



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: February 16, 2016  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) CONSENT CALENDAR
  - (A) MINUTES: Approval of the minutes for the Board of Directors meeting January 19, 2016
  - (B) DISBURSEMENTS: Check #033399 - #033467 including auto drafts and payroll, for a total of \$172,536.35
  - (D) APPROVAL OF PARTIAL SPONSORSHIP - "Spring Has Sprung" 5K/10K Run Sponsorship: Authorize District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials – total cost not to exceed \$2,500
  - (E) APPROVAL GENERAL COUNSEL AGREEMENT – Enter into agreement With Bold, Polisner, Maddow, Nelson and Judson to provide General Counsel services.
  - (F) APPROVAL TO PROPERLY REFLECT BILLING DUE DATE ON SEWER USE FEE ORDINANCE
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
  - ACWA Region 1
  - ACWA State Legislative Committee
  - County OES
  - Other meetings attended
- 8) STAFF REPORTS (for information only, no action anticipated)
  - Administration/Customer Service Report
  - Field Operations Report
  - General Manager's Report

- 9) DISCUSSION AND POSSIBLE ACTION: Mid-year CPA review and recommendations.
- 10) DISCUSSION AND POSSIBLE ACTION: Discussion of financial report options for review and approval by the Board at its regular monthly meetings.
- 11) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-04 approving and confirming the Report and Reassessment for the refunding of the outstanding bonds for Sewer System Assessment District No. 1.
- 12) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-05 authorizing the issuance and sale of refunding bonds for Sewer System Assessment District No. 1.
- 13) DISCUSSION AND POSSIBLE ACTION: Approval of CPS HR Consulting contract for General Manager recruitment.
- 14) DISCUSSION AND POSSIBLE ACTION: Approval of CPS HR Consulting contract for General Manager Job Description salary review.
- 15) DISCUSSION AND POSSIBLE ACTION: District's past progress and future direction with its Petition for Change for Water License #13527 and Permit #20770B.
- 16) DISCUSSION AND POSSIBLE ACTION: Direct staff on efforts to finalize the Hexavalent Chromium compliance plan, required by State Water Resources Control Board, Division of Drinking Water.
- 17) DISCUSSION AND POSSIBLE ACTION: Status and direction on the \$1M "Flood Mitigation in the Valley Fire Area" project submitted as a Notice of Interest (NOI) to the Hazard Mitigation Grant Program (HGMP).
- 18) PUBLIC COMMENT
- 19) BOARD MEMBER COMMENT
- 20) CLOSED SESSION:  
(A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager
- 21) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com). Click on the "Board Packet" link on the Agenda tab.

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: January 19, 2016**

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

Director Jim Freeman, President  
Director Jim Lieberman, Vice President  
Director Carolyn Graham  
Director Linda Herndon  
Director Judy Mirbegian  
Matt Bassett, General Manager  
Alyssa Gordon, Interim Administrative Services Officer

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**CONSENT CALENDAR**

A motion was made by Director Mirbegian, seconded by Director Herndon, and unanimously approved by the Board to remove items A, B, & C from the Consent Calendar:

(A) **MINUTES**

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the Minutes from the Board of Directors meeting December 15, 2015

(B) **DISBURSEMENTS**

Director Mirbegian brought to the attention of the Board, items from the Financial and Billing & Collection reports

(C) Approval of 2014-2015 Audit Report

Norm Newell from Smith & Newell summarized the audit findings for fiscal year 2014-2015. Mr. Newell also discussed with the Board the Finding and Recommendations section, and possible improvement opportunities. The Board recommended that the District's Balance Sheet and Income & Expense Report appear in the upcoming Board packet (Board meeting February 16, 2016), in a format consistent with standard accounting practices.

On a motion made by Director Herndon and second by Director Mirbegian the Board unanimously approved the Audit Report for fiscal year 2014-2015.

**BOARD COMMITTEE REPORTS**

Personnel Committee: No meeting in January.

Finance Committee: Director Graham indicated that the mid-year budget and audit report findings were reviewed. Director Freeman also mentioned that forecasting and the accounting of Valley Fire line items will be illustrated in the third quarter of the fiscal year.

The Board also expressed an interest in maintaining clarity and transparency in terms of Valley Fire reimbursement and ensuring allocation of funds. In a future Board meeting, the Board recommends that staff compile Valley Fire reimbursement results, and develop corresponding Resolutions for funds allocation.

Emergency Preparedness Program Committee: No meeting in January.

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

ACWA Region 1 Board: Team meeting held January 6, 2016. Director Mirbegian has been appointed to the Finance Committee. January 25, 2016 Board meeting orientation and strategic planning is scheduled and located at the District. Team building scheduled January 28, 2016, and a Board meeting is scheduled January 29, 2016.

ACWA State Legislative Committee: Director Herndon was reassigned to ACWA State Legislature Committee. The first meeting of this legislative session is scheduled for January 22, 2016.

County OES: No meeting in January.

### **STAFF REPORTS**

General Manager's Report: In addition to his written report, General Manager Matt Bassett provided a recap of recent events that occurred at the storm water detention pond, and road conditions at the wastewater treatment plant. Mr. Bassett also responded to questions on all items in his written report.

#### **DISCUSSION AND POSSIBLE ACTION:**

**Adoption of Resolution 2016-01 Authorizing residential customers with ¾" meters required for home sprinkler systems, to be charged the same as the residential 5/8" meter monthly base rate**

On motion by Director Graham and second by Director Mirbegian, the Board unanimously approved Resolution 2016-01 authorizing the Hidden Valley Lake Community Services District monthly base fees for 5/8" and 3/4" residential meters to be the same 5/8" rate for residential water accounts.

#### **DISCUSSION AND POSSIBLE ACTION:**

**Adoption of Resolution 2016-02 authorizes staff employees Matt Bassett & Dennis White as district representatives to purchase government surplus through the Government Operations Agency**

On motion by Director Mirbegian and second by Director Lieberman, the Board unanimously approved Resolution 2016-02 as amended authorizing as representative Matt Bassett, General Manager, to acquire surplus property through the California State Agency for surplus property and accept responsibility for payment of incidental fees by the surplus property agency under the term and conditions accompanying this form. In discussion, the Board noted that they could grant authority only to their single employee, the General Manager.

#### **DISCUSSION AND POSSIBLE ACTION:**

**Adoption of Resolution 2016-03 authorizing removal of Roland Sanford from LAIF account and adding Matt Bassett**

On motion by Director Herndon and second by Director Mirbegian, the Board unanimously approved Resolution 2016-03 updating the LAIF authorizations to remove Roland Sanford and add Matt Bassett and sign the form as required by the State Treasurer's Office.

**DISCUSSION AND POSSIBLE ACTION:**

**Approval of Mr. Mike Merrill's attorney fees in the amount of \$125 & \$186 for invoices #915041 & #915042 dated 9/11/15 & 9/30/15**

After discussion, the Board unanimously agreed to pay these invoices.

**DISCUSSION AND POSSIBLE ACTION:**

**Review staff's list of firms and approve the forms the Board would like to interview and retain as its general counsel**

After discussion, the Board agreed that the firm Bold, Polisner, Maddow, Nelson & Judson appears to be the best candidate for general counsel. The Board has directed staff to provide a contract from this agency at the next Board meeting.

**DISCUSSION AND POSSIBLE ACTION:**

**Recruitment of permanent General Manager – recommendation from Personnel Committee for recruiting agency**

The Board agreed that the Personnel Committee will meet with CPS HR to ratify the job description later this month. Further discussion regarding a formal contract and salary review activities is scheduled for the February Board meeting.

**DISCUSSION AND POSSIBLE ACTION:**

**Oath of Office taken by General Manager, Matthew J Bassett**

Mr. Bassett indicated that this item has been resolved and confirmed by Lake County Department of Elections.

**DISCUSSION AND POSSIBLE ACTION:**

**Election of Board President and Board Vice President for Calendar Year 2016**

The Board voted unanimously to appoint Director Freeman as the Board President and Director Lieberman as Board Vice President for the 2016 Calendar Year.

**PUBLIC COMMENT**

An inquiry was made regarding paper and electronic billing and billing due date.

**BOARD MEMBER COMMENT**

No comment by the Board.

**ADJOURNMENT**

On a motion made by Director Herndon and second by Director Lieberman the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:50 p.m.

\_\_\_\_\_  
Jim Freeman Date  
President of the Board

\_\_\_\_\_  
Matt Bassett Date  
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
JANUARY, 2016  
DISBURSEMENT SUMMARY REPORT  
1/1/2016-1/31/2016

Report  
# 3

Disbursement Summary		
Fund		
120 - Sewer	\$	64,640.61
130 - Water	\$	63,614.87
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
	<b>SUB TOTAL</b>	<b>\$ 128,255.48</b>
*Payroll	\$	44,280.87
<b>Total Warrants</b>	<b>\$</b>	<b>172,536.35</b>

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



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JANUARY, 2016

DISBURSEMENT DETAIL REPORT

1/1/2016-1/31/2016

Report #4

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
1/8/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,587.70	CLEARED
1/8/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
1/8/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	183.51	CLEARED
1/22/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,567.08	CLEARED
1/22/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
<b>TOTAL</b>				<b>11,328.29</b>	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
1/8/2016	CHECK	33399	ACTION SANITARY, INC.	875.00	CLEARED
1/8/2016	CHECK	33400	ALPHA ANALYTICAL LABORATORIES	1,412.00	CLEARED
1/8/2016	CHECK	33401	ANALYTICAL SCIENCES	1,609.50	CLEARED
1/8/2016	CHECK	33402	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
1/8/2016	CHECK	33403	GHD	1,689.25	CLEARED
1/8/2016	CHECK	33404	HARDESTER'S MARKETS & HARDWARE	65.60	CLEARED
1/8/2016	CHECK	33405	MEDIACOM	253.76	CLEARED
1/8/2016	CHECK	33406	MENDO MILL CLEARLAKE	371.15	CLEARED
1/8/2016	CHECK	33407	MICHELLE HAMILTON	625.00	CLEARED
1/8/2016	CHECK	33408	NAPA AUTO PARTS	94.36	CLEARED
1/8/2016	CHECK	33409	OFFICE DEPOT	32.24	CLEARED
1/8/2016	CHECK	33410	PACIFIC GAS & ELECTRIC COMPANY	7,050.14	CLEARED
1/8/2016	CHECK	33411	REDFORD SERVICES	950.00	CLEARED
1/8/2016	CHECK	33412	SAMANTHA LAFRANCHI	39.20	CLEARED
1/8/2016	CHECK	33413	TYLER TECHNOLOGY	121.00	CLEARED
1/8/2016	CHECK	33414	USA BLUE BOOK	702.69	CLEARED
1/8/2016	CHECK	33415	USA NORTHERN CA & NEVADA	103.50	CLEARED
1/8/2016	CHECK	33416	WATERSOLVE, LLC	8,062.50	CLEARED
1/8/2016	CHECK	33417	WESTGATE PETROLEUM CO., INC.	2,473.58	CLEARED
1/8/2016	CHECK	33418	CALIFORNIA PUBLIC EMPLOYEES RE	4,472.52	CLEARED
1/8/2016	CHECK	33419	STATE OF CALIFORNIA EDD	2,453.79	CLEARED
1/8/2016	CHECK	33420	STATE OF CALIFORNIA EDD	22.94	CLEARED
1/8/2016	CHECK	33421	DORNBUSH, DON & KIM	72.26	CLEARED
1/8/2016	CHECK	33422	PASSANTINO, LORI	85.81	CLEARED
1/15/2016	CHECK	33423	BRICKHILL, DAVID	11.25	CLEARED
1/15/2016	CHECK	33424	GRUBB, CASEY	288.24	CLEARED
1/15/2016	CHECK	33425	ROGERS, L JOAN	180.01	CLEARED
1/15/2016	CHECK	33426	ACWA/JPIA	902.84	CLEARED
1/15/2016	CHECK	33427	ALPHA ANALYTICAL LABORATORIES	1,755.00	CLEARED
1/15/2016	CHECK	33428	VOID CHECK	-	CLEARED
1/15/2016	CHECK	33429	VOID CHECK	-	CLEARED
1/15/2016	CHECK	33430	AT&T	509.19	CLEARED
<b>TOTAL</b>				<b>37,479.32</b>	

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

**DATE:** February 16, 2016

**AGENDA ITEM:** "Spring Has Sprung" 5K/10K Run Sponsorship: Authorize District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials – total cost not to exceed \$2,500

---

**RECOMMENDATIONS:**

Authorize District's partial sponsorship of Spring Has Sprung 5K/10K Run and authorize purchase of t-shirts and other water conservation promotional materials  
 Donation to event \$1500  
 Purchase of promotional material \$1000

**FINANCIAL IMPACT:**

Sufficient funding is available within the Water Conservation budget (130-5505)

**BACKGROUND:**

The Lake County Milers' Spring Has Sprung event provides a forum for the District to promote water conservation in the community. The District has served as one of the primary sponsors of the Lake County Milers' "Spring Has Sprung" 5K/10K Run event for many years. Lake County Milers is requesting District support in the form of t-shirts and miscellaneous water conservation promotional materials, which will be given to participants.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent

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





Lake County Milers  
P.O. Box 490  
Middletown, Ca.  
95461  
707-987-3229  
[www.lakecountymilers.com](http://www.lakecountymilers.com)

January 20, 2016

Dear CSD General Manager and Directors,

Spring is just around the corner and the Lake County Milers, 14th Annual "Spring Has Sprung" race plans are in full swing. This year's event will be held on Sunday May 1, 2016. The HVL Community Services District has been a key player in the success of our event for many years and the Lake County Milers would really appreciate your "Star" sponsorship again this year (\$1,500 towards our event shirts). We really enjoy being able to merge your water awareness campaign in with our race, and the result has been excellent event shirts, and increased race-day interest. Usually HVL CSD has chosen a secondary item to further promote the water awareness mindfulness amongst our participants. Usually it has been in the form of a water bottle or printed cloth race bag. Tami and I usually discussed what might be popular on a given year and we went from there. Usually are participant numbers are between 175 and 200.

This year participants will again start at Coyote Valley Elementary School and run/walk through beautiful Hidden Valley Lake before returning to the school for a fast finish. Post-race festivities will include a refreshment bar and awards/presentations to the winning participants in each age category.

Proceeds from the event benefit High School Athletics here in Lake County.

Thank you for all the support you have given our event in the past. We look forward to the possibility of working with you again this year and hope to hear from you soon regarding sponsorship.

Sincerely,

Jeanine Burnett  
Event Director, Lake County Milers  
[Lakecountymilers@gmail.com](mailto:Lakecountymilers@gmail.com)  
707-987-3229



## GENERAL COUNSEL AGREEMENT

This General Counsel Agreement (“Agreement”), entered into this \_\_\_ day of \_\_\_\_\_, 2016 (the “Effective Date”), by and between the Hidden Valley Lakes Community Services District, a public agency organized and existing pursuant to the Community Services District Act, and located in the County of Lake, California (“District”) and Bold, Polisner, Maddow, Nelson & Judson, a professional corporation (“BPMNJ”), located at 500 Ygnacio Valley Road, Suite 325, Walnut Creek, CA 94596-3840.

### WITNESSETH:

WHEREAS, District requires legal services in conducting District’s business and with respect to litigation or other legal proceedings to which District may become a party; and

WHEREAS, BPMNJ is willing and qualified to provide such legal services and to serve as District’s attorney;

NOW, THEREFORE, the parties hereto agree as follows:

1. Engagement. District hereby retains BPMNJ to perform the duties described more fully in Section 2 for District, on the terms and conditions specified herein. BPMNJ hereby agrees to perform the duties for District, on the terms and conditions specified herein. Douglas E. Coty shall be the principal contact for BPMNJ (“Principal Contact”). BPMNJ shall perform its duties primarily through the services of Principal Contact. Carl P.A. Nelson shall be the secondary contact for BPMNJ (“Secondary Contact”). BPMNJ may use the services of such other partners, associates or members of the law firm or, after the Principal Contact secures the consent of the District General Manager, of appropriate subcontractors as the Principal Contact may deem necessary and appropriate.

2. Services. BPMNJ shall provide all special legal services for District as the District may request, including, but not necessarily limited to those listed in Exhibit A.

3. Special Counsel. District may, at District’s sole discretion, hire outside special counsel to perform legal work for District. In such event, District shall select the outside special counsel and BPMNJ shall facilitate the work of and cooperate with outside special counsel to ensure optimum delivery of legal services to District. District may, but shall not be required to, seek BPMNJ’s assistance in determining whether to utilize outside special counsel, or in the selection process.

4. Standard of Performance. In performing services hereunder, BPMNJ shall adhere to the standards generally prevailing in the State of California for the performance of legal services similar to those to be performed by BPMNJ.

a. BPMNJ’s retention is on an at-will basis, and BPMNJ and District are free to terminate the agreement at any time in accordance with Section 7 of this Agreement.

5. Compensation. District shall compensate BPMNJ for all services performed by BPMNJ pursuant to this Agreement in an amount equal to BPMNJ’s hourly rates of charge for BPMNJ’s personnel times the number of hours, or portions thereof, of services correspondingly performed by said personnel. The rates of charge for BPMNJ’s personnel are set forth in Exhibit

“B” hereof, attached hereto, and by this reference incorporated herein. Exhibit B may only be amended in accordance with Section 9 of this Agreement.

Compensation and reimbursement of expenses and costs shall be payable within 30 days of presentation of monthly billing therefor by BPMNJ to District, which billing shall include an itemized statement, briefly describing the services rendered and costs incurred, respectively, for the items billed.

6. Costs and Expenses. District shall reimburse BPMNJ for all actual, with no mark-up or profit, and necessary out-of-pocket costs and expenses advanced or paid on behalf of District in the performance of BPMNJ’s services hereunder. Such costs or expenses shall be included in the itemized monthly bills. Such costs or expenses include, but are not necessarily limited to, costs and fees of certified shorthand reporters, court costs, costs and fees of investigators and expert witnesses or advisors retained for litigation, arbitration or other proceedings; costs of printing briefs or lengthy documents prepared for use by or for District (but excluding a nominal number of copies routinely prepared in connection with furnishing services hereunder); long distance telephone calls, computerized research services engaged for District projects or purposes; travel, lodging and incidental expenses (including meals) incurred in carrying out the duties or performing the services hereunder; and other costs or expenses similarly incurred by BPMNJ hereunder.

7. Term; Termination. This Agreement shall continue in effect until and unless terminated by either of the parties hereto. Notwithstanding the foregoing, District may terminate this Agreement at any time for any reason without prior notice. BPMNJ may, to the extent allowed by law and the rules of professional conduct, terminate this Agreement at any time for any reason; provided, however, that BPMNJ shall be obligated to provide a minimum of 60 days’ notice or such longer period as shall be required to adequately transition, at District’s sole discretion, any ongoing work to other District legal counsel and BPMNJ shall, during such period, continue to do sufficient work to provide for an orderly transition.

8. Documents and Records. BPMNJ shall deliver to the District all records, data and reports prepared or obtained in the performance of this Agreement, which shall be and remain the property of the District. BPMNJ shall permit the District and its authorized agents and/or representatives to audit and verify statements, invoices or bills submitted by BPMNJ pursuant to the Agreement. BPMNJ shall provide such assistance as may be reasonably required in the course of such examination and audit. The foregoing shall be in furtherance of and not in limitation of the rights that the District may have under applicable law.

9. Review. The provisions hereof may be reviewed upon the request of either party from time to time while this Agreement is in effect. This Agreement may be amended or supplemented in writing upon Agreement of both parties following such review; provided, that with respect to adjustments of compensation, approval by District thereof may be evidenced by motion duly made and carried by District’s Board of Directors.

10. Status. BPMNJ is an independent contractor and shall not be considered an employee of District. No individual employed by BPMNJ, or third parties performing services on the behalf of or at the request of BPMNJ is or shall be considered an employee of District. No individual employed by BPMNJ, or third parties performing services on the behalf of or at the request of BPMNJ, shall receive or be entitled to receive retirement or

pension benefits, Public Employees Retirement System benefits, workers' compensation insurance coverage, health insurance coverage, or any other benefit from District, except the compensation and reimbursement respectively specified in Sections 5 and 6 above.

11. Status Report. In connection with the furnishing of services hereunder and with respect to litigation, arbitration, or other proceedings of a judicial or quasi-judicial nature to which District may become a party, BPMNJ shall, upon request, furnish written reports to District upon the status thereof not greater than monthly. The format of said written reports shall be determined by mutual agreement. The status reports shall be limited to services provided by BPMNJ under this Agreement.

12. Insurance. BPMNJ shall provide and maintain at all times during the performance of the Agreement, and for such additional periods as described herein, the insurance listed below which insurance shall name District, its Directors, officers and employees as additional insureds. BPMNJ shall promptly furnish to District certificates of insurance and an endorsement to the policy evidencing that all described coverage is primary, and requiring 30-days prior written notice to District of policy lapse, cancellation or material change in coverage.

a. Worker's Compensation and Employer's Liability Insurance for protection of BPMNJ's employees as required by law and as will protect BPMNJ from loss or damage because of personal injuries, including death to any of its employees; BPMNJ shall require any subcontractor to provide evidence of such insurance as required by the State of California.

b. Comprehensive Automobile Liability Insurance providing bodily injury liability and property damage coverage for protection of BPMNJ and District against all liability arising out of the use of any owned, leased, passenger or commercial automobile, with limits of liability that shall not be less than \$1,000,000 combined single limit and \$1,000,000 aggregate. Notwithstanding other provisions of this Section 12 the requirement for Comprehensive Automobile Liability Insurance may be satisfied by BPMNJ or individually by the partners, associates or members of BPMNJ authorized to provide services under Section 1 of this Agreement.

c. Commercial Special Liability Insurance as will protect BPMNJ and District from any and all claims for damages for personal injuries, including death, or for damages to or destruction of the property of others, which may arise from the BPMNJ's operations under the Agreement. Said policy shall cover the indemnity provisions under the Agreement and shall provide a minimum of \$1,000,000 combined single limit coverage for each occurrence and \$2,000,000 aggregate.

d. Professional Liability Insurance protecting BPMNJ and District, against claims arising out of negligent acts, errors, or omissions of BPMNJ pursuant to the Agreement, in an amount not less than \$2,000,000 combined single limit coverage and \$2,000,000 aggregate, on a claims made basis with a continuation of coverage extension for two years. Such coverage shall be maintained for at least five (5) years after the termination of this Agreement.

BPMNJ shall furnish District written notification within ten (10) calendar days, by certified mail, return receipt requested, of cancellation or any reduction in coverage with respect to professional errors and omissions liability insurance coverage.

e. With respect to evidence of commercial Special liability and automobile liability insurance coverage, BPMNJ shall furnish District with original endorsements:

1. Precluding cancellation or reduction in coverage before the expiration of thirty (30) days after District shall have received written notification thereof by certified mail, return receipt requested;

2. Providing that BPMNJ's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross-liability endorsement);

3. Naming District, its Directors, officers, and employees, as additional insureds; and

4. Providing that for any claims relating to BPMNJ's services hereunder, BPMNJ's insurance coverage shall be primary insurance with respect to District, its Directors, officers, and employees, and that any insurance or self-insurance maintained by District for itself, its governing Board of Directors, other boards, commissions, committees, officers, employees and agents shall be excess of BPMNJ's insurance and not contributory with it.

13. Indemnification. BPMNJ shall hold harmless, indemnify and defend District, its Directors, officers, and employees (collectively "Indemnitees") from and against all claims for liability, losses, damages, expenses, costs (including, without limitation, costs and fees of litigation) of every nature, kind and description, which may be brought against or suffered or sustained by Indemnitees, caused in whole or in part by the negligence, intentional tortious acts or omissions, or willful misconduct of BPMNJ, its officers, employees or agents in the performance of any services or work pursuant to this Agreement.

a. In the event BPMNJ provides a defense pursuant to this paragraph and such action or other claim is resolved by a final judicial determination which includes a finding that there was no negligence on the part of BPMNJ, its officers, employees, or agents, District shall refund to BPMNJ all defense costs, judgments, and/or amounts paid by BPMNJ on behalf of Indemnitees.

b. In the event BPMNJ provides a defense pursuant to this paragraph and such action or other claim is resolved by a final judicial determination which includes a finding as to the respective negligence of BPMNJ, its officers, employees, or agents and any Indemnitee(s), then District shall be responsible to pay that portion of the judgment attributed to Indemnitee(s), and shall refund to BPMNJ a pro rata share of any defense costs expended on behalf of Indemnitee(s).

c. In the event BPMNJ provides a defense pursuant to this paragraph and such action or other claim is finally resolved by any means other than those stated in Sections 13(a) and 13(b), or in the event BPMNJ fails to provide a defense to Indemnitees, BPMNJ and District shall meet and confer in an attempt to reach a mutual agreement regarding the apportionment of costs (including attorney's fees), judgments and/or amounts paid by BPMNJ and/or Indemnitees. In the event BPMNJ

and District are unable to reach agreement regarding such an apportionment, said dispute shall be submitted to arbitration in accordance with the Arbitration Rules of the American Arbitration Association in effect on the date a demand for arbitration is submitted. The arbitration panel shall award the prevailing party its costs (including attorney's fees) incurred in the arbitration.

14. Conflicts of Interests. The parties acknowledge and understand that BPMNJ provides legal services as BPMNJ to several other public agencies and to a wide variety of individuals and private entities. BPMNJ will immediately inform the District General Manager and the Board of Directors should an actual conflict arise. BPMNJ has also informed the District that potential conflicts could arise in the event the District and its other public agency clients give BPMNJ conflicting instructions or advocate antagonistic or inconsistent positions. Should any such potential conflict come to BPMNJ's attention, BPMNJ will immediately bring it to the attention of the District. The District consents to BPMNJ's continued and future representation of the public agencies and private entities that it currently represents and will not assert any conflict of interest or seek to disqualify BPMNJ from representing such agencies.

15. Covenant Against Contingency Fees. BPMNJ hereby warrants that BPMNJ has not employed or retained any company or person, other than a bona fide employee working for BPMNJ, to solicit or secure this Agreement, and BPMNJ has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fees, gifts or any other consideration, contingent upon, or resulting from, the award or formation of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability or at District's discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fees, gift or contingent fee.

16. Non-Assignability. BPMNJ shall not subcontract, assign, sell, mortgage, hypothecate or otherwise transfer, in whole or in part, its interest or obligations in this Agreement in any manner, without the express prior written consent of District.

17. Waiver. A waiver by either District or BPMNJ of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

18. Survivability. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

19. Integration and Modification. Upon its complete execution, this Agreement, together with the Scope of Services attached hereto as Exhibit A, the Compensation Schedule attached hereto as Exhibit B shall be adopted by District and BPMNJ as a complete and exclusive statement of the terms under which District retains BPMNJ. This Agreement supersedes all prior agreements, contracts, proposals, representations,

negotiations, letters, or other communications between the District and BPMNJ pertaining to BPMNJ's services, whether written or oral.

20. Successors and Assigns. This Agreement shall be binding upon the respective successors, executors, administrators, assigns, and legal representatives to the parties.

21. Choice of Law. This Agreement shall be governed by the procedural and substantive laws of the State of California.

22. Section Headings. Section headings as used herein are for convenience only, and shall not be deemed to amend or modify the contents or subject matter of the paragraphs headed thereby.

23. Notice. Except as otherwise expressly provided by law, any and all notices or other communication required or permitted by this Agreement or by law to be served on or delivered or given to a party by another party to this Agreement shall be in writing, and shall be deemed duly served, given, or delivered: (i) when delivered personally; (ii) when sent by confirmed facsimile during the recipient's business day (or otherwise on the next business day); (iii) three (3) days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (iv) one (1) business day after deposit with a commercial overnight carrier with tracking, specifying next-business day delivery. Any party may change their address for the purpose of this Section by giving written notice of such change to the other party in the manner provided in this Section.

TO "DISTRICT"

Hidden Valley Lakes Community  
Services District  
Attn: District General Manager

TO "BPMNJ"

Bold, Polisner, Maddow, Nelson and Judson  
500 Ygnacio Valley Road, Suite 325  
Walnut Creek, CA 94546-3840

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

BOLD, POLISNER, MADDOW, NELSON  
AND JUDSON, PC

HIDDEN VALLEY LAKES COMMUNITY  
SERVICES DISTRICT, a Community Services  
District

By: \_\_\_\_\_  
Robert B. Maddow, President

By: \_\_\_\_\_  
President of the Board

ATTEST:  
By:

\_\_\_\_\_  
District Secretary

EXHIBIT "A"  
SCOPE OF SERVICES

BPMNJ, as General Counsel, shall provide all usual, ordinary and special legal services for District as the District may request, including, but not necessarily limited to the following tasks. With the approval of the District General Manager the Principal Contact may designate others to act in his place in accordance with Section 1 of this Agreement. The District General Manager may designate an individual or individuals to act on his or her behalf to implement the terms of the following tasks.

- a. Attendance by Principal Contact at all meetings of the Board of Directors of the District as required by District General Manager;
- b. Attendance by Principal Contact at Committee meetings as required by District General Manager;
- c. Attendance from time to time by Principal Contact, as requested, at any other meetings with staff members or other meetings or conferences at the District Office or elsewhere as requested by District General Manager and with respect to which legal assistance or representation is desired by District General Manager;
- d. Preparation and/or review of contracts, leases, resolutions, ordinances, and other documents necessary or appropriate for conducting District's business as may be requested by District General Manager;
- e. Rendering legal advice related to the business of the District as requested by members of District's Board, District General Manager, and authorized staff;
- f. Representing the District for contract or other negotiations, negotiations regarding disputes in avoidance of litigation and similar such matters;
- g. Representing the District in claims, litigation, mediation and/or arbitration, or other judicial proceedings including activities preliminary to such proceedings, with respect to which District is or may become a party either at the institution of District or another party;
- h. Representing District with respect to proceedings of other public agencies held in a quasi-judicial or a legislative capacity, including, but not limited to permitting, licensing, and enforcement proceedings;
- i. Coordinating with bond or assessment district counsel, and furnishing legal services as owner's or issuer's counsel for assessment district or bond proceedings and with respect to any litigation pertaining thereto;
- j. Advising District regarding District's compliance with laws, regulations or rules which may impact District;
- k. Providing formal and informal legal opinions as requested;
- l. Remaining apprised of, reviewing and making recommendations concerning proposed federal, state and local legislation, litigation and/or administrative proceedings which would or could impact the District, and
- m. Such other legal services which may be requested from time to time by the Board of Directors of the District or by the District General Manager.



EXHIBIT "B"  
COMPENSATION

These rates are all-inclusive, except as noted below.\* These rates shall remain effective until June 30, 2017, or as otherwise agreed pursuant to Sections 5 and 6 of the Agreement.

<u>BPMNJ Personnel:</u>	<u>Hourly Rates:</u>
Douglas E. Coty	\$225
Robert B. Maddow	\$225
Carl P.A. Nelson	\$225
Craig L. Judson	\$225
Ari J. Lauer	\$225
Sharon Nagle	\$225
Michael Nelson	\$225
Paralegal	\$125
Interns and Staff	\$65
Contract counsel (varies <sup>1</sup> )	As Agreed

(<sup>1</sup> BPMNJ shall not assign work on any District matter to any attorney not listed above or consented to in accordance with Section 1 of this Agreement.)

BPMNJ may add a \$25.00 per hour litigation surcharge on a case-by-case basis to work done for actual litigation activities from initial pleadings through final disposition of each case. For the purpose of billing, this shall mean those services provided in the defense or prosecution of actual filed legal proceedings.

BPMNJ may add an administrative cost of up to 5.0% on the total amount of each invoice received from subcontractors hired by the District through BPMNJ. This amount represents full compensation to BPMNJ for the detailed handling of agreements, management of accounts receivable and payable and the maintenance of special files and ledger sheets related to such payments.

\*Except as noted below, we will not charge for ordinary word processing, overtime expenses associated with staff personnel, regular postage, phone calls and similar items unless these items are unusually large in amount and we obtain your agreement in advance.

We will charge for costs and expenses and in-house services such as filing fees fixed by law or assessed by courts or other agencies; court reporters' fees; witness fees; experts' fees; consultants' fees; process server fees; investigation expenses; out of town travel expenses; long distance telephone charges; messenger and private courier delivery charges; extraordinary word-processing, photocopying and other reproduction services, and facsimiles; computerized research charges; and similar items.

External costs and expenses are charged at our cost, except for computer research for which the firm maintains fixed subscription charges with a service provider. Instead of prorating the cost of the fixed subscription charges among all of the clients using computerized research during a given month, we simply bill the clients at the provider's regular rates, which may be more or less than a prorated share of our monthly subscription fee depending upon the usage in any given month. We will not add a "handling" charge for costs and expenses incurred on your behalf.

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Review Ordinance discrepancy

---

**RECOMMENDATIONS:**

Issue new Ordinance with amended timeline.

**FINANCIAL IMPACT:**

To be determined.

**BACKGROUND:**

Two Ordinances (56&57) were approved in 2015 to amend water and sewer use fees, respectively. It has come to staff’s attention that a discrepancy exists in the due date verbiage of Ordinance 57. The wording appears in Ordinance 56 as follows;

“A bill for water service is delinquent if not paid by 5:00 p.m. on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on the weekend, the due date will be on the following Monday.”

The corresponding wording in Ordinance 57 reads;

“A bill for water service is delinquent if not paid within 30 days of the date of bill. “

Staff proposes to implement the process required to amend the wording of Ordinance 57

---

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

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

ORDINANCE NO. 58

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

AN ORDINANCE ADOPTING SEWER USE FEES

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT AS FOLLOWS:

Section 1: The owner of property which is located within District boundaries and which is receiving sewer services from the District shall pay a monthly use fee consisting of a "fixed" and "volumetric" charge as set in Exhibit A, attached hereto.

Section 2: The District's bill for sewer service shall be due and payable when issued to the property owner, and such other person as designed by the property owner as set forth below. A bill for sewer service is delinquent if not paid by 5:00 p.m. on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on the weekend, the due date will be on the following Monday. For any delinquent bill, the property owner shall be liable for a penalty of 10% for nonpayment of the monies due and an additional penalty of ½% per subsequent month for nonpayment of the charges and basic penalty.

Section 3: This ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this ordinance are in conflict or otherwise are inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this ordinance shall prevail with respect thereto.

Section 4: If any section or provision of this ordinance shall be found unenforceable, unlawful, or invalid, then the other sections and provisions of this ordinance shall be considered valid and enforceable, notwithstanding the partial invalidity of such portion(s) of the ordinance.

Section 5: The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by this ordinance are for the purpose of meeting operating expenses, including employees' wage rates and fringe benefit; purchasing or leasing supplies, equipment, or materials; meeting financial reserve needs and requirements; and obtaining funds for capital projects necessary to maintain service within existing service areas.

Section 6: Pursuant to California Government Code section 54954.6, the District has provided notice of the required public information meeting and of the public hearing to adopt this ordinance. Within ten days of adoption, this ordinance shall be published in a newspaper of general circulation within the Hidden Valley area. The ordinance shall take effect no earlier than the 30<sup>th</sup> day of its adoption. The charges imposed by this ordinance shall take effect May 30, 2016.

PASSED AND ADOPTED ON April 19, 2016 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Secretary to the Board  
Roland Sanford

\_\_\_\_\_  
Jim Freeman, President of the Board of Directors  
Hidden Valley Lake Community Services District

# EXHIBIT A

## HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

### SEWER RATES BY FISCAL YEAR

	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
<b><i>"Fixed" Charge by Meter Size</i></b>					
Residential*	\$38.92	\$42.03	\$45.39	\$49.02	\$51.96
Commercial & Government (per HEU)	\$38.92	\$42.03	\$45.39	\$49.02	\$51.96
<b><i>"Volumetric" Charge per 100 cubic feet of water used</i></b>					
Residential*	\$2.07	\$2.23	\$2.41	\$2.60	\$2.76
Commercial & Government	\$2.25	\$2.43	\$2.62	\$2.83	\$3.00

\*Includes single and multifamily, multifamily assessed per HEU (1 HEU = 187 gallons per day)

Sewer charges will be adjusted on July 1 of each year. The volumetric charge will be based on actual average monthly water usage for the preceding months of January through April.



**ACWA REGION 1 BOARD MEETING / ORIENTATION**  
**January 25, 2016 | 12:00 – 2:00 p.m.**  
**Hidden Valley Lake CSD**  
**19400 Hartmann Rd., Hidden Valley Lake, CA 95467**

**ATTENDANCE**

- Chair Judy Mirbegan, HVLCSO
- Vice Chair Dennis Mayo, MCSO
- Michael Ban, MMWD
- Board Member David Bentley, NMWD
- Board Member David Guhin, City of SR (Phone)
- Board Member Brad Sherwood, SCWA (Phone)
- Board Member Sheri Woo, HBMWD (Phone)
- Katie Dahl, ACWA
- Matt Bassett, HVLCSO

**MEETING RE-CAP**

Chair Judy Mirbegan called the meeting to order at 12:00 p.m.

The meeting began with a round of self-introductions.

ACWA Regional Affairs Representative Katie Dahl gave the Region 1 Board Orientation presentation. The presentation covered the history of ACWA and the purpose and role of the regions.

The Region 1 Board made the following appointments:

- Alternate Chair: **Michael Ban**, Marin MWD
- Alternate Vice Chair: **Sheri Woo**, Humboldt Bay MWD
- Outreach Captain: **Elise Howard**, City of Santa Rosa
- Committee Reporters:
  - Business Development: *Vacant* (need to recruit committee participant)
  - Communications: **Brad Sherwood**, Sonoma County WA
  - Energy: **Michael Thompson**, Sonoma County WA
  - Federal Affairs: **Daniel Muelrath**, Valley of the Moon WD
  - Finance Committee: **Bruce Rupp**, Humboldt Bay MWD
  - Groundwater: **Rocky Vogler**, City of Santa Rosa
  - Legal Affairs: **Cory O'Donnell**, Sonoma County WA
  - Local Government: **David Bentley**, North Marin WD
  - Membership: **Denise Rose**, Brooktrails Township CSD
  - State Legislative: **Nicole Dorotinsky**, City of Santa Rosa
  - Water Management: **Jennifer Burke**, City of Santa Rosa
  - Water Quality: **Denise Rose**, Brooktrails Township CSD



The region board reviewed the work plan from the previous term and make edits and updates. *See ACWA Region 1 2016-2017 Work Plan for updates.*

Included in the work plan discussion, the Region 1 Board will work with ACWA staff to create a survey that will be distributed to Region 1 members to gain better insight into current regional issues and priorities. Mirbegian will work with Dahl to draft survey questions to distribute to the region board, and ultimately the region membership.

The region board reviewed and made updates to the Region 1 Legislative & Regulatory Issues document. *See the Region 1 Legislative & Regulatory Issues document for updates.*

The region board discussed 2016 region activities.

- The region board will hold conference calls prior to ACWA Board Meetings on Wednesday at 1:30 p.m. to go over ACWA Board Meeting packet materials and information. *See 2016 Region 1 Activities for schedule.*
- The region board will hold conference calls after the ACWA Board Meetings on Monday at 1:30 p.m. for the chair and vice chair to re-cap highlights of the ACWA Board Meeting discussion and actions with the region board. *See 2016 Region 1 Activities for schedule.*
- Region Board Members David Guhin and Brad Sherwood volunteered to plan a Region 1 Event in the Sonoma area during the summer of 2016.
- Region 1 will host a program at ACWA Fall Conference on atmospheric rivers. Board Members Sheri Woo, Brad Sherwood, and Judy Mirbegian will coordinate this program.

Under “Additional Discussion Items,” the region board took the opportunity to review and discuss the ACWA Board Meeting packet of materials.

The meeting adjourned at 2:00 p.m.



## ACWA Region 1 2016-2017 Term Work Plan

### ACWA Region 1 Board 2016-2017

*Chair:*

**Judy Mirbegian,**  
Hidden Valley Lake  
Community CSD

*Vice Chair:*

**Dennis Mayo,**  
McKinleyville CSD

*Board Members:*

**Michael Ban,**  
Marin MWD

**David Bentley,**  
North Marin WD

**David Guhin,**  
City of Santa Rosa

**Brad Sherwood,**  
Sonoma County WA

**Sheri Woo,** Humboldt  
Bay MWD

ACWA Region 1 will work with the ACWA Board of Directors, members, and staff to support the 2014-2015 Strategic & Business Plan core objectives and priorities significant to ACWA Region1, as identified in the Strategic & Business Plan pillars of Leadership, Advocacy & Public Policy, External Affairs & Information, Member Services Development & Education, and Organizational Governance & Stewardship.

### *Leadership*

- **Drought Response** – Stay updated and provide Region 1 input to ACWA on regionally appropriate drought response actions
- **Water Bond** – Communicate Region 1 interests and concerns to ACWA to ensure that regional needs are considered as decisions are developed on how to distribute water bond funding
  - Participate in the North Coast Water Bond Coalition to ensure that information is being shared between the two organizations and advocate common and consistent goals
  - Encourage regional support of and participation in Integrated Regional Water Management Plans
- **Groundwater Management** – Share information with Region 1 members, when available, about groundwater sustainability agency formation
- **Region 1 Member Survey** – Improve regional representation at ACWA by surveying Region 1 Members to gain a better understanding of their priority issues and concerns.

### *Advocacy & Public Policy*

- **Article X Amendments** – Support efforts to amend Article X of the California Constitution to allow for the flexibility to establish tiered conservation rates, allow life-line rates to low-income customers, and facilitate investments in storm water captures and flood control systems
- **Water/Energy Nexus** – Support and share opportunities for Region 1 members to secure financial incentives
- **Extreme Weather Forecasting & Reservoir Re-operations** – Through the Federal Affairs Committee, advocate to authorize those federal agencies (U.S. Army Corps of Engineers, for example) that operate reservoirs for both water supply and flood control purposes to better manage releases with the support of extreme weather, or atmospheric river, forecasting and modeling. These agencies need more flexible operational controls to better manage water supply pools during drought years and more accurate flood protection modeling can better protect communities.
- **Headwaters Protection** – Advocate against activities that adversely affect headwaters and recovery of Coho Salmon, such as illegal diversions from streams or dumping large quantities of water contaminants, which is an increasing concern with marijuana

---

Katie Dahl  
Regional Affairs  
Representative  
Association of California  
Water Agencies  
[katied@acwa.com](mailto:katied@acwa.com)





**ACWA Region 1 Board  
2016-2017**

*Chair:*

**Judy Mirbegian,**  
Hidden Valley Lake  
Community CSD

*Vice Chair:*

**Dennis Mayo,**  
McKinleyville CSD

*Board Members:*

**Michael Ban,**  
Marin MWD

**David Bentley,**  
North Marin WD

**David Guhin,**  
City of Santa Rosa

**Brad Sherwood,**  
Sonoma County WA

**Sheri Woo,** Humboldt  
Bay MWD

---

Katie Dahl  
Regional Affairs  
Representative  
Association of California  
Water Agencies  
[katied@acwa.com](mailto:katied@acwa.com)

***External Affairs & Information***

- **Grassroots Outreach** - Actively participate in ACWA's Outreach Program to engage Region 1 members on targeted issues

***Member Services Development & Education***

- **Region Member Outreach** - Engage and increase region member participation in ACWA activities
- **Member Recruitment** – Work with Membership Committee to recruit members in Mendocino County
- **Education and Events** – Host programs that highlight Region 1 issues and priorities for ACWA members

***Organizational Governance & Stewardship***

- **Region Participation** - Effectively participate in the ACWA governance structure by ensuring that Region 1 is fully represented on committees and workgroups so regional concerns and priorities, as noted in the *ACWA Region 1 Legislative and Regulatory Issues* document, continue to be considered at a statewide level



**ACWA Region 1 Board  
2016-2017**

*Chair:*

**Judy Mirbegian,**  
Hidden Valley Lake  
Community CSD

*Vice Chair:*

**Dennis Mayo,**  
McKinleyville CSD

*Board Members:*

**Michael Ban,**  
Marin MWD

**David Bentley,**  
North Marin WD

**Brad Sherwood,**  
Sonoma County WA

**David Guhin,**  
City of Santa Rosa

**Sheri Woo,** Humboldt  
Bay MWD

## ACWA Region 1 Legislative & Regulatory Issues

ACWA Region 1 will work with the ACWA Board of Directors, members, and staff to communicate its regional legislative and regulatory concerns and issues to be considered at a statewide level.

Region 1 will work through ACWA's governance structure to:

- Continue a regional effort to promote municipal water and the merits of drinking local water instead of bottled water – *Communications Committee*
- Participate in the development of and promote the reasonable implementation of salmonid recovery plans – *Aquatics Resources Subcommittee*
- Develop a common approach to following the Salt & Nutrient Management Plan process – *Water Quality Committee*
- Educate ACWA members on climate change's effects on North Coast resources and how it will effect water supply for the state – *Energy Committee*
- Monitor Chromium-6 MCL compliance timeline legislation – *State Legislative Committee*
- Advocate for solutions that allow moratoriums to be lifted and reestablish agency access to San Joaquin River – *Water Management Committee*



ACWA Region 1  
2016 Meetings & Activities

Conference Call Line:  
(605) 477-2100 / Access: 795297#

<b>Jan 25 at Noon</b>	Region 1 Board Meeting & Orientation	Hidden Valley Lake CSD
<b>Feb 1 at 1:30 p.m.</b>	Post-ACWA Board Meeting Re-Cap	Conference Call
<b>Mar 23 at 1:30 p.m.</b>	Pre-ACWA Board Meeting Discussion	Conference Call
<b>Mar 28 at 1:30 p.m.</b>	Post-ACWA Board Meeting Re-Cap	Conference Call
<b>May 5 at 3:30 p.m.</b>	Region 1 Membership Meeting (at ACWA Spring Conference)	Monterey, CA
<b>Jun 1 at 1:30 p.m.</b>	Pre-ACWA Board Meeting Discussion	Conference Call
<b>Jun 6 at 1:30 p.m.</b>	Post-ACWA Board Meeting Re-Cap	Conference Call
<b>Jun 24</b>	Region 1 Event	Santa Rosa / Sonoma
<b>Jul 27 at 1:30 p.m.</b>	Pre-ACWA Board Meeting Discussion	Conference Call
<b>Aug 1 at 1:30 p.m.</b>	Post-ACWA Board Meeting Re-Cap	Conference Call
<b>Sep 28 at 1:30 p.m.</b>	Pre-ACWA Board Meeting Discussion	Conference Call
<b>Oct 3 at 1:30 p.m.</b>	Post ACWA Board Meeting Re-Cap	Conference Call
<b>Nov 17 at 1:30 p.m.</b>	Pre-ACWA Board Meeting Discussion	Conference Call
<b>Nov 21 at 1:30 p.m.</b>	Post-ACWA Board Meeting Re-Cap	Conference Call
<b>Nov 30/Dec 1</b>	Region 1 ACWA Fall Conference Program	Anaheim, CA
<b>Dec 1 at 3:30 p.m.</b>	Region 1 Membership Meeting (at ACWA Fall Conference)	Anaheim, CA



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JANUARY, 2016

Financial Report

Report  
#6

REVENUE & EXPENSE SEWER REPORT

1/1/2016-1/31/2016

120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>TOTAL REVENUE</b>	<b>1,149,443.00</b>	<b>189,834.76</b>	<b>994,309.91</b>	<b>155,133.09</b>	<b>87%</b>

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	440,165.00	130,184.72	286,085.37	154,079.63	65
ADMINISTRATION	381,150.00	22,461.96	223,631.78	157,518.22	58.67
FIELD	289,205.00	18,839.66	156,264.35	132,940.65	54.03
DIRECTORS	38,323.00	3,112.91	20,630.91	17,692.09	53.83
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>174,599.25</b>	<b>686,612.41</b>	<b>462,230.59</b>	<b>59.77%</b>

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	300.00	-	500.00	(200.00)	166.67
120-4045 AVAILABILITY FEES	8,800.00	4,430.31	4,430.31	4,369.69	50.34
120-4050 SALES OF RECLAIMED WATER	90,000.00	1.79	61,951.02	28,048.98	68.83
120-4111 COMM SEWER USE	19,370.00	2,224.67	15,530.28	3,839.72	80.18
120-4112 GOV'T SEWER USE	580.00	48.05	336.35	243.65	57.99
120-4116 SEWER USE CHARGES	969,100.00	76,020.44	541,906.52	427,193.48	55.92
120-4210 LATE FEE	19,093.00	1,689.81	11,021.56	8,071.44	57.73
120-4300 MISC INCOME	39,600.00	(342.38)	880.81	38,719.19	2.22
120-4310 OTHER INCOME	-	-	(117.55)	117.55	0
120-4505 LEASE INCOME	2,600.00	-	3,125.76	(525.76)	120.22
120-4550 INTEREST INCOME	-	98,894.72	99,016.00	(99,016.00)	0
120-4580 TRANSFERS IN	-	6,867.35	255,728.85	(255,728.85)	0
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>189,834.76</b>	<b>994,309.91</b>	<b>155,133.09</b>	<b>86.50%</b>

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5020 EMPLOYEE BENEFITS	-	34.55	69.10	(69.10)	0
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6.04
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	857.42	5,616.35	1,594.65	77.89
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	1,236.78	7,288.06	1,501.94	82.91
120-5-00-5061 VEHICLE MAINT	11,012.00	47.18	2,252.26	8,759.74	20.45
120-5-00-5062 TAXES & LIC	619.00	-	307.71	311.29	49.71
120-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0
120-5-00-5075 BANK FEES	12,750.00	936.57	6,559.62	6,190.38	51.45
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	493.08	3,509.67	1,010.33	77.65
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	-	212.85	1,087.15	16.37

<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	3,369.35	23,886.76	16,113.24	59.72
120-5-00-5121 LEGAL SERVICES	9,500.00	163.35	5,973.07	3,526.93	62.87
120-5-00-5122 ENGINEERING SERVICES	34,000.00	-	25,459.12	8,540.88	74.88
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	421.75	(10,869.40)	61,869.40	-21.31
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,512.84	(12.84)	100.86
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0
120-5-00-5145 EQUIPMENT RENTAL	990.00	-	1,736.87	(746.87)	175.44
120-5-00-5148 OPERATING SUPPLIES	11,699.00	680.89	5,044.14	6,654.86	43.12
120-5-00-5150 REPAIR & REPLACE	53,614.00	4,771.61	36,359.03	17,254.97	67.82
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	458.48	2,081.20	6,318.80	24.78
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	1,575.00	6,100.00	3,500.00	63.54
120-5-00-5157 SECURITY	460.00	-	-	460.00	0
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	8,062.50	19,107.61	(5,447.61)	139.88
120-5-00-5191 TELEPHONE	6,960.00	729.72	4,916.33	2,043.67	70.64
120-5-00-5192 ELECTRICITY	17,291.00	(48.58)	8,073.35	9,217.65	46.69
120-5-00-5193 OTHER UTILITIES	2,600.00	92.31	1,276.68	1,323.32	49.1
120-5-00-5195 ENV/MONITORING	33,000.00	7,044.75	20,764.10	12,235.90	62.92
120-5-00-5196 RISK MANAGEMENT	15,000.00	-	5,760.00	9,240.00	38.4
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	1,198.75	401.25	74.92
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	278.65	870.35	24.25
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	59.91	1,211.09	4.71
120-5-00-5312 TOOLS - FIELD	524.00	-	100.46	423.54	19.17
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	412.76	1,235.97	638.03	65.95
120-5-00-5545 RECORDING FEES	200.00	16.25	36.50	163.50	18.25
120-5-00-5580 TRANSFERS OUT	-	98,829.00	98,829.00	(98,829.00)	0
120-5-00-5590 NON-OPERATING OTHER	-	-	37.74	(37.74)	0
120-5-00-5600 CONTINGENCY	40,636.00	-	-	40,636.00	0
<b>TOTAL</b>	<b>440,165.00</b>	<b>130,184.72</b>	<b>286,085.37</b>	<b>154,079.63</b>	<b>65.00%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-10-5010 SALARIES & WAGES	265,334.00	16,381.25	142,083.79	123,250.21	53.55
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,592.99	29,907.65	35,757.35	45.55
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,205.69	48,037.50	(9,806.50)	125.65
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0
120-5-10-5090 OFFICE SUPPLIES	6,500.00	262.43	2,199.55	4,300.45	33.84
120-5-10-5170 TRAVEL MILEAGE	1,100.00	19.60	891.65	208.35	81.06
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	-	490.15	3,509.85	12.25
120-5-10-5179 ADM MISC EXPENSES	300.00	-	21.49	278.51	7.16
<b>TOTAL</b>	<b>381,150.00</b>	<b>22,461.96</b>	<b>223,631.78</b>	<b>157,518.22</b>	<b>58.67%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-30-5010 SALARIES & WAGES	190,391.00	13,093.25	95,401.59	94,989.41	50.11
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,712.72	28,497.85	24,685.15	53.58
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,033.69	27,474.64	10,756.36	71.86

FIELD EXPENDITURES, Cont.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46.15
120-5-30-5063 CERTIFICATIONS	380.00	-	630.00	(250.00)	165.79
120-5-30-5090 OFFICE SUPPLIES	1,040.00	-	(13.12)	1,053.12	-1.26
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	0
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	-	3,673.39	326.61	91.83
<b>TOTAL</b>	<b>289,205.00</b>	<b>18,839.66</b>	<b>156,264.35</b>	<b>132,940.65</b>	<b>54.03%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	947.38	2,052.62	31.58
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.97	19.37	210.63	8.42
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	19,322.88	15,470.12	55.54
120-5-40-5170 TRAVEL MILEAGE	100.00	-	101.28	(1.28)	101.28
120-5-40-5176 DIRECTOR TRAINING	200.00	-	240.00	(40.00)	120
<b>TOTAL</b>	<b>38,323.00</b>	<b>3,112.91</b>	<b>20,630.91</b>	<b>17,692.09</b>	<b>53.83%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**JANUARY, 2016**

**Financial Report**

**REVENUE & EXPENSE WATER REPORT**

**1/1/2016-1/31/2016**

*Report #7*

<b>130-WATER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>ALL REVENUE</b>	<b>1,138,568.00</b>	<b>109,238.67</b>	<b>743,558.09</b>	<b>395,009.91</b>	<b>65%</b>

<b>EXPENDITURE SUMMARY</b>					
<b>NON-DEPARTMENTAL</b>	<b>602,660.00</b>	<b>30,818.70</b>	<b>360,521.72</b>	<b>242,138.28</b>	<b>59.82</b>
ADMINISTRATION	385,340.00	22,461.71	229,634.83	155,705.17	59.59
FIELD	285,930.00	22,636.57	181,902.32	104,027.68	63.62
DIRECTORS	39,383.00	3,124.12	20,729.72	18,653.28	52.64
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>79,041.10</b>	<b>792,788.59</b>	<b>520,524.41</b>	<b>60.37%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-4035 RECONNECT FEE	13,000.00	585.00	8,900.00	4,100.00	68.46
130-4039 WATER METER INST	300.00	-	510.00	(210.00)	170
130-4040 RECORDING FEE	110.00	-	40.00	70.00	36.36
130-4045 AVAILABILITY FEES	35,000.00	18,346.69	18,346.69	16,653.31	52.42
130-4110 COMM WATER USE	32,600.00	4,010.14	22,729.52	9,870.48	69.72
130-4112 GOV'T WATER USE	844.00	331.56	2,215.50	(1,371.50)	262.5
130-4115 WATER USE	1,024,100.00	82,446.33	648,100.69	375,999.31	63.28
130-4117 WATER OVERAGE FEE	-	-	8,417.22	(8,417.22)	0
130-4118 WATER OVERAGE COMM	-	-	11,569.44	(11,569.44)	0
130-4119 WATER OVERAGE GOV	-	-	898.25	(898.25)	0
130-4210 LATE FEE	25,014.00	2,486.90	14,828.59	10,185.41	59.28
130-4215 RETURNED CHECK FEE	700.00	200.00	625.00	75.00	89.29
130-4300 MISC INCOME	1,100.00	781.03	4,679.67	(3,579.67)	425.42
130-4505 LEASE INCOME	5,800.00	-	1,404.02	4,395.98	24.21
130-4550 INTEREST INCOME	-	51.02	293.50	(293.50)	0
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>109,238.67</b>	<b>743,558.09</b>	<b>395,009.91</b>	<b>65.31%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5020 EMPLOYEE BENEFITS	-	34.54	69.08	(69.08)	0
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6.04
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	836.05	5,153.35	2,057.65	71.47
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	1,236.80	6,836.99	1,951.01	77.8
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	47.18	1,821.34	1,699.66	51.73
130-5-00-5062 TAXES & LIC	1,153.00	-	307.71	845.29	26.69
130-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5075 BANK FEES	12,750.00	936.55	6,559.63	6,190.37	51.45
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	2,041.92	15,335.53	2,305.47	86.93
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	-	212.84	1,087.16	16.37
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	2,320.31	27,054.76	16,595.24	61.98
130-5-00-5121 LEGAL SERVICES	9,445.00	163.37	12,966.95	(3,521.95)	137.29
130-5-00-5122 ENGINEERING SERVICES	37,500.00	-	1,493.48	36,006.52	3.98
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	740.50	87,852.49	(14,652.49)	120.02
130-5-00-5124 WATER RIGHTS	10,428.00	-	31,625.30	(21,197.30)	303.27
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	-	1,512.84	(12.84)	100.86
130-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0
130-5-00-5145 EQUIPMENT RENTAL	-	-	1,736.90	(1,736.90)	0
130-5-00-5148 OPERATING SUPPLIES	1,107.00	1,369.78	1,604.66	(497.66)	144.96
130-5-00-5150 REPAIR & REPLACE	62,888.00	1,222.69	(963.44)	63,851.44	-1.53
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	458.48	47,025.15	(38,625.15)	559.82
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	1,575.00	6,100.00	3,900.00	61
130-5-00-5157 SECURITY	460.00	-	-	460.00	0
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	-	-	(11,747.02)	11,747.02	0
130-5-00-5191 TELEPHONE	6,958.00	729.74	4,916.38	2,041.62	70.66
130-5-00-5192 ELECTRICITY	132,166.00	7,098.72	78,212.39	53,953.61	59.18
130-5-00-5193 OTHER UTILITIES	2,627.00	92.31	1,276.70	1,350.30	48.6
130-5-00-5195 ENV/MONITORING	24,000.00	2,686.75	9,257.50	14,742.50	38.57
130-5-00-5196 RISK MANAGEMENT	300.00	-	-	300.00	0
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	-	16,621.71	5,778.29	74.2
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	0
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	48.93	1,222.07	3.85
130-5-00-5312 TOOLS - FIELD	1,681.00	-	38.69	1,642.31	2.3
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	344.41	1,167.61	363.39	76.26
130-5-00-5505 WATER CONSERVATION	10,000.00	-	(1,851.88)	11,851.88	-18.52
130-5-00-5545 RECORDING FEES	200.00	16.25	36.50	163.50	18.25
130-5-00-5580 TRANSFERS OUT	-	6,867.35	6,889.84	(6,889.84)	0
130-5-00-5590 NON-OPERATING OTHER	-	-	37.74	(37.74)	0
130-5-00-5600 CONTINGENCY	50,000.00	-	-	50,000.00	0
<b>TOTAL</b>	<b>602,660.00</b>	<b>30,818.70</b>	<b>360,521.72</b>	<b>242,138.28</b>	<b>59.82%</b>

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	265,334.00	16,381.21	147,546.72	117,787.28	55.61
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,592.87	30,036.98	35,628.02	45.74
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,205.58	48,289.47	(5,843.47)	113.77
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0
130-5-10-5090 OFFICE SUPPLIES	6,500.00	262.45	2,199.72	4,300.28	33.84
130-5-10-5170 TRAVEL MILEAGE	1,475.00	19.60	900.20	574.80	61.03
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	-	640.24	2,959.76	17.78
130-5-10-5179 ADM MISC EXPENSES	300.00	-	21.50	278.50	7.17
<b>TOTAL</b>	<b>385,340.00</b>	<b>22,461.71</b>	<b>229,634.83</b>	<b>155,705.17</b>	<b>59.59%</b>



FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	190,391.00	16,388.07	120,937.14	69,453.86	63.52
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,846.44	28,631.54	24,551.46	53.84
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,342.06	29,770.40	4,245.60	87.52
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	31.58
130-5-30-5063 CERTIFICATIONS	200.00	60.00	120.00	80.00	60
130-5-30-5090 OFFICE SUPPLIES	1,040.00	-	(13.09)	1,053.09	-1.26
130-5-30-5170 TRAVEL MILEAGE	800.00	-	-	800.00	0
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	-	1,856.33	2,543.67	42.19
<b>TOTAL</b>	<b>285,930.00</b>	<b>22,636.57</b>	<b>181,902.32</b>	<b>104,027.68</b>	<b>63.62%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	990.32	2,009.68	33.01
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	20.23	209.77	8.8
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	19,322.88	15,470.12	55.54
130-5-40-5170 TRAVEL MILEAGE	560.00	-	101.29	458.71	18.09
130-5-40-5176 DIRECTOR TRAINING	800.00	-	295.00	505.00	36.88
<b>TOTAL</b>	<b>39,383.00</b>	<b>3,124.12</b>	<b>20,729.72</b>	<b>18,653.28</b>	<b>52.64%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**JANUARY, 2016**  
**FINANCIAL REPORT**  
**POOLED CASH**  
 AS OF JANUARY 31, 2016

*Report*  
#2

<b>Beginning Balance</b>	<b>157,953.07</b>
<b>Cash Receipts</b>	
Deposit	283,996.92
Transfers	0.00
<b>Total Receipts</b>	<b>283,996.92</b>
<b>Cash Disbursements</b>	
Accounts Payable	128,255.48
Payroll	44,280.87
Bank Fees	1,873.12
<b>Total Disbursements</b>	<b>174,409.47</b>
<b>Ending Balance</b>	<b>267,540.52</b>

**TEMPORARY INVESTMENTS**  
 AS OF JANUARY 31, 2016

	Fund	LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,161.50	21,451.97	88,613.47	88,613.45
130	Water Operating Fund	42,324.41	17,805.70	60,130.10	60,130.10
215	1995-2 Redemption	60,734.16	179,806.57	240,540.73	240,540.74
218	CIEDB Redemption	11,490.93	(115,159.10)	(103,668.18)	(103,668.17)
219	USDARUS Solar Loan (Sewer)	817.80	88,850.80	89,668.60	89,668.61
313	Wastewater Cap Fac Reserved	355,270.41	(97,056.13)	258,214.28	258,214.27
314	Wastewater Cap Fac Unrestricted	163,799.13	512,383.36	676,182.49	676,182.49
319	Solar Reserve	-	35,299.93	35,299.93	35,299.94
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	170,873.12	-	170,873.12	170,873.12
711	Bond Administration	27,101.89	14,421.35	41,523.24	41,523.23
	<b>TOTAL</b>	<b>899,573.35</b>	<b>657,804.45</b>	<b>1,557,377.79</b>	<b>1,557,377.78</b>

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
1/15/2016	CHECK	33431	CUMMINS PACIFIC LLC	1,049.05	CLEARED
1/15/2016	CHECK	33432	GARDENS BY JILLIAN	200.00	CLEARED
1/15/2016	CHECK	33433	OFFICE DEPOT	430.74	CLEARED
1/15/2016	CHECK	33434	SOUTH LAKE REFUSE COMPANY	184.62	CLEARED
1/15/2016	CHECK	33435	SPECIAL DISTRICT RISK MANAGEME	25,293.96	CLEARED
1/15/2016	CHECK	33436	TELSTAR INSTRUMENTS, INC	15,333.66	CLEARED
1/15/2016	CHECK	33437	TYLER TECHNOLOGY	1,245.60	CLEARED
1/15/2016	CHECK	33438	WAGNER & BONSIGNORE	688.75	CLEARED
1/22/2016	CHECK	33439	ALPHA ANALYTICAL LABORATORIES	1,880.00	CLEARED
1/22/2016	CHECK	33440	VOID CHECK	-	CLEARED
1/22/2016	CHECK	33441	CARDMEMBER SERVICE	1,729.48	CLEARED
1/22/2016	CHECK	33442	DATAPROSE	1,810.48	CLEARED
1/22/2016	CHECK	33443	MERRILL, ARNONE & JONES, LLP	326.72	CLEARED
1/22/2016	CHECK	33444	RICOH USA, INC.	431.96	CLEARED
1/22/2016	CHECK	33445	ROTO-ROOTER OF LAKE COUNTY	370.00	CLEARED
1/22/2016	CHECK	33446	STATE WATER RESOURCES CONTROL	60.00	CLEARED
1/22/2016	CHECK	33447	TYLER TECHNOLOGY	1,031.57	CLEARED
1/22/2016	CHECK	33448	VERIZON WIRELESS	696.51	CLEARED
1/22/2016	CHECK	33449	CALIFORNIA PUBLIC EMPLOYEES RE	4,473.26	CLEARED
1/22/2016	CHECK	33450	STATE OF CALIFORNIA EDD	2,515.05	CLEARED
1/22/2016	CHECK	33451	WEIDAW, RYAN	2,000.00	CLEARED
1/22/2016	CHECK	33452	PETERSEN, FREDRICK G	75.43	CLEARED
1/22/2016	CHECK	33453	ROBERTS, JAMES	25.13	CLEARED
1/22/2016	CHECK	33454	LANKFORD, ROBERT	25.17	CLEARED
1/22/2016	CHECK	33455	CARDMEMBER SERVICE	1,615.41	CLEARED
1/29/2016	CHECK	33456	ALPHA ANALYTICAL LABORATORIES	624.00	CLEARED
1/29/2016	CHECK	33457	DUNKEN PUMPS	551.75	CLEARED
1/29/2016	CHECK	33458	MICHELLE HAMILTON	625.00	OUTSTND
1/29/2016	CHECK	33459	OFFICE DEPOT	10.74	CLEARED
1/29/2016	CHECK	33460	PACIFIC GAS & ELECTRIC COMPANY	10,458.14	OUTSTND
1/29/2016	CHECK	33461	PETTY CASH REIMBURSEMENT	362.66	CLEARED
1/29/2016	CHECK	33462	POWER INDUSTRIES, INC	207.36	CLEARED
1/29/2016	CHECK	33463	REDFORD SERVICES	950.00	OUTSTND
1/29/2016	CHECK	33464	SIERRA CHEMICAL CO.	1,068.70	CLEARED
1/29/2016	CHECK	33465	SPECIAL DISTRICT RISK MANAGEME	255.22	CLEARED
1/29/2016	CHECK	33466	USA BLUE BOOK	810.75	CLEARED
1/29/2016	CHECK	33467	HOLTON, JIM	31.00	OUTSTND
				<b>79,447.87</b>	

PAYROLL:					
DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	
1/5/2016	MISC.		PAYROLL DIRECT DEPOSIT	1,315.34	CLEARED
1/8/2016	MISC.		PAYROLL DIRECT DEPOSIT	21,558.16	CLEARED
1/22/2016	MISC.		PAYROLL DIRECT DEPOSIT	21,407.37	CLEARED
				<b>44,280.87</b>	

**CHECK TOTAL:** 116,927.19  
**BANK-DRAFT TOTAL:** 11,328.29  
**PAYROLL TOTAL:** 44,280.87  
**172,536.35**



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
JANUARY, 2016  
FINANCIAL REPORT**

Report  
#8

**CAPITAL EXPENDITURES  
2015-2016 BUDGET**

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	70,000	0.00
Complete Revised Sewer System Management Plan	9,000	0.00
Install Security Fencing at Lift Station 1 & 4	10,000	0.00
New Roof for Admin Building		0.00
New Pickup Truck	35,000	0.00
SCADA Hardware for Lift Stations	17,000	13,734.70
Preliminary Design-Chlorine Disinfection Facility	50,000	6,302.50
Crazy Creek Land Purchase	120,000	1,646.50
CL2 basin - 2 Flowmeter Replacements	9,000	0.00
Install Treatment Plant Inflow Meter	25,000	0.00
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	129,000.00
Retrofit Lift Station 7 & install backup generator	110,000	110,000.00
<b>Total</b>	<b>645,000</b>	<b>260,683.70</b>

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

# MEMO

To: Board of Directors

From: Trish Wilkinson

Date: February 11, 2016

RE: Senior Account Representative's Monthly Report

---

## **Monthly Billing January 01/29/2016**

January mailed statements: 2120

January electronic statements: 313

The special message continues with the "Drought Stage 2" notification and an invitation to go paperless through our website!

## **Delinquent Billing 01/21/2016**

Delinquent statements for December bills.

Mailed delinquent statements: 521

Electronic statements: 84

## **Courtesy Notification 02/09/2016**

Courtesy notices delivered to the customer's property for delinquent December bills: 160

Electronic notice: 20

## **Phone Notification 02/10/2016**

Phone notifications: 90

The phone notification was sent out around 10:30 am resulting in 64 payments received by the office staff during business hours.

## **Lock Offs 02/11/2016**

26 customers were in the lock off process at 5:00 pm on 2/10/2016.

9 payments were made before service orders went out in the field at 9:00 am on 2/11/2016.

A total of 17 customers were actually locked off for nonpayment.

Throughout lock off day 11 payments were collected and meters unlocked.

At the time of this report only 6 meters remains locked.

**Special Projects:** Staff intends to have the lien process reviewed by current counsel.

Attached is the lien procedure provided by MHA in 2008.

**Monthly Billing:** The billing process adopted by the board in July 2015 is within the Public Utilities Codes 10010.1 a-b and Government Code 60373 guidelines (attached).



**McDonough Holland & Allen PC**  
Attorneys at Law

**Memorandum**

**Seth Merewitz**  
**Norman M. Levedahl**  
Attorney at Law

Sacramento Office  
916.444.3900  
916.444.3826 fax  
smerewitz@mhalaw.com

**DATE** June 5, 2008

**TO** Tami Ipsen  
Administrative Assistant

**CC** Mel Aust  
General Manager

**FROM** Seth Merewitz  
Norman M. Levedahl

**RE** Defaulting Bill Documents and Procedure for Placing Lien on Property

Below is the process for imposing and releasing a lien against the real property of individuals liable for Default Balances owed to the District under Cal. Gov. Code Section 61115. The following documents have been prepared assuming that the Resolution Adopting a Lien Remedy on Real Property for Outstanding Balances in Default Owed to the District is adopted by the Board of Directors. All documents we have prepared in connection with this process are in brackets.

The following documents and procedure to impose and release the Default Balance Lien are as follows:

A. Prior to Public Hearing

1. **Staff Report to Set Public Hearing.** A staff report will be issued to the Board of Directors setting a public hearing to determine the Default Balances to be imposed on the respective real property. A summary of costs shall be attached to the notice. This item needs to be placed on the official agenda.

2. **Mailed Notice of Public Hearing.** Notice shall be mailed to each individual noticing the potential lien against their real property and the time and place of the public hearing to discuss/protest any Default Balance after the public hearing date has been set.

**Sacramento**  
555 Capitol Mall  
9th Floor  
Sacramento CA  
95814-4692  
tel 916.444.3900  
toll free 800.403.3900  
fax 916.444.8334

**Oakland**  
1901 Harrison Street  
9th Floor  
Oakland CA  
94612-3501  
tel 510.273.8780  
toll free 800.339.3030  
fax 510.839.9104

[www.mhalaw.com](http://www.mhalaw.com)



Memorandum

Page 2

3. **Published Notice of Public Hearing.** Notice of the public hearing will be published once a week for two successive weeks as required by Section 6066 of the California Government Code, in a newspaper published once a week or more often, with at least five days intervening between the respective publication dates not counting such publication dates. The period of notice commences upon the first day of publication and terminates at the end of the 14<sup>th</sup> day, including the first day published. You should request an affidavit from the newspaper after the publication, which certifies that the notice was published. This is not required by statute, but is an additional step that we recommend.

B. Public Hearing

The Board of Directors will hold public hearing on the Default Balances on the date provided in the mailed and public notices, with all protests to any Default Balance being heard and considered by the Board prior to the close of the public hearing.

4. **Staff Report to Confirm Lien.** For the public hearing, a staff report to the Board of Directors shall be prepared to confirm the Default Balance against the respective real property. The Certificate of Mailing, Evidence of Publication, and the respective resolution will be attached.

5. **Resolution Confirming a Default Balance.** The confirmation of the Lien shall be in the form of a resolution.

6. **Certificate of Mailing.** A certificate is to be completed by the person responsible for mailing the notices to the property owners, which includes a list of the owners information as an attachment. This is not required by statute, but is an additional step that we recommend.

C. Post Public Hearing

7. **Recordation of Default Balance Lien.** Upon confirmation of the Default Balance, on or before August 10 of the following year, a lien may be recorded for the full amount of the Default Balance with the county auditor by filing a certificate declaring the (1) amount due under the Default Balance, and (2) the name and last know address of the person liable for the Default Balance. The county auditor shall enter the amount of the Default Balance against each of the Affected Parcels as they appear on the current assessment roll. Section 61115 of the California Government Code requires the District to pay the fees for recordation of the lien.



---

**McDonough Holland & Allen PC**  
Attorneys at Law

Memorandum  
Page 3

8. **Lien Release.** Upon satisfaction of the amount due under the Default Balance Lien, the HVLCSD shall record a lien release against the affected parcel and, reimburse the county for the reasonable expenses incurred by the county.

Finally, we have enclosed a copy of the relevant California Civil Code statutes, 6066 and 61115. Please contact either of us if you have any questions.



# California Public Utilities Code Sections 10001-10014

## Article 1. Acquisition and Operation

### PUBLIC UTILITIES CODE

#### SECTION 10001-10014

10010.1. (a) No public utility furnishing light, heat, water, or power may terminate residential service on account of nonpayment of a delinquent account unless the public utility first gives notice of the delinquency and impending termination, at least 10 days prior to the proposed termination, by means of a notice mailed, postage prepaid, to the customer to whom the service is billed, not earlier than 19 days from the date of mailing the public utility's bill for services, and the 10-day period shall not commence until five days after the mailing of the notice. (making it 15 days)

(b) Every public utility shall make a reasonable attempt to contact an adult person residing at the premises of the customer by telephone or personal contact, at least 24 hours prior to any termination of service, except that, whenever telephone or personal contact cannot be accomplished, the public utility shall give, by mail, in person, or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination.

### GOVERNMENT CODE

#### SECTION 60370-60375.5

60373. (a) No district furnishing light, heat, water, or power may terminate residential service on account of nonpayment of a delinquent account unless the district first gives notice of the delinquency and impending termination, at least 10 days prior to the proposed termination, by means of a notice mailed, postage prepaid, to the customer to whom the service is billed not earlier than 19 days from the date of mailing the district's bill for services, and the 10-day period shall not commence until five days after the mailing of the notice.

(b) Every district shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least 48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, the district shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination.

(c) Every notice of termination of service pursuant to subdivision (a) shall include all of the following information:

(1) The name and address of the customer whose account is delinquent.

(2) The amount of the delinquency.

(3) The date by which payment or arrangements for payment is required in order to avoid termination.

(4) The procedure by which the customer may initiate a complaint or request an investigation concerning service or charges, except that if the bill for service contains a description of that procedure, the notice pursuant to subdivision (a) is not required to contain that information.

(5) The procedure by which the customer may request amortization of the unpaid charges.

(6) The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.

(7) The telephone number of a representative of the district who can provide additional information or institute arrangements for payment.

Every notice of termination of service pursuant to subdivision (b) shall include the items of information in paragraphs (1), (2), (3), (6), and (7).



# Hidden Valley Lake Community Services District

F  
I  
E  
L  
D  
O  
P  
E  
R  
A  
T  
I  
O  
N  
S

## January 2016 Report



# January 2016 Field Report

Water Connections:		Sewer Connections:	
New (January)	0	New (January)	0
Residential (December)	2427	Residential (December)	1484
Commercial & Govt (December)	35	Commercial & Govt (December)	15
<b>Total (January) :</b>		<b>2462</b>	<b>1499</b>

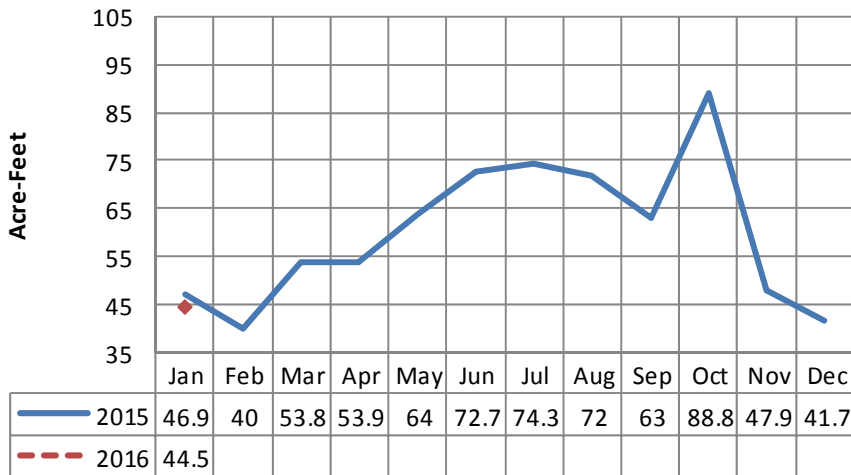
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
10.86	.01	6.49

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	928.18	931.65	930.94
AG	OOS	932.95	933.65
TP Wells	951.61	954.39	951.06
Grange Rd	937.05	936.76	937.82
American Rock	968.44	971.44	972.04
Spyglass	964.32	968.07	966.43
Luchetti	921.69	923.48	923.22
18th T	941.36	943.27	943.35

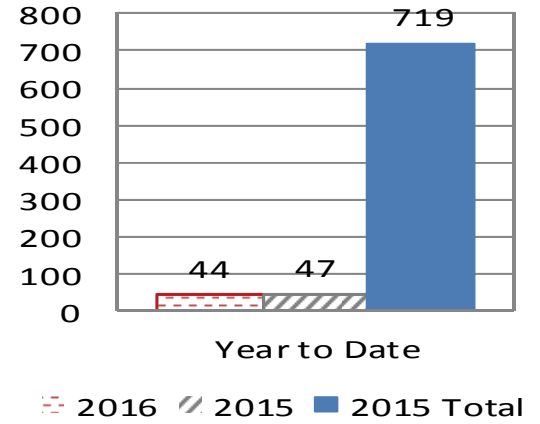
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last YTD</i>
73	73	1424
<b>Overtime Hours</b>	<b>41</b>	<b>\$1637.68</b>

# January 2016 Field Report

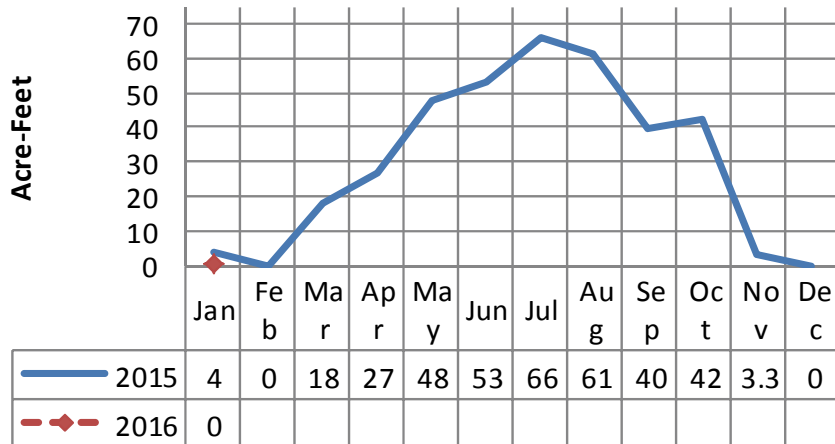
## HVLCSD Municipal Well Production



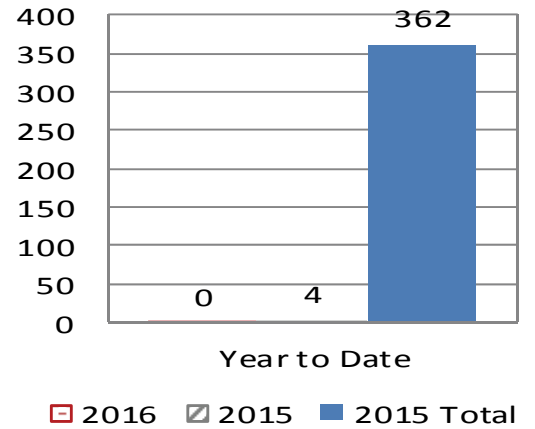
## HVLCSD Municipal Well Production



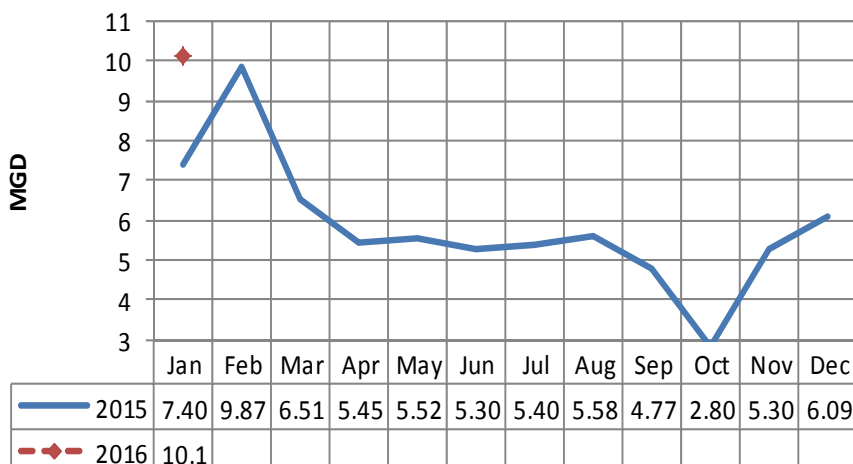
## HVLCSD Municipal Reclaimed Water Use



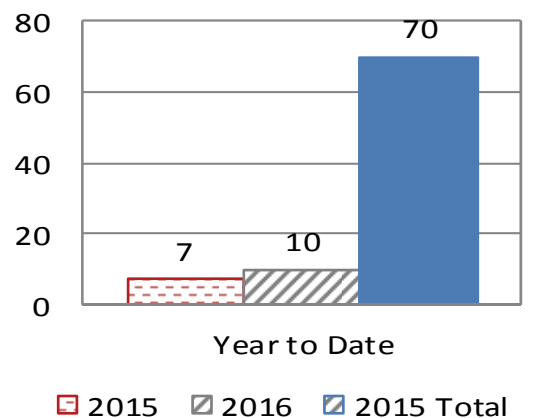
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# January 2016 Field Report

## Water Operations and Maintenance Highlights

- 1/5, 1/7 courtesy door notices, lock-offs
- 1/6 Extended water sampling for Solano County Water Agency
- 1/14 Replaced probe at Little Peak Tank
- 1/14, 1/21 Golf cart maintenance
- 1/15 Access road repair
- Flood control motor repair
- 1/20 Gate repair
- Routine operations and maintenance
- 1/26-1/28 Meter reads

## Wastewater Operations and Maintenance Highlights

- 1/5, 1/7 courtesy door notices, lock-offs
- 1/5 I & I management
- 1/6 Repaired lift station 6
- 1/7 Repaired lift station 3 housing
- 1/19 Repaired W3 system
- Routine operations and maintenance
- 1/26-1/28 Meter reads

# January 2016 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	303
Truck 3	1863
Truck 4	989.3
Truck 6	350
Truck 7	973
Truck 8	
Dump Truck	70
Backhoe	3.8
	Non-op
Tractor	(scrap)
New Holland	
Tractor	3.7

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	87814.70	19598.30
Fuel Log	398	26.2
January		
Tank Level	304.35	489.13
December		
Tank Level	369.57	467.39

## Treatment Plant W3 System





# Hidden Valley Lake Community Services District

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

**February 11, 2016**

## **General Manager Matt Bassett's Monthly Board Letter**

### **Key discussion items:**

- I. Hexavalent Chromium 6 (Strategic Plan #1A):** This topic will be discussed in open session under agenda item 16.
- II. RMP (Strategic Plan #1D):** Our engineer firm is working on it.
- III. Verizon Cell Tower Lease Agreement (Strategic Plan #4A):** The Valley Fire and other pressing legal issues have greatly limited County Counsel's time for our lease agreement review request. It appears that we'll soon have our own legal counsel once again, so we'll be sending it to them for review. Ideally we'll have the legally reviewed lease agreement ready for the March Board meeting.
- IV. Field Vehicle Replacement Plan (Strategic Plan #1B-1C):** Our insurance agency has not approved any additional Valley Fire claims since our claim exceeded \$400,000 and it was taken on by a secondary insurer.
- V. Storm Water Detention Pond (Strategic Plan #1E):** The generator was set into place this week. It cannot be hooked up until the metal building is installed. The design for the new metal building has been sent off to get quotes. The metal building will be installed next week. Staff had to replace the pump motor last week, after it failed.  
  
At the end of last month, staff turned in a Notice of Intent (NOI) for FEMA 404 grant funding to address our inability to quickly move storm water runoff coming into our basin, out to Putah Creek. Details of us being invited to apply for the million dollar grant will be discussed in open session under agenda item 17.
- VI. Board Training:** Target Solutions offers comprehensive administration and student tracking. Staff has researched and provided to each Board member their individual login information and training needs. This training is web based and free.
- VII. Admin Building Heating/AC unit repairs:** Staff is having three companies provide quotes to repair our three failed units. The quotes will be providing to the Board for review and possible approval at the March Board meeting.
- VIII. Crazy Creek Land Purchase:** Additional work needs to be done before escrow can continue. Possibly a survey of the access road and definitely a road easement will need to be drawn up.

**IX. Amended Ordinance timeline:** An amendment is needed to existing Ordinance #57, changing the due date to match Ordinance #56. Staff has reviewed government code for issuing Ordinances, and has developed the following timeline;

- 2/17-2/19 Have Ordinance and Notice of Public Hearing and Public Meeting reviewed by counsel
- 2/22-2/26 Notice of public meeting and public hearing – Post to bulletin board and website
- 3/7-3/11 Add to BOD GM report or Agenda
- 4/1-4/5 Notice of public meeting and public hearing in Record-Bee (local newspaper), run for 3 weeks.
- 4/11-4/15 Add public meeting and public hearing to Ordinance 58, on April's BOD agenda, vote to adopt Ordinance
- 4/19-4/22 Notice of Ordinance 58 adoption in Record-Bee (local newspaper)
- 5/30 Ordinance takes effect (first day of June billing pd)

**X. GM Training:** The following are no or low cost trainings

- Attended 1/27 RCAC **Op Maintaining Water Quality** (Healdsburg)
- Attended 2/2 SDRAM **Public meetings/Brown Act** (online)
- Attended 2/9 RCAC **Board Roles & Responsibilities** (online)
- Attended 2/10 RCAC **Water System Analysis & Project Planning** (Little River)
- 2/24 CSDAFC **Paying for CIP** (online) No costs
- 3/1 RCAC **Safe Drinking Water Act** (online) No costs
- 3/3 RCAC **Spreadsheets for CIP & Rate Setting** (West Sac) cost-lunch/mileage



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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Mid-year CPA review and recommendations.

---

**RECOMMENDATIONS:**

- Review audit findings
- Produce a finance procedure manual
- Produce a GM procedure manual
- New Board Packet financial reports
- Additional CPA reviews

**FINANCIAL IMPACT:**

It's estimated that the four CPA review visits and phone consultation time will cost approx. \$3,500.

**BACKGROUND:**

The District's recent audit review identified a couple areas of needed improvement. Staff has solicited the assistance of an outside CPA to not only assist with the auditors recommended GL & AR reconciling improvements, but to have a complete review of the District's accounting procedures and processes.

---

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

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

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

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

## **Independent CPA Review List of Suggested Improvements**

### **Review & Correct audit findings - Complete by 4/19/16**

- GL Reconciliation report shows variance
- AR System reconciliation report

### **Finance procedure manual - Complete by 5/17/16**

- Include amortization schedule
- Include spreadsheet for Loans/Bonds
- Include excel spreadsheets for computing accrued interest
- Include excel spreadsheets for computing prepaid expenses
- Include excel spreadsheets for computing payroll liabilities
- Assessment Receivable accrual procedure
- Tax receivable accrual
- Capitalization procedures
- Payroll processing procedures
- AP processing procedures
- Reconciliation procedures
- Year-end close out procedures

### **General Manager Procedure manual - Complete by 5/17/16**

- Review reconciliation and compare with GL
- Review Journal Entry journal
- Verify that all Audit Journal entries are entered
- Compare Financials to audit to make sure beginning balances are correct
- Review Depreciation schedule for impaired assets

### **Board Packet - Complete by 2/12/16**

- Incode Revenue & Expense report-consolidated by fund
- Incode Balance Sheet-consolidated

### **Additional CPA Reviews/Visits**

- Attend February Board meeting
- Visit HVL to review progress and answer questions
- Visit HVL in July to review year-end close prior to audit

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Discussion of financial report options for review and approval by the Board at its regular monthly meetings.

---

**RECOMMENDATIONS:**

- The Board to advise staff on types and style of monthly financial reports to be included in their Board Packet.
- Staff to implement these monthly financial reports for review and approval

**FINANCIAL IMPACT:**

None, using InCode reports as presented. Additional customization will cost the District \$225 per hour.

**BACKGROUND:**

At last month's Board meeting, the Board was presented the District's 2014-2015 audit. During that presentation the Board directed staff to provide them with some typical financial report options.

---



APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 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.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com)

### Monthly Board Financial Report Options

1. Cash Flow (InCode)
2. Pooled Cash (HVL Staff)
3. Disbursement Summary (HVL Staff)
4. Disbursement Detail (HVL Staff)
5. Balance Sheet (Incode)
6. Revenue & Expense Sewer (HVL Staff)
7. Revenue & Expense Water (HVL Staff)
8. Capital Expenditures (HVL Staff)

HIDDEN VALLEY LAKE CSD  
 YTD TREASURERS REPORT  
 AS OF: JANUARY 31ST, 2016

*Cash Flow Report*

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
120-SEWER ENTERPRISE FUND	( 37,267.63)	994,309.91	688,042.16	<del>269,000.12</del>	<del>186,738.52</del>	<del>25,365.53</del>	107,627.13
130-WATER ENTERPRISE FUND	28,511.27	743,558.09	792,788.59	( 20,719.23)	( 150,185.16)	( 131,505.52)	2,039.59
215-RECA REDEMPTION 1995-2	147.16	148,341.54	475,300.43	( 326,811.73)	( 327,608.46)	0.00	796.73
217-STATE REVOLVING FUND LOAN	0.00	7,600.00	7,610.22	( 10.22)	( 10.22)	0.00	0.00
218-CIEDB REDEMPTION FUND	90,727.44	145,257.88	36,584.57	199,400.75	61,817.09	0.00	137,583.66
219-USDA SOLAR LOAN	2.73	35,474.41	23,417.50	12,059.64	12,059.41	0.00	0.23
313-WASTEWTR CAP FAC RESERVE	7,220.00	23,917.54	239,000.00	207,862.46	215,082.46	0.00	7,220.00
314-WASTEWTR CAPL FAC UNRESER	4,493.25	92,036.68	17,461.50	79,068.43	74,575.18	0.00	4,493.25
319-USDA RESERVE FUND	0.00	17.68	0.66	17.02	17.02	0.00	0.00
320-WATER CAPITAL FUND	0.00	22.49	0.00	22.49	22.49	0.00	0.00
350-CIEDB LOAN RESERVE	0.00	439.52	0.00	439.52	439.52	0.00	0.00
711-BOND ADMINISTRATION	4,984.11	76.67	3,257.56	1,803.22	76.67	0.00	1,726.55
712-BOND REVOLVING	10,132.56	0.00	0.00	10,132.56	0.00	0.00	10,132.56
GRAND TOTAL	108,950.89	2,191,052.41	2,283,463.19	16,540.11	357,140.40	106,139.99	267,540.52

\*\*\* END OF REPORT \*\*\*

*Propose Removing these*  
*three columns to*  
*simplify the report,*

*Report*  
*# 1*



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**JANUARY, 2016**

**FINANCIAL REPORT  
POOLED CASH**

AS OF JANUARY 31, 2016

Report  
#2

<b>Beginning Balance</b>	<b>157,953.07</b>
<b>Cash Receipts</b>	
Deposit	283,996.92
Transfers	0.00
<b>Total Receipts</b>	<b>283,996.92</b>
<b>Cash Disbursements</b>	
Accounts Payable	128,255.48
Payroll	44,280.87
Bank Fees	1,873.12
<b>Total Disbursements</b>	<b>174,409.47</b>
<b>Ending Balance</b>	<b>267,540.52</b>

**TEMPORARY INVESTMENTS**

AS OF JANUARY 31, 2016

Fund	LAIF	Money Mkt	Total	G/L Bal
120 Sewer Operating Fund	67,161.50	21,451.97	88,613.47	88,613.45
130 Water Operating Fund	42,324.41	17,805.70	60,130.10	60,130.10
215 1995-2 Redemption	60,734.16	179,806.57	240,540.73	240,540.74
218 CIEDB Redemption	11,490.93	(115,159.10)	(103,668.18)	(103,668.17)
219 USDARUS Solar Loan (Sewer)	817.80	88,850.80	89,668.60	89,668.61
313 Wastewater Cap Fac Reserved	355,270.41	(97,056.13)	258,214.28	258,214.27
314 Wastewater Cap Fac Unrestricted	163,799.13	512,383.36	676,182.49	676,182.49
319 Solar Reserve	-	35,299.93	35,299.93	35,299.94
320 Water Capital Fund	-	-	-	-
350 CIEDB Loan Reserve	170,873.12	-	170,873.12	170,873.12
711 Bond Administration	27,101.89	14,421.35	41,523.24	41,523.23
<b>TOTAL</b>	<b>899,573.35</b>	<b>657,804.45</b>	<b>1,557,377.79</b>	<b>1,557,377.78</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

JANUARY, 2016

DISBURSEMENT SUMMARY REPORT

1/1/2016-1/31/2016

Report  
# 3

Disbursement Summary		
Fund		
120 - Sewer	\$	64,640.61
130 - Water	\$	63,614.87
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
	<b>SUB TOTAL</b>	<b>\$ 128,255.48</b>
*Payroll	\$	44,280.87
<b>Total Warrants</b>	<b>\$</b>	<b>172,536.35</b>

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



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JANUARY, 2016

DISBURSEMENT DETAIL REPORT

1/1/2016-1/31/2016

Report #4

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
1/8/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,587.70	CLEARED
1/8/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
1/8/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	183.51	CLEARED
1/22/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,567.08	CLEARED
1/22/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
<b>TOTAL</b>				<b>11,328.29</b>	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
1/8/2016	CHECK	33399	ACTION SANITARY, INC.	875.00	CLEARED
1/8/2016	CHECK	33400	ALPHA ANALYTICAL LABORATORIES	1,412.00	CLEARED
1/8/2016	CHECK	33401	ANALYTICAL SCIENCES	1,609.50	CLEARED
1/8/2016	CHECK	33402	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
1/8/2016	CHECK	33403	GHD	1,689.25	CLEARED
1/8/2016	CHECK	33404	HARDESTER'S MARKETS & HARDWARE	65.60	CLEARED
1/8/2016	CHECK	33405	MEDIACOM	253.76	CLEARED
1/8/2016	CHECK	33406	MENDO MILL CLEARLAKE	371.15	CLEARED
1/8/2016	CHECK	33407	MICHELLE HAMILTON	625.00	CLEARED
1/8/2016	CHECK	33408	NAPA AUTO PARTS	94.36	CLEARED
1/8/2016	CHECK	33409	OFFICE DEPOT	32.24	CLEARED
1/8/2016	CHECK	33410	PACIFIC GAS & ELECTRIC COMPANY	7,050.14	CLEARED
1/8/2016	CHECK	33411	REDFORD SERVICES	950.00	CLEARED
1/8/2016	CHECK	33412	SAMANTHA LAFRANCHI	39.20	CLEARED
1/8/2016	CHECK	33413	TYLER TECHNOLOGY	121.00	CLEARED
1/8/2016	CHECK	33414	USA BLUE BOOK	702.69	CLEARED
1/8/2016	CHECK	33415	USA NORTHERN CA & NEVADA	103.50	CLEARED
1/8/2016	CHECK	33416	WATERSOLVE, LLC	8,062.50	CLEARED
1/8/2016	CHECK	33417	WESTGATE PETROLEUM CO., INC.	2,473.58	CLEARED
1/8/2016	CHECK	33418	CALIFORNIA PUBLIC EMPLOYEES RE	4,472.52	CLEARED
1/8/2016	CHECK	33419	STATE OF CALIFORNIA EDD	2,453.79	CLEARED
1/8/2016	CHECK	33420	STATE OF CALIFORNIA EDD	22.94	CLEARED
1/8/2016	CHECK	33421	DORNBUSH, DON & KIM	72.26	CLEARED
1/8/2016	CHECK	33422	PASSANTINO, LORI	85.81	CLEARED
1/15/2016	CHECK	33423	BRICKHILL, DAVID	11.25	CLEARED
1/15/2016	CHECK	33424	GRUBB, CASEY	288.24	CLEARED
1/15/2016	CHECK	33425	ROGERS, L JOAN	180.01	CLEARED
1/15/2016	CHECK	33426	ACWA/JPIA	902.84	CLEARED
1/15/2016	CHECK	33427	ALPHA ANALYTICAL LABORATORIES	1,755.00	CLEARED
1/15/2016	CHECK	33428	VOID CHECK	-	CLEARED
1/15/2016	CHECK	33429	VOID CHECK	-	CLEARED
1/15/2016	CHECK	33430	AT&T	509.19	CLEARED
<b>TOTAL</b>				<b>37,479.32</b>	



CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
1/15/2016	CHECK	33431	CUMMINS PACIFIC LLC	1,049.05	CLEARED
1/15/2016	CHECK	33432	GARDENS BY JILLIAN	200.00	CLEARED
1/15/2016	CHECK	33433	OFFICE DEPOT	430.74	CLEARED
1/15/2016	CHECK	33434	SOUTH LAKE REFUSE COMPANY	184.62	CLEARED
1/15/2016	CHECK	33435	SPECIAL DISTRICT RISK MANAGEME	25,293.96	CLEARED
1/15/2016	CHECK	33436	TELSTAR INSTRUMENTS, INC	15,333.66	CLEARED
1/15/2016	CHECK	33437	TYLER TECHNOLOGY	1,245.60	CLEARED
1/15/2016	CHECK	33438	WAGNER & BONSIGNORE	688.75	CLEARED
1/22/2016	CHECK	33439	ALPHA ANALYTICAL LABORATORIES	1,880.00	CLEARED
1/22/2016	CHECK	33440	VOID CHECK	-	CLEARED
1/22/2016	CHECK	33441	CARDMEMBER SERVICE	1,729.48	CLEARED
1/22/2016	CHECK	33442	DATAPROSE	1,810.48	CLEARED
1/22/2016	CHECK	33443	MERRILL, ARNONE & JONES, LLP	326.72	CLEARED
1/22/2016	CHECK	33444	RICOH USA, INC.	431.96	CLEARED
1/22/2016	CHECK	33445	ROTO-ROOTER OF LAKE COUNTY	370.00	CLEARED
1/22/2016	CHECK	33446	STATE WATER RESOURCES CONTROL	60.00	CLEARED
1/22/2016	CHECK	33447	TYLER TECHNOLOGY	1,031.57	CLEARED
1/22/2016	CHECK	33448	VERIZON WIRELESS	696.51	CLEARED
1/22/2016	CHECK	33449	CALIFORNIA PUBLIC EMPLOYEES RE	4,473.26	CLEARED
1/22/2016	CHECK	33450	STATE OF CALIFORNIA EDD	2,515.05	CLEARED
1/22/2016	CHECK	33451	WEIDAW, RYAN	2,000.00	CLEARED
1/22/2016	CHECK	33452	PETERSEN, FREDRICK G	75.43	CLEARED
1/22/2016	CHECK	33453	ROBERTS, JAMES	25.13	CLEARED
1/22/2016	CHECK	33454	LANKFORD, ROBERT	25.17	CLEARED
1/22/2016	CHECK	33455	CARDMEMBER SERVICE	1,615.41	CLEARED
1/29/2016	CHECK	33456	ALPHA ANALYTICAL LABORATORIES	624.00	CLEARED
1/29/2016	CHECK	33457	DUNKEN PUMPS	551.75	CLEARED
1/29/2016	CHECK	33458	MICHELLE HAMILTON	625.00	OUTSTND
1/29/2016	CHECK	33459	OFFICE DEPOT	10.74	CLEARED
1/29/2016	CHECK	33460	PACIFIC GAS & ELECTRIC COMPANY	10,458.14	OUTSTND
1/29/2016	CHECK	33461	PETTY CASH REIMBURSEMENT	362.66	CLEARED
1/29/2016	CHECK	33462	POWER INDUSTRIES, INC	207.36	CLEARED
1/29/2016	CHECK	33463	REDFORD SERVICES	950.00	OUTSTND
1/29/2016	CHECK	33464	SIERRA CHEMICAL CO.	1,068.70	CLEARED
1/29/2016	CHECK	33465	SPECIAL DISTRICT RISK MANAGEME	255.22	CLEARED
1/29/2016	CHECK	33466	USA BLUE BOOK	810.75	CLEARED
1/29/2016	CHECK	33467	HOLTON, JIM	31.00	OUTSTND
				<b>79,447.87</b>	

<b>PAYROLL:</b>					
DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	
1/5/2016	MISC.		PAYROLL DIRECT DEPOSIT	1,315.34	CLEARED
1/8/2016	MISC.		PAYROLL DIRECT DEPOSIT	21,558.16	CLEARED
1/22/2016	MISC.		PAYROLL DIRECT DEPOSIT	21,407.37	CLEARED
				<b>44,280.87</b>	

<b>CHECK TOTAL:</b>	<b>116,927.19</b>
<b>BANK-DRAFT TOTAL:</b>	<b>11,328.29</b>
<b>PAYROLL TOTAL:</b>	<b>44,280.87</b>
	<b>172,536.35</b>

100-OPERATING ENTERPRISE FD

ACCOUNT#	TITLE
=====	
ASSETS	
=====	
LIABILITIES	
=====	
EQUITY	
=====	
100-3120	OTHER RESERVES
100-3310	GENERAL FUND BALANCE
	( 711,637.09 )
	711,637.09
	=====

ASSETS

LIABILITIES

EQUITY

100-3120 OTHER RESERVES

100-3310 GENERAL FUND BALANCE

711,637.09

( 711,637.09 )

711,637.09

\* An InCode summary report would be nice.

\* Getting Incode to produce the full report w/out empty space needs to be addressed.

Report # 5

120-SEWER ENTERPRISE FUND

ACCOUNT# TITLE

ASSETS

120-1010 CASH	107,627.13
120-1023 PETTY CASH	250.00
120-1040 UNAPPLIED CREDITS	( 13,114.00)
120-1051 ACCOUNTS RECEIVABLE - MISC	2,505.92
120-1052 ACCTS REC SEWER USE	90,731.16
120-1055 ALLOWANCE FOR DOUBTFUL ACCTS	( 589.16)
120-1090 DUE FROM OTHER FUNDS	25,085.32
120-1130 TEMPORARY INVESTMENTS	88,613.45
120-1210 LAND	584,778.75
120-1230 PROPERTY RIGHTS	47,600.00
120-1240 RISK MGMT PLAN	17,411.58
120-1250 PREPAID EXPENSES	51,822.56
120-1282 ADM OFFICE BUILDING	182,393.23
120-1283 SHOP BLDG AT SWR PLANT	48,872.00
120-1284 FIELD ADM/SHOP BLDG	2,548,209.81
120-1285 OFFICE EQUIPMENT	178,498.59
120-1286 FIELD EQUIPMENT	633,829.73
120-1287 ROAD IMPROVEMENT	60,576.21
120-1288 ONSITE HOUSING	213,684.01
120-1290 OTHER PHYSICAL PROPERTY	2,653.00
120-1291 VEHICLES	160,880.57
120-1340 WASTEWTR COLLECTION FACILITIES	6,186,918.97
120-1350 WASTEWTR TREATMENT FACILITIES	10,253,425.15
120-1360 RECLAIMED WTR DISPOSAL FACILIT	1,003,751.00
120-1373 SEWER LIFT STATIONS - OLD SYST	279,138.73
120-1374 SEWER LINES - OLD SYSTEM	207,882.27
120-1376 SEWER II EXPANSION	34,423.00
120-1377 DECERTIFICATION SWR PDS	247,741.00
120-1950 ACCUMULATED DEPRECIATION	( 17,266,418.63)
TOTAL ASSETS	5,979,181.35

LIABILITIES

120-2020 ACCOUNTS PAYABLE	( 1,243.07)
120-2021 ACCOUNTS PAYABLE MISC	44,401.39
120-2080 ACCRUED PAYROLL	12,107.92
120-2082 OPEB OBLIGATION	198,368.25
120-2085 ACCRUED COMP. ABSENCES	19,195.09
120-2088 SURVIVOR BENEFITS - PERS	4.23
120-2090 PERS PAYABLE	858.29
120-2091 FIT PAYABLE	1,448.13
120-2092 CIT PAYABLE	454.24
120-2094 MEDICARE PAYABLE	174.61
120-2095 S D I PAYABLE	108.38
120-2099 DEFERRED COMP - 457 PLAN	457.00
TOTAL LIABILITIES	276,334.46

5,979,181.35

276,334.46

120-SEWER ENTERPRISE FUND

ACCOUNT#	TITLE	
<u>EQUITY</u>		
120-3310	GENERAL FUND BALANCE	5,396,579.14
	TOTAL BEGINNING EQUITY	<u>5,396,579.14</u>
	TOTAL REVENUE	994,309.91
	TOTAL EXPENSES	688,042.16
	TOTAL REVENUE OVER/(UNDER) EXPENSES	<u>306,267.75</u>
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>5,702,846.89</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	5,979,181.35

=====

130-WATER ENTERPRISE FUND

ACCOUNT# TITLE

ASSETS

130-1010	CASH	(	2,039.59)
130-1023	PETTY CASH		250.00
130-1025	CASH DRAWER		100.00
130-1050	ACCT RECEIVABLE OVERAGE		86.61
130-1051	ACCOUNTS RECEIVABLE - MISC		560.85
130-1052	ACCTS REC WATER USE		101,487.63
130-1055	ALLOWANCE FOR DOUBTFUL ACCTS		1,823.73
130-1090	DUE FROM OTHER FUNDS	(	201,000.00)
130-1130	TEMPORARY INVESTMENTS		60,130.11
130-1210	LAND		22,454.00
130-1221	WATER LINES		1,844,436.93
130-1222	WATER - INTERTIIS		155,310.00
130-1223	WATER BOOSTER STATIONS		9,800.00
130-1240	RISK MGMT PLAN		17,411.56
130-1250	PREPAID EXPENSES		51,822.58
130-1270	WASTEWATER SYSTEM PLAN		38,349.00
130-1271	TELEMETRY SYSTEM		30,707.00
130-1272	WATER SYSTEM IMPROVEMENT		3,098,064.86
130-1280	GENERAL PLANT		20,627.00
130-1281	BUILDINGS		22,876.58
130-1282	ADM OFFICE BUILDING		397,994.45
130-1283	STORAGE & MAINT BLD-SWR PLANT		49,156.00
130-1284	FIELD ADMINISTRATION / SHOP BL		546,472.43
130-1285	OFFICE EQUIPMENT		196,729.23
130-1286	FIELD EQUIPMENT		133,915.14
130-1287	ROAD IMPROVEMENT		4,766.33
130-1289	WATER METERS		211,502.25
130-1290	OTHER PHYSICAL PROPERTY		5,574.88
130-1291	VEHICLES		167,686.21
130-1293	GROUNDWATER MODEL		86,457.80
130-1295	WATER WELLS		691,159.64
130-1296	WATER TANKS		842,150.75
130-1297	WATER PUMPS		182,662.36
130-1298	GROUND WATER MONITORING WELLS		60,302.39
130-1390	FLOOD CONTROL POND		155,869.99
130-1950	ACCUMULATED DEPRECIATION	(	5,078,715.94)
	TOTAL ASSETS		<u>3,926,942.76</u>

3,926,942.76

LIABILITIES

130-2020	ACCOUNTS PAYABLE	(	7,785.32)
130-2021	ACCOUNTS PAYABLE MISC		32,582.28
130-2029	ACCOUNTS PAYABLE CLEARING ACCT	(	30.00)
130-2060	DUE TO OTHER FUNDS	(	94,961.32)
130-2080	ACCRUED PAYROLL		13,469.28
130-2082	OPEB OBLIGATION		240,184.75
130-2085	ACCRUED COMP. ABSENCES		21,158.92
130-2088	SURVIVOR BENEFITS - PERS		4.70

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

130-WATER ENTERPRISE FUND

ACCOUNT#	TITLE	
130-2090	PERS PAYABLE	956.86
130-2091	FIT PAYABLE	1,630.47
130-2092	CIT PAYABLE	510.52
130-2094	MEDICARE PAYABLE	192.53
130-2095	S D I PAYABLE	119.50
130-2099	DEFERRED COMP - PLAN 457 PAYAB	567.00
	TOTAL LIABILITIES	<u>208,600.17</u>
EQUITY		
=====		
130-3310	GENERAL FUND BALANCE	3,767,573.09
	TOTAL BEGINNING EQUITY	<u>3,767,573.09</u>
TOTAL REVENUE		
		743,558.09
TOTAL EXPENSES		
		792,788.59
	TOTAL REVENUE OVER/ (UNDER) EXPENSES	( 49,230.50)
	TOTAL EQUITY & REV. OVER/ (UNDER) EXP.	<u>3,718,342.59</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	<u>3,926,942.76</u>
		=====

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

140-FLOOD ENTERPRISE FUND

ACCOUNT#	TITLE	
<b>ASSETS</b>		
=====		
<b>LIABILITIES</b>		
=====		
140-2060	DUE TO OTHER FUNDS	4,844.09
	TOTAL LIABILITIES	4,844.09
<b>EQUITY</b>		
=====		
140-3310	GENERAL FUND BALANCE	( 4,844.09)
	TOTAL BEGINNING EQUITY	( 4,844.09)
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	( 4,844.09)
=====		

BALANCE SHEET  
AS OF: JANUARY 31ST, 2016

215-RECA REDEMPTION 1995-2

ACCOUNT#	TITLE	
<u>ASSETS</u>		
215-1010	CASH	796.73
215-1057	ASSESSMENTS RECEIVABLES L/T	43,488.04
215-1058	ASSESSMENTS RECEIVABLES CURR	13,883.52
215-1130	TEMPORARY INVESTMENTS	240,540.74
		<u>298,709.03</u>
TOTAL ASSETS		
		<u>298,709.03</u>
<u>LIABILITIES</u>		
215-2070	INTEREST PAYABLE	67,540.00
215-2110	BONDS	224,000.00
215-2111	BONDS PAYABLE N. CURR	3,460,000.00
	TOTAL LIABILITIES	<u>3,751,540.00</u>
<u>EQUITY</u>		
215-3310	GENERAL FUND BALANCE	( 3,125,872.08)
	TOTAL BEGINNING EQUITY	( 3,125,872.08)
	TOTAL REVENUE	148,341.54
	TOTAL EXPENSES	475,300.43
	TOTAL REVENUE OVER/ (UNDER) EXPENSES	( 326,958.89)
	TOTAL EQUITY & REV. OVER/ (UNDER) EXP.	( 3,452,830.97)
	TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.	<u>298,709.03</u>



BALANCE SHEET  
AS OF: JANUARY 31ST, 2016

217-STATE REVOLVING FUND LOAN

ACCOUNT#	TITLE	
<b>ASSETS</b>		
217-1057	ASMTS RECEIVABLE LONG TERM	12,122.00
217-1058	ASSESSMENTS RECEIVABLES CURR	10,450.00
		<u>22,572.00</u>
	<b>TOTAL ASSETS</b>	<u>22,572.00</u>
<b>LIABILITIES</b>		
217-2062	ADVANCE FROM OTHER FUNDS	8,499.32
	<b>TOTAL LIABILITIES</b>	<u>8,499.32</u>
<b>EQUITY</b>		
217-3220	INVESTMENT IN OTHER ASSETS	( 3,291,243.42)
217-3310	GENERAL FUND BALANCE	3,305,326.32
	<b>TOTAL BEGINNING EQUITY</b>	<u>14,082.90</u>
	<b>TOTAL REVENUE</b>	7,600.00
	<b>TOTAL EXPENSES</b>	7,610.22
	<b>TOTAL REVENUE OVER/(UNDER) EXPENSES</b>	( 10.22)
	<b>TOTAL EQUITY &amp; REV. OVER/(UNDER) EXP.</b>	<u>14,072.68</u>
	<b>TOTAL LIABILITIES, EQUITY &amp; REV.OVER/(UNDER) EXP.</b>	<u>22,572.00</u>

218-CIEDB REDEMPTION FUND

ACCOUNT#	TITLE	
<b>ASSETS</b>		
218-1010	CASH	137,583.66
218-1052	ACCOUNTS RECEIVABLE WATER USE	48,636.50
218-1130	TEMPORARY INVESTMENTS	( 103,668.17)
		<u>82,551.99</u>

TOTAL ASSETS 82,551.99

<b>LIABILITIES</b>		
218-2060	Due To Other Funds	140,000.00
218-2070	INTEREST PAYABLE	30,488.00
218-2122	CIEDB LOAN CURRENT	92,761.00
218-2131	CIEDB LOAN	<u>2,009,799.41</u>
	TOTAL LIABILITIES	<u>2,273,048.41</u>

<b>EQUITY</b>		
218-3310	GENERAL FUND BALANCE	( 2,299,169.73)
	TOTAL BEGINNING EQUITY	( 2,299,169.73)

TOTAL REVENUE	145,257.88
TOTAL EXPENSES	<u>36,584.57</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES	<u>108,673.31</u>
TOTAL EQUITY & REV. OVER/(UNDER) EXP.	( 2,190,496.42)

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. 82,551.99

BALANCE SHEET  
AS OF: JANUARY 31ST, 2016

219-USDA SOLAR LOAN

ACCOUNT# TITLE

ASSETS

219-1010 CASH 0.23  
219-1130 TEMPORARY INVESTMENTS 89,668.61

89,668.84

TOTAL ASSETS

89,668.84

LIABILITIES

219-2070 INTEREST PAYABLE 7,431.25  
219-2120 USDA LOAN 580,000.00  
219-2121 USDA LOAN CURRENT 14,500.00

601,931.25

EQUITY

219-3310 GENERAL FUND BALANCE ( 524,319.32)  
TOTAL BEGINNING EQUITY ( 524,319.32)

TOTAL REVENUE 35,474.41  
TOTAL EXPENSES 23,417.50

TOTAL REVENUE OVER/(UNDER) EXPENSES 12,056.91

TOTAL EQUITY & REV. OVER/(UNDER) EXP. ( 512,262.41)

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.

89,668.84

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

311-BOND RESERVE 1990-1

ACCOUNT#	TITLE
<b>ASSETS</b>	
=====	
<b>LIABILITIES</b>	
=====	
<b>EQUITY</b>	
=====	
311-3110	RESERVES FOR RESTRICTED ASSETS
311-3310	GENERAL FUND BALANCE
311-3320	OTHER FUND BALANCES
=====	

ASSETS

LIABILITIES

EQUITY

311-3110 RESERVES FOR RESTRICTED ASSETS

311-3310 GENERAL FUND BALANCE

311-3320 OTHER FUND BALANCES

19,000.00

( 138,144.37)

119,144.37

BALANCE SHEET  
AS OF: JANUARY 31ST, 2016

313-WASTEWTR CAP FAC RESERVE

ACCOUNT#	TITLE	
<u>ASSETS</u>		
313-1010	CASH	7,220.00
313-1130	TEMPORARY INVESTMENTS	<u>258,214.25</u>
	TOTAL ASSETS	<u>265,434.25</u>
<u>LIABILITIES</u>		
313-2060	DUE TO OTHER FUNDS	<u>16,586.00</u>
	TOTAL LIABILITIES	<u>16,586.00</u>
313-3310	GENERAL FUND BALANCE	<u>463,930.71</u>
	TOTAL BEGINNING EQUITY	<u>463,930.71</u>
	TOTAL REVENUE	23,917.54
	TOTAL EXPENSES	239,000.00
	TOTAL REVENUE OVER/ (UNDER) EXPENSES	( 215,082.46)
	TOTAL EQUITY & REV. OVER/ (UNDER) EXP.	<u>248,848.25</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.	<u>265,434.25</u>

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

314-WASTEWTR CAPL FAC UNRESER

ACCOUNT#	TITLE	
<b>ASSETS</b>		
314-1010	CASH	4,493.25
314-1090	DUE FROM OTHER FUNDS	( 101,000.00)
314-1130	TEMPORARY INVESTMENTS	676,182.61
314-1955	OTHER REVENUE	( 14,850.44)
		<u>564,825.42</u>

TOTAL ASSETS 564,825.42

<b>LIABILITIES</b>		
<b>EQUITY</b>		
314-3310	GENERAL FUND BALANCE	490,250.24
	TOTAL BEGINNING EQUITY	<u>490,250.24</u>
	TOTAL REVENUE	92,036.68
	TOTAL EXPENSES	17,461.50
	TOTAL REVENUE OVER/(UNDER) EXPENSES	<u>74,575.18</u>

TOTAL EQUITY & REV. OVER/(UNDER) EXP. 564,825.42

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. 564,825.42

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

319-USDA RESERVE FUND

ACCOUNT#	TITLE		
<u>ASSETS</u>			
=====			
319-1130	TEMPORARY INVESTMENTS	35,299.94	35,299.94
	TOTAL ASSETS		=====
			35,299.94
<u>LIABILITIES</u>			
=====			
<u>EQUITY</u>			
=====			
319-3310	GENERAL FUND BALANCE	35,282.92	
	TOTAL BEGINNING EQUITY	35,282.92	
	TOTAL REVENUE	17.68	
	TOTAL EXPENSES	0.66	
	TOTAL REVENUE OVER/(UNDER) EXPENSES	17.02	
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	35,299.94	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		=====
			35,299.94





BALANCE SHEET

AS OF: JANUARY 31ST, 2016

350-CIEDB LOAN RESERVE

ACCOUNT#	TITLE	
<u>ASSETS</u>		
350-1130	TEMPORARY INVESTMENTS	<u>170,873.12</u>
	TOTAL ASSETS	<u>170,873.12</u>
<u>LIABILITIES</u>		
<u>EQUITY</u>		
350-3310	GENERAL FUND BALANCE	170,433.60
	TOTAL BEGINNING EQUITY	<u>170,433.60</u>
	TOTAL REVENUE	439.52
	TOTAL REVENUE OVER/ (UNDER) EXPENSES	<u>439.52</u>
	TOTAL EQUITY & REV. OVER/ (UNDER) EXP.	<u>170,873.12</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.	<u>170,873.12</u>

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

711-BOND ADMINISTRATION

ACCOUNT#	TITLE	
<b>ASSETS</b>		
711-1010	CASH	1,726.55
711-1130	TEMPORARY INVESTMENTS	41,523.23
		<u>43,249.78</u>
	<b>TOTAL ASSETS</b>	<u>43,249.78</u>
<b>LIABILITIES</b>		
<b>EQUITY</b>		
711-3310	GENERAL FUND BALANCE	46,430.67
	TOTAL BEGINNING EQUITY	46,430.67
	TOTAL REVENUE	76.67
	TOTAL EXPENSES	3,257.56
	TOTAL REVENUE OVER/ (UNDER) EXPENSES	( 3,180.89)
	TOTAL EQUITY & REV. OVER/ (UNDER) EXP.	<u>43,249.78</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	<u>43,249.78</u>

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

712-BOND REVOLVING

ACCOUNT#	TITLE	
<u>ASSETS</u>		
712-1010	CASH	10,132.56
712-1090	Due From Other Funds	341,000.00
		<u>351,132.56</u>
	TOTAL ASSETS	<u>351,132.56</u>
<u>LIABILITIES</u>		
<u>EQUITY</u>		
712-3310	GENERAL FUND BALANCE	351,132.56
	TOTAL BEGINNING EQUITY	<u>351,132.56</u>
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	<u>351,132.56</u>
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	<u>351,132.56</u>

BALANCE SHEET  
AS OF: JANUARY 31ST, 2016

999-POOLED CASH FUND

ACCOUNT#	TITLE		
<b>ASSETS</b>			
999-1010	CASH - POOLED	267,540.52	
999-1090	DUE FROM OTHER FUNDS	( 9,028.39)	
		<u>258,512.13</u>	
	<b>TOTAL ASSETS</b>		<u>258,512.13</u>
<b>LIABILITIES</b>			
999-2020	ACCOUNTS PAYABLE	( 9,028.39)	
999-2060	DUE OTHER FUNDS	<u>267,540.52</u>	
	<b>TOTAL LIABILITIES</b>		<u>258,512.13</u>
<b>EQUITY</b>			
	<b>TOTAL LIABILITIES, EQUITY &amp; REV.OVER/(UNDER) EXP.</b>		<u>258,512.13</u>

120-SEWER ENTERPRISE FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	1,149,443.00	189,834.76	994,309.91	155,133.09	86.50
TOTAL REVENUES	1,149,443.00	189,834.76	994,309.91	155,133.09	86.50
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	440,165.00	131,614.47	287,515.12	152,649.88	65.32
ADMINISTRATION	381,150.00	22,461.96	223,631.78	157,518.22	58.67
FIELD	289,205.00	18,839.66	156,264.35	132,940.65	54.03
DIRECTORS	38,323.00	3,112.91	20,630.91	17,692.09	53.83
TOTAL EXPENDITURES	1,148,843.00	176,029.00	688,042.16	460,800.84	59.89
REVENUES OVER/(UNDER) EXPENDITURES	600.00	13,805.76	306,267.75	( 305,667.75)	1,044.63

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	300.00	0.00	500.00 (	200.00)	166.67
120-4045 AVAILABILITY FEES	8,800.00	4,430.31	4,430.31	4,369.69	50.34
120-4050 SALES OF RECLAIMED WATER	90,000.00	1.79	61,951.02	28,048.98	68.83
120-4111 COMM SEWER USE	19,370.00	2,224.67	15,530.28	3,839.72	80.18
120-4112 GOV'T SEWER USE	580.00	48.05	336.35	243.65	57.99
120-4116 SEWER USE CHARGES	969,100.00	76,020.44	541,906.52	427,193.48	55.92
120-4210 LATE FEE	19,093.00	1,689.81	11,021.56	8,071.44	57.73
120-4300 MISC INCOME	39,600.00 (	342.38)	880.81	38,719.19	2.22
120-4310 OTHER INCOME	0.00	0.00 (	117.55)	117.55	0.00
120-4505 LEASE INCOME	2,600.00	0.00	3,125.76 (	525.76)	120.22
120-4550 INTEREST INCOME	0.00	98,894.72	99,016.00 (	99,016.00)	0.00
120-4580 TRANSFERS IN	0.00	6,867.35	255,728.85 (	255,728.85)	0.00
TOTAL REVENUES	1,149,443.00	189,834.76	994,309.91	155,133.09	86.50

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5020 EMPLOYEE BENEFITS	0.00	34.55	69.10 (	69.10)	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	0.00	1,311.07	20,388.93	6.04
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	857.42	5,616.35	1,594.65	77.89
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	1,236.78	7,288.06	1,501.94	82.91
120-5-00-5061 VEHICLE MAINT	11,012.00	47.18	2,252.26	8,759.74	20.45
120-5-00-5062 TAXES & LIC	619.00	0.00	307.71	311.29	49.71
120-5-00-5074 INSURANCE	14,735.00	0.00	0.00	14,735.00	0.00
120-5-00-5075 BANK FEES	12,750.00	936.57	6,559.62	6,190.38	51.45
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	493.08	3,509.67	1,010.33	77.65
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	0.00	212.85	1,087.15	16.37
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	3,369.35	23,886.76	16,113.24	59.72
120-5-00-5121 LEGAL SERVICES	9,500.00	163.35	5,973.07	3,526.93	62.87
120-5-00-5122 ENGINEERING SERVICES	34,000.00	0.00	25,459.12	8,540.88	74.88
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	421.75 (	10,869.40)	61,869.40	21.31-
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	0.00	1,512.84 (	12.84)	100.86
120-5-00-5135 NEWSLETTER	1,000.00	0.00	0.00	1,000.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	990.00	0.00	1,736.87 (	746.87)	175.44
120-5-00-5148 OPERATING SUPPLIES	11,699.00	2,110.64	6,473.89	5,225.11	55.34
120-5-00-5150 REPAIR & REPLACE	53,614.00	4,771.61	36,359.03	17,254.97	67.82
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	458.48	2,081.20	6,318.80	24.78
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	1,575.00	6,100.00	3,500.00	63.54
120-5-00-5157 SECURITY	460.00	0.00	0.00	460.00	0.00
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	8,062.50	19,107.61 (	5,447.61)	139.88
120-5-00-5191 TELEPHONE	6,960.00	729.72	4,916.33	2,043.67	70.64
120-5-00-5192 ELECTRICITY	17,291.00 (	48.58)	8,073.35	9,217.65	46.69
120-5-00-5193 OTHER UTILITIES	2,600.00	92.31	1,276.68	1,323.32	49.10
120-5-00-5195 ENV/MONITORING	33,000.00	7,044.75	20,764.10	12,235.90	62.92
120-5-00-5196 RISK MANAGEMENT	15,000.00	0.00	5,760.00	9,240.00	38.40
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	0.00	1,198.75	401.25	74.92
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	0.00	278.65	870.35	24.25
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	0.00	59.91	1,211.09	4.71
120-5-00-5312 TOOLS - FIELD	524.00	0.00	100.46	423.54	19.17
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	412.76	1,235.97	638.03	65.95
120-5-00-5545 RECORDING FEES	200.00	16.25	36.50	163.50	18.25
120-5-00-5580 TRANSFERS OUT	0.00	98,829.00	98,829.00 (	98,829.00)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	37.74 (	37.74)	0.00
120-5-00-5600 CONTINGENCY	40,636.00	0.00	0.00	40,636.00	0.00
TOTAL NON-DEPARTMENTAL	440,165.00	131,614.47	287,515.12	152,649.88	65.32

120-SEWER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDIITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	265,334.00	16,381.25	142,083.79	123,250.21	53.55
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,592.99	29,907.65	35,757.35	45.55
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,205.69	48,037.50 (	9,806.50)	125.65
120-5-10-5063 CERTIFICATIONS	20.00	0.00	0.00	20.00	0.00
120-5-10-5090 OFFICE SUPPLIES	6,500.00	262.43	2,199.55	4,300.45	33.84
120-5-10-5170 TRAVEL MILEAGE	1,100.00	19.60	891.65	208.35	81.06
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	490.15	3,509.85	12.25
120-5-10-5179 ADM MISC EXPENSES	300.00	0.00	21.49	278.51	7.16

TOTAL ADMINISTRATION 381,150.00 22,461.96 223,631.78 157,518.22 58.67



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2016

120-SEWER ENTERPRISE FUND  
OFFICE  
EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
-------------------	-------------------	------------------------	-------------------	----------------

120-SEWER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	190,391.00	13,093.25	95,401.59	94,989.41	50.11
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,712.72	28,497.85	24,685.15	53.58
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,033.69	27,474.64	10,756.36	71.86
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	0.00	600.00	700.00	46.15
120-5-30-5063 CERTIFICATIONS	380.00	0.00	630.00	250.00	165.79
120-5-30-5090 OFFICE SUPPLIES	1,040.00	0.00	13.12	1,053.12	1.26
120-5-30-5170 TRAVEL MILEAGE	680.00	0.00	0.00	680.00	0.00
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	3,673.39	326.61	91.83
TOTAL FIELD	289,205.00	18,839.66	156,264.35	132,940.65	54.03

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	156.10	947.38	2,052.62	31.58
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.97	19.37	210.63	8.42
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	19,322.88	15,470.12	55.54
120-5-40-5170 TRAVEL MILEAGE	100.00	0.00	101.28 (	1.28)	101.28
120-5-40-5176 DIRECTOR TRAINING	200.00	0.00	240.00 (	40.00)	120.00
TOTAL DIRECTORS	38,323.00	3,112.91	20,630.91	17,692.09	53.83
TOTAL EXPENDITURES	1,148,843.00	176,029.00	688,042.16	460,800.84	59.89
REVENUES OVER/(UNDER) EXPENDITURES	600.00	13,805.76	306,267.75 (	305,667.75)	1,044.63

\*\*\* 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	1,138,568.00	109,238.67	743,558.09	395,009.91	65.31
TOTAL REVENUES	1,138,568.00	109,238.67	743,558.09	395,009.91	65.31
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	602,660.00	30,818.70	360,521.72	242,138.28	59.82
ADMINISTRATION	385,340.00	22,461.71	229,634.83	155,705.17	59.59
FIELD	285,930.00	22,636.57	181,902.32	104,027.68	63.62
DIRECTORS	39,383.00	3,124.12	20,729.72	18,653.28	52.64
TOTAL EXPENDITURES	1,313,313.00	79,041.10	792,788.59	520,524.41	60.37
REVENUES OVER/(UNDER) EXPENDITURES	( 174,745.00)	30,197.57	( 49,230.50)	( 125,514.50)	28.17

130-WATER ENTERPRISE FUND  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	585.00	8,900.00	4,100.00	68.46
130-4039 WATER METER INST	300.00	0.00	510.00	210.00	170.00
130-4040 RECORDING FEE	110.00	0.00	40.00	70.00	36.36
130-4045 AVAILABILITY FEES	35,000.00	18,346.69	18,346.69	16,653.31	52.42
130-4110 COMM WATER USE	32,600.00	4,010.14	22,729.52	9,870.48	69.72
130-4112 GOV'T WATER USE	844.00	331.56	2,215.50	1,371.50	262.50
130-4115 WATER USE	1,024,100.00	82,446.33	648,100.69	375,999.31	63.28
130-4117 WATER OVERAGE FEE	0.00	0.00	8,417.22	8,417.22	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	11,569.44	11,569.44	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	898.25	898.25	0.00
130-4210 LATE FEE	25,014.00	2,486.90	14,828.59	10,185.41	59.28
130-4215 RETURNED CHECK FEE	700.00	200.00	625.00	75.00	89.29
130-4300 MISC INCOME	1,100.00	781.03	4,679.67	3,579.67	425.42
130-4505 LEASE INCOME	5,800.00	0.00	1,404.02	4,395.98	24.21
130-4550 INTEREST INCOME	0.00	51.02	293.50	293.50	0.00

TOTAL REVENUES 1,138,568.00 109,238.67 743,558.09 395,009.91 65.31

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5020 EMPLOYEE BENEFITS	0.00	34.54	69.08 (	69.08)	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	0.00	1,311.07	20,388.93	6.04
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	836.05	5,153.35	2,057.65	71.47
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	1,236.80	6,836.99	1,951.01	77.80
130-5-00-5061 VEHICLE MAINT	3,521.00	47.18	1,821.34	1,699.66	51.73
130-5-00-5062 TAXES & LIC	1,153.00	0.00	307.71	845.29	26.69
130-5-00-5074 INSURANCE	14,735.00	0.00	0.00	14,735.00	0.00
130-5-00-5075 BANK FEES	12,750.00	936.55	6,559.63	6,190.37	51.45
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	2,041.92	15,335.53	2,305.47	86.93
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	0.00	212.84	1,087.16	16.37
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	2,320.31	27,054.76	16,595.24	61.98
130-5-00-5121 LEGAL SERVICES	9,445.00	163.37	12,966.95 (	3,521.95)	137.29
130-5-00-5122 ENGINEERING SERVICES	37,500.00	0.00	1,493.48	36,006.52	3.98
130-5-00-5123 OTHER PROFESSIONAL SERVICE	73,200.00	740.50	87,852.49 (	14,652.49)	120.02
130-5-00-5124 WATER RIGHTS	10,428.00	0.00	31,625.30 (	21,197.30)	303.27
130-5-00-5130 PRINTING & PUBLICATION	1,500.00	0.00	1,512.84 (	12.84)	100.86
130-5-00-5135 NEWSLETTER	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	0.00	0.00	1,736.90 (	1,736.90)	0.00
130-5-00-5148 OPERATING SUPPLIES	1,107.00	1,369.78	1,604.66 (	497.66)	144.96
130-5-00-5150 REPAIR & REPLACE	62,888.00	1,222.69 (	963.44)	63,851.44	1.53-
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	458.48	47,025.15 (	38,625.15)	559.82
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	1,575.00	6,100.00	3,900.00	61.00
130-5-00-5157 SECURITY	460.00	0.00	0.00	460.00	0.00
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	11,747.02)	11,747.02	0.00
130-5-00-5191 TELEPHONE	6,958.00	729.74	4,916.38	2,041.62	70.66
130-5-00-5192 ELECTRICITY	132,166.00	7,098.72	78,212.39	53,953.61	59.18
130-5-00-5193 OTHER UTILITIES	2,627.00	92.31	1,276.70	1,350.30	48.60
130-5-00-5195 ENV/MONITORING	24,000.00	2,686.75	9,257.50	14,742.50	38.57
130-5-00-5196 RISK MANAGEMENT	300.00	0.00	0.00	300.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	22,400.00	0.00	16,621.71	5,778.29	74.20
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	0.00	0.00	1,149.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	0.00	48.93	1,222.07	3.85
130-5-00-5312 TOOLS - FIELD	1,681.00	0.00	38.69	1,642.31	2.30
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	344.41	1,167.61	363.39	76.26
130-5-00-5505 WATER CONSERVATION	10,000.00	0.00 (	1,851.88)	11,851.88	18.52-
130-5-00-5545 RECORDING FEES	200.00	16.25	36.50	163.50	18.25
130-5-00-5580 TRANSFERS OUT	0.00	6,867.35	6,889.84 (	6,889.84)	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	37.74 (	37.74)	0.00
130-5-00-5600 CONTINGENCY	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL NON-DEPARTMENTAL	602,660.00	30,818.70	360,521.72	242,138.28	59.82

130-WATER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	265,334.00	16,381.21	147,546.72	117,787.28	55.61
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,592.87	30,036.98	35,628.02	45.74
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,205.58	48,289.47	5,843.47	113.77
130-5-10-5063 CERTIFICATIONS	20.00	0.00	0.00	20.00	0.00
130-5-10-5090 OFFICE SUPPLIES	6,500.00	262.45	2,199.72	4,300.28	33.84
130-5-10-5170 TRAVEL MILEAGE	1,475.00	19.60	900.20	574.80	61.03
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	0.00	640.24	2,959.76	17.78
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	21.50	278.50	7.17
<b>TOTAL ADMINISTRATION</b>	<b>385,340.00</b>	<b>22,461.71</b>	<b>229,634.83</b>	<b>155,705.17</b>	<b>59.59</b>

130-WATER ENTERPRISE FUND  
OFFICE  
EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
-------------------	-------------------	------------------------	-------------------	----------------



130-WATER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	190,391.00	16,388.07	120,937.14	69,453.86	63.52
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,846.44	28,631.54	24,551.46	53.84
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,342.06	29,770.40	4,245.60	87.52
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	0.00	600.00	1,300.00	31.58
130-5-30-5063 CERTIFICATIONS	200.00	60.00	120.00	80.00	60.00
130-5-30-5090 OFFICE SUPPLIES	1,040.00	0.00 (	13.09)	1,053.09	1.26-
130-5-30-5170 TRAVEL MILEAGE	800.00	0.00	0.00	800.00	0.00
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	0.00	1,856.33	2,543.67	42.19
TOTAL FIELD	285,930.00	22,636.57	181,902.32	104,027.68	63.62

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	166.85	990.32	2,009.68	33.01
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	20.23	209.77	8.80
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	19,322.88	15,470.12	55.54
130-5-40-5170 TRAVEL MILEAGE	560.00	0.00	101.29	458.71	18.09
130-5-40-5176 DIRECTOR TRAINING	800.00	0.00	295.00	505.00	36.88
TOTAL DIRECTORS	39,383.00	3,124.12	20,729.72	18,653.28	52.64
TOTAL EXPENDITURES	1,313,313.00	79,041.10	792,788.59	520,524.41	60.37
REVENUES OVER/(UNDER) EXPENDITURES	( 174,745.00)	30,197.57	( 49,230.50)	( 125,514.50)	28.17

\*\*\* END OF REPORT \*\*\*



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**JANUARY, 2016**

**Financial Report**

*Report  
#6*

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

120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>TOTAL REVENUE</b>	1,149,443.00	189,834.76	994,309.91	155,133.09	87%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	440,165.00	130,184.72	286,085.37	154,079.63	65
ADMINISTRATION	381,150.00	22,461.96	223,631.78	157,518.22	58.67
FIELD	289,205.00	18,839.66	156,264.35	132,940.65	54.03
DIRECTORS	38,323.00	3,112.91	20,630.91	17,692.09	53.83
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>174,599.25</b>	<b>686,612.41</b>	<b>462,230.59</b>	<b>59.77%</b>

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	300.00	-	500.00	(200.00)	166.67
120-4045 AVAILABILITY FEES	8,800.00	4,430.31	4,430.31	4,369.69	50.34
120-4050 SALES OF RECLAIMED WATER	90,000.00	1.79	61,951.02	28,048.98	68.83
120-4111 COMM SEWER USE	19,370.00	2,224.67	15,530.28	3,839.72	80.18
120-4112 GOV'T SEWER USE	580.00	48.05	336.35	243.65	57.99
120-4116 SEWER USE CHARGES	969,100.00	76,020.44	541,906.52	427,193.48	55.92
120-4210 LATE FEE	19,093.00	1,689.81	11,021.56	8,071.44	57.73
120-4300 MISC INCOME	39,600.00	(342.38)	880.81	38,719.19	2.22
120-4310 OTHER INCOME	-	-	(117.55)	117.55	0
120-4505 LEASE INCOME	2,600.00	-	3,125.76	(525.76)	120.22
120-4550 INTEREST INCOME	-	98,894.72	99,016.00	(99,016.00)	0
120-4580 TRANSFERS IN	-	6,867.35	255,728.85	(255,728.85)	0
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>189,834.76</b>	<b>994,309.91</b>	<b>155,133.09</b>	<b>86.50%</b>

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5020 EMPLOYEE BENEFITS	-	34.55	69.10	(69.10)	0
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6.04
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	857.42	5,616.35	1,594.65	77.89
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	1,236.78	7,288.06	1,501.94	82.91
120-5-00-5061 VEHICLE MAINT	11,012.00	47.18	2,252.26	8,759.74	20.45
120-5-00-5062 TAXES & LIC	619.00	-	307.71	311.29	49.71
120-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0
120-5-00-5075 BANK FEES	12,750.00	936.57	6,559.62	6,190.38	51.45
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	493.08	3,509.67	1,010.33	77.65
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	-	212.85	1,087.15	16.37

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	3,369.35	23,886.76	16,113.24	59.72
120-5-00-5121 LEGAL SERVICES	9,500.00	163.35	5,973.07	3,526.93	62.87
120-5-00-5122 ENGINEERING SERVICES	34,000.00	-	25,459.12	8,540.88	74.88
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	421.75	(10,869.40)	61,869.40	-21.31
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,512.84	(12.84)	100.86
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0
120-5-00-5145 EQUIPMENT RENTAL	990.00	-	1,736.87	(746.87)	175.44
120-5-00-5148 OPERATING SUPPLIES	11,699.00	680.89	5,044.14	6,654.86	43.12
120-5-00-5150 REPAIR & REPLACE	53,614.00	4,771.61	36,359.03	17,254.97	67.82
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	458.48	2,081.20	6,318.80	24.78
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	1,575.00	6,100.00	3,500.00	63.54
120-5-00-5157 SECURITY	460.00	-	-	460.00	0
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	8,062.50	19,107.61	(5,447.61)	139.88
120-5-00-5191 TELEPHONE	6,960.00	729.72	4,916.33	2,043.67	70.64
120-5-00-5192 ELECTRICITY	17,291.00	(48.58)	8,073.35	9,217.65	46.69
120-5-00-5193 OTHER UTILITIES	2,600.00	92.31	1,276.68	1,323.32	49.1
120-5-00-5195 ENV/MONITORING	33,000.00	7,044.75	20,764.10	12,235.90	62.92
120-5-00-5196 RISK MANAGEMENT	15,000.00	-	5,760.00	9,240.00	38.4
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	1,198.75	401.25	74.92
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	278.65	870.35	24.25
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	59.91	1,211.09	4.71
120-5-00-5312 TOOLS - FIELD	524.00	-	100.46	423.54	19.17
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	412.76	1,235.97	638.03	65.95
120-5-00-5545 RECORDING FEES	200.00	16.25	36.50	163.50	18.25
120-5-00-5580 TRANSFERS OUT	-	98,829.00	98,829.00	(98,829.00)	0
120-5-00-5590 NON-OPERATING OTHER	-	-	37.74	(37.74)	0
120-5-00-5600 CONTINGENCY	40,636.00	-	-	40,636.00	0
<b>TOTAL</b>	<b>440,165.00</b>	<b>130,184.72</b>	<b>286,085.37</b>	<b>154,079.63</b>	<b>65.00%</b>

ADMINISTRATION EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES	265,334.00	16,381.25	142,083.79	123,250.21	53.55
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,592.99	29,907.65	35,757.35	45.55
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,205.69	48,037.50	(9,806.50)	125.65
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0
120-5-10-5090 OFFICE SUPPLIES	6,500.00	262.43	2,199.55	4,300.45	33.84
120-5-10-5170 TRAVEL MILEAGE	1,100.00	19.60	891.65	208.35	81.06
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	-	490.15	3,509.85	12.25
120-5-10-5179 ADM MISC EXPENSES	300.00	-	21.49	278.51	7.16
<b>TOTAL</b>	<b>381,150.00</b>	<b>22,461.96</b>	<b>223,631.78</b>	<b>157,518.22</b>	<b>58.67%</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	190,391.00	13,093.25	95,401.59	94,989.41	50.11
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,712.72	28,497.85	24,685.15	53.58
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,033.69	27,474.64	10,756.36	71.86

FIELD	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES, Cont.	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46.15
120-5-30-5063 CERTIFICATIONS	380.00	-	630.00	(250.00)	165.79
120-5-30-5090 OFFICE SUPPLIES	1,040.00	-	(13.12)	1,053.12	-1.26
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	0
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	-	3,673.39	326.61	91.83
<b>TOTAL</b>	<b>289,205.00</b>	<b>18,839.66</b>	<b>156,264.35</b>	<b>132,940.65</b>	<b>54.03%</b>

DIRECTORS	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	947.38	2,052.62	31.58
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.97	19.37	210.63	8.42
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	19,322.88	15,470.12	55.54
120-5-40-5170 TRAVEL MILEAGE	100.00	-	101.28	(1.28)	101.28
120-5-40-5176 DIRECTOR TRAINING	200.00	-	240.00	(40.00)	120
<b>TOTAL</b>	<b>38,323.00</b>	<b>3,112.91</b>	<b>20,630.91</b>	<b>17,692.09</b>	<b>53.83%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**JANUARY, 2016**

**Financial Report**

REVENUE & EXPENSE WATER REPORT

1/1/2016-1/31/2016

*Report #7*

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ALL REVENUE	1,138,568.00	109,238.67	743,558.09	395,009.91	65%

EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL ADMINISTRATION	602,660.00	30,818.70	360,521.72	242,138.28	59.82
FIELD	385,340.00	22,461.71	229,634.83	155,705.17	59.59
DIRECTORS	285,930.00	22,636.57	181,902.32	104,027.68	63.62
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>79,041.10</b>	<b>792,788.59</b>	<b>520,524.41</b>	<b>60.37%</b>

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	585.00	8,900.00	4,100.00	68.46
130-4039 WATER METER INST	300.00	-	510.00	(210.00)	170
130-4040 RECORDING FEE	110.00	-	40.00	70.00	36.36
130-4045 AVAILABILITY FEES	35,000.00	18,346.69	18,346.69	16,653.31	52.42
130-4110 COMM WATER USE	32,600.00	4,010.14	22,729.52	9,870.48	69.72
130-4112 GOV'T WATER USE	844.00	331.56	2,215.50	(1,371.50)	262.5
130-4115 WATER USE	1,024,100.00	82,446.33	648,100.69	375,999.31	63.28
130-4117 WATER OVERAGE FEE	-	-	8,417.22	(8,417.22)	0
130-4118 WATER OVERAGE COMM	-	-	11,569.44	(11,569.44)	0
130-4119 WATER OVERAGE GOV	-	-	898.25	(898.25)	0
130-4210 LATE FEE	25,014.00	2,486.90	14,828.59	10,185.41	59.28
130-4215 RETURNED CHECK FEE	700.00	200.00	625.00	75.00	89.29
130-4300 MISC INCOME	1,100.00	781.03	4,679.67	(3,579.67)	425.42
130-4505 LEASE INCOME	5,800.00	-	1,404.02	4,395.98	24.21
130-4550 INTEREST INCOME	-	51.02	293.50	(293.50)	0
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>109,238.67</b>	<b>743,558.09</b>	<b>395,009.91</b>	<b>65.31%</b>

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5020 EMPLOYEE BENEFITS	-	34.54	69.08	(69.08)	0
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6.04
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	836.05	5,153.35	2,057.65	71.47
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	1,236.80	6,836.99	1,951.01	77.8
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	47.18	1,821.34	1,699.66	51.73
130-5-00-5062 TAXES & LIC	1,153.00	-	307.71	845.29	26.69
130-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5075 BANK FEES	12,750.00	936.55	6,559.63	6,190.37	51.45
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	2,041.92	15,335.53	2,305.47	86.93
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	-	212.84	1,087.16	16.37
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	2,320.31	27,054.76	16,595.24	61.98
130-5-00-5121 LEGAL SERVICES	9,445.00	163.37	12,966.95	(3,521.95)	137.29
130-5-00-5122 ENGINEERING SERVICES	37,500.00	-	1,493.48	36,006.52	3.98
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	740.50	87,852.49	(14,652.49)	120.02
130-5-00-5124 WATER RIGHTS	10,428.00	-	31,625.30	(21,197.30)	303.27
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	-	1,512.84	(12.84)	100.86
130-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0
130-5-00-5145 EQUIPMENT RENTAL	-	-	1,736.90	(1,736.90)	0
130-5-00-5148 OPERATING SUPPLIES	1,107.00	1,369.78	1,604.66	(497.66)	144.96
130-5-00-5150 REPAIR & REPLACE	62,888.00	1,222.69	(963.44)	63,851.44	-1.53
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	458.48	47,025.15	(38,625.15)	559.82
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	1,575.00	6,100.00	3,900.00	61
130-5-00-5157 SECURITY	460.00	-	-	460.00	0
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	-	-	(11,747.02)	11,747.02	0
130-5-00-5191 TELEPHONE	6,958.00	729.74	4,916.38	2,041.62	70.66
130-5-00-5192 ELECTRICITY	132,166.00	7,098.72	78,212.39	53,953.61	59.18
130-5-00-5193 OTHER UTILITIES	2,627.00	92.31	1,276.70	1,350.30	48.6
130-5-00-5195 ENV/MONITORING	24,000.00	2,686.75	9,257.50	14,742.50	38.57
130-5-00-5196 RISK MANAGEMENT	300.00	-	-	300.00	0
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	-	16,621.71	5,778.29	74.2
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	0
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	48.93	1,222.07	3.85
130-5-00-5312 TOOLS - FIELD	1,681.00	-	38.69	1,642.31	2.3
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	344.41	1,167.61	363.39	76.26
130-5-00-5505 WATER CONSERVATION	10,000.00	-	(1,851.88)	11,851.88	-18.52
130-5-00-5545 RECORDING FEES	200.00	16.25	36.50	163.50	18.25
130-5-00-5580 TRANSFERS OUT	-	6,867.35	6,889.84	(6,889.84)	0
130-5-00-5590 NON-OPERATING OTHER	-	-	37.74	(37.74)	0
130-5-00-5600 CONTINGENCY	50,000.00	-	-	50,000.00	0
<b>TOTAL</b>	<b>602,660.00</b>	<b>30,818.70</b>	<b>360,521.72</b>	<b>242,138.28</b>	<b>59.82%</b>

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	265,334.00	16,381.21	147,546.72	117,787.28	55.61
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,592.87	30,036.98	35,628.02	45.74
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,205.58	48,289.47	(5,843.47)	113.77
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0
130-5-10-5090 OFFICE SUPPLIES	6,500.00	262.45	2,199.72	4,300.28	33.84
130-5-10-5170 TRAVEL MILEAGE	1,475.00	19.60	900.20	574.80	61.03
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	-	640.24	2,959.76	17.78
130-5-10-5179 ADM MISC EXPENSES	300.00	-	21.50	278.50	7.17
<b>TOTAL</b>	<b>385,340.00</b>	<b>22,461.71</b>	<b>229,634.83</b>	<b>155,705.17</b>	<b>59.59%</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	190,391.00	16,388.07	120,937.14	69,453.86	63.52
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,846.44	28,631.54	24,551.46	53.84
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,342.06	29,770.40	4,245.60	87.52
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	31.58
130-5-30-5063 CERTIFICATIONS	200.00	60.00	120.00	80.00	60
130-5-30-5090 OFFICE SUPPLIES	1,040.00	-	(13.09)	1,053.09	-1.26
130-5-30-5170 TRAVEL MILEAGE	800.00	-	-	800.00	0
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	-	1,856.33	2,543.67	42.19
<b>TOTAL</b>	<b>285,930.00</b>	<b>22,636.57</b>	<b>181,902.32</b>	<b>104,027.68</b>	<b>63.62%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	990.32	2,009.68	33.01
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	20.23	209.77	8.8
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	19,322.88	15,470.12	55.54
130-5-40-5170 TRAVEL MILEAGE	560.00	-	101.29	458.71	18.09
130-5-40-5176 DIRECTOR TRAINING	800.00	-	295.00	505.00	36.88
<b>TOTAL</b>	<b>39,383.00</b>	<b>3,124.12</b>	<b>20,729.72</b>	<b>18,653.28</b>	<b>52.64%</b>





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**JANUARY, 2016  
FINANCIAL REPORT**

Report  
#8

**CAPITAL EXPENDITURES  
2015-2016 BUDGET**

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	70,000	0.00
Complete Revised Sewer System Management Plan	9,000	0.00
Install Security Fencing at Lift Station 1 & 4	10,000	0.00
New Roof for Admin Building		0.00
New Pickup Truck	35,000	0.00
SCADA Hardware for Lift Stations	17,000	13,734.70
Preliminary Design-Chlorine Disinfection Facility	50,000	6,302.50
Crazy Creek Land Purchase	120,000	1,646.50
CL2 basin - 2 Flowmeter Replacements	9,000	0.00
Install Treatment Plant Inflow Meter	25,000	0.00
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	129,000.00
Retrofit Lift Station 7 & install backup generator	110,000	110,000.00
<b>Total</b>	<b>645,000</b>	<b>260,683.70</b>

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

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Adoption of Resolution 2016-04 approving and confirming the Report and Reassessment for the refunding of the outstanding bonds for Sewer System Assessment District No. 1 (District No. 1)

---

**RECOMMENDATIONS:** Approve resolution 2016-04 approving and confirming the Report and Reassessment for the refunding as shown in the Report prepared by the Reassessment Engineer.

**FINANCIAL IMPACT:** None to District.

Significant savings of \$800,000 to \$1,000,000 to property owners in District No. 1

**BACKGROUND:** On October 20, 2015, the Board of Directors adopted a Resolution of Intention to refund the outstanding bonds issued for District No. 1 and to levy reassessments as security for the refunding bonds, all pursuant to Division 11.5 of the Streets and Highway Code of the State of California.

Prior to funding a 1915 Act bond, an assessment is made to determine each property’s share of the liability based upon its estimated benefit. The assessment remains as a liability to the property until paid in full. The Preliminary Reassessment Report has been completed by NBS, the Reassessment Engineer. Resolution 2016-04 approves the Report and authorizes the General Manager to approve and record the final Reassessment amounts after the terms of the sale of the refunding bonds are determined provided the final Reassessment for all parcels are not greater than the Preliminary Report.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

## RESOLUTION NO. 2016-04

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT APPROVING AND CONFIRMING REPORT AND REASSESSMENT FOR THE REFUNDING OF THE OUTSTANDING BONDS FOR SEWER SYSTEM ASSESSMENT DISTRICT NO. 1

WHEREAS, on October 20, 2015, the Board of Directors (the “Board of Directors”) of the Hidden Valley Lake Community Services District (the “District”) adopted a resolution (the “Resolution of Intention”) determining that the public interest requires the refunding of the outstanding bonds issued for the Sewer System Assessment District No. 1 (the “Assessment District”), and declaring its intention to refund such bonds (the “Outstanding Bonds”) and to levy reassessments as security for the refunding bonds, all pursuant to Division 11.5 (commencing with Section 9500) of the Streets and Highway Code of the State of California, the “Refunding Act of 1984 for 1915 Improvement Act Bonds;” and

WHEREAS, pursuant to the Resolution of Intention and Section 9523 of the Streets and Highways Code of the State of California (the “Code”), the Reassessment Engineer identified in the Resolution of Intention has prepared and filed with the District a report containing the matters required by said Section 9523, and such report (the “Report”) has been presented to the Board of Directors for consideration; and

WHEREAS, the Board of Directors has considered the Report and has determined that the Report contains all of the matters required to be included therein by Section 9523 of the Code and that the Report demonstrates that all of the conditions specified in Section 9525 of the Code will be satisfied, and the Board of Directors may therefore proceed to approve the Report and confirm the Reassessment contained therein; and

WHEREAS, by the Resolution of Intention the Board of Directors determined that the assessments which are security for the payment of the principal of and interest on the Outstanding Bonds (the “Original Assessments”) shall continue as security for the collection of the unpaid installments of such assessments which have been posted to and are to be collected on the tax assessment roll for the 2015-16 fiscal year and all unpaid and delinquent installments of the Original Assessments which were posted to the tax assessment roll for prior fiscal years.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, AS FOLLOWS:

**Section 1. Findings.** The Board of Directors finds that the Report contains all matters required to be included therein by Section 9523 of the Code; each estimated annual installment of principal and interest on the Reassessment, as contained in the Report, is less than the corresponding annual installment of principal and interest on the assessment (the “Original Assessment”) being superseded and supplanted by the same percentage for all subdivisions of land within the Assessment District; the number of years to maturity for the refunding bonds which are to be issued upon and secured as to payment by the Reassessment is not more than the

number of years to the last maturity to the Outstanding Bonds being refunded; the principal amount of the Reassessment on each subdivision of land within the Assessment District is less than the unpaid principal amount of the Original Assessment being superseded and supplanted by the same percentage for each subdivision of land within the Assessment District; the Report assumes a maximum interest rate on the refunding bonds to be issued to represent the Reassessment which will not exceed three and one-half percent (3.50%) per annum; the Reassessments contained in the Report do not include the annual installments of the Original Assessments for the 2015-16 fiscal year which have been posted to and will be collected on the tax assessment roll for said fiscal year, or unpaid and delinquent installments of the Original Assessments which were posted to the tax assessment roll for prior fiscal years; and it is in the best interests of the owners of property within the Assessment District that the Report and the Reassessment contained therein be approved and confirmed and that the District proceed to authorize, issue, and sell refunding bonds pursuant to Chapter 3 (commencing with Section 9600) of Division 11.5 of the Code.

**Section 2. Confirmation of Report and Reassessment.** The Report and the Reassessment contained therein are approved and confirmed. Upon the preparation and approval of the Final Report containing the final Reassessment as provided in Section 3 hereof, the Reassessment and the Reassessment diagram contained in the Final Report shall be recorded in the office of the Superintendent of the Streets of the District and the General Manager of the District shall record such reassessment diagram and a Notice of Reassessment with the County Recorder of the County of Lake pursuant to Sections 9536, 9537 and 3114 of the Code.

**Section 3. Final Report.** The General Manager of the District is authorized to approve the Final Report containing the final Reassessment after the terms of the sale of the refunding bonds are determined and the Reassessment Engineer has prepared the final Reassessment without presenting the Final Report to the Board of Directors; provided that the final Reassessment amounts contained in the Final Report shall not be greater than the Reassessment amounts contained in the Report presented to and confirmed by the Board of Directors at the meeting at which this resolution is adopted and such Reassessment amounts for all parcels of property within the Assessment District shall continue to satisfy the requirements of Section 9525 of the Code. Upon approving the Final Report, the General Manager of the District is authorized and directed to record the reassessment diagram contained in the Final Report with the Superintendent of Streets of the District and to record the reassessment diagram and a Notice of Reassessment as provided in Section 2 above.

**Section 4. Continuation of Lien of Original Assessments as Security for Unpaid Installments Thereof.** It is further ordered that the lien of the Original Assessments on parcels of property within the Assessment District shall continue as security for the payment of the unpaid installments of the Original Assessments and the penalties and interest thereon, including the installments which have been posted to and are to be collected on the tax assessment roll for the 2015-16 fiscal year and all unpaid and delinquent installments of the Original Assessments which were posted to the tax assessment roll for prior fiscal years. Pursuant to Section 9539 of the Code, the lien of the Original Assessments with respect to such unpaid installments shall be equal in priority to the lien of the Reassessments. The Notice of Reassessment to be recorded by the General Manager of the District pursuant to Section 2 hereof shall provide notice that the lien of the Original Assessments shall continue as security for such installments thereof.

**Section 5. Refunding Bonds.** Refunding bonds shall be issued for the Assessment District in an aggregate principal amount which shall not exceed the total amount of the Reassessment. The number of years to maturity of all such refunding bonds shall not be more than the number of years to the last maturity of the Outstanding Bonds for the Assessment District which are to be refunded. The maximum interest rate on such refunding bonds shall not exceed three and one-half percent (3.50%) per annum.

**Section 6. Special Reserve Fund.** Pursuant to the declaration of the intention of the District contained in Section 3 of the Resolution of Intention, provision shall be made in the resolution authorizing the issuance of the refunding bonds to be issued to refund the Outstanding Bonds for the establishment from the proceeds of the sale of the Refunding Bonds of a special reserve fund for the refunding bonds pursuant to Part 16 (commencing with Section 8880) of Division 10 of the Code.

**Section 7. No District Obligations.** As provided in Section 6 of the Resolution of Intention, the Board of Directors has determined, pursuant to Section 8769 of the Streets and Highways Code of the State of California, that the District will not obligate itself to advance available funds from the District Treasury to cure any deficiency which may occur in the bond redemption fund for the refunding bonds.

PASSED AND ADOPTED ON this 16<sup>th</sup> day of February, 2016 by the following vote:

AYES

NOES

ABSENT

ABSTAIN

---

Jim Freeman, President of the Board of Directors  
Hidden Valley Lake Community Services District

Attest:

---

Matt Bassett, Interim Secretary of the  
Board of Directors

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Adoption of Resolution 2016-05 authorizing the issuance and sale of refunding bonds for Sewer System Assessment District No. 1

---

**RECOMMENDATIONS:** Approve resolution 2016-05 authorizing the issuance of not to exceed \$3,650,000 aggregate principal amount of Refunding Bonds.

**FINANCIAL IMPACT:** None

**BACKGROUND:** The aggregate principal amount is equal to the current principal balance payable for bonds issued in 1995 for Series 1995-2 in addition to, costs attributed to the Refunding including legal and professional services and all ancillary costs to the District.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

**RESOLUTION NO. 2016-05**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF REFUNDING BONDS FOR SEWER SYSTEM ASSESSMENT DISTRICT NO. 1**

WHEREAS, on August 16, 1995, the Hidden Valley Lake Community Services District (the "District") issued and sold bonds for the Sewer System Assessment District No. 1 designated "Hidden Valley Lake Community Services District Improvement Bonds Sewer System Assessment District No. 1 Series 1995-2," and such bonds remain outstanding in the aggregate principal amount of approximately \$3,310,000 (the "Outstanding Bonds"); and

WHEREAS, the Board of Directors of the District (the "Board of Directors") has conducted proceedings pursuant to the Refunding Act of 1984 for 1915 Improvement Act Bonds, Division 11.5 (commencing with Section 9500) of the Streets and Highways Code of the State of California (the "Refunding Act"), and has adopted a resolution approving a report prepared pursuant to Section 9523 of the Streets and Highways Code of the State of California and confirming a reassessment contained therein, and all acts required by the Refunding Act with respect to the confirmation of such reassessment have been accomplished; and

WHEREAS, the Board of Directors has determined that it is in the best interests of the District and the owners of property within the District that the maturity of the Outstanding Bonds be advanced and that the Outstanding Bonds be defeased, refunded and redeemed, and that refunding bonds be issued pursuant to the Refunding Act for that purpose; and

WHEREAS, in order to accomplish the advancement of the maturity of and the defeasance, refunding and redemption of the Outstanding Bonds, it is proposed that the District will issue not to exceed \$3,650,000 aggregate principal amount of refunding bonds to be designated "Hidden Valley Lake Community Services District, Sewer System Assessment District No. 1, Limited Obligation Refunding Improvement Bonds, Series 2016" (the "Refunding Bonds"); and

WHEREAS, there has been presented to the Board of Directors a form of Fiscal Agent Agreement providing for the issuance of the Refunding Bonds; and

WHEREAS, there has been presented to the Board of Directors a form of Preliminary Official Statement relating to the Refunding Bonds; and

WHEREAS, there has also been presented to the Board of Directors a form of Bond Purchase Agreement whereby Municipal Capital Markets Group, Inc.(the "Underwriter") will purchase the Refunding Bonds from the District; and

WHEREAS, there has also been presented to the Board of Directors a form of Continuing Disclosure Agreement to be entered into by and between the District and U.S. Bank National Association, as dissemination agent, for the benefit of the owners of the Refunding Bonds and in order to assist the Underwriter in complying with Rule 15c2-12(b)(5) of the Securities and Exchange Commission (the "Rule"); and

WHEREAS, the Board of Directors has determined that it is in the best interests of the owners of property within the District that the Refunding Bonds be issued and sold on the terms and conditions hereinafter specified.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, AS FOLLOWS:

**Section 1. Approval of Issuance of Refunding Bonds.** The issuance of not to exceed \$3,650,000 aggregate principal amount of the Refunding Bonds in order to defease, refund and redeem the Outstanding Bonds is approved.

**Section 2. Fiscal Agent Agreement.** The form of Fiscal Agent Agreement to be entered into by and between the District and U.S. Bank National Association, as fiscal agent (the "Fiscal Agent Agreement"), presented to the Board of Directors at the meeting at which this resolution is adopted is approved and the President of the Board of Directors of the District, the Interim General Manager or Administrative Services Officer (each, an "Authorized Officers"), acting alone, is authorized to execute and deliver said agreement in substantially the form presented to the Board of Directors at said meeting with such changes thereto as may be approved by an Authorized Officer, acting alone, such approval to be conclusively evidenced by the execution and delivery thereof.

**Section 3. Appointment of Fiscal Agent.** U.S. Bank National Association is appointed as Fiscal Agent pursuant to the Fiscal Agent Agreement, to take any and all action provided for therein to be taken by the Fiscal Agent.

**Section 4. Form of Refunding Bonds.** The form of the Refunding Bonds as set forth in the Fiscal Agent Agreement is approved. Each Authorized Officer, acting alone, is authorized and directed to execute by manual or facsimile signature, in the name and on behalf of the District, the Refunding Bonds and to deliver the Refunding Bonds to the Underwriter in accordance with the terms and provisions of the Bond Purchase Agreement and the Fiscal Agent Agreement.

**Section 5. Approval of Preliminary Official Statement; Preparation of Final Official Statement.** The Preliminary Official Statement is approved, and each Authorized Officer, acting alone, is authorized to consent to and assist in the preparation of such modifications thereto as may be approved by the Underwriter and Kutak Rock LLP, bond counsel to the District ("Bond Counsel"). Each Authorized Officer, acting alone, is authorized to determine, with the assistance of Bond Counsel, when the Preliminary Official Statement is to be deemed final within the meaning of the Rule and to deliver a certificate to that effect to the Underwriter. When an Authorized Officer is satisfied that the conditions specified in Section 6 hereof will be satisfied, the Authorized Officer may authorize the Underwriter to distribute the Preliminary Official Statement as approved hereby, or as modified with the consent of an Authorized Officer, to prospective purchasers of the Refunding Bonds. Each Authorized Officer, acting alone, is authorized to participate in the preparation of the Final Official Statement, based on the Preliminary Official Statement, and such modifications thereto as may be agreed to by Bond Counsel and the Underwriter. Each Authorized Officer, acting alone, is authorized to sign the final Official Statement on behalf of the District.

**Section 6. Sale of Refunding Bonds.** The Board of Directors approves and authorizes the issuance and sale of the Refunding Bonds by negotiation with the Underwriter pursuant to the Bond Purchase Agreement between the District and the Underwriter in the form presented to the Board of Directors at the meeting at which this resolution is adopted, together with any changes therein or additions thereto which are deemed advisable by an Authorized Officer upon consultation with Bond Counsel. Each Authorized Officer, acting alone, is authorized and



directed to execute and deliver the final form of the Bond Purchase Agreement on behalf of the District upon the submission of an offer by the Underwriter to purchase the Refunding Bonds, which offer is acceptable to the Authorized Officer and is consistent with the requirements of this resolution; provided that the interest rate on any maturity of the Refunding Bonds shall not exceed three and one-half percent (3.50%) per annum; the purchase price to be paid by the Underwriter for the purchase of the Refunding Bonds shall not be less than an amount equal to ninety-eight percent (98.0%) (exclusive of original issue discount) of the aggregate principal amount of the Refunding Bonds; and the last maturity of the Refunding Bonds shall be paid and redeemed no later than September 2, 2032. Each Authorized Officer, acting alone, is authorized to allow original issue discount in determining the purchase price to be paid by investors who purchase the Refunding Bonds from the Underwriter if the Authorized Officer determines that allowing such discount will result in a lower total interest cost for the Refunding Bonds. When the Authorized Officer has negotiated the Bond Purchase Agreement with the Underwriter within the parameters specified above and when the other terms and conditions of the Bond Purchase Agreement are satisfactory to the Authorized Officer and Bond Counsel, the Authorized Officer is authorized to execute and deliver the Bond Purchase Agreement on behalf of the District.

**Section 7. Reserve Fund.** As provided in the Resolution of Intention, the Fiscal Agent Agreement shall provide for the establishment from the proceeds of the sale of the Refunding Bonds of a reserve fund for the Refunding Bonds pursuant to Part 16 (commencing with Section 8880) of Division 10 of the Streets and Highways Code of the State of California in an amount equal to the Reserve Requirement (as defined in the Fiscal Agent Agreement).

**Section 8. Notice of Redemption.** Each Authorized Officer is authorized and directed to give notice of the advance of the maturity and redemption of the Outstanding Bonds to the owners of the Outstanding Bonds as provided in Section 8751 of the Streets and Highways Code of the State of California and in such form as is recommended by Bond Counsel.

**Section 9. Continuing Disclosure Agreement.** The form of the Continuing Disclosure Agreement to be entered into by and between the District and the Fiscal Agent, as dissemination agent, presented to the Board of Directors at the meeting at which this resolution is adopted is approved, and each Authorized Officer is authorized to execute and deliver said agreement in substantially the form presented at said meeting with such changes thereto as the Authorized Officer may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

**Section 10. No District Obligation.** The Board of Directors determines, pursuant to Section 8769 of the Streets and Highways Code of the State of California, that the District will not obligate itself to advance available funds from the District Treasury to cure any deficiency which may occur in the redemption fund for the Refunding Bonds.

**Section 11. Conditions of Approval.** The approvals, authorization and direction given by this resolution are conditioned upon the satisfaction of the requirements of Section 6 hereof with respect to the issuance and sale of the Refunding Bonds. The officers of the District designated above shall not take any action with respect to the execution and delivery of the Fiscal Agent Agreement, the Continuing Disclosure Agreement and the Bond Purchase Agreement or the issuance, sale and delivery of the Refunding Bonds unless and until such conditions are satisfied; provided, however, that upon satisfaction of such conditions, this resolution shall be fully effective and shall be carried out by such officers without further approval or action of the Board of Directors. The approvals, authorization and direction provided by this resolution shall continue, subject to the satisfaction of such conditions, until

August 16, 2016, and the Refunding Bonds may be sold, and the Refunding Bonds, the Fiscal Agent Agreement, the Continuing Disclosure Agreement, the Bond Purchase Agreement, the Preliminary Official Statement and the Final Official Statement may be dated, entered into, executed and delivered or distributed, as appropriate, on any date selected by an Authorized Officer and the Underwriter prior to said date.

**Section 12. Refunding Bond Law.** In addition to the provisions of the Refunding Act which apply to the issuance of the Refunding Bonds, the provisions of the Refunding Bond Law, being California Government Code Section 53580, et seq. shall also apply to the issuance of the Refunding Bonds.

**Section 13. Private Placement of Refunding Bonds.** Subject to the satisfaction and requirements of Section 6 of hereof, the General Manager of the District may pursue a private placement of the Refunding Bonds with a financial institution rather than a public offering of the Refunding Bonds to the extent the General Manager determines that it is more advantageous for the District to complete a private placement of the Refunding Bonds. The Underwriter shall serve as placement agent for the District in connection with such private placement.

**Section 14. Effective Date.** This resolution shall take effect upon adoption.

PASSED AND ADOPTED ON this 16<sup>th</sup> day of February, 2016 by the following vote:

AYES

NOES

ABSENT

ABSTAIN

---

Jim Freeman, President of the Board of Directors  
Hidden Valley Lake Community Services District

Attest:

---

Matt Bassett, Interim Secretary of the  
Board of Directors

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Approval of CPS HR Consulting contract for General Manger recruitment

---

**RECOMMENDATIONS:**

Approve the Personnel Committee’s recommendation for acquiring recruiting services for a permanent General Manager with CPS HR Consulting

**FINANCIAL IMPACT:**

Not to exceed \$23,000.00

**BACKGROUND:**

During the Personnel Committee meeting on 2/1/16, CPS HR Consulting presented their qualifications and experience to conduct the GM recruitment, and garnered information regarding the District’s expectations in a potential GM candidate.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

# CPS HR CONSULTING

## STATEMENT OF WORK NO. 4

### General Manager Executive Recruitment

This Statement of Work ("SOW"), effective January 26, 2016 ("Effective Date") is issued under and subject to all of the terms and conditions of the Master Consulting Services Agreement, (the "Agreement"), dated as of September 1, 2011 by and between Cooperative Personnel Services, dba **CPS HR Consulting** a California Joint Powers Authority ("CPS") with offices at 241 Lathrop Way, Sacramento, CA 95815 and **Hidden Valley Lake Community Services District** ("Client") with offices at 19420 Hartmann Road, Hidden Valley Lake, CA 95467.

Any modifications specified in this SOW shall be applicable only to the parties hereto and shall not affect the Agreement or any other agreement. All changes to this SOW must be mutually agreed to and executed in writing by duly authorized representatives of both parties as an amendment to this SOW.

Capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

1. **SERVICES:** CPS HR will provide the Client with an executive recruitment for General Manager as detailed in Attachment A.
2. **CLIENT RESPONSIBILITIES:**
  - a. Client must timely perform all those Client roles and responsibilities set forth in this SOW. Successful completion of this project within the time specified depends largely upon an effective working relationship between Client and CPS project staff. Client's Project Representative will be responsible for the following activities:
    1. Coordinating all meeting schedules, conference calls, facilities and equipment needs
    2. Coordinating facilities and distributing project update information
    3. Identifying and providing current classification and compensation information (i.e. current job specifications, salary structure, benchmark positions, and organizations, etc.), personnel policies and procedures, etc. as needed.
  - b. Any work products developed during the activities described above will be submitted to Client's Project Representative for review, comment and/or approval. This is a critical step to ensure accurate, reliable, and valid products.
3. **START DATE:** January 26, 2016
4. **COMPLETION DATE:** December 31, 2016
5. **CPS HR PROJECT MANAGER:** Name: Frank Rojas  
Phone: (916) 471-3111  
E-mail: [frojas@cpsshr.us](mailto:frojas@cpsshr.us)
6. **CLIENT MANAGER:** Name: Matthew Bassett  
Phone: (707) 987-9201 ext 116  
E-mail: [mbassett@hiddenvalleylakecsd.com](mailto:mbassett@hiddenvalleylakecsd.com)
7. **SERVICE FEES and Business Expenses:** \$23,500.00
  - a. All Services provided to Client by CPS HR hereunder are priced on a **FIXED PRICE** basis. All amounts are based upon the following assumptions. Any deviations from the following assumptions may result in an increase in the Fees: (i) Client will timely perform its responsibilities as set forth in this SOW; and (ii) Services will normally be performed during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding CPS HR holidays ("Normal Business Hours").

- b. CPS HR will invoice Client at the fixed fee rate of \$17,000, plus expenses, billed in three monthly installments of \$5,000 with a final installment of \$2,000 billable upon project completion. Incidental expenses such as lodging, parking, meals, mailing costs, etc., will be billed at actual cost and are estimated at \$6,500. Mileage will be billed at the current U.S. Internal Revenue Services approved rate.
  - c. Invoices will be submitted for payment on a **monthly** basis. Client will pay CPS HR within thirty (30) calendar days following receipt of invoice.
8. In the event the project is terminated early, CPS will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.
9. This SOW covers work requested and performed prior to the commencement of this SOW.

**EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS SOW, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**Cooperative Personnel Services dba  
CPS HR Consulting**

**Hidden Valley Lake Community Services District**

By:   
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

Name: Gerald Greenwell

Name: \_\_\_\_\_

Title: Chief Executive Officer

Title: \_\_\_\_\_

## Attachment A

### Scope of Services and Fees

#### *Phase I - Develop Candidate Profile and Recruitment Strategy*

##### **Task 1 - Review and Finalize Executive Search Process and Schedule**

The first step in this engagement is a thorough review of the following with the Board of Directors:

- District's needs, culture, and goals
- Executive search process
- Schedule

This will ensure that the District's needs are met in the most complete manner possible.

##### **Task 2 - Key Stakeholder Meetings**

As desired by the District, CPS HR is prepared to meet with any additional key stakeholders to obtain input in developing the ideal candidate profile and to assist CPS HR in understanding key issues and challenges that will face a new General Manager. The specific nature of the involvement process would be developed in consultation with the District. The results of the above activities will be summarized by CPS HR and provided to the District as an additional source of information for developing the candidate profile and selection criteria.

##### **Task 3 - Candidate Profile and Recruitment Strategy Development**

This task will be accomplished during a workshop session involving the Board of Directors and CPS HR. It will result in the identification of the personal and professional attributes required for the position and will include the following activities:

- The Board of Directors will identify key priorities for the new General Manager.
- CPS HR will assist the Board of Directors in identifying the conditions and challenges likely to be encountered in achieving the priorities identified above.
- The Board of Directors will describe the type of working relationship they wish to establish with the General Manager.
- CPS HR will assist the District in generating lists of specific competencies, experiences, and personal attributes needed by the new General Manager in light of the analyses conducted above.
- CPS HR will present several recruitment and selection strategies for the District's consideration. The District will choose the recruitment and selection process most likely to produce the intended results.

##### **Task 4 – Develop Recruitment Brochure**

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the District for review prior to printing.

## Task 5 – Place Advertisements

Advertisements (which will include a direct link to your brochure) will be prepared and placed for publication in appropriate magazines, journals, newsletters, job bulletins, social media, and websites to attract candidates on a nationwide, regional, local, or targeted basis, depending on the preference of the District. CPS HR will present examples to the District for review and approval. Examples may include:

Advertising Sources	
• Jobs Available	• Brown & Caldwell Water Jobs
• Assoc. of CA Water Agencies	• American Water Works Assoc.
• American Public Works Assoc.	• CA Special District Assoc.
• Municipal Management Assoc.	• LinkedIn

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the General Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

*CPS HR is focused on reaching a diverse candidate pool* and would recommend publications/websites that are targeted to minority and female candidates. CPS HR will specifically research other jurisdictions in which the demographics mirror those of the Lake County area and target outreach to those individuals. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

## Phase II – Aggressive, Proactive, and Robust Recruitment

### Task 1 - Identify and Contact Potential Candidates

This very crucial task will include a variety of activities. CPS HR will:

- Contact respected and experienced industry leaders to identify outstanding potential candidates on a referral basis. CPS HR maintains a comprehensive, up-to-date database of such professionals; however, we do not rely solely upon our current database. We also conduct specific research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates. These individuals, as well as other potential candidates, are typically contacted very soon after they have received a recruitment brochure in order to maximize the impact of the multiple contacts.
- Select top quality candidates for consideration from past recruitments.
- Provide each potential candidate with a copy of the recruitment brochure.

- Contact potential candidates by telephone to explain the career opportunity, answer questions, and encourage them to submit a resume. Oftentimes this component necessitates multiple conversations with the same person to pique his/her interest and to answer his/her questions sufficiently.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks. The approach utilized by CPS HR employs the following techniques:

- Communicating to candidates, through advertising materials and verbal conversations, a strong sense of the purpose and strategy of the District. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Providing guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area. We have found that potential candidates sometimes make the decision not to apply based on rumored information, rather than facts and research. It is our job to ensure the candidates we are in communication with have accurate and helpful information.
- Actively seeking individuals who are highly visible in the field – widely published, frequent presenters and/or thought leaders – who are seemingly ready for the challenge. These highly qualified candidates may be attracted by the prospect of collaboration with other District departments, providing exceptional leadership to the Hidden Valley Lake Community Service District, or continuing to ensure the public confidence in the integrity of the District.

### **Task 2 – Resume Review and Screening Interviews**

All resumes will be submitted directly to CPS HR for initial screening. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will include:

- A thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials.
- Interviews with the candidates who appear to best meet the District's needs. CPS HR will spend extensive time ascertaining each candidate's long term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will also gather data on any other unique aspects specific to this recruitment based upon the candidate profile.
- Internet research on each candidate interviewed.

### **Task 3 – Board of Directors Selects Finalists**

At the conclusion of the previous tasks, CPS HR will prepare a written report that summarizes the results of the recruitment processes and recommends candidates for further consideration by the



District. Typically the report will recommend five to eight highly qualified candidates, and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Board of Directors to review this report and to assist the District in selecting a group of finalists for further evaluation.

### *Phase III – Selection*

#### **Task 1 - Design Selection Process**

Based on the results of the meeting conducted in Phase I, CPS HR will design a draft selection process. CPS HR will meet with the District to review this process and discuss the District's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate, but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

#### **Task 2 - Administer Selection Process**

CPS HR will coordinate all aspects of the selection process for the District. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the District with deliberation of the results; and contacting both the successful and unsuccessful candidates.

#### **Task 3 – Final Preparation for Appointment**

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the District wish to arrange follow-up interviews or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360 evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made contingent upon that reference being successfully completed so as not to jeopardize the candidates' current employment situation.) The candidates are requested to provide a minimum of six reference sources. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual that their comments will remain confidential, which leads to a willingness to have an open and candid discussion, resulting in the best appointment for the District. A written (anonymous) summary of the reference checks is provided to the District.
- **Conduct Background Checks:** We will arrange for a background records check of a candidate's driving record, criminal and civil court, credit history, education verification, newspaper article publishing's, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the District for further review.

## Task 4 – Contract Negotiation

Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

## Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

In addition, during each phase in the process, we are corresponding with candidates and advising them of their status. We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process; as a result, we have many long term relationships with clients that have resulted in the opportunity to assist them with multiple recruitments.

CPS HR's communication extends once you have selected the new General Manager. We will contact both the Board of Directors and the newly appointed General Manager within six months of appointment to ensure an effective transition has occurred.

## Project Schedule

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new General Manager can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/Candidate Profile	➤															
Draft Brochure		➤														
Brochure Approved/Printed Place Ads			➤													
Aggressive Recruiting							➤									
Final Filing Date							➤									
Preliminary Screening									➤							

Task Name	Month 1				Month 2				Month 3				Month 4			
Present Leading Candidates to the District												➤				
District Interviews															➤	
Reference/Background Checks															➤	
Appointment																➤
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

### **Professional Fees, Expenses, & Guarantee**

#### Professional Services

Our professional fixed fee covers all CPS HR services associated with **Phases I, II, and III** of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist the District with finalist selection, and facilitate candidate interviews.

Task/Consultant Role	Total
<b>Phase I. Develop Candidate Profile and Recruitment Strategy</b>	
Task 1 – Review and Finalize Executive Search Process and Schedule	\$250
Task 2 – Additional Key Stakeholder Meetings	\$750
Task 3 –Candidate Profile and Recruitment Strategy Development	\$500
Task 4 and 5 – Develop Recruitment Brochure and Place Advertisements	\$750
<b>Phase II. Aggressive, Proactive, and Robust Recruitment</b>	
Task 1 – Identify and Contact Potential Candidates	\$3,750
Task 2 – Resume Review and Screening Interviews	\$3,750
Task 3 – Board Selects Finalists	\$2,500
<b>Phase III. Selection</b>	
Task 1 – Design Selection Process	\$750
Task 2 – Administer Selection Process	\$1,500
Task 3 and 4 – Final Preparation for Appointment and Contract Negotiation	\$2,500
<b>Professional Fees Total</b>	<b>\$17,000</b>

*\*Professional fees and reimbursable expenses would be billed and paid monthly.*

## Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and ***we will work proactively with the District to ensure that the dollars being spent for expenses are in keeping with the District's expectations.*** Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes a background check on the selected finalist candidate.

Professional Fixed Fee & Reimbursable Expenses*	
Professional Services (Fixed Flat Fee)	\$17,000
<b>Reimbursable Expenses</b> <u>Approximate</u> recruitment costs include: <ul style="list-style-type: none"> <li>■ Brochure Design and Printing (\$1,100)</li> <li>■ Advertising (\$2,600)</li> <li>■ Background check for one candidate (\$400)</li> <li>■ Other recruitment expenses such as supplies, travel and shipping (\$1,400)</li> </ul>	\$5,500-\$6,500
<b>Not-to-Exceed Total</b>	<b>\$23,500</b>

## Two Year Guarantee

If the employment of the candidate selected and appointed by the District, as a result of a full executive recruitment (Phases I, II, and III), comes to an end before the completion of the first two years of service, CPS HR will provide the District with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The District would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the two-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



## Hidden Valley Lake CSD

### General Manager 2016

#### *Proposed Schedule*

<u>Task</u>	<u>Anticipated Completion Date</u>
1. Initial meeting with Stakeholders	February 1
2. Recruitment Brochure	
> Draft of brochure prepared	February 5
> District edits/approves brochure	February 8
> Brochure design developed	February 9
> District approves brochure design	February 11
> Print brochure	February 12
> Place Ads	February 12
> Distribute: potential candidates/referral sources	February 15 >
3. Identify/contact potential candidates	Feb 12 – Mar 25
4. Final Filing Date	March 25
5. Complete consultant interviews	March 31
6. Ship Client Report to District	April 1
7. Meet with District; select finalists	Week of April 4
8. District/Panel Interviews finalists	Week of April 18
9. Hiring Mgr/Board - Final interview w/top candidate(s)	Week of April 25
10. Reference/background checks conducted	Week of May 2
11. Negotiate compensation/announce appointment	Week of May 9

**From:** Frank Rojas <frojas@cpshr.us>

**To:** mbassett@hiddenvalleylakecsd.com

**Cc:** judymirbegian@gmail.com, lherndon@hiddenvalleylakecsd.com

**Date:** February 2, 2016

**Time:** 3:02 pm

**Size:** 7.6 KB

**Subject:** RE: Proposed Recruitment Schedule

Hi Matt,

It was a pleasure to talk with you and the Board's hiring subcommittee.

I think we can still target the week of May 9 to announce the appointment. A few things regarding interview dates will have to come together. I would not want to shorten the recruitment outreach cycle as that may limit the amount of people we can reach. Plus, ads we place have a 30-45 day cycle. During our teleconference, it was mentioned that we would target a 'go-live' date of February 23.

(1) If we have the brochure draft nearly completed with just the salary information to be added, we should be able to start by February 18 or 19.

(2) If there is a possibility that we can confirm interview schedules prior to printing the brochure, we can add verbiage that 'First round interviews will be on April 12 with on final interviews on April 19', for example.

(3) This will allow us to push the client report to the week of April 11 as perspective candidates will know in advance when interviews take place and plan accordingly.

(4) This will allow us to maintain the schedule post the Client Report (action item #7).

I will begin to work compile data and work on putting the draft together when I return from Southern California on Monday.

Please let me know if you have any questions.

All the best,

Frank Rojas

Executive Recruiter

O (916) 471-3111

C (916) 899-2925

F (916) 561-8478

www.cpshr.us

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Approval of CPS HR Consulting contract for General Manager Job Description salary review

---

**RECOMMENDATIONS:**

Approve the Personnel Committee’s recommendation for the General Manager Job Description salary review by CPS HR Consulting

**FINANCIAL IMPACT:**

\$1500

**BACKGROUND:**

During a conference call with CPS HR Consulting at the Personnel Committee, a General Manager job description began to take shape, and will warrant a salary review

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

**STATEMENT OF WORK NO. 3**

**General Manager Base Salary Study**

This Statement of Work ("SOW"), effective February 1, 2016 ("Effective Date") is issued under and subject to all of the terms and conditions of the Master Consulting Services Agreement, (the "Agreement"), dated as of September 1, 2011 by and between Cooperative Personnel Services, dba **CPS HR Consulting** a California Joint Powers Authority ("CPS") with offices at 241 Lathrop Way, Sacramento, CA 95815 and **Hidden Valley Lake Community Services District** ("Client") with offices at 19420 Hartmann Road, Hidden Valley Lake, CA 95467.

Any modifications specified in this SOW shall be applicable only to the parties hereto and shall not affect the Agreement or any other agreement. All changes to this SOW must be mutually agreed to and executed in writing by duly authorized representatives of both parties as an amendment to this SOW.

Capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

1. **SERVICES:** CPS HR will provide the Client with a base salary study for the General Manager classification within eleven (11) labor market agencies.

**Proposed Labor Market Agencies:**

- Clearlake Oaks Community Water District
- City of Calistoga
- City of Healdsburg
- City of Lakeport
- City of Napa
- City of Santa Rosa
- City of Sonoma
- Lake County
- North Marin Water District
- Town of Windsor
- Valley of the Moon Water District

2. **CLIENT RESPONSIBILITIES:**

- a. Client must timely perform all those Client roles and responsibilities set forth in this SOW. Successful completion of this project within the time specified depends largely upon an effective working relationship between Client and CPS project staff. Client's Project Representative will be responsible for the following activities:
  1. Coordinating all meeting schedules, conference calls, facilities and equipment needs
  2. Coordinating facilities and distributing project update information
  3. Identifying and providing current classification and compensation information (i.e. current job specifications, salary structure, benchmark positions, and organizations, etc.), personnel policies and procedures, etc. as needed.
- b. Any work products developed during the activities described above will be submitted to Client's Project Representative for review, comment and/or approval. This is a critical step to ensure accurate, reliable, and valid products.

3. **START DATE:** February 2, 2016

4. **COMPLETION DATE:** March 8, 2016



- 5. CPS PROJECT MANAGER: Tameka Usher Phone Number: (916) 471-3483
- 6. CLIENT MANAGER: Coleen Blakey Phone Number: (707) 987-3237
- 7. SERVICE FEES: \$1,500.00
  - a. All Services provided to Client by CPS HR hereunder are priced on a FIXED PRICE basis. All amounts are based upon the following assumptions. Any deviations from the following assumptions may result in an increase in the Fees: (i) Client will timely perform its responsibilities as set forth in this SOW; and (ii) Services will normally be performed during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding CPS HR holidays ("Normal Business Hours").
  - b. CPS HR will invoice Client at the fixed fee rate of \$1,500.00, plus expenses billed upon project completion. Client will pay CPS HR within thirty (30) calendar days following receipt of invoice.
- 8. In the event the project is terminated early, CPS will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.
- 9. This SOW covers work requested and performed prior to the commencement of this SOW.

**EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS SOW, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**Cooperative Personnel Services dba  
CPS HR Consulting**

**Hidden Valley Lake Community Services District**

By:   
Authorized Signature

Name: Victoria D. Brashear

Title: Director, Products & Services

By: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Discussion and Possible Action: Petition for Change review and next steps

---

**RECOMMENDATIONS:**

Establishing timeline and budget for CEQA engineering costs.

**FINANCIAL IMPACT:**

Not to exceed \$50,000.00 as outlined in recent budget contingency allocation.

**BACKGROUND:**

The District began a process to solidify its water rights to current and future water supplies in 2012. This process included a Petition for Change that was submitted to the State Water Resources Control Board's Division of Water Rights. Since then, the Petition has undergone a series of amendments and revisions, as well as environmental studies, all spearheaded by the Engineering firm Wagner & Bonsignore. This forward momentum has not yet brought about a conclusion to the District's request. Three entities have been working together in the interest of the District - Stevens Consulting for field environmental studies, Ellison Schneider and Harris, an Environmental Law firm, and Wagner & Bonsignore, Consulting Civil Engineers. Estimates appear to highlight District field environmental expenditures in excess of \$144,000.00 to date, with a balance of approximately \$111,000.00. Additional expenses have also been incurred by the lawyers and the civil engineers. The original duration and cost of this project was estimated at 5 years /\$300,00.00 (HVLCS D Strategic Plan, "Challenges") so this relative progress should come as no surprise.

In a recent review of the Petition Status, constructive feedback has been received by three sources; Mr. Roland Sanford, former General Manager, Mr. Craig Stevens, Stevens Consulting, and Ms. Paula Whealen, Wagner & Bonsignore

- I. Mr. Sanford echoes the challenges identified in the Strategic plan that funding shortfalls have negatively impacted the District's ability to pursue new opportunities. Each new step in the Petition process is an added cost. The necessary CEQA study cannot continue without securing funding. Three possible options suggested by Mr. Sanford all involve significant time and effort by District staff. These include 1) lobbying state legislature for funding, 2) pursuing grant opportunities, 3) leveraging the Sphere of Influence CEQA study and the possible partnership of developer funding. Mr. Sanford also acknowledges that the Valley Fire may have changed operations and priorities.
- II. Mr. Stevens has summarized his participation as adhering to a contract with Ellison Schneider & Harris. Completed tasks include Biological Assessment of Putah Creek, Environmental Compliance Strategy, and Temporary Urgency Petitions. Mr. Stevens has also started work in the areas of Alternative Habitat Restoration sites, and the Environmental Impact Report.
- III. Ms. Whealen recently provided staff with an update on the firm's progress; "(The Petition is) still pending approval with the State Water Board awaiting the go ahead from the District on beginning and completing the CEQA document" She also indicated that they would need direction on content of the CEQA document.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Direct staff on efforts to finalize the Hexavalent Chromium compliance plan, required by the State Water Resources Control Board, Division of Drinking Water (SWRCB, DDW)

---

**RECOMMENDATIONS:**

Take the next step according to the SWRCB DDW of creating a report, in the requested format.

**FINANCIAL IMPACT:**

Administrative time.

**BACKGROUND:**

The SWRCB DDW has approved the District's 5 year timeline. The SWRCB DDW has now requested the District produce a full written report detailing the 5 year solution. Staff plans to have this report available for review by the April Board of Director's meeting (4/19/16).

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

Hidden Valley Lake - CSD  
Hexavalent Chromium MCL Compliance Schedule

	2016												2017												2018												2019											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
1 Feasibility Study	Jan 1 - Jun 30																																															
A Mech	6 mo																																															
B Blending	6 mo																																															
2 Treatment Design							Jul 1 - Oct 31																																									
A Mech							4 mo																																									
B Blending Wells							4 mo																																									
3 Funding													Jan 1, 2016 - Jun 30, 2018																																			
A Grants													2 1/2 yrs																																			
B SFR loan	10 mo																																															
C Dist Capital Expansion													2 1/2 yrs																																			
4 Land acquisition																																																
5 Environmental Review																																																
6 Test Wells													Nov 1, 2016 - Jun 30, 2018																																			
A Bidding process							3 mo																																									
B Test wells drilled							5 mo																																									
C Monitoring & sampling													1 yr																																			
7 New Well Construction																									Mar 1, 2018 - Dec 31, 2019																							
A Bidding process													4 mo																																			
B Construction																			6 mo																													
C Testing & monitoring																									1 yr																							
8 New Main & Clearwell Construction																									Mar 1, 2018 - Dec 31, 2019																							
A Bidding process																			1 yr																													
B Construction																									8 mo																							
9 Well added to State Permit																																					Jan 1 - Dec 31											

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

**DATE:** February 16, 2016

**AGENDA ITEM:** Status and direction on the \$1M “Flood Mitigation in the Valley Fire Area” project submitted as a Notice of Interest (NOI) to the Hazard Mitigation Grant Program (HGMP)

**RECOMMENDATIONS:**

1. Move forward with the next steps towards fulfilling this project activity.
  - a. Develop full HGMP application
  - b. Seek funding sources for required application match

“Your NOI was reviewed by Cal OES HMGP staff and was determined to represent an eligible HMGP activity. This email confirms the formal invitation for the County of Lake to develop a full application for HMGP funding.”

**FINANCIAL IMPACT:**

Federal share: \$750,000.00

Required application match: \$250,000.00

**BACKGROUND:**

FEMA’s HGMP provides funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. In January, in conjunction with the County of Lake, staff developed and submitted an NOI entitled “Flood Mitigation in the Valley Fire Area”. This document highlighted the fact that Hidden Valley Lake’s flood control area is in need of upgrade, and that the wildfire activity from the Valley Fire in September has significantly increased flood risk due to increased runoff rates. According to the Hidden Valley Lake Master Storm Drainage Plan issued by Winzler & Kelly, in a 100-year flood event, the flood control area will need to displace water at a rate of 555 cubic feet per second. The NOI suggests a drainage by gravity solution, coupled with an improved pumping capacity at the pump station.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

**From:** Will Evans <Will.Evans@lakecountyca.gov>

**Date:** February 10, 2016

**To:** Tom.Smythe@lakecountyca.gov, mbassett@hiddenvalleylakecsd.com,  
agordon@hiddenvalleylakecsd.com

**Time:** 2:35 pm

**Size:** 5.0 KB

**Subject:** FW: Your HMGP NOI is eligible - Control No. is 0112

FYI, we'll need to get our game plan together for the full application in the next few weeks.

-Will

William H. Evans, MPA  
Deputy Water Resources Director  
County of Lake - Department of Water Resources  
255 N. Forbes Street  
Lakeport, CA 95453  
707-263-2344  
Will.Evans@lakecountyca.gov

-----Original Message-----

**From:** Marcia Sully [mailto:Marcia\_Sully@ops.calema.ca.gov]

**Sent:** Wednesday, February 10, 2016 2:24 PM

**To:** Will Evans

**Subject:** Your HMGP NOI is eligible - Control No. is 0112

The California Governor's Office of Emergency Services (Cal OES) has received the Hazard Mitigation Grant Program (HMGP) Notice of Interest (NOI) submitted by your agency.

**Project Number:** DR-4240-0112.

**Applicant Name:** County of Lake

**Activity Title:** Hidden Valley Lake Levee Drain.

**Federal Share Request:** \$750,000.00.

**Required Application Match:** \$250,000.00.

Your NOI was reviewed by Cal OES HMGP staff and was determined to represent an eligible HMGP activity.

This email confirms the formal invitation for the County of Lake to develop a full application for HMGP funding.

Applications are available at [www.caloes.ca.gov](http://www.caloes.ca.gov). Applications must be sent to Cal OES postmarked by June 16, 2016.

Please direct any questions or concerns to [HMGP@caloes.ca.gov](mailto:HMGP@caloes.ca.gov).