSATION	0.00	0.00	0.00	0.00	0.00%
130-5505 WATER CONSERVATION	15,000.00	841.96	8,641.18	6,358.82	57.61%
130-5545 RECORDING FEES	500.00	193.04	323.24	176.76	64.65%
130-5580 TRANSFERS OUT (CIEDB)	131,000.00	173,260.74	173,260.74	(42,260.74)	132.26%
130-5585 FLOOD CONTROL	0.00	0.00	0.00	0.00	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	1,194,300.00	263,933.54	1,078,829.12	115,470.88	90.33%

YTD ANTICIPATED EXPENDITURE 83.33%
OVER BUDGET 7.00%

**Hidden Valley Lake CSD
Foreclosure Totals**

	<u>As of Feb 15, 2012</u>	<u>As of Mar 15, 2012</u>	<u>As of Apr 9, 2012</u>	<u>As of May 15, 2012</u>				
Total Foreclosures	138	\$4,234.84	136	\$8,608.97	137	\$5,509.51	132	\$7,935.18
# With Meter Locked	22	\$2,021.59	19	\$2,625.80	18	\$2,092.50	16	\$1,892.46
# On Active Status	26	\$2,213.25	51	\$5,983.17	35	\$3,417.01	45	\$6,042.72
# With \$0.00 Balance	36	\$0.00	13	\$0.00	31	\$0.00	19	\$0.00
# Property No Meter	54	\$0.00	53	\$0.00	53	\$0.00	52	\$0.00

General Manager's Report

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*

M

To: HVLCSD Board of Directors

From: Roland Sanford, Interim General Manager

Date: May 16, 2012

RE: General Manager's Monthly Report

As a prelude to my first Monthly Report, I want to thank the Board for the opportunity to serve as the District's Interim General Manager and express my appreciation to the District staff for their support and patience as I familiarize myself with the District's operations. Clearly, there is much to be done and while I anticipate that there will still be some "choppy waters" ahead, I am very pleased to be here and look forward to charting a stable course for the District.

General Observations

Based on my own experiences and observations, I believe that overall the District is, despite all that has transpired in recent months, in much better shape than most of its peer organizations. That said I see an immediate need to formalize and streamline the protocols by which the organization communicates internally and makes decisions. There is also an immediate need to identify the major capital improvement/rehabilitation projects that the District must undertake over the next five to ten years – and the source(s) of funds to complete those projects - in order to carry out the mission of the organization.

Issues of Immediate Concern

SWRCB ACL/CDO

In April the District received an Administrative Civil Liability complaint and notification that the State Water Resources Control Board intends to issue a Cease and Desist Order as a result of the District's failure to provide adequate supplemental stream flow releases to Putah Creek in 2010, pursuant to the District's water right permit and license to divert Putah Creek underflow. Staff anticipates that the State Water Resources Control Board will impose a fine of up to \$11,500 against the District for these stream flow violations. This item has been agendaized for discussion at the May Board of Directors meeting

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FIELD REPORT
April-2012**

<u>LABOR</u>	<u>HOURS</u>	<u>OVER TIME</u>
WATER:	550	23.5
WASTEWATER:	287	17.5
FLOOD CONTROL:	0	0

RAINFALL REPORT

APRIL 2012 RAINFALL	2.1 IN
OCT 2011 - APR 2012 RAINFALL YEAR TO DATE	27.35 IN

WELL PRODUCTION

WELL #2	0.07 AC/FT	
WELL #3	0.00 AC/FT	
WELL #4	46.18 AC/FT	
AG WELL	0.06 AC/FT	
MONTHLY WELL PRODUCTION:	46.31 AC/FT	
YEAR TO DATE WELL PRODUCTION:	280.03 AC/FT	1/1/12-4/30/12

WATER PLANT

RESIDENTIAL WATER METERS TO DATE:	2410
COMMERCIAL WATER METERS TO DATE:	34
TOTAL WATER METERS IN SYSTEM:	2444

RECLAIMED WATER

MONTHLY RECLAIMED WATER SUPPLIED TO GOLF COURSE:	8.17	
MONTHLY WASTEWATER INFLUENT:	26.76 AC/FT	
YEAR TO DATE WASTEWATER INFLUENT:	94.80 AC/FT	1/1/12-4/30/12
EFFLUENT POND LEVEL:	14.95 FT	

WASTEWATER

MONTHLY NEW WASTEWATER CONNECTIONS:	0
TOTAL WASTEWATER CONNECTIONS TO DATE:	1464
EXISTING HOMES WITH NO WASTEWATER CONNECTION:	0

SAFETY

MONTHLY SAFETY MEETING TOPIC: **CL2 Training**

WATER COMMENTS:

Crew delivered 3-day notices.
Crew disconnected water meters due to none payment.
Crew read water meters.
Routine operation and maintenance.

WASTEWATER COMMENTS:

Action Sanitary called to clear Sewer line blockage at 18884 Deer Hill Rd.
Rebuilt Hardesters Lift Check Valve.
Additional Lift Station degreasing and cleaning floats.
Routine operation and maintenance.

RECLAMATION PLANT COMMENTS:

Replaced Pond 18 Flow Meter/Totalizer
Coastal Mtn replaced rebuilt Pond 18 Pump 601 Soft Start.
Routine operation and maintenance.

COMMENTS:

Routine operation and maintenance.

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: HVLCSD Board of Directors

From: Roland Sanford, Interim General Manager

Date: May 8, 2012

RE: Revisions to "Personnel Policy Manual for the Employees of HVLCSD"

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 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.

Several Board members have expressed a desire to revise one or more of the District employment policies and I suspect that as the process moves forward additional policies will be identified for possible revision. While it would probably be more efficient for the Board to initiate a relatively short and highly focused systematic "cover-to-cover" review of the manual, given the number of urgent issues the Board must address within the next few months the piece-meal may be more realistic.

For the May 22, 2012 Board meeting the following personnel policies are on the agenda for Board consideration:

- 1) Compensation Policy
- 2) Organizational Chart
- 3) Sexual Harassment Policy
- 4) Harassment Policy

At the May 22, 2012 Board meeting staff will be seeking direction with regard to any other personnel policies the Board would like staff to bring forward for possible revision at subsequent Board meetings.

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of Compensation Policy

RECOMMENDATIONS:

Discuss proposed Compensation Policy and assuming Board elects to adopt proposed policy as currently drafted or with modifications, also adopt resolution directing staff to incorporate said Compensation 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 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 recommending adoption of a Compensation Policy (see attached) for inclusion in the District's Personnel Policy Manual. Staff recommends that the Board discuss the proposed Compensation Policy and assuming the Board elects to adopt the proposed policy as currently drafted or with modifications, direct staff to incorporate the Compensation 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

RESOLUTION 2012-07

A RESOLUTION AUTHORIZING ADOPTION OF EMPLOYEE COMPENSATION
POLICY

WHEREAS, the Hidden Valley Lake Community Services District (District) Board of Directors periodically establishes and revises District Personnel Policies, and

WHEREAS, the District Board of Directors desires to attract and retain competent personnel, and

WHEREAS, fair and reasonable compensation is one means of attracting and retaining competent personnel,

NOW THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District shall:

- 1) Adopt a compensation policy that is affordable to the District and reflects the District's desire to attract and retain skilled personnel, and
- 2) Incorporate said compensation policy into the District's Personnel Policy Manual

PASSED AND ADOPTED on May 22, 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Board of Directors
Hidden Valley Lake Community Services District

ATTEST:

Secretary to the Board of Directors
Hidden Valley Lake Community Services District

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

COMPENSATION POLICY

Purpose:

To ensure that compensation for Hidden Valley Lake Community Services District (District) positions aligns with our compensation philosophy and allows us to be competitive in recruiting and retaining competent personnel.

To ensure that salary ranges and benefits are subject to independent comparison to positions in similar Public Agencies.

Policy:

It is the policy of the District to offer affordable total compensation package which supports our mission, attracts and retains skilled, capable personnel and affirms their value to the organization.

Procedure:

The District's Board of Directors will set total compensation, salary ranges and benefits for District positions at a level not to exceed the median market value of comparable positions in the region.

The District's Board of Directors will commission an independent salary survey to establish current median market value for each employee every five years.

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of Revised Organizational Chart

RECOMMENDATIONS:

Adopt revised District Organizational Chart and direct staff to incorporate revised Organizational Chart 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 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. Staff recommends that the Board revise the Organizational Chart (see attached) currently included in the District's Personnel Policy Manual to reflect current personnel; the relationship between District Counsel, the Board and staff; and the reporting relationship between the Utility Worker, Operator I, and the lead water and wastewater operator positions.

Historically, the District has retained but seldom used District Counsel. Setting aside the question as to whether or not District Counsel should become more involved in the District's daily operations, staff recommends that the relationship between District Counsel, the Board and staff be memorialized in the District's Organizational Chart (copy of proposed revisions is attached). Similarly, although the Utility Worker position reports to either the Lead Water or Lead Wastewater operator, because there are certain functions that the Utility Worker cannot legally perform unless in the presence of an Operator I, staff recommends that the District Organizational Chart reflect this unique relationship by way of the proposed "dotted line" between the Utility Worker and Operator I positions.

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:

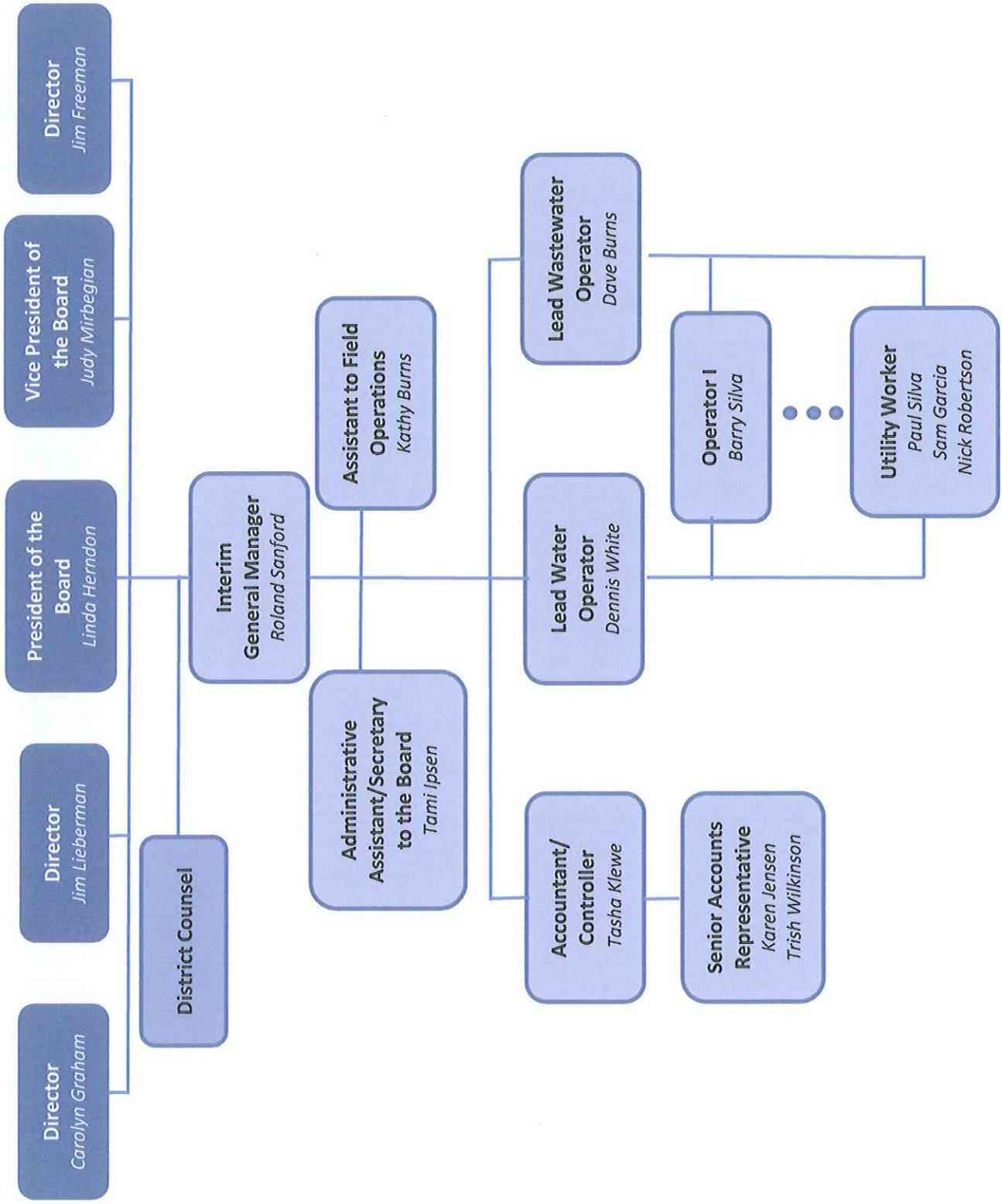
Noes:

Abstain:

Absent

Secretary to the Board

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART 2012



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT'S
ORGANIZATIONAL CHART 2011

Hidden Valley Lake CSD Board of Directors

	I			
Director	Director	President	Vice President	Director
Carolyn Graham	Jim Lieberman	Linda Herndon	Judy Mirbegian	Jim Freeman

I
I
President
Linda Herndon

I
General Manager Mel Aust

I	I	I	I	I
I	I	I	I	I
Administrative Assistant Tami Ipsen	Accountant/ Controller Tasha Klewe	Lead Operator Sewer Dave Burns	Lead Operator Water Dennis White	Assistant to Field Operations Kathy Burns
	I	\	/	
	I	Operator I		
	Senior Accounts Rep. Karen Jensen Trish Wilkinson	Barry Silva		
	I	I		
	Accounts Rep	Utility Worker Paul Silva Sam Garcia Nick Robertson		
	I			

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of Revised Sexual Harassment Policy

RECOMMENDATIONS:

Discuss proposed revisions to the District’s Sexual Harassment Policy and assuming Board elects to adopt proposed revisions as currently drafted or with modifications, direct staff to incorporate revised Sexual Harassment 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 Sexual Harassment Policy (see attached). Staff recommends that the Board discuss the proposed revisions to the District’s Sexual Harassment Policy and assuming the Board elects to adopt the proposed policy revisions as currently drafted or with modifications, direct staff to incorporate the revised Sexual Harassment Policy into the District’s Personnel Policy Manual.

<input style="width: 50px; height: 30px;" type="checkbox"/>	<p>APPROVED AS RECOMMENDED</p>	<input style="width: 50px; height: 30px;" type="checkbox"/>	<p>OTHER (SEE BELOW)</p>
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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
SEXUAL HARASSMENT POLICY

Section 1. Introduction. Acts of sexual harassment by employees, supervisors or managers are prohibited employment practices and are subject to sanctions and disciplinary measures **up to and including termination.**

Section 2. Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such **that** individual.
- c) Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Section 3. Examples of Sexual Harassment. Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct and **circumstances** included in the definition of sexual harassment are:

- a) Direct or indirect threats or suggestions of sexual relations or sexual contact **which that** is not freely or mutually agreeable to both parties.
- b) Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words **used** to describe the person or propositions of a sexual nature.
- c) **Sexual harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public**
- d) **The victim of sexual harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim or harassment.**

Section 4. Policy Publicizing-Notification. Employees shall be informed of the District's sexual harassment policy and complaint process. ~~prior to their need to know and again when any complaint is filed.~~ Also, said Policy and complaint process **information** shall be readily available to all employees and members of the general public utilizing the District's facilities for services.

- a) All new employees shall be given a copy of the sexual harassment policy at the time of hiring. ~~and said policy's contents shall be discussed with the said~~

- b) The General Manager shall notify the Board of Directors that a claim of sexual harassment has been made against an employee or staff member and shall call a special meeting as soon as it is reasonable for the complaint to be heard by the Board. Unless requested by the accused, such meeting shall be held in closed session. ~~A written record of any investigation of an alleged sexual harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality,~~
- c) ~~An employee against whom a complaint or charge is to be heard shall be given written notice of his/ her right to have such complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time determined for such session.~~
- d) All discussions and investigations regarding allegations of harassment resulting from said ~~the~~ investigation shall be kept strictly confidential. ~~by all informed of said investigation.~~
- e) The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents ~~and said person shall be advised of this right prior to the commencement of such discussions.~~

Section 8. Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, ~~District Counsel will meet with the General Manager and the Board of Directors to determine whether or not the allegations are true. If the allegations are true, the harasser will be subject to discipline up to and including termination. appropriate action shall be taken by the General Manager against the harasser where sexual harassment was found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment. The victim of the harassment will be informed of the results of the investigation, and any disciplinary action taken as a result of the harassment.~~

- a) Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. ~~This action Making the employee whole may involve reinstatement, back pay or promotion. etc.~~
- b) ~~Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.~~

Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.

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: Roland Sanford

From: Tami Ipsen

Date: May 1, 2012

RE: Sexual Harassment annual bulletin

After speaking with Mike Merrill regarding the sexual harassment bulletin addresses in the District's policy, he agrees there is redundancy in distributing an annual bulletin when the District's practice has been to review the Personnel Policy Manual annually, which requires a signed receipt of the policy manual.

Mike does recommend the policy reflects that the Sexual Harassment Policy is reviewed by all employees upon distribution of the annual copy of the Personnel Policy Manual.

HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT
SEXUAL HARASSMENT POLICY

Section 1. Introduction. Acts of sexual harassment by employees, supervisors or managers are prohibited employment practices and are subject to sanctions and disciplinary measures up to and including termination.

Section 2. Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- c) Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Section 3. Examples of Sexual Harassment. Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of conduct and circumstances included in the definition of sexual harassment are:

- a) Direct or indirect threats or suggestions of sexual relations or sexual contact that is not freely or mutually agreeable to both parties.
- b) Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words used to describe the person or propositions of a sexual nature.
- c) Sexual harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public
- d) The victim of sexual harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim or harassment.

Section 4. Policy Notification. Employees shall be informed of the District's sexual harassment policy and complaint process. Policy and complaint process information shall be readily available to all employees and members of the general public utilizing the District's facilities for services.

- a) All new employees shall be given a copy of the sexual harassment policy at the time of hiring. The hiring supervisor will discuss policy details with the new employee at that time.

- b) The supervisor shall review this policy with each employee annually.

Section 5. Complaint Process. Any employee who believes he/she is the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

- a) An informal confidential complaint is made verbally by the employee to his/her immediate supervisor or any other supervisory employee.
- b) A formal confidential complaint is made in writing using the "Employee Grievance Form". The employee should submit the completed form to his/her immediate supervisor or to any other supervisory employee, or to the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.
- c) A confidential complaint may be made online to the DFEH (Department of Fair Employment and Housing)
http://www.dfeh.ca.gov/Complaints_ComplaintProcess.htm

Section 6. Complaint Response Process. Any supervisor who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver the complaint immediately and directly to the General Manager or to the President of the Board of Directors if the General Manager is unavailable or personally involved in said complaint.

- a) The District's liability insurance provider shall be notified within 24 hours of the filing of a formal or informal complaint, even if the complaint is withdrawn, and an investigation shall be initiated as directed.
- b) The General Manager shall notify the Board of Directors that a claim of sexual harassment has been made against an employee or staff member and shall call a special meeting as soon as it is reasonable for the complaint to be heard by the Board. Unless requested by the accused, such meeting shall be held in closed session.
- c) An employee against whom a complaint or charge is to be heard shall be given written notice of his/ her right to have such complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time determined for such session.
- d) All discussions and investigations regarding allegations of harassment shall be kept strictly confidential.
- e) The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents and shall be advised of this right prior to the commencement of such discussions.

Section 7. Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, District Counsel will meet with the General Manager and the Board of Directors to determine whether or not the allegations are true. If the allegations are true, the harasser will be subject to discipline up to and including termination. The

victim of the harassment will be informed of the results of the investigation, and any disciplinary action taken as a result of the harassment.

- a) Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment. This action may involve reinstatement, back pay or promotion.

Employees complaining of sexual harassment shall be protected from any form of reprisal and/or retaliation.

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of Revised Harassment Policy

RECOMMENDATIONS:

Discuss proposed revisions to the District's Harassment Policy and assuming Board elects to adopt proposed revisions as currently drafted or with modifications, direct staff to incorporate revised Harassment 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 Harassment Policy (see attached). Staff recommends that the Board discuss the proposed revisions to the District's Harassment Policy and assuming the Board elects to adopt the proposed policy revisions as currently drafted or with modifications, direct staff to incorporate the revised Harassment 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

HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

HARASSMENT POLICY

Section 1. Introduction. The Hidden Valley Lake Community Services District is dedicated to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District-supervisor or co-worker.

Section 2. Definition and Examples. Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information or any other protected basis is prohibited, including, but not limited to the following behavior and circumstances:

- a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b) Visual conduct such as derogatory and/or sexual oriented posters, photography, cartoons, drawings or gestures;
- c) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,
- d) Retaliation for having reported or threatened to report harassment.
- e) Harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public.
- f) The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim or harassment.

Section 3. Complaint Process. If any employee of the District believes that they he/she has been harassed, they should he/she shall provide a written complaint as soon as practical to their supervisor, a division manager, the Administrative Assistant to the General Manager, or the General Manager, or the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint. as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with and the name(s) of any witness(es).

Section 4. Complaint Response Process.

- a) Staff receiving harassment complaints will refer them immediately to the General Manager or the President of the Board of Directors (in the event the complaint involves the General Manager) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s). to the President of the Board of Directors if the General Manager is unavailable or personally involved in said complaint.
- b) The General Manager shall notify the Board of Directors that a claim of harassment has been made against an employee or staff member and shall call a special meeting as soon

as it is reasonable for the complaint to be heard by the Board. Unless requested by the accused, such meeting shall be held in closed session.

- c) An employee against whom a complaint or charge is to be heard shall be given written notice of his/ her right to have such complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time determined for such session.

Section 5. Disciplinary Procedures and Sanctions. If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. ~~The victim of the harassment will be informed of the results of the investigation and any disciplinary action taken as the result of the harassment. Employees complaining of harassment shall be protected from any form of reprisal and/or retaliation. Whatever action is taken against the harasser will be made known to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.~~

Section 6. Immediate Reporting. Employees are encouraged to immediately report any incident of harassment to management immediately so that complaints can be quickly and fairly resolved.

HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

HARASSMENT POLICY

Section 1. Introduction. The Hidden Valley Lake Community Services District is dedicated to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District-supervisor or co-worker.

Section 2. Definition and Examples. Harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual, orientation, genetic information or any other protected basis is prohibited, including, but not limited to the following behavior and circumstances:

- a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b) Visual conduct such as derogatory and/or sexual oriented posters, photography, cartoons, drawings or gestures;
- c) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,
- d) Retaliation for having reported or threatened to report harassment.
- e) Harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public.
- f) The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim or harassment.

Section 3. Complaint Process. If any employee of the District believes that he/she has been harassed, he/she shall provide a written complaint as soon as practical to their supervisor-the Administrative Assistant to the General Manager, the General Manager, or the President of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, and the name(s) of any witness(es).

Section 4. Complaint Response Process.

- a) Staff receiving harassment complaints will refer them immediately to the General Manager or to the President of the Board of Directors if the General Manager is unavailable or personally involved in said complaint.
- b) The General Manager shall notify the Board of Directors that a claim of harassment has been made against an employee or staff member and shall call a special meeting as soon as it is reasonable for the complaint to be heard by the Board. Unless requested by the
- c) accused, such meeting shall be held in closed session.

- d) An employee against whom a complaint or charge is to be heard shall be given written notice of his/ her right to have such complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time determined for such session.

Section 5. Disciplinary Procedures and Sanctions. If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. The victim of the harassment will be informed of the results of the investigation and any disciplinary action taken as the result of the harassment. Employees complaining of harassment shall be protected from any form of reprisal and/or retaliation.

Section 6. Immediate Reporting. Employees are encouraged to report any incident of harassment to management immediately so that complaints can be quickly and fairly resolved.

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Implementation of Paperless Agenda Program

RECOMMENDATIONS:

Direct staff to investigate the cost and specific steps necessary to implement a paperless agenda program for the District, and to report findings at the June 19, 2012 Board meeting

FINANCIAL IMPACT:

Staff time to complete analysis

BACKGROUND:

In an effort to reduce costs and/or promote resource sustainability efforts, government agencies have begun to implement paperless agenda programs in lieu of traditional paper agendas. To date the cities of Hayward, Redwood City, Saratoga, Palo Alto, Sacramento, Los Altos Hills, Santa Cruz, Watsonville and Cupertino have implemented paperless agenda programs, as has the Costa Mesa Sanitary District (see attached article), and the Town of Windsor in Sonoma County. Most paperless agenda programs involve the use of laptops or Apple iPads, which are made available to elected officials for official use only. Typically, meeting agendas and supporting documentation are compiled in electronic form by staff – as has been done since the advent of personal computers and word processors – but instead of being printed, are e-mailed or made available for download to elected officials from the agency’s website, for viewing on the agency-provided laptops or Apple iPads.

Based on the experiences of others, it is anticipated that it would cost between \$5,000 and \$9,000 to implement a paperless agenda program at the District, and that the program would pay for itself – through cost savings – in 12 to 24 months. Given the potential cost savings, it is recommended that the Board direct staff to further investigate the feasibility of implementing a paperless agenda program at the District.

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

Costa Mesa Sanitary District Promotes Zero Waste, Saves Money through Use of Paperless Agendas

By Scott Carroll, General Manager, Costa Mesa Sanitary District



The Costa Mesa Sanitary District (CMSD) Board of Directors meets once a month on the fourth Thursday of every month. In addition, the Board established two committees, the Sewer System Committee and the Recycling Committee, in which two board members are appointed to serve. The committees also meet once a month and they are subject to follow the requirements under the Brown Act. Having three monthly meetings that require agendas, staff reports and back up documentation became increasingly costly and time consuming to prepare, as each agenda packet can average 166 pages. Sometimes, the Board agenda packets fall at over 300 pages! CMSD estimated that it was spending 240 staff hours, printing 40,000 pages and spending over \$13,000 a year to prepare and disseminate agenda packets.

In 2010, the Board of Directors adopted a five year Strategic Plan in which one of the goals of the plan

was to encourage implementing zero waste programs and promote sustainability efforts. Using the latest technology, CMSD was able to achieve this Strategic Plan Goal while at the same time reducing costs and improving efficiencies for preparing and disseminating agenda packets by implementing a Paperless Agenda Program.

CMSD's Paperless Agenda Program is quite simple and can be implemented by any organization at a minimal cost. For our program, CMSD decided to use the latest technology by procuring iPad 2s from Apple. Other accessories included iPad stands, cordless key pads (for the Clerk of the Board and General Manager), an iPad safe and a wireless access point. The cost to purchasing these items was a total of nearly \$8,000.

When an agenda packet is complete instead of printing several copies (on the average, CMSD was printing

18 agendas per meeting) the agenda is scanned on a copy machine in a .pdf format and then uploaded on the home page of CMSD's website. After the agenda packet is uploaded, an email is sent to the Board of Director's and staff informing everyone that the agenda is now available and ready to be downloaded onto their work or home computer. This method has saved the district approximately \$744 a year in mailing costs.

Before a Board and/or committee meeting begins, the iPads are set up in front of Board members' and staff's designated chairs. The wireless access point in the Board room allows staff to access the internet on the iPads and download the agendas from CMSD's website. This procedure improves access to the agenda because many agenda packets are larger than 10 MB and many computer servers will not accept documents larger than 10 MB for security protection reasons, such as viruses. The wireless access point also allows staff to email meeting notes from the iPads to their work computers. There is virtually no paper required during meetings.

When the meeting is over, the iPads are stored in a safe that is specifically designed to store iPads. The safe can hold up to 20 iPads and inside are 20 outlets so that the iPads are continually charging through a single electrical cord that is routed from the safe and connected to a wall outlet. The iPads are not allowed for personal use and no one can take the iPads home.

Do you have a new program, process or facility that increases efficiency, reduces costs, improves service or otherwise helps make your community a better place to live? *California Special District* wants to know about it! Contact Nicole Dunn at nicoled@csda.net or (877) 924-2732.



The results of the program have proven successful in a short matter of time with a return on our investment within the first year. The total cost to procure the necessary equipment and supplies for a Paperless Agenda

Program was close to \$8,000. It is estimated that CMSD will save 213 staff hours in preparing agendas. These saved hours have been reassigned to other projects and/or programs that have, in the past, received less attention because of insufficient resources. In addition, less paper is being printed. CMSD estimates that it will print little more than 8,000 pages a year on agendas (at least one hard copy is made available for the public), saving 32,000 pages a year. The benefits to the environment for saving this amount of paper are staggering. Within six years, the scheduled replacement for the iPads, CMSD will have saved one ton of paper, which will result in the following environmental benefits:

- Saved 17 mature trees;
- Saved 7,000 gallons of water;
- Saved 3 cubic yards of landfill space;
- Saved 2 barrels of oil; and
- Saved 4,100 kilowatt hours of electricity, which is enough energy to power the average American home for six months.

The net savings CMSD is experiencing from this program is \$10,691 a year, which is an immediate return on our investment. When the iPads are replaced in six years, CMSD will have a net savings of \$64,146.

The success of CMSD's Paperless Agenda Program has attracted the attention of many special districts in California and even one organization as far away as Minnesota because of the relative inexpensive and ease to implementing such a program. Thanks to the Board of Directors commitment to bringing new innovative ideas to fruition, CMSD's Paperless Agenda Program is a proven success story. ■



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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Procurement of Board Room Table

RECOMMENDATIONS:

Direct staff to investigate the cost of purchasing a new or used board room table and report findings at June 19, 2012 Board of Directors meeting

FINANCIAL IMPACT:

Staff time to research purchase options

BACKGROUND:

As a means of improving communications during the conduct of Board meetings, Director Lieberman has suggested that the District replace the rectangular-shaped table that currently serves as the Board dais with an arc-shaped table (see attached drawing). A new table from either a furniture vendor or custom builder is preliminarily estimated to cost between \$1,500 and \$3,500. Alternatively, it may be possible to obtain a used table at considerably less cost, from either a State or County surplus property outlet.

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

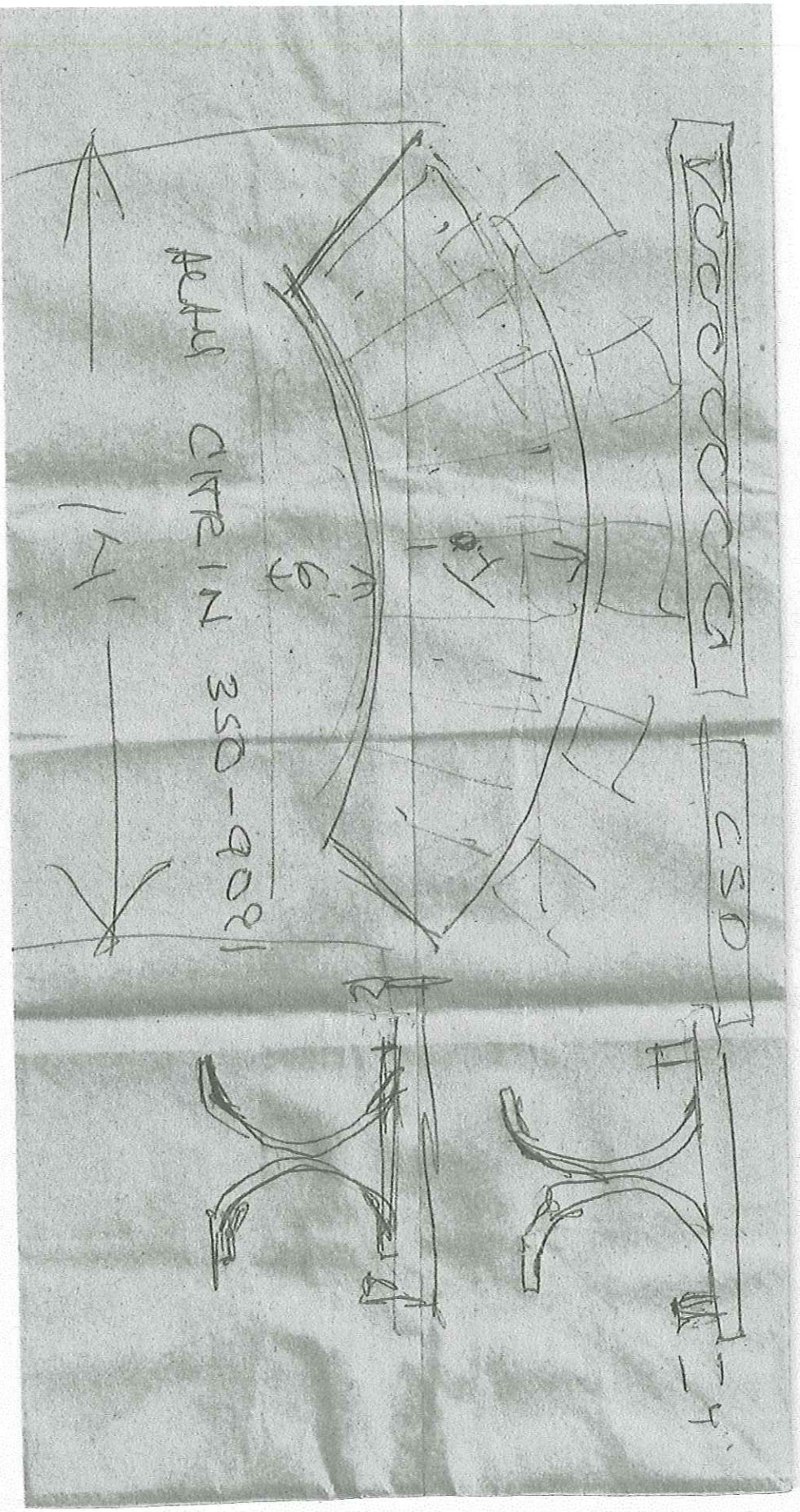
Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



HEADS CTR IN 350-902

141'

CSD

6.5

1.75

1.75

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: LAFCO Board – Election of Special District Representative

RECOMMENDATIONS: Select candidate for the LAFCO Board of Directors Special District Representative seat and direct General Manager to submit ballot on behalf of HVLCSD Board

FINANCIAL IMPACT:

None

BACKGROUND:

HVLCSD Director Freeman and six other candidates are running for election to the LAFCO Board of Directors Special District Representative seat (see attached ballot). The HVLCSD Board, like those of other special districts in Lake County, is allowed to cast a single vote for one candidate to the LAFCO Board of Directors Special District Representative seat. The ballot must be received by LAFCO by May 25, 2012. Any ballots received after that date or received unsigned (ballot must be signed by Board President) will not be counted.

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

Lake Local Agency Formation Commission

****Official Ballot****
Independent Special District Election

April 6, 2012

Instructions to Voters (Presiding Officers or Chairs)

Indicate the **name of your district** in the space provided below:

Name of the Board of Director's Presiding Officer (or) Chair:

Name: _____ Date: _____

Signature: _____ Phone #: _____

EMAIL address: _____

Place an **X** on the line before the name of the nominee you want to represent Independent Special Districts on the Local Agency Formation Commission. **Vote for one**

- | | |
|------------------------|--|
| _____ Gerry Mills | Lakeport Fire Protection District |
| _____ Susan Burton | Redbud Healthcare District |
| _____ John Lucich, Jr. | Lake County Fire Protection District |
| _____ Rick Kemp | Buckingham Park Water District |
| _____ Jim Freeman | Hidden Valley Lake Community Services District |
| _____ James L. Abell | South Lake County Fire Protection District |
| _____ Milt Andreasen | Glenbrook Cemetery District |

Ballot must be received by May 25, 2012. Mail to:

Lake Local Agency Formation Commission
c/o John Benoit
P.O. Box 2694
Granite Bay, CA 95746

*** BALLOTS MUST BE RECEIVED BY May 25th, 2012***

ANY BALLOT RECEIVED AFTER May 25th, 2012 OR UNSIGNED WILL NOT BE
COUNTED.

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Adoption: Proclamation Declaring Tap Water as the District's Drink of Choice

RECOMMENDATIONS:

Adopt Proclamation declaring tap water as the District's "drink of choice"

FINANCIAL IMPACT:

None

BACKGROUND:

The health and environmental benefits of drinking tap water as opposed to bottled water or soft drinks is beginning to capture the attention of policy makers and the public in general. Within the last 18 months both the California Department of Public Health and the National Centers for Disease Control and Prevention have launched public education campaigns to highlight the health benefits of tap water. On June 22, 2012 ACWA Region 1, in cooperation with the City of Santa Rosa and Sonoma County Water Agency, is hosting a forum (see attached flyer) to discuss how water purveyors in Region 1 can implement a regional "drink local tap water campaign, and in advance of this forum, is encouraging ACWA Region 1 members to adopt proclamations declaring tap water as the "drink of choice". Staff has drafted the attached proclamation declaring tap water as the HVLCD's drink of choice.

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



TAP WATER PROCLAMATION

WHEREAS, The Hidden Valley Lake Community Services District is committed to providing high-quality, dependable, economical, and environmentally friendly water to our community's taps: and

WHEREAS, The Hidden Valley Lake Community Services District's water meets all state, federal, and public health standards; and

WHEREAS, bottled water costs, on an average, 2000 times more than tap water and creates excessive waste to our environment; and

WHEREAS, replacing sugary beverages with tap water decreases risks for obesity and improves overall health; and

WHEREAS, encouraging our community to drink tap water – "take it from the tap" – in lieu of bottled water or sugary beverages creates health, economic, and environmental benefits; and

WHEREAS, taking it from the tap supports the mission of the Hidden Valley Lake Community Services District - to manage the natural resources with which the District is entrusted; to provide reliable, safe, high quality water and wastewater services in an economically and environmentally responsible manner.

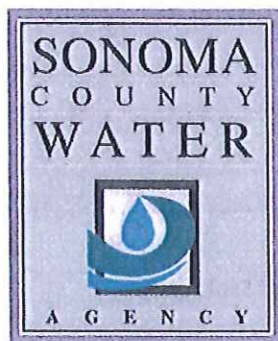
NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Hidden Valley Lake Community Services District do proclaim tap water as the drink of choice in Hidden Valley Lake, and urge all citizens to take it from the tap.



This event is underwritten by
ACWA Region 1



In Cooperation With



Sponsored by



Learn about ACWA's
Value of Water campaign at:

www.acwa.com

&

ReThink Your Drink at:

www.northcoastnutrician.org

Questions?

Contact ACWA's Region
1 Regional Affairs
Representative,
Marcia Wulff at
(916) 441-4545 or
marciaw@acwa.com.

SAVE THE DATE

ACWA Region 1 Program & Tour

Take it From the Tap: Developing a Regional Drink Local Water Campaign

Due to health, environmental, waste reduction and numerous other reasons, the importance of switching from bottled water and other sugary drinks to local tap water as the drink of choice is gaining momentum. To capitalize on this movement, Region 1 will be hosting a forum to discuss how to develop and implement a regional Local Tap Water Campaign. Hear from individual agencies regarding implementation of Drink Local Water campaigns; learn about potential partnerships with the State's "[ReThink Your Drink](#)" campaign; learn how to take advantage of the tools available from ACWA's Value of Water Campaign; and participate in a discussion to implement a Region 1 Drink Local Water campaign. Conclude the day with a tour of the Sonoma County Water Agency's drinking water facilities.

June 22, 2012

Santa Rosa Utilities Field Office

35 Stony Point Rd., Santa Rosa, CA

9 a.m. – 3 p.m.

ACWA Region 1 is encouraging all its members to officially proclaim tap water as its drink of choice and share the proclamation at this event. Sample proclamation language can be found at www.acwa.com.

**Attendees will be the judges as ACWA Region 1 Board Members
Compete for the title of "Best Tasting Tap"**

Registration will be available online May 18, 2012 at:

www.acwa.com

Space is limited – Register early!

Suggested Overnight Stay:

Marriott Courtyard Santa Rosa

175 Railroad Street, Santa Rosa, CA 95401

ACWA Guest Rate on June 21: \$84

To receive the special "ACWA Rate", reservations must be made by **June 11, 2012**.

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Retention of General Employment Advice and Counseling Services

RECOMMENDATIONS: Authorize General Manager to sign Engagement for Services agreement between the District and Downey Brand Attorneys LLP

FINANCIAL IMPACT:

An upfront retainer of \$5,000 is required. Hourly attorney billing rates for the firm range from \$175.00 to \$560.00, while the hourly billing rates of the firm’s paralegals range from \$85.00 to \$175.00. Actual District billings will be determined by the above hourly charge rates and the services ultimately performed. No specific funds have been allocated in the FY 2011-2012 budget for these services. However, staff will be available to suggest potential fund transfers, should the Board desire to retain the recommended services.

BACKGROUND:

Within recent months the District has and at least in the short-term will most likely continue to address a variety of complex personnel issues – some of which may require legal counsel. Accordingly, staff recommends that the District retain qualified professionals now, with the expectation that these professionals will be given specific work tasks to perform on behalf of the District in the near future. Staff recommends that the District retain the services of Downey Brand Attorneys LLP of Sacramento. A proposed Engagement for Services agreement between the District and Downey Brand Attorneys is attached. Additional information about Downey Brand Attorneys LLP and their employment and labor law practice can be found at: www.downeybrand.com/practice/employment.php

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

Roland Sanford
May 1, 2012
Page 2

Express Mail, Overnight Express, UPS, delivery and messenger service. We will also charge the District for travel and lodging, at reasonable business rates, and for meal costs, but only where matters related to our work for the District must be addressed during the meal. We will use our best efforts to obtain the best available rates for travel and lodging.

Before beginning work on your matter, we require receipt of the amount of \$5,000.00. We will retain these funds in our general trust account, interest on which is required to be paid to the State Bar. State law requires that interest earned on such accounts be given to the State Bar to fund legal services for indigent persons. The retainer amount will be applied monthly against your bill and you agree to make further payments toward your retainer in the amount necessary to replenish the original amount of the retainer. All further deposits shall be held and applied in the same manner as your initial retainer. You hereby authorize us to withdraw sums from the trust account to pay any and all fees and costs incurred. Any unused deposit remaining at the conclusion of our services will be refunded to you. Please sign this letter and return it to me at your earliest convenience. This will signify your agreement to and acceptance of the terms of our engagement set forth in this letter.

Our overall aim is to work with you in a cooperative effort to achieve the best possible result consistent with your business objectives and to provide the most cost-effective legal services possible given the circumstances of your particular matter. We will be checking with you periodically to be sure that we are meeting your needs and expectations. We look forward to working with you on this matter.

Very truly yours,

DOWNEY BRAND LLP



Monica S. Hans

Approved as to form and content:
Principal Partner: Cassandra M. Ferrannini

AGREED AND ACCEPTED:

HIDDEN VALLEY LAKE COMMUNITY
SERVICES DISTRICT

Dated: May __, 2012

By: _____
Roland Sanford, Interim General Manager

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: CPS HR Consulting Base Salary Study

RECOMMENDATIONS:

- (1) Discuss draft CPS HR Consulting’s Base Salary Study Report dated January 25, 2012 and identify any comments the Board wants addressed or otherwise incorporated into the consultant’s final report.

- (1) Authorize General Manager to submit Board comments to consultant for inclusion in final report.

FINANCIAL IMPACT:

Preparation of a final report is included in the scope-of-work and budget outlined in the work agreement between CPS HR Consulting and the District, dated September 27, 2011.

BACKGROUND:

A draft Base Salary Study Report - dated January 25, 2012 - has been prepared for the District by CPS HR Consulting. Pursuant to the work agreement between CPS HR Consulting and the District, CPS HR Consulting will prepare a final report following receipt of Board comments (comments from the Board as a whole as opposed to individual Board members) and authorization from the Board or Board’s representative (General Manager) to proceed with the preparation of the final report. Once the final report is produced, staff anticipate that the Board will consider the findings and any recommendations presented in the final report at a future board meeting. Staff recommends that the Board review the draft report with regard to the adequacy of information provided – is there enough information for the board to make a decision and/or are there errors associated with the information or analyses presented in the report?

<input style="width: 50px; height: 30px;" type="checkbox"/>	APPROVED AS RECOMMENDED	<input style="width: 50px; height: 30px;" 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

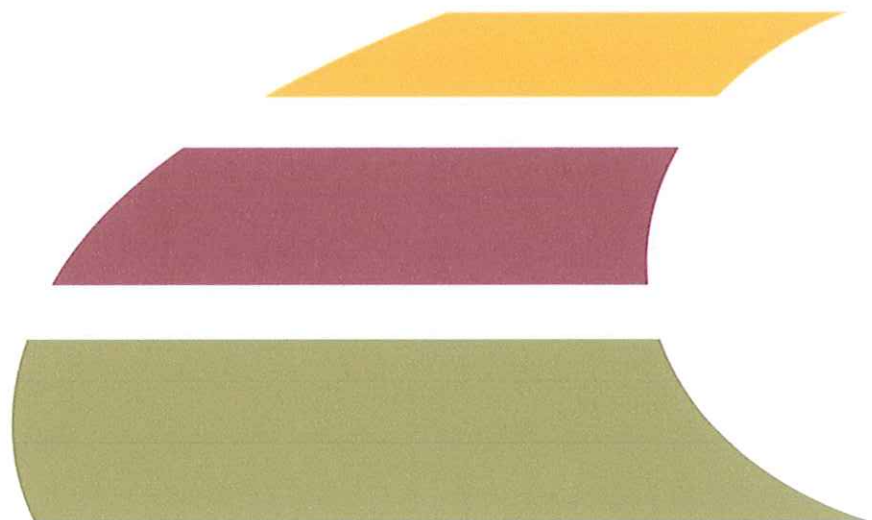
March 8, 2012

Hidden Valley Lake Community Services District

Executive Summary Base Salary Study

SUBMITTED BY:
DEBBIE OWEN
Project Manager

CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815
t:916-471-3122 f:916-561-8431
Tax ID: 68-0067209
www.cps.ca.gov



I. Introduction

CPS HR Consulting [“CPS HR”] was retained by the Hidden Valley Lake Community Services District [the “District”] to conduct a base salary survey for two of its classifications, the Accountant/Controller and the Administrative Assistant/Secretary to the Board. The objective of this study was to determine how competitive the District is within its labor market by collecting and analyzing maximum monthly base salary for these two classifications. This Executive Summary outlines the project scope, study parameters and survey results.

II. Project Scope and Work Plan

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

- The review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed
- Interviews with the incumbents of the classifications to ensure a complete understanding of the work they perform
- The collection of base salary data from the identified labor market agencies.
- Preparation of a Draft Report for Board of Director review and comments
- Review and resolution of issues arising from Board review of the draft report
- Preparation of the Final Base Salary Study Report

III. Compensation Study Parameters

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

- Labor market agencies
 - CPS HR recommended the use of, and surveyed, the following agencies:
 - Clearlake Oaks Water District [unable to participate]
 - North Marin Water District
 - City of Santa Rosa – Utilities Department
 - City of Sonoma – Water Utility
 - Valley of the Moon Water District

- City of Napa
 - City of Calistoga
 - City of Healdsburg
 - Town of Windsor
 - City of Lakeport [unable to participate]
 - Lake County
- Labor market position
 - All study analyses were conducted relative to the median of the market. The median is that point within the market wherein half of the data is above the District’s range maximum for the survey classification, and half of the data is below the District’s range maximum for the survey classification.
 - Survey classifications
 - The survey encompassed two District classifications, the Accountant/Controller and the Administrative Assistant/Secretary to the Board. Due to the diverse nature of duties assigned to each, more than one functional area of responsibility was surveyed for each classification.
 - Scope of data collection
 - The study involved the collection of base salary data only.

IV. Survey Results

As indicated in the previous section, the survey involved the collection of base salary from each of the selected labor market agencies. To facilitate data collection, CPS HR reviewed each labor market agency’s salary schedules, classification specifications, position description documents [where available] and other documentation to compile the survey data, and then asked clarifying questions of the agencies to ensure the most appropriate matching.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced. The use of the labor market median as the market comparison point further minimizes the possibility of data being skewed by higher or lower paying agencies.

While there were multiple data sheets based on surveying different functional areas, it is CPS HR's assessment that the survey results reported in Table 1 are the most comparable to the work performed by the District's two study classifications. Table 1 displays the data as follows:

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

TABLE 1 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BASE SALARY SURVEY RESULTS				
Classification	District Maximum Base Salary	# of matches	Labor Market Median	% the District Above or Below Labor Market Median
Administrative Assistant/ Secretary to the Board	\$7,989	6	\$5,936	+25.70%
Controller	\$7,989	7	\$8,676	-8.60%

V. Summary

This Executive Summary provides an overview of the scope of the project, the methodology used to complete the base salary study, as well as the results of the study, which show where the District stands in comparison to the labor market. The District's Draft Compensation Report dated January 25, 2012 provides more detailed information on all analyses.

January 25, 2012

Hidden Valley Lake Community Services District

Draft Report Base Salary Study

SUBMITTED BY:
DEBBIE OWEN
Project Manager

CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815
t.916-471-3122 f.916-561-8431
Tax ID: 68-0067209
www.cps.ca.gov

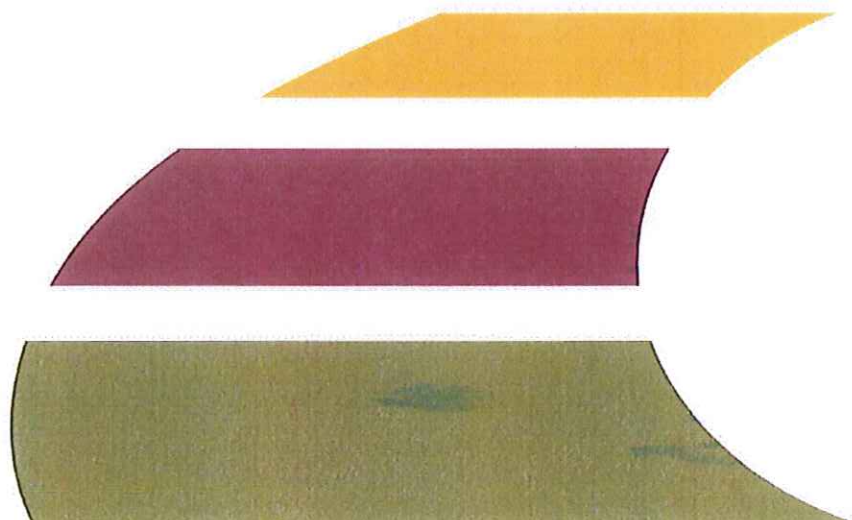


Table of Contents

I. Introduction2

II. Project Scope and Work Plan2

III. Compensation Study Parameters.....2

IV. Survey Results7

V. Summary9

Appendix A – Labor Market Data Sheets

I. Introduction

CPS HR Consulting ["CPS HR"] was retained by the Hidden Valley Lake Community Services District [the "District"] to conduct a base salary survey for two of its classifications, the Accountant/Controller and the Administrative Assistant/Secretary to the Board. The objective of this study was to determine how competitive the District is in its labor market by collecting and analyzing maximum monthly base salary for these two classifications. This Draft Report outlines the project scope and work plan, the methodologies utilized in data collection and analysis, and an overview of the results of the base salary study.

II. Project Scope and Work Plan

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

- The review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed [completed]
- Interviews with the incumbents of the classifications to ensure a complete understanding of the work they perform [completed]
- The collection of base salary data from the identified labor market agencies. [completed]
- Preparation of a Draft Report for Board of Director review and comments [completed]
- Review and resolution of issues arising from Board review of the draft report
- Preparation of the Final Base Salary Study Report

III. Compensation Study Parameters

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

- Labor market agencies
- Labor market position
- Survey classifications
- Scope of data collection

Labor Market Agencies

The determination of an appropriate labor market involves the application of the selection criteria outlined below.

- Agency size – Agencies with similar numbers of employees may also share common economic factors such as budget size, etc. – given that agencies are organized differently, and may not be the same size, the typical goal for this criteria is to select a range of larger and smaller agencies, to minimize the impact that exclusive use of either would have. However, given the District’s geographic location, and the lack of agencies of a similar size, it was necessary to select agencies larger than the District in order to obtain sufficient benchmark data.
- Geographic proximity – The location of potential agencies is important since they may be competitors in the recruitment market for most of the District’s employees. Given the specialized nature of the services provided by the District, the recommended labor market includes some agencies within other counties to ensure sufficient data for the specialized services provided by the District.
- Industry – Agencies that provide the same types of services as the District are likely to have similar types of job classifications and may also be recruiting from the same applicant pool. While the District provides specialized water and wastewater utility services, it also has business and administrative functions which can be measured in other types of government agencies such as cities and counties; hence, the search for the labor market included agencies with similar operational, business and administrative functions.

Based upon the selection criteria outlined above, CPS HR recommended the use of the agencies in the table below for the classifications under review:

TABLE 1 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BASE SALARY STUDY LABOR MARKET AGENCIES			
Agency	Location/ Distance	No. of Employees in Water or Wastewater	Services/Connections/ Customers
Hidden Valley Lake Community Services District	n/a	12	Water/Wastewater 7,000

TABLE 1			
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT			
BASE SALARY STUDY			
LABOR MARKET AGENCIES			
Agency	Location/ Distance	No. of Employees in Water or Wastewater	Services/Connections/ Customers
Clearlake Oaks County Water District	22 miles	6	Water/Wastewater 2,000
North Marin Water District	67 miles	50	Water/Wastewater 21,464
City of Santa Rosa – Utilities Dept.	38 miles	244.5	Water/Wastewater 50,000
City of Sonoma Water Utility	58 miles	38	39,000
Valley of the Moon Water District	50 miles	13	Water 6,800
City of Napa	48 miles	54	Water 3,000
City of Calistoga	22 miles	<18	Water/Wastewater 1,380
City of Healdsburg	43 miles	10-16	Water/Wastewater 4,600
Town of Windsor	43 miles	17	Water/Wastewater 10,000
City of Lakeport	33 miles	3	Water/Wastewater 2,000
Lake County	33 miles	40	Water/Wastewater 38,000

For cities and counties, the reported number of employees is for those within the specialized water and/or wastewater services division or function. However, because it is likely that the cities and counties will not have some of the study classifications within the specialized water/wastewater section or division, we will look into the entire organization for job matches, while at the same time ensuring we are not over-matching or under-matching comparable classifications.

Labor Market Position

The decision on what percentile within the market employees should be compensated is an important policy decision for the District and some key considerations for the District when making this decision are:

- What is the most defensible and fiscally prudent course of action for the District to take in terms of compensating employees fairly, while also meeting its obligations to their rate payers?
- What can the District afford to do?

A commonly used market position is the labor market median. The median is that point within the market wherein half of the data is above the District's range maximum for the survey classification, and half of the data is below the District's range maximum for the survey classification. The mean of the market is the average of all reported range maximum data points. In both cases, the District's salary range maximum is not included within the data array since it is the point to which the market median or mean is being compared. In general terms, the differences between the median and mean of the market is that the median of the market is less influenced by data variances of higher and lower paying agencies than the mean, which is an average of all data points. In effect, when utilizing the median, you could eliminate both the highest amount and the lowest amount reported in a data set with no impact on the median amount. For purpose of the initial analysis, CPS HR will conduct analyses relative to the median of the market.

Survey Classifications

Based on our review of the job descriptions contained within the District's Personnel Policy Manual and interviews with the two incumbents, we outline below our understanding of the work they perform:

- Accountant/Controller - The position description for this classification's Position Purpose states "To supervise and oversee the accounting and financial reporting for the District and the implementation and monitoring of internal controls. Manage front office activities and front-office personnel". The tasks described in the position description include professional accounting, financial reporting, budget development and administration, and bond administration areas. Because there are differences in the nature and level of work between an Accountant and a Controller [although the duties sometimes may look the same], the interview was used to determine whether the position had management oversight of this functional area, in addition to performing the professional work. It was our assessment that the position assumes management responsibilities for general accounting, financial reporting, budget development, and bond coordination, although there is a segregation of authority with respect to signatory authority, and oversight/direction from the General Manager as needed. In addition to managing the work of the front office staff, this position has oversight of day to day

administrative operations in the absence of the General Manager. The incumbent has also assumed project management responsibility for administrative control of the solar panel project, as well as the financial oversight responsibilities which are required for grant funding. The minimum qualifications for this classification are a Bachelor's degree in Accounting and/or Business Administration.

— CPS HR determined that in order to measure the market, we would collect data for the following classifications:

- Accountant [market check] – market data for a professional journey level accountant
- Controller – market data for a manager over accounting and finance

- 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 minimum qualifications for this classification are High School or equivalency.
 - CPS HR determined that in order to measure the market, we would collect data for the following classifications:
 - Specialized board related administrative support to the executive responsible for Board or Council services, or to the General Manager [or equivalent local government executive]
 - Administrative Secretary – market data for a department level secretary [market check]
 - Information Technology Technician – market data for a journey level performing technical support for computer and network systems [market check]
 - Conservation Program Coordinator – market data for a position performing community outreach and program support for the agency’s conservation initiatives [market check]. Note that there were no matched classifications from other agencies for the Conservation Program Coordinator and no data has been presented.

The term “Market Check” indicates that while the data from this survey classification may be helpful in setting salary levels, we do not consider the classification to be directly comparable to the District’s classification.

Scope of Data Collection

Since this is a base salary study only, the minimum and maximum salary range for each matched classification was collected and reported.

IV. Survey Results

As indicated in the previous section, the survey involved the collection of base salary from each of the selected labor market agencies. These results are presented in the labor market data sheets in Appendix A. To facilitate data collection, CPS HR reviewed each agency’s salary schedules, classification specifications, position description documents [where available] and other documentation from the labor market agencies to compile the survey data, and then asked clarifying questions of the agencies to ensure the most appropriate matching.

If a review of the duties and responsibilities assigned to the market agency’s classification indicated that it was not comparable, the designation of “No Comparable Class” was utilized. In some instances you will see a designation of “Unable to Participate” for two agencies who were

unable to provide us with the documentation necessary to conduct the study, [the Clearlake Oaks Community Water District and the City of Lakeport]. If a matched classification in the data sheet is italicized, this means that we obtained information that this was the appropriate classification, but have not received a confirmatory classification specification.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced. The use of the labor market median as the market comparison point further minimizes the possibility of data being skewed by higher or lower paying agencies.

For this study, CPS HR did match jobs broadly to ensure sufficient labor market data in acknowledgement of the varied duties incumbents within each of the study classifications performed. In particular:

- **Controller** – For this classification, for the larger agencies such as Lake County and the City of Santa Rosa, we did not match the Director of Finance and instead matched a division level manager over the finance function. In some agencies, the matched classification may have oversight of additional administrative functions – but if our review indicated the primary accountability was for the financial function, the match was included.
- **Administrative Assistant/Secretary to the Board** – For this classification, 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.

In order to provide the District with a summary of study results, Table 2 displays the following information:

- The title of the District’s survey classification.
- The current the District maximum monthly salary for the survey classification.
- The number of comparable classifications identified within the analysis.

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

TABLE 2 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BASE SALARY SURVEY RESULTS				
Classification	District Maximum Base Salary	# of matches	Labor Market Median	% the District Above or Below Labor Market Median
Accountant	Market Check	6	\$6,421	N/A
Administrative Secretary	Market Check	7	\$4,713	N/A
Administrative Assistant/ Secretary to the Board	\$7,989	6	\$5,936	+25.70%
Controller	\$7,989	7	\$8,676	-8.60%
Information Technology Technician	Market Check	4	\$5,939	N/A

While the “market check data” is helpful for setting context on the value of elements of work assigned to the two classifications, when viewing the predominant duties assigned to each, it is our assessment that the market data for the Administrative Assistant/Secretary to the Board and the Controller are the most directly comparable to the work performed within the District.

V. Summary

The above sections of this report provide detailed information concerning the scope of the project, the methodology used to complete the base salary study, as well as the results of the study, which show where the District stands in comparison to the labor market. Should you require any further information on the contents of this Draft Report, please contact Ms. Debbie Owen on [916] 471-3122.

**Appendix A
Data Sheets**

Accountant

Survey Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Market Check</i>		
City of Calistoga	No Comparable Class		
Clearlake Oaks County Water District	Unable to Participate		
City of Healdsburg	No Comparable Class		
Lake County	Accountant II	\$3,280	\$3,987
City of Lakeport	Unable to Participate		
City of Napa	Accountant	\$5,482	\$6,623
North Marin Water District	Senior Accountant	\$5,796	\$7,044
City of Santa Rosa	Accountant	\$5,853	\$7,121
City of Sonoma	Accountant	\$4,810	\$5,847
Valley of the Moon Water District	Office Supervisor	\$5,116	\$6,218
Town of Windsor	No Comparable Class		

<i>Base Salary Median</i> \$6,421
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Administrative Secretary

Survey Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Market Check</i>		
City of Calistoga	Administrative Secretary	\$3,696	\$4,495
Clearlake Oaks County Water District	Unable to Participate		
City of Healdsburg	No Comparable Class		
Lake County	Secretary II	\$2,388	\$2,902
City of Lakeport	Unable to Participate		
City of Napa	Administrative Secretary	\$4,743	\$5,728
North Marin Water District	Administrative Assistant	\$4,181	\$5,083
City of Santa Rosa	Administrative Secretary	\$4,587	\$4,811
<i>City of Sonoma</i>	<i>Administrative Assistant</i>	<i>\$3,844</i>	<i>\$4,672</i>
Valley of the Moon Water District	No Comparable Class		
Town of Windsor	Administrative Assistant	\$3,774	\$4,713

<i>Base Salary Median</i> \$4,713
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Administrative Assistant/Secretary to the Board

Survey Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Administrative Assistant/Secretary to the Board</i>	<i>\$6,573</i>	<i>\$7,989</i>
City of Calistoga	Administrative Assistant/Deputy City Clerk	\$4,369	\$5,311
Clearlake Oaks County Water District	Unable to Participate		
City of Healdsburg	Department Secretary	\$4,209	\$5,135
Lake County	Assistant Clerk to the Board	\$2,832	\$3,442
City of Lakeport	Unable to Participate		
City of Napa	Deputy City Clerk	\$5,505	\$6,651
North Marin Water District	District/Administrative Secretary	\$5,861	\$7,124
City of Santa Rosa	Executive Assistant to City Manager	\$5,390	\$6,560
City of Sonoma	No Comparable Class		
Valley of the Moon Water District	No Comparable Class		
Town of Windsor	No Comparable Class		

<i>Base Salary Median</i>	<i>\$5,936</i>
<i>% Above or Below Median</i>	<i>25.70%</i>

Controller

Survey Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Controller</i>	<i>\$6,573</i>	<i>\$7,989</i>
City of Calistoga	Administrative Services Director	\$7,117	\$8,652
Clearlake Oaks County Water District	Unable to Participate		
City of Healdsburg	Accounting Manager	\$6,718	\$8,197
Lake County	Assistant Auditor/Controller	\$5,088	\$6,184
City of Lakeport	Unable to Participate		
City of Napa	Finance Manager	\$8,617	\$10,409
North Marin Water District	Auditor/Controller	\$9,140	\$11,110
City of Santa Rosa	Financial Reporting Manager	\$7,375	\$9,445
City of Sonoma	No Comparable Class		
Valley of the Moon Water District	No Comparable Class		
Town of Windsor	Finance Manager	\$6,947	\$8,676

<i>Base Salary Median</i>	<i>\$8,676</i>
<i>% Above or Below Median</i>	<i>-8.60%</i>

Information Technology Technician

Survey Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Market Check</i>		
City of Calistoga	No Comparable Class		
Clearlake Oaks County Water District	Unable to Participate		
City of Healdsburg	Information Systems Network Technician	\$4,886	\$5,962
Lake County	Information Technology Technician II	\$3,704	\$4,503
City of Lakeport	Unable to Participate		
City of Napa	Management Information Systems Technician	\$4,897	\$5,915
North Marin Water District	No Comparable Class		
City of Santa Rosa	Information Technology Technician	\$5,145	\$6,252
City of Sonoma	No Comparable Class		
Valley of the Moon Water District	No Comparable Class		
Town of Windsor	No Comparable Class		

<i>Base Salary Median</i>	\$5,939
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**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: letter from SWRCB regarding intent to issue and proceed with Administrative Civil Liability Complaint and Cease and Desist Order for Diversion of Water from Putah Creek Underflow in Lake County While Failing to Provide Supplemental Releases

RECOMMENDATIONS:

Hear General Manager’s report and provide direction to staff

FINANCIAL IMPACT:

It is anticipated that the State Water Resources Control Board (SWRCB) will levy a fine of up to \$11,500 against the District, additional consultant fees – on the order of \$15,000 – are anticipated. Funding is available from the District’s Water Operations account

BACKGROUND:

On April 19, 2012 the State Water Resources Control Board (SWRCB) issued an Administrative Civil Liability Complaint (ACL) and draft Cease and Desist Order (CDO) against the District – due to the District’s failure to provide sufficient supplemental stream flow releases to Putah Creek between August 2010 and September 2010. Pursuant to the ACL, the SWRCB is tentatively planning to impose a \$11,500 fine against the District (see attached letter from SWRCB dated April 19, 2012).

Staff has reviewed the SWRCB letter with the District’s water rights consultants, Wagner & Bonsignore, and while staff and Wagner & Bonsignore agree that the violations occurred (the stream flow violations were reported by the District to the SWRCB in the District’s 2010 annual summary report for the Coyote Valley Groundwater Basin, submitted on January 31, 2011) there is concern that the ACL and the CDO, as presently crafted, do not acknowledge potentially extenuating circumstances. Pursuant to Wagner & Bonsignore’s recommendation, staff has tentatively requested a hearing before the SWRCB to discuss the ACL and CDO. As of this writing no hearing date has been set. Prior to the hearing, HVLCS staff and representatives from Wagner & Bonsignore will be meeting with SWRCB staff to informally discuss the ACL and CDO, with the intent of resolving some if not all of staff’s concerns in lieu of a formal hearing.

Staff will be available to answer questions at the May 22 Board meeting and anticipate future Board briefings as new information becomes available.

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

RECEIVED APR 23 2012



EDMUND G. BROWN JR.
GOVERNOR



MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

State Water Resources Control Board

APR 19 2012

In Reply Refer to:
BRCoats:A030049A & A030049B

CERTIFIED MAIL NO.7004-2510-0003-9152-9426
Return Receipt Requested

Hidden Valley Lake Community Services District
c/o Wagner & Bonsignore
2151 River Plaza Drive, Suite 100
Sacramento, CA 95833-4133

Dear Wagner & Bonsignore:

**ADMINISTRATIVE CIVIL LIABILITY COMPLAINT AND CEASE AND DESIST ORDER FOR
DIVERSION OF WATER FROM PUTAH CREEK UNDERFLOW IN LAKE COUNTY WHILE
FAILING TO PROVIDE SUPPLEMENTAL RELEASES**

Enclosed is an Administrative Civil Liability (ACL) Complaint. This letter serves as notice to your client, Hidden Valley Lake Community Services District (Hidden Valley CSD), of the intent of the State Water Resources Control Board (State Water Board), Division of Water Rights (Division), to proceed with an enforcement action. Therefore, this matter requires your immediate attention.

On January 31, 2011, Hidden Valley CSD submitted the 2010 annual summary report for the Coyote Valley Groundwater Basin. The summary report details, among other things, how much supplemental water Hidden Valley CSD released to Putah Creek as required by License 13527A and Term 14 of Permit 20770B (Applications A030049A and A030049B). The terms of the license and permit require Hidden Valley CSD to supplement the natural flows in Putah Creek when the measured flow at the United States Geological Survey, Guenoc stream gage is less than the defined July through October 1954-1975 median flows. However, Hidden Valley CSD is not required to provide more than 2 cubic-feet per second (cfs) of supplemental flow.

The 2010 report indicates that numerous daily violations were noted during the August and September period of 2010. Division staff noted a total of 23 days (15 days in August and 8 days in September) of insufficient supplemental releases made to Putah Creek by Hidden Valley CSD.

CHARLES R. HOPPIN, CHAIRMAN | THOMAS HOWARD, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov

By letter of April 28, 2010, the Division provided a warning to Hidden Valley CSD stating that it was their responsibility to ensure the minimum flow rates as defined in Hidden Valley CSD's license and permit were maintained at the Guenoc gauge despite outside influences. The Division advised that Hidden Valley CSD should monitor the instantaneous flow-rate at the Guenoc gage more closely and react to potential outside influences to ensure compliance with the release term requirements. If diversions occurred between Hidden Valley CSD's release point and the Guenoc gage that affected the flow, Hidden Valley CSD must increase supplemental releases to the full extent of the Term 14 requirements, to account for these diversions.

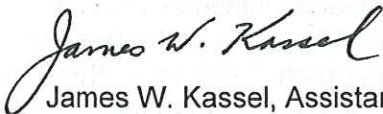
Based on these findings, I signed the enclosed ACL Complaint imposing a liability of **\$11,500** for diversion of water while failing to release supplemental water as required under the terms of License 13527 and Permit 20770 during 2010. Pursuant to the enclosed ACL Complaint, the \$11,500 liability is due and payable within 20 days of receipt of the ACL Complaint unless a written request for hearing is delivered to or received by the State Water Board in accordance with California Water Code section 1055(b). The request must be delivered to or received by mail by the State Water Board within 20 days after receipt of the complaint.

If required, a hearing will be scheduled where the State Water Board will hear the merits of this matter and may adjust the proposed ACL not to exceed the maximum allowed by statute. Prior to the hearing, Hidden Valley CSD will be required to submit any written testimony and other evidence Hidden Valley CSD would like the State Water Board to consider.

If you have any questions, please contact John O'Hagan at (916) 341-5368 or by email at JOHAGAN@waterboards.ca.gov. Written response should be addressed to:

State Water Resources Control Board
Division of Water Rights
Attn: Enforcement Section
P.O. Box 2000
Sacramento, CA 95812-2000

Sincerely,



James W. Kassel, Assistant Deputy Director
Division of Water Rights

Enclosures: 1) Administrative Civil Liability Complaint
2) Cease and Desist Order

cc: Hidden Valley Lake Community Services District (w/enclosures)
19400 Hartman Road
Middletown, CA 95461

STATE OF CALIFORNIA
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
STATE WATER RESOURCES CONTROL BOARD

DIVISION OF WATER RIGHTS

ADMINISTRATIVE CIVIL LIABILITY COMPLAINT

In the Matter of Unauthorized Diversion and Violation of Terms and Conditions for
License 13257A (A030049A) and Permit 20770B (Application 30049B)

by

Hidden Valley Lake Community Services District

SOURCE: Putah Creek Underflow

COUNTY: Lake County

YOU ARE HEREBY GIVEN NOTICE THAT:

1. Hidden Valley Lake Community Services District (Hidden Valley CSD) is alleged to have violated California Water Code section 1052, subdivision (a), which states:

"The diversion or use of water subject to [division 2 of the Water Code (commencing with section 1000)] other than as authorized in [division 2] is a trespass."
2. California Water Code section 1052, subdivision (b), provides that the State Water Resources Control Board (State Water Board) may administratively impose civil liability in an amount not to exceed \$500 for each day that a trespass occurs.
3. California Water Code section 1055, subdivision (a), provides that the Executive Director for the State Water Board may issue a complaint to any person or entity on whom administrative civil liability (ACL) may be imposed. On May 17, 1999, the Executive Director delegated to the Deputy Director for Water Rights the authority to issue a complaint to impose an ACL under California Water Code section 1055, subdivision (a). Pursuant to State Water Board Resolution 2007-0057, the Deputy Director for Water Rights is authorized to issue an order imposing an ACL when a complaint has been issued and no hearing has been requested within 20 days of receipt of the complaint. State Water Board Resolution 2007-0057 also authorizes redelegation of this authority from the Deputy Director for Water Rights to the Assistant Deputy Director for Water Rights. This authority has been redelegated.

ALLEGATIONS

4. The following facts provide the basis for the alleged trespass:
 - a) The State Water Board, Division of Water Rights (Division) issued License 13257A and Permit 20770B to Hidden Valley CSD on November 29, 2001. The license and permit both authorize diversion of Putah Creek Underflow from subterranean wells for municipal use within portions of the Hidden Valley Lake Subdivision in the Coyote Valley, near Middletown, California. Permit 20770B also authorizes underflow diversion for fish and wildlife preservation within Putah Creek in the vicinity of the United States Geological Survey (USGS) Guenoc gage site, located downstream from the points of diversion. License 13257A and Permit 20770B respectively authorize diversion of 1.5 cubic feet-per-second (cfs) (up to 651 acre-feet per year) and 4.4 cfs (up to 1,649 acre-feet per year) from January 1 to December 31 of each year.

- b) Because of the impacts of the subterranean wells on surface diverters and habitat downstream on Putah Creek, the State Water Board specifically conditioned License 13257A and Permit 20770B (at Term 14) to require Hidden Valley CSD to "provide supplemental water downstream from the points of diversion to augment low flows in Putah Creek." The license and permit each provide that "said supplemental water shall be introduced at a point on Putah Creek located approximately North 406,600 feet and East 1,848,100 feet, California Coordinate System, Zone 2, being within the NW ¼ of the NW ¼ of projected Section 28, T11N, R6W, MDB&M, as shown on the map entitled 'Hidden Valley Lake Community Services District – Supplemental Water Release Location'." This point is upstream from the USGS Guenoc gage site. The point of diversion for a senior water right, License 918 (Application 3797), commonly known as the Luchetti Well, is located along Putah Creek between the supplemental release point and the USGS Guenoc gage site.
- c) License 13257A and Term 14 of Permit 20770B each provide that "the point of supplemental water discharge may be changed upon written approval of the Chief, Division of Water Rights." To date, Hidden Valley CSD has not requested a change in the point of supplemental water discharge.
- d) License 13257A and Term 14 of Permit 20770B each provide the following supplemental water release schedule:

"For the period July 15 to October 31 of each year, [licensee/permittee] shall make-up the difference between actual discharge, as measured at the site of the former Guenoc USGS gaging station on Putah Creek at Guenoc as shown on the 1958 USGS 7.5 minute series quadrangle map for Middletown, California and the median daily discharge listed below:

Median Daily Discharge for Putah Creek at Guenoc, 1954-1975, (all amounts in cfs)

<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>
4.7	1.7	0.9	0.6

[Licensee/Permittee] shall not be required to provide supplemental water at a rate greater than two cubic feet per second. [emphasis added]

[Licensee/Permittee] shall maintain a measuring device, acceptable to the Chief of the Division of Water Rights, which is capable of measuring both the instantaneous rate and the total amounts of supplemental water discharged to Putah Creek."

- e) License 13257A (but not Permit 20770B) also provides that:

"If the target flows at the Guenoc gage ... cannot be achieved with the maximum supplemental water discharge of two cubic feet per second, licensee shall make bi-monthly instantaneous flow measurements of the flow in Putah Creek immediately upstream of the point of supplemental water discharge. Such measurements shall employ instrumentation and methodology comparable with U.S. Geological Survey streamflow standards. If a review of these instantaneous flow measurements and measurements by the Guenoc gage indicates consistent losses of greater than 25% in flow rates, licensee shall thereafter make all supplemental water discharges to Putah Creek at the location of the Guenoc gage."

To date, Hidden Valley CSD has not implemented bi-monthly instantaneous flow measurements above the point of supplemental water discharge, nor compared such measurements to flows at the Guenoc gage site to determine losses, if any.

- f) To demonstrate compliance with the license and permit terms, Hidden Valley CSD is required to submit an annual groundwater basin monitoring report to the Division.
- g) On January 31, 2011, the consultants for Hidden Valley CSD provided Hidden Valley CSD's 2010 Coyote Valley Groundwater Basin Report to the Division. Table 4 within the report lists the average daily discharge at the USGS Guenoc gage for July through October. Table 5 lists the daily supplemental water discharged to Putah Creek by Hidden Valley CSD for the same time period. These tables are used to demonstrate compliance with the requirements for supplemental water releases.
- h) Table 4 indicates that in 2010 for fifteen days in August (14th through the 16th, 18th and the 21st through the 31st), the average daily discharge was less than the required 1.7 cfs flow listed in the conditions of the license and Term 14 of the permit. Additionally, Table 4 also indicates that for eight days in September (15th through 17th, 19th, 20th and the 28th through 30th), the average daily flow was less than the required 0.9 cfs flow. Hidden Valley CSD diverted water from its subterranean wells for municipal use pursuant to the license and permit on each of these days.
- i) Table 5 indicates that in 2010 on the same days, Hidden Valley CSD discharged supplemental water to Putah Creek at rates less than the maximum 2 cfs identified in the license and permit.
- j) The CSD's obligations and actions on these days can be summarized as follows:

	USGS		24-hour Deficiency, cfs	24-hour Deficiency, ac-ft	HVCSD average Released Flow, cfs
	Guenoc Gage Average Flow, cfs	Required Average Flow, cfs			
8/14/2010	1.6	1.7	0.1	0.20	0.77
8/15/2010	1.5	1.7	0.2	0.40	0.7
8/16/2010	1.6	1.7	0.1	0.20	1.09
8/18/2010	1.6	1.7	0.1	0.20	1.49
8/21/2010	1.5	1.7	0.2	0.40	1.31
8/22/2010	1.3	1.7	0.4	0.79	1.2
8/23/2010	1.2	1.7	0.5	0.99	1.33
8/24/2010	1.4	1.7	0.3	0.60	1.45
8/25/2010	1.4	1.7	0.3	0.60	1.16
8/26/2010	1.5	1.7	0.2	0.40	1.32
8/27/2010	1.4	1.7	0.3	0.60	1.27
8/28/2010	1.2	1.7	0.5	0.99	1.28
8/29/2010	1.3	1.7	0.4	0.79	1.34
8/30/2010	1.2	1.7	0.5	0.99	1.33
8/31/2010	1.1	1.7	0.6	1.19	1.33
9/15/2010	0.75	0.9	0.15	0.30	0.91
9/16/2010	0.56	0.9	0.34	0.67	1.36
9/17/2010	0.71	0.9	0.19	0.38	1.39
9/19/2010	0.75	0.9	0.15	0.30	1.13
9/20/2010	0.7	0.9	0.2	0.40	1.28
9/28/2010	0.85	0.9	0.05	0.10	1.34
9/29/2010	0.81	0.9	0.09	0.18	1.17
9/30/2010	0.76	0.9	0.14	0.28	1.25

- k) Hidden Valley CSD's 2010 summary report cites downstream diversions, e.g., the Luchetti Well, pumping water immediately upstream of the Guenoc gage as a reason for the daily

fluctuations which make it difficult to maintain the minimum flow requirement. This is not the first time that Hidden Valley CSD has attempted to rely on this reason for failing to comply with the supplemental water discharge requirements. In their 2009 summary report, Hidden Valley CSD cited downstream diversions as rationale for insufficient flows at the USGS Guenoc gage during July through October of that year. Division staff warned Hidden Valley CSD in an April 2010 letter that such outside influences did not absolve Hidden Valley CSD's requirement to release supplemental water (up to 2 cfs) in order to maintain flow rates at the Guenoc gage. A copy of the April 2010, letter is enclosed hereto as Exhibit A.

PROPOSED CIVIL LIABILITY

5. The basis of this ACL Complaint is Hidden Valley CSD's continued diversion of water while failing to comply with the supplemental water release terms of their license and permit, each of which require that it release and/or maintain an established amount of flow in Putah Creek at the Guenoc gage. Hidden Valley CSD, having failed to make sufficient supplemental releases of water in 2009, was warned to correct the violation in April 2010. Hidden Valley CSD still failed to make sufficient supplemental releases to Putah Creek for a total of 23 days in August and September 2010. Continued diversion of water while in violation of a license or permit term requiring supplemental water releases for the protection of prior rights or instream beneficial uses constitutes an unauthorized diversion and a trespass against the State of California in violation of California Water Code section 1052.
6. California Water Code section 1052, subd. (b) authorizes civil liability of up to \$500 for each day in which the trespass occurred. At 23 days, the State Water Board could issue a maximum civil liability of \$11,500 (\$500 per day x 23 days) for the trespass.
7. In determining the amount of civil liability, California Water Code section 1055.3 requires that the State Water Board consider all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length of time over which the violation occurs, and any corrective action taken by the violator. In this case, following Hidden Valley CSD's 2009 violations, the Division notified the Hidden Valley CSD in April 2010, that it must account for all outside influences, including downstream diverters, when making supplemental water releases pursuant to the license and permit terms. The Division, as a courtesy, did not take an enforcement action in 2010 for the 2009 underdeliveries. Nevertheless, for the 2010 year, Hidden Valley CSD again stated its failure to meet the permit term requirements was caused by downstream diverters.
8. Hidden Valley CSD's insufficient releases have reduced the amount of water available for the fishery, riparian habitat and other downstream uses by at least 11.9 acre-feet.
9. Having taken into consideration the factors described above, the Assistant Deputy Director for Water Rights recommends an ACL in the amount of **\$11,500**. The Division recommends this liability amount given the repeated violation, despite a courtesy warning issued by the Division in 2010 for the 2009 calendar year report. The State Water Board may consider a different liability if this matter goes to hearing.

RIGHT TO HEARING

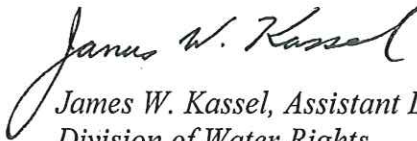
10. Hidden Valley CSD may request a hearing on this matter before the State Water Board. Any such request for hearing must be received or postmarked within 20 days of the date this notice is received. (Wat. Code, § 1055, subd. (b).)

11. If Hidden Valley CSD requests a hearing, Hidden Valley CSD will have an opportunity to be heard and to contest the allegations in this ACL Complaint and the imposition of an ACL by the State Water Board. If a hearing is requested, separate notice setting the time and place for the hearing will be mailed not less than 10 days before the hearing date.
12. If Hidden Valley CSD requests a hearing, the State Water Board will consider at the hearing whether to impose the civil liability, and if so, whether to adjust the proposed liability within the amount authorized by statute. Based on the evidence received at the hearing, the State Water Board may take any appropriate action in accordance with sections 100, 275, and 1050 et seq. of the California Water Code and its responsibilities under the public trust doctrine. Any State Water Board order imposing an ACL shall become final and effective upon issuance.
13. If Hidden Valley CSD does not wish to request a hearing, please remit a cashier's check or money order within 20 days of the date of this ACL Complaint for the amount of the ACL set forth in paragraph 10 above, to:

State Water Resources Control Board
Division of Water Rights
Enforcement Section
P.O. Box 2000
Sacramento, CA 95812-2000

14. If Hidden Valley CSD does not request a hearing and does not remit the ACL, the State Water Board may seek recovery of the ACL as authorized by California Water Code section 1055.4.

STATE WATER RESOURCES CONTROL BOARD


*James W. Kassel, Assistant Deputy Director
Division of Water Rights*

Dated: **APR 19 2012**

STATE OF CALIFORNIA
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
STATE WATER RESOURCES CONTROL BOARD

DIVISION OF WATER RIGHTS

ORDER WR 200 -00XX-DWR

CEASE AND DESIST ORDER

In the Matter of Violation of Terms and Conditions of License 13527A and Permit 20770B by

Hidden Valley Lake Community Services District

SOURCE: Putah Creek Underflow

COUNTY: Lake County

YOU ARE HEREBY GIVEN NOTICE THAT:

The State Water Resources Control Board (State Water Board or Board) is authorized under California Water Code section 1831 to issue a Cease and Desist Order (CDO) requiring Hidden Valley Lake Community Services District (Hidden Valley CSD), to cease and desist its unauthorized diversion, collection and use of water in violation of one or more conditions of License 13527A (Application 30049A) and Permit 20770B (Application 30049B).

Hidden Valley CSD is alleged to have violated or is threatening to violate California Water Code section 1831, which provides:

The State Water Board is authorized to issue a Cease and Desist Order (CDO) when it determines that any person is violating or threatening to violate any of the following:

- (1) The prohibition set forth in section 1052 against the diversion or use of water subject to division 2 (commencing with section 1000) of the California Water Code other than as authorized by division 2.
- (2) Any term or condition of a permit, license, certification, or registration issued under division 2 of the California Water Code.
- (3) Any decision or order of the board issued under part 2 (commencing with section 1200) of division 2 of the California Water Code, section 275, or article 7 (commencing with section 13550) of chapter 7 of division 7 of the California Water Code, in which decision or order the person to whom the CDO will be issued, or a predecessor in interest to that person, was named as a party directly affected by the decision or order.

On {DATE}, and in accordance with the provisions of section 1834 of the California Water Code, the State Water Board, Division of Water Rights (Division) provided notice of the CDO against Hidden Valley CSD for the violation and threatened violation of the prohibition against unauthorized diversion and use of water. Pursuant to State Water Board Resolution 2007-0057, the Deputy Director for Water Rights is authorized to issue a notice of cease and desist, and when a hearing has not been timely requested, issue a CDO in accordance with California Water Code section 1831 et seq. State Water Board

Resolution 2007-0057 also authorizes redelegation of this authority from the Deputy Director for Water Rights to the Assistant Deputy Director for Water Rights. This authority has been redelegated.

FACTS AND INFORMATION

The facts and information upon which this CDO is based are as follows:

1. The State Water Board's Division of Water Rights issued License 13257A and Permit 20770B to Hidden Valley CSD on November 29, 2001. The license and permit both authorize diversion of Putah Creek Underflow from subterranean wells for municipal use within portions of the Hidden Valley Lake Subdivision in the Coyote Valley, near Middletown, California. Permit 20770B also authorizes Underflow diversion for fish and wildlife preservation within Putah Creek in the vicinity of the former United States Geological Survey (USGS) Guenoc streamflow gage site, located downstream from the points of diversion. License 13257A and Permit 20770B respectively authorize diversion of 1.5 cubic feet-per-second (cfs) (up to 651 acre-feet per year) and 4.4 cfs (up to 1,649 acre-feet per year) from January 1st to December 31st.
2. Because of the impacts of the subterranean wells on surface diverters and habitat downstream on Putah Creek, the State Water Board specifically conditioned License 13257A and Permit 20770B (at Term 14) to require Hidden Valley CSD to provide supplemental water downstream from the points of diversion to augment low flows in Putah Creek." The license and permit each provide that "said supplemental water shall be introduced at a point on Putah Creek located approximately North 406,600 feet and East 1,848,100 feet, California Coordinate System, Zone 2, being within the NW ¼ of the NW ¼ of projected Section 28, T11N, R6W, MDB&M, as shown on the map entitled 'Hidden Valley Lake Community Services District – Supplemental Water Release Location'." This point is upstream from the USGS Guenoc gage site. The point of diversion for a senior water right, License 918 (Application 3797), commonly known as the Luchetti Well, is located along Putah Creek between the supplemental release point and the USGS Guenoc gage site.
3. License 13257A and Term 14 of Permit 20770B each provide that "the point of supplemental water discharge may be changed upon written approval of the Chief, Division of Water Rights." To date, Hidden Valley CSD has not requested a change in the point of supplemental water discharge.
4. License 13257A and Term 14 of Permit 20770B each provide the following supplemental water release schedule:

"For the period July 15 to October 31 of each year, [licensee/permittee] shall make-up the difference between actual discharge, as measured at the site of the former Guenoc USGS gaging station on Putah Creek at Guenoc as shown on the 1958 USGS 7.5 minute series quadrangle map for Middletown, California and the median daily discharge listed below:

Median Daily Discharge for Putah Creek at Guenoc, 1954-1975, (all amounts in cfs)

<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>
<i>4.7</i>	<i>1.7</i>	<i>0.9</i>	<i>0.6</i>

[Licensee/Permittee] shall not be required to provide supplemental water at a rate greater than two cubic feet per second. [emphasis added]

[Licensee/Permittee] shall maintain a measuring device, acceptable to the Chief of the Division of Water Rights, which is capable of measuring both the instantaneous rate and the total amounts of supplemental water discharged to Putah Creek."

5. License 13257A (but not Permit 20770B) also provides that:

"If the target flows at the Guenoc gage ... cannot be achieved with the maximum supplemental water discharge of two cubic feet per second, licensee shall make bi-monthly instantaneous flow measurements of the flow in Putah Creek immediately upstream of the point of supplemental water discharge. Such measurements shall employ instrumentation and methodology comparable with U.S. Geological Survey streamflow standards. If a review of these instantaneous flow measurements and measurements by the Guenoc gage indicates consistent losses of greater than 25% in flow rates, licensee shall thereafter make all supplemental water discharges to Putah Creek at the location of the Guenoc gage."

To date, Hidden Valley CSD has not implemented bi-monthly instantaneous flow measurements above the point of supplemental water discharge, nor compared such measurements to flows at the Guenoc gage site to determine losses, if any.

6. To demonstrate compliance with the license and permit terms, Hidden Valley CSD is required to submit an annual groundwater basin monitoring report to the Division.
7. On January 31, 2011, the consultants for Hidden Valley CSD provided Hidden Valley CSD's 2010 Coyote Valley Groundwater Basin Report to the Division. Table 4 within the report lists the average daily discharge at the USGS Guenoc gage for July through October. Table 5 lists the daily supplemental water discharged to Putah Creek by Hidden Valley CSD for the same time period. These tables are used to demonstrate compliance with the requirements for supplemental water releases.
8. Table 4 indicates that for fifteen days in August (14th through the 16th, 18th and the 21st through the 31st), the average daily discharge was less than the required 1.7 cfs flow listed in the conditions of the license and Term 14 of the permit. Additionally, Table 4 also indicates that for eight days in September (15th through 17th, 19th, 20th and the 28th through 30th), the average daily flow was less than the required 0.9 cfs flow. Hidden Valley CSD diverted water from its subterranean wells for municipal use pursuant to the license and permit on each of these days.
9. Table 5 indicates that on the same days, Hidden Valley CSD discharged supplemental water to Putah Creek at rates less than the maximum 2 cfs identified in the license and permit.

10. The Hidden Valley CSD's obligations and actions on these days can be summarized as follows:

	USGS Guenoc Gage Average Flow, cfs	Required Average Flow, cfs	24-hour Deficiency, cfs	24-hour Deficiency, ac-ft	HVCSD average Released Flow, cfs
8/14/2010	1.6	1.7	0.1	0.20	0.77
8/15/2010	1.5	1.7	0.2	0.40	0.7
8/16/2010	1.6	1.7	0.1	0.20	1.09
8/18/2010	1.6	1.7	0.1	0.20	1.49
8/21/2010	1.5	1.7	0.2	0.40	1.31
8/22/2010	1.3	1.7	0.4	0.79	1.2
8/23/2010	1.2	1.7	0.5	0.99	1.33
8/24/2010	1.4	1.7	0.3	0.60	1.45
8/25/2010	1.4	1.7	0.3	0.60	1.16
8/26/2010	1.5	1.7	0.2	0.40	1.32
8/27/2010	1.4	1.7	0.3	0.60	1.27
8/28/2010	1.2	1.7	0.5	0.99	1.28
8/29/2010	1.3	1.7	0.4	0.79	1.34
8/30/2010	1.2	1.7	0.5	0.99	1.33
8/31/2010	1.1	1.7	0.6	1.19	1.33
9/15/2010	0.75	0.9	0.15	0.30	0.91
9/16/2010	0.56	0.9	0.34	0.67	1.36
9/17/2010	0.71	0.9	0.19	0.38	1.39
9/19/2010	0.75	0.9	0.15	0.30	1.13
9/20/2010	0.7	0.9	0.2	0.40	1.28
9/28/2010	0.85	0.9	0.05	0.10	1.34
9/29/2010	0.81	0.9	0.09	0.18	1.17
9/30/2010	0.76	0.9	0.14	0.28	1.25

11. Hidden Valley CSD's 2010 summary report cites downstream diversions, e.g., the Luchetti Well, pumping water immediately upstream of the Guenoc gage as a reason for the daily fluctuations which make it difficult to maintain the minimum flow requirement. This is not the first time that Hidden Valley CSD has attempted to rely on this reason for failing to comply with the supplemental water discharge requirements. In their 2009 summary report, Hidden Valley CSD cited downstream diversions as rationale for insufficient flows at the USGS Guenoc gage during July through October of that year. Division staff warned Hidden Valley CSD in an April 2010 letter that such outside influences did not absolve Hidden Valley CSD's requirement to release supplemental water (up to 2 cfs) in order to maintain flows at the Guenoc gage. A copy of the April 2010 letter is enclosed hereto as Exhibit A.
12. For the July 15 to October 31 period of 2009, Hidden Valley CSD failed to provide 22 acre-feet of supplemental water in July and 4.5 acre-feet of water in August. The Division notified Hidden Valley CSD, by letter dated April 28, 2010, of the violations and instructed Hidden Valley CSD to monitor the downstream Guenoc gage more closely, taking into account riparian diverters intercepting the supplemental releases. No enforcement action was taken for the 2009 violations.
13. For the July 15 to October 31 period of 2010, Hidden Valley CSD failed to provide 9.3 acre-feet of supplemental water in August and 2.6 acre-feet of water in September. The 9.3 acre-foot deficiency in August was generated by insufficient supplemental releases for 15 days using the difference between the reported releases and term requirements. Using the same calculation,

2.6 acre-feet of water was determined to be insufficient for 8 days in September, totaling 23 days for the July 15 to October 31 period.

IT IS HEREBY ORDERED, pursuant to sections 1831 through 1836 of the California Water Code, Hidden Valley CSD shall cease and desist from violating the terms and conditions of License 13527A and Permit 20770B and shall take compliance with the following corrective actions:

1. For the July 15 to October 31 period of 2012, 2013 and 2014, Hidden Valley CSD shall submit weekly reports to the Division detailing: Hidden Valley CSD's daily diversions under License 13527A and Permit 20770B, the amount of its daily supplemental release flows and the reported average daily flow at the USGS Guenoc gage. The weekly reports may be provided by email or made available to the Division on a website. Any diversions on days where the reported Guenoc gage flow is less than the minimum flows outlined in the license and permit term will be treated as a violation of this CDO.

Upon the failure of any person or entity to comply with a CDO issued by the State Water Board pursuant to chapter 12 of the California Water Code (commencing with section 1825), and upon the request of the State Water Board, the Attorney General shall petition the superior court for the issuance of prohibitory or mandatory injunctive relief as appropriate, including a temporary restraining order, preliminary injunction, or permanent injunction. (Water Code, § 1845, subd. (a).) Section 1845, subdivision (b) of the California Water Code provides:

- (1) Any person or entity that violates a CDO issued pursuant to this chapter may be liable for a sum not to exceed one thousand dollars (\$1,000) for each day in which the violation occurs.
- (2) Civil liability may be imposed by the superior court. The Attorney General, upon request of the [board], shall petition the superior court to impose, assess, and recover those sums.
- (3) Civil liability may be imposed administratively by the [board] pursuant to section 1055.

STATE WATER RESOURCES CONTROL BOARD

*James W. Kassel, Assistant Deputy Director
Division of Water Rights*

Dated:

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Work Priorities for Interim General Manager

RECOMMENDATIONS:

Hear General Manager's report and establish work priorities for Interim General Manager

FINANCIAL IMPACT:

None

BACKGROUND:

For planning purposes it is anticipated that three to six months will elapse before the appointment of a permanent HVLCSO General Manager. During this interim period there are several routine tasks, most notably adoption of the HVLCSO FY 2012-2013 budget, that must occur. In addition to routine matters, there are district personnel and water right compliance issues that need immediate attention and although somewhat less urgent, at least two long-term projects that will require attention within the next six to twelve months. In order to facilitate an orderly transition, staff recommends that the Board identify and prioritize specific work tasks for the Interim General Manager to perform over the next three to six months. The following is a partial list of potential work tasks for the Interim General Manager:

- 1) Assist Board with the development of Board Policies
- 2) Develop and memorialize protocols for assembling and publishing Board meeting agendas
- 3) Update District Personnel Policy Manual
- 4) Prepare FY 2012-2013 Budget for adoption at June Board meeting
- 5) Resolve Administrative Civil Liability Complaint and Cease and Desist Order by the State Water Resources Control Board in regards to Putah Creek
- 6) Initiate preparation of infrastructure replacement/capital improvement plan
- 7) Develop strategy and work program for potential annexation of Crazy Creek development lands to the District

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

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Service Agreement with Bob Murray & Associates for Recruitment of Permanent General Manager

RECOMMENDATIONS:

Discuss May 1, 2012 presentation by Mr. Wesley Herman and consider authorization for Board President to sign Service Agreement with Bob Murray & Associates.

FINANCIAL IMPACT:

\$17,500 lump sum payment plus contractor's expenses (estimated to be \$6,500). No specific funds have been allocated in the FY 2011-2012 budget for these services. However, staff will be available to suggest potential fund transfers, should the Board elect to proceed with these services at this time.

BACKGROUND:

Bob Murray & Associates is proposing to assist the District Board with the recruitment of a permanent General Manager (see attached proposal dated March 28, 2012). In his presentation at the May 1, 2012 Special Board Meeting, Mr. Wesley Herman summarized Bob Murray & Associates qualifications and the firm's proposal to the District. Mr. Herman noted that it will take approximately 75 to 90 days for his firm to identify and make a recommendation regarding finalists for the District's General Manager position. A proposed Service Agreement between the District and Bob Murray & Associates is attached.

<input style="width: 50px; height: 25px;" type="checkbox"/>	APPROVED AS RECOMMENDED	<input style="width: 50px; height: 25px;" type="checkbox"/>	OTHER (SEE BELOW)
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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



**A PROPOSAL TO CONDUCT AN EXECUTIVE
RECRUITMENT FOR A
General Manager
ON BEHALF OF THE
Hidden Valley Lake Community Services District**



1677 Eureka Road, Suite 202
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax
apply@bobmurrayassoc.com

March 28, 2012

Ms. Linda Herndon, Board President
and Members of the Board of Directors
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

Dear Ms. Herndon and Board Members:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the General Manager recruitment for the Hidden Valley Lake Community Services District. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee and sample recruitment brochure.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

With respect to the General Manager recruitment, Bob Murray & Associates offers the following expertise:

- Bob Murray & Associates has over 25 years of experience and an unmatched record of success in recruiting local government professionals. We have conducted numerous General/District Manager and Administrator searches on behalf of large and small agencies throughout the Western United States. We are currently conducting the General Manager search for the Jurupa Community Services District, CA; we most recently completed the search for District Administrator on behalf of the Cordova Recreation & Park District and General Manager searches for the Big Bear City Community Services District, Fallbrook Public Utility District, and Monterey Peninsula Regional Park District. In the past three years, we have completed recruitments for the Calaveras County Water District, Kennewick Irrigation District, Sewer Authority Mid-Coastside, and the Sweetwater Springs Water District. Our previous experience includes conducting recruitments on behalf of the Central Contra Costa Sanitation District; Central Marin Sanitation Agency; Coachella Valley Mosquito and Vector Control District; East Bay Dischargers Authority; Hilton, Farnkopf, and Hobson LLC; Joshua Basin Water District; Los Angeles Convention Center; Monterey Regional Waste Management District; Monterey Regional Water Pollution Control Agency (Assistant GM); Oro Loma Sanitary District; Pleasant Valley Recreation & Park District; Reclamation District 1000 (District Engineer); Ross Valley Sanitary District; Salinas Valley Solid Waste Authority; Sanitary District No. 5 of Marin County; Santa Cruz Consolidated Emergency Communications Center; Sweetwater Springs Water District; South Placer Municipal Utility District; Walnut Valley Water District; and the Union

Sanitary District. As a result of having conducted these searches, we have an extensive number of contacts that will be valuable when recruiting candidates.

- We have conducted numerous searches for upper-level management professionals working in the water resources field. We recently completed General Manager recruitments on behalf of the Big Bear City Community Services District and the Jurupa Community Services District, CA, as well as the Deputy Director of Environmental Services recruitment on behalf of the city of San Jose, CA; several recruitments on behalf of the City of Corona, CA Department of Water and Power; and the District Manager recruitment on behalf of the Kennewick Irrigation District, WA. For a complete list of our placements in this field, please see the attached "Client List Since 2000."
- Bob Murray & Associates is familiar with Lake County and the surrounding region. We completed the City Manager recruitment on behalf of the City of Lakeport in 2006. Our knowledge of the region, its issues, and its outstanding quality of life will be an asset in presenting this opportunity to prospective candidates.

A significant portion of our process focuses on conducting thorough and confidential background investigations of the top 2-3 candidates to ensure that nothing about them is left undiscovered. We have candid discussions with references who have insight into the candidate's experience, style and ethics; conduct a search of newspaper articles; and run credit, criminal and civil records reports. This ensures that the chosen candidate will not only be an excellent fit with the Hidden Valley Lake Community Services District, but also that the selected candidate will reflect positively upon your organization.

To learn first-hand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 10 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,



Bob Murray
President
Bob Murray & Associates

TABLE OF CONTENTS

THE RECRUITMENT PROCESS	2
STEP 1 DEVELOPING THE CANDIDATE PROFILE	2
STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE	2
STEP 3 RECRUITING CANDIDATES.....	2
STEP 4 SCREENING CANDIDATES	2
STEP 5 PERSONAL INTERVIEWS	3
STEP 6 PUBLIC RECORD SEARCH	3
STEP 7 RECOMMENDATION.....	3
STEP 8 FINAL INTERVIEWS	3
STEP 9 BACKGROUND CHECKS /DETAILED REFERENCE CHECKS.....	2
STEP 10 NEGOTIATIONS.....	2
STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE	2
BUDGET AND TIMING	5
PROFESSIONAL FEE AND EXPENSES.....	5
TIMING	5
GUARANTEE	5
PROFESSIONAL QUALIFICATIONS.....	6
REFERENCES.....	10

THE RECRUITMENT PROCESS

Bob Murray & Associates' unique and client oriented approach to executive search will ensure that the Hidden Valley Lake Community Services District has quality candidates from which to select the new General Manager. Outlined below are the key steps in our recruitment process.

STEP 1 DEVELOPING THE CANDIDATE PROFILE

Our understanding of the Hidden Valley Lake Community Services District's needs will be key to a successful search. We will work with the Board of Directors to learn as much as possible about the organization's expectations for a new General Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the Hidden Valley Lake Community Services District. We also want to know the Board of Directors' expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the Hidden Valley Lake CSD to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the Hidden Valley Lake Community Services District's needs, we will design an effective advertising campaign appropriate for the General Manager recruitment. We will focus on professional journals that are specifically suited to the General Manager search. We will also develop a professional recruitment brochure on the Board of Directors' behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the Hidden Valley Lake Community Services District.

STEP 3 RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the General Manager position to prospective candidates will be essential to the success of the search.

STEP 4 SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

STEP 5 PERSONAL INTERVIEWS

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate's background and experience as it relates to the General Manager position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 PUBLIC RECORD SEARCH

Following the interviews, we will conduct a review of published articles for each candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and local papers for the communities in which the candidates have worked. This alerts us to any further detailed inquiries we may need to make at this time.

STEP 7 RECOMMENDATION

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

STEP 8 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

STEP 9 BACKGROUND CHECKS /DETAILED REFERENCE CHECKS

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. Additionally, we make a point of speaking confidentially to individuals who we know have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment we will also verify candidates' degrees.

STEP 10 NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE

Throughout the recruitment we will provide the Board of Directors with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.

BUDGET AND TIMING

PROFESSIONAL FEE AND EXPENSES

The consulting fee for conducting the General Manager recruitment on behalf of the Hidden Valley Lake Community Services District is \$17,500 plus expenses. Services provided for the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The Hidden Valley Lake Community Services District will be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project to be \$6,500. Reimbursable expenses include such items as the cost of travel, clerical support, placement of ads, credit, criminal and civil checks, education verification, as well as newspaper searches. In addition, postage, printing, photocopying, and telephone charges will be allocated.

TIMING

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy five to ninety days from the start of the search.

GUARANTEE

We guarantee that should the selected candidate be terminated within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the Hidden Valley Lake Community Services District. We are confident in our ability to recruit outstanding candidates and do not expect the Hidden Valley Lake Community Services District to find it necessary to exercise this provision of our proposal.

PROFESSIONAL QUALIFICATIONS

BOB MURRAY, PRESIDENT

Mr. Murray brings over 25 years experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search practice serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held positions in law enforcement.

Mr. Murray received his bachelor's degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

REGAN WILLIAMS, VICE PRESIDENT

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates. Most recently, he worked as a private consultant with Deloitte and Touche on various public sector assignments. Prior to that, he served as Director of Public Safety with the City of Sunnyvale, CA.

Mr. Williams was involved in the development of some of Sunnyvale's most innovative programs and has a national reputation for excellence in law enforcement. He has been responsible for numerous recruitments throughout his career. Clients find his insight and expertise in recruitment and selection a valuable asset.

Mr. Williams received his bachelor's degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

WESLEY HERMAN, VICE PRESIDENT

Mr. Herman brings over 10 years of management and recruitment experience to Bob Murray & Associates. Most recently, he worked as a Regional Manager for an investment firm directing the recruitment, development and management of a team of associates located throughout the West Coast. Mr. Herman served as the lead contributor to conduct all candidate interviews, engage in negotiations and make recommendations to the firm's principals regarding associate employment for his division. In addition, Mr. Herman has acted in various public sector capacities including as a law enforcement officer and as a legislative advocate for a state industry association.

Mr. Herman's local government and private industry experience have afforded him a unique insight into the specialized needs of each selection process and the ability to identify the ideal group of candidates for an open position. Bob Murray & Associates values his strength in communicating and identifying quality candidates.

Mr. Herman received his Bachelor of Science degree in Economics and Business Administration from Saint Mary's College of California. He has had further studies in both Public Administration and the Administration of Justice.

JUDY LAPORTE, VICE PRESIDENT

Ms. LaPorte brings over 15 years of public sector experience at the senior management level to Bob Murray & Associates. Her extensive background includes work with cities, counties, and special districts in the areas of Human Resources, Finance, Risk Management, and general administration. She has been involved in recruitments for a variety of senior-level positions, including Police Chief, Fire Chief, County Executive, and Assistant City Manager—as well as for various department director and division manager positions. Ms. LaPorte also has experience working in the private sector for large corporations that, coupled with her background and contacts in the public sector, provides a unique blend of experience to assist our clients.

Ms. LaPorte possesses a Bachelor of Science degree in Business Administration and is an International Personnel Management Association certified human resources professional.

S. RENEE NARLOCH, VICE PRESIDENT

S. Renee Narloch is the Director of our East Coast Office located in Tallahassee, Florida. Ms. Narloch has extensive experience in public sector recruitments nationwide. She was formerly employed by a large, national search firm as a Senior Recruiter with sole responsibility for the firm's executive search practice in the Southeastern, Mid-Atlantic and Mid-Western states.

Ms. Narloch has 15 years of experience in Executive Recruitment and has been involved in over 400 national searches. Prior to her recruitment career, she was a Senior Consultant for a national search firm's cost plan and revenue enhancement divisions, serving public sector clients nationwide. She also worked for three Fortune 500 companies in their sales, marketing and financial accounting divisions. Ms. Narloch is responsible for all facets of recruitment including serving as lead consultant with project management responsibilities, recruiting candidates, conducting preliminary interviews and detailed reference inquiries, and assisting clients in final interviews and negotiations. As Director of the East Coast Office, Ms. Narloch provides expertise in public sector recruitment, enabling us to better serve clients nationwide.

Ms. Narloch received her Bachelor of Arts degree in Information Studies, summa cum laude, at the Florida State University, Tallahassee, Florida.

AMANDA URRUTIA-SANDERS, PRINCIPAL CONSULTANT

As a Principal Consultant with Bob Murray & Associates, Ms. Urrutia-Sanders is responsible for research, candidate recruitment and screening, as well as reference checks and background verifications. She focuses on client communication and works closely with clients to coordinate candidate outreach and ensure a successful search.

Ms. Urrutia-Sanders brings several years of industry experience as she worked for one of the nation's largest recruitment firms. Her insight into the recruitment process is a valuable asset to Bob Murray & Associates.

Ms. Urrutia-Sanders received her Bachelor of Arts degree in Communications from the University of Wyoming.

SARAH KENNEY, SENIOR CONSULTANT

As Senior Consultant with Bob Murray & Associates, Ms. Kenney is responsible for the development and distribution of recruitment materials, candidate research and interview coordination, compilation and development of interview materials, reference checks, and background verifications.

Ms. Kenney brings over a decade of client service and management experience to Bob Murray & Associates. Her focus is customer service, and she works closely with our clients and candidates to ensure all parties involved are satisfied with every step of recruitment at our firm.

Ms. Kenney received her Bachelor of Arts degree in Psychology from the University of California at Davis.

ROSA GOMEZ, ADMINISTRATIVE MANAGER

Ms. Rosa Gomez is the Administrative Manager at Bob Murray & Associates. Ms. Gomez is the first point of contact at Bob Murray & Associates and has extensive administrative experience.

Ms. Gomez is known for her personal approach as she works closely with clients and candidates alike to ensure a successful search. As the first point of contact for Bob Murray & Associates Ms. Gomez's professional approach is of the highest caliber.

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted searches are listed below.

CLIENT: Calaveras County Water District, CA
POSITION: General Manager and Finance Director
REFERENCE: Mr. Phil McCartney, Board President, (209) 754-3543

CLIENT: Cordova Recreation & Park District, CA
POSITION: District Administrator and Finance Director (partial)
REFERENCE: Ms. Andrea White, Resource Manager, (916) 362-1841 Ext. 32

CLIENT: Desert Water Agency, CA
POSITION: Human Resources Manager
REFERENCE: Mr. David Luker, General Manager/Chief Engineer, (760) 323-4971 ext 111 or Mr. Mark Krause, Assistant General Manager (760) 323-4971 Ext 110

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: HVLCSD Board of Directors

From: Roland Sanford, Interim General Manager

Date: May 9, 2012

RE: Development of Board Communications Policy

The HVLCSD maintains a Personnel Policy manual that memorializes the District's employment policies but has never adopted and memorialized Board policies, most notably, policies pertaining to the conduct of Board members and communications between Board members and the General Manager. Director Mirbegain has proposed policy language pertaining to communications between the Board and General Manager – which has been agendaized for discussion and possible adoption at the May 22, 2012 Board of Directors meeting. However, at subsequent Board meetings the Board may wish to consider adoption of policies pertaining to "Board member to Board Member communications", and "Board member conduct". Example Board member to Board member communications and Board member conduct policies – from the Cambria Community Services District and Los Osos Community Services District, respectively – are attached.



Los Osos Community Services District:

Insert within LOCSD Governance and Policies of the Board

8.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

8.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, without being disagreeable. Once the Board of Directors takes action, Directors shall commit to supporting said action and not to create barriers to the implementation of said action.

8.4 Board Members, by making a request to the General Manager, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager shall inform the individual Board Member why the information is not or cannot be made available. Board Members shall not request information directly from District staff, and staff shall communicate to Board Members only through the General Manager.

8.5 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

8.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.

8.7 When approached by District personnel concerning specific District policy, Directors should direct inquires to the General Manager. The chain of command shall be followed.

8.8 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns shall be referred directly to the General Manager.

8.9 The Directors and General Manager shall develop and follow a written policy to facilitate open discussions between District Management and Directors regarding current issues, Director concerns, and District projects.

8.10 Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.

8.11 Section 8.10 shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.



CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' BYLAWS

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as chairperson at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as chairperson for the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall commence at 12:30 p.m. on the fourth Thursday of each calendar month in the Veterans' Memorial Hall currently located at 1000 Main Street, Cambria unless otherwise directed by the Board of Directors.
- 2.2 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.
- 2.3 No Board action may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act.
- 2.4 Pursuant to the Brown Act:
 - (a) Board Members may briefly respond to statements or questions from the public; and

- (b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
 - (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.
- 2.5 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board and shall announce the Board's decision on all subjects. The President shall vote on all motions except in the case of a conflict of interest. On roll call the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made the motion or seconded the motion.
- 2.6 A majority of the Board shall constitute a quorum for the transaction of business. A majority of the Board is sufficient to do business, however motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District Clerk shall adjourn the meeting.
- 2.7 A roll call vote if required by law or contract shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as an affirmative vote and vote of abstention shall be recorded as an abstention.
- 2.8 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.9 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. two weeks prior to the meeting date. The General Manager shall establish a CCSD Policy to guide staff in the preparation of meeting agendas.
- 3.2 A block of approximately 20 minutes time shall be set aside to receive general public comment. Comments on agendaed items should be held until the appropriate item is called. Unless otherwise directed by the President, members of the public shall state their name and their general place of residence prior to giving their comment. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion.
- 3.3 Those items on the CCSD Agenda, which are considered to be of a routine and non-controversial nature, are placed on the "Consent Agenda." These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors. For example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine CCSD operations.
 - (a) Board members may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda," and the Board will then take action separately on that item. A member of the public will be given an opportunity to comment on the "Consent Agenda," however, only a member of the Board of Directors can remove an item from the "Consent Agenda." Items, which are removed ("pulled") by members of the Board for discussion, will typically be heard after other "Consent Agenda" items are approved unless the President orders an earlier or later time.
 - (b) A Board member may ask questions on any item on the "Consent Agenda." When a Board member has a minor question for clarification concerning a consent item, which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda." Board members are encouraged to seek clarifications prior to the meeting if possible.
 - (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall

inform the presiding officer that they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a "no" vote in the minutes.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1 The minutes of the Board shall be kept by the District Clerk and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted in paragraphs with proper subheadings;
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 below, shall not be required to record any remarks of Board Members or any other person;
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written materials delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall not be included in the meeting minutes.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter;
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.
- 4.7 Any electronic media of a CCSD meeting made for whatever purpose at the direction of the CCSD shall be subject to inspection pursuant to the California Public Records Act. CCSD tape and film records may be erased ninety (90) days after the taping or the recording.

5. MEMBERS OF THE BOARD OF DIRECTORS

Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

- 5.1 Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.
- 6.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the CCSD are to be delegated to professional staff members of the CCSD.

7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request to the General Manager or District Clerk, shall have access to information relative to the operation of the CCSD, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or District Clerk cannot provide the requested information in a timely manner by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager or District Clerk shall inform the individual Board Member why the information is not or cannot be made available.
- 7.2 In handling complaints from residents, property owners within the CCSD, or other members of the public, Directors

are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the CCSD's response, if any.

- 7.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should confer directly with the General Manager.
- 7.4 When approached by CCSD personnel concerning specific CCSD policy, Directors should direct inquiries to the General Manager or District Clerk. The chain of command should be followed.
- 7.5 Directors and General Manager should develop a working relationship so that current issues, concerns and CCSD projects can be discussed comfortably and openly.
- 7.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in their absence, to the District Clerk.
- 7.7 Directors are responsible for monitoring the CCSD's progress in attaining its goals and objectives, while pursuing its mission.

8. DIRECTOR COMPENSATION

- 8.1 Effective July 1, 2009, each Director is authorized to receive seventy five dollars (\$75.00) as compensation for each meeting they attend that relates to CCSD business, including regular, adjourned or special meetings, standing or ad hoc committee meetings, including any days of travel for Board business, and excluding personal or impromptu meetings with a constituent(s).
- 8.2 Director compensation shall not exceed six days in any calendar month.
- 8.3 In no event shall Director compensation exceed \$75 per day, or \$450 per month.
- 8.4 Each Board Member is entitled to reimbursement for their expenses incurred in the performance of the duties required or authorized by the Board.
 - (a) It is the policy of the CCSD to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the CCSD for Board members and staff to

stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible. Actual hotel/motel costs shall be reimbursed. Personal phone calls are not reimbursable.

- (b) Any Director traveling on CCSD business shall receive in addition to transportation and lodging expenses, as an alternative to presenting receipts, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement and the Director shall neither be required to account for use of the per diem, return the unused portions, nor claim additional expenses for these items. The per diem shall be set by resolution of the Board. The per diem shall be \$50.00.

9. COMMITTEES

- 9.1 (a) As is customary with Board meetings, all committees shall meet within the jurisdictional boundaries of CCSD except in emergency.

- (b) Ad Hoc Committees

The Board shall appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

- 9.2 Standing Committees

- (a) The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board of Directors and shall not commit the CCSD to any policy, act or expenditure. Each standing committee may consider CCSD related issues, on a continuing basis, assigned to it by the Board of Directors. The Board of Directors shall appoint committee members.

- (b) All standing committees shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these Bylaws. Summary notes for each meeting of each committee shall be forwarded to the Board of Directors as a public record.

10. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors on Monday of each week and/or with agenda packet.

- 10.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the CCSD; and
- 10.2 All letters and other documents received by the CCSD that are of CCSD-wide concern as determined by CCSD staff.
- 10.3 The CCSD General Manager shall establish a policy for receiving, processing and distribution of CCSD correspondence.

11. CONFLICTS AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by a Board Member or the CCSD that may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws, which regulate conflicts, are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at (916) 322-5660, prior to the day of the meeting, if they have a question about a particular agenda item.

11.1 Conflict of Interest

Each Director is encouraged to review the CCSD Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her immediate family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

11.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Board member has financial interest.

11.3 Incompatible Office

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest.

12. BOARD MEMBER VACANCY

The Community Services CCSD law specifically states in Government Code § 61042, subd. (c):

Any vacancy in the office a member elected to the board of directors shall be filled pursuant to Section 1780.

Government Code §1780 states the options for filling a Board vacancy.

Should the board of directors choose to fill a vacancy by appointment (allowed by law) the following process in addition to the required actions may include:

- 12.1 Adopt a resolution calling for posting of Notice of Vacancy.
- 12.2 The notice is posted in compliance with Government Code §1780 which provides that the remaining board members may fill the vacancy by appointment and that a notice be posted at the three CCSD posting locations at least fifteen (15) days before the appointment is made.
- 12.3 The notice may be published in a newspaper of general circulation.
- 12.4 Within 30 days of vacancy notice and receipt of applications call a special meeting for applicant interview process.
- 12.5 The appointment is to be made within 60 days of effective resignation.
- 12.6 At next regular meeting hold nominations to fill the vacancy. The successful candidate will receive a motion, second and a two thirds majority of votes cast.
- 12.7 The appointee will take the Oath of Office and is encouraged to participate in timely orientation.

13. EVALUATIONS

The CCSD's General Manager and District Legal Counsel shall be evaluated annually.

14. CONTINUING EDUCATION

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve CCSD operation. Subject to budgetary constraints, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the CCSD.

15. BOARD BY-LAW REVIEW POLICY

Subject to 3.1 the Board By-law Policy shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

16. RESTRICTIONS ON RULES

The rules contained herein are guidelines only and shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

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

DATE: May 22, 2012

AGENDA ITEM: Discussion and Possible Action: Adoption of Board-General Manager Communications Policy

RECOMMENDATIONS:

Discuss proposed Board–General Manager Communications Policy, and assuming Board elects to adopt the proposed policy as currently drafted or with modifications, direct staff to incorporate Board–General Manager Communications Policy into a “District Board Member Policy Manual”.

FINANCIAL IMPACT:

None

BACKGROUND:

Director Mirbegain has proposed a Board –General Manager Communications Policy to define protocols for communications between the District Board and General Manager (see attached). Such policies are common and typically enhance communications between a Board and General Manager, as well as the organization’s entire staff, by defining what is or isn’t an appropriate mode or form of communication. For example, most communication policies specify that “Board member to line staff communications” must be routed through the General Manager. By routing communications through the General Manager, the General Manager is kept aware of issues or concerns the Board may have with the line staff that ultimately report to and are the responsibility of the General Manager.

The language of the proposed Board–General Manger Communications Policy is consistent with The “Policy Governance model” developed by John Carver (see “Reinventing Your Board: A Step-by-step Guide to Implementing Policy Governance” by John Carver and Miriam Carver). Unlike many policies, which seek to identify all actions and activities that are appropriate or otherwise approved, the proposed Board–General Manager Communications Policy is structured so as to identify those specific actions or activities that are not allowed. In many cases, as in this instance, it is far easier and more efficient to identify what isn’t allowed versus all of the actions or activities that are permissible.

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

Communications and Board Support Policy

With respect to providing information and counsel to the Board the GM may not permit the Board to be uninformed. Accordingly, he or she may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion.
2. Let the Board be unaware of relevant trends, anticipated negative media coverage, and material internal and external changes, particularly changes in assumptions on which board policies have previously been established.
3. Fail to advise the Board if, in the GM's opinion, the board is not in compliance with its own policies and practices.
4. Fail to marshal for the Board as many staff and external points of view, issues and options as needed for fully informed board choices.
5. Fail to report in a timely manner an actual or anticipated noncompliance or litigation issue.
6. Fail to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to committees duly charged by the board. Decisions or instructions of individual board members, officers or committees are not binding on the GM except in rare circumstances specifically authorized by the board.

Rural rep speaks about wastewater

Staff reports

SACRAMENTO — A representative from the Regional Council of Rural Counties (RCRC) Wednesday spoke before the State Water Resources Control Board during a public hearing regarding a proposed onsite wastewater treatment systems (OWTS) policy.

The OWTS policy is part of a regulation that implements Assembly Bill 885, which was passed in 2000, to address state-wide standards for all new and existing onsite water treatment systems.

Nate Beason, RCRC Second Vice-Chair and a Nevada County Supervisor, spoke on behalf of all California counties before the Water Board on its final draft of a proposed quality control policy to be used in siting,

*See RURAL,
Page A3*

design, operation and maintenance of OWTS.

"RCRC appreciates that the Water Board addressed many of our prior concerns with the proposed AB 885 regulations by recognizing local government control as the most effective way to regulate onsite wastewater systems in California," Beacon said. "However, counties remain very concerned about the proposed process they and homeowners would have to go through to get approval of their projects and programs."

The OWTS policy outlines a multi-tiered regulatory structure to implement the statutory requirements of AB 885. Among other things, AB 885 requires the Water Board to develop statewide standards for all new and existing OWTS, including septic tank systems, with particular attention to failing systems and those located adjacent to nitrogen and pathogen impaired surface water bodies.

The Water Board's current proposal provides procedural and technical details explaining how the policy would be implemented statewide. While there are no new requirements for existing residential OWTS, provided these systems are functioning properly and are not near one of the impaired water bodies identified in the policy, the proposed policy does not impose some new prescriptive standards on all new and replacement OWTS. Local agencies would be given permitting authority for these systems only if a local agency managing plan for OWTS is formally approved by a regional or state water board within five years following the effective date of the policy.

In counties without an approved local agency management plan, property owners would be subject to new highly restrictive OWTS siting and design criteria that effectively preclude installing OWTS on many existing and new

lots throughout the state.

"Some of the proposed process requirements are of particular concern to our smaller counties because they may not have the necessary resources to comply," Beacon said.

In 2008, RCRC opposed proposed regulations issued by the Water Board. At the time, the proposed standards were a one-size-fits-all approach and were unreasonably costly, with a projected 10-year price tag of \$1.4 billion. In response to outcry from homeowners and RCRC member counties, the Water Board abandoned that proposal and developed a revised approach with RCRC input.

RCRC is an association of 31 rural counties that advocated before the Legislature, Congress and other government agencies on behalf of rural issues. Headquartered in Sacramento, county supervisors comprise RCRC's governing board. Visit www.rcrcnet.org for more information.

Yolo water allotment announced

Terry Knight
R-B Outdoors writer

LAKEPORT — Clear Lake's level as of May 1 determines how much water the Yolo County Flood Control and Water Conservation District can withdraw from Clear Lake for irrigation.

This year as of May 1 the lake level was at 5.89 feet on the Rumsey Gauge. The Solano Decree specifies the maximum amount of water that can be withdrawn in any given year.

This year, according to the Solano Decree, Yolo County is entitled to approximately 82,000 acre feet of water. For example when Clear Lake is full at 7.56 feet on the Rumsey Gauge, Yolo

See WATER, Page A3

Water

From Page A1 _____

County is entitled to 150,000 acre feet.

In order to balance the needs for recreation on Clear Lake and water use within Yolo County, withdrawals are limited by month to a maximum of the following percentages of the total withdrawal for each month, May: 18.6 percent, June: 20.6 percent, July: 21 percent, August: 19.9 percent, September: 10.5 percent and October: 2.4 percent.

Withdrawals during any month, except October, may exceed that month's withdrawal by 10 percent or 1,000 acre feet, whichever is greater. Such excess withdrawal is deducted from the allowable withdrawal for the next month. In addition, the October monthly withdrawal may be taken in any given month without affecting the following month's scheduled withdrawal.

In addition to the maximum amount withdrawn, monthly minimum water levels must be maintained. These limitations are based on the adjusted May 1 lake level. If the adjusted May 1 lake level is above 7.56 feet Rumsey, the lake may not be drawn below 1.25 feet Rumsey on Oct. 31.

■ Tuleyome Tales

How the California Delta was formed

Glen Holstein
Contributing writer

Fifteen thousand years ago what became California had no Delta and was in a very different world, one in which much of North America and Europe were covered by vast continental ice sheets. By then people occupied most of the Eastern Hemisphere but few, if any, had yet reached the Americas.

Then what is now central California's coastline was 26 miles west of its present location. The Farallons were then not islands but coastal headlands overlooking an open ocean dropping abruptly to great depths.

What is now the continental shelf was a vast, dry plain bisected by an ancestral Sacramento River swollen to great volume by melting glaciers then widespread in the Sierra Nevada. It entered the Pacific south of the Farallons and flowed through the Coast Range 300 feet below present water level in deep canyons at what are now the Golden Gate and Carquinez Strait.

The climate along the lower Sacramento was much like the present coast of southern Alaska and British Columbia, but the world was warming. The great continental ice sheets began retreating, and their meltwater caused seas to rise everywhere. By 10,000 years ago they neared the present shoreline and by 8,000 years ago had entered the Golden Gate.

People resided in what would become California



Contributed photo

Gulls congregate at the flooded Delta Island. The Delta was created by flooding that started just 5,000 years ago.

by then and had established villages in a broad valley just inside the outermost Coast Range ridge. Soon, however, rising seas following the ancestral Sacramento River's channel inland completely flooded their valley and created what later arrivals would call San Francisco Bay.

Inexorably seas pushed farther inland flooding more valleys and creating new bays like San Pablo and Suisun until they finally stopped near the present Montezuma Hills 5,000 years ago.

There freshwater flowing downstream from the Sierras and Cascades through the Sacramento and San Joaquin rivers met seawater flowing inland through the Golden Gate. They mixed some, but the freshwater mostly flowed outward some distance in a shallow

lens above the heavier salt water, which also acted as a hydraulic dam to stop most river flow at the Montezuma Hills and cause freshwater to backup and flood a vast area in the lowest part of the Central Valley.

This flooding, which started just 5,000 years ago, created California's Delta. Because sea level rise was gradual, the flooded area always remained very shallow beyond the deeper river channels and became covered by tall marsh plants called tules.

Seas still slowly rose, though, and freshwater in the flooded Delta area also did just slowly enough for each new tule generation to grow on the last's flooded remains.

Eventually the latest tule generation grew on many feet of ancestral organic remains, which became the Delta's

famous peat soil.

A similar process in the same time period north of East Anglia created England's famous Fenlands and provided the term fen for similar wetlands around the world. Consequently the Delta is California's largest fen and one of the largest in the world. What happened to it next is another tale.

Glen Holstein received his PhD in Botany from UC Davis and is a senior scientist with Zentner and Zentner, a local biological consulting company. Holstein is botanist for the Sacramento Valley chapter of the California Native Plant Society. He is also on the board of Tuleyome, a nonprofit organization working to protect the wild and agricultural heritage of California's Inner Coast Range and Western Sacramento Valley.

THE PRESS DEMOCRAT • WEDNESDAY, APRIL 25, 2012

Sewage spills lead to fines

A Marin County sanitary district has agreed to pay more than \$1.5 million in fines and other charges in connection with sewage spills that released more than 3 million gallons of wastewater in December 2010.

The agreement between the Ross Valley Sanitary District and state water regulators calls for the district to pay more than \$800,000 in fines. The rest of the money will go towards improving sewer infrastructure and improving wildlife habitat.

— *Press Democrat news services*

County blocks vineyard water rules

Grape growers call frost-protection regulations role for state, not county

By BRETT WILKISON

THE PRESS DEMOCRAT

Sonoma County supervisors voted unanimously Tuesday to scale back controversial rules designed to protect endangered fish and regulate how grape growers use water from the Russian River for frost protec-

tion.

The board eliminated rules that would have required vineyard and orchard operators to monitor and report their water diversions from the river, its tributaries and nearby groundwater.

A county program that simply registers growers who use Russian River water for frost protection will continue. Going forward, it will only require registration for new growers, or operations that have been

modified or changed hands. The registration fee is \$64.

The shift was spurred by state regulations approved last year that impose many of the same requirements, including monitoring and reporting, with stronger enforcement authority to back them up.

The state rules are tied up in court after a coalition of grape growers sued and a judge postponed their enforcement. Many grape growers in Sonoma County and Mendocino County are

complying with the rules in the meantime.

Sonoma County's program drew heavy fire from some growers early last year when it came before the Board of Supervisors.

Critics took issue with a reporting requirement that would have identified how much water individual growers were taking from the river system for frost measures.

John Dyson, the high-pow-

FROST: Environmentalists urge later look at monitoring

CONTINUED FROM PAGE B1

ered owner of Williams Selyem winery in Healdsburg, compared such measures to a "witch hunt."

Under pressure, the board postponed implementation of the monitoring and reporting rules until this year. That step is no longer warranted with the unveiling of state rules, county officials said Tuesday.

Wine industry representatives agreed. "This is the authority of the state. It's their job. It's what they do. It's why they exist," said Bob Anderson, executive director of United Wine Growers for Sonoma County.

Environmentalists who questioned the strength of the county program last year urged supervisors to revisit stream monitoring and reporting in the future.

They also lobbied for an expanded registration program. While the county requires growers to detail the type of water diversion they use, their source of water and the acreage they protect from frost, it does not require a proof of state water rights, said David Keller, Bay Area director for the Friends of the Eel River.

"Helping to find out whether or not your applicants have a legal

right to use this water is important," Keller said.

County Agricultural Commissioner Tony Linegar confirmed the county does not ask for proof of water rights. But state officials have access to county registration records and have reviewed those records, according to Linegar and David Hurst, chief deputy county counsel.

Linegar told the board that adding a check for water rights "would be a discussion we could have."

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