



Hidden Valley Lake Community Services District

Finance Committee

AGENDA

Wednesday, September 15, 2021

12:30 PM

DURING THE CURRENT PUBLIC HEALTH EMERGENCY, THE DISTRICT BOARDROOM WILL NOT BE OPEN TO THE PUBLIC

As authorized by California Governor Gavin Newsom's Executive Order N-08-21, paragraph 42, because of the current emergency health situation, the District Board Room will not be open to the public and one or more of the District Board of Directors may be participating in the meeting via teleconference.

Members of the public may attend the meeting via the Live Stream video on the District's website at: <http://www.hvlcsd.org>. To join this meeting select the, September 15, 2021, Finance Committee Meeting, select Join Microsoft Teams Meeting and select Join on the web instead.

Please submit your comments to pcuadras@hvlcsd.org or mail your 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: Wednesday September 15, 2021

TIME: 12:30 PM

PLACE: VIRTUAL via Microsoft Teams
Hidden Valley Lake CSD
Administration Office
19400 Hartmann Road
Hidden Valley Lake, CA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATION: Groundwater Management
6. REVIEW AND DISCUSS: Monthly Financial Reports & Disbursements
7. REVIEW AND DISCUSS: Projects Update
8. REVIEW AND DISCUSS: Drought Contingency Plan
9. REVIEW AND DISCUSS: Earthquake Insurance
10. PUBLIC COMMENT
11. COMMITTEE MEMBER COMMENT
12. ADJOURN

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

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

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,871,167.00</u>	<u>165,616.17</u>	<u>341,738.61</u>	<u>1,529,428.39</u>	<u>18.26</u>
TOTAL REVENUES	<u>1,871,167.00</u>	<u>165,616.17</u>	<u>341,738.61</u>	<u>1,529,428.39</u>	<u>18.26</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	960,501.00	75,099.73	206,365.16	754,135.84	21.49
ADMINISTRATION	445,691.00	58,933.17	95,582.34	350,108.66	21.45
FIELD	432,267.00	54,967.12	84,251.01	348,015.99	19.49
DIRECTORS	32,708.00	2,100.10	2,281.31	30,426.69	6.97
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>13,195.79</u>	<u>13,195.79</u>	<u>(13,195.79)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,871,167.00</u>	<u>204,295.91</u>	<u>401,675.61</u>	<u>1,469,491.39</u>	<u>21.47</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	(38,679.74)	(59,937.00)	59,937.00	0.00

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	200.00	300.00	200.00	60.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	0.00	0.00	5,500.00	0.00
120-4050 SALES OF RECLAIMED WATER	138,000.00	0.00	31,704.54	106,295.46	22.97
120-4111 COMM SEWER USE	61,985.00	0.00	4,316.12	57,668.88	6.96
120-4112 GOV'T SEWER USE	1,200.00	0.00	0.00	1,200.00	0.00
120-4116 SEWER USE CHARGES	1,634,882.00	137,989.11	275,883.73	1,358,998.27	16.87
120-4210 LATE FEE	22,000.00	2,728.26	4,771.65	17,228.35	21.69
120-4300 MISC INCOME	2,500.00	833.80	838.40	1,661.60	33.54
120-4310 OTHER INCOME	2,600.00	0.00	0.00	2,600.00	0.00
120-4320 FEMA/CalOES GRANTS	0.00	0.00	0.00	0.00	0.00
120-4325 GRANTS	0.00	23,865.00	23,865.00	(23,865.00)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	2,000.00	0.00	59.17	1,940.83	2.96
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,871,167.00	165,616.17	341,738.61	1,529,428.39	18.26

120-SEWER ENTERPRISE FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	1,886.65	1,886.65 (1,886.65)	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
120-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	649.93	0.00	8,189.00	0.00
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	1,940.10	2,763.94	17,236.06	13.82
120-5-00-5061 VEHICLE MAINT	18,000.00	1,366.82	2,157.02	15,842.98	11.98
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	71,000.00	0.00	72,287.79 (1,287.79)	101.81
120-5-00-5075 BANK FEES	21,000.00	2,199.20	4,480.39	16,519.61	21.34
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000.00	109.50	284.50	10,715.50	2.59
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	216.99	216.17	6,783.83	3.09
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	12,000.00	415.00	955.00	11,045.00	7.96
120-5-00-5122 ENGINEERING SERVICES	50,000.00	3,785.63	3,785.63	46,214.37	7.57
120-5-00-5123 OTHER PROFESSIONAL SERVICE	20,000.00 (350.00)	2,100.00	17,900.00	10.50
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	52.71	52.71	4,947.29	1.05
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	178.57	461.35	4,538.65	9.23
120-5-00-5148 OPERATING SUPPLIES	48,000.00	5,234.04	5,003.24	42,996.76	10.42
120-5-00-5150 REPAIR & REPLACE	149,900.00	6,537.34	10,888.75	139,011.25	7.26
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	100.00	4,908.06	3,091.94	61.35
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,144.50	1,144.50	15,355.50	6.94
120-5-00-5157 SECURITY	600.00	0.00	0.00	600.00	0.00
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	16,087.50	28,912.50	35.75
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	0.00	50,000.00	0.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	12,000.00	950.98	1,873.94	10,126.06	15.62
120-5-00-5192 ELECTRICITY	95,000.00	20,721.94	20,721.94	74,278.06	21.81
120-5-00-5193 OTHER UTILITIES	2,500.00	266.86	266.86	2,233.14	10.67
120-5-00-5194 IT SERVICES	38,000.00	753.50	14,938.64	23,061.36	39.31
120-5-00-5195 ENV/MONITORING	35,000.00	1,654.00	3,285.00	31,715.00	9.39
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	5,000.00	0.00	0.00	5,000.00	0.00
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	0.00	0.00	1,200.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	3,000.00	0.00	0.00	3,000.00	0.00
120-5-00-5312 TOOLS - FIELD	1,500.00	275.47	275.47	1,224.53	18.36
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	10.00	490.77	3,009.23	14.02
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	0.00	250.00	0.00
120-5-00-5580 TRANSFERS OUT	178,462.00	25,000.00	25,000.00	153,462.00	14.01
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

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

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	960,501.00	75,099.73	206,365.16	754,135.84	21.49

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

120-SEWER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	292,584.00	22,423.47	55,463.72	237,120.28	18.96
120-5-10-5020 EMPLOYEE BENEFITS	84,855.00	5,911.97	6,385.10	78,469.90	7.52
120-5-10-5021 RETIREMENT BENEFITS	56,902.00	30,482.46	33,511.60	23,390.40	58.89
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	51.89	158.54	3,841.46	3.96
120-5-10-5170 TRAVEL MILEAGE	2,500.00	63.38	63.38	2,436.62	2.54
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	445,691.00	58,933.17	95,582.34	350,108.66	21.45

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

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	244,081.00	18,548.71	45,014.34	199,066.66	18.44
120-5-30-5020 EMPLOYEE BENEFITS	128,742.00	6,209.97	6,831.81	121,910.19	5.31
120-5-30-5021 RETIREMENT BENEFITS	50,444.00	29,939.91	32,136.33	18,307.67	63.71
120-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	0.00	2,000.00	0.00
120-5-30-5063 CERTIFICATIONS	1,500.00	268.53	268.53	1,231.47	17.90
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	0.00	500.00	0.00
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	432,267.00	54,967.12	84,251.01	348,015.99	19.49

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2021120-SEWER ENTERPRISE FUND
DIRECTORS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	538.30	2,461.70	17.94
120-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	16.00	214.00	6.96
120-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,822.95	1,727.01	22,450.99	7.14
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	32,708.00	2,100.10	2,281.31	30,426.69	6.97

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

120-SEWER ENTERPRISE FUND
SPECIAL PROJECTS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6009 ACCESS RD	0.00	0.00	0.00	0.00	0.00
120-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
120-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

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

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 I & I	0.00	13,195.79	13,195.79 (13,195.79)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	13,195.79	13,195.79 (13,195.79)	0.00
TOTAL EXPENDITURES	1,871,167.00	204,295.91	401,675.61	1,469,491.39	21.47
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (38,679.74) (59,937.00)	59,937.00	0.00

*** END OF REPORT ***

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,721,075.00</u>	<u>375,473.10</u>	<u>654,829.97</u>	<u>2,066,245.03</u>	<u>24.07</u>
TOTAL REVENUES	<u>2,721,075.00</u>	<u>375,473.10</u>	<u>654,829.97</u>	<u>2,066,245.03</u>	<u>24.07</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,809,209.00	34,002.26	155,937.32	1,653,271.68	8.62
ADMINISTRATION	444,891.00	58,933.26	95,582.45	349,308.55	21.48
FIELD	432,867.00	52,941.03	81,787.28	351,079.72	18.89
DIRECTORS	34,108.00	2,100.05	2,281.21	31,826.79	6.69
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>126,758.52</u>	<u>127,628.52</u>	<u>(127,628.52)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,721,075.00</u>	<u>274,735.12</u>	<u>463,216.78</u>	<u>2,257,858.22</u>	<u>17.02</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	100,737.98	191,613.19	(191,613.19)	0.00

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	5,000.00	0.00	0.00	5,000.00	0.00
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	57,576.00	1,377.00	2,754.00	54,822.00	4.78
130-4040 LIEN RECORDING FEES	1,200.00	117.23	234.46	965.54	19.54
130-4045 AVAILABILITY FEES	22,000.00	0.00	0.00	22,000.00	0.00
130-4110 COMM WATER USE	126,948.00	0.00	6,965.04	119,982.96	5.49
130-4112 GOV'T WATER USE	6,200.00	0.00	491.55	5,708.45	7.93
130-4115 WATER USE	2,462,899.00	238,722.53	506,242.01	1,956,656.99	20.55
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	32,000.00	5,217.27	8,886.36	23,113.64	27.77
130-4215 RETURNED CHECK FEE	200.00	50.00	50.00	150.00	25.00
130-4300 MISC INCOME	1,500.00	612.55 (3,498.14)	4,998.14	233.21-
130-4310 OTHER INCOME	1,500.00	0.00	0.00	1,500.00	0.00
130-4320 FEMA/CalOES GRANTS	0.00	0.00	0.00	0.00	0.00
130-4325 GRANTS	0.00	0.00	0.00	0.00	0.00
130-4330 HYDRANT METER USE DEPOSIT	0.00	3,240.00	6,480.00 (6,480.00)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	4,052.00	0.00	88.17	3,963.83	2.18
130-4580 TRANSFER IN	0.00	126,136.52	126,136.52 (126,136.52)	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,721,075.00	375,473.10	654,829.97	2,066,245.03	24.07

130-WATER ENTERPRISE FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	1,886.64	1,886.64 (1,886.64)	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
130-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	649.93	0.00	8,189.00	0.00
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	1,940.09	2,763.92	17,236.08	13.82
130-5-00-5061 VEHICLE MAINT	12,500.00	381.82	1,172.01	11,327.99	9.38
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	71,000.00	0.00	72,287.79 (1,287.79)	101.81
130-5-00-5075 BANK FEES	21,000.00	2,199.19	4,479.78	16,520.22	21.33
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000.00	1,287.50	1,462.50	26,537.50	5.22
130-5-00-5092 POSTAGE & SHIPPING	7,000.00	216.98	216.15	6,783.85	3.09
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	65,000.00	910.00	3,925.00	61,075.00	6.04
130-5-00-5122 ENGINEERING SERVICES	65,000.00	3,785.62	3,785.62	61,214.38	5.82
130-5-00-5123 OTHER PROFESSIONAL SERVICE	45,000.00 (350.00)	2,100.00	42,900.00	4.67
130-5-00-5124 WATER RIGHTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	52.70	52.70	7,447.30	0.70
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	10,000.00	178.56	461.35	9,538.65	4.61
130-5-00-5148 OPERATING SUPPLIES	5,000.00	229.10	229.10	4,770.90	4.58
130-5-00-5150 REPAIR & REPLACE	168,900.00	10,603.09	14,073.15	154,826.85	8.33
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	100.00	4,908.05	7,091.95	40.90
130-5-00-5156 CUSTODIAL SERVICES	5,000.00	312.50	312.50	4,687.50	6.25
130-5-00-5157 SECURITY	5,000.00	0.00	0.00	5,000.00	0.00
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	950.96	1,873.90	9,126.10	17.04
130-5-00-5192 ELECTRICITY	178,000.00	3,210.76	3,210.76	174,789.24	1.80
130-5-00-5193 OTHER UTILITIES	2,500.00	266.85	266.85	2,233.15	10.67
130-5-00-5194 IT SERVICES	40,000.00	753.50	20,938.64	19,061.36	52.35
130-5-00-5195 ENV/MONITORING	17,000.00	4,151.00	4,379.00	12,621.00	25.76
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	33,000.00	0.00	0.00	33,000.00	0.00
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	1,500.00	275.47	275.47	1,224.53	18.36
130-5-00-5315 SAFETY EQUIPMENT	3,000.00	10.00	490.77	2,509.23	16.36
130-5-00-5505 WATER CONSERVATION	5,000.00	0.00	336.33	4,663.67	6.73
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	250.00	0.00	0.00	250.00	0.00
130-5-00-5580 TRANSFERS OUT	940,570.00	0.00	0.00	940,570.00	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

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

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	1,809,209.00	34,002.26	155,937.32	1,653,271.68	8.62

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

130-WATER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	292,584.00	22,423.58	55,463.91	237,120.09	18.96
130-5-10-5020 EMPLOYEE BENEFITS	84,855.00	5,911.97	6,385.05	78,469.95	7.52
130-5-10-5021 RETIREMENT BENEFITS	56,902.00	30,482.44	33,511.59	23,390.41	58.89
130-5-10-5063 CERTIFICATIONS	200.00	0.00	0.00	200.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	51.89	158.52	3,841.48	3.96
130-5-10-5170 TRAVEL MILEAGE	2,000.00	63.38	63.38	1,936.62	3.17
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	444,891.00	58,933.26	95,582.45	349,308.55	21.48

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

130-WATER ENTERPRISE FUND
 FIELD
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	244,081.00	16,958.68	43,013.81	201,067.19	17.62
130-5-30-5020 EMPLOYEE BENEFITS	128,742.00	6,209.94	6,831.74	121,910.26	5.31
130-5-30-5021 RETIREMENT BENEFITS	50,444.00	29,772.41	31,941.73	18,502.27	63.32
130-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	0.00	2,000.00	0.00
130-5-30-5063 CERTIFICATIONS	600.00	0.00	0.00	600.00	0.00
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	0.00	2,000.00	0.00
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	432,867.00	52,941.03	81,787.28	351,079.72	18.89

130-WATER ENTERPRISE FUND
DIRECTORS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	538.20	2,461.80	17.94
130-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	16.00	214.00	6.96
130-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,822.95	1,727.01	22,450.99	7.14
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	34,108.00	2,100.05	2,281.21	31,826.79	6.69

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

130-WATER ENTERPRISE FUND
SPECIAL PROJECTS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
130-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

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

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7202 GENERATORS	0.00	622.00	622.00 (622.00)	0.00
130-5-70-7204 TANK 9	0.00	0.00	870.00 (870.00)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	0.00	0.00	0.00	0.00
130-5-70-7206 AMI	0.00	126,136.52	126,136.52 (126,136.52)	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	126,758.52	127,628.52 (127,628.52)	0.00
TOTAL EXPENDITURES	2,721,075.00	274,735.12	463,216.78	2,257,858.22	17.02
REVENUES OVER/(UNDER) EXPENDITURES	0.00	100,737.98	191,613.19 (191,613.19)	0.00

*** END OF REPORT ***



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

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 489,168	\$ 1,284,721	\$ 627,857	\$ 176,405	\$ 2,578,151
Cash Receipts					
Utility Billing Deposits	\$ 575,685	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits		\$ 69	\$ -	\$ -	
Total Cash Receipts	\$ 575,685	\$ 69	\$ -	\$ 176,405	
Cash Disbursements					
Accounts Payable Checks issued	\$ 466,259	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 189,099	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 60,795	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,398	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ 1,395	
Total Disbursements	\$ 720,552	\$ -	\$ -	\$ 1,395	
Transfers Between Accounts					
Transfers In	\$ 366,875		\$ -	\$ -	
Transfers Out		\$ 366,875		\$ -	
Total Transfers Between Accounts	\$ 366,875	\$ 366,875	\$ -	\$ -	
Ending Balances in General Ledger	\$ 711,177	\$ 917,915	\$ 627,857	\$ 175,010	\$ 2,431,959
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 688,717	\$ 917,915	\$ 627,857	\$ 175,010	\$ 2,409,499

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	60,616	-	72,524	-	133,140
130 Water Operating	573,209	-	108,081	-	681,290
140 Flood Enterprise	(81)	-	-	-	(81)
215 2016 Sewer Refinancing Bond	48,822	120,759	94,848	175,010	439,439
218 2002 CIEDB Loan	-	68,369	12,408	-	80,778
219 2012 USDA Solar COP	-	8,369	883	-	9,252
313 Wastewater Operating Reserve	28,611	11,299	59,077	-	98,987
314 Wastewater CIP	-	262,254	95,521	-	357,775
319 2012 USDA Solar COP Reserve	-	31,331	-	-	31,331
320 Water CIP	-	185,147	-	-	185,147
325 Water Operating Reserve	-	230,387	-	-	230,387
350 2002 CIEDB Loan Reserve	-	-	184,515	-	184,515
Total Ending Balances in General Ledger	711,177	917,915	627,857	175,010	2,431,959

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

[2] See Reconciliation Detail Summary for details

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2021 - 2022 CAPITAL IMPROVEMENT PLAN
AUGUST 2021**

FUND	DESCRIPTION	Budget Expense	Expense to Date
314			
WASTEWATER CAPITAL IMPROVEMENT	Regulatory Compliance/I&I Mitigation	\$ 100,000	\$ 13,196
	Disaster Mitigation/SCADA Upgrade	\$ 30,000	\$ -
	Mini-Excavator	\$ 25,000	\$ -
	Risk Management Plan/Chlorine Tank Auto Shut-Off	\$ 45,000	\$ -
	Regulatory Compliance/Dump Truck	\$ 37,500	\$ -
	Stormwater Master Planning/Mitigation	\$ 10,000	\$ -
	Regulatory Compliance/Manhoe Rehab	\$ 50,000	\$ -
	TOTAL	\$ 297,500	\$ 13,196
FUND	DESCRIPTION	Budget Expense	Expense to Date
320			
WATER CAPITAL IMPROVEMENT	Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks	\$ 170,000	\$ 870
	Diaster Mitigation/SCADA Upgrade	\$ 30,000	\$ -
	Reliable Water Supply/Automatic Metering Infrastructure (AMI)	\$ 661,000	\$ 128,711
	Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply	\$ 6,500	\$ 622
	TOTAL	\$ 867,500	\$ 130,203

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2021 - 2022 DEBT SERVICE

AUGUST 2021

	DEBT SERVICE	FUND	REVENUE
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 293,494
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	170,746
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,255
	TOTAL DEBT SERVICE REVENUE		\$ 496,495

	DEBT SERVICE	FUND	EXPENSE	AMT PAID	TO DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000	\$ 185,000	08/19/2021
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994	53,780	08/19/2021
	BOND ADMINISTRATION (QTRLY FEES)	215	8,500	1,879	07/02/2021
			\$ 293,494	\$ 240,659	

2)	CIEDB (PRINCIPAL)	218	\$ 110,065	\$ -	
	CIEDB (INTEREST)	218	55,865	26,017	07/16/2021
	CIEDB (ANNUAL FEE)	218	4,816	-	
			\$ 170,746	\$ 26,017	

3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 17,000	\$ 17,000	08/02/2021
	USDA RUS LOAN (INTEREST)	219	15,255	8,000	08/02/2021
			\$ 32,255	\$ 25,000	

	TOTAL DEBT	TOTAL PAID
	\$ 496,495	\$ 291,676

Disaster Reimbursements (Federal & State)						
Year of event	Disaster	Project	Description	Completion	Reimbursed?	Reimbursements
2017	4301	LHHVA01	Pump&Dump	100%	100%	\$ 214,133.04
2017	4301	LKHVB01	Repair&Labor	100%	100%	\$ 16,748.90
2017	4308	LKHVA81	Pump&Dump	100%	100%	\$ 390,533.63
2017	4308	LKHVB81	Repair&Labor	100%	100%	\$ 5,317.17
2017	4308	LKHVF83	Repair&Labor	100%	100%	\$ 652,310.53
2019	4434	100063	Pump&Dump	100%	100%	\$ 916,723.31
2019	4434	100118	Repair	100%	100%	\$ 13,101.71
2019	4434	100126	Repair&Labor	100%	100%	\$ 39,032.81
2019	4434	101502	Repair&Labor	100%	100%	\$ 33,321.19
2019	4434	100138	Repair: Chip seal the WWTP Access Road	100%	90%	\$ 110,730.00
2020	4482 COVID-19	138890	Materials: Purchased for disinfection, and infection prevention methods	100%	0%	\$ 11,095.33
2020	4558 LNU Complex Fire	Cat B 100% (FEMA)	Emergency protective measures -FireBreak	100%	100%	\$ 36,245.32
2020	4558 LNU Complex Fire	Cat B 75% (FEMA) 18.75% (CalOES)	Emergency protective measures -Chipping & Spreading	100%	96%	\$ 143,437.00
2020	4558 LNU Complex Fire	Cat B 100% (FEMA)	Continuity of Operations - Generators - Smoke Soot and Ash	100%	100%	\$ 20,747.18
2020	4558 LNU Complex Fire	Cat B 75% (FEMA) 18.75% (CalOES)	Continuity of Operations - Generators - Smoke Soot and Ash	100%	94%	\$ 44,690.95

Totals:	\$ 2,648,168.07
Actual:	\$ 2,637,072.74

Access Road

7/2 Requested update of closeout status of this project. Response: "The other projects are still being worked on by Cal OES Recovery Closeout team."

COVID19

7/20 Streamlined application reminder
7/27 Request for information on eligibility requirements
7/29 Submitted new version of reimbursement request, \$16,998.05
8/18 Met with CalOES. Original application amount must remain, and work descriptions need updating.
8/25 Submitted updated narrative, work descriptions and pictures to original project amount of \$11,095.33.

Debris Removal & Generators

6/21 Received \$11,640 payment from HVLA
7/9 The Recovery Transition Meeting (final FEMA meeting on this disaster) took place.
7/28 Notification of FEMA payment chipping&mulching. \$112,500
7/29 Notification of FEMA payment generators, \$20,747.18, firebreak \$36,245.32, and generators \$35,735.96. Also notification of CalOES payment for generators, \$8,933 (See attached).
9/3 Deposited \$236,187.45 (\$112,500 + \$20,747.18 + \$36,245.32 + \$30,937 + \$35,757.95)
9/7 Deposited \$8,933

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP: Writing the Plan	100%	95%	\$ 74,404.00
4382	112	Unit 9 Tank: Replacing this tank	0%	0%	\$ 1,300,000.00
4407/4431	57	Generators: Installing at Booster Stations	0%	0%	\$ 748,048.00
4558	398	Defensive Space, Ignition Resistant Construction (DSIRC)	0%	0%	\$ 1,400,000.00
4558	428	Water Mains Planning	0%	0%	\$ 500,000.00

Totals:	\$ 4,022,452.00
Actual:	\$ 74,404.00

LHMP

7/2 Inquired on the status of this project. Response: "This project is in FEMA closeout and with FEMA, so soon as we hear back – which can take a little time – we will let you know. In the meantime I will keep this on my radar."

Unit 9 Tank

5/12 Lake County grant manager is checking in on CEQA activities for this project, as there is an 18 month deadline to complete CEQA
 5/24 New CalOES contact was able to reach FEMA EHP, and provides this comment "Was informed that it may be some time this October for EHP to finish with what they are reviewing. Will keep you updated."
 9/2 Latest update from CalOES. "[project is in]EHP review...Don't forget - no work to be done if it is part of the post[award activities]."

Generators

6/29 HMGP funds from a different disaster (4431, not 4407) are available to fund this project. CalOES has inquired if CSD is interested in-resubmitting this subapplication.
 7/2 Submitted 4 new documents in support of a subapplication re-submittal, reflecting change of scope.
 7/9 Submitted an additional 31 files in support of subapplication submittal. At least four files (BCA) remain to complete the submittal requirements.
 7/20 Sent remaining 4 BCA files to complete the re-submittal (See attached).
 7/27 Responded to final edits requests for Generator re-submittal
 8/12 Planning Partners (environmental consultant) completed edits to the environmental checklist of the subapplication
 8/24 Submitted updated environmental checklist to CalOES.

Defensive Space, Ignition Resistant Construction (DSIRC)

6/3 Discussed project with Tribal leader
 7/27 On-site project walk-thru with tribal leader

Water Mains Planning

5/21 Submitted RFI response

State Funded projects (Prop 1, Prop 68)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	206	I & I	75%	6%	\$ 375,000.00
DWR/IRWM	205	Unit 9 Tank	10%	0%	\$ 250,000.00
DWSRF	AMI	AMI	10%	0%	\$ 1,600,000.00
Totals:					\$ 2,225,000.00
Actuals:					=

I&I, Unit 9 Tank

5/24 **I & I**: Coastland reviewing Sewer line CCTV, expects complete project execution of Spring 2022.

6/28 **I & I**: Investigation of eligible expenses for lift station repair

7/2 **I & I**: Camera review of Meadow View North did not reveal damage warranting sewer line replacement.

7/27 **I & I**: Submitted revised reimbursement request according to the Grant Manager request (\$23,865).

8/25 **I & I**: Deposited \$23,865, reimbursement request from first quarter of active project.

9/2 **I & I**: Submitted second quarterly reimbursement request for \$198,659.47

6/9 **Unit 9 Tank**: Upon recommendation of LCSD Grant Manager, submitted CEQA application to LC Community Development Department (CDD).

6/17 **Unit 9 Tank**: Requested update on application status, expressing urgency

6/18 **Unit 9 Tank**: Meeting with LCCDD regarding project details, and permitting process.

7/1 **Unit 9 Tank**: Requested update on application status.

7/8 **Unit 9 Tank**: Submitted environmental review documentation from HMGP Subapplication.

7/9 **Unit 9 Tank**: Coastland submitted proposal to advance the engineering (including environmental) efforts for this project.

7/20 **Unit 9 Tank**: Coastland proposal to advance the engineering efforts was approved.

7/26 **Unit 9 Tank**: Received feedback from the LCCDD, that they are "conferring with other staff to find the most expeditious route to permitting".

7/27 **Unit 9 Tank**: The LCSD Grant Manager sent the notice that the CEQA placeholder status for this project will expire on 9/2022.

8/27 Meeting with Coastland & WRA (environmental consultants), Lake County Community Development Dept(Planning) representative Tracy Cline was unable to attend. Discussed differences in CEQA requirements.

AMI

6/7 Beacon Integration complete

6/18 Resolved Eye on Water customer issue

7/21 All-day training scheduled with Badger

7/23 Field staff completed the installation of 70 new meters (without radios).

7/30 First batch of meters (13) read via AMI process

8/5 The due date for radios is scheduled for 9/2021

8/6 Currently troubleshooting next batch of meters (267) to be read via AMI at the end of the month.

8/24 Downloaded 169 reads from AMI meters.

9/3 Currently working through existing error list of 46 meters.

AWIA of 2018

7/1 Certified with EPA that RRA is complete

FLASHES

6/4 Trane expects to present revised Development Agreement the week of 6/21

6/29 Development Agreement review with all participants. CSD to make edits to Trane's initial document.

7/13 Development Agreement discussion has been agenda-ized.

8/3 Special Meeting to discuss Letter of Commitment and real property negotiations.

8/6 Trane submitted revised Letter of Commitment.

8/17 Special Meeting to discuss Letter of Commitment

8/19 Submitted requests for clarification to Trane

8/25 Initiated a Red Flag Review of Pro Forma with GHD

8/26 Attended meeting with Sonoma Clean Power

8/31 Attended County Board of Supervisor meeting, PGE Better Together application was authorized

8/31 Submitted HVLCSD PGE Better Together application

9/2 Follow-up meeting with GHD regarding Red Flag Review

9/2 Received clarification from Trane on GHD Review questions

APR (American Rescue Plan of 2021)

6/3 Began the application process for Covid Relief Funds

6/11 Submitted a status request for the treasury portal submission

6/28 Legislative Advisory on state budget negotiations

7/8 Submitted Govt taxpayer ID form to waterboards

7/21 Waterboards announced an arrearages survey to appear in the Electronic Annual Report (EAR)

7/23 AB-148 published - "This bill would establish the California Water and Wastewater Arrearage Payment Program in the State Water Resources Control Board. "

7/29 Attended "EDA 101 and American Rescue Plan Overview" webinar

8/2 Attended "Build Back Better" webinar

8/6 Attended "Research & Networks" webinar

8/18 Received notification of DWR Small Community Drought Relief funding

8/25 Attended "Small Community Drought Relief" webinar for counties

9/8 Completed arrearages survey on the Electronic Annual Report (EAR).

9/10 Formulating three projects for DWR Small Community Drought Relief Funding applications.

Drought

6/4 Advertising costs for the side of the Lake Transit Authority buses was delivered to the Drought Task Force.

6/8 Drought Resolution and Drought Contingency Plan was presented to the HVLCSD Finance Committee.

7/9 Conservation messaging ordered with Lake County Transit.

SCADA

7/7 Review of current data collection, and vision of future needs

7/26 Review of flow diagrams. Discussion of industry standard communications protocols, and communications hardware .

8/4 Review of HMI graphics options, HMI vendors and data retention.

8/23 On-site visit cancelled.

9/15,16 On-site visit re-scheduled

California Resilience Challenge (CRC)

9/8 New funding opportunity for \$100-\$200k grant

9/13 Application due

Building Resilient Infrastructure and Communities (BRIC)

9/20 Notice of Intent (NOI) due

Groundwater Presentation

Development and research of ties to tiered drought rates

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



HVLCSD Drought Contingency Plan

Drought Contingency Plan - Parameters

Seasonal and Monthly monitoring will help to build a plan of action.

Three key monitoring components

1. Winter Recharge: The amount of rainfall during the winter/rainy season.
2. Recharge Rate: The level to which the aquifer recovers during monthly drawdown tests.
3. Production Rate: The pumping capacity in gallons per minute that is measured during the monthly drawdown tests.

Drought Contingency Plan - Actions

The results of seasonal and monthly monitoring will drive the potential enactment of drought rates for water use adopted in the 2020 NBS Rate Study

1. Winter Recharge: Total precipitation of less than 18 inches (<18") will be cause for enactment of a Tier I drought surcharge.
2. Recharge Rate: A rate less than 90% of static measurement will be cause for enactment of a Tier II drought surcharge.
3. Production Rate: A rate that 75% or less than optimal pumping capacity will be cause for enactment of a Tier III drought surcharge

Drought Contingency Plan - Table

Parameters	Tier	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Winter Recharge < 10"	I	\$4.32	\$4.84	\$5.28	\$5.75
Recharge Rate < 90%	II	\$4.90	\$5.49	\$5.99	\$6.52
Production Rate < 75%	III	\$5.04	\$5.65	\$6.33	\$7.52

* Monthly fixed service charge will remain the same

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

DATE: September 21, 2021

AGENDA ITEM: District Property & Liability Insurance & Earthquake Coverage

Earthquake Coverage Quote

Total Insured Value: \$13,592,310

Limit: \$13,592,310

2021-22 Premium: \$49,246.31

Deductible: 5% or \$25,000. per unit/structure

The quote covers assets on the current SDRMA property inventory(attached)

Property & Liability Insurance

Attached please find a summary of the District's property and liability lines of coverage and associated costs.

Staff has contacted Lora Carlisle, Alliant Appraisal Manager to schedule an appraisal of the WWTP and Main Office, as well as provide a quote to complete an appraisal on remaining District property and infrastructure.

In order to provide an accurate value of District asset value, a full appraisal is recommended by staff.

Staff met with Vanessa Pena, Insurance Broker with Kennan & Associates on August 10, 2021 via zoom to discuss the District's infrastructure and assets, to confirm the coverage the District currently has is appropriate and sufficient.

The District can remain with SDRMA for the current lines of coverages in place and work with Keenan in handling the Earthquake coverage and Excess Liability above the \$10M primary limit with SDRMA.

In order to move forward, Keenan would have to be appointed as the District insurance broker for these two lines of coverage and would work directly with the District. Keenan works off of commission only with a not-to-exceed or on a flat brokerage fee basis.

Broker of Record Designation

As of **September 9, 2021**, the organization listed below (“Client”) appoints Keenan & Associates (“Keenan”) as the Broker of Record in connection with the following coverages: **Excess Liability and DIC (EQ & Flood)** and such additional coverages or insurance as Client may from time-to-time request from Keenan (the “Coverages”). This appointment rescinds any and all previous appointments Client may have made with respect to the Coverages, and shall remain in full force and effect until cancelled in writing with thirty (30) days advance notice. The parties hereby agree to the following additional terms:

With respect to the Coverages, Keenan shall have the exclusive authority and right to negotiate with insurance carriers and other coverage providers on Client’s behalf. Keenan shall provide those services as listed on Exhibit A attached to and made a part of this document. Client shall provide Keenan with timely and accurate information necessary to obtain the Coverages and authorizes Keenan to provide such information to prospective insurers and other coverage providers. Except for Keenan’s responsibilities with respect to funds obtained from or on behalf of Client, Keenan shall not be a fiduciary of Client. As compensation for its services, Keenan shall receive commissions from insurance carriers and/or other vendors for the placement of insurance coverage. Client shall have no responsibility for the payment of any such commission to Keenan. Additional information concerning Keenan’s compensation Disclosure Policy is available online at www.Keenan.com or from your Keenan account representative.

Disputes arising out of or relating to this designation, other agreements between the parties, or any other relationship involving Client and Keenan (whether occurring prior to, as part of, or after the signing of this Agreement) shall first be resolved by good faith negotiations between representatives of the parties with decision-making authority. If either party determines that the dispute cannot be resolved through informal negotiation then the dispute shall be submitted to non-binding mediation. The site of the mediation and the selection of a mediator shall be determined by mutual agreement of the parties. If the dispute is not resolved through mediation within sixty (60) days following the first notification of a request to mediate, then either party shall have the right to require the matter to be resolved by final and binding arbitration by JAMS dispute resolution service pursuant to its Streamlined Arbitration Rules and Procedures, or such other arbitration procedures as may be agreed to in writing by the parties. Negotiation, mediation, and arbitration shall be the exclusive means of dispute resolution between Client and Keenan and their respective members, agents, employees and officers. The arbitration shall be conducted in the County of Los Angeles, California.

Hidden Valley Lake Community Services District		Keenan & Associates	
<u>Signature:</u>		<u>Signature:</u>	
<u>By:</u>	Dennis White	<u>By:</u>	John Stephens
<u>Title:</u>	General Manager	<u>Title:</u>	President, Property & Casualty
<u>Address:</u>	19400 Hartmann Road	<u>Address:</u>	2355 Crenshaw Blvd., Ste. 200
	Hidden Valley Lake, CA 95467		Torrance, CA 90501
<u>Telephone:</u>	707 987-9201	<u>Telephone:</u>	310 212-0363

<u>Attention:</u>	Penny Cuadras	<u>Attention:</u>	Vanessa Pena
<u>E-mail:</u>	pcuadras@hvlcsd.org	<u>E-mail:</u>	vpena@keenan.com

Send to Legal when Complete

EXHIBIT A
KEENAN SERVICES

Keenan shall provide the following Services:

1. Coverage Review – Keenan shall review applicable coverage and/or policies and provide information and recommendations regarding insured and/or self-insured options, as requested by Client.
2. Insurance Needs Assessment – Keenan shall work with Client to determine Client’s insurance needs.
3. Insurance Marketing Plan – Review, evaluate and negotiate insurance renewals on Client’s behalf. Keenan shall prepare and present to Client its plan for marketing Client to various carriers and/or Coverage providers. In furtherance of its plan, Keenan shall contact those markets that it has determined most likely to meet Client’s needs, as made known to Keenan, but shall not necessarily contact every available market for the particular Coverage being sought. In so far as practical, Keenan shall honor Client’s timely and reasonable requests to contact specific markets, but Keenan shall not be obligated to present Client to any carrier or Coverage provider which Keenan has determined would not be willing to quote Client’s business or would not give a competitive quote.
4. Insurance Marketing Results – Keenan shall present to the client, in summary format, information concerning all markets and carriers approached. The summary shall include, as applicable: name of carrier and Coverage providers approached, limits, premium, and deductible. The summary shall also include the names of any carriers or Coverage providers who declined to provide a quote.
5. Review of Insurance Options – Keenan shall present, along with the Marketing Results, a comparison summary highlighting the significant terms and/or differences among the various Coverages quoted. This summary is provided for Client’s convenience only. It is Client’s responsibility to ask questions and to request any additional information that it deems necessary for it to make an informed decision regarding its insurance or self-insurance program.
6. Obtain Coverage – Once the Client has made its decision, Keenan shall take all steps necessary to communicate Client’s decision to the carrier selected and to have the carrier or other Coverage provider bind Coverage on behalf of the Client.
7. Ongoing Service – Keenan will provide the following Client support services:
 - Continued analysis of coverage program noting available alternatives as appropriate;
 - Review of claims experience and trends;
 - Support with billing concerns;
 - Acting as liaison between Client and carriers and vendors and serving as a proactive Client advocate;
 - Responding to day-to-day questions from the Client.
 - Service policies in place and endorse as needed to address client’s changes in exposures and operations.

Special District Risk Management Authority



Policy Lines of Coverage for Program Year 2021-22

Hidden Valley Lake Community Services District

Line of Coverage	Item Count	Total Insured Value (TIV)	Deductible	Limit
Property	30	\$13,592,310		
Property			\$1,000	\$1,000,000,000
Boiler & Machinery			\$1,000	\$100,000,000
Flood (excluding A and V)			\$500,000	\$10,000,000
Flood (A and V)			\$500,000	\$10,000,000
Pollution			\$250,000	\$2,000,000
Cyber			\$50,000	\$2,000,000
Catastrophic Loss			\$500,000	\$1,000,000,000
Mobile Equipment	3	\$60,000		
Mobile/Contractors Equipment			\$1,000	\$1,000,000,000
General Liability				
Bodily Injury			\$25,000*	\$10,000,000
Property Damage			\$25,000*	\$10,000,000
Public Officials Personal			\$500	\$500,000
Employment Benefits			\$25,000*	\$10,000,000
Employee/Public Officials E & O			\$25,000*	\$10,000,000
Employment Practices Liability			\$50,000*	\$10,000,000
Employee/Public Officials Dishonesty (Crime)			\$0	\$1,000,000
Auto Liability (includes non-owned auto)	10	\$570,255		
Auto Bodily Injury			\$25,000*	\$10,000,000
Auto Property Damage			\$25,000*	\$10,000,000
Non-Owned Auto Bodily Injury			\$25,000*	\$10,000,000
Non-Owned Auto Property Damage			\$25,000*	\$10,000,000
Uninsured Motorist			\$25,000*	\$1,000,000
Auto Physical Damage	10	\$570,255		
Auto PD - Comp			Per Item	\$100,000
Auto PD - Collision			Per Item	\$100,000
High Dollar Vehicles			Per Item	\$1,000,000,000
Trailer	4	\$25,399		
Trailer			\$250	\$100,000
Workers' Compensation	5			
Employers Liability			\$0	\$5,000,000
Workers' Compensation			\$0	Statutory

* Special Deductibles/Limits

Special District Risk Management Authority



Property Inventory for Program Year 2021-22

Hidden Valley Lake Community Services District

Item	Description	Address	Square Feet	Building Value	Contents Value	Under Construction	BIRI	BIRI Coverage	Net Premium	Effective Date	Termination Date
7	Flood Control	19963 Mt. Meadow South	400	\$55,928	\$107,789				\$736		
9	Greenridge Pump Station	18605 Greenridge	550	\$140,491	\$190,139				\$1,486		
10	Maintenance Building	18896 Grange Road	5,559	\$732,261	\$323,367				\$4,744		
12	treatment plant	18896 Grange Road	2,600	\$0	\$6,047,922				\$27,177		
13	Treatment Plant	Storage Building	5	\$109,650	\$0				\$493		
19	Unit 9 Pump Station	16393 Eagle Rock	300	\$55,928	\$226,357				\$1,268		
21	Water Plant	19400 Hartmann Road	877	\$177,850	\$506,608				\$3,076		
24	Well 2	18963 Grange Road	0	\$195,748	\$0				\$880		
25	Well 4	18963 Grange Road		\$195,748	\$0				\$880		
26	Well 3	18953 Grange Road		\$195,748	\$0				\$880		
27	AG Well	18896 Grange Road		\$195,748	\$0				\$880		
28	Emergency Standby Generator at Hardesters Pi	19851 Hartmann Road	0	\$67,114	\$0				\$302		
29	Generator at Sewer Pump Station 7	19239 North Shore Court		\$67,114	\$0				\$302		
30	Generator at Pump Station 6	18932 North Shore Court		\$67,114	\$0				\$302		
31	Generator at Lift Station 5	18467 North Shore Road		\$67,114	\$0				\$302		
32	Generator at Lift Station 4	18684 Marine View Drive		\$111,855	\$0				\$503		
33	Generator at Lift Station 3	18183 Green Point Court		\$67,114	\$0				\$302		
34	Generator at Lift Station 2	19963 Mountain Meadow South		\$67,114	\$0				\$302		
35	Generator at Flood Control	19963 Mountain Meadow South		\$134,227	\$0				\$603		
36	Generator at Lab	18896 Grange Road		\$268,453	\$0				\$1,206		
37	(1) 30,000 Gallon Tank	19400 Hartmann Road		\$130,871	\$0				\$588		
38	(1) 500,000 Gallon Tank	Donkey Hill (B)		\$466,437	\$0				\$2,096		
39	(1) 150000 Gallon Tank	Donkey Hill (A)		\$156,598	\$0				\$704		
40	(1) 500,000 Gallon Tank	19245 Dallas Court (C)		\$466,437	\$0				\$2,096		
41	(1) 200,000 Gallon Tank	19240 Dallas Court (B)		\$186,798	\$0				\$839		
42	(1) 150,000 Gallon Tank	19165 Dallas Court (A)		\$156,598	\$0				\$704		
43	(1) 500,000 Tank	15605 Little Peak Road		\$466,437	\$0				\$2,096		
44	(1) 200,000 Gallon Tank	16393 Eagle Rock Road Unit 9		\$186,798	\$0				\$839		
49	Administration	19400 Hartmann Road	3,000	\$513,562	\$296,619				\$3,641		
58	Generator Lift Station 1	18765 Horseshoe Drive	42	\$190,654	\$0				\$857		
Totals				\$5,893,509	\$7,698,801						

This is a listing of your currently scheduled items with SDRMA