



Hidden Valley Lake Community Services District

Regular Board Meeting

Tuesday February 16, 2021– 7:00 PM

Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor's Executive Orders, this Board Meeting is being conducted via Microsoft Teams, and there will be no physical location from which members of the public may participate. The Public can listen or watch the Live Stream video on the District's website at: <http://www.hvlcsd.org>

To join this meeting select the February 16, 2021 Board of Directors Meeting select Join Microsoft Teams Meeting Select Join on the web instead.

Please submit your comments to Penny Cuadras at pcuadras@hvlcsd.org or mail comments to the attention of: Administrative Services Manager, Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Board President as related to the agenda item or during Public Comment.

DATE: Tuesday February 16, 2021

TIME: 7:00 p.m.

PLACE: VIRTUAL via Microsoft Teams

Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

CALL TO ORDER

- 1) PLEDGE OF ALLEGIANCE
- 2) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) DISCUSSION AND POSSIBLE ACTION: Hear Customer Comments and Provide Direction for the General Manager to address Connection into the District.
- 5) CONSENT CALENDAR
 - A. MINUTES: Approval of the January 15, 2021 Finance Committee Meeting Minutes.
 - B. MINUTES: Approval of the January 19, 2021 Regular Board Meeting Minutes.
 - C. DISBURSEMENTS: Check # 037913 - #037984 including drafts and payroll for a total of \$583,938.
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Finance Committee
 - Personnel Committee
 - Emergency Preparedness Committee
 - Lake Water Use Agreement-Ad Hoc Committee
 - Trane Ad-Hoc Committee
 - Valley Oaks Project Sub-Committee

- 7) **STAFF REPORTS** (for information only, no action anticipated)
Financial Report
Administration/Customer Service Report
ACWA State Legislative Committee
Field Operations Report
General Managers Report
- 8) **DISCUSSION: PROJECTS UPDATE**

BOARD LIST OF PRIORITIES:
 - Generators
 - Tank 9
 - I&I
 - SCADA
 - AMI
- 9) **DISCUSSION AND POSSIBLE ACTION:** Authorize the General Manager to submit a Sub-Application Match Commitment Letter Water Mains
- 10) **DISCUSSION AND POSSIBLE ACTION:** Authorize the General Manager to submit a Sub-Application Match Commitment Letter Fuels Reduction & Ignition Resistant Construction
- 11) **DISCUSSION AND POSSIBLE ACTION:** Authorize the General Manager to submit Notice to Proceed Debris Removal
- 12) **DISCUSSION AND POSSIBLE ACTION:** SDRMA Board Of Directors Nomination And Election
- 13) **PUBLIC COMMENT**
- 14) **BOARD MEMBER COMMENT**
- 15) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings . 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. Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: January 15, 2021**

The Hidden Valley Lake Community Services District Finance Committee met via Teleconference.

Present via Teleconference were:

- Director Gary Graves
- Dennis White, General Manager
- Trish Wilkinson, Accounting Supervisor
- Alyssa Gordon, Project Manager
- Hannah Davidson, Water Resources Specialist
- Penny Cuadras, Administrative Services Manager
- Norman Newell, Smith & Newell

Director Jim Freeman joined the meeting at 2:00 PM

CALL TO ORDER

The meeting was called to order at 12:47 PM by Director Graves.

APPROVAL OF AGENDA

Agenda approved by Director Graves.

REVIEW and DISCUSS:
Smith & Newell 2019-2020

Following review and discussion on the 201-2020 Audit, the Committee recommendation to the Board is to accept the 2019-2020 Audit as presented at the January 19, 2021 Regular Board Meeting.

REVIEW and DISCUSS:
Monthly Financial Reports & Disbursements

The Committee reviewed and discussed the financial reports for the period ending December 31, 2020.

REVIEW and DISCUSS:
Projects Update

Staff provided an update of District projects and reimbursements received from FEMA.

REVIEW and DISCUSS:
Approved & Proposed Salaries

Staff requests Committee recommendation on proposed median salaries in an effort to create a uniform pay structure for Utility Positions.
The Committee Recommendation to Board is to approve Proposed Median Salaries.

REVIEW and DISCUSS:
Match Commitment Letter for Fuel Mitigation Project

The Committee requests staff provide funding source to the Board prior to Recommendation to the Board to approve the Match Commitment Letter for Fuel Mitigation Project.

REVIEW and DISCUSS:

Request for Proposal To Reduce Vegetative Debris In The Firebreak Area To Protect Against Stormwater Inundation Of Critical Infrastructure During Extreme Rain Events

Finance Committee recommendation to the Board is to approve staff to issue a request for proposal to reduce vegetative debris in the firebreak area.

Permission from property owners is required, ten letters went out to property owners December 14th. A second round of letters will go out this week.

PUBLIC COMMENT

No members of the public present.

BOARD MEMBER COMMENT

Director Freeman apologized for arriving late to the meeting.

Director Graves acknowledged staff for good job and encouraged staff to keep up the good work.

Director Graves informed the committee Adventist Health will be offering COVID Vaccines to those 65 years of age and older. Contact Adventist Health at 707.995.4500 to schedule an appointment.

ITEMS FOR NEXT AGENDA

Match Commitment letter for Tank 4

Possible Resilience Project

Budget

Insurance Options

ADJOURNMENT

On a motion made by Director Freeman and second by Director Graves the Committee voted unanimously to adjourn the meeting. The meeting was adjourned at 2:21 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: January 19, 2020 – 7:00 PM**

The Hidden Valley Lake Community Services District Board of Directors met this evening via Teleconference

Present Via Teleconference were:

Director Jim Freeman, President
Director Claude Brown
Director Gary Graves
Director Jim Lieberman
Director Sean Millerick
General Manager, Dennis White
Administrative Services Manager, Penny Cuadras

Others Present via Teleconference were:

Accounting Supervisor, Trish Wilkinson
Water Resources Specialist, Alyssa Gordon
Water Resources Specialist, Hannah Davidson
Norman Newell, Smith & Newell

CALL TO ORDER

The meeting was called to order at 7:07 P.M. by President Freeman.

APPROVAL OF AGENDA

Director Graves moved to approve the January 19, 2021 Regular Board Agenda as presented. Seconded by Director Millerick.

Roll Call Vote:

AYES: (5) Directors, Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimous to approve January 19, 2021 Regular Board Agenda as presented.

DISCUSSION AND POSSIBLE ACTION:

**Accept Independent Auditor's Report For The Year Ended
June 30, 2020 as Presented by Smith & Newell CPA.**

Mr. Norman Newell presented the 2020 Audit and responded to all inquiries.

The Board Accepted the Independent Auditor's Report For The Year Ended June 30, 2020 as Presented by Smith & Newell CPA.

DISCUSSION AND POSSIBLE ACTION:

Provide Direction For The General Manager To Address Water Consumption Disputed By A Customer

Following discussion with the customer, Director Graves moved to revisit the rescinded Leak Adjustment policy and seek legal counsel for further direction. Seconded by Director Lieberman.

No Further Discussion from the Board.

No Further Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous for the Board to revisit the rescinded Leak Adjustment policy and seek legal counsel for further direction.

"Customer agreed to pay this week the regular monthly charges without the late fees to bring account current minus fees in question."

Staff will contact customer when item is back on the agenda for discussion.

CONSENT CALENDAR

Director Brown moved to approve the Consent Calendar. Seconded by Director Graves. The Board approved the following Consent Calendar as presented.

- (A) MINUTES: Approval of the December 4, 2020 Special Meeting Minutes.
- (B) MINUTES: Approval of the December 4, 2020 Board Workshop Minutes.
- (C) MINUTES: Approval of the December 10, 2020 Personnel Committee Meeting Minutes.
- (D) MINUTES: Approval of the December 14, 2020 Finance Committee Meeting Minutes.
- (E) MINUTES: Approval of the December 15, 2020 Regular Board Meeting Minutes.
- (F) DISBURSEMENTS: Check #037797 - #037912 including drafts and payroll for a total of \$496,491.70.

Director Lieberman moved to amend item 6(A) December 4, 2020 Special Meeting Minutes on the Consent Calendar.

Director Millerick moved to approve items (B) through (F) on the consent calendar. Seconded by Director Lieberman. No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to approve items 6(B) through 6(F) of the Consent Calendar.

Director Lieberman moved to approve the consent calendar with the amendment to item 6(A) December 4, 2020 Special Meeting Minutes. Seconded by Director Graves.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to approve the consent calendar with the amendments to item 6(A) December 4, 2020 Special Meeting Minutes.

BOARD COMMITTEE REPORTS

Finance Committee: Met Friday, will provide report as addressed in the agenda.

Personnel Committee: Have not met.

Emergency Preparedness Committee: Meeting in February

Lake Water Use Agreement-Ad Hoc Committee: Meeting in February

Valley Oaks Sub-Committee: Have not met.

STAFF REPORTS

Financial Report: Increase in maintenance cost due to annual maintenance of generators,

Administration/Customer Services Report: Delinquent accounts continue to increase; second delinquent letters will go out February 20th. Notice to pay was sent to tenants to pay in 30 days, Landlords will be notified. The District has received a few payments on customer accounts from North Coast Opportunities. Resources have been provided on the District website for customers.

Staff provided clarification on duplicate statements that went out to customers, measures have been put in place to prevent the error from happening in the future.

Field Operation Report: Staff provided clarification on all inquiries from the Board.

ACWA State Legislative Committee: District has been accepted into the Committee; Hannah will be attending the first meeting January 22nd.

General Manager Report: Staff provided information to the Board about the Hartmann Ball Park Project; the District may be eligible for a Grant for 100% funding with no match commitment. Funding will be based on Gov Code and original formation of the District.

PROJECT PRIORITIES: No Discussion

- Generators
- Tank 9
- I&I
- SCADA
- AMI

DISCUSSION:
Project Update

Staff received a Notice to submit a Sub-Application for the Water Main Project, staff is currently working with GHD to get the application submitted.

DISCUSSION AND POSSIBLE ACTION:

Consider Forming Trane Energy Resilience Ad Hoc Committee

District counsel offered the solution of creating an AD-Hoc Committee to continue discussion with Trane regarding the specifics of a potential project.

Director Freeman request Director Brown and Director Graves be on that Committee.

Director Millerick made the motion to approve the formation of the Trane Energy Resilience Ad Hoc Committee featuring Director Graves and Director Brown. Seconded by Director Lieberman.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to approve the formation of the Trane Energy Resilience Ad Hoc Committee featuring Director Graves and Director Brown.

Staff confirmed legal did advise it would be in the best interest of the District to form an ad hoc committee and consult with a financial advisor. The Ad-Hoc committee may provide information to the Board in a closed session.

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2021-01 Designation of Applicant's Authorized Agent

Director Lieberman moved to Approve Resolution 2021-01 Designation of Applicant's Authorized Agent.

Seconded by Director Graves.

Finance Committee recommendation to the Board is to Approve Resolution 2021-01 Designation of Applicant's Authorized Agent.

No Public Comment

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to approve Resolution 2021-01 Designation of Applicant's Authorized Agent.

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

Director Brown moved to Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

Seconded by Director Graves.

Finance Committee recommendation to the Board is to Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to Authorize the General Manager to Submit a Sub-Application Match Commitment Letter for Fuel Mitigation Project.

DISCUSSION AND POSSIBLE ACTION:

Authorize the General Manager to issue a Request for Proposal to reduce vegetative debris in the firebreak area to protect against stormwater inundation of critical infrastructure during extreme rain events.

Director Graves moved to Authorize the General Manager to issue a Request for Proposal to reduce vegetative debris in the firebreak area to protect against stormwater inundation of critical infrastructure during extreme rain events.

Seconded by Director Brown

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to Authorize the General Manager to issue a Request for Proposal to reduce vegetative debris in the firebreak area to protect against stormwater inundation of critical infrastructure during extreme rain events.

DISCUSSION AND POSSIBLE ACTION:

Accept Salaries as proposed by the General Manager.

Director Graves moved to Accept Salaries as proposed by the General Manager.

Seconded by Director Brown

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous to Accept Salaries as proposed by the General Manager. Operator II at 5%, Operator I and Accounts Representative as proposed.

PUBLIC COMMENT

No members of the Public present.

BOARD MEMBER COMMENT

The Board thanked Trish for a great job on the Audit and for the third year with no deficiencies.
Director Graves thanked all staff for their effort.

ADJOURNMENT

On a motion made by Director Lieberman and seconded by Director Graves the Board voted unanimously to adjourn the meeting at 9:07 PM by Roll Call Vote.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Lieberman, Millerick and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimous, meeting was adjourned at 9:07 P.M.

_____ Date
Jim Freeman
President of the Board

_____ Date
Dennis White
General Manager, Secretary to the Board

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	104.31
01-1086	CALIFORNIA SPECIAL DISTRI			N		FUND TOTAL FOR VENDOR	3,626.50
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	4,257.54
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	10,888.00
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	248.69
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	5,950.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,159.80
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	6,780.81
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	4,839.35
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	443.03
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	7,538.06
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	8,855.97
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	846.04
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	7,188.75
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	348.07
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	137.68
01-2559	ROTO-ROOTER OF LAKE COUNT			N		FUND TOTAL FOR VENDOR	280.00
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	2,182.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	577.04
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	79.35
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	168.57
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	1,262.50
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	202.17
01-2768	LAKE COUNTY VECTOR CONTRO			N		FUND TOTAL FOR VENDOR	213.88
01-2788	GHD			N		FUND TOTAL FOR VENDOR	7,896.70
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	914.14

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,992.75
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	356.25
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	6,009.43
01-2830	CUMMINS SALES AND SERVICE			N		FUND TOTAL FOR VENDOR	201.54
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	730.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	1,968.75
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	72.40
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	200.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	558.61
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.50
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	4,636.40
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	465.00
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	322.50
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	188.50
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	205.49
01-2995	CITY OF SACRAMENTO			N		FUND TOTAL FOR VENDOR	11,645.19
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	17.42
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	178.57
01-3024	ANTEAGROUP			N		FUND TOTAL FOR VENDOR	1,874.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	138.97
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	46,803.50
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00

*** FUND TOTALS ***

172,900.72

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	263.80
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	116.28
01-1086	CALIFORNIA SPECIAL DISTRI			N		FUND TOTAL FOR VENDOR	3,626.50
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	4,172.94
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	16,259.00
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	254.68
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	5,950.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,159.79
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	6,737.61
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	582.65
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	443.02
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	8,618.91
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	846.02
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	401.20
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	137.66
01-2567	ASSOCIATION OF CALIFORNIA			N		FUND TOTAL FOR VENDOR	16,860.00
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	2,182.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	577.03
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	79.35
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	168.56
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,365.32
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	202.17
01-2768	LAKE COUNTY VECTOR CONTRO			N		FUND TOTAL FOR VENDOR	213.88
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	914.10
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,490.00

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	356.25
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	1,660.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	1,968.75
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	72.39
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	200.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	558.60
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.50
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	465.00
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	322.53
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	188.50
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	205.49
01-2995	CITY OF SACRAMENTO			N		FUND TOTAL FOR VENDOR	11,645.17
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	17.43
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	178.56
01-8	AT&T			N		FUND TOTAL FOR VENDOR	138.96
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	43,629.08
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00
*** FUND TOTALS ***							151,888.18

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
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01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	159.71
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*** FUND TOTALS *** 159.71

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
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01-1636	US BANK - St. Paul			N		FUND TOTAL FOR VENDOR	48,175.50
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*** FUND TOTALS *** 48,175.50

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
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01-1636	US BANK - St. Paul			N		FUND TOTAL FOR VENDOR	142,813.66
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*** FUND TOTALS ***							142,813.66
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*** REPORT TOTALS ***			515,937.77				515,937.77
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G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	322.50
120 2088	SURVIVOR BENEFITS - PERS	19.59
120 2090	PERS PAYABLE	3,810.71
120 2091	FIT PAYABLE	5,138.22
120 2092	CIT PAYABLE	2,139.63
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	805.70
120 2095	S D I PAYABLE	666.79
120 2099	DEFERRED COMP - 457 PLAN	356.25
120 5-00-5020	EMPLOYEE BENEFITS	202.17
120 5-00-5025	RETIREE HEALTH BENEFITS	1,299.86
120 5-00-5060	GASOLINE, OIL & FUEL	40.53
120 5-00-5061	VEHICLE MAINT	201.54
120 5-00-5062	TAXES & LIC	213.88
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	3,886.44
120 5-00-5092	POSTAGE & SHIPPING	653.63
120 5-00-5121	LEGAL SERVICES	2,157.25
120 5-00-5122	ENGINEERING SERVICES	8,206.70
120 5-00-5123	OTHER PROFESSIONAL SERVICES	4,636.40
120 5-00-5126	AUDIT SERVICES	5,950.00
120 5-00-5130	PRINTING & PUBLICATION	320.16
120 5-00-5145	EQUIPMENT RENTAL	737.18
120 5-00-5148	OPERATING SUPPLIES	1,296.10
120 5-00-5150	REPAIR & REPLACE	23,780.60
120 5-00-5155	MAINT BLDG & GROUNDS	202.50
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5160	SLUDGE DISPOSAL	7,188.75
120 5-00-5191	TELEPHONE	749.51
120 5-00-5192	ELECTRICITY	46,803.50

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5193	OTHER UTILITIES	248.69
120 5-00-5194	IT SERVICES	2,647.50
120 5-00-5195	ENV/MONITORING	2,992.75
120 5-00-5315	SAFETY EQUIPMENT	1,874.00
120 5-00-5545	RECORDING FEES	15.00
120 5-10-5010	SALARIES & WAGES	446.49
120 5-10-5020	EMPLOYEE BENEFITS	8,301.78
120 5-10-5021	RETIREMENT BENEFITS	2,925.64
120 5-10-5090	OFFICE SUPPLIES	226.31
120 5-10-5170	TRAVEL MILEAGE	17.42
120 5-30-5010	SALARIES & WAGES	355.75
120 5-30-5020	EMPLOYEE BENEFITS	8,004.88
120 5-30-5021	RETIREMENT BENEFITS	2,100.03
120 5-30-5022	CLOTHING ALLOWANCE	139.19
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	8.00
120 5-40-5030	DIRECTOR HEALTH BENEFITS	1,439.43
120 5-60-6009	ACCESS RD	6,059.43
120 5-60-6011	LNU COMPLEX - B	11,645.19
120 5-70-7201	I & I	370.00
	** FUND TOTAL **	172,900.72
130 1052	ACCTS REC WATER USE	263.80
130 2075	AFLAC	322.53
130 2088	SURVIVOR BENEFITS - PERS	19.47
130 2090	PERS PAYABLE	3,722.12
130 2091	FIT PAYABLE	5,131.00
130 2092	CIT PAYABLE	2,109.75
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	787.90
130 2095	S D I PAYABLE	652.05
130 2099	DEFERRED COMP - PLAN 457 PAYAB	356.25
130 5-00-5020	EMPLOYEE BENEFITS	202.17
130 5-00-5025	RETIREE HEALTH BENEFITS	1,299.86
130 5-00-5060	GASOLINE, OIL & FUEL	40.54
130 5-00-5062	TAXES & LIC	213.88
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	20,746.44
130 5-00-5092	POSTAGE & SHIPPING	653.61
130 5-00-5121	LEGAL SERVICES	2,157.25
130 5-00-5122	ENGINEERING SERVICES	310.00
130 5-00-5126	AUDIT SERVICES	5,950.00
130 5-00-5130	PRINTING & PUBLICATION	320.15
130 5-00-5145	EQUIPMENT RENTAL	737.16
130 5-00-5150	REPAIR & REPLACE	9,007.31
130 5-00-5155	MAINT BLDG & GROUNDS	202.50
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5191	TELEPHONE	749.49

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5192	ELECTRICITY	43,629.08
130 5-00-5193	OTHER UTILITIES	254.68
130 5-00-5194	IT SERVICES	2,647.50
130 5-00-5195	ENV/MONITORING	1,490.00
130 5-00-5545	RECORDING FEES	15.00
130 5-10-5010	SALARIES & WAGES	446.46
130 5-10-5020	EMPLOYEE BENEFITS	8,301.67
130 5-10-5021	RETIREMENT BENEFITS	2,925.56
130 5-10-5090	OFFICE SUPPLIES	226.28
130 5-10-5170	TRAVEL MILEAGE	17.43
130 5-30-5010	SALARIES & WAGES	337.65
130 5-30-5020	EMPLOYEE BENEFITS	7,965.00
130 5-30-5021	RETIREMENT BENEFITS	1,951.76
130 5-30-5022	CLOTHING ALLOWANCE	139.19
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITS	8.00
130 5-40-5030	DIRECTOR HEALTH BENEFITS	1,439.42
130 5-60-6011	LNU COMPLEX - B	22,441.17
130 5-70-7204	TANK 9	1,350.00
	** FUND TOTAL **	151,888.18
140 5-00-5192	ELECTRICITY	159.71
	** FUND TOTAL **	159.71
215 5-00-5522	INTEREST ON LONG-TERM DEBT	48,175.50
	** FUND TOTAL **	48,175.50
218 5-00-5522	INTEREST ON LONG-TERM DEBT	27,932.74
218 5-00-5595	CIEDB LOAN ANNUAL FEE	4,815.99
218 5-00-5599	PRINCIPAL PMT	110,064.93
	** FUND TOTAL **	142,813.66

	** TOTAL **	515,937.77

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 : 1/01/2021 THRU 1/31/2021 0/00/0000 THRU 99/99/9999 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

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

120-SEWER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,490,929.00</u>	<u>238,728.52</u>	<u>1,203,315.45</u>	<u>287,613.55</u>	<u>80.71</u>
TOTAL REVENUES	<u>1,490,929.00</u>	<u>238,728.52</u>	<u>1,203,315.45</u>	<u>287,613.55</u>	<u>80.71</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	777,716.00	118,841.03	734,216.39	43,499.61	94.41
ADMINISTRATION	402,258.00	44,733.90	205,419.78	196,838.22	51.07
FIELD	417,256.00	37,156.21	187,578.08	229,677.92	44.96
DIRECTORS	44,530.00	1,620.64	15,899.72	28,630.28	35.71
SPECIAL PROJECTS	0.00	17,704.62	164,751.07	(164,751.07)	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>370.00</u>	<u>13,122.10</u>	<u>(13,122.10)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,641,760.00</u>	<u>220,426.40</u>	<u>1,320,987.14</u>	<u>320,772.86</u>	<u>80.46</u>
REVENUES OVER/(UNDER) EXPENDITURES	(150,831.00)	18,302.12	(117,671.69)	(33,159.31)	78.02

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	400.00	100.00	80.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	1,977.00 (1,977.00)	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	0.00	462.60	5,037.40	8.41
120-4050 SALES OF RECLAIMED WATER	110,000.00	477.95	79,581.64	30,418.36	72.35
120-4111 COMM SEWER USE	43,113.00	4,022.79	25,080.69	18,032.31	58.17
120-4112 GOV'T SEWER USE	900.00	0.00	389.64	510.36	43.29
120-4116 SEWER USE CHARGES	1,217,940.00	121,770.53	739,987.49	477,952.51	60.76
120-4210 LATE FEE	20,000.00	1,608.80	11,673.02	8,326.98	58.37
120-4300 MISC INCOME	2,500.00	0.00	527.30	1,972.70	21.09
120-4310 OTHER INCOME	0.00	0.00	2,902.00 (2,902.00)	0.00
120-4320 FEMA/CalOES Grants	88,776.00	110,730.00	200,856.00 (112,080.00)	226.25
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,700.00	118.45	563.83	1,136.17	33.17
120-4580 TRANSFERS IN	0.00	0.00	138,914.24 (138,914.24)	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,490,929.00	238,728.52	1,203,315.45	287,613.55	80.71
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AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	202.17	80.69 (80.69)	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	15,000.00	0.00	12,990.53	2,009.47	86.60
120-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	649.93	4,176.56	9,823.44	29.83
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	40.53	7,529.47	12,470.53	37.65
120-5-00-5061 VEHICLE MAINT	18,000.00	201.54	14,358.49	3,641.51	79.77
120-5-00-5062 TAXES & LIC	800.00	213.88	213.88	586.12	26.74
120-5-00-5074 INSURANCE	54,066.00	0.00	59,153.86 (5,087.86)	109.41
120-5-00-5075 BANK FEES	21,000.00	1,923.82	13,206.46	7,793.54	62.89
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	3,886.44	7,857.20 (357.20)	104.76
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	653.63	4,169.12	2,830.88	59.56
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	20,000.00	2,157.25	10,120.50	9,879.50	50.60
120-5-00-5122 ENGINEERING SERVICES	50,000.00	8,206.70	28,506.03	21,493.97	57.01
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	4,636.40	30,443.85	19,556.15	60.89
120-5-00-5126 AUDIT SERVICES	7,500.00	5,950.00	5,950.00	1,550.00	79.33
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	320.16	2,305.91	2,694.09	46.12
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	737.18	3,196.87	1,803.13	63.94
120-5-00-5148 OPERATING SUPPLIES	48,000.00	1,296.10	19,208.68	28,791.32	40.02
120-5-00-5150 REPAIR & REPLACE	145,000.00	23,780.60	160,156.29 (15,156.29)	110.45
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	202.50	4,376.04	3,623.96	54.70
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,262.50	6,796.00	9,704.00	41.19
120-5-00-5157 SECURITY	500.00	0.00	590.52 (90.52)	118.10
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	7,188.75	28,256.13	16,743.87	62.79
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	11,000.00	749.51	6,393.39	4,606.61	58.12
120-5-00-5192 ELECTRICITY	65,000.00	46,803.50	71,768.65 (6,768.65)	110.41
120-5-00-5193 OTHER UTILITIES	2,600.00	248.69	1,512.33	1,087.67	58.17
120-5-00-5194 IT SERVICES	36,500.00	2,647.50	30,636.37	5,863.63	83.94
120-5-00-5195 ENV/MONITORING	35,000.00	2,992.75	20,311.75	14,688.25	58.03
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	4,713.00 (2,713.00)	235.65
120-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
120-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	2,661.95 (1,661.95)	266.20
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	10.70	1,489.30	0.71
120-5-00-5315 SAFETY EQUIPMENT	1,500.00	1,874.00	24,080.09 (22,580.09)	1,605.34
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	15.00	148.50	101.50	59.40
120-5-00-5580 TRANSFERS OUT	0.00	0.00	97,199.88 (97,199.88)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	777,716.00	118,841.03	734,216.39	43,499.61	94.41

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	252,875.00	31,237.46	140,698.26	112,176.74	55.64
120-5-10-5020 EMPLOYEE BENEFITS	91,844.00	8,301.78	35,174.54	56,669.46	38.30
120-5-10-5021 RETIREMENT BENEFITS	47,189.00	4,950.93	26,848.26	20,340.74	56.90
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	226.31	1,630.20	2,369.80	40.76
120-5-10-5170 TRAVEL MILEAGE	1,500.00	17.42	739.02	760.98	49.27
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	229.50	3,770.50	5.74
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	100.00	250.00	28.57
TOTAL ADMINISTRATION	402,258.00	44,733.90	205,419.78	196,838.22	51.07

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	255,455.00	24,886.82	112,271.35	143,183.65	43.95
120-5-30-5020 EMPLOYEE BENEFITS	106,340.00	8,004.88	51,642.05	54,697.95	48.56
120-5-30-5021 RETIREMENT BENEFITS	46,661.00	4,125.32	22,480.13	24,180.87	48.18
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	139.19	706.72	1,093.28	39.26
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	125.00	1,375.00	8.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	209.30	790.70	20.93
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	0.00	500.00	0.00
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	143.53	3,856.47	3.59
TOTAL FIELD	417,256.00	37,156.21	187,578.08	229,677.92	44.96

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	1,884.05	1,115.95	62.80
120-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	77.00	153.00	33.48
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000.00	1,343.49	13,938.67	22,061.33	38.72
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	44,530.00	1,620.64	15,899.72	28,630.28	35.71

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND
SPECIAL PROJECTS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	0.00	0.00	0.00	0.00	0.00
120-5-60-6009 ACCESS RD	0.00	6,059.43	134,022.28 (134,022.28)	0.00
120-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
120-5-60-6011 LNU COMPLEX - B	0.00	11,645.19	30,728.79 (30,728.79)	0.00
TOTAL SPECIAL PROJECTS	0.00	17,704.62	164,751.07 (164,751.07)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2021

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
120-5-70-7201 I & I	0.00	370.00	13,122.10 (13,122.10)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	370.00	13,122.10 (13,122.10)	0.00
TOTAL EXPENDITURES	1,641,760.00	220,426.40	1,320,987.14	320,772.86	80.46
REVENUES OVER/(UNDER) EXPENDITURES	(150,831.00)	18,302.12	(117,671.69)	(33,159.31)	78.02

*** END OF REPORT ***

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,175,569.00</u>	<u>171,284.12</u>	<u>1,317,134.97</u>	<u>858,434.03</u>	<u>60.54</u>
TOTAL REVENUES	<u>2,175,569.00</u>	<u>171,284.12</u>	<u>1,317,134.97</u>	<u>858,434.03</u>	<u>60.54</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,303,635.00	282,973.34	842,013.62	461,621.38	64.59
ADMINISTRATION	432,258.00	44,733.80	205,563.28	226,694.72	47.56
FIELD	387,856.00	35,706.10	204,100.40	183,755.60	52.62
DIRECTORS	51,820.00	1,620.58	15,899.41	35,920.59	30.68
SPECIAL PROJECTS	0.00	22,441.17	41,524.77 (41,524.77)	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>1,350.00</u>	<u>43,986.23 (</u>	<u>43,986.23)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,175,569.00</u>	<u>388,824.99</u>	<u>1,353,087.71</u>	<u>822,481.29</u>	<u>62.19</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (217,540.87) (35,952.74)	35,952.74	0.00

AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	0.00	70.00	11,930.00	0.58
130-4036 DEVELOPER FEES WATER	0.00	0.00	1,977.00 (1,977.00)	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	0.00	329.00	2,303.00 (2,303.00)	0.00
130-4040 LIEN RECORDING FEES	1,200.00	0.00	776.92	423.08	64.74
130-4045 AVAILABILITY FEES	22,000.00	0.00	1,910.40	20,089.60	8.68
130-4110 COMM WATER USE	95,295.00	3,504.06	34,212.26	61,082.74	35.90
130-4112 GOV'T WATER USE	6,000.00	432.18	2,809.32	3,190.68	46.82
130-4115 WATER USE	1,968,074.00	163,844.12	1,239,747.01	728,326.99	62.99
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	32,000.00	2,773.57	20,116.00	11,884.00	62.86
130-4215 RETURNED CHECK FEE	1,000.00	100.00	150.00	850.00	15.00
130-4300 MISC INCOME	3,000.00	130.10	1,437.40	1,562.60	47.91
130-4310 OTHER INCOME	1,500.00	0.00	2,902.00 (1,402.00)	193.47
130-4320 FEMA/CalOES Grants	30,000.00	0.00	1,350.00	28,650.00	4.50
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	3,500.00	171.09	851.16	2,648.84	24.32
130-4580 TRANSFER IN	0.00	0.00	6,522.50 (6,522.50)	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,175,569.00	171,284.12	1,317,134.97	858,434.03	60.54

AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	202.17	841.06 (841.06)	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	15,000.00	0.00	12,990.51	2,009.49	86.60
130-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	649.93	4,176.60	9,823.40	29.83
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	40.54	7,637.81	12,362.19	38.19
130-5-00-5061 VEHICLE MAINT	12,500.00	0.00	6,159.63	6,340.37	49.28
130-5-00-5062 TAXES & LIC	1,200.00	213.88	213.88	986.12	17.82
130-5-00-5074 INSURANCE	54,055.00	0.00	59,153.84 (5,098.84)	109.43
130-5-00-5075 BANK FEES	21,000.00	1,923.79	13,246.30	7,753.70	63.08
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600.00	20,746.44	24,717.19 (117.19)	100.48
130-5-00-5092 POSTAGE & SHIPPING	6,500.00	653.61	4,169.03	2,330.97	64.14
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	20,000.00	2,157.25	11,301.00	8,699.00	56.51
130-5-00-5122 ENGINEERING SERVICES	60,000.00	310.00	5,254.37	54,745.63	8.76
130-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	0.00	25,807.45	24,192.55	51.61
130-5-00-5124 WATER RIGHTS	50,000.00	0.00	1,755.35	48,244.65	3.51
130-5-00-5126 AUDIT SERVICES	7,500.00	5,950.00	5,950.00	1,550.00	79.33
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	320.15	2,341.73	5,158.27	31.22
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	45,000.00	737.16	4,527.43	40,472.57	10.06
130-5-00-5148 OPERATING SUPPLIES	5,000.00	0.00	1,347.07	3,652.93	26.94
130-5-00-5150 REPAIR & REPLACE	125,000.00	8,980.01	80,260.76	44,739.24	64.21
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	202.50	8,284.59	3,715.41	69.04
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	312.50	1,922.75	2,277.25	45.78
130-5-00-5157 SECURITY	5,000.00	0.00	590.51	4,409.49	11.81
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	749.49	6,193.28	4,806.72	56.30
130-5-00-5192 ELECTRICITY	150,000.00	43,629.08	143,554.98	6,445.02	95.70
130-5-00-5193 OTHER UTILITIES	2,500.00	254.68	1,524.24	975.76	60.97
130-5-00-5194 IT SERVICES	36,500.00	2,647.50	31,860.35	4,639.65	87.29
130-5-00-5195 ENV/MONITORING	17,000.00	1,490.00	6,422.00	10,578.00	37.78
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	32,000.00	0.00	28,727.95	3,272.05	89.77
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	2,661.92 (1,661.92)	266.19
130-5-00-5312 TOOLS - FIELD	1,500.00	0.00	10.70	1,489.30	0.71
130-5-00-5315 SAFETY EQUIPMENT	1,500.00	0.00	6,886.75 (5,386.75)	459.12
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	2,600.00	6,400.00	28.89
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	250.00	15.00	148.50	101.50	59.40
130-5-00-5580 TRANSFERS OUT	467,830.00	190,787.66	327,637.39	140,192.61	70.03
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	1,303,635.00	282,973.34	842,013.62	461,621.38	64.59

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	282,875.00	31,237.57	140,698.67	142,176.33	49.74
130-5-10-5020 EMPLOYEE BENEFITS	91,844.00	8,301.67	35,174.40	56,669.60	38.30
130-5-10-5021 RETIREMENT BENEFITS	47,189.00	4,950.85	26,891.73	20,297.27	56.99
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	226.28	1,630.00	2,370.00	40.75
130-5-10-5170 TRAVEL MILEAGE	2,000.00	17.43	738.98	1,261.02	36.95
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	329.50	3,670.50	8.24
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	100.00	250.00	28.57
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	432,258.00	44,733.80	205,563.28	226,694.72	47.56

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	225,455.00	23,624.85	128,124.71	97,330.29	56.83
130-5-30-5020 EMPLOYEE BENEFITS	106,340.00	7,965.00	50,841.76	55,498.24	47.81
130-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,977.06	24,137.96	22,523.04	51.73
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	139.19	706.70	1,093.30	39.26
130-5-30-5063 CERTIFICATIONS	600.00	0.00	80.00	520.00	13.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	209.27	790.73	20.93
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	0.00	2,000.00	0.00
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	387,856.00	35,706.10	204,100.40	183,755.60	52.62

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	1,883.70	1,116.30	62.79
130-5-40-5020 DIRECTOR BENEFITS	120.00	8.00	77.00	43.00	64.17
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000.00	1,343.48	13,938.71	28,061.29	33.19
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	51,820.00	1,620.58	15,899.41	35,920.59	30.68

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND
 SPECIAL PROJECTS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
130-5-60-6011 LNU COMPLEX - B	0.00	22,441.17	41,524.77 (41,524.77)	0.00
TOTAL SPECIAL PROJECTS	0.00	22,441.17	41,524.77 (41,524.77)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2021

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 GENERATORS	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 TANK 9	0.00	1,350.00	8,292.50 (8,292.50)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	0.00	35,693.73 (35,693.73)	0.00
<hr/>					
TOTAL CAPITAL PROJECTS & EQUIP	0.00	1,350.00	43,986.23 (43,986.23)	0.00
<hr/>					
TOTAL EXPENDITURES	2,175,569.00	388,824.99	1,353,087.71	822,481.29	62.19
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (217,540.87) (35,952.74)	35,952.74	0.00
	=====	=====	=====	=====	=====

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of January 31, 2021
(Rounded and Unaudited)

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 446,713	\$ 1,163,442	\$ 625,671	\$ 178,398	\$ 2,414,224
Cash Receipts					
Utility Billing Deposits	\$ 303,483	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ 88,584	\$ 70	\$ 989	\$ 1	
Total Cash Receipts	\$ 392,067	\$ 70	\$ 989	\$ 178,399	
Cash Disbursements					
Accounts Payable Checks issued	\$ 475,129	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 48,882	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 56,079	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,848	\$ -	\$ -	\$ -	
Other Disbursements		\$ -	\$ -	\$ -	
Total Disbursements	\$ 583,938	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ 48,176	\$ 84,522	\$ -	\$ -	
Transfers Out	\$ 84,522	\$ 48,176	\$ -	\$ -	
Total Transfers Between Accounts	\$ 132,698	\$ 132,698	\$ -	\$ -	
Ending Balances in General Ledger	\$ 218,497	\$ 1,199,859	\$ 626,660	\$ 178,399	\$ 2,223,415
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 373,404	\$ 1,199,859	\$ 626,660	\$ 176,399	\$ 2,376,322

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	80,657	69,010	72,385	-	222,053
130 Water Operating	140,240	13,149	107,875	-	261,263
140 Flood Enterprise	(521)	-	-	-	(521)
215 2016 Sewer Refinancing Bond	(1,879)	80,824	94,668	178,399	352,011
218 2002 CIEDB Loan	-	42,680	12,385	-	55,065
219 2012 USDA Solar COP	-	15,865	881	-	16,747
313 Wastewater Operating Reserve	-	71,729	58,964	-	130,693
314 Wastewater CIP	-	308,652	95,339	-	403,991
319 2012 USDA Solar COP Reserve	-	31,317	-	-	31,317
320 Water CIP	-	226,646	-	-	226,646
325 Water Operating Reserve	-	234,861	-	-	234,861
350 2002 CIEDB Loan Reserve	-	-	184,163	-	184,163
712 Bond Revolving	-	105,125	-	-	105,125
Total Ending Balances in General Ledger	218,497	1,199,859	626,660	178,399	2,223,415

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District and US Bank is the Bond Trustee for the the 2016 Refunding >>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

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

CHECK DATE: 1/01/2021 THRU 1/31/2021
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	1/01/2021	BANK-DRAFT	000536	AFLAC	215.01CR	CLEARED	A	1/22/2021
1010	1/01/2021	BANK-DRAFT	000537	CALIFORNIA PUBLIC EMPLOYEES RE	5,690.69CR	CLEARED	A	1/05/2021
1010	1/01/2021	BANK-DRAFT	000538	NATIONWIDE RETIREMENT SOLUTION	237.50CR	CLEARED	A	1/04/2021
1010	1/01/2021	BANK-DRAFT	000539	STATE OF CALIFORNIA EDD	2,931.68CR	CLEARED	A	1/04/2021
1010	1/01/2021	BANK-DRAFT	000540	US DEPARTMENT OF THE TREASURY	4,379.34CR	CLEARED	A	1/04/2021
1010	1/15/2021	BANK-DRAFT	000541	AFLAC	215.01CR	OUTSTND	A	0/00/0000
1010	1/15/2021	BANK-DRAFT	000542	CALIFORNIA PUBLIC EMPLOYEES RE	5,690.69CR	CLEARED	A	1/19/2021
1010	1/15/2021	BANK-DRAFT	000543	NATIONWIDE RETIREMENT SOLUTION	237.50CR	CLEARED	A	1/19/2021
1010	1/15/2021	BANK-DRAFT	000544	STATE OF CALIFORNIA EDD	2,868.60CR	CLEARED	A	1/19/2021
1010	1/15/2021	BANK-DRAFT	000545	US DEPARTMENT OF THE TREASURY	4,395.10CR	CLEARED	A	1/19/2021
1010	1/29/2021	BANK-DRAFT	000546	AFLAC	215.01CR	OUTSTND	A	0/00/0000
1010	1/29/2021	BANK-DRAFT	000547	CALIFORNIA PUBLIC EMPLOYEES RE	6,093.50CR	CLEARED	A	2/01/2021
1010	1/29/2021	BANK-DRAFT	000548	NATIONWIDE RETIREMENT SOLUTION	237.50CR	CLEARED	A	1/29/2021
1010	1/29/2021	BANK-DRAFT	000549	STATE OF CALIFORNIA EDD	2,630.20CR	CLEARED	A	1/29/2021
1010	1/29/2021	BANK-DRAFT	000550	US DEPARTMENT OF THE TREASURY	4,743.98CR	CLEARED	A	1/29/2021
CHECK:								
1010	1/08/2021	CHECK	037913	ALPHA ANALYTICAL LABORATORIES	2,102.00CR	CLEARED	A	1/13/2021
1010	1/08/2021	CHECK	037914	VOID CHECK	0.00	CLEARED	A	1/07/2021
1010	1/08/2021	CHECK	037915	APPLIED TECHNOLOGY SOLUTIONS	930.00CR	CLEARED	A	1/20/2021
1010	1/08/2021	CHECK	037916	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	1/14/2021
1010	1/08/2021	CHECK	037917	ASSOCIATION OF CALIFORNIA WATE	16,860.00CR	CLEARED	A	1/13/2021
1010	1/08/2021	CHECK	037918	BARTLEY PUMP, INC.	1,921.83CR	CLEARED	A	1/12/2021
1010	1/08/2021	CHECK	037919	CALIFORNIA SPECIAL DISTRICTS A	7,253.00CR	CLEARED	A	1/14/2021
1010	1/08/2021	CHECK	037920	CUMMINS SALES AND SERVICE	201.54CR	CLEARED	A	1/12/2021
1010	1/08/2021	CHECK	037921	GHD	4,815.45CR	CLEARED	A	1/14/2021
1010	1/08/2021	CHECK	037922	GARDENS BY JILLIAN	200.00CR	CLEARED	A	1/25/2021
1010	1/08/2021	CHECK	037923	JAMES DAY CONSTRUCTION, INC.	16,221.00CR	CLEARED	A	1/12/2021
1010	1/08/2021	CHECK	037924	LOCAL GOVERNMENT COMMISSION IN	4,636.40CR	CLEARED	A	1/13/2021
1010	1/08/2021	CHECK	037925	PETTY CASH REIMBURSEMENT	220.59CR	CLEARED	A	1/11/2021
1010	1/08/2021	CHECK	037926	SOUTH LAKE REFUSE & RECYCLING	503.37CR	CLEARED	A	1/12/2021
1010	1/08/2021	CHECK	037927	SPECIAL DISTRICT RISK MANAGEME	33,865.37CR	CLEARED	A	1/14/2021
1010	1/08/2021	CHECK	037928	STREAMLINE	200.00CR	CLEARED	A	1/21/2021
1010	1/08/2021	CHECK	037929	US BANK - GLOBAL CORP TRUST SE	142,813.66CR	CLEARED	A	1/12/2021
1010	1/08/2021	CHECK	037930	USA BLUE BOOK	1,539.18CR	CLEARED	A	1/15/2021
1010	1/08/2021	CHECK	037931	WELLS FARGO FINANCIAL LEASING	357.13CR	CLEARED	A	1/13/2021
1010	1/08/2021	CHECK	037932	LEISTER, IVAN	140.79CR	OUTSTND	A	0/00/0000
1010	1/15/2021	CHECK	037933	ACWA/JPIA	886.05CR	CLEARED	A	1/21/2021
1010	1/15/2021	CHECK	037934	ALPHA ANALYTICAL LABORATORIES	315.00CR	CLEARED	A	1/22/2021
1010	1/15/2021	CHECK	037935	AT&T	277.93CR	CLEARED	A	1/20/2021
1010	1/15/2021	CHECK	037936	CARDMEMBER SERVICE	1,828.24CR	CLEARED	A	1/25/2021
1010	1/15/2021	CHECK	037937	DATAPROSE, LLC	1,692.06CR	CLEARED	A	1/22/2021
1010	1/15/2021	CHECK	037938	HANNAH DAVIDSON	34.85CR	CLEARED	A	1/20/2021
1010	1/15/2021	CHECK	037939	HARDESTER'S MARKETS & HARDWARE	749.27CR	CLEARED	A	1/21/2021

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

CHECK DATE: 1/01/2021 THRU 1/31/2021
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	1/15/2021	CHECK	037940	JAMES DAY CONSTRUCTION, INC.	10,926.00CR	CLEARED	A	1/19/2021
1010	1/15/2021	CHECK	037941	MENDO MILL CLEARLAKE	115.29CR	CLEARED	A	1/21/2021
1010	1/15/2021	CHECK	037942	REDWOOD COAST FUELS	410.98CR	CLEARED	A	1/21/2021
1010	1/15/2021	CHECK	037943	SMITH & NEWELL CPA	11,900.00CR	CLEARED	A	2/02/2021
1010	1/15/2021	CHECK	037944	SMITH CONSTRUCTION	6,009.43CR	CLEARED	A	1/27/2021
1010	1/15/2021	CHECK	037945	SPECIAL DISTRICT RISK MANAGEME	454.22CR	CLEARED	A	1/25/2021
1010	1/15/2021	CHECK	037946	ST HELENA HOSPITAL dba JOBCARE	404.34CR	CLEARED	A	1/21/2021
1010	1/15/2021	CHECK	037947	STREAMLINE	200.00CR	CLEARED	A	1/20/2021
1010	1/15/2021	CHECK	037948	TYLER TECHNOLOGY	2,777.50CR	CLEARED	A	1/20/2021
1010	1/15/2021	CHECK	037949	USA BLUE BOOK	1,296.10CR	CLEARED	A	1/20/2021
1010	1/15/2021	CHECK	037950	WIPF CONSTRUCTION	7,188.75CR	CLEARED	A	1/21/2021
1010	1/22/2021	CHECK	037951	VOID CHECK	0.00	CLEARED	A	1/22/2021
1010	1/22/2021	CHECK	037952	VOID CHECK	0.00	CLEARED	A	1/22/2021
1010	1/22/2021	CHECK	037953	VOID CHECK	0.00	CLEARED	A	1/22/2021
1010	1/22/2021	CHECK	037954	MCWHIRTER, SUSAN K.	96.96CR	CLEARED	A	1/29/2021
1010	1/22/2021	CHECK	037955	PLUNKETT, SALLY	10.17CR	CLEARED	A	1/27/2021
1010	1/22/2021	CHECK	037956	GURALAS, ANTHONY	15.88CR	OUTSTND	A	0/00/0000
1010	1/22/2021	CHECK	037957	ALPHA ANALYTICAL LABORATORIES	1,473.75CR	CLEARED	A	1/27/2021
1010	1/22/2021	CHECK	037958	ANTEAGROUP	1,874.00CR	CLEARED	A	1/28/2021
1010	1/22/2021	CHECK	037959	CITY OF SACRAMENTO	23,290.36CR	CLEARED	A	2/01/2021
1010	1/22/2021	CHECK	037960	GHD	315.00CR	CLEARED	A	1/29/2021
1010	1/22/2021	CHECK	037961	MICHELE HAMILTON	1,575.00CR	CLEARED	A	1/25/2021
1010	1/22/2021	CHECK	037962	OFFICE DEPOT	158.70CR	CLEARED	A	2/01/2021
1010	1/22/2021	CHECK	037963	PACE SUPPLY CORP	235.00CR	CLEARED	A	1/26/2021
1010	1/22/2021	CHECK	037964	U S POSTMASTER	220.00CR	CLEARED	A	1/28/2021
1010	1/22/2021	CHECK	037965	US BANK - St. Paul	48,175.50CR	CLEARED	A	1/27/2021
1010	1/22/2021	CHECK	037966	VERIZON WIRELESS	1,154.07CR	CLEARED	A	1/27/2021
1010	1/22/2021	CHECK	037967	WILEY PRICE & RADULOVICH, LLP	377.00CR	CLEARED	A	1/26/2021
1010	1/29/2021	CHECK	037968	ALPHA ANALYTICAL LABORATORIES	592.00CR	CLEARED	A	2/03/2021
1010	1/29/2021	CHECK	037969	AT&T MOBILITY	67.00CR	CLEARED	A	2/03/2021
1010	1/29/2021	CHECK	037970	BARTLEY PUMP, INC.	5,616.23CR	CLEARED	A	2/02/2021
1010	1/29/2021	CHECK	037971	BOLD POLISNER MADDOW NELSON &	3,937.50CR	OUTSTND	A	0/00/0000
1010	1/29/2021	CHECK	037972	COASTLAND CIVIL ENGINEERING, I	2,390.00CR	CLEARED	A	2/03/2021
1010	1/29/2021	CHECK	037973	GHD	2,766.25CR	OUTSTND	A	0/00/0000
1010	1/29/2021	CHECK	037974	LAKE COUNTY VECTOR CONTROL DIS	427.76CR	OUTSTND	A	0/00/0000
1010	1/29/2021	CHECK	037975	LAYNE PAVING & TRUCKING, INC.	337.13CR	OUTSTND	A	0/00/0000
1010	1/29/2021	CHECK	037976	MENDO MILL CLEARLAKE	160.05CR	CLEARED	A	2/04/2021
1010	1/29/2021	CHECK	037977	MIDDLETOWN COPY & PRINT	144.79CR	OUTSTND	A	0/00/0000
1010	1/29/2021	CHECK	037978	PACE SUPPLY CORP	1,103.02CR	CLEARED	A	2/02/2021
1010	1/29/2021	CHECK	037979	PACIFIC GAS & ELECTRIC COMPANY	90,592.29CR	OUTSTND	A	0/00/0000
1010	1/29/2021	CHECK	037980	RAY MORGAN COMPANY	1,117.21CR	CLEARED	A	2/03/2021
1010	1/29/2021	CHECK	037981	ROTO-ROOTER OF LAKE COUNTY	280.00CR	OUTSTND	A	0/00/0000
1010	1/29/2021	CHECK	037982	TYLER TECHNOLOGY	1,587.50CR	CLEARED	A	2/02/2021
1010	1/29/2021	CHECK	037983	USA BLUE BOOK	2,586.72CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 1/01/2021 THRU 1/31/2021
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	1/29/2021	CHECK	037984	VOID CHECK	0.00	CLEARED	A	1/28/2021
DEPOSIT:								
1010	1/04/2021	DEPOSIT		CREDIT CARD 1/04/2021	6,837.50	CLEARED	C	1/04/2021
1010	1/04/2021	DEPOSIT	000001	CREDIT CARD 1/04/2021	3,250.48	CLEARED	C	1/04/2021
1010	1/04/2021	DEPOSIT	000002	CREDIT CARD 1/04/2021	2,161.91	CLEARED	C	1/05/2021
1010	1/04/2021	DEPOSIT	000003	CREDIT CARD 1/04/2021	5,711.90	CLEARED	C	1/06/2021
1010	1/04/2021	DEPOSIT	000004	REGULAR DAILY POST 1/04/2021	4,385.88	CLEARED	C	1/05/2021
1010	1/05/2021	DEPOSIT		CREDIT CARD 1/05/2021	3,315.90	CLEARED	C	1/06/2021
1010	1/05/2021	DEPOSIT	000001	CREDIT CARD 1/05/2021	1,772.37	CLEARED	C	1/07/2021
1010	1/05/2021	DEPOSIT	000002	REGULAR DAILY POST 1/05/2021	3,829.27	CLEARED	C	1/06/2021
1010	1/06/2021	DEPOSIT		CREDIT CARD 1/06/2021	2,809.51	CLEARED	C	1/07/2021
1010	1/06/2021	DEPOSIT	000001	REGULAR DAILY POST 1/06/2021	22,146.00	CLEARED	C	1/22/2021
1010	1/06/2021	DEPOSIT	000002	CREDIT CARD 1/06/2021	3,424.72	CLEARED	C	1/08/2021
1010	1/06/2021	DEPOSIT	000003	REGULAR DAILY POST 1/06/2021	2,671.75	CLEARED	C	1/07/2021
1010	1/07/2021	DEPOSIT		CREDIT CARD 1/07/2021	3,532.27	CLEARED	C	1/08/2021
1010	1/07/2021	DEPOSIT	000001	CREDIT CARD 1/07/2021	2,346.97	CLEARED	C	1/11/2021
1010	1/07/2021	DEPOSIT	000002	REGULAR DAILY POST 1/07/2021	6,410.60	CLEARED	C	1/08/2021
1010	1/08/2021	DEPOSIT		CREDIT CARD 1/08/2021	3,070.75	CLEARED	C	1/11/2021
1010	1/08/2021	DEPOSIT	000001	CREDIT CARD 1/08/2021	4,500.27	CLEARED	C	1/11/2021
1010	1/08/2021	DEPOSIT	000002	REGULAR DAILY POST 1/08/2021	8,964.20	CLEARED	C	1/11/2021
1010	1/11/2021	DEPOSIT		CREDIT CARD 1/11/2021	3,563.60	CLEARED	C	1/11/2021
1010	1/11/2021	DEPOSIT	000001	CREDIT CARD 1/11/2021	1,683.16	CLEARED	C	1/11/2021
1010	1/11/2021	DEPOSIT	000002	CREDIT CARD 1/11/2021	3,410.43	CLEARED	C	1/12/2021
1010	1/11/2021	DEPOSIT	000003	REGULAR DAILY POST 1/11/2021	88,584.00	CLEARED	C	1/22/2021
1010	1/11/2021	DEPOSIT	000004	CREDIT CARD 1/11/2021	3,750.54	CLEARED	C	1/13/2021
1010	1/11/2021	DEPOSIT	000005	REGULAR DAILY POST 1/11/2021	14,358.71	CLEARED	C	1/12/2021
1010	1/11/2021	DEPOSIT	011121	FEMA 4434-138	88,584.00CR	CLEARED	G	1/13/2021
1010	1/11/2021	DEPOSIT	011122	FEMA 4434-138	88,584.00	CLEARED	G	1/13/2021
1010	1/12/2021	DEPOSIT		CREDIT CARD 1/12/2021	1,798.81	CLEARED	C	1/13/2021
1010	1/12/2021	DEPOSIT	000001	CREDIT CARD 1/12/2021	1,892.91	CLEARED	C	1/14/2021
1010	1/12/2021	DEPOSIT	000002	REGULAR DAILY POST 1/12/2021	3,136.81	CLEARED	C	1/13/2021
1010	1/12/2021	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	191.70CR	CLEARED	U	1/12/2021
1010	1/12/2021	DEPOSIT	000004	DAILY PAYMENT POSTING	101.70	CLEARED	U	1/12/2021
1010	1/13/2021	DEPOSIT		CREDIT CARD 1/13/2021	2,023.27	CLEARED	C	1/14/2021
1010	1/13/2021	DEPOSIT	000001	CREDIT CARD 1/13/2021	1,201.73	CLEARED	C	1/19/2021
1010	1/13/2021	DEPOSIT	000002	REGULAR DAILY POST 1/13/2021	7,032.28	CLEARED	C	1/14/2021
1010	1/14/2021	DEPOSIT		CREDIT CARD 1/14/2021	1,875.59	CLEARED	C	1/19/2021
1010	1/14/2021	DEPOSIT	000001	CREDIT CARD 1/14/2021	1,922.99	CLEARED	C	1/19/2021
1010	1/14/2021	DEPOSIT	000002	REGULAR DAILY POST 1/14/2021	3,145.86	CLEARED	C	1/15/2021
1010	1/15/2021	DEPOSIT		CREDIT CARD 1/15/2021	1,956.22	CLEARED	C	1/19/2021
1010	1/15/2021	DEPOSIT	000001	CREDIT CARD 1/15/2021	3,718.83	CLEARED	C	1/19/2021
1010	1/15/2021	DEPOSIT	000002	REGULAR DAILY POST 1/15/2021	15,243.80	CLEARED	C	1/19/2021
1010	1/15/2021	DEPOSIT	000003	DRAFT POSTING	12,289.18	CLEARED	U	1/20/2021

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

CHECK DATE: 1/01/2021 THRU 1/31/2021
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	1/15/2021	DEPOSIT	000004	CC DRAFT POSTING	16,680.43	CLEARED	U	1/20/2021
1010	1/19/2021	DEPOSIT		CREDIT CARD 1/19/2021	11,158.83	CLEARED	C	1/22/2021
1010	1/19/2021	DEPOSIT	000001	CREDIT CARD 1/19/2021	2,605.82	CLEARED	C	1/19/2021
1010	1/19/2021	DEPOSIT	000002	CREDIT CARD 1/19/2021	1,961.68	CLEARED	C	1/19/2021
1010	1/19/2021	DEPOSIT	000003	CREDIT CARD 1/19/2021	4,908.93	CLEARED	C	1/22/2021
1010	1/19/2021	DEPOSIT	000004	CREDIT CARD 1/19/2021	6,899.21	CLEARED	C	1/21/2021
1010	1/19/2021	DEPOSIT	000005	REGULAR DAILY POST 1/19/2021	25,252.75	CLEARED	C	1/20/2021
1010	1/19/2021	DEPOSIT	011921	US BANK INT PMT FUND 215	48,175.50	CLEARED	G	1/19/2021
1010	1/20/2021	DEPOSIT		CREDIT CARD 1/20/2021	5,509.28	CLEARED	C	1/21/2021
1010	1/20/2021	DEPOSIT	000001	CREDIT CARD 1/20/2021	6,661.91	CLEARED	C	1/22/2021
1010	1/20/2021	DEPOSIT	000002	REGULAR DAILY POST 1/20/2021	5,640.08	CLEARED	C	1/21/2021
1010	1/20/2021	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	119.57CR	CLEARED	U	1/22/2021
1010	1/20/2021	DEPOSIT	000004	DAILY PAYMENT POSTING	114.21	CLEARED	U	1/22/2021
1010	1/21/2021	DEPOSIT		CREDIT CARD 1/21/2021	6,735.38	CLEARED	C	1/22/2021
1010	1/21/2021	DEPOSIT	000001	CREDIT CARD 1/21/2021	1,889.58	CLEARED	C	1/25/2021
1010	1/21/2021	DEPOSIT	000002	REGULAR DAILY POST 1/21/2021	2,442.43	CLEARED	C	1/22/2021
1010	1/21/2021	DEPOSIT	012121	RECONCILE 01/21/2021 DEPOSIT	0.10	CLEARED	G	1/21/2021
1010	1/22/2021	DEPOSIT		CREDIT CARD 1/22/2021	1,386.59	CLEARED	C	1/25/2021
1010	1/22/2021	DEPOSIT	000001	CREDIT CARD 1/22/2021	1,784.36	CLEARED	C	1/25/2021
1010	1/22/2021	DEPOSIT	000002	REGULAR DAILY POST 1/22/2021	1,193.27	CLEARED	C	1/25/2021
1010	1/22/2021	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	101.37CR	CLEARED	U	1/25/2021
1010	1/25/2021	DEPOSIT		CREDIT CARD 1/25/2021	1,789.88	CLEARED	C	1/25/2021
1010	1/25/2021	DEPOSIT	000001	CREDIT CARD 1/25/2021	542.09	CLEARED	C	1/25/2021
1010	1/25/2021	DEPOSIT	000002	CREDIT CARD 1/25/2021	589.51	CLEARED	C	1/26/2021
1010	1/25/2021	DEPOSIT	000003	CREDIT CARD 1/25/2021	1,305.96	CLEARED	C	1/27/2021
1010	1/25/2021	DEPOSIT	000004	REGULAR DAILY POST 1/25/2021	2,745.08	CLEARED	C	1/26/2021
1010	1/25/2021	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	253.34CR	CLEARED	U	1/28/2021
1010	1/26/2021	DEPOSIT		CREDIT CARD 1/26/2021	812.63	CLEARED	C	1/27/2021
1010	1/26/2021	DEPOSIT	000001	CREDIT CARD 1/26/2021	562.36	CLEARED	C	1/28/2021
1010	1/26/2021	DEPOSIT	000002	REGULAR DAILY POST 1/26/2021	329.73	CLEARED	C	1/27/2021
1010	1/27/2021	DEPOSIT		CREDIT CARD 1/27/2021	983.45	CLEARED	C	1/28/2021
1010	1/27/2021	DEPOSIT	000001	CREDIT CARD 1/27/2021	2,620.32	CLEARED	C	1/29/2021
1010	1/27/2021	DEPOSIT	000002	REGULAR DAILY POST 1/27/2021	1,423.25	CLEARED	C	1/28/2021
1010	1/28/2021	DEPOSIT		CREDIT CARD 1/28/2021	343.52	CLEARED	C	1/29/2021
1010	1/28/2021	DEPOSIT	000001	CREDIT CARD 1/28/2021	1,198.65	CLEARED	C	2/01/2021
1010	1/28/2021	DEPOSIT	000002	REGULAR DAILY POST 1/28/2021	342.00	CLEARED	C	1/29/2021
1010	1/29/2021	DEPOSIT		CREDIT CARD 1/29/2021	2,322.19	CLEARED	C	2/01/2021
1010	1/29/2021	DEPOSIT	000001	CREDIT CARD 1/29/2021	1,862.40	CLEARED	C	2/01/2021
1010	1/29/2021	DEPOSIT	000002	REGULAR DAILY POST 1/29/2021	508.41	CLEARED	C	2/01/2021
1010	1/31/2021	DEPOSIT		CREDIT CARD 1/31/2021	3,003.75	CLEARED	C	2/01/2021
1010	1/31/2021	DEPOSIT	000001	CREDIT CARD 1/31/2021	2,071.82	CLEARED	C	2/01/2021
1010	1/31/2021	DEPOSIT	000002	CREDIT CARD 1/31/2021	718.63	CLEARED	C	2/02/2021

EFT:

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

CHECK DATE: 1/01/2021 THRU 1/31/2021
 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
EFT:								
1010	1/29/2021	EFT	012921	CalPERS UAL 1739 January	8,101.17CR	CLEARED	G	2/01/2021
MISCELLANEOUS:								
1010	1/01/2021	MISC.		PAYROLL DIRECT DEPOSIT	27,348.89CR	CLEARED	P	1/01/2021
1010	1/01/2021	MISC.	010121	PAYROLL DIRECT DEPOSIT	27,348.89	CLEARED	G	1/01/2021
1010	1/06/2021	MISC.	010621	QTR 2 TRANSFER TO 320	42,261.00CR	CLEARED	G	1/06/2021
1010	1/06/2021	MISC.	010622	QTR 2 TRANSFER TO 325	42,261.00CR	CLEARED	G	1/06/2021
1010	1/15/2021	MISC.		PAYROLL DIRECT DEPOSIT	26,826.32CR	CLEARED	P	1/15/2021
1010	1/29/2021	MISC.		PAYROLL DIRECT DEPOSIT	29,252.35CR	CLEARED	P	1/29/2021
SERVICE CHARGE:								
1010	1/04/2021	SERV-CHG		ELAVON 27 FEES DEC 2020	1,786.01CR	CLEARED	G	1/04/2021
1010	1/04/2021	SERV-CHG	000001	ELAVON 25 FEES DEC 2020	1,150.65CR	CLEARED	G	1/04/2021
1010	1/04/2021	SERV-CHG	000002	ELAVON 29 FEES DEC 2020	549.01CR	CLEARED	G	1/04/2021
1010	1/15/2021	SERV-CHG		Analysis Fees December 2020	361.94CR	CLEARED	G	1/20/2021

TOTALS FOR ACCOUNT 1010	CHECK	TOTAL:	475,129.16CR
	DEPOSIT	TOTAL:	440,242.66
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	140,600.67CR
	SERVICE CHARGE	TOTAL:	3,847.61CR
	EFT	TOTAL:	8,101.17CR
	BANK-DRAFT	TOTAL:	40,781.31CR

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	475,129.16CR
	DEPOSIT	TOTAL:	440,242.66
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	140,600.67CR
	SERVICE CHARGE	TOTAL:	3,847.61CR
	EFT	TOTAL:	8,101.17CR
	BANK-DRAFT	TOTAL:	40,781.31CR

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2020 - 2021 CAPITAL IMPROVEMENT PLAN
JANUARY 2021**

FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance
314 WASTEWATER CAPITAL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 127,212			\$ 127,212
	Transfers In To Date	\$ 415,694			\$ 542,906
	Regulatory Compliance/I&I Mitigation		\$ 100,000	\$ 10,255	\$ 532,651
	Disaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 532,651
	Diaster Recovery/WWTP Access Road Repair		\$ 50,000	\$ 128,660	\$ 403,991
	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 50,000	\$ -	\$ 403,991
	Risk Management Plan/Chlorine Tank Auto Shut-Off FY 21-22		\$ -	\$ -	\$ 403,991
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 403,991
	Stormwater Master Planning/Mitigation		\$ 10,000	\$ -	\$ 403,991
	Transfers Out To Date			\$ 138,915	
ENDING FUND BALANCE				\$ 403,991	
FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance
320 WATER CAPITAL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 148,578			\$ 148,578
	Transfers In To Date	\$ 84,590			\$ 233,168
	Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks		\$ 360,000	\$ 6,523	\$ 226,646
	Disaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 226,646
	Reliable Water Supply/Automatic Metering Infrastructure		\$ 200,000	\$ -	\$ 226,646
	Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply		\$ 50,000	\$ -	\$ 226,646
	Reliable Water Supply/Leak Repair Mini-Excavator		\$ 50,000	\$ -	\$ 226,646
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 226,646
	Transfers Out To Date			\$ 6,523	
	ENDING FUND BALANCE				\$ 226,646

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

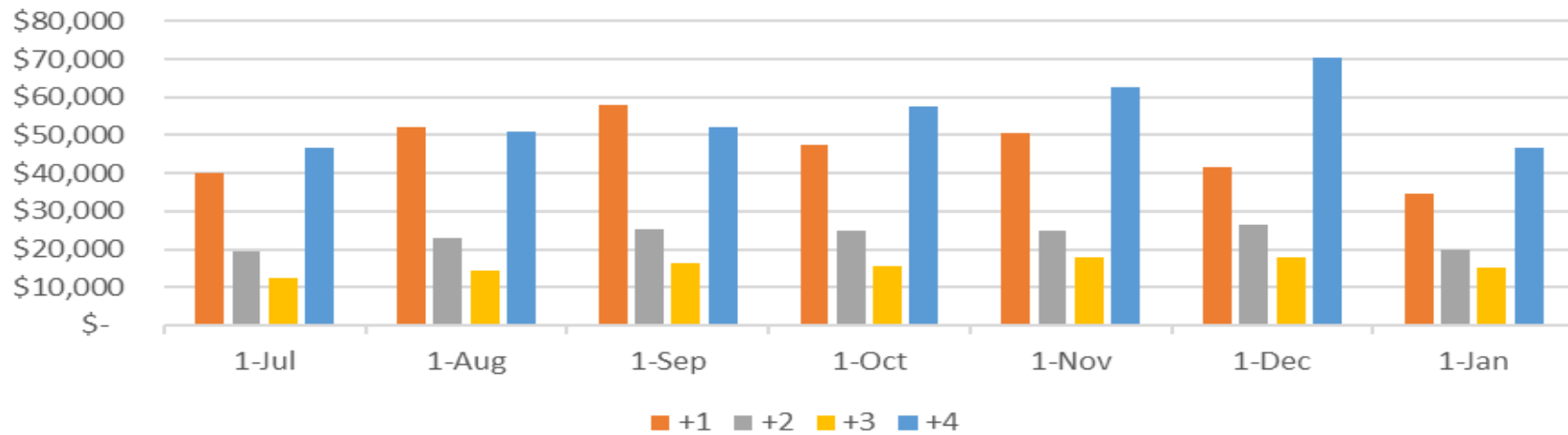
2020 - 2021 DEBT SERVICE

JANUARY 2021

	DEBT SERVICE REVENUE	FUND	DEBT AMOUNT
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 300,224
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	152,472
	CIEDB LOAN - WATER CAPACITY FEE	218	18,274
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,255
	TOTAL DEBT SERVICE REVENUE		\$ 503,225

	DEBT SERVICE EXPENSE	FUND	DEBT	PAID	DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000	\$ 185,000	08/14/2020
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994	99,357	01/22/2021
	BOND ADMINISTRATION (ANNUAL FEE)	215	7,460	6,577	12/30/2020
	COUNTY COLLECTION FEES	215	3,500	-	
	CSD ADMIN COSTS	215	4,270	-	
			\$ 300,224	\$ 290,934	
2)	CIEDB (PRINCIPAL)	218	\$ 110,065	-	
	CIEDB (INTEREST)	218	55,865	55,865	01/08/2021
	CIEDB (ANNUAL FEE)	218	4,816	-	
			\$ 170,746	\$ 55,865	
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 17,000	\$ 17,000	08/03/2020
	USDA RUS LOAN (INTEREST)	219	15,255	7,755	08/03/2020
			\$ 32,255	\$ 24,755	
	TOTAL DEBT SERVICE EXPENSE		\$ 503,225	\$ 371,554	

AGING REPORT JANUARY 31, 2021 FY 2020-2021



	Less than \$100	\$100-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$1000	\$1000+	TOTAL:
Accounts	6	54	64	41	22	24	15	9	16	7	34	292
Amount	\$562	\$7,441	\$16,308	\$14,433	\$9,785	\$12,797	\$9,804	\$6,813	\$13,406	\$6,727	\$54,176	\$152,252

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 02/12/2021

RE: Senior Account Representative's Monthly Report

Monthly Billing 1/29/2021

Mailed statements: 2,089

Electronic statements: 576

The statement "SPECIAL MESSAGE

The Health & Safety of our customers and employees is our top priority. We encourage payments by phone, online at www.hvlcsd.org, or in our drop box. However, our lobby is open; we ask that you please wear a mask and social distance. You can visit the District website for COVID-19 related updates, annual CCR report, newly adopted 5 year rate plan, and the District's virtual meeting calendar.

Delinquent Billing 1/20/2021

Delinquent statements for December bills:

Mailed statements: 483

As of 02/11/2021 there are 247 past due accounts

Courtesy Notification

No Courtesy notices delivered due to COVID-19.

No Electronic notices due to COVID-19.

Phone Notification

No Phone notifications due to COVID-19.

Lock Offs

No Lock Offs due to COVID-19.



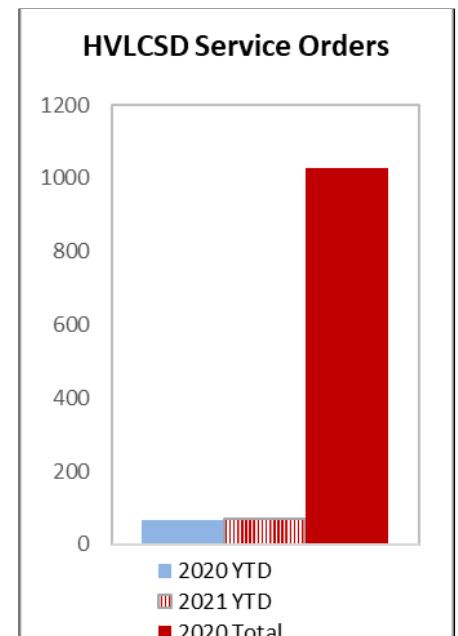
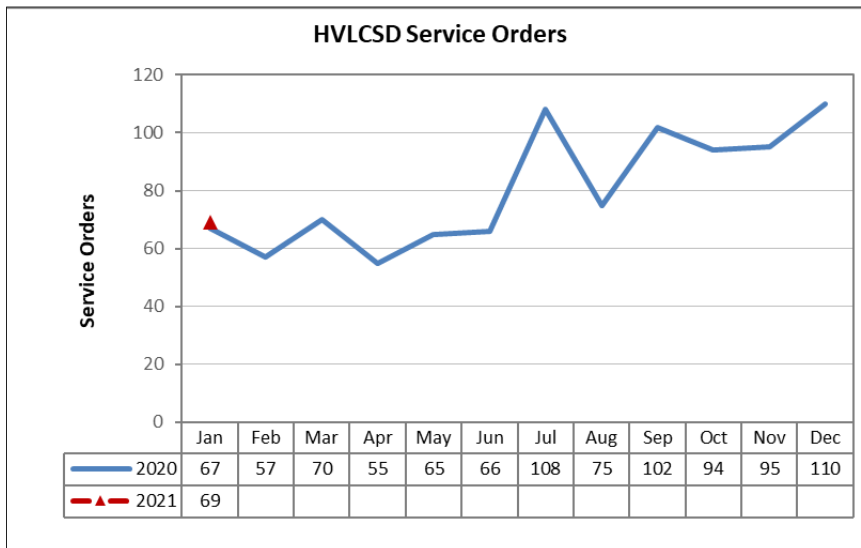
Hidden Valley Lake Community Services District

January 2021 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (This month)	0	New (This month)	0
Residential (Last month)	2450	Residential (Last month)	1465
Commercial & Govt (Last month)	40	Commercial & Govt (Last month)	16
Total :	2490		1481

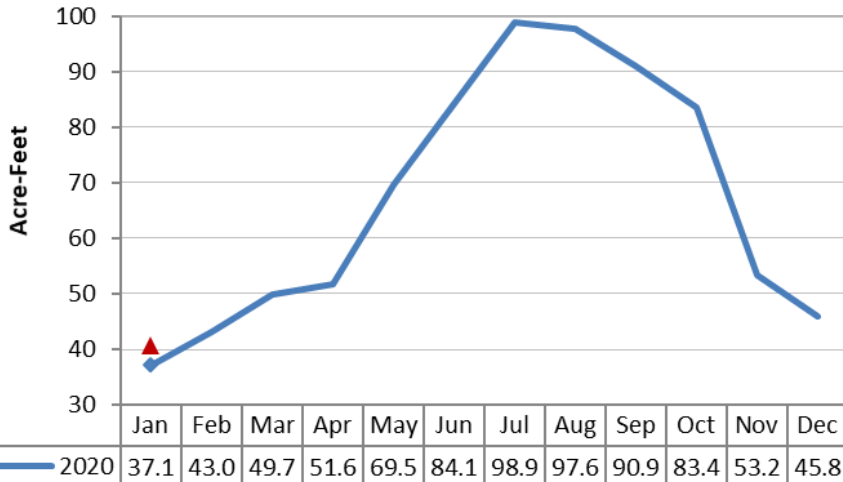
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
4.98	1.87	8.31



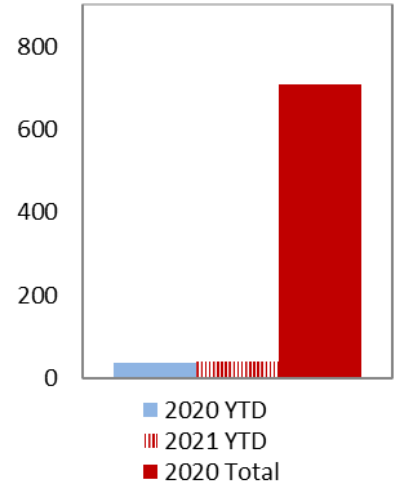
Hours		
Overtime Hours	52	\$1,874.99

January 2021 Field Report

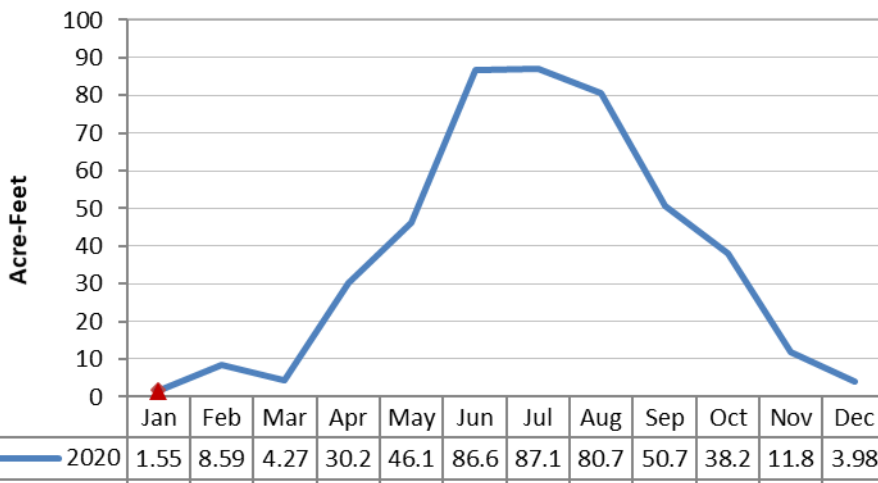
HVLCSD Municipal Well Production



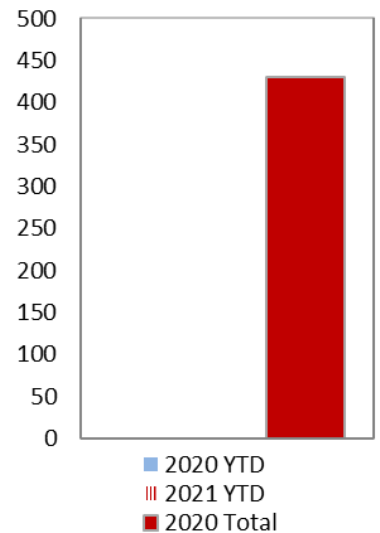
HVLCSD Municipal Well Production (AF)



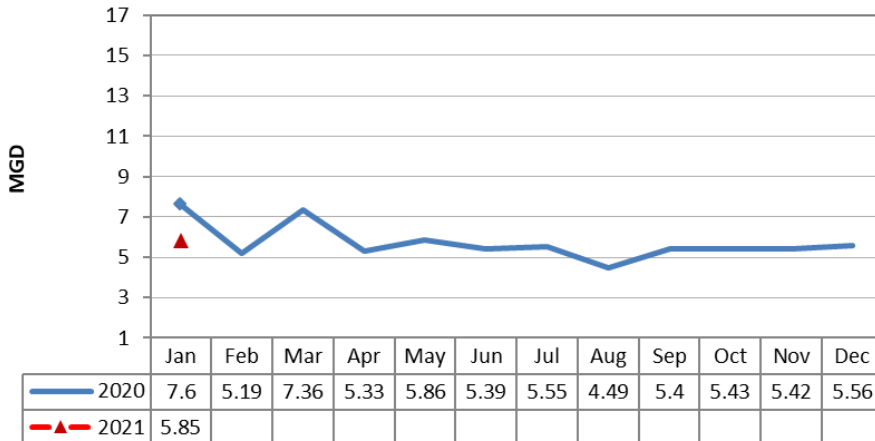
HVLCSD Municipal Reclaimed Water Use



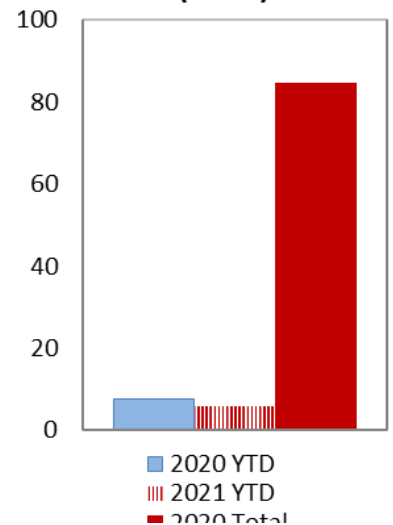
HVLCSD Municipal Reclaimed Water (AF)



HVLCSD Municipal Wastewater Influent

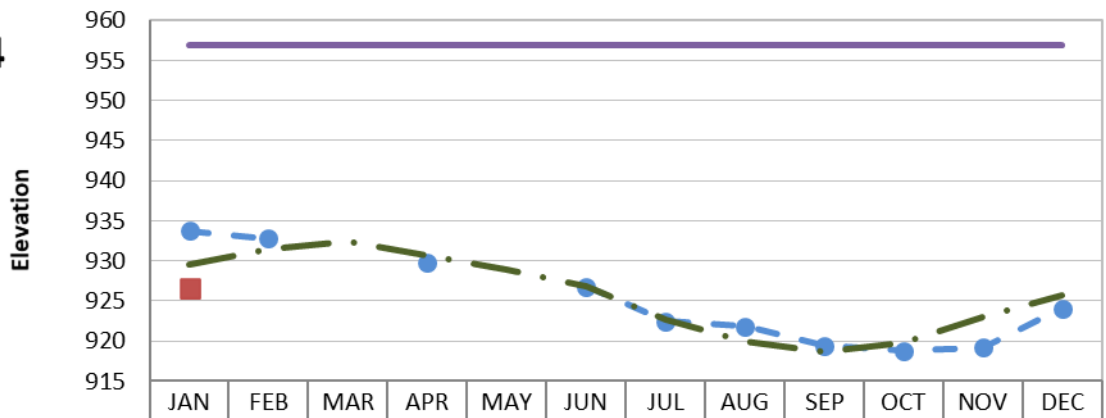


HVLCSD Municipal Wastewater Influent (MGD)



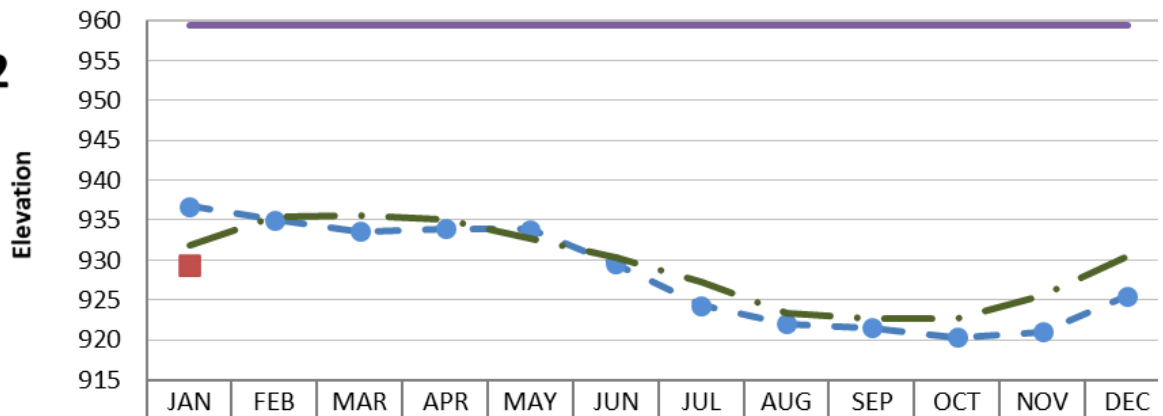
January 2021 Field Report

Well 4



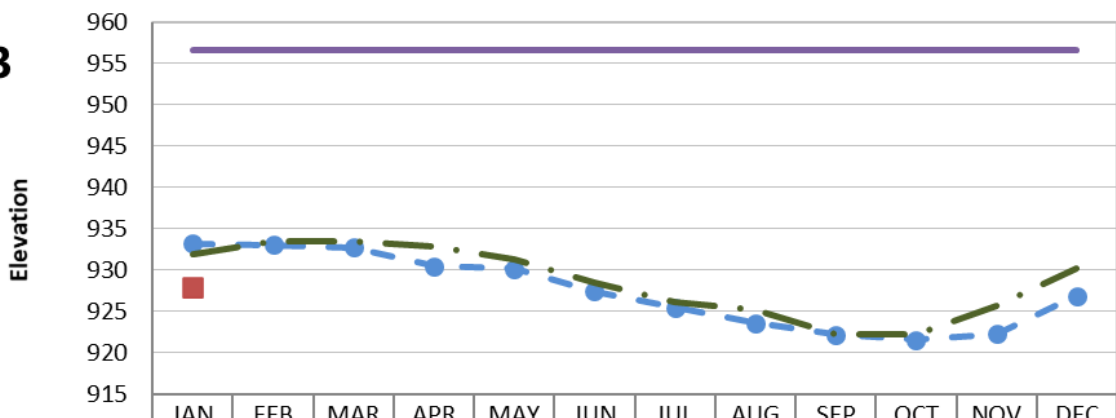
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 4 2021	926.6											
Top of Casing	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9
Well 4 2020	933.7	932.8		929.7		926.8	922.4	921.8	919.4	918.8	919.2	924.0
Historicals	929.4	931.5	932.4	930.6	928.9	926.8	922.6	919.9	918.6	919.7	922.9	925.7

Well 2



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 2 2021	929.4											
Top of Casing	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4
Well 2 2020	936.7	935.0	933.6	933.9	933.8	929.5	924.3	922.0	921.5	920.3	921.0	925.5
Historicals	931.8	935.4	935.5	935.1	932.7	930.3	927.2	923.4	922.6	922.6	925.5	930.5

Well 3



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 3 2021	927.8											
Top of Casing	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7
Well 3 2020	933.1	933.0	932.6	930.4	930.1	927.4	925.4	923.6	922.1	921.5	922.2	926.8
Historicals	931.9	933.4	933.4	932.8	931.2	928.5	926.0	925.1	922.2	922.1	925.6	930.1

Water Resources Specialist Highlights

- Reviewed field operations standard operating procedures for updates and review
- Began annual I&I flow monitor analysis and installation
- Completed the State Water Resources Control Board Sanitary Survey for administrative/field operations as well as related reports and maps
- ACWA State Legislative Committee:
 - SB 222: **Watch**—Water affordability assistance program
 - SB 223: **Oppose unless amended**—Discontinuation of residential water
- Submitted the Central Valley Regional Water Quality Control Board quarterly progress report
- PG&E true-up bill analysis
- Resubmitted LNU firebreak permission letters
- Routine database maintenance and reports
- Regular GIS database maintenance
- Regular Facebook outreach

January 2021 Field Report

Water Operations and Maintenance Highlights

- 1/8 Installed new sample station at Moonridge Dr; required vac truck
- 1/11—1/12 Leaking line at admin building was fixed; required vac truck
- 1/14 Full circle mainline break on Pinewood Ct; required vac truck
- 1/21 CPR training
- 1/12 & 1/21—1/22 Completed Sanitary Survey with State Water Resources Control Board
- Started valve exercising maintenance routine
- Meter reads 1/25—1/27
- Routine maintenance and operations

Wastewater Operations and Maintenance Highlights

- 1/19—1/20 5 manhole lid replacements completed in high I&I areas
- 1/21 CPR training
- 1/25 Cleaned out lift stations 1, 2, and 3 with vac truck in preparation for potential heavy rains
- 1/28 Checked I&I on Mountain Meadow North; located a promising segment to camera for a potential break
- Adjusted the Equalization Basin as needed to prepare for potential heavy rains
- Meter reads 1/25—1/27
- Routine maintenance and operations

January 2021 Field Report

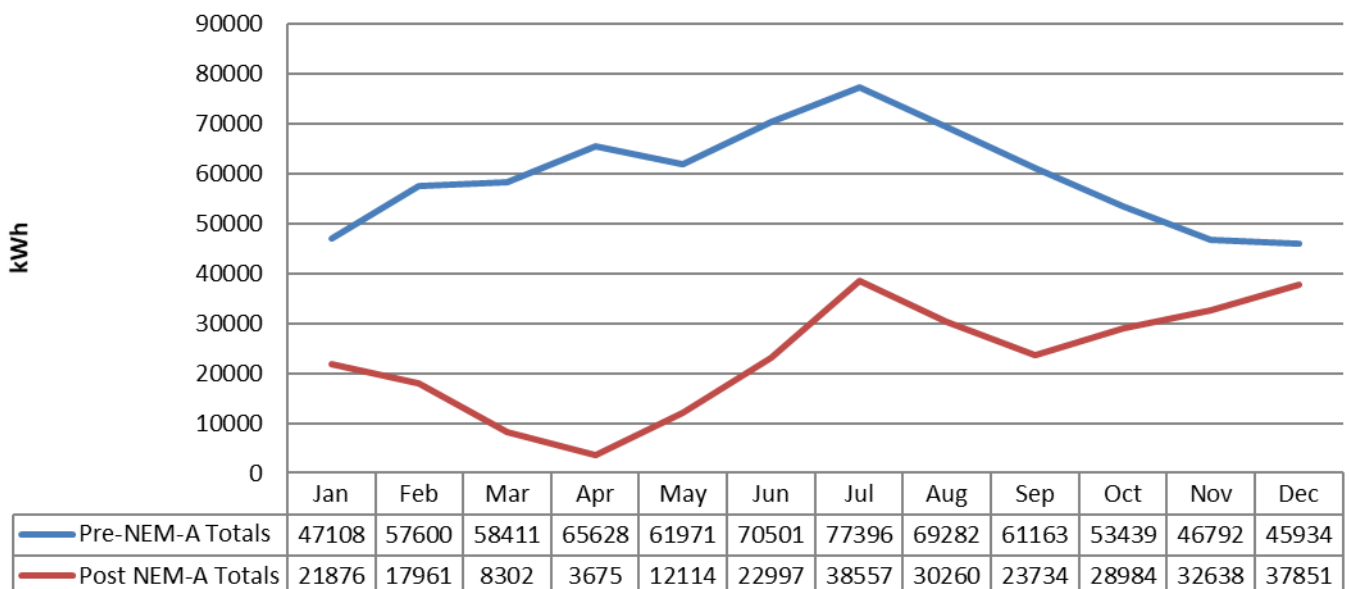
Vehicle Mileage

<i>Vehicle</i>	<i>Mileage</i>
Truck 1	0
Truck 2 (new construction truck)	928
Truck 3	1,305
Truck 4	205
Truck 6	1,213
Truck 7	431
Truck 8	753
Dump Truck	75
Backhoe	1.70 hrs
New Holland Tractor	1.60 hrs
Vac Truck	56.90

Fuel Tank Use

	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	289.40	183.50
Fuel Log	288.40	182.90

PG&E Net Payable





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MEMO

To: Board of Directors
From: Dennis White
Date: February 16, 2021
RE: General Manager's Report

Below is a shortened version of activities on various tasks.

COVID-19 Response: Director, Employee and Customer health and safety

- The high level of vigilance and research mentioned in last month's report continues to this day. In fact, the District has consulted with our labor attorneys on the interpretation of OSHA's Emergency Temporary Standards (ETS). To achieve the best level of support and protection of staff, we have instituted a self-assessment checklist for all staff. This checklist is an electronic app called ProtectWell, which gives the employee the opportunity to identify any health symptoms they might be experiencing and submits the appropriate action. Each employee submits their report, and the admin is notified immediately. This is a great way to keep track of how everyone is feeling and keep everyone safe.

Management of the Day-to-Day Operations

- Water Distribution System Inspection – Our representative from the Department of Water Resources, SWRCB, Amy Little conducted our inspection virtually this year. Despite the challenges we face with this "new normal", this process proved to be successful, and quite informative on both sides. Staff was able to leverage virtual meeting software (Microsoft Teams) to chronicle the inspection with visual representations of our Distribution infrastructure and collaborate in group discussions. We are honored that Amy chose our site and a training opportunity for DWR staff during this inspection. Amy continues to be a champion for our District, and offered kudos for the level of quality of system, and the obvious pride we take in maintaining it. We look forward to continued conversations with local agencies, facilitated by Amy, to share ideas, and learn from each other.
- We are making progress on our long-term maintenance and improvement goals.
- We are doing our part to maintain our FireSafe Community Status. Several Hydrants have been painted along with blue marker placements in the Eagle Rock and Little Peak Zones. This activity is beneficial to the community on two fronts; 1) Highly visual hydrants help emergency personnel and 2) Fresh paint also helps the aesthetics within the community.
- We continue to strengthen the District's Sanitary Sewer System. Staff has been diligently replacing manholes with the new watertight composite lids and rings in the highest priority areas.



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- The employee handbook is taking shape, thanks to the tireless efforts of our Administrative Services Manager, Penny. We hope to bring this to committee and all board members soon for a broad review and approval.
- Our Project Manager Alyssa continues to keep multiple projects current and moving forward. She has been able to roll with the punches, keep all contributors on track, and get us the most for our \$\$\$. I look forward to the next series of checks to start rolling in.
- The Water Resources Specialist Hannah is keeping us on track with data collection, and State Reporting requirements. She has come a long way, and we are comfortable knowing the safety of the data is in her hands.

Fiscal

- We are receiving delinquent payments thanks to staff's efforts to deliver delinquency notices over and above our standard processes. We also issued lien notification early this month. We are pleased to announce that these efforts are likely the cause for the ~\$26k drop in total delinquencies.
- January and February are always big months for debt service for the District. With CIEDB, Bonds, and Solar payments made, Trish has kept us current on debt obligations for fiscal year 20/21.

Personnel: Plus -Recruitment, Job Descriptions, Total Compensations Study etc.

- I can only report on the progress the District is making in the "Day-to-Day Operations" section of this report because of the stellar staff that makes it possible. I am humbled by their dedication and enthusiasm. I think we are on the path towards great things.

Major Projects

- Valley Oaks
 - As the water & sewer lines within Valley Oaks continue to progress, KimCo is looking towards connecting with the District. Just this week, we have corresponded with Mr. Porter on sewer connectivity fees, and how HEUs are determined.
- Tank 9
 - We are optimistic on the progression of the Tank 9 upgrade project. We have received inquiries from FEMA, and await their final decision of funding.
- WWTP Access Road Repair
 - Final payment (6% retainage) has been paid to Smith Construction
 - This is the final project of the Public Assistance request from Disaster 4434 (February Rains). A final reimbursement request was submitted on 1/28, along with closeout documentation for the entire project.



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- I & I: Meadow View Easement
 - This project is on hold until the Grant Agreement is finalized. The following statement was made on 2/10 by the DWR Grant Manager “Thank you for the responses. I think this should get us to the next step of approval for agreement signature within the next week.” Piazza Construction continues to wait “patiently”.
 - With the Grant Agreement at our doorstep, we are moving towards identifying the next sewer location to target for improvement.
- Generators
 - Unfortunately, the District’s application for state PSPS funds was denied. They report that this was a highly competitive process, and our score did not reach the level needed to award funding.
 - Coastland has delivered a revised engineer’s estimate for a Generator project that focuses on the Water Treatment Plant, and the Greenridge pumping station. Originally planned to work in concert with PSPS funding, this revised estimate is nevertheless interesting, and worth a look in future Capital Improvement plans.
- AMI
 - The Drinking Water State Revolving Fund (DWSRF) considers HVLCSO to be a small, disadvantaged community (SDAC) and therefore potentially eligible for funding with principal forgiveness. Staff will be developing a updated application drawn from the original application build in collaboration with Schneider Electric.
- SCADA
 - The District recognizes the need to completely refresh the SCADA system to enhance both security and reliability. GHD is helping to develop a feasibility study and should actively begin vendor assessments soon.
- Resilience - FLASHES
 - Trane has been a great ally in navigating the complex waters of FERC, IRS, CAISO, and CPUC regulations to make this project a reality. We appreciate that Trane is in the business of risk-assessment, as part and parcel of their Energy Services business model. Recent developments have forced Trane to postpone their CAISO interaction until next year, and we trust their assessment of risk at this point in the project. I believe it is a credit to them that they were not willing to forge ahead without garnering more information on the tax incentive question. We look forward to a secure future with Trane!
- LNU Complex Fire
 - The Public Assistance aspect of this disaster has recently experienced some changes. The category of work performed has changed, which has caused us a bit more work on the submittal of reimbursement requests. Administratively, staff was able to re-submit in accordance with the new requirements, and again, we look forward to those checks rolling in.



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- The Debris Removal project, the last step in the public assistance portion of this disaster is moving forward, as indicated in agenda items located later in this packet.
- The Hazard Mitigation aspect of this disaster has also experienced some hiccups and changes. All three HMGP projects are changing. The Hazardous Fuel project is merging with the Tank 4a replacement project. The Water Mains project scope has significantly narrowed it's scope. Again, items to be further discussed later in this agenda.
- Potential projects
 - The I & I project submitted to the Clean Water State Revolving Fund (CWSRF) may be resurrected. Stay tuned!

Disaster Reimbursements (Federal & State)						
Year of event	Disaster	Project	Description	Completion	Reimbursed?	Reimbursements
2017	4301	LHHVA01	Pump&Dump	100%	100%	\$ 214,133.04
2017	4301	LKHVB01	Repair&Labor	100%	100%	\$ 16,748.90
2017	4308	LKHVA81	Pump&Dump	100%	100%	\$ 390,533.63
2017	4308	LKHVB81	Repair&Labor	100%	100%	\$ 5,317.17
2017	4308	LKHVF83	Repair&Labor	100%	100%	\$ 652,310.53
2019	4434	100063	Pump&Dump	100%	100%	\$ 916,723.31
2019	4434	100118	Repair	100%	100%	\$ 13,101.71
2019	4434	100126	Repair&Labor	100%	100%	\$ 39,032.81
2019	4434	101502	Repair&Labor	100%	100%	\$ 33,321.19
2019	4434	100138	Repair: Chip seal the WWTP Access Road	100%	90%	\$ 110,730.00
2020	4482 COVID-19	138890	Materials: Purchased for disinfection, and infection prevention methods	100%	0%	\$ 10,401.87
2020	4558 LNU Complex Fire	Cat A	Debris Removal -FireBreak -Chipping&Spreading	50%	0%	\$ 242,768.16
2020	4558 LNU Complex Fire	Cat B	Continuity of Operations - Generators - Smoke Soot and Ash	100%	0%	\$ 62,283.89

Totals:	\$ 2,707,406.21
Actual:	\$ 2,391,952.29

Access Road
1/29 Submitted CloseOut documentation, Final Reimbursement Request (\$5,597.36), and Quarterly Update

Debris Removal
1/20 Submitted RFP
1/29 Reviewed 3 proposals
2/2 Awarded contract to MFE
2/5 Discussed potential changes to CalOES reimbursement policy, and extension request.

Generators/HVAC
2/5 Discussed potential changes to CalOES reimbursement policy, and extension request.

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP: Writing the Plan	100%	95%	\$ 74,404.00
4382	112	Unit 9 Tank: Replacing this tank	0%	0%	\$ 1,300,000.00
4407	57	Generators: Installing at Booster Stations	0%	0%	\$ 1,900,000.00
4558	398	Fuels Reduction: Creating defensible space	0%	0%	\$ 500,000.00
4558	404	Tank 4: Replacing the tank	0%	0%	\$ 2,000,000.00
4558	428	Distribution: Replacing water mains, etc.	0%	0%	\$ 20,000,000.00

Totals:	\$ 25,774,404.00
Actual:	\$ 74,404.00

Unit 9 Tank

1/14 Received response from inquiry "project under FEMA EHP review"

Generators

2/3 Received updated engineer's estimate on a smaller generator project of \$1M
2/4 Received notification that PSPS funding proposal was not selected.

Fuels Reduction & Tank 4 Replacement

1/28 Meeting with CalOES & BCA Consultants - consensus to merge and phase projects.
1/29 Received documented review of BCA
2/1 Meeting with CalOES regarding phased projects

Water Mains

1/15 Notice of invitation to submit project Subapplication
2/2 Authorization of GHD to develop Subapplication
2/12 Change of scope proposed

State Funded projects (Prop 1, Prop 68)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	205	I & I	25%	0%	\$ 187,500.00
DWR/IRWM	206	Unit 9 Tank	5%	0%	\$ 250,000.00
CalOES	PSPS	Generators	0%	0%	\$ 350,000.00
DWSRF	AMI	AMI	0%	0%	\$ 1,600,000.00

Totals:	\$ 2,387,500.00
Actuals:	=

I&I, Unit 9 Tank

1/28 Inquiry to Lake County on status is that they have not received an update from the Grant Manager at DWR.

Generators

2/4 This proposal was denied. A score of 90/156 was not competitive enough to win an award of funds.

AMI

1/28 District's DWSRF contact recommends a construction application be submitted to the DWSRF. They estimate a turnaround time of 6-8 months.

Potential projects (LHMP)

Priority	Funding Agency	Project	Description	Costs	Notes
1	HMGP (FEMA)	SCADA	Technology refresh	\$ 1,000,000	Initial Feasibility discussions underway, Joined Demarnd Response program to qualify for rebates
1	HMGP (FEMA)	Tanks	Replace wooden tanks	\$ 5,400,000	Subapplication submitted for one tank only, 4558 - NOI
1	HMPG (FEMA)	I & I	Pipe-bursting	\$ 1,000,000	Grant funds awarded for first pipe-bursting
1		RRP, ERP	Requirement of AWIA of 2018	\$ 200,000	Due 3/21, Possible 4482-NOI opportunity
1	HMGP (FEMA)	Water	Correlators, AirVacs, Lines, Meters	\$ 5,500,000	ESCOs can support energy savings projects
2		WMP	Water Master Plan	\$ 100,000	This is 20 years old. Is a reference document for grant applications
2	HMGP (FEMA)	WWTP	EQ Basin, Sludge Beds	\$ 6,000,000	Every flooding disaster in the last 4 years has damaged a portion of the WWTP. Possible developed contributions.
2		SWP	Stormwater Master Plan	\$ 200,000	This is 20 years old. Opportunity for regional benefits.
2		Stormwater	Implement Stormwater Master Plan Improvements	\$ 10,000,000	Phase 1 - Culverts in the Flood detention basin, previous NOI accepted for this activity
2	HMGP (FEMA)	Well	Drill a new well	\$ 4,000,000	Water Resilience, Contamination Mitigation, possible developer assistance
2	FMAG (FEMA)	Fuels Mitigation	Defensible Space, Concrete detention basin, masonry buildings	\$ 400,000	Possible 4558-NOI opportunity
2	FMAG (FEMA)	Hydrants	Improvements	\$ 4,100,000	Previous NOI accepted for this activity
2	PDM (FEMA)	GIS	Fully develop database, O&M	\$ 400,000	Management, maintenance, and communications tool
3		PAP	Public Awareness Program	\$ 200,000	Disaster preparedness, response and recovery
3	HMGP (FEMA)	CL2 valve	Automatic shut-off valve	\$ 50,000	Operator Safety, RMP improvement list
3	HMGP (FEMA)	CL2 Analyzers	Chlorination Basin improvements	\$ 100,000	Flow-based treatment process will streamline WWTP
3	HMGP (FEMA)	Earthquake	Retrofits	\$ 5,000,000	
3		Levee	Certification	TDB	Opportunity for regional benefits, flood insurance
3		Dam	Inundantion Mitigation	TDB	Infrastructure improvements

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

DATE: February 16, 2021

AGENDA ITEM: Discussion and possible action: Authorize the Authorized Agent to sign the Match Commitment Letter for the Water Mains project.

RECOMMENDATIONS: Authorize the Authorized Agent to sign the Match Commitment Letter for the Water Mains project.

FINANCIAL IMPACT: \$250k over 3 years

FUND/Dept/Acct: 320/325

BACKGROUND: On February 2, the Board of Directors authorized funds be expended to develop the HMGP Subapplication for the Water Mains Project. In order to meet the HMGP Subapplication deadline of 3/5/21, GHP proposed an expenditure of \$29,900.

The intent of this Subapplication and expenditure, is to receive assistance from the Hazard Mitigation Grant Program (HMGP) to execute a project replacing water mains in the Hidden Valley Lake Community. As of today, Friday 2/12/21, the parallel project, Resilience, has been significantly postponed. This postponement renders the water mains project untenable at its original scope.

While the initial reaction to this news is certainly disappointment, staff believes the value of water main replacement still remains high. Since the Subapplication development is still underway, and this news is reaching us before a Board decision on the Match Commitment Letter, staff would like to propose to keep this engineering effort moving, but changing the scope of the project. If the total project costs for a water main replacement project was \$1M, and had a performance period of 36 months, the match commitment of the District would be \$250,000.

If the Resilience project were to be resurrected by the next CAISO opportunity, a parallel mitigation project could certainly be drafted at that time. In addition to Hazard Mitigation Funding, the District could also pursue BRIC or SRF funding opportunities to leverage larger scoped projects.

HVLCSD’s focus on delivering potable water reliability is unlikely to change. Submitting this Subapplication is an indicator of HVLCSD’s long term commitment to this mitigation strategy.

I, Dennis White, 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 February 16, 2021 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hvicsd.org

LOCAL MATCH FUND COMMITMENT LETTER

02-16-21

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

Re: 4558-428 Subapplication Funding Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as Hidden Valley Lake Community Services District's commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program.

SOURCE OF NON-FEDERAL FUNDS:	LOCAL AGENCY FUNDING	OTHER AGENCY FUNDING	PRIVATE NON-PROFIT FUNDING	STATE AGENCY FUNDING
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NAME OF FUNDING SOURCE:

Hidden Valley Lake Community Services District

FUNDS AVAILABILITY DATE:

7/1/2021

PROVIDE EXACT MONTH/DATE/YEAR OF AVAILABILITY OF FUNDS

FEDERAL SHARE AMOUNT REQUESTED:

\$1,000,000.00

MUST MATCH \$ AMOUNT PROVIDED IN SUBAPPLICATION

LOCAL SHARE AMOUNT MATCH:

\$250,000.00

MUST EQUAL A MINIMUM OF THE 25% FEDERAL SHARE REQUESTED

FUNDING TYPE:

Operating revenues, force account labor, administration

EXAMPLES: ADMINISTRATION, CASH, CONSULTING FEES, ENGINEERING FEES, FORCE ACCOUNT LABOR, AGENCY PERSONNEL, PROGRAM INCOME, ETC.

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



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www.hvlcsd.org

Please contact Alyssa Gordon at 707-987-9201 agordon@hvlcsd.org with questions.

Sincerely,

Alyssa Gordon
Project Manager
707-987-9201
707-987-3237
agordon@hvlcsd.org

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

DATE: February 12, 2021

AGENDA ITEM: Discussion and Possible Action: Authorize the Authorized Agent to sign the Match Commitment Letter for the Defensive Space & Ignition Resistant Construction (DSIRC) project

RECOMMENDATIONS: Authorize the Authorization Agent to sign the Match Commitment Letter for the DSIRC project.

FINANCIAL IMPACT: \$351,436

FUND: 320/325

BACKGROUND:

1/19 The Board of Directors authorized the GM to submit a Subapplication Match Commitment Letter for the Fuel Mitigation project.

1/28 CalOES, Hagerty Consulting, and HVLCSD met to discuss Subapplication progress and BCA analysis. It was advised at that time, to re-configure both the Fuels Mitigation and Tank 4 replacement project. Given the potential for overlap in the two projects, CalOES and Hagerty agreed the best solution would be to merge the two projects, and therefore merge the Subapplication.

The explanation of project overlap is as follows:

The Fuels Mitigation & Masonry project consisted of thinning vegetation on District water storage tank parcels, and constructing ignition resistant buildings around the groundwater wells. The Tank 4 Replacement project consisted of replacing a redwood tank with and ignition resistant steel tank. Fuels Reduction activities and Ignition resistant construction are present in both projects.

Further discussion also revealed the opportunity for post-award reimbursement for engineering costs, by re-configuring the newly merged Subapplication into a phased project. Essentially, phase 1 would consist of engineering design work, and phase 2 would consist of construction.

The merging of the two Subapplication will combine the costs of both projects, and therefore necessitates the need for a new Match Commitment Letter. At this time, the total project costs are \$1,405,743. This means the Match Commitment Letter will total \$351,456, or 25% of the total project costs. The previous Match Commitment Letter will be voided.

I, Dennis White, 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 February 16, 2021 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hvicsd.org

LOCAL MATCH FUND COMMITMENT LETTER

02-17-21

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

Re: 4558-398 Subapplication Funding Match Commitment Letter

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as Hidden Valley Lake Community Services District's commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program.

SOURCE OF NON-FEDERAL FUNDS:

LOCAL
AGENCY
FUNDING

OTHER
AGENCY
FUNDING

PRIVATE NON-
PROFIT
FUNDING

STATE
AGENCY
FUNDING

**NAME OF FUNDING
SOURCE:**

Hidden Valley Lake Community Services District

**FUNDS AVAILABILITY
DATE:**

7/1/2021

PROVIDE EXACT MONTH/DATE/YEAR OF
AVAILABILITY OF FUNDS

**FEDERAL SHARE AMOUNT
REQUESTED:**

\$1,054,307

MUST MATCH \$ AMOUNT PROVIDED IN
SUBAPPLICATION

**LOCAL SHARE AMOUNT
MATCH:**

\$351,436

MUST EQUAL A MINIMUM OF THE 25% FEDERAL
SHARE REQUESTED

FUNDING TYPE:

Operating revenues, force account labor,
administration

EXAMPLES: ADMINISTRATION, CASH,
CONSULTING FEES, ENGINEERING FEES, FORCE



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ACCOUNT LABOR, AGENCY PERSONNEL,
PROGRAM INCOME, ETC.

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

Please contact Alyssa Gordon at 707-987-9201
agordon@hvlcsd.org with questions.

Sincerely,

Alyssa Gordon
Project Manager
707-987-9201
707-987-3237
agordon@hvlcsd.org



**Hidden Valley Lake
Community Services District**

REQUEST FOR PROPOSAL

**Contract Services:
Debris Removal**

Proposal Submission Deadline: January 29, 2021 at 10:00 AM PST

Section 1 – INTRODUCTION

The Hidden Valley Lake Community Services District (The District) is soliciting proposals from Contractors to provide debris removal services to two recently cleared firebreak areas. In general, the work will consist of grinding piles of brush along firebreak cut by others, and mulch to be spread at each location.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Proposals submitted will be evaluated by individuals from the District and/or outside agencies. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected. The District reserves the right, without prejudice, to reject any or all proposals.

1.1 General Description of RFP

This RFP describes the general Scope of Services, necessary RFP components, contractor selection process, and required format of the RFP, as well as a sample copy of the District's Professional Services Agreement.

1.2 RFP Schedule

Advertisement of RFP	January 20, 2021
Deadline for Questions	January 25, 2021
Deadline for Response	January 27, 2021
Deadline for RFP Submittal	No later than 10:00 AM PST January 29, 2021
Final Consultant Selection	Anticipated February 2, 2021

1.3 General Selection Process

The District intends to select a Contractor based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. The District will review all proposals and evaluate them according to the following criteria:

- Qualification of Team
- Project Understanding and Innovation
- Work Plan/Scope of Work
- Project Schedule
- Similar Experience / References

Contractor will be selected based on information included in the proposal.

Section 2 – PROGRAM BACKGROUND AND OVERVIEW

HVLCSD is a California Independent Special District that provides water and wastewater services to the community of Hidden Valley Lake. Situated in a valley within the Mayacama Mountain range, temperature and precipitation rates in this area have fluctuated dramatically in recent years. The intensity and frequency of drought during the dry season is only matched by the intensity and frequency of localized flooding events during the rainy season.

In the latter part of August 2020, a record number of lightning strikes caused 650 wildfires across Northern California in the height of the dry season. One of the three largest wildfires of August, the LNU Lightning Complex fire, was centered in Northern Napa County, and moving quickly into Southern Lake County, towards Hidden Valley Lake. To protect the health and safety of the public, and the infrastructure of the District, a firebreak was quickly cut in two sections of the Northeastern perimeter of the community. Vegetative debris was removed from 640,000 square feet of land.

To protect the health and safety of the public, and the infrastructure of the District, the final step in the Debris removal process is to reduce the vegetative mass by chipping. This measure will reduce potential future combustion of the vegetation, as well as prevent flooding, and the related complications of flooding events to water distribution and sewer collection systems.

Most of the vegetative debris, including stumps remains onsite. The District is looking to fully remove this debris by its reduction to chips.

Section 3 - SCOPE OF SERVICES

The Contractor shall provide landscape labor and equipment necessary to complete the grinding and chipping of vegetative debris. The District has allocated \$150,000 of reserves to preserve the integrity of the water and wastewater delivery to the community. A typical scope is anticipated to include the following tasks:

1. Mobilization and demobilization of equipment with minimal impact to property owners and their adjacencies.
2. Chipping and broadcasting of wood and brush in the firebreak area, with labor and equipment necessary for the task, given the sometime steep terrain.
3. Grinding of stumps, and spreading of mulch in the firebreak area, with labor and equipment necessary for the task, given the sometimes-steep terrain.
4. Availability and time allocation to complete both sections of the firebreak, totaling 640,000 square feet.

Section 4 – RFP SUBMITTAL REQUIREMENTS

The intent of these requirement is to assist proposers in the preparation of their proposal and to simplify the review process for the District. One signed electronic copy sent via email, with a “Read Receipt” tag must be received by the District no later than **January 29, 10:00 AM PST**. The subject line of the proposal should read “RFP for Debris Removal,” and be submitted to the Project Manager at:

agordon@hvlcsd.org

The District requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. The proposal must be signed by the proposer’s authorized representative for executing a contract between the District the proposer. The proposer must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope as needed:

1. Cover letter
 - Name, address, and telephone number of the firm.
 - Signed by an authorized representative of the contractor. The Contractor shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Contractor. The form could be a Corporate Resolution.
 - Contractor license and DIR registration information
 - State the proposal is firm for a 90-day period from the proposal submission deadline.

- Provide the name, title, address, and telephone number of the individual to whom correspondence and other contacts should be directed during the Contractor selection process.
 - Provide the location of the Contractor's headquarters. In addition, provide the location of any local support offices, which will provide service to the District.
 - Acknowledge that the Contractor will provide Bond, insurance and indemnification required per the attached Professional Service Agreement within five (5) business days, should the contract be awarded to the Contractor.
2. Project Team Information
- Contractor must provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be the District's contact throughout the project. It is allowable for a single individual to fulfill multiple roles by the Contractor's staff.
3. Work Plan/Scope of Work
- Include a work plan/scope of work meeting the minimum requirements of the projects listed in the Scope of Services. Contractor is encouraged to modify or expand the minimum Scope of Services if they believe it is necessary to achieve the goals.
4. Sub-Contractor & Work by Others
- This section shall include a matrix showing the estimate of time (in hours) to perform the work, detailed by tasks, listed in the Scope of Work.
 - Identify any and all sub-contractors proposed to serve on the project, with background information for each and particular experience of key personnel.
 - This section should describe all work not included in the proposal. Any work that is needed to complete the project that is not listed in the "Work Done by Others" will be considered part of the work provided by the Contractor and included in the proposal. Please include a list of tasks which the Contractor expects District staff to perform, information the Contractor expects the District to provide, and an estimated amount of District staff time required for each task of the scope of work.
5. Relevant Experience and References
- The Contractor must state the qualifications and experience of the proposed team, particularly for the Project Manager and other key project staff members assigned to the project.

- Provide a brief description of at least three similar projects for which the Contractor has provided services during the past five years.

6. Fee Proposal

- Include a fee proposal listing the total cost and the cost associated with each task. The rates quoted will remain in effect for the duration of the Agreement, unless approved by the District. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP in accordance with applicable State of California Industrial Labor Rate Standards.

Section 5 – SELECTION PROCESS AND EVALUATION CATEGORIES

Proposals submitted will be evaluated by individuals from the District and/or outside agencies. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information from proposers, or to allow corrections of errors or omissions.

The District intends to select a Contractor based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. The District will review all proposals and evaluate them according to the following criteria:

- Qualifications of team
- Project Understanding and Innovation
- Similar Experience / References
- Work Plan / Scope of Work
- Project Schedule

Section 6 – GENERAL TERMS AND CONDITIONS

6.1 Limitation

This RFP does not commit the District to award a contract, to pay any cost incurred in the preparation of the Contractor's RFP response, or to procure or contract for services or supplies. The District is not responsible for proposals that are delinquent, lost, mismarked, and sent to an email address other than that given above, or sent by mail or courier service. The District reserves the right to accept or reject any or all RFP responses received because of this request or to cancel all or part of this RFP.

6.2 Public Records

All proposals shall become the property of the District and will become public records and, as such, may be subject to public review.

6.3 Contract Agreement

The contents of the submitted proposal will be relied upon and incorporated into the awarded contract and shall become a contractual obligation. The District reserves the right to reject those parts that do not meet with the approval of the District, or to modify the Scope of Services, as agreed by the Contractor, in the final negotiated contract.

A sample agreement that will be used for this contract is included as Exhibit A. The District will require the selected Contractor to provide the indemnification and insurance required per the attached sample agreement.

Section 7 – QUESTIONS

If you have any questions regarding this RFP, prior to January 29, 2021, please email:

Alyssa Gordon, Project Manager
Email: agordon@hvlcsd.org

EXHIBIT A

AGREEMENT

The Hidden Valley Lake Community Services District, ("District") enters into this agreement, dated for reference purposes only, with **MOUNTAIN F. ENTERPRISES INC.** ("Contractor").

RECITALS

- A. NOTICE REQUESTING PROPOSALS. The District gave notice requesting proposals to be submitted by 10:00 a.m. on January 29, 2021 for the **Debris Removal Project** in accordance with California Public Contract Code Section 20164 and other applicable law.
- B. RFP REVIEW. On January 29, 2021, District representatives opened the proposals for the Debris Removal Project and read the proposals aloud.
- C. PROJECT AWARD. On February 2, 2021, the District awarded the **Debris Removal Project** to the Contractor and directed District staff to send the Contractor written notice of award of the project. The District conditioned award of the project on the Contractor's providing executed copies of all documents specified in the AGREEMENT, REQUIRED DOCUMENTS listed below within five (5) working days of receiving written notice of award of the project.
- D. REQUIRED DOCUMENTS. The Contractor has provided the District executed copies of all documents specified in this section of the AGREEMENT within five (5) working days of receiving written notice of award.
 - 1) Performance Bond (Exhibit B)
 - 2) Insurance Certification (Exhibit C)
 - 3) Indemnity (Exhibit C)

AGREEMENT TERMS

The District and the Contractor agree as follows:

1. THE WORK. The Contractor shall furnish all equipment, tools, apparatus, facilities, material labor, and skill necessary to perform and complete in a good and workmanlike manner the **Debris Removal Project** ("Work") as shown in the Technical Specifications and Project Plans in accordance with the Contract Documents and applicable law.
2. LOCATION OF WORK. The Work will be performed at the following locations:
Northern perimeter access point:
15958 Eagle Rock Rd, Lat: 38.827717, Lon: -122.560833
Southern perimeter access point:
19334 Ravenhill Rd, Lat: 38.817066, Lon:-122.552247

3. TIME FOR COMPLETION. The Contractor must complete the Work in accordance with the Contract Documents within 28 working days from the date specified in the District's Notice to Proceed ("Time for Completion").
4. REMEDIES FOR FAILURE TO TIMELY COMPLETE THE WORK. If the Contractor fails to fully perform the Work in accordance with the Contract Documents by the Time for Completion, as such time may be amended by change order or other modification to this agreement in accordance with its terms, and/or if the Contractor fails, by the Time for Completion, to fully perform all of the Contractor's obligations under this agreement that have performed all of the Contractor's obligation under this agreement that have accrued by the Time for Completion, the Contractor will become liable to the District for all resulting loss and damage in accordance with the Contract Documents and applicable law. The District's remedies for the Contractor's failure to perform include, but are not limited to, assessment of liquidated damages of **\$1,500 per day** in accordance with California Government Code Section 53069.85 and Section 7-1.02 of the General Provisions, and/or obtaining or providing for substitute performance in accordance with the Contract Documents.
5. CONTRACT PRICE AND PAYMENT. As full compensation in consideration of completion of the Work in accordance with the Contract Documents and in consideration of the fulfillment of all of the Contractor's obligations under the Contract Documents, the District will pay the Contractor in lawful money of the United States the total price of **\$150,000.00** (the "Contract Price") as specified in the Contractor's completed RFP dated JANUARY 28, 2021, and attached to and incorporated in this agreement. Payment to the Contractor under this agreement will be for Work actually performed in accordance with the Contract Documents and will be made in accordance with the requirements of the Contract Documents and applicable law. The District will have no obligation to pay the Contractor any amount in excess of the Contract Price unless this agreement is first modified in accordance with its terms. The District's obligation to pay the Contractor under this agreement is subject to and may be offset by charges that may apply to the Contractor under this agreement. Such charges include but are not limited to, charges for liquidated damages and/or substitute performance in accordance with the Contract Documents.
6. PREVAILING WAGES. In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code must be paid to all workers engaged in performing the Work. In accordance with California Labor Code Section 1770 and following, the Director of Industrial Relations has determined the general prevailing wage per diem rates for the locality in which the Work is to be performed. In accordance with California Labor Code Section 1773, the District has obtained the general prevailing rate of per diem wages and the general rate for holiday and overtime work in the locality in which the Work is

to be performed for each craft, classification or type of worker needed to perform the project. In accordance with California Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at the office of HVLCS D and will be made available on request. Throughout the performance of the Work the Contractor must comply with all provisions of the RFP and all applicable laws and regulations that apply to wages earned in performance of the Work.

7. ASSIGNMENT PROHIBITED. The Contractor may not assign part or all of this agreement, or any moneys due or to become under this agreement, or any other right or interest of the Contractor under this agreement or delegate any obligation or duty of the Contractor under this agreement without the prior written approval of an official authorized to bind the District and an authorized representative of Contractor's surety or sureties. Any such purported assignment or delegation without such written approval on behalf of the District and the Contractor's sureties will be void and a material breach of this agreement subject to all available remedies under this agreement and at law and equity.
8. SEVERABILITY. If any term or provision or portion of a term or provision of this Agreement is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.

Executed on _____, _____, by

CONTRACTOR

HIDDEN VALLEY LAKE COMMUNITY
SERVICES DISTRICT

By: _____

By:  _____

Title: _____

Title: President, Board of Directors

Attest:

By:  _____

Title: Clerk of the Board

EXHIBIT B

Bond #100542658
Premium: \$2,160

PERFORMANCE BOND

(Note: Contractors must use this form, use of any other bond form may render a proposal non-responsive)

KNOW BY ALL MEN BY THESE PRESENT:

WHEREAS the Board of Directors of Hidden Valley Lake Community Services District has awarded to Mountain F. Enterprises, Inc. (designated as the "PRINCIPAL") a contract for the **Debris Removal Project**, which contract, and all documents are defined therein (designated as the "Contract") are hereby made a part hereof; and

WHEREAS, said PRINCIPAL is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract;

NOW, THEREFORE, WE, the PRINCIPAL and U.S Specialty Insurance Company as surety (designated as "SURETY"), an admitted surety insurer authorized to do business in the State of California, are held and firmly bound unto the District (designated as "OBLIGEE"), in the penal sum of One Hundred Fifty Thousand and No/100 dollars (\$ 150,000.00), lawful money of the United States for the payment of which sum well and truly to be made, we bind ourselves, or heirs, executors, and administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, if the above bound PRINCIPAL, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in the Contract and any alterations thereof made as therein provided, on his or their part to be kept and performed at the time and in the manner therein specified and in all respects according to their true intent and meaning, and shall defend, indemnify and save harmless the OBLIGEE, its officials, officers, employees, volunteers and agents, as therein stipulated, then this obligation shall become null and void, otherwise it shall be and remain in full force and virtue.

And the said SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or to the specifications or the plans accompanying the same or to any other part of the RFP or AGREEMENT, as defined therein, shall in any way affect said SURETY's obligation on this bond, and the SURETY does hereby waive notice of any such change, extension of time, alteration or addition.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

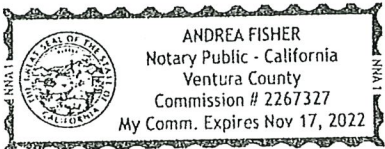
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of Ventura }

On 2/8/2021 before me, Andrea Fisher, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Jodie Lee Doner
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Andrea Fisher
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____

Corporate Officer – Title(s): _____ Corporate Officer – Title(s): _____

Partner – Limited General Partner – Limited General

Individual Attorney in Fact Individual Attorney in Fact

Trustee Guardian of Conservator Trustee Guardian of Conservator

Other: _____ Other: _____

Signer is Representing: _____ Signer is Representing: _____

EXHIBIT C

WORKERS COMPENSATION INSURANCE CERTIFICATION

By accepting and signing this agreement, the Contractor certifies as follows:

I am aware of the provisions of California Labor Code Section 3700, which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and I will comply with such provisions before commencing performance of the work on this Contract.

INDEMNITY

By accepting and signing this agreement, the Contractor certifies as follows:

Contractor agrees to indemnify and hold HVLCSD harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against HVLCSD that result from the acts or omissions of Contractor and/or Contractor's employees, agents, or representatives.

MOUNTAIN F. ENTERPRISES INC.

1/28/21

Hidden Valley Lake Community Services District

Attention: Alyssa Gordon

RE: Debris Removal Grinding fire break in Hidden Valley Lake



MOUNTAIN F ENTERPRISES AND HIDDEN VALLEY LAKE COMMUNITY SERVICE DISTRICT-WINNING TEAM!



Prepared By
Jim Finney
jimf@mtfent.com
1180 Iron Point Road #350
Folsom CA 95630

CELL (707)775-7577
PHONE (530) 626-4127
FAX 2 (530) 626-4120
WEBSITE <http://www.mtfent.com>

COMPANY EXPERIENCE:

MFE's primary business has been serving utility companies', municipalities, contractors, government agencies and fire safe councils since 2000, with highly skilled professionals, top of the line equipment, and a work ethic unprecedented in the tree and vegetation maintenance industry. MFE provides the following tree and vegetation management services:

- Timber Harvest/Logging
- Biomass Removal
- Pre-commercial Thinning
- ROW Clearing & Maintenance
- Hazard Tree Removal
- Line Clearance Tree Trimming
- Weed Abatement
- Emergency Storm Damage Cleanup
- Land Clearing
- Hazardous Fuels Reduction
- Reclamation Services
- Residential Chipping Services

We are able to use various methods to control or remove trees and vegetation in a safe and environmentally conscious manner. Such methods include:

- Conventional Logging
- Mechanical Logging
- Mastication
- Manual Clearing & Chipping
- Manual Clearing, Pile & Burn
- Manual Chemical Vegetation Control

We pride ourselves on delivering the highest quality service by bringing all 3 phases of tree and vegetation maintenance contracting together: Safety, Service, & Productivity.

- Have a proven track record of completing our projects on time and budget, while delivering the highest level of customer service.
- Our specialized equipment allows all jobs to be completed with a goal to minimize environmental impacts and maximize safe work procedures.
- Our highly trained work force with over 1200 employees including 100 certified tree safety professionals, 30+ certified arborist and 3 Foresters Mountain has the man power to get projects done safely.

References/Experience for your records with brief description of project

TITLE OF PROJECT OR CONTRACT NO.	NAME OF CONTACT, ADDRESS & PHONE	PROJECT DESCRIPTION
HWY 128 Tree Removal Kincade Fire 11/2019	Matt @ Team Ghilotti 415-559-3971	Removal of hazard trees along a traveled highway 128. Whole tree chipping / Traffic control. \$900,000.00
HWY 1 Tree Removal Myers Grade Fire 11/2020	Darren Hess Department of Transportation Dist. 4 3401 Regatta Blvd-Oakland, CA 510-376-8263	Removal of hazard trees along a traveled highway 1. Whole tree chipping and traffic control. \$75000.00
HWY 12/128 Glass Fire 11/2020	Matt @ Team Ghilotti 415-559-3971	Removal of hazard trees along hwy 12/128 whole tree chipping and grinding. \$450,000.00
College of Marin 7/2020	Jesse @ college of Marin 415-717-1009	Remove trees and thin and raise crowns of trees for defensible space. \$200,000.00
You Tube 10/2020	McCarthy Construction	Remove trees for new buildings- \$550,000.00
Western Power Trees	Steve Tuggle Western Area Power 916-353-4549	Remove hazard trees along ROW within sensitive areas. Whole tree chipping, skidding, mastication \$212,000.00

COMPANY PERSONNEL

The following Mountain F. Enterprises Inc. key personnel will be available for the implementation and administration of this contract:

Marcos Gomez (Operations Manager/CEO/Certified Arborist) Became Operations Manager of the company in 1999 and the CEO in 2008. His main responsibilities include the day-today management of the work teams and equipment, and all Health and Safety issues.

Marcos contributes over 16 years of experience in the logging and tree service industry, working from the bottom up acquiring a vast knowledge of work experience. He grew Mountain Firewood into what is now Mountain F. Enterprises, Inc. after leaving college in 1995, and has been the driving force ever since, developing it into a successful local business. He recognized that there was a need for a more professional approach to tree work, placing emphasis on employee training and customer care. The company quickly gained a reputation for reliability and high-quality while being flexible, factors which Marcos considers as important today as he did when he started out over 16 years ago. Under Marcos's leadership, Mountain F. Enterprises, Inc. continues to be one of the most reputable and professional utility tree service companies in California.

Jim Finney (Project Manager/Estimator/Certified Arborist WC 9863A/CTSP): 23 years' experience in the tree care industry.

Jim brings to the company over 20 years of tree care experience, working throughout California in the private industry and power line ROW work. Jim graduated from CSU Chico in 1994 with a BS in construction management. His main expertise is in project management and development, job estimating and quality control.

As the project manager for Mountain F. Enterprises, Inc., he oversees special projects such as preparing and implementing project plans. He is responsible for the scheduling of work, coordinating and assigning manpower, equipment, tools, and material(s) required for efficient and timely completion of a project. He also performs periodic field review of work in progress to ensure compliance with minimum clearance requirements, work standards, planned work procedures, and efficient utilization of manpower, equipment, tools, and materials.

Eric Larue-Hidden Valley Resident- (Onsite Foreman/Operator/CTSP) has over 25 years of logging and tree removal supervision. As the Foreman, he will be responsible for the safe, efficient, and economic utilization of manpower, equipment, tools, and material(s) required for the successful completion of this project.

Eric will work with the Project Coordinator to resolve work problems and recommend measures to improve work methods. Instructs workers in safety, recognizes unsafe work conditions and modifies work procedures.

Eric will also be serving as MFE's contact with the general public and is empowered to suspend any operations which he deems to be in noncompliance with the contract, and/or order corrective measures to assure compliance. He will also maintain direct contact with the client's representatives.

MFE'S SAFETY AND HEALTH PROGRAM

Tree work is hazardous and safety is our No.1 priority at Mountain F. Enterprises, Inc. and we believe there is no tree out here worth getting hurt over.

At every step in the tree work process, from trimming to the felling of the tree to transporting it to the mill or yard, workers are subject to a variety of hazards from the environment, type of work, equipment, and physical and emotional strains. MFE ensures through its Injury and Illness Prevention Program (IIPP) that its worker are fully trained and that hazards and risks are controlled, reduced, and/or eliminated. These controllable hazards and risks receive the utmost priority. Not every accident or injury can be prevented, but with proper safety and loss control management MFE ensures they will minimize these risks and injuries.



Management Leadership and Employee Involvement

MFE management believes in committing the necessary resources of staff, money, and time to ensure that all persons on the worksite are protected from injury and illness hazards. In addition, management visibly leads in the design, implementation, and continuous improvement of the site's safety and health activities. Specifically, Marcos Gomez establishes and reviews annually the safety and health policy and ensures that all employees know, understand, and support that policy. All management levels, with input from hourly employees, develop an annual safety and health goal with objectives and action plans to reach that goal. At the end of each year all management levels, with input from hourly employees, evaluate progress in accomplishing the action plans, achieving all objectives, and meeting the annual goal.

Management ensures that all employees, including themselves, have clearly written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities. Also, management ensures that all employees, including all levels of management, receive performance evaluations that include a written evaluation of the accomplishment of assigned safety and health responsibilities.

Management ensures that all visitors to the site, including contract and temporary labor, have knowledge of site hazards applicable to them and how to protect themselves against those hazards. Management also ensures that these visitors do not introduce to the site hazards that can be prevented or that are not properly controlled.

Management ensures that at least several avenues exist for employee involvement in safety and health decision making and problem solving. These avenues may include acting as safety observers, assisting in training other employees, analyzing hazards inherent in site jobs and how to protect against those hazards (writing JHAs), and planning activities to heighten safety and health awareness. Management encourages employees' involvement and devises appropriate recognition for outstanding employee participation.

Worksite Analysis

MFE hires outside consultants as necessary to conduct baseline surveys that identify all safety and health hazards at the site at the time of the survey. All hazards found during these surveys are eliminated whenever possible or controlled. All employees who may encounter the controlled hazards are trained in appropriate job procedures to follow to protect themselves from these hazards.

MFE establishes change procedures to follow whenever the site experiences changes in equipment, material, or processes. To ensure employee protection, these change procedures include consideration of safety and health in the selection of the change, equipment and process shut down procedures, start up procedures, and phase hazard analysis. Appropriate employees are trained to follow these procedures.

MFE management and employees work together to analyze safety and health hazards inherent in each jobsite and to find means to eliminate those hazards whenever possible, and otherwise to protect persons against those hazards.

All employees at the jobsite are trained to recognize hazards and to report any hazard they find to the appropriate person so that the hazard can be corrected as soon as possible. In addition to taking immediate action to report a hazard orally and to provide interim protection, if necessary, including stopping the work causing the hazard, employees may submit a safety work order to the maintenance department, or they may submit a safety suggestion form.

As part of the annual safety and health program evaluation, MFE management review all near misses, first aid incidents, and entries on the OSHA 200 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The results of this analysis are considered in setting the goal, objectives, and action plans for the next year.

Hazard Prevention and Control

MFE management ensures that this priority is followed to protect persons at the jobsite: (1) Hazards will be eliminated when economically feasible, such as utilizing a bucket truck instead of climbing; (2) Barriers will protect persons from the hazard, such as traffic cones and personal protective equipment (PPE); (3) Exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

MFE management ensures that the worksite and all machinery are cared for properly so that the environment remains safe and healthy.

All employees, including all levels of management, are held accountable for obeying site safety and health rules. The following four step disciplinary policy will be applied to everyone by the appropriate level of supervisor:

- oral warning;
- written reprimand;
- three days away from work;
- Dismissal.

Visitors, including subcontractors who violate safety and health rules and procedures, will be escorted from the jobsite.

Training

MFE management believes that employee involvement in the site's safety and health program can only be successful when everyone on the jobsite receives sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfill them. Therefore, training is a high priority to ensure a safe and healthy workplace. Finding time and knowledgeable personnel to do effective training is vital. Each year management pays special attention to the evaluation of the year's training efforts to look for methods of improvement.

MFE management has a strong effective health and safety policy that is enhanced by its training programs. All employees will participate in training programs to ensure that they maintain the safety standards of MFE. All employees will be continuously trained in the following:

- Proper use and care of personal protective equipment
- Personal safety equipment each employee must have at the workplace
- Safe work practices
- Reporting accidents and seeking medical aid
- Voluntary, yearly updates in First Aid and CPR
- Specific training on areas of expertise
- Lockout/Blockout procedures

MFE conducts an annual 8 hours of training for its employees to assure adherence to Occupational Safety & Health Administration (OSHA) regulations, the latest arboricultural techniques, and safety procedures. Management is responsible for ensuring that all training offered at the site is conducted by qualified persons.

MFE management is strongly committed to this training policy. It is each supervisor's responsibility to provide the necessary training. Any supervisor that allows an employee to perform work not in accordance with this policy will be subject to disciplinary action up to and including dismissal. MFE will provide all necessary training materials, forms and standards to each supervisor. By adhering to this policy, MFE will be able to provide a safer work environment for all employees

List of equipment to complete this project:

- 4 -Peterson Pacific 4710 track horizontal Grinders- 1100HP
- 2-Morbark 4600 track horizontal grinders- 1100HP
- 1- Peterson 2710 track horizontal grinder- 750HP
- 25- Cat/Link Belt excavators with grapples to feed grinders
- 45- CAT skid steer loaders to help gather material to grind along ROW

Photos of equipment

Link Belt Excavator with thumb



2018 Peterson 4710 track mounted grinder



MFE's AFFIRMATION ACTION POLICY

It is the policy of MFE to afford equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, veteran status, age, disability or handicap.

MFE is committed to this policy by our status as a Federal and State government contractor. We are far more strongly bound to this policy by the fact that adherence to the principles involved is the only acceptable American way of life. Therefore, MFE will take affirmative action to ensure that we will: (1) Recruit, hire and promote all job classifications without regard to race, color, religion, sex, national origin or ancestry, veteran status, age, disability or handicap; (2) Base decisions on employment so as to further the principle of equal employment opportunity; (3) Ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; (4) Inform all applicants and employees of the procedure to make claims of any grievances concerning discrimination and that no negative actions affecting their application or employment status will result from any such grievance.

The successful achievement of a non-discriminatory employment program requires maximum cooperation between management and employees. In fulfilling its part in this cooperative effort, management is obligated to lead the way by establishing and implementing affirmative procedures and practices which will ensure our objective, namely equitable employment opportunity for all.

Small, Minority and Women's businesses will have the maximum opportunity to participate in the performance of this contract. MFE agrees to ensure that the said businesses have the maximum opportunity to compete for and perform portions of this contract. MFE will not discriminate on the basis of race, color, national origin, or sex in the selection and retention of subcontractors, including procurement of materials and leases of equipment.

MFE's goal is to pursue and achieve effective participation of Small, Minority, Women-Owned, and/or DVBE accredited businesses. MFE has on-going relationships with a number of businesses that meet these criteria. In addition, we utilize the resources of the Procurement Automated Sources System (PASS) of the Small Business Administration (SBA) and the California Disadvantaged Business Enterprise (DBE) Database.

CLOSING

Thank you in advance for providing Mountain F. Enterprises, Inc. the opportunity to provide our statement of qualifications. We have been in business since 1986 and have established a reputation for quality work and exceptional customer service. We look forward to showing you that it is well deserved; and we look forward to hearing from you.

Sincerely,

Jim Finney
Project Manager/Estimator

Pricing and information requested:

CSLB# 842929 C61/D49/C31/A- LTO A #8352

DIR# 1000005328

All bonding will be provided within 5 days of contracts

MFE is a union shop and certified payroll is something we do on most every project, so we understand the correct wage requirements for this work.

MFE will utilize a rubber track skid steer, excavator and track horizontal grinder to process all the pushed-up/windrowed tree material along the ROW created for firebreak. All material mulched will be spread at each grinding location along ROW. MFE will have no sub-contractors for the work. F 250 pick ups with all tools will be on site with the crews. The price is based on doing work in the winter months (non-fire season) with no dust suppression equipment or fire wagons on site- if needed would be extra cost. Includes: grinding of debris that was pushed out of the ground and windrowed along ROW of fire break. Access into these areas to be provided at no cost to MFE. Payment in full within 45 days of completion. Excludes any stumps that were not pushed out of the ground by fire break dozer, pruning of trees, scattered limbs across ROW.

Pricing: \$150,000.00

RESOLUTION 2021-02
RESOLUTION AUTHORIZING THE PRESIDENT OF THE BOARD TO SIGN A CONTRACT
WITH MOUNTAIN F ENTERPRISES, AND TO PROCEED WITH SAID PROJECT

WHEREAS, a firebreak was created to protect District infrastructure, and community welfare from the damage effects of the approaching LNU Lightning Complex wildfire, and

WHEREAS, this firebreak moved vegetation and exposed soil to the elements, and

WHEREAS, the reduction of this vegetation to wood chips and thereby providing soil abatement is now needed to protect infrastructure and community welfare, and

WHEREAS, Requests for Proposals were noticed on 1/20/21, and opened on 1/29/21, and

WHEREAS, staff has determined that the proposal from Mountain F Enterprises is responsive and satisfies the proposal requirements, and

WHEREAS, staff has verified that Mountain F Enterprises possesses a valid California Contractors License, and is current with the Department of Industrial relations,

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Directors of the District finds and determines that the foregoing Recitals are true and correct, and hereby incorporates the Recitals herein.
2. In accordance with the California Public Contract Code Section 20160 et seq. and other applicable laws, the Board of Directors of the Hidden Valley Lake Community Services District hereby finds the proposal of Mountain F Enterprises for the Debris Removal project to be the lowest responsible bid.
3. The contract of the Debris Removal project is hereby awarded to Mountain F Enterprises in the amount of \$150,000/00 having submitted all required documents, including bonds, certificates of insurance, and endorsements in accordance with the Project proposal guidelines.
4. District staff are hereby directed to issue a Notice to Proceed to Mountain F Enterprises for the project.
5. This Resolution shall become effective immediately.
6. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The Board of Directors of the Hidden Valley Lake Community Services District hereby declare that it would have adopted the Resolution and each section, subsection, clause sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause, sentence, phrase or other portion may be held invalid or unconstitutional.

PASSED AND ADOPTED on _____, 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jim Freeman,
President of the Board of Directors

ATTEST: _____
Dennis White,
Secretary to the Board of Directors

2021 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 20, 2021, marks the official commencement of the election process for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in 2021.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Member Services at 800.537.7790.

- ____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

- ____ **Attachment Two:** **SDRMA Board of Directors 2021 Nomination/Election Schedule:** Please review this document for important deadlines.

- ____ **Attachment Three:** **SDRMA Election Policy No. 2021-02:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ____ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ____ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors' Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Four Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2022 and end on December 31, 2025.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2020-01 and applicable laws and are allowed to claim a stipend of \$220 per meeting day or for each day's service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday.
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

"The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner."

SDRMA BOARD OF DIRECTORS
2021 NOMINATION/ELECTION SCHEDULE

2021 Nomination/Election Schedule



JANUARY						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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31						

FEBRUARY						
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28						

MARCH						
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APRIL						
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MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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TASK TIMELINE	
1/6	Board approves Election Schedule
1/20	Email Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (117 actual days)
5/3	Deadline to return Nominations
5/5	Tentative Election Comm. Reviews Nominations
5/18	Ballots available in MemberPlus at least 60 days prior to ballot receipt deadline (89 actual days)
8/16	Deadline to Receive Ballots
8/18	Tentative Election Comm. Counts Ballots
8/19	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
11/3-4	Directors' Elect Invited to SDRMA Board Meeting
1/2022	Newly Elected Directors Seated and Election of SDRMA Board Officers

SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2021-02

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and

WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and

WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in ensuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two (2) presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots

of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide emailed notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include (1) where to locate election documents in MemberPlus; (2) the number of Director seats to be filled by election; and (3) a summary of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original wet signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by (1) personal delivery; (2) U.S. mail; or (3) courier. To assure the Statement of Qualifications has affixed the candidate's original wet signature, the Statement of Qualifications may not be delivered by electronic mail. When ballots are provided to the membership, each candidate's "Statement of Qualifications" form will be available to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be provided by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the

candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are made available to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail or emailed to SDRMA. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be provided to the membership for election via MemberPlus as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will email acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for posting the ballots. After that date, all qualified nominees names shall appear on the ballot provided to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will publish via MemberPlus each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been published and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election documents for the membership, including ballots and candidates' "Statement of Qualifications", shall be made available via MemberPlus upon sending out an e-blast announcement via email.

8.0. Limitations on Campaigning

8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.

8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.

8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be made available to each SDRMA member agency via MemberPlus, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the distribution of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by an authorized agency official.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original wet signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.

9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

10.1. All ballots will be tabulated at SDRMA's office only after the deadline for receiving ballots. Ballots will be tabulated by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).

10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

10.3. Excluding tie votes, within five (5) days after the ballots tabulated Authority staff shall advise the candidates and their respective agency via email of the final election results. Copies of the results shall also be emailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.

10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.

10.5. Staff shall invite newly elected director(s) to attend the last Board meeting of the year after confirmation of election results. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).

10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of

the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:

- a) notify all then member entities via email that a vacancy has occurred; and
- b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
- c) the SDRMA Board shall establish the closing date for the receipt of applications; and
- d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
- e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
- f) upon verification or rejection of each application by the Election Committee, staff will email acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone or via Zoom at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).



Revised and adopted this 6th day of January 2021, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2021-02 supersedes Policy No. 2019-08 and all other policies inconsistent herewith.

APPROVED:

Michael Scheafer, President
Board of Directors

ATTEST:

Laura S. Gill, ICMA-CM, ARM, ARM-P, CSDM
Chief Executive Officer

SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION

**Downloadable Resolution (MS Word Version) is provided in the
"2021 Election Information" link on the SDRMA Website**

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME]

AS A

CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2021-02, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 3, 2021 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2021-02, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 3, 2021 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED:

ATTEST:

President – Governing Body

Secretary

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Provided are 2 sets of the **Candidate's Statement of Qualifications** Form and can be completed one of two ways as follows:

- 1 set is downloadable to be completed by hand, or
- 1 set is an online fillable PDF Form.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* _____
District/Agency _____
Work Address _____
Work Phone _____ Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate*

District/Agency

Work Address

Work Phone

Home Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

What is your overall vision for SDRMA? **(Response Required)**

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____