



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday October 18, 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) PRESENTATIONS

Presentation of the DRAFT Board of Directors Policy Manual

- 6) CONSENT CALENDAR

(A) MINUTES: Approval of the minutes for the Board of Directors meeting August 18, 2016 Minutes. After review of the recorded minutes section 1:30:46 from the August 18, 2016 Board Meeting, no change to the meeting minutes were made. No action was taken on Board Meeting Agenda Item # 9 as it was only discussed.

(B) MINUTES: Approval of the minutes for the Board of Directors meeting September 20, 2016.

(C) MINUTES: Approval of the minutes for the Personnel Committee Meeting September 15, 2016.

(D) DISBURSEMENTS: Check #033988 - #034079 including drafts and payroll for a total of \$233,177.69

- 7) BOARD COMMITTEE REPORTS (for information only, no action anticipated)

Personnel Committee
Finance Committee
Emergency Preparedness Committee

- 8) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
 - ACWA Region 1 (Update attached)
 - ACWA State Legislative Committee
 - County OES
 - Other meetings attended

- 9) STAFF REPORTS (for information only, no action anticipated)
 - Financial Report
 - Administration/Customer Service Report
 - Field Operations Report
 - General Manager's Report

- 10) DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2016-18, the District's Uninstall Meter Policy

- 11) PUBLIC COMMENT

- 12) BOARD MEMBER COMMENT

- 13) CLOSED SESSION:
(A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager goal-setting.

- 14) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hiddenvalleylakecsd.com. Click on the "Board Packet" link on the Agenda tab.

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

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



Hidden Valley Lake CSD
Board of Directors' Policy Manual

TABLE OF CONTENTS

	Page
I. Mission Statement (Core Values & Goals).....	3
II. Operating Principles of the Board (Norms).....	4
III. Power of the Board	5
IV. Code of Ethics	5
V. Governing Laws	7
VI. Election of Officers	7
VII. Role of Board Members (Powers, Purposes, Duties and Functions)	7
A. Powers	
B. Primary Duties	
C. Governance Functions	
D. Executive Functions	
E. Judicial Functions	
VIII. Role of Individual Directors.....	8
IX. Meeting of the Board.....	8
A. Time and Place of Meetings	
B. Public Nature of Meetings	
C. Quorum and Voting Requirements	
D. Rules of Decorum for Board Meetings	
E. Board Action	
F. Orderly Discussion	
G. Parliamentary Procedures Affecting Motions	
H. Routine Business	
I. Closed Session	
X. President	11
A. Duties	
B. Responsibilities	
XI. Vice-President	12
XII. Secretary.....	12
A. Duties	
B. Responsibilities	
XIII. Committees	13
XIV. Remuneration, Reimbursement, and other Benefits	13
A. Remuneration	
B. Reimbursement	



Hidden Valley Lake CSD
Board of Directors' Policy Manual

TABLE OF CONTENTS, continued

XV.	Personnel Policies	14
	A. Sexual Harassment	
	B. Nondiscrimination	
	C. Americans With Disabilities Act-Reasonable Accommodation	
XVI.	Conflict of Interest Code	16
XVII.	Attendance.....	16
	A. Board Meetings	
	B. Educational Programs, Conferences and Meetings	
XVIII.	Incompatible Employment	17
XIX.	Directors' Legal Liabilities	17
XX.	General Provisions	18



Hidden Valley Lake CSD
Board of Directors' Policy Manual



Hidden Valley Lake CSD Board of Directors' Policy Manual

I. MISSION STATEMENT

The mission of the Hidden Valley Lake Community Services District is to effectively and innovatively manage the natural resources with which the District is entrusted; to provide reliable, safe, high quality water, wastewater and recycled water services in an economically and environmentally responsible manner.

Core Values

The following core values reflect what is truly important to the District as an organization and are the guiding principles that dictate the Board's actions and the philosophical beliefs the Board value when faced with options and alternatives for the District's future:

- Public Health - To provide safe, reliable drinking water and wastewater treatment;
- Customer Service - To deliver customer-focused service and be responsive to our ratepayers;
- Cost-Effectiveness - To deliver the highest value at the lowest cost to ensure reasonable rates;
- Integrity - To conduct business with high ethical standards, promoting transparency and trust;
- Organizational Excellence - To practice good governance and support District employees to be productive and motivated;
- Reliability - To maintain and update infrastructure to ensure reliable service;
- Stewardship - To protect our natural resources and the environment;
- Innovation - To utilize our assets (infrastructure, natural resources and people) to maximize the value to the community.

Goals

Our overarching goal is to provide affordable, high-quality water and wastewater services to our customers. The ability to achieve this overarching goal is dependent, at least in part, on the District's ability to achieve additional goals pertaining to innovation, financial stability, governance and administrative processes, and education and outreach:

OBJECTIVE 1. Deliver High-Quality Water and Wastewater Services - To continue to deliver the highest quality water and wastewater services.

OBJECTIVE 2. Maintain Financial Stability - We will maintain financial stability and equitable rates.

OBJECTIVE 3. Expand Education and Outreach - We will expand education and outreach programs to enhance customer awareness of District services and to promote government transparency.

OBJECTIVE 4. Offer Innovative Services - We will innovate to maximize value to the community.

OBJECTIVE 5. Refine Governance and Administrative Processes - We will continuously refine our governance and administrative processes to promote efficiency, transparency, and customer service.



Hidden Valley Lake CSD Board of Directors' Policy Manual

Adopted November XX, 2016.

II. OPERATING PRINCIPLES OF THE BOARD (NORMS)

IMPLEMENTATION

- The Board is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.

COMMUNICATION NORMS

- All communication will be accurate and brief.
- We will attempt to describe our behavior before we engage in it, and actively listen when communicated with.
- Check Your Assumptions (C.Y.A.).
- Revisit and display these norms at each Board meeting.

PROCESS NORMS

- The Board needs to address and resolve policy issues and set priorities. The Team is committed to doing this by practicing the building of consensus and orderly implementation.
- The Team is committed to HVLCSD's mission and to work as a team.
- The Team needs to monitor and respond to changes in the industry, market and environment.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- All requests from the Board for information/agenda items will be funneled through the General Manager (G.M.) and distributed to all Board members.

RELATIONSHIP NORMS

- Create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and the public.
- Fundamental agreement that the focus of HVLCSD's mission is its accomplishments and future vision that meets the needs of its members.
- Establish, accept and support common purpose and vision.
- The "Team" includes the Board, Staff, Consultants and Membership.

CAPACITY NORMS

- Continue the process of hiring qualified personnel.
- Expand education for the Board and Staff.
- Expect creative decision-making.
- Maintain competitive advantage by adhering to a policy of updating technology and resources.
- Ensure a cooperative and open work environment.

"Norms" were developed by the Board of Directors of SDRMA and adapted for the use of the HVLCSD Board of Directors. (2016)



Hidden Valley Lake CSD Board of Directors' Policy Manual

III. POWER OF THE BOARD

- A. The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
- B. Individual Directors shall have no power to act for HVLCSO, or the Board, or to direct the staff of HVLCSO, except as authorized by the Board.
- C. The Board sets the policy for the Community Service District (CSD).

The CSD's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the District of the Board by majority vote of the Board members present during duly-convened Board meetings. Members of the Board will deal with matters within the District, and of the District through the General Manager, and not through other District staff. Members of the Board will refrain from making requests directly to District staff (rather than to the District) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from District staff.

IV. CODE OF ETHICS

- A. The proper operation of the District requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Board members and staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.
- B. To conform to the requirements of AB1234, all Board members need to take at least two (2) hours of ethics training every two years and receive a certificate of completion. New Board members need to complete the training within one (1) year of taking office. The District must keep records indicating when each Board member has completed the training and who provided the training for five years.
- C. Except as specifically authorized, a Board member will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require a District employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Board members.
- D. A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
- E. This section does not prohibit a board member from performing any of the following: (1) making a confidential inquiry or complaint to the District's general counsel or grand jury concerning a perceived violation of law, including disclosing facts to the District's general counsel or grand jury that are necessary to establish the alleged illegality of an action taken by the District, (2) expressing an opinion concerning the propriety or



Hidden Valley Lake CSD Board of Directors' Policy Manual

IV.CODE OF ETHICS, continued

legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation. A Board member who willfully and knowingly discloses, confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor.

Board members are prohibited from soliciting political funds or contributions at District facilities. A Board member will not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Board member will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. Board members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the District has, or is likely to have, business dealings. Similarly, Board members must not accept any other preferential treatment under these circumstances because their position with the District might be inclined to, or be perceived to, place them under obligation.

- F. District officials shall not, for a period of one year after leaving [their] office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, that local government agency, or any committee, subcommittee, or present member of that local government agency, or any officer or employee of the local government agency, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.
- G. The G.M. has primary responsibility for (1) ensuring compliance with the District's Personnel Manual, and ensuring that District staff does not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the G.M. is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the District by disclosing to the G.M. to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the G.M.'s responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the G.M. is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the G.M.
- H. A Board member will not directly or indirectly use or attempt to use the District or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the G.M. or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation, waste of District funds, abuse of District, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Board member or District employee.

A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District Board member or District employee who reports or otherwise brings to the attention of the G.M., any Board members or the public any information regarding the subjects described in this section.



Hidden Valley Lake CSD Board of Directors' Policy Manual

IV. CODE OF ETHICS, continued

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the G.M., or (2) a Board member, if the complaint involves the conduct of the G.M., who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the G.M. (or the Board in case of a complaint against the G.M.) will take appropriate action consistent with the District's Personnel Manual and applicable law (Labor Code Section 1102.5 and following, and Government Code Section 53296).

- H. A Board member will not include false or misleading information in a candidate's statement for a general District election.
- I. A perceived violation of this policy by a Board member should be referred to the President of the Board or the full Board for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the District Attorney and/or the grand jury.

V. GOVERNING LAWS

- A. The Board of Directors shall comply with and shall be guided by applicable provisions of the State law, District Rules and Regulations, and the motions, resolutions and ordinances enacted by the Board of Directors.
- B. Motions, resolutions and ordinances may be enacted by the Board in accordance with Title 6, Division 3 of the California Government Code.

VI. ELECTION OF OFFICERS

In accordance with HVLCSD's Rules and Regulations, there shall be three officers: a president, a vice-president and a secretary, the president and vice president shall be members of the HVLCSD Board of Directors and the secretary may be a board member or the General Manager.

Elections shall be held the third Tuesday in November in accordance with state and federal elections. Directors will serve a four-year term. No director of the District shall serve as a director on any other Board of Directors that could be looked upon as a conflict of interest (i.e. The Hidden Valley Lake Association.)

VII. ROLE OF BOARD MEMBERS (POWERS, PURPOSES, DUTIES AND FUNCTIONS)

A. POWERS

The enabling codes established by the California State Legislature empowers the Board to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

The Governing Board is responsible for the general control of the District and to establish policy. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District.

The powers and duties of the Board include governance, executive and judicial functions. These relate



Hidden Valley Lake CSD Board of Directors' Policy Manual

to the Board's own operations as a governing body and to all functions of the District.

B. PRIMARY RESPONSIBILITIES

Directors responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors policies, standards and ethics; commit the time and energy to be

effective; represent and make policy decisions for the benefit, and in the best interest, of all HVLCSD members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.

C. PRIMARY DUTIES

1. Develop a strategic plan for the District.
2. Set written policies for the HVLCSD operation.
3. Take action at legal meetings.
4. Provide Fiduciary oversight for all District finances.
 - a. approve fiscal budget
 - b. monitor the budget spending
5. Set rates and use fees for District services.
6. Personnel, as relates to the G.M.:
 - a. hires and discharges the G.M.
 - b. evaluates the G.M. a minimum of annually
7. Establish written policy on how Board Meetings are conducted.
8. Ratify committee appointments made by the President.
9. Set Director compensation limits.

D. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern HVLCSD activities.

The Board shall consider and approve or disapprove matters submitted to it by a Director, the G.M. or the public.

The Board shall prescribe rules for its own governance which are consistent with its regulations and State and Federal Laws and regulations.

E. EXECUTIVE FUNCTIONS

The Board is authorized to delegate any of its powers and duties to "an officer or employee of HVLCSD." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

F. JUDICIAL FUNCTIONS

The Board believes that HVLCSD employees and citizens have the right to a hearing and a resolution of grievances, complaints and criticisms. In order to maintain positive personnel and public relations, the Board convened shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies.

VIII. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for HVLCSD. Apart from his/her normal function as a part of this unit; Board Members may not commit the District to any policy, act or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board. Board Members do not represent any factional segment of the membership, but are, rather, a part of the body which represents and acts for the membership as a whole.



Hidden Valley Lake CSD Board of Directors' Policy Manual

Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written request to the President of the Board or the G.M. Agenda item requests received after the posting deadline for a specific agenda as set forth in state law will be added to the following agenda.

Board Members will make every effort to attend assigned committee meetings and board meetings; to prepare adequately for each such meeting and to observe the rules of decorum as set forth herein.

When requesting information from staff, Board Members shall contact the G.M. When responding to member entity requests and concerns, Board Members should reroute such inquiries to the G.M.

IX. MEETING OF THE BOARD

A. TIME AND PLACE OF MEETINGS

Unless otherwise specified by action of the Board, meetings shall be held in the Hidden Valley Lake CSD Board Room at the Hidden Valley Lake CSD office, 19400 Hartmann Rd. Hidden Valley Lake CA 95467, on the third Tuesday of each month.

B. PUBLIC NATURE OF MEETINGS

All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under provisions of law. Meetings of standing committees of the Board composed of two or more members of the Board shall be subject to the "open meetings laws and regulations" and shall comply with notification as required by law.

C. QUORUM AND VOTING REQUIREMENTS

A majority of the Board of Directors shall constitute a quorum for the transaction of business. No ordinance, resolution or motion shall be passed without four affirmative votes.

D. RULES OF DECORUM FOR BOARD MEETINGS

1. DECORUM—Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is retained at all times. The presiding officer of the Board, who shall be the President, Vice President, or in their absence, other member so designated by the Board, shall be responsible for maintaining the order and decorum of the meetings.
2. RULES OF DECORUM—While any meeting of the Board is in session, the following rules of order and decorum shall be observed:
 - a. BOARD OF DIRECTORS—The members of the Board shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.
 - b. HVLCSD STAFF MEMBERS—Employees of HVLCSD shall observe the same rules of order and decorum as those which apply to the members of the Board.
 - c. PERSONS ADDRESSING THE BOARD—Public oral communications at the Board meetings should not be a substitute for any item that can be handled during the normal working hours of HVLCSD. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the HVLCSD Board as a whole, for matters that cannot be handled during the regular working hours of HVLCSD. Each person



Hidden Valley Lake CSD Board of Directors' Policy Manual

IX. MEETING OF THE BOARD, continued

who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board or committee meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

- d. MEMBERS OF THE AUDIENCE—No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board Meeting. Any person who conducts him/herself in the afore-mentioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.
3. ADDRESSING THE BOARD—A person wishing to address the Board regarding an item which is on the Board meeting agenda shall submit a request on the form provided prior to the start of the meeting. Persons wishing to discuss a non-agenda item may seek recognition by the presiding officer during the "Public Comment" portion of the meeting. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:
 - a. Each person shall state their name and address; the organization, if any, which they represent; and, if occurring during the "Public Comment" portion of the meeting, the subject they wish to discuss.
 - b. During the "Public Comment" portion, any subject which is not deemed relevant by the Board shall be concluded.
 - c. Each person shall confine their remarks to the Board agenda item or approved "Public Comment" subject being discussed.
 - d. Each person shall confine their remarks to five (5) minutes, unless further time is granted by the Board.
 - e. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.
 - f. No question may be asked of a member of the Board or of the District staff without permission of the presiding officer.
 4. ENFORCEMENT OF DECORUM—The rules of decorum set forth above shall be enforced in the following manner:
 - a. WARNING—The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order said person to leave. If such person does not leave the meeting room, the presiding officer may order any law enforcement officer who is on duty to remove said person from the Board meeting room.



Hidden Valley Lake CSD Board of Directors' Policy Manual

IX. MEETING OF THE BOARD, continued

- b. **DISORDERLY CONDUCT**—Clear Room (Govt. Code 54957.9). In the event that any meeting is willfully interrupted by an individual, group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
 - c. **MOTION TO ENFORCE**—If the presiding officer of the Board fails to enforce the rules set forth above, any member of the Board may move to require the presiding officer to do so. If the presiding officer of the Board fails to carry out the will of a majority of the Board, the majority may designate another member of the Board to act as presiding officer for the limited purpose of enforcing any rule of this section which it wishes to enforce.
 - d. **ADJOURNMENT**—If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the meeting may be adjourned or continued by the presiding officer or a majority of the Board, and any remaining Board business may be considered at the next meeting.
5. **SEVERABILITY**—If any provision of this section is or any reason held unconstitutional or otherwise invalid by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent portion of this section, and such holding shall not affect the validity of the remaining portions of this section.

E. BOARD ACTION

The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Director's present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings, and unless otherwise provided by its own terms, shall become effective upon adoption. All motions, including a motion to adopt an ordinance or to approve a resolution, shall require a second. If a second is not received, the motion shall die without the requirement of a vote. Any member of the Board, excluding the President, can make and second a motion, but the President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the director who made the motion, with the approval of the second, may modify his motion or withdraw it completely. However, after the question has been stated by the President, the motion may be changed only by a motion to amend which is seconded and carried.

F. ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board, each member shall be recognized by



Hidden Valley Lake CSD Board of Directors' Policy Manual

IX. MEETING OF THE BOARD, continued

the Chair before speaking. Notwithstanding any provision of this Policy, however, each member of the Board shall have a right to be heard within reason on any issue before the Board. Each member of the Board may seek information or comment by the staff on any question.

G. PARLIAMENTARY PROCEDURES AFFECTING MOTIONS

After a motion has been made and seconded, any member of the Board may make any of the following motions:

1. To continue the motion to a specific time.
2. To table the motion, the effect of which defers further discussion and a vote until the majority of the board again wishes to resume consideration of the motion.
3. To commit or refer the motion to a committee, the effect of which is to defer further consideration until the committee has reported its findings to the Board.
4. To amend the motion to modify its wording before adoption, provided the suggested amendment is germane to the original motion.
5. To propose a substitute motion, which has the effect of disposing of the motion before the Board and eliminating the necessity of a vote on the original motion.

H. ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board and having the President state that without objection the matter will stand approved. If any member should object to such unanimous consent, the President shall then call for a vote.

I. CLOSED SESSION

Except as required by law, all proceedings in Closed Sessions shall remain confidential.

X. PRESIDENT

A. DUTIES

The president shall sit at and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

B. RESPONSIBILITIES



Hidden Valley Lake CSD Board of Directors' Policy Manual

X. PRESIDENT, Continued

The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the documents as directed by the Board on behalf of the District;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the Agenda with the G.M.;
6. Confer with the G.M. or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board; and
9. Perform other duties as authorized by the Board.

XI. VICE-PRESIDENT

When the President resigns or is absent or disabled, the Vice-President shall perform the President's duties.

When the President disqualifies himself/herself from participating in an agenda item or becomes partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

When the President and Vice-President resign or are absent or disabled, the board shall appoint a remaining Board member to assume the President's duties.

When the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the board shall appoint a remaining Board member to assume the duties of the presiding officer.

XII. SECRETARY

A. DUTIES

The secretary of the Governing Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval;
3. Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary; and
4. Perform any other duties assigned by the Board.

B. RESPONSIBILITIES

Note: It is the responsibility of the Secretary to ensure:

1. Open session meetings of the Board of Directors are recorded. These recordings are for use by the Secretary (or their designee) for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board.



Hidden Valley Lake CSD Board of Directors' Policy Manual

XII. SECRETARY, Continued

2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents/reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them.

XIII. COMMITTEES

- A. The Board President may appoint committees, subject to ratification of the Board. The Board may create standing committees and ad hoc committees at its discretion. Unless authority to perform a duty is expressly delegated to a Committee, committee motions and recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board.
- B.
 1. Committees shall be appointed by the President, or the Vice President, operating in the President's absence, with the ratification of the Board.
 2. Committees so appointed may be open to non-members of the Board of Directors. Committees shall include at least one (1) member of the Board of Directors, but may not include a majority of the Board of Directors.
 3. The appointing officer shall name the chairperson of each committee, without Board ratification.
 4. Each committee chairperson shall select such staff and consultants as is deemed necessary or appropriate, to facilitate the committee's operations.
 5. Each committee shall meet as needed, either at the call of the committee chairperson, any two-committee members or the G.M.
 6. Committees shall operate in a manner that complies with the Ralph M. Brown Act, its amendments and interpretations.
 7. Any committee may be dissolved by the President, subject to ratification by the Board of Directors.

XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

A. REMUNERATION

It shall be the policy of the HVLCSD Board that each member of the Governing Board elected by the public at large or appointed by the HVLCSD Board of Directors may receive compensation in the amount of one hundred dollars (\$100) for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board. No Member shall receive compensation for more than a total of three (3) days in any calendar month. This shall include travel time up to one day before and after said service. This policy is based, in part, on Section 61047(a) of the California Government Code and HVLCSD Ordinance No. 2015-01.

B. REIMBURSEMENT

The reimbursement of Directors and Directors-elect shall be made in accordance with the following provisions:

Directors shall be reimbursed by HVLCSD for reasonable expenses, including travel, lodging and meals incurred when attending board and committee meetings. All directors shall be reimbursed said expenses when making any trips on official business of HVLCSD when so authorized by the Board. All requests for reimbursement will be made to the HVLCSD Full Charge Bookkeeper within 120 days of the actual expense.



Hidden Valley Lake CSD Board of Directors' Policy Manual

XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS, continued

While driving on HVLCSD business either using their own personal vehicle or a rental vehicle, Directors must meet the following conditions;

1. The Director should obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt.
2. The Director must possess and maintain a valid California driver's license.
3. The Director must provide authorization for HVLCSD to access the Director's driver license record through the California Department of Motor Vehicles Employer Pull Notice Program.
4. Directors who have their driver's license suspended or revoked are required to report these conditions to the HVLCSD G.M. and no longer drive on HVLCSD business.
5. HVLCSD accepts no responsibility for citations issued to a Director by any law enforcement agency while driving a vehicle on HVLCSD business under any circumstance. All liabilities created by any citation will be the sole responsibility of Directors who receive them.
6. Any personal vehicle driven on HVLCSD business must be properly registered with the California Department of Motor Vehicles.

The amount of mileage reimbursement will be consistent with IRS Guidelines. All Board members should keep travel, meals and lodgings costs within reasonable constraints, keeping in mind that these expenses require the use of public monies. Emphasis should be placed on keeping costs to acceptable practices as recognized in the non-privatized water utility industry.

Directors and/or consultants who bring personal guests to dinners, etc. are required to pay for their guest separately at the time of service.

Receipts or other supporting documentation for expenses directly billed to HVLCSD shall be submitted to the District, regardless of the amount.

EXPENSES FOR EDUCATIONAL PROGRAMS AND CONFERENCES – All reasonable expenses, including registration, transportation, meals and lodging shall be arraigned in advance through the District when possible. Any incidental expenses incurred when attending HVLCSD Board approved training seminars, programs, workshops or conferences shall be paid for upon completing the required reimbursement request form and submitting the associated receipts.

If a Board member is issued an HVLCSD credit card while on official district business, **UNDER NO CIRCUMSTANCES MAY PERSONAL EXPENSES BE CHARGED ON AN HVLCSD CREDIT CARD.**

XV. PERSONNEL POLICIES

A. SEXUAL HARASSMENT

Sexual harassment by any Director or employee shall not be tolerated. The Board considers sexual harassment to be a major offense which may result in disciplinary action up to and including dismissal of the offending employee. All Directors are required to attend sexual harassment training and a refresher class every two years.

An employee who feels that he/she is being harassed is strongly encouraged to immediately report such incident to the immediate supervisor of the accused employee or to the G.M. without fear of reprisal. If a supervisor is so notified, the supervisor shall relay such information to the G.M. who will assist in the investigation and resolution of complaints. The G.M. may, in his or her discretion, assign the investigation of the alleged misconduct to an outside party such as an attorney, law firm or private investigator experienced in such matters. If the G.M. is the accused harasser, the employee or XV.



Hidden Valley Lake CSD Board of Directors' Policy Manual

PERSONNEL POLICIES, Continued

supervisor should report such incident to the Board President. Thereafter, the Board President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire board. The Board shall promptly investigate the allegation(s) or assign the investigation to an outside party. Depending on the nature of the allegation(s) and the outcome of the investigation, the Board shall take all appropriate remedial measures.

In the case of a Director harassing an employee, the G.M. should be notified, so that he/she can then notify the President of the Board. Thereafter, the President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire Board. The Board shall assign the investigation of the alleged misconduct to an outside party.

If the Director charged with sexual harassment is the President of the Board, the G.M. shall report the fact and nature of the allegation(s) to the entire Board at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

B. NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or veteran status.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against a physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct.

C. AMERICANS WITH DISABILITIES ACT—REASONABLE ACCOMMODATION

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make. . .

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the HVLCS D's Coordinator for Nondiscrimination in Employment (the G.M. shall be designated as the Coordinator). The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

. . . Note: The duty to reasonably accommodate an individual with a disability is limited to those



Hidden Valley Lake CSD Board of Directors' Policy Manual

accommodations which do not impose an undue hardship upon the district. Undue hardship is XV. PERSONNEL POLICIES, Continued

determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the district. The burden of proving undue hardship rests with the district, and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation...

XVI. CONFLICT OF INTEREST CODE

Government Code Section 87100 states as follows:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

Government Code Section 87101, 87103 and 87103.5 provide explicit language explaining the nature of a "conflict of interest" and disclosure relating to Board responsibilities. Members are required to be in compliance with all Federal and State requirements of the "Conflict Codes".

XVII. ATTENDANCE

A. BOARD MEETINGS

Board members are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, members should be present for scheduled meeting or events whenever possible. The failure of a director to attend three (3) consecutive regular meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness, or except when absent from the State with the prior consent of the Board, as provided by Government Code, Section 1770, shall cause such director's remaining term in office to be considered vacant.

Such vacancies shall be filled for the unexpired term by appointment in accordance with policy established by the Board of Directors. Such appointment will be made by the remaining members of the HVLCSD Board. In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the HVLCSD Board of Directors, after discussion and consideration, shall, when deemed appropriate, do the following:

1. Instruct staff to post the vacancy on the District website and bulletin boards.
 - a. Said notice shall advise eligible personnel of the steps to take to apply for appointment;
2. Establish the closing date for the receipt of applications.
 - a. Applicants shall submit the following, by the date specified in the notice:
 - a letter of interest;
 - a resume, with particular emphasis on the applicant's knowledge of special districts, risk-financing, water, wastewater and environmental practices.



Hidden Valley Lake CSD Board of Directors' Policy Manual

XVII. ATTENDANCE, Continued

3. Interview applicant(s) at the next regularly scheduled meeting of the HVLCSD Board of Directors following the date of closure for applications; and
4. Appoint the selected applicant without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 3) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above.

B. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

In accordance with Objective IV of the MISSION STATEMENT, the Board reconfirms a goal "To develop and maintain a superior level of understanding and competence in Board and Staff and assure the Districts' awareness of the benefits of safe operations and proper claims procedures." In addition, the Board believes it is to the advantage of all Board Member to participate in conferences, meetings and educational programs where said Directors' knowledge of water, wastewater, regulatory compliance, energy resource generation and management and associated matters may be increased, so that the Directors can better perform their duties in accordance with their appointed position. Finally, the Board of Directors employs staff to administer and operate the District, and encourages said staff to continue its education in water, wastewater, regulatory compliance, energy resource generation and management and associated matters and further finds that there is value in networking available through staff attendance at and participation in some conferences and meetings.

As a result of these findings, the Board of Directors has determined that the following provisions shall apply to educational programs, conferences and meetings, except those sponsored/presented by HVLCSD:

1. That Directors of HVLCSD shall attend, on behalf of HVLCSD, such educational programs, conferences and meetings (other than HVLCSD meetings) as have been approved by the Board of Directors prior to such attendance; and
2. That, to the extent possible, staff will, from time to time, present comprehensive lists of conferences, meetings and educational programs so that the Board may consider attendance on a broader than single-event approach, in order to provide a coordinated plan for attendance; and
3. That if a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program; and
4. At the Board meeting following such attendance, or the next reasonable opportunity thereafter, the attendee(s) shall report to the Board on information and ideas learned at the event(s); and
5. The President is exempt from the reporting requirement, unless he/she's the only Director in attendance; and



Hidden Valley Lake CSD Board of Directors' Policy Manual

XVII. ATTENDANCE, Continued

6. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act, when more than two Directors attend the same event.

XVIII. INCOMPATIBLE EMPLOYMENT

Pursuant to the provision of the Government Code, Section 53227, an employee of HVLCSD may not be sworn into office as an elected or appointed member of HVLCSD's Board of Directors unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.

XIX. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District.

XX. GENERAL PROVISIONS

Any of the within policies not required by law may be suspended by a majority of the Board. Any policy not required by law may be altered, amended, or repealed at a duly noticed meeting by a majority vote of the Board. This policy is meant to be supplementary to, and not exclusive of, other federal, state and local laws with regard to conflicts of interest, etc.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: August 16, 2016**

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

Director Jim Freeman, President	Kirk Cloyd, General Manager
Director Jim Lieberman, Vice President	Alyssa Gordon, Water Resources Specialist
Director Linda Herndon	Penny Cuadras, Administrative Assistant
Director Judy Mirbegian	

Members absent:

Director Carolyn Graham

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by President Freeman.

APPROVAL OF AGENDA

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

CONSENT CALENDAR

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

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

The Board unanimously approved the following remaining Consent Calendar items:

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

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

BOARD COMMITTEE REPORTS

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

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

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

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

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

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

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

STAFF REPORTS

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

Administration/Customer Service Report:

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

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

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: September 20, 2016**

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

Director Jim Freeman, President	Kirk Cloyd, General Manager
Director Jim Lieberman, Vice President	Alyssa Gordon, Water Resources Specialist
Director Linda Herndon	Penny Cuadras, Administrative Assistant
Director Carolyn Graham	
Director Judy Mirbegian	

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by President Freeman.

APPROVAL OF AGENDA

General Manager Kirk Cloyd requested an amendment to the agenda, prior to approval. Mr. Cloyd asked that Item #11, "Approval of Resolution 2016-17 WestAmerica bank signature card to add Patricia Wilkinson, Full Charge Bookkeeper" be added.

On a motion made by Director Herndon and second by Director Mirbegian the Board unanimously approved the agenda as amended.

CONSENT CALENDAR

Director Mirbegian requested that the meeting minutes from Regular Board Meeting August 16, 2016 be pulled from the Consent Calendar for further discussion.

On a motion by Director Herndon and second from Director Mirbegian, the Board unanimously approved Item 5B from the Consent Calendar.

DISBURSEMENTS: Check #033930 - #033987 including drafts and payroll for a total of \$144,558.11

Director Mirbegian requested an amendment to the Regular Board Meeting minutes of August 16, 2016 regarding agenda item 9.

BOARD COMMITTEE REPORTS

Personnel Committee: Director Herndon provided a review of the recent meeting held on 9/15/16. The committee plans to meet in early October to develop a recommendation to the Board.

Finance Committee: No meeting held.

Emergency Preparedness Program Committee: No meeting held.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported on conservation levels of agencies within ACWA, and the Little Hoover Commission's activities. Probable increases in water use fees are also a topic that ACWA is monitoring.

ACWA State Legislative Committee: Director Herndon reported that the next meeting is scheduled for next month.

County OES: Director Lieberman reported a meeting had not yet been held, but referred to the General Manager's report for more information on a disaster preparedness plan.

STAFF REPORTS

Financial Report: Director Mirbegian requested a quarterly Balance Sheet be included in regular financial reporting.

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Kirk Cloyd highlighted a few items on his report, and responded to inquiries on all items to the report.

The Board requested that the topic of salary range for Account Representative be agendaized for approval in a Board meeting.

DISCUSSION AND POSSIBLE ACTION:

Approve payment for Crazy Creek Development LLC Cost Share

A motion was made by Director Mirbegian, and seconded by Director Graham, to approve payment of outstanding invoices to Crazy Creek Development LLC to a sum no greater than \$11,765.50.

Roll call vote:

Ayes (5): Directors Graham, Herndon, Mirbegian, Lieberman, Freeman

Nays (0):

Abstain (0):



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: October 11, 2016**

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

Director Herndon
Director Mirbegian

General Manager Kirk Cloyd
Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 09:01 am by Director Herndon.

APPROVAL OF AGENDA

The Committee unanimously approved the agenda.

DISCUSSION OF JOB DESCRIPTIONS:

After discussion Directors Herndon and Mirbegian and General Manager Kirk Cloyd have opted not to create the Operator II/III Flex position. The Field Operation Lead will continue in current position.

General Manager thanked the Committee for their consideration and recommendations in the Job Description.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 10:21 am



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

September, 2016

DISBURSEMENT SUMMARY REPORT

9/1/2016-9/30/2016

Disbursement Summary		
Fund		
120 - Sewer	\$	76,796.55
130 - Water	\$	87,004.11
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
	SUB TOTAL	\$ 163,800.66
*Payroll	\$	69,377.03
Total Warrants	\$	233,177.69

**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

September, 2016

DISBURSEMENT DETAIL REPORT

9/1/2016-9/30/2016

DRAFT DATE	TYPE	NUMBER	NAME	DRAFT AMOUNT	STATUS
9/2/2016	BANK-DRAFT	3	NATIONWIDE RETIREMENT SOLUTION	1,025.00	CLEARED
9/2/2016	BANK-DRAFT	4	STATE OF CALIFORNIA EDD	1,504.80	CLEARED
9/2/2016	BANK-DRAFT	5	US DEPARTMENT OF THE TREASURY	4,679.48	CLEARED
9/6/2016	BANK-DRAFT		CALIFORNIA PUBLIC EMPLOYEES RE	2,171.44	CLEARED
9/16/2016	BANK-DRAFT	6	NATIONWIDE RETIREMENT SOLUTION	1,025.00	CLEARED
9/16/2016	BANK-DRAFT	7	STATE OF CALIFORNIA EDD	1,366.41	CLEARED
9/16/2016	BANK-DRAFT	8	US DEPARTMENT OF THE TREASURY	4,357.12	CLEARED
9/23/2016	BANK-DRAFT	9	STATE OF CALIFORNIA EDD	444.88	CLEARED
9/23/2016	BANK-DRAFT	10	US DEPARTMENT OF THE TREASURY	1,405.66	CLEARED
9/30/2016	BANK-DRAFT	11	NATIONWIDE RETIREMENT SOLUTION	925.00	CLEARED
9/30/2016	BANK-DRAFT	12	STATE OF CALIFORNIA EDD	1,229.18	CLEARED
9/30/2016	BANK-DRAFT	13	US DEPARTMENT OF THE TREASURY	3,953.51	CLEARED
TOTAL				24,087.48	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
9/2/2016	CHECK	33988	ACTION SANITARY, INC.	400.00	CLEARED
9/2/2016	CHECK	33989	ALPHA ANALYTICAL LABORATORIES	668.00	CLEARED
9/2/2016	CHECK	33990	CNH PRODUCTIVITY PLUS ACCT	1,292.78	CLEARED
9/2/2016	CHECK	33991	MEDIACOM	427.39	CLEARED
9/2/2016	CHECK	33992	RICOH USA, INC.	135.63	CLEARED
9/2/2016	CHECK	33993	SIERRA CHEMICAL CO.	1,677.13	CLEARED
9/2/2016	CHECK	33994	SPECIAL DISTRICT RISK MANAGEME	408.57	CLEARED
9/2/2016	CHECK	33995	CALIFORNIA PUBLIC EMPLOYEES RE	4,707.14	CLEARED
9/9/2016	CHECK	33996	ACWA/JPIA	990.37	CLEARED
9/9/2016	CHECK	33997	ALPHA ANALYTICAL LABORATORIES	448.00	CLEARED
9/9/2016	CHECK	33998	BADGER METER	30.00	CLEARED
9/9/2016	CHECK	33999	COOPERATIVE PERSONNEL SERVICES	3,910.00	CLEARED
9/9/2016	CHECK	34000	ELLISON, SCHNEIDER & HARRIS L.	650.00	CLEARED
9/9/2016	CHECK	34001	I-5 RENTALS INC.	2,717.50	CLEARED
9/9/2016	CHECK	34002	KAREN JENSEN	59.40	CLEARED
9/9/2016	CHECK	34003	LAKE COUNTY RECORD BEE	150.61	CLEARED
9/9/2016	CHECK	34004	MICHELLE HAMILTON	625.00	CLEARED
9/9/2016	CHECK	34005	PATRICIA WILKINSON	48.60	CLEARED
9/9/2016	CHECK	34006	REDFORD SERVICES	950.00	CLEARED
9/9/2016	CHECK	34007	SIERRA CHEMICAL CO.	1,019.06	CLEARED
9/9/2016	CHECK	34008	SPECIAL DISTRICT RISK MANAGEME	358.18	CLEARED
9/9/2016	CHECK	34009	USA BLUE BOOK	3,278.14	CLEARED
9/9/2016	CHECK	34010	WAGNER & BONSIGNORE	7,725.55	CLEARED

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
9/9/2016	CHECK	34011	WESTGATE PETROLEUM CO., INC.	1,308.53	CLEARED
9/9/2016	CHECK	34012	CONWAY, DAVID	16.22	OUTSTND
9/9/2016	CHECK	34013	DIEKMANN, JOHN	7.92	CLEARED
9/9/2016	CHECK	34014	MEYER, TOMMY	4.35	OUTSTND
9/16/2016	CHECK	34015	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34016	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34017	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34018	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34019	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34020	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34021	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34022	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34023	VOID CHECK	-	CLEARED
9/16/2016	CHECK	34024	ADVANCED SECURITY SYSTEMS SANT	165.00	CLEARED
9/16/2016	CHECK	34025	ALPHA ANALYTICAL LABORATORIES	948.00	CLEARED
9/16/2016	CHECK	34026	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
9/16/2016	CHECK	34027	AT&T	469.58	CLEARED
9/16/2016	CHECK	34028	BOLD POLISNER MADDOW NELSON &	877.50	CLEARED
9/16/2016	CHECK	34029	COASTLAND CIVIL ENGINEERING, I	5,886.83	CLEARED
9/16/2016	CHECK	34030	DANBUSH	3,400.00	CLEARED
9/16/2016	CHECK	34031	DATAPROSE	265.10	CLEARED
9/16/2016	CHECK	34032	HARDESTER'S MARKETS & HARDWARE	124.21	CLEARED
9/16/2016	CHECK	34033	GARDENS BY JILLIAN	200.00	CLEARED
9/16/2016	CHECK	34034	LINDA HERNDON	54.00	OUTSTND
9/16/2016	CHECK	34035	MEDORA CORPORATION	4,891.54	CLEARED
9/16/2016	CHECK	34036	MENDO MILL CLEARLAKE	185.74	CLEARED
9/16/2016	CHECK	34037	MIKE WILSON	1,000.00	CLEARED
9/16/2016	CHECK	34038	NAPA AUTO PARTS	510.97	CLEARED
9/16/2016	CHECK	34039	OFFICE DEPOT	20.82	CLEARED
9/16/2016	CHECK	34040	PACE SUPPLY CORP	381.43	CLEARED
9/16/2016	CHECK	34041	PAUL SILVA	75.00	OUTSTND
9/16/2016	CHECK	34042	PETTY CASH REIMBURSEMENT	198.64	CLEARED
9/16/2016	CHECK	34043	ROBERT COLE	50.00	OUTSTND
9/16/2016	CHECK	34044	SOUTH LAKE REFUSE COMPANY	355.89	CLEARED
9/16/2016	CHECK	34045	SPECIAL DISTRICT RISK MANAGEME	27,433.92	CLEARED
9/16/2016	CHECK	34046	TELSTAR INSTRUMENTS, INC VOIDED	-	VOIDED
9/16/2016	CHECK	34047	USA BLUE BOOK	1,883.64	CLEARED
9/16/2016	CHECK	34048	WAGNER & BONSIGNORE	4,788.90	CLEARED
9/16/2016	CHECK	34049	CALIFORNIA PUBLIC EMPLOYEES RE	4,674.96	CLEARED
9/16/2016	CHECK	34050	JOHSON-HAWKINS , CAT	75.81	CLEARED
9/23/2016	CHECK	34051	ALPHA ANALYTICAL LABORATORIES	712.00	CLEARED
9/23/2016	CHECK	34052	CALPERS FISCAL SERVICES DIVISI	7,402.02	CLEARED
9/23/2016	CHECK	34053	CARDMEMBER SERVICE	1,072.31	CLEARED
9/23/2016	CHECK	34054	CARPET MAN	400.00	CLEARED
9/23/2016	CHECK	34055	HACH COMPANY	128.19	CLEARED

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
9/23/2016	CHECK	34056	MENDO MILL CLEARLAKE	97.19	CLEARED
9/23/2016	CHECK	34057	OFFICE DEPOT	172.00	CLEARED
9/23/2016	CHECK	34058	PENNY CUADRAS	63.34	CLEARED
9/23/2016	CHECK	34059	RICOH USA, INC.	418.56	OUTSTND
9/23/2016	CHECK	34060	USA BLUE BOOK	148.47	OUTSTND
9/23/2016	CHECK	34061	VERIZON WIRELESS	638.49	CLEARED
9/23/2016	CHECK	34062	WONDERWARE	1,496.00	CLEARED
9/23/2016	CHECK	34063	CALIFORNIA PUBLIC EMPLOYEES RE	400.64	CLEARED
9/23/2016	CHECK	34064	BROWN, LORRAINE A	35.62	CLEARED
9/23/2016	CHECK	34065	COLLA, CARY	33.97	OUTSTND
9/23/2016	CHECK	34066	FISH, JOHN F	60.19	OUTSTND
9/23/2016	CHECK	34067	NEVES, DENNIS L	93.36	OUTSTND
9/30/2016	CHECK	34068	DONLEY, ROBERT	9.93	OUTSTND
9/30/2016	CHECK	34069	HIRZU, JAMES	13.51	OUTSTND
9/30/2016	CHECK	34070	LUERA, JOHN & MARILY	108.28	OUTSTND
9/30/2016	CHECK	34071	WOLFE, DENNIS	84.24	OUTSTND
9/30/2016	CHECK	34072	CALIFORNIA PUBLIC EMPLOYEES RE	4,223.64	OUTSTND
9/30/2016	CHECK	34073	ALPHA ANALYTICAL LABORATORIES	1,728.00	OUTSTND
9/30/2016	CHECK	34074	LAKE COUNTY ELECTRIC SUPPLY	204.25	OUTSTND
9/30/2016	CHECK	34075	PACIFIC GAS & ELECTRIC COMPANY	13,887.48	OUTSTND
9/30/2016	CHECK	34076	SIERRA CHEMICAL CO.	677.13	OUTSTND
9/30/2016	CHECK	34077	TYLER TECHNOLOGY	121.00	OUTSTND
9/30/2016	CHECK	34078	USA BLUE BOOK	391.32	OUTSTND
9/30/2016	CHECK	34079	CRAZY CREEK DEVELOPMENT L.L.C.	11,765.50	OUTSTND
TOTAL				139,713.18	

DATE	TYPE	NAME	AMOUNT	STATUS
9/2/2016	MISC.	PAYROLL DIRECT DEPOSIT	22,703.92	CLEARED
9/16/2016	MISC.	PAYROLL DIRECT DEPOSIT	21,381.89	CLEARED
9/21/2016	MISC.	PAYROLL DIRECT DEPOSIT	5,774.51	CLEARED
9/30/2016	MISC.	PAYROLL DIRECT DEPOSIT	19,516.71	CLEARED
TOTAL			69,377.03	

TOTAL BANK DRAFTS	24,087.48
TOTAL CHECKS	139,713.18
TOTAL MISC & PAYROLL	69,377.03
	233,177.69

With strong direction from ACWA's Board of Directors and active member involvement through ACWA's policy committees, task forces and regions, ACWA is engaged in numerous arenas to advance priority issues. Here is a high-level look at recent activity and initiatives:

SWRCB Emergency Conservation Regulation

The latest data from the State Water Resources Control Board indicates that urban Californians are achieving significant levels of conservation, even in the absence of state mandates. ACWA is taking every opportunity to reinforce with media and other audiences that efficiency and drought preparedness are the objectives of the "stress test" approach adopted by the State Water Board earlier this year. The messaging is critical as State Water Board staff continue to signal interest in returning to state-mandated conservation targets in January 2017 if the drought continues and a steep decline in conservation is perceived. ACWA is providing tools and resources to help member agencies message the shift to long-term efficiency and drought resilience. Resources are available at www.acwa.com/content/drought.

STAFF CONTACT

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Lisa Lien-Mager
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Long-Term Conservation Framework

State agencies are expected to issue a report on Nov. 4 recommending actions to implement Gov. Jerry Brown's Executive Order B-37-16 to achieve the goal of making conservation a way of life in California. Urban and agricultural stakeholder advisory groups including ACWA member agencies and ACWA staff have been meeting to discuss potential actions. Comments on the public draft report likely will be due Nov. 14. State agencies are required to finalize the report by Jan. 10, 2017. ACWA continues to coordinate with its members to provide input on the process and is developing an external affairs strategy to support the effort. Information on the process can be found at www.water.ca.gov/wateruseefficiency/conservation/.

STAFF CONTACT

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Water Market Improvements

ACWA continues to meet with senior staff at the Department of Water Resources to identify possible near-term administrative actions to improve the water transfer process, including development of a "roadmap" that could assist potential buyers and sellers. On the legislative front, ACWA-supported AB 1755 (Dodd) was signed into law by the governor on Sept. 23. The bill creates a statewide water information system within DWR to provide better data and information sharing on water use, water markets and other activities. ACWA's Board-adopted policy recommendation on improving the water transfer process and access to the water market are available at www.acwa.com/water-transfers-recommendations.

STAFF CONTACT

Recommendations:
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Legislation:
Whitnie Wiley
Senior Legislative Advocate
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SGMA Implementation

ACWA staff continues to work on implementation of the Sustainable Groundwater Management Act (SGMA) with the Department of Water Resources (DWR), the California Water Commission (CWC), the SWRCB, and other decision-makers and stakeholders, in consultation with the ACWA Groundwater Committee (GWC).

For more information visit DWR's SGMA page at www.water.ca.gov/groundwater/sgm/index.cfm.

STAFF CONTACT

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Annual Public Water System Operating Fees

The State Water Resources Control Board adopted a revised fee schedule on Sept. 20 for annual operating fees paid by public water systems to support the state's Drinking Water Program. The schedule changes the manner in which fees are assessed for public water systems and wholesale water providers, and in some cases will result in substantial increases in annual fees. ACWA's Drinking Water Fees Work Group worked extensively on this issue and coordinated with other drinking water system representatives to develop an alternative water community fee option that would allocate fee increases more equitably among larger water systems and ensure that smaller water systems' fees did not decrease relative to fee amounts first established by the Legislature in 2009. The final regulations incorporated some changes to the draft fee schedule consistent with the water community option. ACWA will continue to advocate for increased transparency in the Drinking Water Program's fee setting processes to ensure accountability to public water systems. ACWA's comment letters on the draft regulations are here www.acwa.com/content/regulatory

STAFF CONTACT

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Little Hoover Commission

The Little Hoover Commission on Oct. 27 will hold the second of two public hearings on special districts as part of a "study" on the topic. The second hearing will focus on how local water districts are preparing for climate change. ACWA will testify at the hearing and has prepared lengthy written testimony detailing members' projects, outreach and funding mechanisms for efforts related to climate change. The first hearing took place Aug. 25. In preparation for these hearings, ACWA has updated its outreach materials that address the unique missions of special districts and their fiscal responsibility.

STAFF CONTACT

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2016 Federal WRDA Legislation

The U.S. House of Representatives in early October passed the Water Resources Development Act (WRDA). The legislation, which passed by a vote of 399-25, contains \$5 billion for the nation's water infrastructure, including dams, locks and flood protection. The House's \$5 billion bill now heads to conference committee, where it must be reconciled with the more ambitious Senate version, which comes in at a price tag of \$10.6 billion. The committee is expected to take up the bill during this session. ACWA's letter on priorities for the WRDA bill is at www.acwa.com.

STAFF CONTACT

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Engaging Agricultural Members

ACWA is pursuing a priority initiative to increase involvement and engagement by agricultural members of the association. The effort will include outreach activities as well as strategic initiatives to support the needs of agricultural members and ensure ACWA remains relevant to those members. An advisory group headed by Region 6 Vice Chair Bill Diedrich is meeting to help shape and guide the initiative.

STAFF CONTACT

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Water Storage Investment Program

In early October, ACWA submitted detailed comments to the California Water Commission on revised draft regulations for allocating \$2.7 billion in Proposition 1 funds for the public benefits of eligible water storage projects as part of the Water Storage Investment Program (WSIP). ACWA's comment letter suggests several amendments to the draft regulations to help ensure that the commission and project proponents can move forward in a timely and efficient manner. The California Water Commission will consider potential changes to the revised draft regulations at its Oct. 18 meeting in Sacramento. The CWC's stated goal is to have the final WSIP regulations adopted before the Dec. 15, 2016 deadline for the adoption of required regulations.

STAFF CONTACT

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Save Our Water Program

Save Our Water wrapped up its summer campaign in September and launched a new TV ad campaign in early October with weather sponsorships on NBC stations across the state. The ads, which run during select weather segments through the end of October, are part of the "Water Conservation: It's For Life" campaign and focus on thanking Californians for all they have done to conserve and encouraging them to keep saving.

Three video ads have been produced for the campaign and are available for download and use online at the Save Our Water toolkit.

Save Our Water also continues to update the Governor's Drought Task Force and the State Water Board on conservation efforts statewide.

SOW is California's official conservation education program and is managed by ACWA in partnership with the California Department of Water Resources. More information is at saveourwater.com.

STAFF CONTACT

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Drinking Water Solutions for Disadvantaged Communities

ACWA is developing an action plan to provide drinking water solutions for rural, disadvantaged communities that do not have safe drinking water. The ACWA DAC Drinking Water Initiative Task Force, chaired by ACWA Vice President Brent Hastey is receiving input from an advisory committee that includes drinking water experts from urban agencies, representatives from agricultural water districts and production agriculture, as well as environmental justice, local government, and academic groups.

STAFF CONTACT

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Connecting with the Next Generation

An ACWA Advisory Committee is helping to develop and implement ACWA's *Plan for Engaging the Next Generation of Water Industry Leaders*. Activities include a statewide issues program at ACWA's 2016 Fall Conference focused on educating attendees on the next generation and the importance of moving the industry toward the future. A member toolkit also is being developed.

STAFF CONTACT

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Meet the President Initiative

ACWA President Kathleen Tiegs continues to engage with ACWA members throughout the state through a special "Meet the President" initiative. ACWA has hosted 12 events as part of the initiative, while Presidents Tiegs has participated in numerous small group meetings for a total of over 100 contacts with member agencies. She has had one-on-one meetings with 42 member agencies.

STAFF CONTACT

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Integrated Marketing / Communications / Outreach Plan

Be prepared for a "Big Reveal" at the Fall Conference in Anaheim where ACWA will unveil a key element of its Integrated Marketing / Communications / Outreach Plan. Work also is in full swing on another key component of the IMCO Plan: a total redesign of ACWA's website (acwa.com). Don't miss the "Big Reveal" in Anaheim Nov. 30.

STAFF CONTACT

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Upcoming Events – Visit www.acwa.com for more

ACWA Joint Regions 6&7 San Joaquin Valley Water Forum – Oct. 14 at Wyndham Visalia in Visalia

ACWA Region 10 Program and Tour – Oct. 28. in Vista

ACWA Region 9 Program and Tour – Nov. 4 in Palm Desert

ACWA Region 4 Program and Walking Tour – Nov. 7 in Winters

ACWA 2016 Fall Conference & Exhibition – Nov. 29-Dec. 2 at the Anaheim Marriott Hotel in Anaheim.

STAFF CONTACT

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HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

September, 2016

Financial Report

REVENUE & EXPENSE **WATER** REPORT

9/1/2016-9/30/2016

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ALL REVENUE	1,635,557.00	143,475.80	448,930.19	1,186,626.81	27%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	52,956.77	92,770.76	594,023.24	14%
ADMINISTRATION	358,922.00	23,337.51	54,636.88	304,285.12	15%
FIELD	370,669.00	35,885.84	74,623.85	296,045.15	20%
DIRECTORS	51,330.00	3,124.12	9,372.36	41,957.64	18%
TOTAL	1,467,715.00	115,304.24	231,403.85	1,236,311.15	16%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,015.00	4,035.00	8,965.00	31%
130-4039 WATER METER INST	500.00	170.00	340.00	160.00	68%
130-4040 RECORDING FEE	100.00	0.00	13.14	86.86	13%
130-4045 AVAILABILITY FEES	20,000.00	0.00	2,054.00	17,946.00	10%
130-4110 COMM WATER USE	77,913.00	8,846.12	27,983.23	49,929.77	36%
130-4112 GOV'T WATER USE	5,194.00	388.60	1,089.11	4,104.89	21%
130-4115 WATER USE	1,491,050.00	128,056.49	401,629.86	1,089,420.14	27%
130-4210 LATE FEE	25,000.00	3,823.70	9,259.38	15,740.62	37%
130-4215 RETURNED CHECK FEE	1,000.00	150.00	250.00	750.00	25%
130-4300 MISC INCOME	1,500.00	1,023.76	2,205.68	(705.68)	147%
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0%
130-4550 INTEREST INCOME	300.00	2.13	70.79	229.21	24%
TOTAL REVENUES	1,635,557.00	143,475.80	448,930.19	1,186,626.81	27%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	179.09	179.09	12,020.91	1%
130-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	873.39	700.84	13,237.16	5%
130-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	0.00	4,800.00	0%
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	729.84	1,205.72	8,794.28	12%
130-5-00-5061 VEHICLE MAINT	7,500.00	1,278.67	1,313.49	6,186.51	18%
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0%
130-5-00-5074 INSURANCE	14,000.00	0.00	0.00	14,000.00	0%
130-5-00-5075 BANK FEES	11,000.00	1,175.73	3,501.43	7,498.57	32%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	0.00	1,201.60	16,098.40	7%
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	26.68	124.68	5,225.32	2%
130-5-00-5110 CONTRACTUAL SERVICES	0.00	987.86	3,122.70	(3,122.70)	-
130-5-00-5121 LEGAL SERVICES	10,000.00	438.75	1,653.75	8,346.25	17%
130-5-00-5122 ENGINEERING SERVICES	44,500.00	10,593.23	10,593.23	33,906.77	24%
130-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	1,984.50	2,043.50	(543.50)	136%
130-5-00-5124 WATER RIGHTS	85,056.00	8,375.55	8,375.55	76,680.45	10%
130-5-00-5126 AUDIT SERVICES	7,200.00	0.00	0.00	7,200.00	0%
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	75.30	541.18	7,208.82	7%
130-5-00-5135 NEWSLETTER	1,100.00	0.00	0.00	1,100.00	0%
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	2,926.78	2,926.78	14,723.22	17%
130-5-00-5148 OPERATING SUPPLIES	1,400.00	645.66	645.66	754.34	46%
130-5-00-5150 REPAIR & REPLACE	160,000.00	4,595.95	13,040.36	146,959.64	8%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	216.91	4,014.41	4,385.59	48%

130-5-00-5156 CUSTODIAL SERVICES	9,600.00	0.00	0.00	9,600.00	0%
130-5-00-5157 SECURITY	450.00	82.50	82.50	367.50	18%
130-5-00-5191 TELEPHONE	8,000.00	767.72	2,088.96	5,911.04	26%
130-5-00-5192 ELECTRICITY	96,000.00	11,985.82	24,477.05	71,522.95	25%
130-5-00-5193 OTHER UTILITIES	2,200.00	177.94	355.88	1,844.12	16%
130-5-00-5194 IT SERVICES	26,100.00	1,016.00	1,016.00	25,084.00	4%
130-5-00-5195 ENV/MONITORING	21,600.00	1,465.00	2,235.00	19,365.00	10%
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	0.00	0.00	20,100.00	0%
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	0.00	2,000.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0%
130-5-00-5312 TOOLS - FIELD	2,000.00	315.96	315.96	1,684.04	16%
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	1,983.44	2,306.94	(606.94)	136%
130-5-00-5505 WATER CONSERVATION	9,000.00	50.00	4,700.00	4,300.00	52%
130-5-00-5545 RECORDING FEES	200.00	8.50	8.50	191.50	4%
130-5-00-5600 CONTINGENCY	45,000.00	0.00	0.00	45,000.00	0%
TOTAL	686,794.00	52,956.77	92,770.76	594,023.24	14%

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	14,607.84	29,847.09	206,282.91	13%
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	5,464.33	18,814.53	53,332.47	26%
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	2,974.40	4,912.96	35,954.04	12%
130-5-10-5090 OFFICE SUPPLIES	4,214.00	114.13	285.52	3,928.48	7%
130-5-10-5170 TRAVEL MILEAGE	1,664.00	176.81	327.28	1,336.72	20%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	0.00	420.00	3,180.00	12%
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	29.50	270.50	10%
TOTAL	358,922.00	23,337.51	54,636.88	304,285.12	15%

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	27,668.36	52,414.55	196,321.45	21%
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	4,272.98	13,243.87	58,774.13	18%
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	3,944.50	7,380.44	34,452.56	18%
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,500.00	0.00	100%
130-5-30-5063 CERTIFICATIONS	600.00	0.00	0.00	600.00	0%
130-5-30-5090 OFFICE SUPPLIES	686.00	0.00	84.99	601.01	12%
130-5-30-5170 TRAVEL MILEAGE	896.00	0.00	0.00	896.00	0%
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	0.00	0.00	4,400.00	0%
TOTAL	370,669.00	35,885.84	74,623.85	296,045.15	20%

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	500.55	2,499.45	17%
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	22.29	207.71	10%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	2,949.84	8,849.52	37,610.48	19%
130-5-40-5170 TRAVEL MILEAGE	640.00	0.00	0.00	640.00	0%
130-5-40-5176 DIRECTOR TRAINING	1,000.00	0.00	0.00	1,000.00	0%
TOTAL	51,330.00	3,124.12	9,372.36	41,957.64	18%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**September, 2016
FINANCIAL REPORT
POOLED CASH**

AS OF September 30, 2016

Beginning Balance	238,975.81
Cash Receipts	
Deposit	299,053.45
Transfers	0.00
Total Receipts	299,053.45
Cash Disbursements	
Accounts Payable	163,800.66
Payroll	69,377.03
Bank Fees	2,351.47
Total Disbursements	235,529.16
Ending Balance	302,500.10

TEMPORARY INVESTMENTS

AS OF September 30, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,331.53	41,628.04	108,959.57	108,959.56
130	Water Operating Fund	42,431.57	35,093.52	77,525.09	77,525.10
215	1995-2 Redemption	60,887.92	78,153.57	139,041.49	139,041.48
218	CIEDB Redemption	11,520.02	(34,499.06)	(22,979.04)	(22,979.05)
219	USDARUS Solar Loan (Sewer)	819.87	98,917.26	99,737.13	99,737.14
313	Wastewater Cap Fac Reserved	258,860.70	22,805.29	281,665.99	281,665.99
314	Wastewater Cap Fac Unrestricted	261,523.00	340,951.33	602,474.33	602,474.33
319	Solar Reserve	-	35,318.93	35,318.93	35,318.93
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,305.73	-	171,305.73	171,305.73
711	Bond Administration	27,170.50	14,429.11	41,599.61	41,599.63
TOTAL		901,850.84	632,798.00	1,534,648.84	1,534,648.86



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

September, 2016

FINANCIAL REPORT

CAPITAL EXPENDITURES

2016-2017 BUDGET

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	76,100.00	0.00
Complete Revised Sewer System Management Plan	9,000.00	0.00
Install Security Fencing at Lift Station 1 & 4	10,000.00	0.00
New Roof for Admin Building	40,000.00	6,710.00
Preliminary Design-Chlorine Disinfection Facility	45,006.00	0.00
Crazy Creek Land Purchase	0.00	11,765.50
WWTP Sand Filters	25,000.00	0.00
Chlorine Tank Auto shut-off	32,000.00	0.00
Total	237,106	18,475.50

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

MEMO

To: Board of Directors

From: Trish Wilkinson

Date: October 14, 2016

RE: Senior Account Representative's Monthly Report

Monthly Billing September 30, 2016

Mailed statements: 2,171

Electronic statements: 370

The statement "special message" notified customers of the FY 2016/17 and Drought Stage 2 rates in effect. Office Closure 12 pm – 1 pm on the 3rd Wednesday of each month.

Delinquent Billing 09/21/2016

Delinquent statements for August bills:

Mailed statements: 546

Electronic statements: 86

Courtesy Notification 10/11/2016

Courtesy notices delivered to the customer's property for delinquent Sept bills: 133

Electronic notices: 11

Phone Notification 10/12/2016

Phone notifications: 84

The phone notification was sent out around 10:30 am resulting in 60 payments received by the office staff during business hours.

Lock Offs 09/08/2016

27 customers were in the lock off process at 5:00 pm on 10/12/2016.

13 payments were made before service orders went out in the field at 9:00 am on 10/13/2016.

A total of 14 customers were actually locked off for nonpayment.

Throughout lock off day 10 payments were collected and meters unlocked.

At the time of this report only 4 meters remain locked.



Hidden Valley Lake Community Services District

September 2016 Report

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Water Connections:		Sewer Connections:	
New (September)	0	New (September)	0
Residential (August)	2432	Residential (August)	1462
Commercial & Govt (August)	35	Commercial & Govt (August)	15
Total (Aug) :	2467		1478

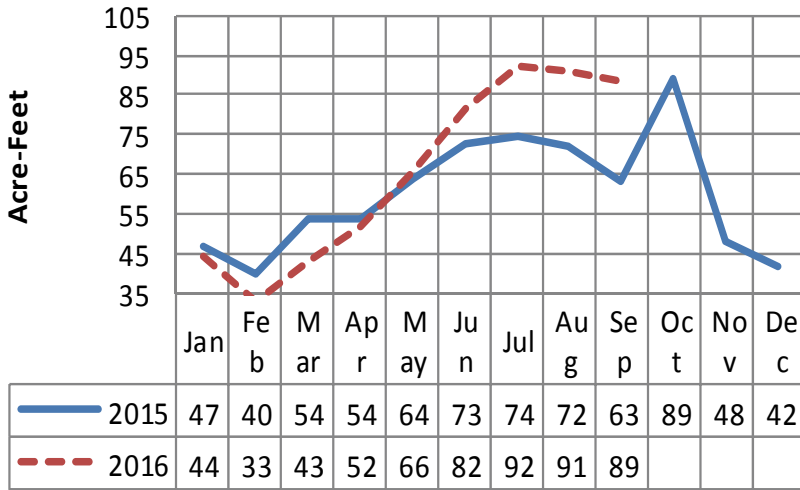
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.0	.5	.13

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	927.84	924.94	920.24
AG	929.12	925.95	920.78
TP Wells	951.47	951.36	950.93
Grange Rd	935.84	931.34	933.97
American Rock	968.52	967.44	968.59
Spyglass	962.82	962.70	962.66
Luchetti	920.65	917.94	920
18th T	940.11	940.02	939.96

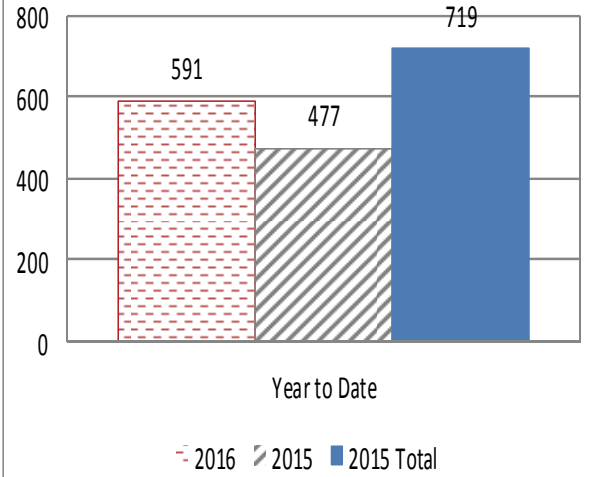
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
85	893	1424
Overtime Hours	68.25	\$2839.70

September 2016 Field Report

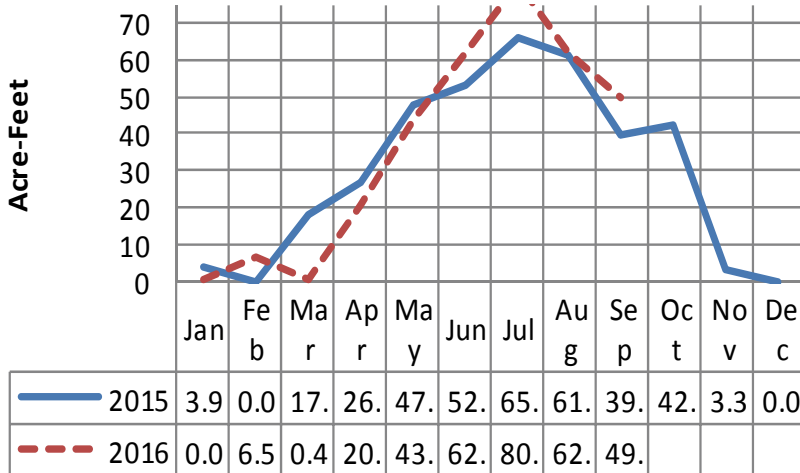
HVLCSD Municipal Well Production



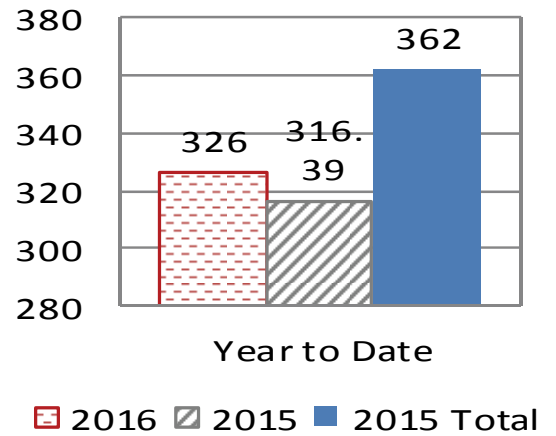
HVLCSD Municipal Well Production



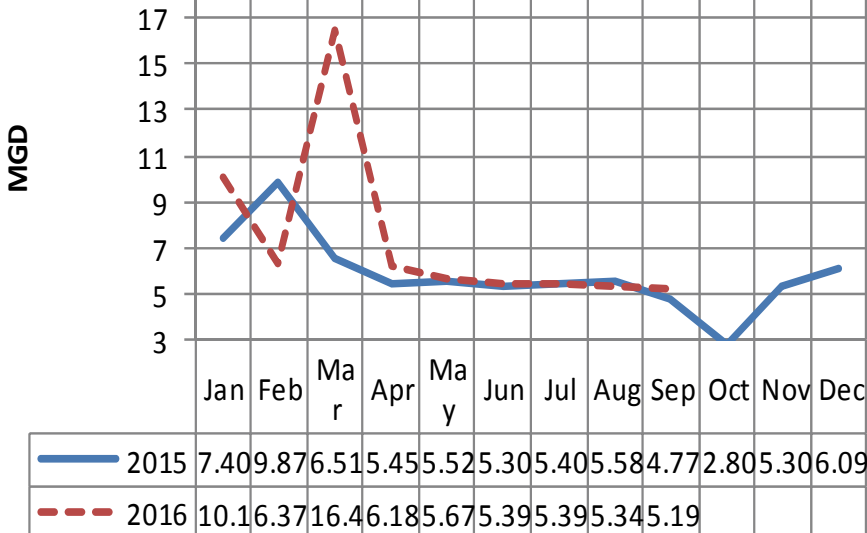
HVLCSD Municipal Reclaimed Water Use



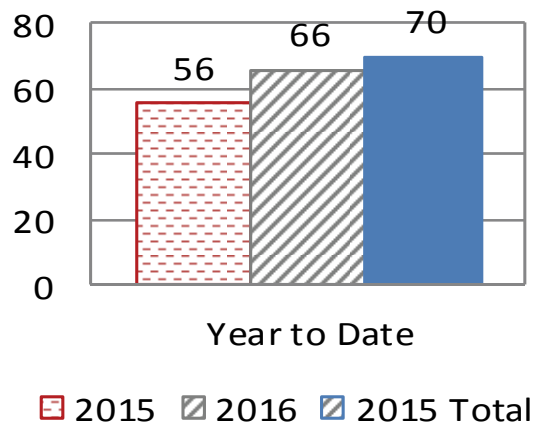
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



September 2016 Field Report

Water Operations and Maintenance Highlights

- 9/6, 9/8 Courtesy notices, lock offs
- Leak repairs to Hawks Hill
- Leak repairs to Park Pt.
- Leak repairs to Indian Rock
- Flush mainline at Timber Pt
- Flushed mainline at Powderhorn
- Cleaning Truck 4
- Routine operations and maintenance
- 9/26-9/30 Meter reads

Wastewater Operations and Maintenance Highlights

- 9/6, 9/8 Courtesy notices, lock offs
- Troubleshooting NTU readings at WWTP
- Sludge maintenance
- Repairs to LS7 pump
- 9/26-9/30 Meter reads
- Routine operations and maintenance

September 2016 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	Non-op
Truck 3	1924
Truck 4	311.6
Truck 6	835
Truck 7	864
Truck 8	870
Dump Truck	30
Backhoe	
	Non-op
Tractor	(scrap)
New Holland	
Tractor	4.8

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	90703.3	20178.4
Fuel Log	227.5	42.5
September		
Tank Level	350.54	375
August Tank		
Level	364.13	429.35

Vehicle Maintenance		
Vehicle	Type of activity	Time
Truck 4	Replaced calipers, changed oil, bled transmis-	32 hrs total
Backhoe	Replaced fuel lines, new fuel pump	32 hrs total
Truck 8	Front brakes, changed transmission	32 hrs total



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
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MEMO

To: Board of Directors
From: Kirk Cloyd
Date: October 18, 2016
RE: General Manager's Monthly Report

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

Water

The TUPC for a discharge to Putah Creek was denied. The creek level remains above the level requiring discharge, however, if HVLCSD is penalized for the few days that did dip below the required flow levels during the required discharge period, the fees associated are less than the cost to discharge. It is the Districts intent to tactfully and respectfully continue pursuit of a plan that the state and District can agree upon to discontinue this costly discharge as our climate changes and droughts become the "new normal" for California.

Hexavalent Chromium (Cr6)-Coastland Engineering continues to develop the required feasibility study and engineering report for several well sites. Well site 2c was removed as the District does not currently own this property and the main office complex was added as a potential well location. This option would save the District in infrastructure costs.

Moratorium

Coastland Engineering is drafting a letter to the Dept. of Dam Safety to get their input on HVLCSD placing a new water well several hundred feet off of the toe of the HVL dam.

It is expected that a revised Water Ordinance (56.1) will be brought to the Board of Directors in the next few months. The revision will bring the District up to industry standards by removing all water usage fees and placing them in a resolution compiling all water and wastewater fees, known as a "Fee Schedule".

A public hearing and proper notification will be implemented prior to the start of the public hearing.



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Sanitary Sewer

It is expected that a revised Sanitary Sewer Ordinance (57.1) will be brought to the Board of Directors in the next few months. The revision will bring the District up to industry standards which will protect the District from illegal discharge, give the District the authority to protect itself and become compliant with state and federal laws (40 CFR 403.) A public hearing and proper notification will be implemented prior to the start of the public hearing.

Additionally, all sanitary sewer fees will be removed from Ordinance 57 (as revised) and placed in a resolution compiling all Water and Sanitary Sewer fees, known as a "Fee Schedule."

Human Resources

A new fillable employee evaluation document was created which includes S.M.A.R.T. goals (SMART is the acronym for **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**imely. Additional information can be found at <http://topachievement.com/smart.html>)
A blank copy is attached.

Full-Charge Bookkeeper Patricia Wilkinson (Trish) began transitioning into the Bookkeeper position. Trish is working toward obtaining her accounting certificate and continues to attend weekly college classes. Once a Sr. Account Representative is hired, Trish will assist in their training while completing her transition to her new position.

Wastewater Operator II: Barry Silva accepted a lateral transfer from Water Operator II to Wastewater Operator II filling the vacancy left when Paul Silva accepted a position outside the District.

Water Operator II: Two internal interviews were conducted on Thursday Oct. 13th for the Water Operator II position that opened with the lateral transfer of Barry Silva to Wastewater Operator II. The outcome will be available at the time of the Board meeting.

Sr. Accounts Representative: The District will conduct seven interviews for this position this week.

Utility Worker I/II Flex: The District will conduct six interviews for this position this week.

Facilities

Administration Building: Roof repairs have addressed the leak in the computer server and phone room as no leaks were observed during the last two rain events.

Vehicles & Equipment

Truck #4: Is in service for staff usage.



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General Information

I attended the ACWA 2016 Regulatory Summit in Sacramento on Oct. 3rd & 4th which discussed greenhouse gas reduction, hydroelectric power & the opportunities the new regulations may provide. The first day was dedicated to a tour and discussions of the hydroelectric power generation plants that Placer County Water Agency (PCWA) own and operate. The takeaway was that it is in the District's best interest to further investigate hydroelectric power generation as solar power to the grid diminishes during the winter and hydroelectric becomes more valuable during the winter months when excess water flows over the dam at HVL. Additionally, grant opportunities still exist which may make a project of this nature feasible for HVLCSD.

The ACWA 2016 Fall Conference will be held Nov. 29th through Dec. 2nd in Anaheim.

ACWA Region 4 will host a program & walking tour on Monday, November 7, 2016 9:00 a.m. – 2:00 p.m. titled Lessons Learned in the Sacramento Valley, Featuring a Tour of Lower Putah Creek. I plan to attend this to better understand the role our Districts plays with the discharge to Putah Creek.

The CSDA will hold their Special District Leadership Academy Conference (SDLA) Feb. 26th through March 1, 2017. This is "A comprehensive Governance Conference for elected and appointed directors and trustees." Once the location is determined, the Board will be notified. All Directors are encouraged to attend this conference as it is a benefit to the District at large as well as individual Directors.

Emergency Preparedness: Administrative Assistant Penny Cuadras attended the Lake County Emergency Preparedness (Communication) meeting in my absence. The meeting produced a uniform I.D. badge for all water/wastewater utilities countywide fashioned after HVLCSD's I.D. badge. The Sheriff Dept. will review this to see if they require any modifications prior to production at each individual district.

Inter-agency assistance: HVLCSD assisted Callayomi County Water District (CCWD) with a draft inter-agency agreement between South Lake County Fire Protection District (SLCFPD) and any water district that may be affected by water tenders pulling water from fire hydrants during a fire incident. Since CCWD has had the most recent issue with this, HVLCSD will support their efforts to resolve outstanding issues and then request the same agreement with SLCFPD. In short, one state contracted water tender refused to report the size of their trucks and the load count which is required of each water agency for the annual water loss report to the state of California.



Hidden Valley Lake CSD - Employee Evaluation Report

Employee Information		
Employee Name		
Today's Date		
Employee ID#		
Department		
Job Title		
<input type="checkbox"/> Annual Review <input type="checkbox"/> Six Month <input type="checkbox"/> Probationary Review <input type="checkbox"/> Other	If six month probationary review, has employee performed well enough to be considered a classified employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Anniversary Date		
Evaluation Period		

1. Review employee's work performance for the entire period; try to refrain from basing judgment on recent events or isolated instances only.
2. Consider the employee on the basis of the standards you expect to be met on the job to which he/she is assigned based on the LENGTH OF TIME on the job. Place a check in the small squares for each item listed by the code which best describes his/her performance.
3. **Ratings: Unsatisfactory; Improvement needed; Satisfactory; Above average; Outstanding.**

Evaluation for Supervisory Personnel	Rating	Comments
PERSONAL RELATIONS – commands respect and confidence from subordinates and management		
PLANNING & DELEGATION – plans and organizes work efficiently		
DELEGATING WORK – effectively assigns specific duties and responsibilities		
TRAINING SUBORDINATES – helps to develop personnel and maintains disciplines		



Hidden Valley Lake CSD - Employee Evaluation Report

Performance Factors for All Employees	Rating	Comments
APPEARANCE – personal appearance in relation to position		
PUNCTUALITY – attendance and promptness in reporting to work		
DEPENDABILITY – degree to which employee can be relied upon to work without close supervision		
INITIATIVE – willingness to start work and use of capabilities		
WORK QUALITY – keeping up to date on job details and producing neat and accurate work		
ACCEPTANCE OF SUPERVISION – ability to accept orders and supervision		
ACCEPTANCE OF RESPONSIBILITY – willingness to accept orders and supervision		
RELATIONSHIP WITH COWORKERS – gets along with fellow employees		
ATTITUDE – attitudes toward the District and District policies		
JUDGEMENT – ability to analyze situations logically and arrive at rational decisions		
SAFETY CONSCIOUS – recognizes safety standards for self and other employees		
COST CONSCIOUS – takes care of equipment and materials and makes efficient use of them		
Employees 3 Major Weak Points:		
Suggestions For Correction:		
Employees 3 Major Strong Points:		
Suggestions For Use Of Strong Points:		



Hidden Valley Lake CSD - Employee Evaluation Report

Conclusion			Comments			
OVERALL PERFORMANCE						
EMPLOYMENT SHOULD BE CONTINUED?	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
RECOMMEND FOR STEP INCREASE? <small>*If recommending merit increase, check YES and complete SMART goals section below.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	CURRENT HOURLY RATE	CURRENT STEP	RECOMMENDED HOURLY RATE	RECOMMENDED STEP
<ol style="list-style-type: none"> 1. S.M.A.R.T. Goals: S – Specific, M – Measurable, A – Attainable, R – Realistic/Relevant, T – Time bound. 2. The achievement of SMART goals shall be measured over the course of the year and such achievement or accomplishment shall be determined in the annual performance evaluation report. 3. SMART goals will be established and advancement to this performance step will occur one year from the anniversary date if the criterion above is achieved. 4. SMART Goals are suggested by the employee and supervisor with the concurrence of the G.M.. 5. Employee and Supervisor shall agree to at least three (3) and no more than six (6) SMART goals/objectives. 						
Did the employee achieve <u>outstanding and above average</u> ratings in each of the performance factors in the evaluation instrument/form? Of the twelve performance factors, no less than six (6) performance factors may be in the Above Average rating category for an employee to achieve a step increase if eligible.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	O= A= S= IN=0 U=0			
(If a supervisory personnel) Did the employee achieve <u>outstanding and above average</u> ratings in the Evaluation for Supervisory Personnel section of the evaluation form with no less than two (2) <u>above average</u> ratings in performance factors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A			
List S.M.A.R.T. goals in appropriate area:	S.M.A.R.T. goals achieved this year: This is the first year goals have been set. Ways to help obtain S.M.A.R.T. goals:					
Additional comments:						

	PRINT NAME	SIGNATURES	DATE
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Hidden Valley Lake CSD - Employee Evaluation Report

Evaluated by			
Reviewed by			
Employee's signature			
HR signature			

HR office will review and return copies to the supervisor and employee.

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

DATE: October 18, 2016

AGENDA ITEM: Approve Policy and Procedure on uninstalling meters

RECOMMENDATIONS: Approve this policy to provide definitive alternatives to lot owners. This policy will clearly define the benefits and costs of a) assuming the fixed costs, or b) having a water meter uninstalled, and forfeiting any permits fees associated with that meter.

FINANCIAL IMPACT:

1. Opting **not** to have meter uninstalled: Monthly fixed rate income to the District.
2. Opting **to** have meter uninstalled: Loss of monthly fixed rate income, but potential of new permit fees when developed.

BACKGROUND: In accordance with the new sewer/water rate structure that was adopted in July/September of 2015 (resp.), undeveloped lots were subject to a monthly fixed rate. This fixed rate reflected water and/or sewer service depending on the lot’s location within the community. This change to our rate structure generated a few inquiries, specifically amongst vacant lot owners. They were interested to learn the payment choices available to them.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

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

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

Table of Contents

I.	PURPOSE	2
II.	POLICY	2
III.	PROCEDURE	2
A.	Form completion.....	2
B.	Payment	2
C.	Uninstall meter	3

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Uninstall Meter Policy

I. PURPOSE

The purpose of the Uninstall Meter Policy/Procedure is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (HVLCS D) to remain effective in the collection of account balances.

II. POLICY

Within the framework identified in Resolution 2016-18, vacant lot property owners have the option of uninstalling their meter, to eliminate monthly fixed rate fees. When exercising this option, the permit fees associated with this meter are forfeited. Standard uninstall fees will apply.

III. PROCEDURE

A. Form completion

Receive completed, signed HVLCS D Service Forfeiture form from property owner of vacant lot.

Apply uninstall fee (as per Miscellaneous Fees schedule) to Utility Billing account.

B. Payment

Receive uninstall fee (as per Miscellaneous Fees schedule).

Apply payment to Utility Billing account.

C. Uninstall meter

Create service order, Job Code: MC-Meter Change/Swap, Action: Pull (see below).

The screenshot shows the 'Service Order Maintenance - (Edit)' window. The 'Service' section contains fields for Order # (19317), Complete (button), Void (button), Address (02-1580), and 19144 GOOSELAKE CT. The 'Job' section shows Code (MC - METER CHANGE/SWAP), Action (Meter Change), Date (10/12/2016), Time (03:28 PM), and Status (New). Below these are tabs for General, Metered, Non-Metered, Notes, Charges, Costs, and Footprint. The 'Metered' tab is active, showing 'Serv/Tbl' as 100|010 and 'Description' as WATER. The 'Action' section has radio buttons for Read, Pull (selected), Swap, and N/A. The 'New Status' section has a radio button for N/A. The 'Meter' section shows 'Number' 14279549, 'Dials' 6, 'Scale' 1.000, 'Last Reading' 9/26 - 106235, and 'Reading' (empty). A 'Has been billed' button is present. A table below shows a single row with columns: Serv (100), Tbl (010), Action (Pull), New Status (On), Reading, and Demand. The bottom of the window has 'OK' and 'Cancel' buttons, and a status bar with 'New' and 'hvl.agordon'.

Close completed service order.

Account balance will be “finalized” through the Supplemental Bill process.

Resolution 2016-18

A RESOLUTION AUTHORIZING ADOPTION OF
A COMMUNICATIONS AND BOARD SUPPORT POLICY

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

WHEREAS, the District Board of Directors desires to establish a clear, concise and repeatable reference on this topic, and

NOW THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District shall adopt an "Uninstall Meter Policy" that defines the protocol to ensure definitive options to property owners of vacant lots with meters.

PASSED AND ADOPTED on October 18, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

ATTEST:

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