

Hidden Valley Lake Community Services District

Board Workshop AGENDA Wednesday May 5, 2021 6:30 PM

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the www.hvlcsd.org select the May 5, 2021 Board Workshop Meeting select **Join Microsoft Teams Meeting** Select **Join on the web instead.**

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

DATE: May 5, 2021

TIME: 6:30 PM

PLACE: Via-Teleconference

- 1. <u>CALL TO ORDER</u>
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. APPROVAL OF AGENDA
- 5. REVIEW and DISCUSS: 2021-22 Budget
- 6. PUBLIC COMMENT
- 7. BOARD MEMBER COMMENT
- 8. ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/Meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at (707)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.

Proposed Capital Project Budget 2021-2022

WASTEWATER CAPITAL PROJECT DESCRIPTIONS	FY	7 2021/2022
Regulartory Compliance/I&I Mitigation	\$	100,000
Disaster Mitigation/SCADA Upgrade	\$	30,000
Disaster Recovery	\$	-
Mini-Excavator	\$	25,000
Risk Management Plan/Chlorine Tank Auto Shut-Off	\$	45,000
Regulatory Compliance/Dump Truck	\$	37,500
IT Upgrades/Records Retention/Increase Storage Capacity	\$	-
Stormwater Master Planning/Mitigation	\$	10,000
Regulatory Compliance/Manhole Rehab	\$	50,000
	\$	297,500
WATER CAPITAL PROJECT DESCRIPTIONS	FY	′ 2021/2022
Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks	\$	170,000
Disaster Mitigation/SCADA Upgrade	\$	30,000
Reliable Water Supply/Advanced Metering Infrastructure (AMI)	\$	661,000
Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply	\$	6,500
IT Upgrade/Records Retention/Increase Storage Capacity	\$	-
Reliable Water Supply/Leak Repair Mini-Excavator	\$	-
Regulatory Compliance/Dump Truck	\$	-
	\$	867,500

HIDDEN VALLEY LAKE COMMUNTIY SERVICES DISTRICT

2021-2022 DEBT SERVICE PROPOSED BUDGET

	DEBT REVENUE SOURCE	FUND	AMOUNT
1995-2	BOND - TAX ASSESMENT	215	\$ 293,494
CIEDB I	LOAN - WATER INFRASTRUCTURE	130	170,746
USDA	LOAN - SOLAR PROJECT WWTP	120	32,255
Т	OTAL DEBT SERVICE REVENUE SOURCE		\$ 496,495
	DEBT SERVICE EXPENSE	FUND	AMOUNT

	DEBT SERVICE EXPENSE	FUND	AMOUNT
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994
	BOND ADMINISTRATION (ANNUAL FEE)	215	 8,500
			\$ 293,494
			_
	CIEDB (PRINCIPAL)	218	\$ 110,065
	CIEDB (INTEREST)	218	55,865
2)	CIEDB (ANNUAL FEE)	218	4,816
			\$ 170,746
	USDA SOLAR LOAN (PRINCIPAL)	219	\$ 17,000
	USDA SOLAR LOAN (INTEREST)	219	 15,255
3)			\$ 32,255
	TOTAL ANNUAL DEBT SERVICE EXPENSE		\$ 496,495

SEWER INTERPRISE FUND	Budget	To Date	Difference	Proposed
REVENUE	7/1/2020	4/23/2021	•	7/1/2021
120-4020 PERMIT & INSPECTION FEES	500	500	-	500
120-4036 DEVELOPER SEWER FEES	-	1,977	(1,977)	-
120-4040 LIEN RECORDING FEES	-	-	-	-
120-4045 AVAILABILITY FEES	5,500	4,111	1,389	5,500
120-4050 SALES OF RECLAIMED WATER	110,000	83,183	26,817	138,000
120-4111 COMMERCIAL SEWER USE	43,113	34,787	8,326	103,124
120-4112 GOVERNMENT SEWER USE	900	390	510	1,200
120-4116 SEWER USE CHARGES	1,217,940	983,811	234,129	1,634,882
120-4210 LATE FEE 10%	20,000	18,329	1,671	22,000
120 4300 MISC INCOME	2,500	1,184	1,316	2,500
120-4310 OTHER INCOME	-	2,902	(2,902)	2,600
120-4320 FEMA/CalOES Grants	396,000	200,969	195,032	-
120-4550 INTEREST INCOME	1,700	592	1,108	2,000
120-4580 TRANSFER IN	-	138,914	(138,914)	-
TOTAL REVENUE	1,798,153	1,471,647	326,506	1,912,306

SEWER INTERPRISE FUND EXPENSES	Budget 7/1/2020	To Date 4/23/2021	Difference	Proposed 7/1/2021
120-5-10-5010 ADMIN SALARY & WAGES	252,875	208,810	44,065	292,584
120-5-30-5010 FIELD SALARY & WAGES	255,455	164,280	91,175	244,081
120-5-40-5010 DIRECTORS SALARY & WAGES	3,000	3,692	(692)	3,000
120-5-10-5020 ADMIN EMPLOYEE BENEFITS (HEALTH)	91,844	48,304	43,540	84,855
120-5-30-5020 FIELD EMPLOYEE BENEFITS (HEALTH)	106,340	69,216	37,124	128,742
120-5-40-5020 DIRECTOR BENEFITS (TAXES)	230	101	129	230
120-5-10-5021 ADMIN RETIREMENT BENEFITS (Pers)	47,189	39,001	8,188	56,902
120-5-30-5021 FIELD RETIREMENT BENEFITS (Pers)	46,661	33,013	13,648	54,648
120-5-30-5022 FIELD CLOTHING ALLOWANCE	1,800	707	1,093	2,000
120-5-00-5024 WORKERS' COMP INSURANCE	15,000	12,991	2,009	15,000
120-5-00-5025 RETIREE HEALTH BENEFITS	14,000	5,237	8,763	8,189
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000	17,489	18,511	24,178
120-5-00-5040 ELECTION EXPENSE	12,000	17	11,983	-
120-5-00-5060 GASOLINE, OIL & FUEL	20,000	9,918	10,082	20,000
120-5-00-5061 VEHICLE MAINT	18,000	20,345	(2,345)	18,000
120-5-00-5062 TAXES & LICENSE	800	214	586	800
120-5-10-5063 ADMIN CERTIFICATIONS	500	-	500	500
120-5-30-5063 FIELD CERTIFICATIONS	1,500	250	1,250	1,500
120-5-00-5074 PROPERTY/LIABILITY INSURANCE	54,066	59,154	(5,088)	71,000
120-5-00-5075 BANK FEES	21,000	19,187	1,813	21,000
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500	11,486	(3,986)	11,000
120-5-10-5090 ADMIN OFFICE SUPPLIES	4,000	2,788	1,212	4,000
120-5-30-5090 FIELD OFFICE SUPPLIES	1,000	458	542	1,000
120-5-00-5092 POSTAGE & SHIPPING	7,000	6,303	697	7,000
120-5-00-5110 CONTRACTUAL SERVICES	-	-	-	-
120-5-00-5121 LEGAL SERVICES	20,000	14,610	5,391	12,000
120-5-00-5122 ENGINEERING SERVICES	50,000	39,279	10,721	50,000
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000	30,631	19,369	20,000
120-5-00-5126 AUDIT SERVICES	7,500	5,950	1,550	7,500
120-5-00-5130 PRINTING & PUBLICATION	5,000	3,300	1,700	5,000
120-5-00-5135 NEWSLETTER	500	-	500	500
120-5-00-5145 EQUIPMENT RENTAL	5,000	4,269	731	5,000
120-5-00-5148 OPERATING SUPPLIES	48,000	45,286	2,714	48,000
120-5-00-5150 REPAIR & REPLACE	145,000	179,737	(34,737)	145,000
120-5-00-5155 MAINT BLDG & GROUNDS	8,000	10,682	(2,682)	8,000
120-5-00-5156 CUSTODIAL SERVICES	16,500	9,202	7,298	16,500
120-5-00-5157 SECURITY	500	1,083	(583)	600
120-5-00-5160 SLUDGE DISPOSAL	45,000	28,256	16,744	45,000
120-5-10-5170 ADMIN TRAVEL MILEAGE	1,500	1,074	426	2,500
120-5-30-5170 FIELD TRAVEL MILEAGE	500	290	210	500
120-5-40-5170 DIRECTORS TRAVEL MILEAGE	200	-	200	200

SEWER INTERPRISE FUND	Budget	To Date	Difference	Proposed
EXPENSES	7/1/2020	3/26/2021		7/1/2021
120-5-10-5175 ADMIN EDUCATION/SEMINARS	4,000	1,531	2,469	4,000
120-5-30-5175 FIELD EDUCATION/SEMINARS	4,000	400	3,600	4,000
120-5-40-5175 DIRECTORS EDUCATION/SEMINARS	1,500	-	1,500	1,500
120-5-40-5176 DIRECTOR TRAINING	3,600	-	3,600	3,600
120-5-10-5179 ADM MISC EXPENSE	350	120	230	350
120-5-00-5165 TERTIARY PONT MAINTENANCE	50,000	50,000	-	50,000
120-5-00-5191 TELEPHONE	11,000	9,248	1,752	12,000
120-5-00-5192 ELECTRICITY	65,000	83,491	(18,491)	95,000
120-5-00-5193 OTHER UTILITIES	2,600	2,277	323	2,500
120-5-00-5194 IT SERVICES	36,500	34,037	2,463	38,000
120-5-00-5195 ENV/MONITORING	35,000	28,000	7,001	35,000
120-5-00-5196 RISK MANAGEMENT	-	-	-	-
120-5-00-5198 ANNUAL OPERATING FEES	2,000	4,743	(2,743)	5,000
120-5-00-5310 EQUIPMENT - FIELD	1,000	1,137	(137)	1,200
120-5-00-5311 EQUIPMENT - OFFICE	1,000	2,730	(1,730)	3,000
120-5-00-5312 TOOLS - FIELD	1,500	534	966	1,500
120-5-00-5315 SAFETY EQUIPMENT	1,500	24,168	(22,668)	3,500
120-5-00-5545 RECORDING FEES	250	657	(407)	250
120-5-00-5580 TRANSFER OUT	-	97,200	(97,200)	-
120-5-00-5590 NON-OPERATING OTHER	-		-	-
120-5-00-5600 CONTINGENCY	-		-	-
120-5-60-60010 LNU COMPLEX A- Debri (Firebreak/Chip	-	18,131	(18,131)	-
120-5-60-6011 LNU COMPLEX B- EPS (HVAC/Generators	-	30,729	(30,729)	-
120-5-70-7201 &	-	18,197	(18,197)	-
219 USDA SOLAR PRINCIPAL	17,000	17,000	-	17,500
219 USDA SOLAR INTEREST	15,255	15,255	-	14,738
TOTAL EXPENDITURES	1,896,810	1,727,866	169,212	1,729,146

SEWER			
Revenue	CSD Total	NBS Proposed	Difference
Sewer Use	1,739,206	1,586,951	152,255
Reclaimed	138,000	137,984	16
Non-Rate Revenue	35,100	35,117	(17)
Interest			-
Total	1,912,306	1,760,052	152,254

SEWER					
Expense			CSD Total	NBS Proposed	Difference
Salary	539,665	Benefits 357,744	897,409	899,927	(2,518)
All Other Expense	es		799,500	794,589	- 4,911
Sub Total		•	1,696,909	1,694,516	2,393
Debt			32,238	32,238	_
Rate/Reserve Funded Cap	ital Expenso	e	297,500	-	297,500
TOTAL REVENUE			1,912,306 2,026,646	1,760,052 1,726,754	
Difference (OP Rese	rves)		(114,340)	33,298	

WATER INTERPRISE FUND	Budget	To Date	Difference	Proposed
REVENUE	7/1/2020	4/23/2021		7/1/2021
130-4035 RECONNECT FEES	12,000	70	11,930	5,000
130-4036 DEVELOPER FEES WATER	-	1,977	(1,977)	-
130-4038 COMM WATER METER INSTALL	-	-	-	-
130-4039 WATER CONNECTION FEE (METER)	-	4,131	(4,131)	57,576
130-4040 LIEN RECORDING FEES	1,200	6,225	(5,025)	1,200
130-4045 AVAILABILITY FEES	22,000	16,563	5,438	22,000
130-4110 COMMERCIAL WATER USE	95,295	41,991	53,304	135,836
130-4112 GOVERNMENT WATER USE	6,000	3,690	2,310	6,200
130-4115 WATER USE CHARGES	1,968,074	1,568,349	399,725	2,462,899
130-4210 LATE FEE 10%	32,000	29,610	2,390	32,000
130 4215 RETURNED CHECK FEE	1,000	200	800	200
130-4300 MISC INCOME	3,000	1,184	1,816	1,500
130-4310 OTHER INCOME	1,500	2,902	(1,402)	1,500
130-4320 FEMA/CalOES GRANTS	30,000	1,463	28,538	-
130-4550 INTEREST INCOME	3,500	1,061	2,439	4,052
130-4580 TRANSFER IN	-	156,523	(156,523)	-
	-		-	
TOTAL REVENUE	2,175,569	1,835,938	339,631	2,729,963

WATER INTERPRISE FUND	Budget	To Date	Difference	Proposed
EXPENSES	7/1/2020	4/23/2021		7/1/2021
130-5-10-5010 ADMIN SALARY & WAGES	282,875	209,311	73,564	292,584
130-5-30-5010 FIELD SALARY & WAGES	225,455	176,927	48,528	244,081
130-5-40-5010 DIRECTORS SALARY & WAGES	3,000	2,691	309	3,000
130-5-10-5020 ADMIN EMPLOYEE BENEFITS (HEALTH)	91,844	48,340	43,504	84,855
130-5-30-5020 FIELD EMPLOYEE BENEFITS (HEALTH)	106,340	69,181	37,159	128,742
130-5-40-5020 DIRECTOR BENEFITS (TAXES)	120	101	19	230
130-5-10-5021 ADMIN RETIREMENT BENEFITS (Pers)	47,189	39,101	8,088	56,902
130-5-30-5021 FIELD RETIREMENT BENEFITS (Pers)	54,648	34,273	20,375	54,648
130-5-30-5022 FIELD CLOTHING ALLOWANCE	1,800	707	1,093	2,000
130-5-00-5024 WORKERS' COMP INSURANCE	15,000	12,991	2,009	15,000
130-5-00-5025 RETIREE HEALTH BENEFITS	14,000	5,716	8,284	8,189
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000	17,489	24,511	24,178
130-5-00-5040 ELECTION EXPENSE	12,000	17	11,983	-
130-5-00-5060 GASOLINE, OIL & FUEL	20,000	10,027	9,973	20,000
130-5-00-5061 VEHICLE MAINT	12,500	12,146	354	12,500
130-5-00-5062 TAXES & LICENSE	1,200	234	966	1,200
130-5-10-5063 ADMIN CERTIFICATIONS	-	-	-	200
130-5-30-5063 FIELD CERTIFICATIONS	600	250	350	600
130-5-00-5074 PROPETY/LIABILITY INSURANCE	54,055	59,154	(5,099)	71,000
130-5-00-5075 BANK FEES	21,000	19,227	1,773	21,000
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600	28,805	(4,205)	28,000
130-5-10-5090 ADMIN OFFICE SUPPLIES	4,000	2,788	1,212	4,000
130-5-30-5090 FIELD OFFICE SUPPLIES	1,000	458	542	1,000
130-5-00-5092 POSTAGE & SHIPPING	6,500	6,303	197	7,000
130-5-00-5110 CONTRACTUAL SERVICES	-	-	-	-
130-5-00-5121 LEGAL SERVICES	20,000	15,790	4,210	65,000
130-5-00-5122 ENGINEERING SERVICES	60,000	6,389	53,611	65,000
130-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000	25,945	24,055	45,000
130-5-00-5124 WATER RIGHTS	50,000	2,947	47,053	-
130-5-00-5126 AUDIT SERVICES	7,500	5,950	1,550	7,500
130-5-00-5130 PRINTING & PUBLICATION	7,500	3,336	4,164	7,500
130-5-00-5135 NEWSLETTER	500	-	500	500
130-5-00-5140 RENT & LEASES	-	-	-	-
130-5-00-5145 EQUIPMENT RENTAL	45,000	5,208	39,792	10,000
130-5-00-5148 OPERATING SUPPLIES	5,000	29,710	(24,710)	5,000
130-5-00-5150 REPAIR & REPLACE	125,000	129,311	(4,311)	164,000
130-5-00-5155 MAINT BLDG & GROUNDS	12,000	14,590	(2,590)	12,000
130-5-00-5156 CUSTODIAL SERVICES	4,200	2,860	1,340	5,000
130-5-00-5157 SECURITY	5,000	723	4,277	5,000
130-5-10-5170 ADMIN TRAVEL MILEAGE	2,000	1,074	926	2,000
130-5-30-5170 FIELD TRAVEL MILEAGE	2,000	329	1,671	2,000

WATER INTERPRISE FUND EXPENSES	Budget 7/1/2020	To Date 4/23/2021	Difference	Proposed 7/1/2021
130-5-40-5170 DIRECTORS TRAVEL MILEAGE	200	4/23/2021	200	200
130-5-10-5175 ADMIN EDUCATION/SEMINARS	4,000	1,776	2,224	4,000
130-5-30-5175 FIELD EDUCATION/SEMINARS	4,000	531	3,469	4,000
130-5-40-5175 DIRECTORS EDUCATION/SEMINARS	1,500	-	1,500	1,500
130-5-40-5176 DIRECTOR TRAINING	5,000	_	5,000	5,000
130-5-10-5179 ADM MISC EXPENSE	350	120	230	350
130-5-00-5191 TELEPHONE	11,000	9,048	1,952	11,000
130-5-00-5192 ELECTRICITY	150,000	154,209	(4,209)	178,000
130-5-00-5193 OTHER UTILITIES	2,500	2,289	211	2,500
130-5-00-5194 IT SERVICES	36,500	38,512	(2,012)	40,000
130-5-00-5195 ENV/MONITORING	17,000	9,128	7,872	17,000
130-5-00-5196 RISK MANAGEMENT	-	-	-	-
130-5-00-5198 ANNUAL OPERATING FEES	32,000	28,758	3,242	33,000
130-5-00-5310 EQUIPMENT - FIELD	1,000	1,137	(137)	1,000
130-5-00-5311 EQUIPMENT - OFFICE	1,000	2,729	(1,729)	1,000
130-5-00-5312 TOOLS - FIELD	1,500	535	965	1,500
130-5-00-5315 SAFETY EQUIPMENT	1,500	6,974	(5,474)	3,000
130-5-00-5505 WATER CONSERVATION	9,000	2,800	6,200	5,000
130-5-00-5545 RECORDING FEES	250	657	(407)	250
130-5-00-5580 TRANSFER OUT	467,830	412,159	55,671	-
130-5-00-5600 CONTINGENCY	-	-	-	-
130-5-60-6010 LNU COMPLEX-A Debri (Firebreak/Chip	-	18,131	(18,131)	-
130-5-60-6011 LNU COMPLEX-B EPS (HVAC/Generator)	-	191,525	(191,525)	-
130-5-70-7101 VAC TRUCK	-	-	-	-
130-5-70-7202 GENERATORS	-	-	-	-
130-5-70-7204 TANK 9	-	9,376	(9,376)	-
130-5-70-7205 MMN WATER MAIN	-	35,694	(35,694)	-
130-5-70-7206 AMI			-	-
218 CIEDB INTEREST LONG TERM DEBT	55,865	55,865	-	52,036
218 CIEDB LOAN ANNUAL FEE	4,816	4,816	-	4,486
218 CIEDB PRINCIPAL PMT	110,065	110,065	-	113,895
TOTAL EXPENDITURES	2,354,302	2,097,233	257,069	1,955,126

WATER			
Revenue	CSD Total	NBS Proposed	Difference
Water Use	2,462,899	2,462,899	-
Non-Rate Revenue	120,976	72,827	48,149
Interest	4,052	4,052	-
Total	2,587,927	2,539,778	48,149

WATER					
Expense			CSD Total	NBS Proposed	Difference
Salary		Benefits			
	539,665	357,744	897,409	910,366	(12,957)
Water Rights		-	51,420	(51,420)	
Repair & Replace		164,000	128,625	35,375	
Electricity			178,000	153,000	25,000
All Other Expenses		545,300	521,586	23,714	
Sub Total		1,784,709	1,764,997	19,712	
Debt		170,417	170,075	342	
Rate/Reserve Funded Capital Expense		867,500	867,500	-	
TOTAL REVENUE		2,587,927	2,539,778		
TOTAL EXPENSES		2,822,626	2,802,572		
Difference (OP Reserves)		(234,699)	(262,794)		