



Hidden Valley Lake Community Services District

Regular Board Meeting

Agenda

DATE: July 16, 2019
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) EMPLOYEE RECOGNITION
- 6) PRESENTATIONS:
 - A. Civic Spark Update
 - B. Ferguson: AMR/AMI Meters
- 7) CONSENT CALENDAR
 - A. MINUTES: Approval of the June 19, 2019 Special Meeting minutes.
 - B. MINUTES: Approval of the June 18, 2019 Board of Directors Regular Board Meeting minutes.
 - C. DISBURSEMENTS: Check #036470- #036532 including drafts and payroll for a total of \$287,766.90
- 8) BOARD COMMITTEE REPORTS
(for information only, no action anticipated)
 - Personnel Committee
 - Finance Committee
 - Safety and Security Committee
 - Lake Water Use Agreement-Ad Hoc Committee
 - Valley Oaks Project Committee

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

- 10) DISCUSSION AND POSSIBLE ACTION: Review and Accept Proposed Committee Charters

- 11) PUBLIC HEARING FOR SEWER SYSTEM MANAGEMENT PLAN: Open Public Hearing for Public and Board Comments

- 12) CLOSE PUBLIC HEARING FOR SEWER SYSTEM MANAGEMENT PLAN: Followed by a motion and Second, Vote to Accept or Decline the Sewer System Management Plan

- 13) DISCUSSION AND POSSIBLE ACTION: Approve RESOLUTION 2019-06 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors To Provide Health Insurance Coverage To Each Active Board Member And One Of Their Respective Family Members; Each Director Shall Contribute 5% Of The Cost Of The Director And Director Dependent Health Insurance Premium; Not to Exceed The Monthly Stipend

- 14) DISCUSSION AND POSSIBLE ACTION: Approve Hidden Valley Lake Community Services District to Proceed with Dr. Larry Bienati's Board Governance Plan, Deliverance of the G.M. Evaluation, Setting of G.M. Goals and G.M. Contract Revisions

- 15) DISCUSSION: Discuss and Clarify Public Outreach for PG&E Planned Power Outage

- 16) DISCUSSION: Discuss CPS HR Consulting Revised Final Base Salary Report

- 17) PUBLIC COMMENT

- 18) BOARD MEMBER COMMENT

- 19) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: June 18, 2019**

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 Linda Herndon, President
Director Judy Mirbegan, Vice President
Director Jim Freeman
Director Jim Lieberman
Director Carolyn Graham
Kirk Cloyd, General Manager

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion made by Director Lieberman and seconded by Director Graham the Board unanimously approved the agenda.

CONSENT CALENDAR

On a motion made by Director Freeman and seconded by Director Lieberman the Board unanimously approved the following Consent Calendar items.

- A. MINUTES: Approval of the June 5, 2019 Finance Committee Meeting minutes.
- B. MINUTES: Approval of the June 4, 2019 Special Meeting minutes.
- C. MINUTES: Approval of the June 4, 2019 Personnel Committee Meeting minutes.
- D. MINUTES: Approval of the May 29, 2019 Board Workshop minutes.
- E. MINUTES: Approval of the May 29, 2019 Special Meeting minutes.
- F. MINUTES: Approval of the May 21, 2019 Board of Directors Regular Board Meeting minutes.
- G. MINUTES: Approval of the May 16, 2019 Special Meeting minutes.
- H. MINUTES: Approval of the May 13, 2019 Board Workshop minutes.
- I. MINUTES: Approval of the May 8, 2019 Board Workshop minutes.
- J. DISBURSEMENTS: Check # 036387 - # 036469 including drafts and payroll for a total of \$292,764.73.

BOARD COMMITTEE REPORTS

Personnel Committee: Committee anticipates the review of the Employee Manual to be completed within 60 days. The Committee is in the process of reviewing the Compensation Policy with primary focus on the span of time between the labor market studies. Director Herndon reports that the median is the preferred point to work from based on her research.

Finance Committee: Remarks held until the budget is discussed later in the agenda.

Emergency Preparedness Program Committee: Has not met as a Committee. Director Graham reported on her attendance at the SLFSC meeting.

Very low attendance to the June 1st Fire Wise Event. One last fire siren to be installed on the Fire House.

Saturday June 22nd 10-2 pm there will be a symposium on Generator Safety at the Fire House on 175.

Director Graham spoke of an attempt to get a Neighbor helping Neighbor program started to help with brush clearing and tree trimming.

Director Graham attended and recommends seeing the Wild and Wilder Film at Soper Reese Theater in Lakeport, a focus on fire prevention.

Director Graham also attended the HVLA Emergency Preparedness Committee meeting with District staff and Cal Fire. She shared how the agencies are working together and speaking the same language during an emergency. HVLA will be setting up as an Incident Command Center. HVLA staff will be participating in additional training on Target Solution. Cal Fire asked that fire hydrants be painted and cleared of brush to be more visible and requested an updated GIS map.

Several sites mentioned for the location of a Resiliency Center that would provide members a cooling area and power for necessary medical equipment during a power outage. HVLA Generators have been ordered but not due to be completed until August 15th. Resiliency Centers will be set up at Twin Pine and Middletown Senior Center. Staff reports all fire hydrants are 100% functional. The association has placed blue Bots Dots on the roads as markers to assist in locating the hydrants.

Lake Water Use Agreement-Ad Hoc Committee: Has not met.

Valley Oaks Sub-Committee: Has not met. LAFCo process not expected to begin until July. Currently an escrow account has not been established to begin work.

STAFF REPORTS

Financial Report: The audit process has begun; Smith and Newell have been contacted to schedule the audit in August / September.

Director Mirbegian requests the Financial Statement area of discussion section regarding the Financial Statement of Revenue be discussed in the next Finance Committee Meeting.

Administration/Customer Services Report: Director Mirbegian acknowledged Marty Rodriquez for the consistency and work behind the Customer report and the great work he is doing with the customers.

ACWA State Legislative Committee: Alyssa Gordon provided an update on current and upcoming Legislative Bills, specifically AB 402.

Field Operation Report: Very comprehensive report. Ranger has not been sent for mechanic appraisal, pending staff availability.

I.T. Monthly Report:

General Manager's Report: Hand Carried due to time constraint.

The General Manager discussed items in his report and responded to all inquiries.

DISCUSSION AND POSSIBLE ACTION:

Discuss the Board cost sharing for their medical benefits at a rate not to exceed 5% per Director and/or Director and family member(s).

Director Mirbegian proposes effective July 1st that Directors share in the cost of their premiums at least 5%. Health benefits for the Directors costs the District about \$87,000 a year. 5 % is approx. \$4,460 a year for all five Board members combined. Director Mirbegian suggested that with the potential for a rate increases in the coming years, this may be helpful as an example to their constituents.

Director Mirbegian made a motion effective July 1, 2019, that the Board of Directors and/or family members will cost share on their Health Insurance premium at 5% of the premium.

Director Graham seconded.

Director Freeman moved to amend the motion to state the Board of Directors and/or family enter into a cost sharing agreement for their medical benefits not to exceed 5% and not to exceed their monthly stipend which is currently \$100 per month; effective July 1, 2019.

Seconded by Director Mirbegian.

Roll Call Vote:

AYES: (5) Directors Graham, Herndon, Mirbegian, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

The Board unanimously approved the Board Directors and/or dependent to enter into a cost sharing agreement for their medical benefits not to exceed 5% and not to exceed their monthly stipend which is currently \$100 per month effective July 1, 2019.

DISCUSSION AND POSSIBLE ACTION (SP Goal #2a):
Adoption of FY 2019-2020 Budget and Investment Policy

A) Public hearing to receive comment on proposed FY 2019-2020 Budget

B) Approve Resolution 2019-04–FY 2019-2020 Budget

C) Approve Resolution 2019-05–Investment Policy for FY 2019-2020

Public Hearing opened by Director Herndon: No written protest.

Public Hearing closed by Director Herndon

Director Freeman moved to Approve Resolution 2019-04–FY 2019-2020 Budget.

No Second, dies for lack of a second.

Director Mirbegian moved to Approve Resolution 2019-04–FY 2019-2020 Budget with the following amendment, In the Water and Wastewater Funds, respectively, that a collective amount of \$40,000, (\$20,000 in each fund) be decreased in Wages and Salary.

Seconded by Director Graham.

Amendment by Director Freeman; strike \$40,000 insert \$20,000. No second, amendment dies for lack of a second.

Call for questions, no further questions or decisions to be made.

Roll Call Vote:

AYES: (3) Directors Mirbegian, Graham, and Lieberman

NAYS: (2) Directors Herndon and Freeman

ABSTAIN: (0)

ABSENT: (0)

Motion passes to Approve Resolution 2019-04–FY 2019-2020 Budget with the following amendment, In the Water and Wastewater Funds, respectively, that a collective amount of \$40,000, (\$20,000 in each fund) be decreased in Wages and Salary.

Director Mirbegian moved to Approve Resolution 2019-05–Investment Policy for FY 2019-2020.

Seconded by Director Lieberman

Roll Call Vote:

AYES: (5) Directors Graham, Mirbegian, Liberman Freeman and Herndon

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Unanimously approved Resolution 2019-05–Investment Policy for FY 2019-2020.

DISCUSSION AND POSSIBLE ACTION (SP Goal #1c):
Authorize the General Manager to sign the Local Match Commitment and Maintenance Letter for the Generator Project Sub-application.

Director Mirbegian moved to approve the General Manager to sign the Local Match Commitment and Maintenance Letter for the Generator Project Sub-application.
Seconded by Director Lieberman.

No Discussion, Motion carried unanimously

DISCUSSION AND POSSIBLE ACTION (SP Goal #1c):
Discuss contingency plan for power outages; potential issues and solutions.

PG&E has committed to providing at minimum a 72-hour notice of a planned power outage.

Staff has SOP drafted and in review which will provide a chain of command and process for topping all tanks, coordination with HVLA for issuance of a NIXLE Alert. The District will ask homeowners to limit water use to indoors only, no outdoor water use at all. If this is followed there will be enough water in the tanks for 72 hours, buying the District enough time for generators to arrive. District concerns for having water for fire-flow and daily public use.

Plan B Several options for generators are being coordinated to have available as a backup plan

The Long-Term plan is to continue to move forward with the Hazard Mitigation Plan process. Minimum of 2-2 ½ years until permanent generators will be installed. 75% of

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	103.84
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,549.33
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	18,523.00
01-1122	PARKSON CORPORATION			N		FUND TOTAL FOR VENDOR	54,953.83
01-1189	L & M LOCKSMITHING			N		FUND TOTAL FOR VENDOR	52.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	223.14
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,543.78
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,462.56
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.51
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	13,975.16
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,241.83
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	157.32
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	21.63
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	578.03
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	436.38
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	61.67
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	81.85
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	192.49
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	950.00
01-2755	BEEELER TRACTOR CO			N		FUND TOTAL FOR VENDOR	595.83
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	393.31
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,542.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	600.00

VENDOR SET: 01 Hidden Valley Lake
VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2840	ENVIRONMENTAL SYSTEMS RES			N		FUND TOTAL FOR VENDOR	200.00
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	106.47
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	975.83
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	112.50
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	262.77
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	53.63
01-2919	REGIONAL GOVERNMENT SERVI			N		FUND TOTAL FOR VENDOR	1,856.25
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	4,181.82
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	286.50
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	210.04
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	3,805.46
01-2974	CITY OF SANTA ROSA			N		FUND TOTAL FOR VENDOR	352.00
01-2976	EZ - FLUSH			N		FUND TOTAL FOR VENDOR	5,700.00
01-2977	HIDDEN VALLEY LAKE ASSOCI			N		FUND TOTAL FOR VENDOR	800.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	120.87
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	3,346.03

*** FUND TOTALS ***

144,984.81

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	1,371.61
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	116.91
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,807.60
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	316.00
01-1189	L & M LOCKSMITHING			N		FUND TOTAL FOR VENDOR	52.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	223.13
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	1,425.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,543.78
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,118.81
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	5,359.48
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.50
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,912.31
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	157.32
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	1,160.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	436.38
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	61.67
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	81.85
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	244.69
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,527.07
01-2755	BEEELER TRACTOR CO			N		FUND TOTAL FOR VENDOR	595.82
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	1,122.87
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,344.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	600.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2840	ENVIRONMENTAL SYSTEMS RES			N		FUND TOTAL FOR VENDOR	200.00
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	11,972.60
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	106.47
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	975.80
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	112.50
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	262.76
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	53.62
01-2919	REGIONAL GOVERNMENT SERVI			N		FUND TOTAL FOR VENDOR	1,856.25
01-2943	DICKENSON PEATMAN & FOGAR			N		FUND TOTAL FOR VENDOR	1,600.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	286.50
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	238.58
01-2975	ENVIRONMENTAL PLANNING PA			N		FUND TOTAL FOR VENDOR	2,309.43
01-2977	HIDDEN VALLEY LAKE ASSOCI			N		FUND TOTAL FOR VENDOR	2,300.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	120.86
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	12,297.14
*** FUND TOTALS ***							80,646.45

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-9	PACIFIC GAS & ELECTRIC CO			N	FUND TOTAL FOR VENDOR	78.30
*** FUND TOTALS ***						78.30
*** REPORT TOTALS ***			225,709.56			225,709.56

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	210.04
120 2088	SURVIVOR BENEFITS - PERS	10.61
120 2090	PERS PAYABLE	2,318.67
120 2091	FIT PAYABLE	3,477.62
120 2092	CIT PAYABLE	1,217.40
120 2093	SOCIAL SECURITY PAYABLE	8.99
120 2094	MEDICARE PAYABLE	483.45
120 2095	S D I PAYABLE	331.93
120 2099	DEFERRED COMP - 457 PLAN	600.00
120 5-00-5025	RETIREE HEALTH BENEFITS	1,856.91
120 5-00-5060	GASOLINE, OIL & FUEL	975.83
120 5-00-5061	VEHICLE MAINT	595.83
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	112.00
120 5-00-5121	LEGAL SERVICES	112.50
120 5-00-5123	OTHER PROFESSIONAL SERVICES	4,181.82
120 5-00-5130	PRINTING & PUBLICATION	45.32
120 5-00-5145	EQUIPMENT RENTAL	308.45
120 5-00-5148	OPERATING SUPPLIES	3,850.45
120 5-00-5150	REPAIR & REPLACE	33,290.26
120 5-00-5155	MAINT BLDG & GROUNDS	671.79
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5157	SECURITY	800.00
120 5-00-5191	TELEPHONE	557.25
120 5-00-5192	ELECTRICITY	3,346.03
120 5-00-5193	OTHER UTILITIES	223.14
120 5-00-5194	IT SERVICES	521.00
120 5-00-5195	ENV/MONITORING	2,542.00
120 5-00-5311	EQUIPMENT - OFFICE	23.53

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5545	RECORDING FEES	7.50
120 5-10-5010	SALARIES & WAGES	282.58
120 5-10-5020	EMPLOYEE BENEFITS	5,643.66
120 5-10-5021	RETIREMENT BENEFITS	1,696.98
120 5-10-5090	OFFICE SUPPLIES	372.57
120 5-10-5170	TRAVEL MILEAGE	177.79
120 5-30-5010	SALARIES & WAGES	198.82
120 5-30-5020	EMPLOYEE BENEFITS	5,249.82
120 5-30-5021	RETIREMENT BENEFITS	1,215.57
120 5-30-5090	OFFICE SUPPLIES	72.47
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,360.90
120 5-40-5170	TRAVEL MILEAGE	35.13
120 5-40-5176	DIRECTOR TRAINING	1,902.38
120 5-60-6007	RAINS 2019	5,700.00
120 5-70-7201	I & I	68.39
120 5-70-7203	HEADWORKS RAKE	54,953.83
	** FUND TOTAL **	144,984.81
130 1052	ACCTS REC WATER USE	271.79
130 1057	UNAPPLIED CREDITS	1,099.82
130 2075	AFLAC	238.58
130 2088	SURVIVOR BENEFITS - PERS	11.71
130 2090	PERS PAYABLE	2,606.51
130 2091	FIT PAYABLE	4,028.03
130 2092	CIT PAYABLE	1,439.58
130 2093	SOCIAL SECURITY PAYABLE	9.61
130 2094	MEDICARE PAYABLE	535.81
130 2095	S D I PAYABLE	368.02
130 2099	DEFERRED COMP - PLAN 457 PAYAB	600.00
130 5-00-5025	RETIREE HEALTH BENEFITS	1,856.91
130 5-00-5060	GASOLINE, OIL & FUEL	975.80
130 5-00-5061	VEHICLE MAINT	595.82
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
130 5-00-5092	POSTAGE & SHIPPING	112.00
130 5-00-5121	LEGAL SERVICES	112.50
130 5-00-5122	ENGINEERING SERVICES	4,054.54
130 5-00-5123	OTHER PROFESSIONAL SERVICES	316.00
130 5-00-5124	WATER RIGHTS	3,025.00
130 5-00-5130	PRINTING & PUBLICATION	45.32
130 5-00-5145	EQUIPMENT RENTAL	1,468.43
130 5-00-5150	REPAIR & REPLACE	13,519.03
130 5-00-5155	MAINT BLDG & GROUNDS	202.50
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5157	SECURITY	800.00
130 5-00-5191	TELEPHONE	557.24
130 5-00-5192	ELECTRICITY	12,297.14

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5193	OTHER UTILITIES	223.13
130 5-00-5194	IT SERVICES	521.00
130 5-00-5195	ENV/MONITORING	1,344.00
130 5-00-5311	EQUIPMENT - OFFICE	23.53
130 5-00-5505	WATER CONSERVATION	2,373.78
130 5-00-5545	RECORDING FEES	7.50
130 5-10-5010	SALARIES & WAGES	282.58
130 5-10-5020	EMPLOYEE BENEFITS	5,643.66
130 5-10-5021	RETIREMENT BENEFITS	1,696.98
130 5-10-5090	OFFICE SUPPLIES	372.57
130 5-10-5170	TRAVEL MILEAGE	106.47
130 5-30-5010	SALARIES & WAGES	250.93
130 5-30-5020	EMPLOYEE BENEFITS	5,249.81
130 5-30-5021	RETIREMENT BENEFITS	1,597.11
130 5-30-5090	OFFICE SUPPLIES	72.46
130 5-30-5175	EDUCATION / SEMINARS	53.57
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,360.90
130 5-40-5170	TRAVEL MILEAGE	35.13
130 5-40-5176	DIRECTOR TRAINING	1,902.37
130 5-70-7202	GENERATORS	3,956.93
	** FUND TOTAL **	80,646.45
140 5-00-5192	ELECTRICITY	78.30
	** FUND TOTAL **	78.30

** TOTAL **

225,709.56

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 Hidden Valley Lake
VENDOR: ALL
BANK: ALL
VENDOR CLASS(ES): ALL CLASSES

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

=====PAYMENT DATES===== =====ITEM DATES===== =====POSTING DATES=====
PAID ITEMS DATES : 6/01/2019 THRU 6/30/2019 0/00/0000 THRU 99/99/9999 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

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

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

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>1,613,149.00</u>	<u>191,654.27</u>	<u>2,620,276.54</u>	<u>(1,007,127.54)</u>	<u>162.43</u>
TOTAL REVENUES	<u>1,613,149.00</u>	<u>191,654.27</u>	<u>2,620,276.54</u>	<u>(1,007,127.54)</u>	<u>162.43</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	619,745.04	73,012.66	1,055,900.12	(436,155.08)	170.38
ADMINISTRATION	383,766.00	35,990.56	388,265.91	(4,499.91)	101.17
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	308,888.00	27,712.34	305,976.28	2,911.72	99.06
DIRECTORS	44,916.00	8,715.96	48,048.86	(3,132.86)	106.97
SPECIAL PROJECTS	646,062.34	5,700.00	702,915.80	(56,853.46)	108.80
CAPITAL PROJECTS & EQUIP	<u>117,000.00</u>	<u>55,022.22</u>	<u>115,960.30</u>	<u>1,039.70</u>	<u>99.11</u>
TOTAL EXPENDITURES	<u>2,120,377.38</u>	<u>206,153.74</u>	<u>2,617,067.27</u>	<u>(496,689.89)</u>	<u>123.42</u>
REVENUES OVER/(UNDER) EXPENDITURES	(507,228.38)	(14,499.47)	3,209.27	(510,437.65)	0.63-

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

120-SEWER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	700.00	0.00	300.00	400.00	42.86
120-4036 DEVELOPER SEWER FEES	0.00	0.00	34,421.14 (34,421.14)	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,000.00	3,102.15	7,493.99 (2,493.99)	149.88
120-4050 SALES OF RECLAIMED WATER	125,000.00	18,305.44	109,139.92	15,860.08	87.31
120-4111 COMM SEWER USE	22,000.00	2,572.62	30,871.44 (8,871.44)	140.32
120-4112 GOV'T SEWER USE	700.00	60.93	731.16 (31.16)	104.45
120-4116 SEWER USE CHARGES	1,137,649.00	94,845.60	1,136,460.35	1,188.65	99.90
120-4210 LATE FEE	25,000.00	2,095.45	20,591.63	4,408.37	82.37
120-4300 MISC INCOME	1,500.00	4.75	639.45	860.55	42.63
120-4310 OTHER INCOME	0.00	0.00	1,891.16 (1,891.16)	0.00
120-4320 FEMA/CalOES Grants	295,000.00	78.00	402,065.00 (107,065.00)	136.29
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	600.00	7.37	1,737.54 (1,137.54)	289.59
120-4580 TRANSFERS IN	0.00	70,581.96	873,933.76 (873,933.76)	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	1,613,149.00	191,654.27	2,620,276.54 (1,007,127.54)	162.43
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

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	0.00	0.00	0.00	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	0.00	8,084.55	8,435.25 (8,435.25)	0.00
120-5-00-5025 RETIREE HEALTH BENEFITS	21,472.00	1,840.44	11,414.83	10,057.17	53.16
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	4,500.00	0.00	0.00	4,500.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	8,000.00	975.83	10,163.13 (2,163.13)	127.04
120-5-00-5061 VEHICLE MAINT	12,500.00	595.83	22,959.49 (10,459.49)	183.68
120-5-00-5062 TAXES & LIC	800.00	0.00	564.01	235.99	70.50
120-5-00-5074 INSURANCE	22,000.00	0.00	26,372.57 (4,372.57)	119.88
120-5-00-5075 BANK FEES	13,400.00	130.38	16,105.69 (2,705.69)	120.19
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	6,400.00	100.00	5,897.00	503.00	92.14
120-5-00-5092 POSTAGE & SHIPPING	5,000.00	111.75	5,887.96 (887.96)	117.76
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00	112.50	2,189.75	2,810.25	43.80
120-5-00-5122 ENGINEERING SERVICES	27,000.00	0.00	42,312.99 (15,312.99)	156.71
120-5-00-5123 OTHER PROFESSIONAL SERVICE	96,000.00	8,963.64	70,070.57	25,929.43	72.99
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,200.00	1,300.00	82.67
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	45.32	2,715.78	2,284.22	54.32
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	14,000.00	308.45	22,542.32 (8,542.32)	161.02
120-5-00-5148 OPERATING SUPPLIES	22,000.00	8,146.08	56,945.41 (34,945.41)	258.84
120-5-00-5150 REPAIR & REPLACE	145,000.00	33,290.26	148,171.90 (3,171.90)	102.19
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	671.79	6,047.77 (547.77)	109.96
120-5-00-5156 CUSTODIAL SERVICES	15,150.00	1,262.50	14,137.50	1,012.50	93.32
120-5-00-5157 SECURITY	5,000.00	1,011.89	1,731.89	3,268.11	34.64
120-5-00-5160 SLUDGE DISPOSAL	28,500.00	0.00	29,191.83 (691.83)	102.43
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	9,500.00	557.25	10,185.77 (685.77)	107.22
120-5-00-5192 ELECTRICITY	45,000.00	3,346.03	44,846.04	153.96	99.66
120-5-00-5193 OTHER UTILITIES	2,600.00	223.14	2,375.19	224.81	91.35
120-5-00-5194 IT SERVICES	35,000.00	521.00	34,979.76	20.24	99.94
120-5-00-5195 ENV/MONITORING	32,000.00	2,683.00	34,465.50 (2,465.50)	107.70
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	1,829.50	170.50	91.48
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	23.53	23.53	1,276.47	1.81
120-5-00-5312 TOOLS - FIELD	11,873.04	0.00	13,027.01 (1,153.97)	109.72
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	2,599.68	900.32	74.28
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	7.50	56.50	193.50	22.60
120-5-00-5580 TRANSFERS OUT	0.00	0.00	401,454.00 (401,454.00)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

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	619,745.04	73,012.66	1,055,900.12 (436,155.08)	170.38

AS OF: JUNE 30TH, 2019

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	244,904.00	19,609.20	251,816.13 (6,912.13)	102.82
120-5-10-5020 EMPLOYEE BENEFITS	82,142.00	11,560.43	77,627.75	4,514.25	94.50
120-5-10-5021 RETIREMENT BENEFITS	47,170.00	4,270.57	50,855.75 (3,685.75)	107.81
120-5-10-5063 CERTIFICATIONS	0.00	0.00	211.50 (211.50)	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	372.57	4,041.07 (41.07)	101.03
120-5-10-5170 TRAVEL MILEAGE	1,200.00	177.79	1,852.89 (652.89)	154.41
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	1,681.50	2,318.50	42.04
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	179.32	170.68	51.23
TOTAL ADMINISTRATION	383,766.00	35,990.56	388,265.91 (4,499.91)	101.17

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

120-SEWER ENTERPRISE FUND
OFFICE
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

120-SEWER ENTERPRISE FUND
 FIELD
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	212,658.00	13,909.04	190,182.93	22,475.07	89.43
120-5-30-5020 EMPLOYEE BENEFITS	44,600.00	9,941.68	67,693.63 (23,093.63)	151.78
120-5-30-5021 RETIREMENT BENEFITS	41,830.00	3,789.15	44,855.37 (3,025.37)	107.23
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,278.37	521.63	71.02
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	420.00	1,080.00	28.00
120-5-30-5090 OFFICE SUPPLIES	2,000.00	72.47	468.67	1,531.33	23.43
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	182.39	317.61	36.48
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	894.92	3,105.08	22.37
TOTAL FIELD	308,888.00	27,712.34	305,976.28	2,911.72	99.06

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

120-SEWER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	1,873.20	1,126.80	62.44
120-5-40-5020 DIRECTOR BENEFITS	100.00	0.00	51.78	48.22	51.78
120-5-40-5030 DIRECTOR HEALTH BENEFITS	40,116.00	6,622.35	43,095.00 (2,979.00)	107.43
120-5-40-5170 TRAVEL MILEAGE	200.00	35.13	76.50	123.50	38.25
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	1,500.00	1,902.38	2,952.38 (1,452.38)	196.83
TOTAL DIRECTORS	44,916.00	8,715.96	48,048.86 (3,132.86)	106.97

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

120-SEWER ENTERPRISE FUND
 SPECIAL PROJECTS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	245,888.00	0.00	297,041.46 (51,153.46)	120.80
120-5-60-6007 RAINS 2019	400,174.34	5,700.00	405,874.34 (5,700.00)	101.42
TOTAL SPECIAL PROJECTS	646,062.34	5,700.00	702,915.80 (56,853.46)	108.80

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

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	55,000.00	68.39	61,006.47 (6,006.47)	110.92
120-5-70-7203 HEADWORKS RAKE	62,000.00	54,953.83	54,953.83	7,046.17	88.64
TOTAL CAPITAL PROJECTS & EQUIP	117,000.00	55,022.22	115,960.30	1,039.70	99.11
TOTAL EXPENDITURES	2,120,377.38	206,153.74	2,617,067.27 (496,689.89)	123.42
REVENUES OVER/(UNDER) EXPENDITURES	(507,228.38)	(14,499.47)	3,209.27 (510,437.65)	0.63-

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

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>1,909,200.00</u>	<u>146,252.47</u>	<u>1,554,981.09</u>	<u>354,218.91</u>	<u>81.45</u>
TOTAL REVENUES	<u>1,909,200.00</u>	<u>146,252.47</u>	<u>1,554,981.09</u>	<u>354,218.91</u>	<u>81.45</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	825,053.70	58,501.24	703,587.11	121,466.59	85.28
ADMINISTRATION	390,713.00	35,919.37	388,122.60	2,590.40	99.34
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	308,288.00	31,796.50	361,164.23 (52,876.23)	117.15
DIRECTORS	44,916.00	8,726.70	48,181.39 (3,265.39)	107.27
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>3,956.93</u>	<u>3,956.93 (</u>	<u>3,956.93)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,568,970.70</u>	<u>138,900.74</u>	<u>1,505,012.26</u>	<u>63,958.44</u>	<u>95.92</u>
REVENUES OVER/ (UNDER) EXPENDITURES	340,229.30	7,351.73	49,968.83	290,260.47	14.69

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,485.00	12,785.00	215.00	98.35
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	0.00	680.00	320.00	68.00
130-4040 LIEN RECORDING FEES	500.00	87.35	530.04 (30.04)	106.01
130-4045 AVAILABILITY FEES	25,000.00	12,408.60	30,147.76 (5,147.76)	120.59
130-4110 COMM WATER USE	85,000.00	9,281.25	90,456.52 (5,456.52)	106.42
130-4112 GOV'T WATER USE	6,000.00	415.16	5,065.45	934.55	84.42
130-4115 WATER USE	1,750,000.00	118,104.68	1,290,842.00	459,158.00	73.76
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	25,000.00	3,345.54	33,252.57 (8,252.57)	133.01
130-4215 RETURNED CHECK FEE	1,000.00 (50.00)	600.00	400.00	60.00
130-4300 MISC INCOME	2,000.00	1,110.74	7,870.85 (5,870.85)	393.54
130-4310 OTHER INCOME	0.00	0.00	1,891.15 (1,891.15)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	700.00	64.15	3,032.63 (2,332.63)	433.23
130-4580 TRANSFER IN	0.00	0.00	77,827.12 (77,827.12)	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	1,909,200.00	146,252.47	1,554,981.09	354,218.91	81.45
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

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	0.00	0.00	0.00	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	0.00	8,084.54	8,435.24 (8,435.24)	0.00
130-5-00-5025 RETIREE HEALTH BENEFITS	21,472.00	2,014.57	12,140.97	9,331.03	56.54
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	4,500.00	0.00	0.00	4,500.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	6,500.00	975.80	10,146.10 (3,646.10)	156.09
130-5-00-5061 VEHICLE MAINT	12,500.00	595.82	8,824.95	3,675.05	70.60
130-5-00-5062 TAXES & LIC	1,200.00	0.00	564.00	636.00	47.00
130-5-00-5074 INSURANCE	25,000.00	0.00	26,372.55 (1,372.55)	105.49
130-5-00-5075 BANK FEES	13,500.00	130.38	16,305.68 (2,805.68)	120.78
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	100.00	19,304.00	4,696.00	80.43
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	111.75	5,887.97	112.03	98.13
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	1,000.00	112.50	2,189.75 (1,189.75)	218.98
130-5-00-5122 ENGINEERING SERVICES	60,000.00	4,054.54	54,068.22	5,931.78	90.11
130-5-00-5123 OTHER PROFESSIONAL SERVICE	35,000.00	916.00	24,334.19	10,665.81	69.53
130-5-00-5124 WATER RIGHTS	70,000.00	3,025.00	48,420.04	21,579.96	69.17
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,200.00	1,300.00	82.67
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	45.32	2,715.76	4,784.24	36.21
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	50,533.00	1,468.43	40,945.96	9,587.04	81.03
130-5-00-5148 OPERATING SUPPLIES	1,500.00	0.00	13,358.89 (11,858.89)	890.59
130-5-00-5150 REPAIR & REPLACE	185,000.00	13,519.03	124,247.07	60,752.93	67.16
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	4,779.74	11,971.70	28.30	99.76
130-5-00-5156 CUSTODIAL SERVICES	3,750.00	312.50	4,637.50 (887.50)	123.67
130-5-00-5157 SECURITY	5,000.00	800.00	1,196.00	3,804.00	23.92
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	2,128.17 (2,128.17)	0.00
130-5-00-5191 TELEPHONE	10,000.00	557.24	10,185.70 (185.70)	101.86
130-5-00-5192 ELECTRICITY	115,000.00	12,297.14	137,757.41 (22,757.41)	119.79
130-5-00-5193 OTHER UTILITIES	2,200.00	223.13	2,375.11 (175.11)	107.96
130-5-00-5194 IT SERVICES	35,000.00	521.00	39,864.38 (4,864.38)	113.90
130-5-00-5195 ENV/MONITORING	15,000.00	1,452.00	22,360.00 (7,360.00)	149.07
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	26,834.25	3,165.75	89.45
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	808.04	1,191.96	40.40
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	23.53	831.56	168.44	83.16
130-5-00-5312 TOOLS - FIELD	9,148.70	0.00	7,792.92	1,355.78	85.18
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	2,170.33	329.67	86.81
130-5-00-5505 WATER CONSERVATION	9,000.00	2,373.78	8,156.20	843.80	90.62
130-5-00-5545 RECORDING FEES	250.00	7.50	56.50	193.50	22.60
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	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	40,000.00	0.00	0.00	40,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	825,053.70	58,501.24	703,587.11	121,466.59	85.28

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

130-WATER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	244,904.00	19,609.37	251,679.99 (6,775.99)	102.77
130-5-10-5020 EMPLOYEE BENEFITS	88,289.00	11,560.40	77,624.02	10,664.98	87.92
130-5-10-5021 RETIREMENT BENEFITS	47,170.00	4,270.56	50,845.98 (3,675.98)	107.79
130-5-10-5063 CERTIFICATIONS	0.00	0.00	32.50 (32.50)	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	372.57	4,041.06 (41.06)	101.03
130-5-10-5170 TRAVEL MILEAGE	2,000.00	106.47	1,823.25	176.75	91.16
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	1,896.48	2,103.52	47.41
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	179.32	170.68	51.23
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	390,713.00	35,919.37	388,122.60	2,590.40	99.34

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

130-WATER ENTERPRISE FUND
OFFICE
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	212,658.00	17,558.11	232,366.03 (19,708.03)	109.27
130-5-30-5020 EMPLOYEE BENEFITS	44,600.00	9,941.67	67,893.04 (23,293.04)	152.23
130-5-30-5021 RETIREMENT BENEFITS	41,830.00	4,170.69	49,442.50 (7,612.50)	118.20
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,278.37	521.63	71.02
130-5-30-5063 CERTIFICATIONS	600.00	0.00	550.00	50.00	91.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	72.46	384.99	615.01	38.50
130-5-30-5170 TRAVEL MILEAGE	1,800.00	0.00	210.51	1,589.49	11.70
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	53.57	9,038.79 (5,038.79)	225.97
TOTAL FIELD	308,288.00	31,796.50	361,164.23 (52,876.23)	117.15

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	2,002.20	997.80	66.74
130-5-40-5020 DIRECTOR BENEFITS	100.00	0.00	55.32	44.68	55.32
130-5-40-5030 DIRECTOR HEALTH BENEFITS	40,116.00	6,622.35	43,095.00 (2,979.00)	107.43
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	35.13	76.50	123.50	38.25
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,500.00	1,902.37	2,952.37 (1,452.37)	196.82
TOTAL DIRECTORS	44,916.00	8,726.70	48,181.39 (3,265.39)	107.27

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2019

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	3,956.93	3,956.93 (3,956.93)	0.00
130-5-70-7204 TANK 9	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	3,956.93	3,956.93 (3,956.93)	0.00
TOTAL EXPENDITURES	1,568,970.70	138,900.74	1,505,012.26	63,958.44	95.92
REVENUES OVER/ (UNDER) EXPENDITURES	340,229.30	7,351.73	49,968.83	290,260.47	14.69

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of June 30, 2019
(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	\$ 328,288.02	\$ 797,315.66	\$ 680,056.88	\$ 177,299.87	\$ 1,982,960.43
Cash Receipts					
Utility Billing Deposits	272,928.86	170,896.85	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	-	49.55	-	280.44	
Total Cash Receipts	\$ 272,928.86	\$ 170,946.40	\$ -	\$ 280.44	
Cash Disbursements					
Accounts Payable Checks issued	199,968.50	-	-	-	
Electronic Fund/Bank Draft Disbursements	36,035.39	-	-	-	
Payroll Checks issued - net	51,763.01	-	-	-	
Bank Fees	2,836.89	-	-	-	
Other Disbursements	-	-	-	-	
Total Disbursements	\$ 290,603.79	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	64,627.82	17,817.04	-	-	
Transfers Out	-	9,444.86	73,000.00	-	
Total Transfers Between Accounts	\$ 64,627.82	\$ 27,261.90	\$ 73,000.00	\$ -	
Ending Balances in General Ledger	\$ 375,240.91	\$ 976,634.24	\$ 607,056.88	\$ 177,580.31	\$ 2,136,512.34
Reconciling Adjustments to Financial Institutions [2]					
Financial Institution Ending Balances	\$ 466,642.45	\$ 976,634.24	\$ 607,056.88	\$ 177,580.31	\$ 2,227,913.88

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	3,446.74	61,692.52	70,121.07	-	135,260.33
130 Water Operating	24,888.32	176,503.41	104,500.30	-	305,892.03
140 Flood Enterprise	562.08	-	-	-	562.08
215 2016 Sewer Refinancing Bond	-	350,896.37	91,706.19	177,580.31	620,182.87
218 2002 CIEDB Loan	114,812.45	-	11,997.22	-	126,809.67
219 2012 USDA Solar COP	0.23	46,987.10	853.80	-	47,841.13
313 Wastewater Operating Reserve	-	-	57,119.60	-	57,119.60
314 Wastewater CIP	-	32,830.88	92,356.62	-	125,187.50
319 2012 USDA Solar COP Reserve	-	31,281.81	-	-	31,281.81
320 Water CIP	83,161.33	66,611.37	-	-	149,772.70
325 Water Operating Reserve	38,237.20	-	-	-	38,237.20
350 2002 CIEDB Loan Reserve	-	-	178,402.08	-	178,402.08
711 2016 Bond Administration	-	-	-	-	-
712 Bond Revolving	110,132.56	209,830.78	-	-	319,963.34
Total Ending Balances in General Ledger	\$ 375,240.91	\$ 976,634.24	\$ 607,056.88	\$ 177,580.31	\$ 2,136,512.34

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

[2] See Reconciliation Detail Summary for details

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

CHECK DATE: 6/01/2019 THRU 6/30/2019
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	6/07/2019	BANK-DRAFT	000324	AFLAC	224.31CR	CLEARED	A	6/11/2019
1010	6/07/2019	BANK-DRAFT	000325	CALIFORNIA PUBLIC EMPLOYEES RE	5,577.07CR	CLEARED	A	6/10/2019
1010	6/07/2019	BANK-DRAFT	000326	NATIONWIDE RETIREMENT SOLUTION	600.00CR	CLEARED	A	6/07/2019
1010	6/07/2019	BANK-DRAFT	000327	STATE OF CALIFORNIA EDD	1,663.64CR	CLEARED	A	6/07/2019
1010	6/07/2019	BANK-DRAFT	000328	US DEPARTMENT OF THE TREASURY	4,724.16CR	CLEARED	A	6/07/2019
1010	6/21/2019	BANK-DRAFT	000329	AFLAC	224.31CR	OUTSTND	A	0/00/0000
1010	6/21/2019	BANK-DRAFT	000330	CALIFORNIA PUBLIC EMPLOYEES RE	5,577.07CR	CLEARED	A	6/24/2019
1010	6/21/2019	BANK-DRAFT	000331	NATIONWIDE RETIREMENT SOLUTION	600.00CR	CLEARED	A	6/21/2019
1010	6/21/2019	BANK-DRAFT	000332	STATE OF CALIFORNIA EDD	1,693.29CR	CLEARED	A	6/21/2019
1010	6/21/2019	BANK-DRAFT	000333	US DEPARTMENT OF THE TREASURY	4,811.31CR	CLEARED	A	6/21/2019
1010	6/28/2019	BANK-DRAFT	000334	US DEPARTMENT OF THE TREASURY	45.90CR	CLEARED	A	6/28/2019
CHECK:								
1010	6/07/2019	CHECK	036470	ACWA/JPIA	1,135.01CR	CLEARED	A	6/11/2019
1010	6/07/2019	CHECK	036471	ALPHA ANALYTICAL LABORATORIES	623.00CR	CLEARED	A	6/12/2019
1010	6/07/2019	CHECK	036472	ALYSSA GORDON	212.94CR	CLEARED	A	6/11/2019
1010	6/07/2019	CHECK	036473	APPLIED TECHNOLOGY SOLUTIONS	573.00CR	CLEARED	A	6/17/2019
1010	6/07/2019	CHECK	036474	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	6/12/2019
1010	6/07/2019	CHECK	036475	JAMES DAY CONSTRUCTION, INC.	16,316.00CR	CLEARED	A	6/13/2019
1010	6/07/2019	CHECK	036476	LAYNE PAVING & TRUCKING, INC.	244.69CR	CLEARED	A	6/17/2019
1010	6/07/2019	CHECK	036477	LOCAL GOVERNMENT COMMISSION IN	4,181.82CR	CLEARED	A	6/12/2019
1010	6/07/2019	CHECK	036478	STREAMLINE	200.00CR	CLEARED	A	6/13/2019
1010	6/07/2019	CHECK	036479	USA BLUE BOOK	5,359.48CR	CLEARED	A	6/17/2019
1010	6/07/2019	CHECK	036480	WESTGATE PETROLEUM CO., INC.	379.83CR	CLEARED	A	6/11/2019
1010	6/07/2019	CHECK	036481	SAGE, DONNA	100.60CR	CLEARED	A	6/21/2019
1010	6/07/2019	CHECK	036482	BARBULESCU TOCA, VLA	101.96CR	CLEARED	A	6/12/2019
1010	6/07/2019	CHECK	036483	BAKER, CHARLOTTE I	4.55CR	CLEARED	A	7/03/2019
1010	6/14/2019	CHECK	036484	ACTION SANITARY, INC.	123.34CR	CLEARED	A	6/20/2019
1010	6/14/2019	CHECK	036485	ALPHA ANALYTICAL LABORATORIES	589.00CR	CLEARED	A	6/19/2019
1010	6/14/2019	CHECK	036486	AT&T	241.73CR	CLEARED	A	6/18/2019
1010	6/14/2019	CHECK	036487	DATAPROSE	314.64CR	CLEARED	A	6/18/2019
1010	6/14/2019	CHECK	036488	ENVIRONMENTAL PLANNING PARTNER	2,309.43CR	CLEARED	A	7/01/2019
1010	6/14/2019	CHECK	036489	EZ - FLUSH	5,700.00CR	CLEARED	A	6/21/2019
1010	6/14/2019	CHECK	036490	HARDESTER'S MARKETS & HARDWARE	21.63CR	CLEARED	A	6/19/2019
1010	6/14/2019	CHECK	036491	GARDENS BY JILLIAN	200.00CR	CLEARED	A	6/18/2019
1010	6/14/2019	CHECK	036492	L & M LOCKSMITHING	104.00CR	CLEARED	A	6/19/2019
1010	6/14/2019	CHECK	036493	MICHELLE HAMILTON	625.00CR	CLEARED	A	6/27/2019
1010	6/14/2019	CHECK	036494	OFFICE DEPOT	72.88CR	CLEARED	A	6/24/2019
1010	6/14/2019	CHECK	036495	PETTY CASH REIMBURSEMENT	220.75CR	CLEARED	A	6/18/2019
1010	6/14/2019	CHECK	036496	RAY MORGAN COMPANY	107.25CR	CLEARED	A	6/19/2019
1010	6/14/2019	CHECK	036497	REDFORD SERVICES	950.00CR	CLEARED	A	6/27/2019
1010	6/14/2019	CHECK	036498	SOUTH LAKE REFUSE COMPANY	446.27CR	CLEARED	A	6/18/2019
1010	6/14/2019	CHECK	036499	SPECIAL DISTRICT RISK MANAGEME	31,087.56CR	CLEARED	A	6/20/2019
1010	6/21/2019	CHECK	036500	ALPHA ANALYTICAL LABORATORIES	1,424.00CR	CLEARED	A	6/26/2019

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

CHECK DATE: 6/01/2019 THRU 6/30/2019
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	6/21/2019	CHECK	036501	VOID CHECK	0.00	CLEARED	A	6/21/2019
1010	6/21/2019	CHECK	036502	BARTLEY PUMP, INC.	13,975.16CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036503	BEELER TRACTOR CO	1,191.65CR	CLEARED	A	6/28/2019
1010	6/21/2019	CHECK	036504	BOLD POLISNER MADDOW NELSON &	225.00CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036505	CARDMEMBER SERVICE	1,516.18CR	CLEARED	A	6/28/2019
1010	6/21/2019	CHECK	036506	COASTLAND CIVIL ENGINEERING, I	5,912.55CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036507	ENVIRONMENTAL SYSTEMS RESEARCH	400.00CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036508	HIDDEN VALLEY LAKE ASSOCIATION	1,600.00CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036509	LAYNE PAVING & TRUCKING, INC.	192.49CR	CLEARED	A	7/01/2019
1010	6/21/2019	CHECK	036510	MENDO MILL CLEARLAKE	578.03CR	CLEARED	A	6/26/2019
1010	6/21/2019	CHECK	036511	MIDDLETOWN COPY & PRINT	525.53CR	CLEARED	A	7/03/2019
1010	6/21/2019	CHECK	036512	OFFICE DEPOT	90.82CR	CLEARED	A	6/27/2019
1010	6/21/2019	CHECK	036513	PACE SUPPLY CORP	1,527.07CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036514	REGIONAL GOVERNMENT SERVICES	3,712.50CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036515	RICOH USA, INC.	386.29CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036516	VERIZON WIRELESS	872.76CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036517	WAGNER & BONSIGNORE	1,425.00CR	CLEARED	A	6/28/2019
1010	6/21/2019	CHECK	036518	WESTGATE PETROLEUM CO., INC.	386.99CR	CLEARED	A	6/25/2019
1010	6/21/2019	CHECK	036519	AMERICAN ASPHALT	1,099.82CR	CLEARED	A	7/03/2019
1010	6/21/2019	CHECK	036520	ADDIS, MICHAEL E	20.22CR	CLEARED	A	6/28/2019
1010	6/21/2019	CHECK	036521	OWENS, THAD R	44.46CR	OUTSTND	A	0/00/0000
1010	6/28/2019	CHECK	036522	ALPHA ANALYTICAL LABORATORIES	1,250.00CR	CLEARED	A	7/03/2019
1010	6/28/2019	CHECK	036523	CITY OF SANTA ROSA	352.00CR	OUTSTND	A	0/00/0000
1010	6/28/2019	CHECK	036524	COASTLAND CIVIL ENGINEERING, I	6,060.05CR	CLEARED	A	7/02/2019
1010	6/28/2019	CHECK	036525	DICKENSON PEATMAN & FOGARTY	1,600.00CR	CLEARED	A	7/02/2019
1010	6/28/2019	CHECK	036526	HIDDEN VALLEY LAKE ASSOCIATION	1,500.00CR	OUTSTND	A	0/00/0000
1010	6/28/2019	CHECK	036527	JAMES DAY CONSTRUCTION, INC.	2,523.00CR	CLEARED	A	7/03/2019
1010	6/28/2019	CHECK	036528	JENFITCH, LLC	3,805.46CR	CLEARED	A	7/02/2019
1010	6/28/2019	CHECK	036529	PACIFIC GAS & ELECTRIC COMPANY	15,721.47CR	CLEARED	A	7/03/2019
1010	6/28/2019	CHECK	036530	PARKSON CORPORATION	54,953.83CR	CLEARED	A	7/02/2019
1010	6/28/2019	CHECK	036531	WESTGATE PETROLEUM CO., INC.	1,184.81CR	CLEARED	A	7/02/2019
1010	6/28/2019	CHECK	036532	WIPF CONSTRUCTION	1,160.00CR	CLEARED	A	7/02/2019
DEPOSIT:								
1010	6/03/2019	DEPOSIT		CREDIT CARD 6/03/2019	2,624.08	CLEARED	C	6/03/2019
1010	6/03/2019	DEPOSIT	000001	CREDIT CARD 6/03/2019	5,799.89	CLEARED	C	6/03/2019
1010	6/03/2019	DEPOSIT	000002	CREDIT CARD 6/03/2019	1,020.26	CLEARED	C	6/04/2019
1010	6/03/2019	DEPOSIT	000003	CREDIT CARD 6/03/2019	3,129.77	CLEARED	C	6/05/2019
1010	6/03/2019	DEPOSIT	000004	REGULAR DAILY POST 6/03/2019	3,586.85	CLEARED	C	6/04/2019
1010	6/03/2019	DEPOSIT	060319	Web CC Reconciliation	186.65	CLEARED	G	6/03/2019
1010	6/04/2019	DEPOSIT		CREDIT CARD 6/04/2019	1,777.88	CLEARED	C	6/05/2019
1010	6/04/2019	DEPOSIT	000001	CREDIT CARD 6/04/2019	948.95	CLEARED	C	6/06/2019
1010	6/04/2019	DEPOSIT	000002	REGULAR DAILY POST 6/04/2019	1,163.86	CLEARED	C	6/05/2019
1010	6/05/2019	DEPOSIT		CREDIT CARD 6/05/2019	465.10	CLEARED	C	6/06/2019

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

CHECK DATE: 6/01/2019 THRU 6/30/2019
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
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1010	6/06/2019	DEPOSIT		CREDIT CARD 6/06/2019	2,085.22	CLEARED	C	6/07/2019
1010	6/06/2019	DEPOSIT	000001	CREDIT CARD 6/06/2019	1,049.86	CLEARED	C	6/10/2019
1010	6/06/2019	DEPOSIT	000002	REGULAR DAILY POST 6/06/2019	2,115.85	CLEARED	C	6/07/2019
1010	6/07/2019	DEPOSIT		CREDIT CARD 6/07/2019	1,293.61	CLEARED	C	6/10/2019
1010	6/07/2019	DEPOSIT	000001	CREDIT CARD 6/07/2019	1,672.43	CLEARED	C	6/10/2019
1010	6/07/2019	DEPOSIT	000002	REGULAR DAILY POST 6/07/2019	2,499.91	CLEARED	C	6/10/2019
1010	6/10/2019	DEPOSIT		CREDIT CARD 6/10/2019	2,071.53	CLEARED	C	6/10/2019
1010	6/10/2019	DEPOSIT	000001	CREDIT CARD 6/10/2019	1,282.55	CLEARED	C	6/10/2019
1010	6/10/2019	DEPOSIT	000002	CREDIT CARD 6/10/2019	1,520.69	CLEARED	C	6/11/2019
1010	6/10/2019	DEPOSIT	000003	CREDIT CARD 6/10/2019	1,867.94	CLEARED	C	6/12/2019
1010	6/10/2019	DEPOSIT	000004	REGULAR DAILY POST 6/10/2019	10,178.97	CLEARED	C	6/11/2019
1010	6/11/2019	DEPOSIT		CREDIT CARD 6/11/2019	2,600.40	CLEARED	C	6/12/2019
1010	6/11/2019	DEPOSIT	000001	CREDIT CARD 6/11/2019	5,174.34	CLEARED	C	6/13/2019
1010	6/11/2019	DEPOSIT	000002	REGULAR DAILY POST 6/11/2019	4,293.83	CLEARED	C	6/12/2019
1010	6/12/2019	DEPOSIT		CREDIT CARD 6/12/2019	3,687.21	CLEARED	C	6/13/2019
1010	6/12/2019	DEPOSIT	000001	CREDIT CARD 6/12/2019	7,457.89	CLEARED	C	6/14/2019
1010	6/12/2019	DEPOSIT	000002	REGULAR DAILY POST 6/12/2019	10,754.65	CLEARED	C	6/13/2019
1010	6/12/2019	DEPOSIT	000003	CREDIT CARD 6/12/2019	1,881.15	CLEARED	C	6/14/2019
1010	6/12/2019	DEPOSIT	061219	RECONCILE FUND 215 FISCAL YE	9,444.86	CLEARED	G	6/12/2019
1010	6/13/2019	DEPOSIT		CREDIT CARD 6/13/2019	1,007.11	CLEARED	C	6/14/2019
1010	6/13/2019	DEPOSIT	000001	CREDIT CARD 6/13/2019	2,950.96	CLEARED	C	6/17/2019
1010	6/13/2019	DEPOSIT	000002	REGULAR DAILY POST 6/13/2019	8,789.07	CLEARED	C	6/14/2019
1010	6/14/2019	DEPOSIT		CREDIT CARD 6/14/2019	988.07	CLEARED	C	6/17/2019
1010	6/14/2019	DEPOSIT	000001	CREDIT CARD 6/14/2019	1,721.19	CLEARED	C	6/17/2019
1010	6/14/2019	DEPOSIT	000002	REGULAR DAILY POST 6/14/2019	7,007.88	CLEARED	C	6/17/2019
1010	6/17/2019	DEPOSIT		CREDIT CARD 6/17/2019	1,901.79	CLEARED	C	6/17/2019
1010	6/17/2019	DEPOSIT	000001	CREDIT CARD 6/17/2019	6,950.29	CLEARED	C	6/17/2019
1010	6/17/2019	DEPOSIT	000002	CREDIT CARD 6/17/2019	1,508.53	CLEARED	C	6/18/2019
1010	6/17/2019	DEPOSIT	000003	CREDIT CARD 6/17/2019	3,178.36	CLEARED	C	6/19/2019
1010	6/17/2019	DEPOSIT	000004	REGULAR DAILY POST 6/17/2019	18,931.38	CLEARED	C	6/18/2019
1010	6/17/2019	DEPOSIT	000005	DRAFT POSTING	11,827.77	CLEARED	U	6/18/2019
1010	6/17/2019	DEPOSIT	000006	CC DRAFT POSTING	16,226.84	CLEARED	U	6/19/2019
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1010	6/18/2019	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	124.25CR	CLEARED	U	6/20/2019
1010	6/19/2019	DEPOSIT		CREDIT CARD 6/19/2019	2,398.40	CLEARED	C	6/21/2019
1010	6/19/2019	DEPOSIT	000001	CREDIT CARD 6/19/2019	3,176.29	CLEARED	C	6/21/2019
1010	6/19/2019	DEPOSIT	000002	REGULAR DAILY POST 6/19/2019	8,646.45	CLEARED	C	6/20/2019
1010	6/20/2019	DEPOSIT		CREDIT CARD 6/20/2019	4,101.72	CLEARED	C	6/24/2019
1010	6/20/2019	DEPOSIT	000001	CREDIT CARD 6/20/2019	5,609.84	CLEARED	C	6/24/2019
1010	6/20/2019	DEPOSIT	000002	REGULAR DAILY POST 6/20/2019	10,471.48	CLEARED	C	6/21/2019

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

CHECK DATE: 6/01/2019 THRU 6/30/2019
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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1010	6/20/2019	DEPOSIT	000003	CREDIT CARD 6/20/2019	6,249.80	CLEARED	C	6/24/2019
1010	6/20/2019	DEPOSIT	000004	CREDIT CARD 6/20/2019	223.19	CLEARED	C	6/21/2019
1010	6/20/2019	DEPOSIT	000005	REGULAR DAILY POST 6/20/2019	67.72	CLEARED	C	6/21/2019
1010	6/21/2019	DEPOSIT		CREDIT CARD 6/21/2019	1,649.00	CLEARED	C	6/21/2019
1010	6/21/2019	DEPOSIT	000001	CREDIT CARD 6/21/2019	3,820.26	CLEARED	C	6/24/2019
1010	6/21/2019	DEPOSIT	000002	REGULAR DAILY POST 6/21/2019	4,940.34	CLEARED	C	6/24/2019
1010	6/24/2019	DEPOSIT		CREDIT CARD 6/24/2019	1,387.31	CLEARED	C	6/21/2019
1010	6/24/2019	DEPOSIT	000001	CREDIT CARD 6/24/2019	900.38	CLEARED	C	6/25/2019
1010	6/24/2019	DEPOSIT	000002	CREDIT CARD 6/24/2019	251.10	CLEARED	C	6/25/2019
1010	6/24/2019	DEPOSIT	000003	CREDIT CARD 6/24/2019	1,281.49	CLEARED	C	6/26/2019
1010	6/24/2019	DEPOSIT	000004	REGULAR DAILY POST 6/24/2019	3,761.19	CLEARED	C	6/25/2019
1010	6/25/2019	DEPOSIT		CREDIT CARD 6/25/2019	638.98	CLEARED	C	6/26/2019
1010	6/25/2019	DEPOSIT	000001	CREDIT CARD 6/25/2019	1,218.54	CLEARED	C	6/27/2019
1010	6/25/2019	DEPOSIT	000002	REGULAR DAILY POST 6/25/2019	473.64	CLEARED	C	6/26/2019
1010	6/25/2019	DEPOSIT	062519	TRANSFER MM TO POOLED	182.96	CLEARED	G	6/25/2019
1010	6/26/2019	DEPOSIT		CREDIT CARD 6/26/2019	394.48	CLEARED	C	6/27/2019
1010	6/26/2019	DEPOSIT	000001	CREDIT CARD 6/26/2019	983.26	CLEARED	C	6/28/2019
1010	6/26/2019	DEPOSIT	000002	REGULAR DAILY POST 6/26/2019	21,873.55	CLEARED	C	6/27/2019
1010	6/27/2019	DEPOSIT		CREDIT CARD 6/27/2019	427.94	CLEARED	C	6/28/2019
1010	6/27/2019	DEPOSIT	000001	CREDIT CARD 6/27/2019	478.13	CLEARED	C	7/01/2019
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1010	6/28/2019	DEPOSIT	000002	REGULAR DAILY POST 6/28/2019	1,644.01	CLEARED	C	7/01/2019
1010	6/28/2019	DEPOSIT	062819	PARKSON - HEADRAKE	55,000.00	CLEARED	G	6/28/2019
EFT:								
1010	6/14/2019	EFT	061419	CalPERS UAL 26384 June	19.45CR	CLEARED	G	6/17/2019
1010	6/14/2019	EFT	061420	CalPERS UAL 1739 June	9,598.08CR	CLEARED	G	6/17/2019
1010	6/28/2019	EFT	062819	PERS 1959 SURVIVOR 26384	282.00CR	CLEARED	G	7/01/2019
1010	6/28/2019	EFT	062820	PERS 1959 SURVIVOR 1739	394.80CR	CLEARED	G	7/01/2019
MISCELLANEOUS:								
1010	6/07/2019	MISC.		PAYROLL DIRECT DEPOSIT	25,666.34CR	CLEARED	P	6/07/2019
1010	6/21/2019	MISC.		PAYROLL DIRECT DEPOSIT	25,819.62CR	CLEARED	P	6/21/2019
1010	6/28/2019	MISC.		PAYROLL DIRECT DEPOSIT	277.05CR	CLEARED	P	6/28/2019
SERVICE CHARGE:								
1010	6/03/2019	SERV-CHG		MAY 2019 ETS FEES	1,188.13CR	CLEARED	G	6/03/2019
1010	6/03/2019	SERV-CHG	000001	MAY 2019 ETS FEES	948.24CR	CLEARED	G	6/03/2019
1010	6/03/2019	SERV-CHG	000002	MAY 2019 ETS FEES	374.02CR	CLEARED	G	6/03/2019
1010	6/17/2019	SERV-CHG		MAY 2019 ANALYSIS FEE	326.50CR	CLEARED	G	6/17/2019

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

CHECK DATE: 6/01/2019 THRU 6/30/2019
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE	
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:				199,968.50CR
				DEPOSIT	TOTAL:				337,556.68
				INTEREST	TOTAL:				0.00
				MISCELLANEOUS	TOTAL:				51,763.01CR
				SERVICE CHARGE	TOTAL:				2,836.89CR
				EFT	TOTAL:				10,294.33CR
				BANK-DRAFT	TOTAL:				25,741.06CR
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:				199,968.50CR
				DEPOSIT	TOTAL:				337,556.68
				INTEREST	TOTAL:				0.00
				MISCELLANEOUS	TOTAL:				51,763.01CR
				SERVICE CHARGE	TOTAL:				2,836.89CR
				EFT	TOTAL:				10,294.33CR
				BANK-DRAFT	TOTAL:				25,741.06CR



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**CAPITAL EXPENDITURES
2018 - 2019 BUDGET**

Jun-19

SEWER CIP EXPENSES	FUND	Budget	Yr to Date Actual
Construction Truck (60%)	314	78,000	70,941
Headworks Rake	314	62,000	54,954
I & I Repair	314	55,000	60,938
I & I Study (Intern/Fellowship)	313	46,000	33,455
Total		241,000	220,288

SEWER CIP/OP REVENUE	FUND	Revenue	Yr to Date Actual
Sewer Op Reserve (1.5%)	313	20,000	
FEMA/CalOES	313	102,000	18,000
Sewer CIP (1.5%)	314	20,000	
FEMA/CalOES	314	193,000	383,454
Total		335,000	401,454

WATER CIP EXPENSES	FUND	Budget	Yr to Date Actual
Unit 9 Tank Replacement	*1	1,279,000	
Repair Water Main Line	*2	150,000	
Construction Truck (40%)	320	52,000	46,599
Total		1,481,000	46,599

WATER CIP/OP RESERVE	FUND	Revenue	Yr to Date Actual
Water CIP (6%)	320	115,000	102,272
Water OP Reserve Fund -NEW- (3.75%)	325	72,000	63,916
Total		187,000	166,188

*1 Financial Options Undetermined

*2 Financial Options Undetermined



MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: July 9, 2019

RE: Office & Administrative Staff Overtime Monthly Report

June 2019

Overtime:

Administrative Assistant: 10.00 hours

Water Resources Specialist: 19.00 hours

Full Charge Bookkeeper: - hours

Senior Accounts Representative: .50 hours

Senior Accounts Representative: 17.50 hours

Total Overtime: 47.00 hours

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 07/12/2019

RE: Senior Account Representative's Monthly Report

Monthly Billing 06/28/2019

Mailed statements: 2,136

Electronic statements: 461

The statement "SPECIAL MESSAGE"

LOSS OF WATER DUE TO POWER OUTAGES: For more information go to:

<https://www.hvlcsd.org/emergency-generator-update>

Sin agua debido al corte de energía:

para obtener más información vaya a:

<https://www.hvlcsd.org/emergency-generator-update>

Delinquent Billing 06/20/2019

Delinquent statements for June bills:

Mailed statements: 513

Electronic statements: 79

Courtesy Notification 07/09/2019

Courtesy notices delivered to the customer's property for delinquent June's bill: 176

Electronic notices: 30

Phone Notification 07/10/2019

Phone notifications: 94

The phone notification was sent out around 10:30 am resulting in 66 payments received by the office staff during business hours.

Lock Offs 07/11/2019

28 Customers were in the Lock Off Process at 5:00 pm on 07/10/2019.

17 payments were made before service orders went out in the field at 9:00 am on 07/11/2019.

A total of 11 customers were Locked Off for non-payment.

Throughout Lock off day 4 payments were collected and meters unlocked.

At the time of this report only 7 meters remain locked.



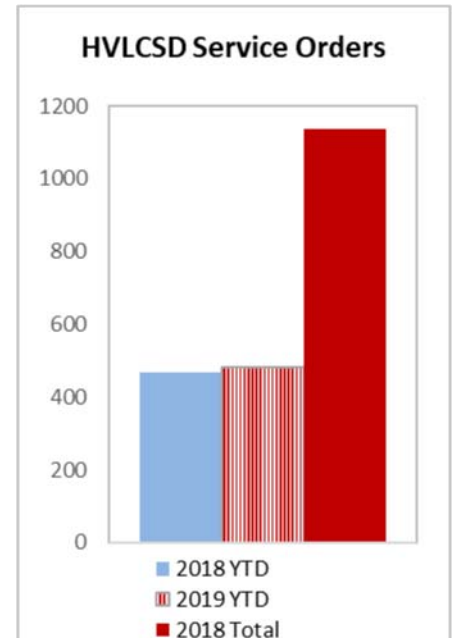
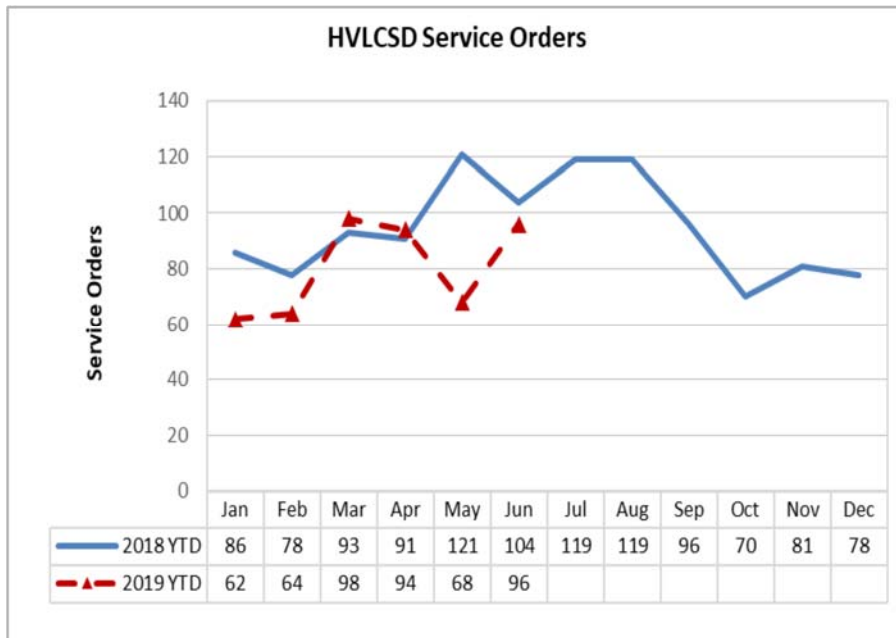
Hidden Valley Lake Community Services District

June 2019 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (June)	0	New (June)	0
Residential (May)	2444	Residential (May)	1472
Commercial & Govt (May)	39	Commercial & Govt (May)	16
Total (June) :	2483		1488

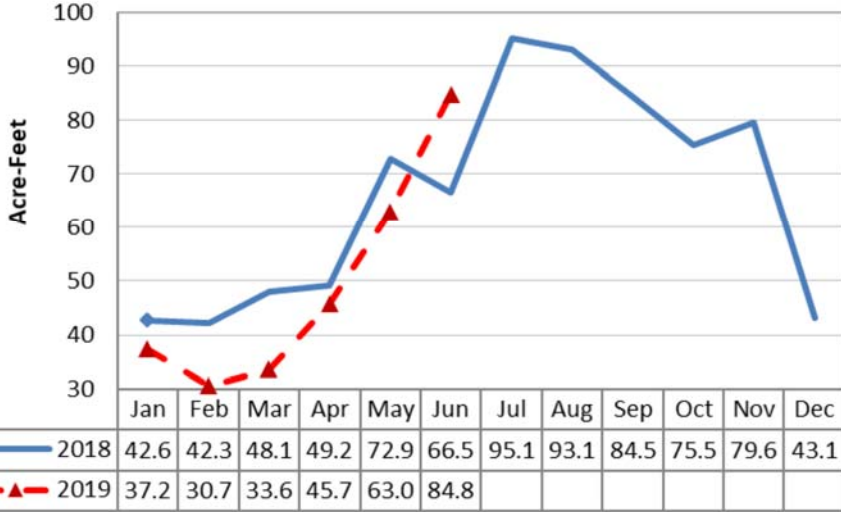
Rainfall		
This month	Last year	Historical
0	0	0.26



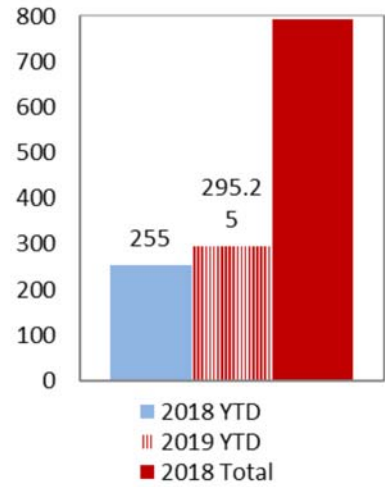
Hours		
Overtime Hours	59.25	\$2,594.37

June 2019 Field Report

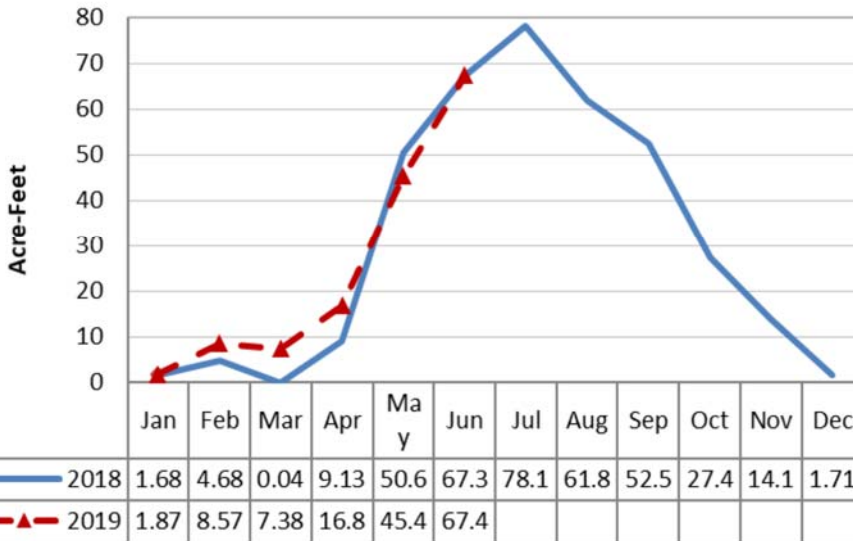
HVLCSD Municipal Well Production



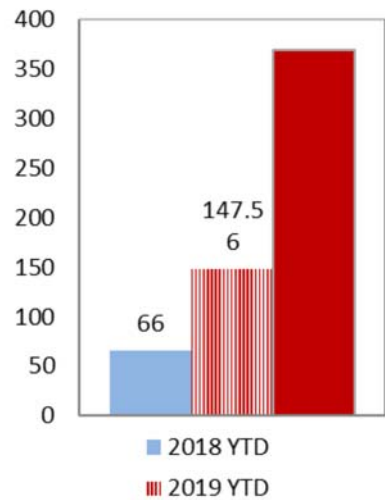
HVLCSD Municipal Well Production (AF)



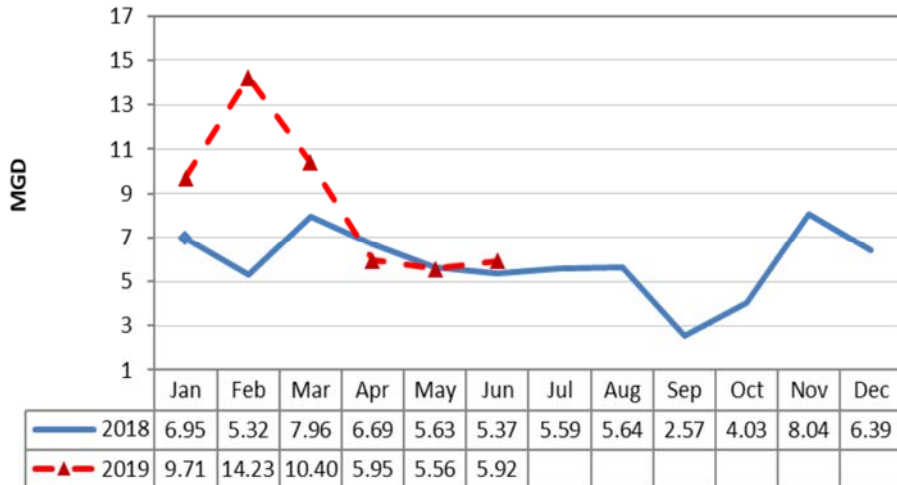
HVLCSD Municipal Reclaimed Water Use



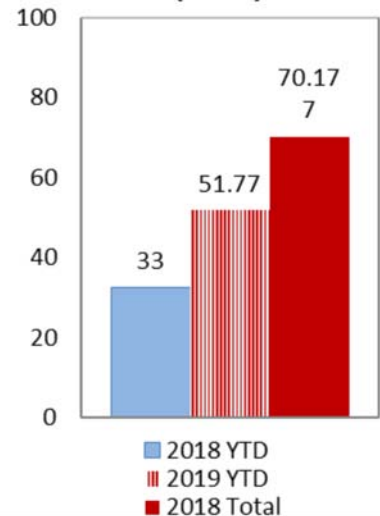
HVLCSD Municipal Reclaimed Water (AF)



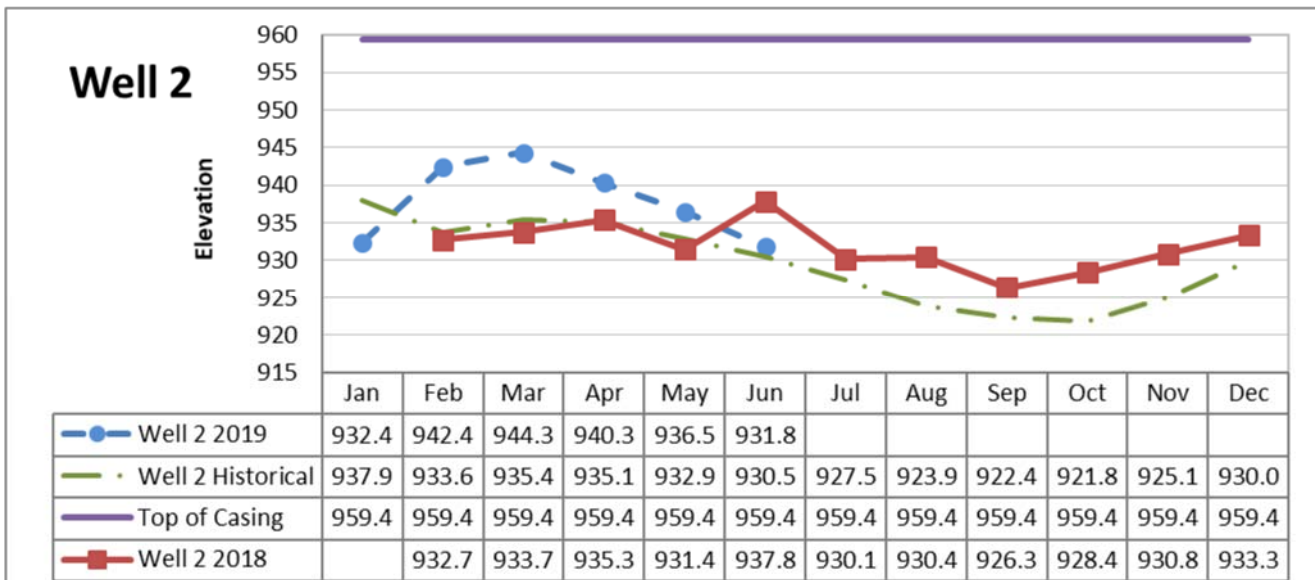
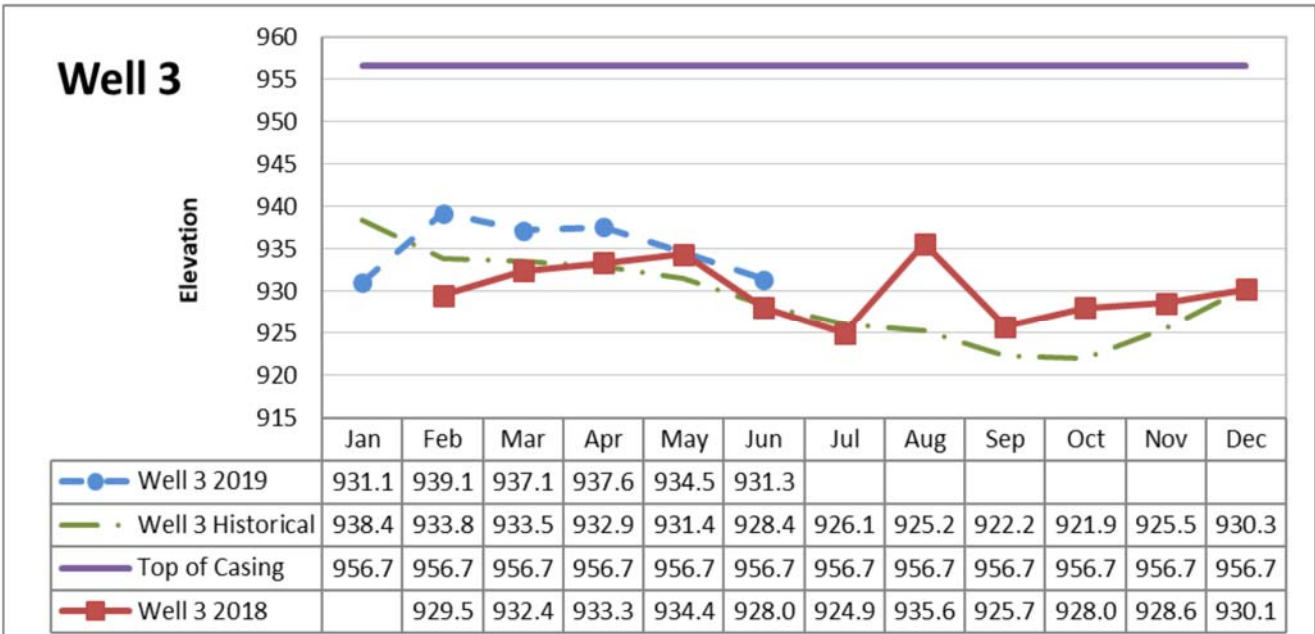
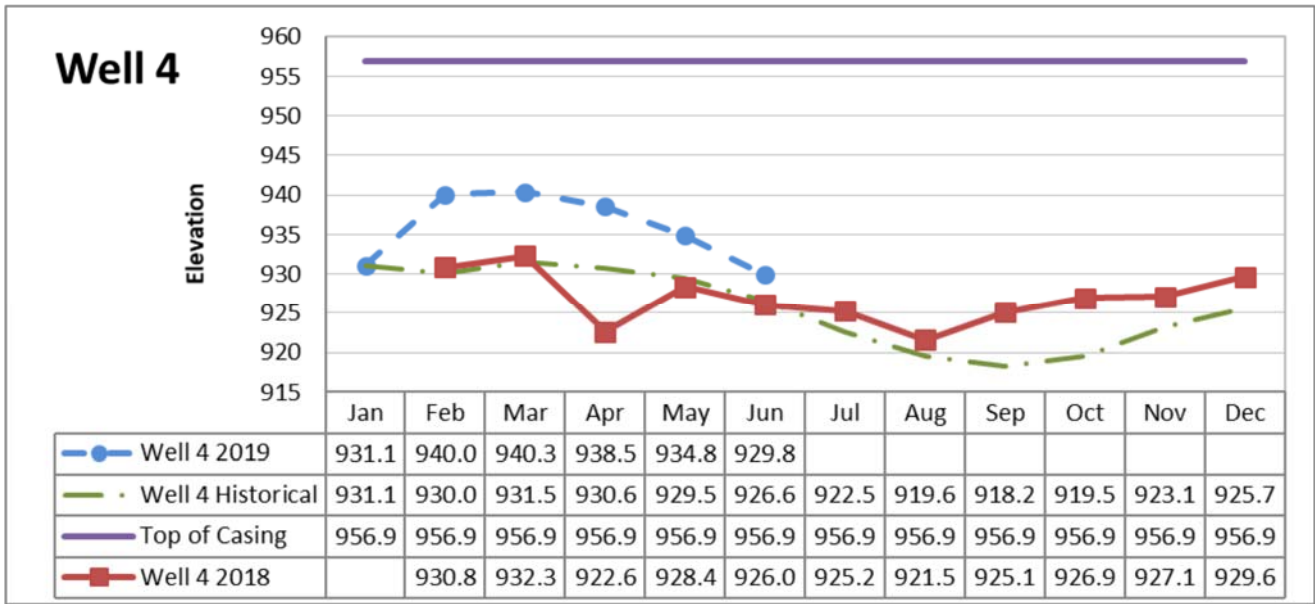
HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent (MGD)



June 2019 Field Report



Projects Update

FEMA projects

HMGP DR-4382 Project 112 (Unit 9 Tank)

6/18 Received request for information (RFI) from CalOES upon review of subapplication

6/24 Submitted responses to RFI

Received confirmation that this projects remains in the High Priority Category

CalOES expects to submit subapplication with recommendations to FEMA by 11/2019

HMGP DR-4407 Project 57 (Generators)

6/18 Received approval for Local Match Commitment from BOD

6/27 Received Engineering reports from Planning Partners, Coastland Engineering, Luhdorff & Scalmanini Civil Engineers, and Frisch Engineering

7/3 Submitted completed subapplication to CalOES

HMGP DR-4344 Project-512 (LHMP)

7/10 Initial planning for next steps; 1. Contract, 2. List of stakeholders, 3. Schedule kick-off meeting.

RPA DR-4434 (February Rains)

6/26 Exploratory Call with FEMA representative

7/9 Recovery Scoping Meeting with FEMA representatives

7/9 Submitted reimbursement request for approx. \$960,000 of expenses

HMGP DR-4434

6/28 Notification of funds availability (NOI) for this recently declared disaster

Projects Update

Non_FEMA projects

CalWARN

6/19 Received Draft Mutual Aid agreement for temporary portable generators from the City of Sacramento

CivicSpark

7/3 Geolocation of manholes is complete for entire sewer system

Manhole lid replacement SOP presentation and training

Adding sewer laterals to GIS

7/16 Manhole lid replacements scheduled

Water main replacement

7/11 Received 2 closed bids

7/12 Coastland to submit review of bids for board packet

7/16 BOD to review bids and recommendations

IRWM/Waterboards

6/20 SWRCB notification of new recycled water reporting mandate

6/24 Notification of technical assistance denial for MHI survey

7/3 Submitted appeal to technical assistance denial

7/10 Received denial of appeal for technical assistance

7/10 Received DWR comments on Unit 9 tank application

7/11 Responded to DWR comments on Unit 9 tank application

ACWA SLC

7/3 Internal CSD meeting to discuss SB 998 implementation

7/8 Legislative Advisory—SB 200 (See attached)

7/12 Meeting scheduled

June 2019 Field Report

Water Operations and Maintenance Highlights

- 6/11, 6/13 Courtesy notices, lockoffs
- 6/18 Knollview service repair
- 6/12 Fan taken to Water Plant, exhaust malfunction
- 6/17 Pressure check on Indian Rock
- 6/17 Glenhaven service repair
- 6/20 Wells maintenance
- 6/20 Fixed leak at Hidden Valley Road and Deer Hill Road
- Regular maintenance and operations
- 6/24-6/26 Meter reads

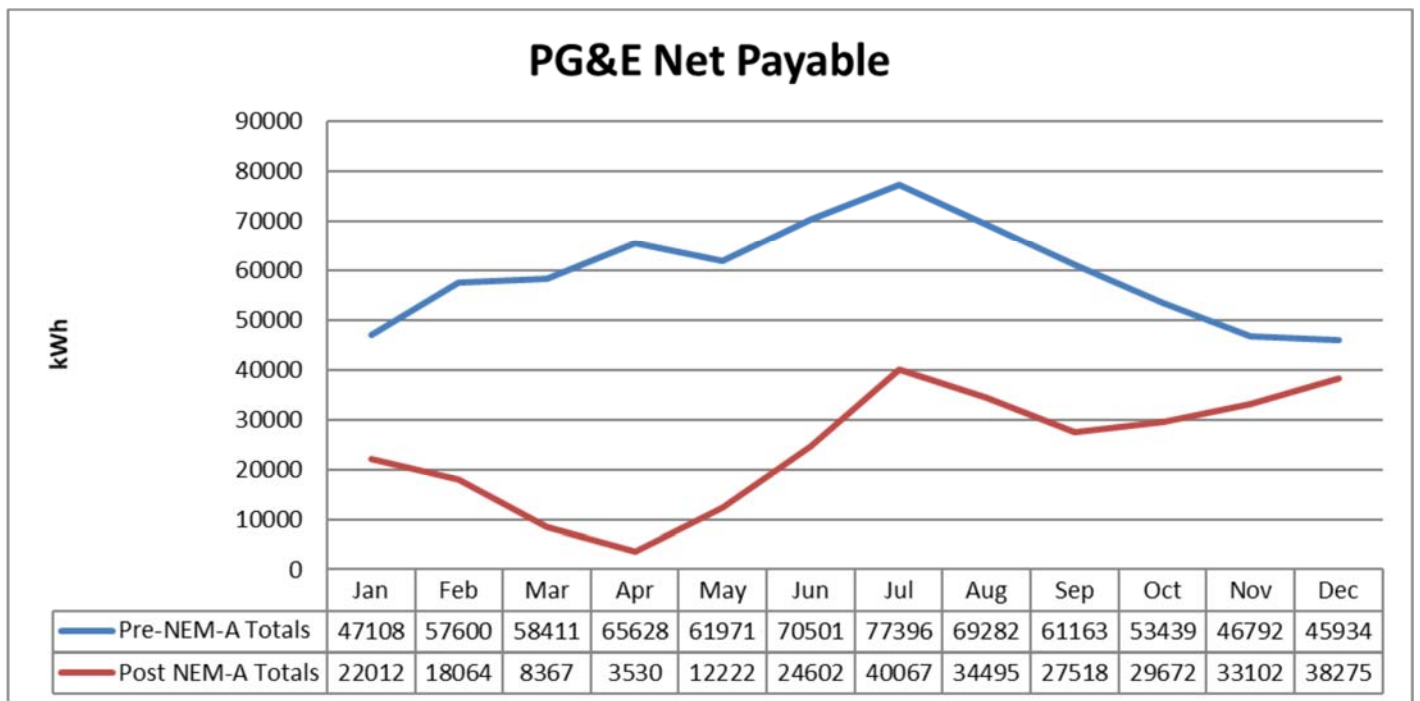
Wastewater Operations and Maintenance Highlights

- 6/11, 6/13 Courtesy notices, lockoffs
- 6/3 Headworks sprayed down
- 6/5 LS3 Geolocation completed with Field Operators and CivicSpark Fellows
- 6/5 Telstar annual calibration and rebuilds of CL2 units
- 6/6 Three manhole lids replaced
- 6/6 Injection room filters changed
- 6/11 Sludge bed maintenance
- 6/20 Backflushed pump #1 at Hardesters lift station
- Regular maintenance and operations
- 6/24-6/26 Meter reads

June 2019 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	276
Truck 2 (new construction truck)	2903
Truck 3	4750
Truck 4	N/A
Truck 6	1128
Truck 7	1809
Truck 8	0
Dump Truck	191
Backhoe	26.9 hrs
New Holland Tractor	21.6 hrs

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	229.40	169.80
Fuel Log	229.10	148.90



Alyssa Gordon

From: ACWA <acwabox@acwa.com>
Sent: Monday, July 8, 2019 4:28 PM
To: agordon@hvlcsd.org
Subject: Legislative Advisory



Click [here](#) to view it in your browser.

ACWA ADVISORY

SB 200 | SAFE DRINKING WATER
July 8, 2019

Legislature Approves Second Part of Safe Drinking Water Funding Solution

SB 200 (Monning) Requires Governor Approval for Enactment

Today, the California Senate voted to approve SB 200 (Monning), which creates the Safe and Affordable Drinking Water Fund, providing the legal structure and process for funding safe drinking water solutions for disadvantaged communities in California that currently do not have that access. The Assembly approved the bill on Friday, and it now awaits Gov. Newsom's signature.

"ACWA and its members applaud the leadership of Governor Newsom, Senate President pro Tem Atkins, Assembly Speaker Rendon and the work of many other legislators who played key roles in solving this complex problem," ACWA President Brent Hastey said.

The passage of SB 200 follows the June 27 enactment of the 2019-'20 State Budget, which sets forth the first part of the funding solution. The State Budget provides \$130 million for Fiscal Year 2019-'20 for safe drinking water solutions in disadvantaged communities that do not have access to safe drinking water.

In the first year, Fiscal Year 2019-'20, the safe drinking water funding solution will be funded with \$100 million from the Greenhouse Gas Reduction Fund (GGRF) and \$30 million from the General Fund.

After the first year, SB 200 will provide that the funding will be 5% of the GGRF continuously appropriated – capped at \$130 million per year. The agreement includes General Fund funding as a backstop if 5% of the GGRF is less than \$130 million in any year. The funding will sunset in 2030.

The two-part solution does not include a water tax.

ACWA has long supported a sustainable funding source that would close the funding gap that exists for operation and maintenance costs for community water systems that treat water in disadvantaged communities, but without taxing a resource that is essential to life.

ACWA staff appreciate the guidance on this critical issue from the ACWA Board of Directors, the ACWA DAC Drinking Water Initiative Task Force, and the State Legislative Committee and its Safe Drinking Water Funding Working Group. ACWA also appreciates the legislative outreach support from member agencies.

Questions

For questions about SB 200, please contact ACWA Deputy Executive Director for Government Relations [Cindy Tuck](#) at (916) 441-4545.



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Executive Summary Report

Generated for HVLCSD for June 2019



Health Score



Breakdown

Proactive Monitoring	100%	Server Availability	99.7%	Failed Login Attempts	0%
Antivirus	96%	Patch Management	89.4%	Backup	87.7%
Coverage	93.8%	Coverage	100%		
Protection	98.2%	Protection	78.8%		

Managed Devices

Devices

16

- 1 Server
- 14 Desktop
- 1 Laptop

Checks Passing

Application	98%
Disk/File	97%
Event	100%
Network	100%
Script	100%
Service	100%
System	90%
Task	100%

Alerts Resolved

742

Protection Effectiveness

Antivirus

Devices with Antivirus	15
Frequency of up-to-date Devices	98.2%
Threats Quarantined/Resolved	0

Backup

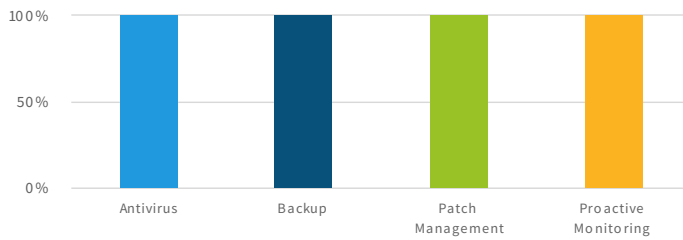
Devices with Backup	2
Data Backed Up (GB)	389
Successful Backups	50

Patch Management

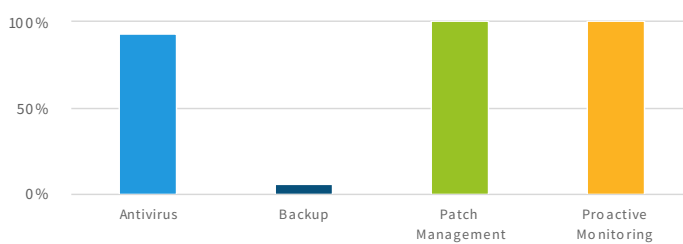
Devices with Patch Management	16
Patches Detected	113
Patches Installed	89

Coverage

Servers



Workstations



Operating Systems



Top 5

Devices with Failing Checks

HVLCSD2016-05
 HVLCSD2017-01
 HVLCSD-02
 ACCOUNTS1-PC
 HVLCSD-PC

Devices at Risk

OFFICE

Terminology Explained

Health Score

A weighted aggregation of the systems health across various components. If a feature is not enabled, the health score will not be negatively impacted.

Alerts Resolution

The number of outages that occurred over the course of the month which were closed or cleared.

Checks Passing

The percentage of checks that have passed throughout the month. Checks are grouped into categories. For example, System category comprises of Failed login, Server performance monitoring, OSX update, Package management, and Physical memory checks.

Frequency of Up-to-Date Devices

How often AntiVirus checks have been up-to-date across Servers and Workstations throughout the entire month.

Top 5 Devices at Risk

Devices which have the most common failures of Antivirus, Vulnerability, Risk Intelligence and Web Protection checks throughout the entire month.



Hidden Valley Lake Community Services District

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

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: July 16, 2019
RE: General Manager's Monthly Report

Good evening. The following report discusses items Hidden Valley Lake CSD completed over the past month and is intended to provide the Board and public with an update on the progression of projects.

Water

1. HVLCSO & HVLA met to discuss items of common interest and several possible proposals for removal of sediment from the lake bottom. This met the quarterly requirement for the two agencies to meet pursuant to the Lake Water use Agreement between the two agencies.
2. The GM attended the Westside Sac IRWM Coordinating Committee Regular Business Meeting where the District learned that the State grant reviewer assigned to our program had additional questions. These questions were answered and returned to Jan Coppinger the Lake County representative to the IRWM Group to be forwarded to the State rep.

Sanitary Sewer

Staff worked with Titus Industries to install a Little John Digester in Lift Station 1. This unit will aid with the removal of fats, oil, and grease (F.O.G.) to reduce the on going maintenance at the sewer lift station. This is expected to in turn reduce overtime and after hour call-outs.

Stormwater

No reportable issues.

Recycled Water

No reportable issues.



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Finance

1. Staff continues to explore a possible partnership with Omni BioEnergy, LLC for a facility at the RWRP. The possible advantages include the consumption of the District's treatment plant bio waste as opposed to hauling in the amount of \$35K per year and possible wheeling of energy to other facilities via PG&E distribution lines at a reduced rate.

Human Resources

1. Employee Handbook Update: Staff continues to work with the Personnel Committee to review recommendations made by the District's HR attorney on improvements to the Employee Handbook. Additional meetings are needed to complete the review prior to Board presentation.

Facilities

No reportable issues.

Emergency Preparedness

1. The Konocti Conservation Crew (KCC#27) utilized two crews to remove organic matter from the north side of Putah Creek and the levee around the tertiary pond at the RWRP. They are scheduled to complete their work for HVLCSD at the RWRP on July 15th and 16th.
2. Staff attended the South Lake County Fire Safe Council Meeting.
3. The GM attended a PG&E Public Safety Power Shut-Off Workshop to continue to better understand customer concerns and ask PG&E about how water could be made available for public health/sanitation and fire protection when the power is shut off for extended periods of time.
4. At the request of HVLA the HVLCSD Safety and Security Committee Chair and G.M. attend HVLA's quarterly meeting to be part of the Emergency Preparation process as we enter fire season.
5. The G.M. attended the U.S. EPA's second Webinar in the two-part series entitled: Utility Examples to Mitigate Earthquake Impacts.
6. The G.M. attended HVLA's monthly Firewise meeting.
7. The G.M. coordinated a meeting between District staff and K.J. of FEMA to discuss 4434 (Feb-March floods). K.J. was on site Tues. July 9th at 10am to review our request and inspect the damaged/repared areas prior to proceeding with the funding request.



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8. District staff met with FEMA representatives at the District office and completed two additional funding requests for previous disasters related to the storm events in Feb./March 2019.

General Information:

- A. The G.M. attended the Water Company OES group meeting June 26th in Lakeport.
- B. The G.M. attended the Westside Sac IRWM Coordinating Committee Regular Business Meeting in Solano County.
- C. The District staffed a booth at the Concert on the Greens to discuss water conservation, water system generators and private sewer pumps during power outages with the public.
- D. The Board and G.M. attended a workshop with Dr. Bienati to further explore Board and Board/G.M. relationships and communication.
- E. Director Freeman and Assistant to the GM, Penny Cuadras, attended and successfully completed the CSDA Special District Leadership Academy in Napa. The District is in pursuit of the District of Distinction recognition:
In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations.

(The District of Distinction) accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.

The criteria that must be met is:

- Each District must undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.
- Their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual.
- All directors/trustees, general manager and executive staff (as designated by the district) have received training in governance as well as compliance with AB 1234 Ethics Training and AB 1825 Harassment Prevention Training.
- They have completed SDLF's District Transparency Certificate of Excellence.



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HVLCSD has completed all of the prerequisites with the exception of SDLF's District Transparency Certificate and will make every effort to achieve this goal.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT FINANCE COMMITTEE CHARTER

Name of Committee	Hidden Valley Lake CSD Finance Committee
Date of last revision	02/13/2019
Purpose (Summary)	The finance committee provides ongoing review of the financial status of the District for the purpose of ensuring continued economic stability in accordance with the laws governing California, public agencies and with the District's Strategic Plan
Specific responsibilities	<ul style="list-style-type: none"> -Review monthly financial reports and compare monthly figures to projected budget -Initiate an annual Financial Audit or review and recommend auditor -Review investments and make investment recommendation to the Board -Review and recommend an annual Budget -Review and recommend budget adjustments -Review Insurance coverage on an annual basis to ensure adequate coverage -Discuss, deliberate and make recommendation on all Financial issues impacting the District as brought to the committee by the General Manger and or Board of Directors
Meeting schedule (regular date, time, place)	Second Wednesday of the month, 12:30-1:30 PM and as needed At the Admin Office
Composition (number and type-board members, or others?)	2 Board Members, General Manager, Full Charge Bookkeeper
Other important details	Directors assigned to the Finance Committee are responsible for the signing of the Accounts Payable on a weekly basis



Committee Charter

Name of Committee	Personnel Committee
Purpose (Summary)	The purpose of the Personnel Committee is to oversee District personnel policy and related issues on behalf of the Board and make recommendations to the Board of Directors for appropriate action.
Specific Responsibilities	<ul style="list-style-type: none"> • Review and recommend updates of the District Employee Handbook to the Board of Directors annually for compliance with District Policy • Ensure all policies in the District Employee Handbook comply with state and federal law • Ensure job descriptions, District Organization chart and staffing plan are current • Monitor the timely, accurate reporting of annual District salary information to the State Controller and verify that the changes appear on the State Controllers' website. • Recommend potential policy changes to the Board of Directors for adoption • Report current activities to the Board at its regular monthly meeting
Any Specific Decisions Delegated to the Committee By the Board	None
Meeting Schedule (Regular Date, Time & Place)	Monday, eight days prior to the Regular Board Meeting at 9:30am in the District Boardroom
Composition (Number and Type, Board Members or Others)	Two Directors, the General Manager and the Administrative Assistant
Other Important Details	None



Committee Charter

Name of Committee	Safety & Security Committee
Purpose (Summary)	The Committee shall serve the Board as an advocacy and review panel for all safety, security and emergency preparedness issues as it relates to the Strategic Plan under the governance of the Board of Directors.
Specific Responsibilities	<ul style="list-style-type: none"> - Conduct annual tour of District facilities to review existing safety and security systems - Make appropriate recommendations for policies for the implementation of new safety rules and work practices when necessary - Review safety and security reports on a monthly basis prior to the regular monthly Board meetings - Periodically review the emergency crisis management plan and response actions designed to prevent or address potential catastrophic operational interruption due to facility outages and property damage caused by natural disasters, cyber-attacks, acts of terrorism or otherwise - Act as a fact-finding body and report to the Board regarding assessing and controlling hazards and make appropriate policy recommendations.
Any Specific Decisions Delegated to the Committee By the Board	None
Meeting Schedule (Regular Date, Time & Place)	Bi-monthly on the first Thursday, 12:00-1:00 pm at the District Administration Office
Composition (Number and Type, Board Members or Others)	One board member and the General Manager
Other Important Details	Attend regular county OES meetings

Advertising Order Confirmation

<u>Ad Order Number</u> 0006355514	<u>Customer</u> HIDDEN VALLEY LAKE CSD	<u>Payor Customer</u> HIDDEN VALLEY LAKE CSD	<u>PO Number</u>
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**HIDDEN VALLEY LAKE COMMUNITY SERVICES
DISTRICT**

19400 Hartmann Rd
Hidden Valley Lake, CA 95467

NOTICE INVITING BIDS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Hidden Lake Valley Community Services District, 19400 Hartmann Road, Hidden Valley Lake, California until the hour of **July 11, 2019, at 11 a.m.** at which time they will be publicly opened and read aloud in the conference room of the District office, for:

**MOUNTAIN MEADOW NORTH
WATER MAIN REPLACEMENT PROJECT**

Complete bid packages, including project plans, technical specifications, bid forms and contract documents may be secured via email or at the District office as follows:

Email Request for Bid Documents:

Jennifer Melman, Project Engineer: melman@coastlandcivil.com

Hard Copy Request for Bid Documents:

Coastland Civil Engineering
1400 Neotomas Avenue
Santa Rosa, CA 95405
(707) 571-8005
Attn: Jennifer Melman

Specifications and Contract Documents can be obtained electronically for free or \$35 per set if hard copies are desired. If mailing is desired an additional non-refundable cost of \$45 per set will be required. Checks shall be made payable to "Coastland Civil Engineering".

In accordance with California Civil Code Section 1771.4, the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

In accordance with California Public Contract Code Section 3300, a valid Class A or C-33 California contractor's license is required to bid as a prime contractor on the project.

The District reserves the right to postpone the date and time for the opening of proposals at any time prior to the date and time announced in the advertisement in accordance with applicable law.

The District reserves the right to reject any and all bids or to waive any defects or irregularity in bidding in accordance with applicable law. In accordance with California Public Contract Code Section 20103.8, if the District elects to award a contract for performance of the project, the contract will be awarded in

Advertising Order Confirmation

accordance with California Public Contract Code Section 20162 and other applicable law to the responsible bidder submitting a responsive bid with the lowest total bid price for the total base bid without consideration of the bid price for any additive or deductive items. The lowest responsive bidder and any listed subcontractors will be checked to ensure that they are clear from the Federal Procurement and Non-Procurement Program List. All bids will remain valid for 90 days after the bid opening. Except as permitted by law and subject to all applicable remedies, including forfeiture of bidder's security, bidders may not withdraw their bid during the 90-day period after the bid opening.

By order of:
Kirk Cloyd
General Manager of the Hidden Valley Lake Community Services District
Lake County, California.
Publish: 6/15 & 6/22/2019

<u>Product</u>	<u>Requested Placement</u>	<u>Requested Position</u>	<u>Run Dates</u>	<u># Inserts</u>
Lake County Record-Bee	Legals CLS NC	General Legal NC - 1076~	06/15/19, 06/22/19	2

Order Charges:	<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
	458.98	0.00	458.98	0.00	\$458.98

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

DATE: July 16, 2019

AGENDA ITEM: Discussion and Possible Approval: HVLCSD Sewer System Management Plan (SSMP)

RECOMMENDATIONS: Approve the Sewer System Management Plan.

FINANCIAL IMPACT: In 2015, the District’s engineering firm, Coastland Engineering was contracted to develop an SSMP for \$9,000.

BACKGROUND: In 2009, a draft SSMP was developed. The Regional Quality Control Board provided feedback on this plan. Based on the extent of the revision requests, the District commissioned Coastland Engineering to meet these revision requests, and update the SSMP. This updated SSMP was completed to the extent possible by Coastland. Additional information required District participation. This participation was completed in February, 2018.

Informally, Guy Childs of the Regional Water Quality Control Board has had the opportunity to review and comment on the document. He finds the District’s SSMP acceptable, and that it meets all requirements.

The SSMP is being updated in accordance with “Statewide General Waste Discharge Requirements for Sanitary Sewer Systems” (SWRCB Order No. 2006-0003-DWQ) and “SSO Reporting, State Water Resources Control Board Amending Statewide General Waste Discharge Requirements for Sanitary Sewer Systems” (SWRCB Order No. WQ 2013-0058-DWQ).

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 July 16, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

SEWER SYSTEM
MANAGEMENT PLAN

AUGUST 2019

19400 Hartmann Road / Hidden Valley Lake, CA 95467 / PH: (707) 987 – 9201 / FAX: (707) 987-3237



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INTRODUCTION

The Hidden Valley Lake Community Services District (District) is a special district in southern Lake County, California, which provides potable water and wastewater collection and treatment services to a population of about 7,000 people.¹ Bounded by State Highway 29 to the west, Putah Creek to the south, the Ranchos subdivision to the east, and undeveloped lands to the north, the District lies approximately 4.5 miles to the northeast of Middletown. Defining features of the community include a dam across Coyote Creek (a tributary to Putah Creek) and the resulting 102-acre Hidden Valley Lake, an 18-hole golf course, and the Hidden Valley Lake subdivision, a Common Interest Development.²

The District was formed in 1984 under sections 61000-61934 of the California Government Code with a five-member board of directors elected by voters residing within the District. The District was formed with the intention of providing and maintaining public improvements, namely water and sewer services to residents within its boundaries.³

The District serves residential customers, a handful of commercial customers, and no heavy industrial customers. The District currently provides sewer service to approximately 1500 connections.

This Sanitary Sewer Management Plan was prepared in accordance with the “Statewide General



Waste Discharge Requirements for Sanitary Sewer Systems, State Water Resources Control Board Order Number 2006-0003-DWQ” (included as Appendix A) and “SSO Reporting, State Water Resources Control Board Amending Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, State Water Resources Control Board Order Number WQ 2013-0058-EXEC” (included as Appendix B). The District’s Waste Discharge ID is 5A171034001.

SYSTEM OVERVIEW

The Hidden Valley Lake Community Services District is comprised of approximately 1882 acres of residential, agricultural, and minor commercial land use.⁴ The wastewater collection system consists of approximately 15 miles of gravity mains ranging from 4 to 18 inches in diameter, 8 pumping stations, and 1.5 miles of forced main.⁵ Collected wastewater is discharged to the Hidden Valley Lake Community Services District Regional Water Reclamation Facility (RWRF), an advanced treatment plant located off of Grange Road, south of Putah Creek.⁶ The RWRF treats an average dry weather flow of 0.350 million gallons-per-day (MGD) and is capable of treating a peak flow of 0.894 MGD.⁷

Raw wastewater is treated with a series of processes including mechanical screening, extended aeration and activated sludge, clarification, direct filtration, and chemical mixing. After

¹ This estimate is based on Census data from 2000 and 2010, assuming a constant annual growth rate.

² [Municipal Service Review \(MSR\) and Sphere of Influence \(SOI\) Update, 2017](#)

³ [Municipal Service Review of Services Provided By The Hidden Valley Lake CSD, 2005](#)

⁴ [Municipal Service Review \(MSR\) and Sphere of Influence \(SOI\) Update, 2017](#)

⁵ Hidden Valley Lake Community Services District Sewer System Management Plan, 2011

⁶ Coyote Valley Concept Infrastructure Plan, 2007

⁷ Hidden Valley Lake Community Services District Water Reclamation Facilities Operations and Maintenance Manual, 1996



providing tertiary level treatment, the RWRF discharges treated effluent to a 412 acre-feet, clay-lined storage pond where it is held for golf course irrigation via 1.5 miles of reclaimed water transmission pipe. The storage pond is sized to hold effluent from the RWRF plus flows from a 1 in 100-year recurrence interval wet weather event. The following sections address each SSMP element required under SWRCB Order No. 2006-0003-DWQ and SWRCB Order No. WQ 2013-0058-EXEC.

(I) GOALS

A. SWRCB SSMP Requirements

Appendix A, Sec. D.13.(i) Goals: *The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.*

B. Hidden Valley Lake Community Services District Goals

It is the District's goal to provide high quality, safe, and reliable sewer service. The District strives to provide the highest level of service to customers while maintaining the community's infrastructure in a manner that is cost-effective. The District has developed the following goals in an effort to meet the requirements of the SSMP:

- Continue to manage, operate, and maintain all parts of the wastewater collection system.
- Reduce the likelihood and impact of Sanitary Sewer Overflows (SSOs).
- Minimize infiltration and inflow (I/I).
- Audit the SSMP biennially. Revise the document to reflect new developments, goals and changes in regulations and requirements.
- Update the collection system questionnaire annually on the California Integrated Water Quality System (CIWQS) database.

These goals provide focus for the District to provide high quality service and to continually improve the management, operations, and maintenance of the sanitary sewer system.



(II) ORGANIZATION

A. SWRCB SSMP Requirements

Appendix A, D.13. (ii) Organization: *The SSMP must identify:*

(a) The name of the responsible or authorized representative as described in Section J of this Order (SS WDR).

(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

(c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).

B. Legally Responsible Official (LRO)

The District's Legally Responsible Officials are Kirk Cloyd (General Manager) and Dennis White (Utility Supervisor).

C. SSMP Responsibilities and Contact Information

The chart below lists each section of this SSMP in order, with corresponding individuals responsible for implementing each section and their contact information.



SSMP Element	Responsible Party (Position)	Responsible Party (Name)	Phone Number	Email Address
I – Goals	General Manager	Kirk Cloyd	707-987-9201	kcloyd@hvlcsd.org
II – Organization	General Manager	Kirk Cloyd	707-987-9201	kcloyd@hvlcsd.org
III – Legal Authority	General Manager	Kirk Cloyd	707-987-9201	kcloyd@hvlcsd.org
IV – O&M Program	Utility Supervisor	Dennis White	707-533-3498	dwhite@hvlcsd.org
V – Design & Performance Provisions	Utility Supervisor	Dennis White	707-533-3498	dwhite@hvlcsd.org
VI – Overflow Emergency Response Program	Utility Supervisor	Dennis White	707-533-3498	dwhite@hvlcsd.org
VII – FOG Control Program	General Manager	Kirk Cloyd	707-987-9201	kcloyd@hvlcsd.org
VIII – System Evaluation and Capacity Assurance Plan	General Manager	Kirk Cloyd	707-987-9201	kcloyd@hvlcsd.org
IX – Monitoring, Measurement, and Program Modifications	Water Resources Specialist	Alyssa Gordon	707-987-9201	agordon@hvlcsd.org
X – SSMP Program Audits	Water Resources Specialist	Alyssa Gordon	707-987-9201	agordon@hvlcsd.org
XI – Communication	Administrative Assistant	Penny Cuadras	707-987-9201	pcuadras@hvlcsd.org



D. Organizational Chart and Job Descriptions

The District’s organizational structure with respect to sewer system operations is presented in the following figure. The organization chart illustrates the lines of authority within the District. Following the chart, a description of each title as it relates to the responsibilities of the sewer collection system follows.

In the event of an SSO, staff follows the Sanitary Sewer System Overflow Standard Operating Procedure (Appendix E). The Utility Supervisor is responsible for reporting SSO’s, and the Utility Operator I/II and Utility Worker I/II are responsible for notifying the Utility Supervisor.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SSMP ORGANIZATIONAL CHART**



Personnel and responsibilities are as follows:

Board of Directors – The executive board that oversees all operations and develops policy.

General Manager (Kirk Cloyd, 707-987-9201) – Serves as the agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operation of the District including Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations; Serves as Chief Executive Officer of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of District goals and objectives; and provides administrative support to the Board of Directors. The General Manager is directly responsible for the Goals, Organization,



Legal Authority, FOG Program, and System Evaluation and Capacity Assurance Plan elements of the SSMP.

Utility Supervisor (Dennis White, 707-533-3498) – Supervises and oversees the operations, maintenance and day-to-day activities of the District’s water drawing, transmission, and storage facilities; responsible for the operation and maintenances of the District’s water treatment facility, distribution system, and water quality. Supervises and oversees the operations, maintenance, and day-to-day activities of the District’s wastewater collection, treatment, and reclamation storage and distribution systems. Schedules maintenance and directs the activities of field staff; performs a variety of technical and administrative support functions including: Mandated reports, Federal, State and County reporting requirements, site inspections, and verification of code compliance. This role also reviews and approves SSO reports prior to transmittal to the appropriate authorities, investigates SSOs, and trains field crews. In the event of a temporary absence, the Operator II may assume some of these duties.

Water Resources Specialist (Alyssa Gordon, 707-987-9201) – Under general supervision; plans and conducts technical studies and special projects to support District operations and policy/program development; performs related duties as assigned. The Water Resources Specialist is responsible for the Monitoring, Measurement, and Program Modification sections of the SSMP as well as the SSMP audit process.

Utility Operator II (Sam Garcia, Barry Silva, 707-987-9201) – Performs a variety of skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater and distribution of recycle water; operates complex equipment; collects and tests water, wastewater, and recycled water samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversees dig-ups, repairs and the installation/removal of water meters. This classification differs from the Utility Operator I in that the Utility Operator II is expected to maintain higher certifications in all aspects, performs at a higher level and assumes responsibility of the Utility Supervisor in his/her absence. In the event of an SSO, the Utility Operator II reports to the Utility Supervisor and assists in carrying out the standard operating procedure.

Utility Operator I (Craig Shields, 707-987-9201) – Performs a variety of skilled tasks in the treatment and distribution of water, the collection and treatment of wastewater and distribution of recycled water; operates complex equipment; collects and tests water and wastewater samples; records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water and wastewater systems; oversees dig-ups, repairs and the installation and removal of water meters. In the event of an SSO, the Utility Operator I reports to the Utility Supervisor and assists in carrying out the standard operating procedure.

Utility Worker/Technician (Harley Sells, Brandon Bell, 707-987-9201) – Perform a variety of unskilled and skilled duties pertaining to the construction, repair and maintenance of water distribution and collection systems; maintains District facilities; installs, maintains, and repairs water service lines and meters; operates a variety of light and moderately heavy equipment. In the event of an SSO, the Utility Worker/Technician reports to the Utility Supervisor and assists in carrying out the standard operating procedure.

Administrative Staff (707-987-9201) – The Full Charge Bookkeeper and Sr. Accounts



Representatives are not directly responsible for implementation of the SSMP, but may report SSO's to the General Manager under delegation by the Utility Supervisor. The Administrative Assistant is responsible for the Communications section of this SSMP.

Any after-hours emergency is forwarded to a call center. The call center will then contact the on-call staff member, who will then respond to any after-hours emergency.

(III) LEGAL AUTHORITY

A. SWRCB SSMP Requirements

Appendix A, D.13. (iii) Legal Authority: *Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

(a) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc...);

(b) Require that sewers and connections be properly designed and constructed;

(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;

(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and

(e) Enforce any violation of its sewer ordinances.

B. Regulations for Waste Discharge and Sewer Use

The District's present ordinance governing sewers is in Ordinance No. 59.1 of the District Code (Included as Appendix C). The ordinance became effective on April 17th, 2018 and shall be known as "Regulations for Waste Discharge and Sewer Use." The District's design and construction standards for sewer systems were adopted via Board Resolution 2018-3 on April 17th, 2018. The following excerpts address each of the aforementioned items for which the District has legal authority.

Article 3, General Sewer Use Requirements, Sections 3.1-3.10:

Ordinance 59.1, Article 3 addresses prohibited discharges within the District boundaries. Section 3.1 in particular addresses the discharge of fire and explosive hazards, corrosive wastewater, solid or viscous substances, various pollutants, wastewater of extreme temperature, fats, oils, and grease (FOG), toxic pollutants, storm water, unauthorized debris, and more. Sections 3.2 and 3.3 address



Categorical Pretreatment Standards and Local Limit. Sections 3.4 through 3.9 address best management practices, policies and standards, limitations of total dissolved solids, the right of revision, dilution, and hauled wastes. Section 3.10 prohibits individuals from causing damage or tampering with any part of the sanitary sewer system without the approval of the General Manager.

Board Resolution 2018-02

The Board adopted Eastern Municipal Water District's "Engineering Standards, Specifications and Drawings" via a Board Resolution on April 17th, 2018. Any new construction or improvements must adhere to these standards, and compliance is enforced by the General Manager.

Article 1, General Provisions, Section 1.7

This section addresses District authority to enter properties from which wastes and wastewaters are being or are capable of being discharged into the sewer system for purposes including but not limited to maintenance, inspection, and repair.

Article 3, General Sewer Use Requirements, Sections 3.2-3.3

As mentioned previously, Article 3 specifies prohibited discharges. See Sections 3.2 and 3.3 for further standards which limit the discharge of FOG.

Article 6, Enforcement, Sections 6.1-6.4.

This article outlines the enforcement for violations of District Code. Section 6.1 outlines enforcement actions, while sections 6.2-6.4 outline notice procedures, remedies, and appeals.



(IV) OPERATIONS AND MAINTENANCE

A. SWRCB SSMP Requirements

D.13.(iv) Operation and Maintenance Program: The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;

(b) Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;

(c) Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans plus a schedule for developing the funds needed for the capital improvement plan;

(d) Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained; and

(e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

B. Collection System Map

The District is continually improving its GIS database of sanitary sewer assets. Current data is sourced from field surveys, Lake County's GIS data, as-built records, and FEMA floodplain designations. Since the Fall of 2018, field surveys have been conducted using a sub-meter



accuracy GNSS receiver, improving the accuracy of sewer assets. A map of the collections system is included as Appendix D.

The District utilizes its GIS database to aid field staff in the location of assets and analysis. Information such as pipe material, pipe length, manhole depth, and direction of flow is maintained and referenced against observations by field staff. As of spring 2019, the District has begun incorporating GIS use with field operations to improve efficiency. GIS has become a major component of the Rehabilitation and Replacement Plan as well as the System Capacity Evaluation and Assurance Plan.

Two CivicSpark AmeriCorps Fellows are currently assisting the district with its GIS program. The Fellows will develop a path forward for the District to increase the accuracy of its assets data and recommend uses of GIS in asset management, operations, and planning.

C. Prioritized Preventative Maintenance

District field staff conducts various system maintenance tasks in the collection system, at different frequencies. These activities include:

- Daily monitoring of lift station run hours.
- Weekly grease removal and inspections of all lift stations.
- In the summer months, weekly application of Bioxide for odor control.
- Monthly chemical treatment of sanitary sewer hot spots.
- Annual contracted hydro-jetting of sanitary sewer hot spots.
- Annual maintenance of lift station back-up generators.
- As needed response to customer complaints.

Future goals include implementing an annual commercial grease trap inspection program, and acquiring a VACCON truck to implement an in-house hydro-jetting program.

A Sanitary Sewer hot spots map is included as Appendix F. The map was developed through flow monitor analysis, video inspection, and discussion with the field staff. The sections of pipe represented in red are currently hydro-jetted by contractors on an annual basis. The sections of pipe represented in yellow are to be hydro-jetted every five years after the District acquires its own VACCON truck. Sections of pipe represented in green are hydro-jetted on as as-needed basis. This map is intended to be reviewed during the SSMP Audit process.

Preventative Maintenance activities are documented in daily work logs, inspection forms, and service orders. Regular maintenance is ensured by the Utility Supervisor and the General Manager. The District is currently exploring ways to integrate this documentation with the GIS database.



D. Rehabilitation and Replacement Plan

The District recognizes the Rehabilitation and Replacement Plan as the I/I plan, which has been incorporated into the 5-year Capital Improvement Plan. The goals of this plan are as follows:

- 1) Identify projects with potential for significant I/I reduction via the District's "Infiltration and Inflow Assessment," included as Appendix G.
- 2) Continue annual flow monitoring projects to target and quantify I/I changes, examining for deterioration due to specific incidents and/or normal wear and tear, as well as noting any improvements as a result of repairs.
- 3) Make inspections and appropriate follow-up repairs of up to \$100,000 within the collection system annually.
- 4) Reduce inflow by replacing 10 manhole lids and rings each year with new lock-and-sealing lids.
- 5) Continue to pursue funding opportunities to enhance the I/I budget.

We have reached our goals for the Fiscal year 2018/2019. These accomplishments include the development of a 5-year Capital Improvement Plan, identified in the Rate Study facilitated by NBS, which included funding for deferred repairs. The District also replaced ten inflow-prone manhole lids with new lock-and-sealing lids using the available operating budget.

Future years of rehabilitation and replacement will be comprised of the five goals listed above. This section of this SSMP will be reviewed and revised as necessary to reflect changes the District budget.

E. Training

The District's collection system staff is trained to know how to maintain and operate the collection system during normal, abnormal, and emergency conditions. The California Water Environmental Association Collection System Committee (CWEACSC) offers a well-developed training certification program that helps develop these skills. Field staff members are required to hold the CWEACSC certifications corresponding with their grade within 18 months of hire. These certifications are renewed biannually.

On the job training is provided in the use of the sewer rodder, hydro-flusher, hydro-vac, hand tools, equipment O&M and safety. Tail-gate meetings are held weekly covering a variety of topics both operational and safety related, and safety meetings are held monthly.



F. Contingency Equipment and Replacement Inventories

The District maintains an inventory of replacement parts and equipment for any emergency repairs of the sewer collection and pump systems and to minimize facility downtime. The inventory includes:

Contingency Equipment:

- Sewer snakes
- Nine (9) backup diesel generators for lift stations and flood protection
- Spare motor & pump for lift stations
- Seven (7) work trucks each containing miscellaneous tools, personal protective equipment, saws, connectors, pipe fittings, straps, root killer, rope, extension cords, traffic control signs, paint, starting fluid, carb and choke cleaner, miscellaneous tapes, sewer dye, shovels, picks, rakes, sheers, 24' chain, brooms, hatchets, 4 traffic cones, and ABS manhole set ups.

Spare Materials:

- Rubber couplings, 2" – 6"
- Glue couplings, 4"
- Push-in couplings, 4' - 8"
- Miscellaneous plugs, 3"-6"
- 40' SDR 35, 4"
- 200' SDR 35, 6"
- 80' SDR 35, 8"

The District also utilizes local suppliers for equipment and materials that are not typically kept in the spare parts inventory.



(V) DESIGN AND PERFORMANCE STANDARDS

A. SWRCB SSMP Requirements

D.13.(v) Design and Performance Provisions:

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

B. Standards for Installation, Rehabilitation and Repair

To minimize I/I and lower the long-term costs of operating the wastewater collection and treatment systems, all new rehabilitation and replacement work must be performed to proper standards. The District has adopted the Capital Improvement Project Standards of Eastern Municipal Water District via Board Resolution 2018-3. The Resolution also addresses policy for inspecting capital improvements.



(VI) EMERGENCY OVERFLOW RESPONSE PLAN

A. SWRCB SSMP Requirements

D.13.(vi) Overflow Emergency Response Plan - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;

(b) A program to ensure appropriate response to all overflows;

(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc...) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;

(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;

(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

B. Emergency Overflow Response Plan

The District has adopted a format for documenting Standard Operating Procedures (SOP). The Sanitary Sewer Overflow (SSO) SOP meets the requirements of the Emergency Overflow Response Plan.

A copy of the District's Sanitary Sewer Overflow Standard Operating Procedure is included as Appendix E. A copy of the District's SOP format is also included as Appendix F.



(VII) FATS, OILS, AND GREASE PROGRAM

A. SWRCB SSMP Requirements

D.13.(vii) Fats, Oils, and Grease (FOG) Control Program: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;

(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;

(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;

(d) Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;

(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;

(f) An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and

(g) Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above.

B. FOG Program

Past instances of sanitary sewer overflow overflows and blockages have not been a result of fats, oils, and grease. For these reasons a FOG program is not currently a priority for the District. A future goal is to inspect restaurant grease traps annually. Bioxide is applied at lift stations on a weekly basis to reduce odor.



(VIII) SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

A. SWRCB SSMP Requirements

D.13.(viii) System Evaluation and Capacity Assurance Plan: *The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*

(a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

(b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in "a" above to establish appropriate design criteria; and

(c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

(d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

B. Infiltration and Inflow Work Plan

The District utilizes a System Evaluation and Capacity Assurance Plan as part of the Rehabilitation and Replacement Plan. These plans are part of the approved Capital Improvement Plan to reduce I/I in the collection system. These efforts are detailed in a report titled "Infiltration and Inflow Assessment Work Plan 2018," which is included as Appendix G. The following implementation methods consist of the main objectives of the I/I work plan:

- *The District will continuously update the GIS system to show sewer sub-basins susceptible to I/I and track repair progress.*
- *Wet weather field assessments with annotated videos will be performed on an annual basis.*
- *As soon as practicable, HVLCS D will modify or replace cleanouts and manhole lids susceptible to inflow as a high priority. This is an inflow source with the lowest anticipated cost to repair relative to the resulting reduction in I/I. HVLCS D will begin in known problem areas.*
- *Flow monitoring and reporting should be conducted after construction and rehabilitation and replacement.*

The District completed an I/I Assessment report in the Spring of 2018 as part of the Inflow and



Infiltration work plan, which is included as Appendix H, and illustrates the scale of the I/I issue at the District. To build on this 2018 study, during the 2018-19 winter rainy-season, the District installed two flow monitors within the collection system. Additionally, the permanent Parshall flume was used to monitor flow at the RWRf's headworks. This allowed for continued tracking of I/I within the collection system, and the District plans to purchase more flow monitors to expand flow monitoring capabilities.

The District has provided CVRWQCB with quarterly updates on the status of the sewer system and projects intended to reduce I/I. Cleanouts identified as sources of inflow have been sealed, and ten more manhole lids are expected to be replaced by the end of fiscal year 2019-2020. This SSMP represents the updated plan mentioned in the I/I Work Plan.

For the next fiscal year, the District intends to purchase two new flow monitors to bring the total number of flow monitors up to four. Additionally, if the budget allows, the District will update its ESRI ArcGIS license to increase functionality.



(IX) MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

A. SWRCB SSMP Requirements

D.13.(ix) Monitoring, Measurement, and Program Modifications: *The Enrollee shall:*

- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;*
- (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;*
- (c) Assess the success of the preventative maintenance program;*
- (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and*
- (e) Identify and illustrate SSO trends, including: frequency, location, and volume.*

B. Monitoring, Measurement, and Program Modifications

The ongoing I/I project will include year round monitoring and measuring programs. Daily rounds are collected and measured, and metrics such as pump run times will be measured to confirm flow monitor and determine efficacy of repair projects.

The SOP change format along with SSMP audit require reflection on project goals, and ensure the program is properly modified as repairs are made and that progress continues despite any organizational changes. Modifications will be made as needed based on project goals and updates.

Records documenting SSMP implementation and revisions, SSO event records, water quality monitoring for SSOs of 50,000 gallons or greater spilled to surface waters, and collection system telemetry records if used to document or estimate SSO volumes shall be maintained for a minimum period of five years and shall be made available to the Water Board during inspections or upon request.



(X) SSMP AUDIT

A. SWRCB SSMP Requirements

D.13.(x) SSMP Program Audits - *As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13.), including identification of any deficiencies in the SSMP and steps to correct them.*

B. SSMP Audit

The District will perform biennial internal audits evaluating the SSMP's effectiveness, including efforts to reduce or eliminate SSOs and their impacts, any deficiencies, and steps to correct them. The results of the audit along with recommendations and suggested improvements shall be maintained for a period of five (5) years and shall be made available to the Regional Water Quality Control Board upon request.

The Collection System Questionnaire shall be updated at least every 12 months and certified on CIWQS.

(XI) COMMUNICATIONS

A. SWRCB SSMP Requirements

D.13.(xi) Communication Program. *The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.*

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

B. Communications

The District will conduct public hearings to receive comments from the public on any substantive changes or updates made to this document. Hearings will take place at monthly board meetings or otherwise be announced on the District website and social media, and a current copy of this SSMP will be maintained on the District website. All comments will be considered before the final version is approved.



APPENDIX A: State Water Resources Control Board Order No. 2006-0003-DWQ

STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

The State Water Resources Control Board, hereinafter referred to as “State Water Board”, finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as “Enrollees”.
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages,



excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor- caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators



within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.



15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements.

Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.

17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.

18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:

- a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
- b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- c. Occurs during, or as a result of, the treatment or disposal of wastes.

19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation



of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.

20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute “existing facilities” as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.
21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
 - (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;



- (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
 - (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs
For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.
 3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
 4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
 5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
 6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
 7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public



agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.

2. Applications under the general WDRs – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board’s website.
3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board’s Division of Water Quality

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.



4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.
5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event; (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:

Proper management, operation and maintenance;
Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
Installation of adequate backup equipment; and
Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.
7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:



- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release;
and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.
- 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.



Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
 - (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
 - (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.)
 - (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
 - (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall



- include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.
 - (v) **Design and Performance Provisions:**
 - (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
 - (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.
 - (vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:
 - (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
 - (b) A program to ensure an appropriate response to all overflows;
 - (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
 - (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
 - (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
 - (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.
 - (vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program

to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
- (viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:
 - (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
 - (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
 - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
 - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
- (ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:
 - (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
 - (b) Monitor the implementation and, where appropriate, measure the effectiveness of each

- element of the SSMP;
- (c) Assess the success of the preventative maintenance program;
 - (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
 - (e) Identify and illustrate SSO trends, including frequency, location, and volume.
- (x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.
- (xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality Attn: SSO Program Manager P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

Task and	Completion Date			
	Population >	Population between	Population between	Population <
Application for Permit				
Reporting Program	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule	9 months after	12 months after	15 months after WDRs	18 months after WDRs
Goals and				
Overflow Emergency				
Legal Authority				
Operation and				
Grease Control				
Design and				
System Evaluation and Capacity Assurance Plan				
Final SSMP, incorporating all of the SSMP				



2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-

memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program	
Regional Boards 4, 8,	
Regional Boards 1, 2,	
Regional Boards 5, 6,	

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee’s offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee’s premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;
 - c. monitoring and control equipment), practices, or operations regulated or required under this Order; and



2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.

Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.

3. All Enrollees must obtain SSO Database accounts and receive a “Username” and “Password” by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the “Collection System Questionnaire”, which collects pertinent information regarding a Enrollee’s collection system. The “Collection System Questionnaire” must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall



transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows: (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)

(ii) An individual is a duly authorized representative only if:

(a) The authorization is made in writing by a person described in paragraph (i) of this provision;

a
n
d

(b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under



federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

**CERTIFICATE
ON**

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None

Song Her

Clerk to the Board

APPENDIX B: SSO Reporting, Amending Statewide General Waste Discharge Requirements for Sanitary Sewer Systems SWRCB Order No. WQ 2013-0058-EXEC

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC
AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"⁹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.

9 Available for download at:
http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information¹⁰ to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.
8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS¹¹ Online SSO Database to allow “event” based SSO reporting versus the original “location” based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.

10 Cal OES Hazardous Materials Spill Reports available Online at: [http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

11 California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program¹² objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

Date

Thomas Howard
Executive Director

12 Statewide Sanitary Sewer Overflow Reduction Program information is available at:

http://www.waterboards.ca.gov/water_issues/programs/sso/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC AMENDING
MONITORING AND REPORTING PROGRAM FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, “Statewide General Waste Discharge Requirements for Sanitary Sewer Systems” (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
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CATEGORY 1

Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee’s sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

CATEGORY 2

Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee’s sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

CATEGORY 3

All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

PRIVATE SEWAGE (PLSD) LATERAL DISCHARGE

Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
<p>NOTIFICATION (see section B of MRP)</p>	<ul style="list-style-type: none"> ☐ Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	<p>Call Cal OES at: (800) 852-7550</p>
<p>REPORTING (see section C of MRP)</p>	<ul style="list-style-type: none"> ☐ Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. ☐ Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. ☐ Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. ☐ SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. ☐ “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. 	<p>Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s).</p>

	<ul style="list-style-type: none"> □ Collection System Questionnaire: Update and certify every 12 months. 	
<p>WATER QUALITY MONITORING (see section D of MRP)</p>	<ul style="list-style-type: none"> □ Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	<p>Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</p>
<p>RECORD KEEPING (see section E of MRP)</p>	<ul style="list-style-type: none"> □ SSO event records. □ Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. □ Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. □ Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	<p>Self-maintained records shall be available during inspections or upon request.</p>

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or

equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a “Username” and “Password” by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.

2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. SSO Categories

i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:

- a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
- b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or

equal to 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.

iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

4. Sanitary Sewer Overflow Reporting to CIWQS - Timeframes

i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:

- a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS

Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.

- b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.
- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.

- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.

- b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
- c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
- d. Detailed description of the cause(s) of the SSO.
- e. Copies of original field crew records used to document the SSO.
- f. Historical maintenance records for the failure location.

ii. **Enrollee's Response to SSO :**

- a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
- b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the

time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a “Username” and “Password” by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:

1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
2. SSO Location Name.
3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
5. Whether or not the SSO reached a municipal separate storm drain system.
6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
7. Estimate of the SSO volume, inclusive of all discharge point(s).
8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
9. Estimate of the SSO volume recovered (if applicable).
10. Number of SSO appearance point(s).
11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must

be described.

12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
 10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received

sample results (if applicable). If no samples were taken, NA shall be selected.

16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.

17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.

d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.

e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality

Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
 - a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
 - ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS

Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.

4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866)792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.
5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

Signed 7/30/13

Date

Jeanine Townsend

Clerk to the Board



APPENDIX C: District Code: Ordinance No. 59.1

**Regulations
for
Waste Discharge and
Sewer Use**

Ordinance 59.1

ADOPTED BY THE BOARD OF DIRECTORS OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES
DISTRICT

Approved
April 17, 2018

ORDINANCE NO.59.1

"REGULATIONS FOR WASTE DISCHARGE AND SEWER USE"

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT CREATED TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC, ENSURE THE SAFETY OF DISTRICT STAFF, PROLONG THE LIFESPAN OF DISTRICT SYSTEMS AND EQUIPMENT, PROTECT THE ENVIRONMENT AND THE BENEFICIAL USE OF RECYCLED WATER GENERATED BY THE WASTEWATER TREATMENT PROCESS

BE IT ORDAINED by the Board of Directors of the Hidden Valley Lake Community Services District (HVLCD) in an adjourned Regular Session, assembled this 17th day of April 2018, a majority of Directors being present and concurring, that the "Regulations for Waste Discharge and Sewer Use' Ordinance No. 59.1, which is attached hereto, be the same are hereby approved and adopted.

BE IT FINALLY ORDAINED that the effective date of the Ordinance and its provisions is May 17,2018.

PASSED AND ADOPTED ON April17, 2018 by the following vote:

AYES: Directors, Graham, Herndon, Mirbegian, Lieberman and Freeman

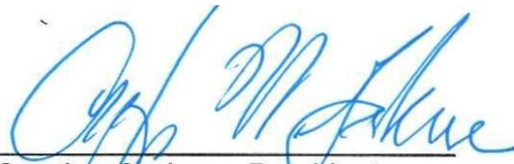
NOES: 0

ABSENT: 0

ABSTAIN: 0

ATTEST

Secretary to the Board of Directors
Kirk Cloyd



Carolyn Graham, President
Board of Directors
Hidden Valley Lake
Community Services District

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ARTICLE 1

GENERAL PROVISIONS

1.1 INTENT

It is the intent of this Ordinance to protect from any actual or threatened discharge which reasonably appears to present an imminent or substantial danger to the health or welfare of any Person or to the environment, or which reasonably appears to present imminent or substantial interference with the Public Owned Treatment Works (POTW), or which reasonably may cause Hidden Valley Lake Community Services District (District) to violate any condition of its regulatory permits.

1.2 PURPOSE

A. The purpose of this Ordinance is to set forth:

1. Conditions and limitations on the use of the POTW;
2. Specific enforcement provisions to resolve noncompliance with the District's Ordinance, thereby allowing the District to:
 - a. Comply with the laws, regulations, and rules imposed upon it by Regulatory Agencies; and
 - b. Ensure that the POTW is protected from pass-through and/or interference and is able to operate with the highest degree of efficiency; and
 - c. Protect the beneficial use of recycled water and municipal sludge; and
 - d. Protect the public health and environment.

1.3 POLICY

- A. This Ordinance shall be interpreted in accordance with the definitions set forth in Article 2. The provisions of this Ordinance shall apply to the direct and indirect discharge of all wastes to the POTW.
- B. The District shall seek the cooperation of the Users of the POTW to ensure compliance with this Ordinance. Reasonable approaches shall be utilized when applying applicable regulations without compromising the intent, purpose, and policies of this Ordinance.
- C. The District shall adopt more stringent quality requirements on wastewater discharges regulated by 40 Code of Federal Regulations (CFR), Chapter I, Subchapter N, Parts 405-471, in the event that more stringent quality requirements are necessary to protect beneficial use of recycled water and municipal sludge or meet additional requirements set in permits issued to the District.
- D. The District shall encourage conservation and pollution prevention through General strategies, which reduce the amount of pollutants entering the environment, prior to recycling, Pretreatment, or disposal.

- E. The District shall use the revenues derived from the application of this Ordinance to defray the cost of regulating sewer usage to include, but not be limited to, administration, monitoring, permitting, reporting, and enforcement.
- F. All costs and expenses incurred by the plan check procedures of the District's General Manager or their designee shall be paid by the applicant. Plan check fees shall be in an amount adopted in Resolution No. 2018-03 and any amendments thereto.
- G. The District shall ensure that all parties are afforded due process of law. An applicant or User shall be given written notice of rejection of an application, or Violation of this Ordinance, or any enforcement action. Such notice shall include a statement of reasons in support thereof and proposed actions to be taken, if any.

Affected applicants or Users shall have the right to a hearing. Decisions/determinations may be appealed as set forth in Article 6.

- H. The District, at its discretion, may utilize any one, combination, or all enforcement remedies provided in Section 1.6 in response to any Violation.

1.4 SCOPE

The provisions of these Regulations shall apply, but are not limited to sewer construction, use, maintenance, discharge, deposit, or disposal of Wastewater, both directly and indirectly, into the POTW.

1.5 APPLICABILITY

This "Regulations for Waste Discharge and Sewer Use" Ordinance applies to all Users who discharge or have the potential to discharge Non-Domestic Wastewater to the POTW and are subject to regulation and enforcement.

1.6 POWERS

A. The General Manager is authorized to:

1. Issue, modify, and reissue Waste Discharge Permits, Authorizations, Waivers and Special Agreements;
2. Suspend, terminate and revoke Waste Discharge Permits, Authorizations, Waivers and Special Agreements;
3. Require the installation and maintenance of Pretreatment Facilities and/or monitoring facilities and equipment;
4. Require installation of equipment necessary to protect the POTW from possible discharges (i.e., spill, rain);
5. Conduct inspections of facilities, including, but not limited to, inspecting and copying records;
6. Require monitoring and reporting of discharges to the POTW;
7. Monitor the quality of Wastewater entering the sewer system;

8. Require the development of Spill Containment Plans and reporting of accidental discharges;
 9. Require the development of a Slug Control Plan (per 40 CFR 403.8);
 10. Deny, approve, or approve with conditions, new or increased discharges or change in the quantity or characteristics of discharges, when such discharges do not meet applicable pretreatment requirements as specified in 40 CFR 403.8.
 11. Take enforcement actions against those who violate or cause violation of this Ordinance or discharge permit conditions. These actions may include, but are not limited to the following:
 - a. Issuing letters;
 - b. Issuing Notices of Violation;
 - c. Issuing Administrative Orders;
 - d. Issuing Emergency Suspensions;
 - e. Initiating and conducting non-compliance meetings;
 - f. Initiating and conducting administrative hearings;
 - g. Petitioning the courts for injunctions or civil penalties;
 - h. Signing criminal complaints;
 - i. Terminating services;
 - j. Requiring payment of violation charges;
 - k. Revoking and/or suspending the Waste Discharge Permit, Authorization, or Special Agreement.
 - l. To hear and rule on appeals.
 12. Establish Policies and Standards applicable for discharges or potential discharges of Non-Domestic Wastewater.
 13. Establish Best Management Practices applicable as Local Limits or individually.
- B. The General Manager is authorized to delegate authority to a designated representative any power granted to or the carrying out of any duty imposed upon the General Manager pursuant to this Ordinance.

1.7 ACCESS

The District shall be permitted to enter all properties from which wastes or wastewaters are being or are capable of being discharged into a POTW for purposes of inspecting, observing, measuring, sampling, and testing pertinent to the discharge of wastes or wastewaters to ascertain whether the intent of this Ordinance is being met and the User is complying with all requirements. The District shall have access at reasonable times to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling. The District shall have the right to set up on the User's property such devices as are necessary to conduct sampling or metering operations. Where a User has security measures in force, the User shall make necessary arrangements so that personnel from the District will be permitted to enter without delay for the purpose of performing their specific responsibilities.

1.8 INFORMATION REQUIRED

- A. To provide for fair and equitable use of POTW, the District shall have the unqualified right to require a User to provide information necessary to insure compliance with all rules, regulations, and provisions of this Ordinance.

- B. All information and data on a User shall be available to the unless the User specifically requests and is able to demonstrate to the satisfaction of the District that the release of such information would divulge information, processes, or methods which would be detrimental to the User's competitive position. The demonstration of the need for confidentiality made by the User must meet the burden necessary for holding such information from the general public under applicable State and Federal law.
- C. In any event, the District shall not limit Environmental Protection Agency (EPA) or the Regional Water Quality Control Board's (RWQCB) access to any information provided by the User.
- D. In any event, information concerning Wastewater quality and quantity will not be deemed confidential. Such information may include, but is not limited to:
1. Wastewater discharge peak flow rates and volume over a specified time period;
 2. Physical, chemical, bacteriological, or radiological analysis of Wastewater;
 3. Site and process flow diagrams and information on raw materials, processes, and products;
 4. Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials;
 5. Details of Wastewater Pretreatment Facilities and their operation and maintenance;
 6. Details of systems to prevent and control the losses of materials through spills to the POTW;
 7. Detailed plumbing plans indicating all sources discharging to on and off-site Sewer Laterals;
 8. A Slug control program, per 40 CFR 403.8;
 9. Notification of discharges of a listed hazardous waste (Section 3001 of Resource Conservation Recovery Act (RCRA)) to the sewer system per 40 CFR 403.12;
 10. Baseline monitoring reports per 40 CFR 403.12;
 11. Compliance progress reports in accordance with all provisions listed in 40 CFR 403.12;
 12. Notification of potential problems, including Slugs in accordance with all provisions listed in 40 CFR 403.12;
 13. Prompt notification of substantial changes in volume or character of Pollutants discharged in accordance with all provisions listed in 40 CFR 403.12;
 14. Monitoring and analysis reports demonstrating continued compliance in accordance with all provisions listed in 40 CFR 403.12.

1.9 AUTHORITY

The District is regulated by several agencies of the United States Government and the State of California, pursuant to the provisions of Federal and State Law. Federal and State Laws (including, but not limited to: 1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. § 1251 *et seq.*); 2) California Porter Cologne Water Quality Act (California Water Code § 13000 *et seq.*); 3) California Health & Safety Code sections 25100-25250; 4) Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901 *et seq.*); and 5) California Government Code sections 54739- 54740) grant to the District the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of permits, authorizations, and special agreements, the discharge of any waste, directly or indirectly, to the POTW. Said authority includes the right to establish limits, conditions, and prohibitions; to establish flow rates or prohibit flows discharged to the POTW; to require the development of compliance schedules for the installation of equipment, systems and materials by all Users; and to take all actions necessary to enforce its authority, whether within or outside the District boundaries, including those Users that are tributary to the District or within areas for which the District has contracted to provide sewerage services.

ARTICLE 2

DEFINITIONS

2.1 DEFINITIONS

- A. Where definitions contained within this document, conflict with definitions found in other documents or regulations, the definitions found herein shall take precedence and apply to discharges to HVLCS D POTW.
- B. The following abbreviations, when used in this Ordinance, shall have the designated meanings:
1. BMP- Best Management Practice
 2. BMR- Baseline Monitoring Report
 3. BOD- Biological Oxygen Demand
 4. CFR- Code of Federal Regulations
 5. EPA- Environmental Protection Agency
 6. GPO- Gallons Per Day
 7. HVLCS D- Hidden Valley Lake Community Services District (District)
 8. LWH- Liquid Waste Hauler
 9. mg/L- Milligram Per Liter
 10. NAICS- North American Industry Classification System
 11. NPDES - National Pollutant Discharge Elimination System
 12. NSCIU- Non-Significant Categorical Industrial User
 13. POTW- Public Owned Treatment Works
 14. RCRA- Resource Conservation Recovery Act
 15. RV - Recreational Vehicle
 16. RWRf- Regional Water Reclamation Facility
 17. SIC- Standard Industrial Classification
 18. SIU – Significant Industrial User
 19. SNC- Significant Non-Compliance
 20. TDS- Total Dissolved Solids
 21. TSS- Total Suspended Solids

C. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Ordinance, shall have the meanings designated.

1. Applicant- Any Person(s) who has applied for permission to discharge to the POTW.
2. Authorization - See Waste Discharge Authorization.
3. Authorized Representative:
 - a. Responsible officer, if the User is a corporation or limited liability company, where that officer is the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including have the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for Control Mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. By a general partner or proprietor if the User is a partnership or sole proprietorship respectively.
 - c. If the User is a Federal, State, or local governmental entity or their agents, the principal executive officer or director having responsibility for the overall operation of the discharging facility.
 - d. By a duly authorized representative of the individual designated in paragraph (a), (b), or (c) of this definition if:
 - 1.) The authorization is made in writing by the individual described in paragraph (a), (b), or (c);
 - 2.) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility or having overall responsibility for environmental matters for the company.
4. Batch Discharge – The District approved intermittent discharge of Pollutants from sources such as, but not limited to, process tanks, holding tanks, rinse tanks, or treatment systems.
5. Best Management Practices (BMPs) -Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions in Article 3. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

6. Biochemical Oxygen Demand (BOO) - Quantity of oxygen, expressed in mg/L, required to biologically oxidize material in a waste or wastewater sample measured under approved laboratory methods for 5 days at 20°C.
7. Board- The Board of Directors of Hidden Valley Lake Community Services District (District).
8. Categorical Pretreatment Standards - The final regulations promulgated and adopted by EPA (as outlined in 40 CFR 403, and 40 CFR, Chapter I, Subchapter N, 405-471) for each standard industrial classification (SIC) or subcategory containing pollutant discharge limits.
9. Categorical User - Any User whose process(es) are subject to Categorical Pretreatment Standards.
10. Categorical Wastewater – Wastewater subject to Categorical Pretreatment Standards.
11. Cesspool - A lined excavation in the ground which receives the discharge of a sewage drainage system, or part thereof, so designed as to retain the solids and organic matter but permitting liquids to seep out.
12. Code of Federal Regulations (CFR)- The codification of the general and permanent rules published in the United States Federal Register by the Executive departments and agencies of the Federal Government to include but not limited to the Environmental Protection Agency.
13. Collection System - The combined pipes, conduits, manholes, pumping stations and other structures, above and below ground, whose purpose is to convey wastewater to a District RWRf.
14. Combined Waste stream Formula - Formula as outlined in the General Pretreatment Regulations of the Clean Water Act, Title 40 Code of Federal Regulations for determining wastewater discharge limitations for Categorical Users and Significant Industrial Users whose effluent is a mixture of regulated, unregulated and dilution wastewater as defined in the formula.
15. Compatible or Conventional Pollutant- A combination of BOD, Total Suspended Solids, pH, fecal coliform bacteria, plus other Pollutants that the District's RWRf is designed to accept, treat, and/or remove. Some compatible pollutants may be considered incompatible when discharged in quantities that have an adverse effect on the collection, treatment, disposal systems and/or discharge permit regulating the RWRfs causing Interference or Pass Through.
16. Compliance Schedule – An enforceable time schedule containing increments of progress called milestones or deadlines. These milestones shall be for the commencement and/or completion of major actions leading to the construction and operation of additional pretreatment facilities or the implementation of policies, procedures, or operational management techniques required for the User to comply with all applicable Federal, State or local environmental regulations which may directly or indirectly affect the quality of the User's Wastewater effluent.
17. Composite Sample - A sample that is collected over time, either by continuous sampling or by mixing a minimum of four (4) discrete sample aliquots representative

of the discharge during a twenty-four (24) hour period. The composite sample may be either as a time composite sample, composed of discreet sample aliquots collected in one (1) containment at constant time intervals, providing representative samples irrespective of stream flow; or as a flow proportional composite sample collected as a constant sample volume at timed intervals proportional to stream flow.

18. Control Mechanism - Waste Discharge Permit, Water Discharge Authorization or Special Agreement.
19. Designee- Person duly designated by the General Manager to direct and perform the duties as specified in this Ordinance.
20. Dilution - Increase in use of process water, potable water or any other means to dilute a discharge as a partial or complete substitute for adequate treatment to achieve discharge requirements.
21. Direct User - Any User who discharges, causes a discharge, or has a potential to discharge a Non-Domestic Wastewater to the Collection System.
22. Discharge Requirements - The requirements of Federal (as listed in 40 CFR 403), State, or local public agencies having jurisdiction over the effluent discharges from District RWRF.
23. District-Hidden Valley Lake Community Services District (HVLCS D).
24. Domestic Wastewater- The liquid and solid waterborne wastes derived from the ordinary living processes of humans of such character as to permit satisfactory disposal, without special treatment, into the public sewer or by means of a private disposal system.
25. Effluent - Treated wastewater flowing from a POTW or a User's Pretreatment Facilities.
26. General Manager - The General Manager of Hidden Valley Lake Community Services District or their designee.
27. Grab Sample- A sample taken from a waste stream without regard to the flow of the waste stream and over a period of time not to exceed fifteen (15) minutes.
28. Hearing Officer – The Person designated by the General Manager to conduct an administrative hearing.
29. Incompatible or Non-Conventional Pollutant- Any Pollutant which is not a Compatible Pollutant as defined herein.
30. Indirect User- Any User who discharges or has a potential to discharge Wastewater to a Septic Tank, Cesspool, chemical toilet, or private sewer system which, from time to time, is serviced by a Liquid Waste Hauler permitted by the District to discharge to a designated POTW.
31. Infectious Agent - A type of microorganism, bacteria, mold, parasite, or virus, including, but not limited to, organisms managed as Biosafety Level II, III, or IV by the Federal Centers for Disease Control and Prevention, that normally cause, or

significantly contributes to the cause of, increased morbidity or mortality of human being. (California Health and Safety Code, Section 117675)

32. Inspector – Any representative of the District authorized by the General Manager to inspect any establishment directly or indirectly discharging or anticipating discharge to the POTW.
33. Interceptor- The District approved equipment to remove floatable and settleable material from Wastewater prior to discharge.
34. Interference - A discharge by a User which, alone or in conjunction with discharges by other sources, inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal; and which is a cause of a violation of any requirement of the RWRF's discharge order and/or NPDES Permit (including an increase in the magnitude or duration of a violation), or of the prevention of sewage sludge use or disposal in compliance with applicable Federal, State, and local regulations (per 40 CFR 403.3 (1)).
35. Liquid Waste Hauler (LWH) -Any pumper that is permitted by the County of Lake as a Non-Hazardous Liquid Waste Hauler, discharging domestic and sanitary wastewater only. This may also mean septic tank pumper.
36. Local Limits - A set of technically based, enforceable, discharge limits implemented by the District for Pollutants that may cause Interference, Pass Through, sludge contamination, or worker health and public safety problems if discharged in excess to a POTW.
37. Mass Emission Rate - The weight of material discharged to the sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of particular constituent or combination of constituents.
38. Milestone -Deadline established in a Compliance Schedule for specified increments. No increment shall exceed nine (9) months.
39. Monitoring Facilities - Structure(s) and equipment approved by The District and provided at the User's expense for The District or the User to measure and record Wastewater Pollutant levels, flow and collect representative Wastewater samples.
40. NAICS - North American Industry Classification System published by the Executive Office of the President of the United States, Office of Management and Budget.
41. New Source -Any building, structure, facility, or installation from which there is or may be a discharge of Pollutants, the construction of which commenced after the publication of proposed Categorical Pretreatment Standards under section 307c of the Act. (40 CFR 403.3K Definitions)
42. Non-Domestic Wastewater- All Wastewater other than Domestic Wastewater.
43. Non-Significant Categorical Industrial User (NSCIU) -Categorical Users who discharge less than 100 gallons day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the Categorical Pretreatment Standard), including zero discharging Categorical Users.

44. Oil and Grease - Any petroleum derived products (e.g., oils, fuels, lubricants, solvents, cutting oils, mineral oils), any vegetable derived products (e.g., oils, shortenings, water soluble cutting oils, etc.) or any animal derived products (e.g., fats, greases, oils, etc.) in part or in combination.
45. Pass Through- The discharge of pollutants through the RWRF in quantities or concentrations which are a cause in whole or in part of a violation of any requirement of the RWRF's discharge order including an increase in the magnitude or duration of a violation (40 CFR 403.3).
46. Permitted User - User regulated by a permit.
47. Permittee -A User who has applied for and received a permit to discharge into a POTW and is subject to the requirements and conditions established by the District.
48. Person - Any individual, partnership, firm, association, corporation, tribe, or public agency, including the State of California and the United States of America.
49. Pollutant - Any constituent or characteristic of Wastewater on which a discharge limitation or prohibition may be imposed either by the District or the regulatory agencies empowered to regulate the District.
50. Publicly Owned Treatment Works (POTW) - Means the treatment works owned by HVLCSO and all pumping stations, sewers, pipes, and other conveyances owned by public entities, including but not limited to cities, other agencies, and tribes connected to the treatment works.
51. Pretreatment - The reduction of the amount of Pollutants, the elimination of Pollutants, or the alteration of the nature of Pollutant properties in Wastewater prior to, or in lieu of, introducing such Pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the Pollutants unless allowed by an applicable Categorical Pretreatment Standard.
52. Pretreatment Facilities -Any works or devices for the treatment or flow control of Wastewater prior to discharge.
53. Pretreatment Requirements - Any requirement related to Pretreatment imposed on a User, other than a Pretreatment Standard.
54. Pretreatment Standard or Standards - Prohibited discharge standards, Categorical Pretreatment Standards, and local limits.
55. Priority Pollutants - The listing of toxic pollutants as identified in 40 CFR 401.15.
56. Public Agency - Any Federal, State or local authority.
57. Public Nuisance- Anything which: (1) is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, and (2) affects at the same time an entire community or neighborhood, or any number of Persons, although the extent of the annoyance or damage inflicted upon individuals may

be unequal, and (3) occurs during or as a result of the treatment or disposal of waste to the POTW.

58. Qualified Professional - Any Person who by virtue of education, training, or experience is qualified to evaluate and assess Pollutant discharges and violations of this Ordinance.
59. RCRA- Resource Conservation and Recovery Act of 1976, and its regulations as found in 40 CFR Parts 260-266 and Part 270 as amended.
60. Recreational Vehicle (RV) – Recreational Vehicle as defined in Health and Safety Code section 18010.
61. Regional Water Quality Control Boards (RWQCB) – Develops and enforce water quality objectives and implementation plans that will best protect the beneficial uses of the State's waters. The RWQCB issue HVLCSD a wastewater treatment and disposal Permit. The Central Valley RWQCB (Sacramento Office) RWQCB regulates this Permit and any future pretreatment program administered by HVLCSD.
62. Regional Water Reclamation Facility {RWRF)- The District sewage treatment plant designed to serve a specific area of the District.
63. Regeneration Cycle - Liquid used to exchange the chemistry in an ion exchange unit.
64. Regulatory Agencies - Those agencies having oversight of the operation of the District, including but not limited to the following:
 - a. United States Environmental Protection Agency (EPA);
 - b. California Environmental Protection Agency (Cal-EPA);
 - c. California State Water Resources Control Board (SWRCB);
 - d. California Regional Water Quality Control Board, Central Valley (Sacramento Office);
 - e. California Department of Public Health (CDPH);
 - f. Lake County Department of Environmental Health.
65. RV Holding Tanks- A RV tank designed to hold Domestic Wastewater.
66. Sample Aliquot-A portion of a total amount of a solution or media used for analytical testing.
67. Sanitary Wastewater - Domestic Wastewater from other than a dwelling unit.
68. Self-Monitoring - Wastewater samples taken by a User or User's contracted laboratory, consultant, engineer, or similar entity.
69. Septic Tank- A watertight receptacle which receives the discharge from a sewer system and is designed and constructed to retain solids, digest organic matter through a period of detention, and allows the liquids to discharge for disposal.
70. Sewer Lateral - POTW owned piping and appurtenances extending from the sewer pipeline to the private sewer system at the boundary line of the User's property or POTW's easement.
71. Significant Industrial User (SIU):

- a. A User subject to Categorical Pretreatment Standards; or;
 - b. A User that:
 - 1.) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, non-contact cooling, and boiler blowdown wastewater);
 - 2.) Contributes a process wastewater which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the RWRf; or
 - 3.) Is designated as such by the District on the basis that it has a reasonable potential for adversely affecting the RWRf's operation or for violating any Pretreatment Standard or Pretreatment Requirement.
 - c. Upon a finding that a User meeting the criteria in subsection b.3. has no reasonable potential for adversely affecting the RWRf's operation or for violating any Pretreatment Standard or Pretreatment Requirement, the District may at any time, on its own initiative or in response to a petition received from a User, and in accordance with procedures in 40 CFR 403.8, determine that such User should not be considered a Significant Industrial User.
72. Significant Non-Compliance (SNC): - Any SIU with compliance violations which meet one or more of the following criteria:
- a. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all of the measurements taken for the same pollutant parameter during a six-month (6) period exceed (by any magnitude) a numeric Pretreatment Standard or Pretreatment Requirement, including instantaneous limits, as defined by 40 CFR 403.3;
 - b. Technical review criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of all of the measurements taken for the same pollutant parameter during a six-month (6) period equal or exceed the product of the numeric Pretreatment Standard or Pretreatment Requirement, including instantaneous limits, as defined by 40 CFR 403.3, multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH);
 - c. Any other violation of a Pretreatment Standard or Pretreatment Requirement as defined by 40 CFR 403.3 (daily maximum, long-term average, instantaneous limit, or narrative Standard) that the General Manager determines has caused, alone or in combination with other discharges, Interference or Pass Through (including endangering the health of District personnel or the general public);
 - d. Any discharge of a Pollutant that has caused imminent endangerment to human health or welfare or to the environment or has resulted in the District's exercise of its emergency authority to halt or prevent such a discharge;
 - e. Failure to meet, by ninety (90) days or more after the schedule date, a Milestone contained in a local Control Mechanism or enforcement order, for starting construction, completing construction, or attaining final compliance;
 - f. Failure to provide, within forty-five (45) days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with Compliance Schedules;
 - g. Failure to accurately report non-compliance;

- h. Any other Violation or group of Violations, which may include violation of BMPs, which the General Manager determines will adversely affect the operation or implementation of a local Pretreatment program.
73. Single Pass Cooling Water - Water that is used solely for the purpose of cooling and is used only once before being discharged.
74. Slug - Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way contribute to the POTW violating any requirements.
75. General Officer – The Person duly designated by the General Manager (Generally the Water Resources Specialist) to develop and implement the District's Regulations for Waste Discharge and Sewer Use and performs the duties as specified in this Ordinance and the Enforcement Response Plan for this Ordinance.
76. Special Agreement(s) - A short term revocable permission to discharge Wastewater to the POTW, subject to Ordinance 59 and policies and standards established by the Board of Directors.
77. Spill Containment - A protection system installed by the User and at the users expense, to prohibit the accidental discharge of Pollutants to the sewer.
78. Standard Industrial Classification (SIC)- The system of classifying industries issued by the U.S. Office of Management and Budget.
79. Total Dissolved Solids (TDS) - The unfilterable residue of the combined content of all inorganic and organic substances contained in a liquid.
80. Total Inorganic Nitrogen (TIN) – The summation of inorganic nitrogen including ammonia nitrogen, nitrate nitrogen, and nitrite nitrogen.
81. Total Suspended Solids (TSS) -The total amount of residue retained by laboratory filtration and dried at 103-105° C.
82. Toxic Pollutants - Those Pollutants, or combinations of Pollutants, including disease-causing agents, which after discharge and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will, on the basis of information available to the General Manager, cause death, disease, behavioral abnormalities, cancer, genetic mutations, physiological malfunctions (including malfunctions in reproduction), or physical deformations, in such organisms or their offspring.
83. User - Any Person who discharges or has a potential to discharge Non- Domestic Wastewater directly or indirectly to a POTW.
84. Violation - Failure by a User to comply with this Ordinance or any Waste Discharge Permit, Waste Discharge Authorization, Special Agreement, and/or policies and standards established by the District.
85. Waste(s) - Any discarded solid, semi-solid, liquid or gaseous material.

86. Waste Discharge Authorization (WDA) - The revocable permission to discharge Wastewater to the POTW, subject to this Ordinance and policies and standards established by the District.
87. Waste Discharge Permit CWDP- The periodically renewable, revocable permission to discharge Wastewater to the POTW, subject to technically based limits on wastewater constituents and characteristics.
88. Wastewater- Liquid and water-carried wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

2.2 OTHER MEANINGS

Words used in this Ordinance in the singular shall include the plural and the plural the singular. Use of masculine shall also mean feminine and use of feminine shall also mean masculine. Shall is mandatory; may is permissive or discretionary.

ARTICLE 3

GENERAL SEWER USE REQUIREMENTS

3.1 PROHIBITED DISCHARGE STANDARDS

A. General Prohibitions

No User shall introduce or cause to be introduced into the POTW any Pollutant or Wastewater, which, alone or in conjunction with other substances, causes Interference or Pass Through. These general prohibitions apply to all Users whether or not they are subject to Categorical Pretreatment Standards or any other Federal, State or local Pretreatment Standards or Pretreatment Requirements.

B. Specific Prohibitions

No User shall introduce or cause to be introduced into the POTW (The POTW includes the sanitary sewer collection system) the following Pollutants, substances or Wastewater:

1. Pollutants which create a fire or explosive hazard in the POTW including, but not limited to Wastewater with a closed-cup flashpoint of less than 140° F {60° C} using the test methods specified in 40 CFR 261.21;
2. Wastewater having a pH less than 5.0 or more than 11.0 or otherwise causing corrosive structural damage to the POTW;

3. Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in blockage or interference, but in no case solids greater than 3/8 inches in any dimension; (e.g. construction debris, corn meal, dirt, sand, gravel, oil, grease, etc.)
4. Pollutants, including oxygen-demanding Pollutants {BOD, etc.}, released in a discharge at a flow rate and/or Pollutant concentration which, either singly or by interaction with other Pollutants, will cause Interference with the POTW;
5. Wastewater having a temperature greater than 140° F {60° C}, or which will inhibit biological activity in the RWRF resulting in Interference, but in no case Wastewater which causes the temperature at the introduction into the RWRF to exceed 104° F {40° C};
6. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through;
7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
8. Noxious or malodorous liquids, gases, solids, or other Wastewater which, either singly or by interaction with other wastes, are sufficient to create a Public Nuisance or a hazard to life or to prevent entry into the sewers for maintenance or repair;
9. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the RWRF's effluent;
10. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable State or Federal regulations;
11. Sludge's, screening, or other residues from the Pretreatment of industrial wastes;
12. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
13. Wastewater required to be manifested under RCRA.
14. Infectious agents as defined in the California Health and Safety Code.

C. Other Prohibitions

1. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, deionized water, Single Pass Cooling Water and Wastewater free of Pollutants, unless specifically authorized by the General Manager.
2. Pollutants, substances, or Wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.
3. Trucked or hauled Pollutants except at discharge points designated by the General Manager; provided, however, RV wastes may be discharged to User-owned sewer facilities.

4. Any procedure, chemical addition, or physical modification that will result in bypass or pass-through of required pretreatment equipment.

3.2 CATEGORICAL PRETREATMENT STANDARDS

- A. The Categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.
- B. Where a Categorical Pretreatment Standard is expressed only in terms of either the mass or the concentration of a Pollutant in Wastewater, the General Manager may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6.
- C. When Wastewater subject to a Categorical Pretreatment Standard is mixed with Wastewater not regulated by the same standard, the General Manager shall impose an alternate **limit** using the combined waste stream formula, and requirements in 40 CFR 403.6.
- D. A User may obtain a variance from a Categorical Pretreatment Standard if the User can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the Categorical Pretreatment Standard.
- E. A User may obtain a net gross adjustment to a Categorical Pretreatment Standard in accordance with 40 CFR 403.15.

3.3 LOCAL LIMITS

- A. No Permitted User shall discharge or cause to be introduced directly or indirectly into the District's or contributing agency's collection system, a quantity or quality of Wastewater which exceeds the Local Limits on discharges to the POTW established by the District. Once Local Limits are established, they will be set forth by Resolution as amended.
- B. Local Limits apply at the point where the Wastewater is discharged to the POTW, except for BMPs, which are applied at the end of the process and any subsequent treatment. The General Manager may impose limitations based on concentrations of Pollutants in milligrams per liter or as an amount of Pollutants in pounds per day.

3.4 BEST MANAGEMENT PRACTICES

No User shall discharge wastewater to the POTW contrary to the BMPs established by the District.

3.5 POLICIES AND STANDARDS

No User shall discharge Wastewater to the POTW contrary to the policies and standards established by the District.

3.6 LIMITATIONS OF TOTAL DISSOLVED SOLIDS (TDS)

- A. The General Manager may limit the total loading of TDS to preserve the beneficial use of recycled water or to comply with environmental or regulatory requirements issued to the District by:
 - 1. Prohibiting Users from discharging the regeneration cycle from any water-conditioning appliance, including but not limited to water softeners or conditioners, to the POTW;
 - 2. Regulating the residential use of water softeners or water conditioners in accordance with California law, including California Health and Safety Code sections 116775-116795; and
 - 3. Issuing permits, applying BMPs, or implementing policies and standards for any Wastewater discharges regulated by this Ordinance.

3.7 RIGHT OF REVISION

The District reserves the right to establish, by ordinance or in Waste Discharge Permits, Waste Discharge Authorizations, and Special Agreements, more stringent requirements on discharges to the POTW.

3.8 DILUTION

No User shall ever increase the use of process water or, in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Pretreatment Requirement. The General Manager may impose mass limitations on the amount, in pounds per day, of pollutants discharged by Users who are using dilution to meet applicable Pretreatment Standards or Pretreatment Requirements, or in other cases when the imposition of mass limitations is appropriate.

3.9 CESSPOOL. SEPTIC TANK. HOLDING TANK AND. HAULED WASTES

- A. Hauled waste from Cesspools, Septic Tanks, portable toilets, and holding tanks (excluding RV's containing only domestic and/or sanitary wastes) will be accepted only at District-designated locations.
- B. The General Manager may accept other hauled waste at District-designated locations.
- C. No Liquid Waste Hauler discharging septic waste or sanitary waste shall discharge constituents in excess of the limits specified in the respective Waste Discharge Permit based on the limits for Liquid Waste Haulers discharging domestic waste as set forth in local, state and/or federal rules or regulations as amended.

3.10 ACCESS TO DISTRICT FACILITIES

No Person shall access, enter, break, damage, destroy, uncover, deface, tamper with, or discharge to any temporary or permanent structure, equipment, or appurtenance, which is part of the POTW without prior approval by the General Manager.

ARTICLE 4

WASTE DISCHARGE PERMIT AND PERMIT REPORTING REQUIREMENTS

4.1 GENERAL REQUIREMENTS

A. Wastewater Analysis

When requested by the General Manager, a User shall submit information on the nature and characteristics of its Wastewater and other associated and pertinent information within sixty (60) days of the request. The General Manager is authorized to require Users to update this information periodically.

B. Waste Discharge Permit Requirements

1. No Significant Industrial User (SIU) shall discharge Wastewater into the POTW without first obtaining a Waste Discharge Permit.
2. A Significant Industrial User that has filed a timely application pursuant to Section 4.1.0 of this Ordinance may continue to discharge for the time period specified therein.
3. The General Manager may require other Users to obtain a Waste Discharge Permit as necessary to carry out the purposes of this Ordinance.
4. Any violation of the terms and conditions of a Waste Discharge Permit shall be deemed a violation of this Ordinance and subject the User to the sanctions set out in Article 6 of this Ordinance. Obtaining a Waste Discharge Permit does not relieve the User of its obligation to comply with all Federal and State Pretreatment Standards or Pretreatment Requirements or with any other requirements of Federal, State and local law.
5. The District may determine that a User subject to Categorical Pretreatment Standards is a Non-Significant Categorical Industrial User (NSCIU) rather than a Significant Industrial User on a finding that the User never discharges more than 100 gpd of total Categorical Wastewater (excluding sanitary, non-contact cooling and boiler blow down, unless specifically included in the Pretreatment Standards) and the following conditions are met:
 - a. The User, prior to POTW finding, has consistently complied with all applicable Categorical Pretreatment Standards and Pretreatment Requirements; and
 - b. The User annually submits the certification statement required in Section 4.3.J together with any additional information necessary to support the certification statement; and

c. The User never discharges any untreated concentrated Wastewater.

6. Upon a finding that a User meeting the criteria above has no reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Pretreatment Requirement, the District may at any time, on its own initiative or in response to a petition received from a User, and in accordance with procedures in 40 CFR 403.8, determine that such User should not be considered a Significant Industrial User.

C. Issuing Waste Discharge Permits: New Connections

Users who propose to begin or restart a discharge to the POTW must apply for a Waste Discharge Permit at least sixty (60) days prior to any discharge.

D. Issuing Waste Discharge Permits: Existing Connections

Any User required to obtain a Waste Discharge Permit due to requirements in this Ordinance who was discharging Wastewater into the POTW prior to the effective date of the requirements and who wishes to continue such discharges in the future, shall, within ninety (90) days after said date, apply for a Waste Discharge Permit in accordance with Section 4.1.E of this Ordinance, and shall not cause or allow discharges to the POTW to continue after one hundred twenty (120) days of the effective date of the Ordinance except in accordance with a Waste Discharge Permit issued by the General Manager.

E. Waste Discharge Application Contents

1. All Users required to obtain a Waste Discharge Permit must submit a Waste Discharge Application. The General Manager may require any User to submit as a part of an application the following information:

- a. All information required in Section 4.3.A.2 of this Ordinance;
- b. Physical, chemical, bacteriological, radiological analysis of Wastewater;
- c. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are or could accidentally or intentionally be discharged to the POTW;
- d. Number and type of employees, hours of operation, and proposed or actual hours of operation;
- e. Each product produced by type, amount, process or processes, and rate of production;
- f. (1) Type and amount of raw materials processed (average and maximum per day);
(2) quantity, disposition, and method of disposal of specific liquid, sludge, oil, solvent, or other material;

- g. (1) Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation and all points of discharge;
 - (2) details of Wastewater;
 - (3) details of Pretreatment Facilities and their operation and maintenance;
 - (4) details of systems to prevent and control the losses of materials through spills to the POTW;
 - h. (1) Time and duration of discharges;
 - (2) detailed plumbing plans indicating all sources discharging to the on or off-site Sewer Lateral;
 - i. Any other information as may be deemed necessary by the General Manager to evaluate the Waste Discharge Application.
2. Incomplete or inaccurate applications will not be processed and will be returned to the User for revision.

F. Signatories and Certification

All Waste Discharge Applications, BMP's, NSCIU Reports, and Categorical Standard Compliance Deadline Reports must be signed by an Authorized Representative of the User and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

G. Waste Discharge Permit Decisions

The General Manager will evaluate the data furnished by the User and may require additional information. Within thirty (30) days of receipt of a complete Waste Discharge Application, the General Manager will determine whether or not to issue a Waste Discharge Permit. The General Manager may deny any application for a Waste Discharge Permit.

4.2 WASTE DISCHARGE PERMIT ISSUANCE PROCESS

A. Waste Discharge Permit Duration

A Waste Discharge Permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the Waste Discharge Permit. A Waste Discharge Permit may be issued for a period less than five (5) years, at the discretion of the General Manager. Each Waste Discharge Permit will indicate a specific date upon which it will expire.

B. Waste Discharge Permit Contents

1. Waste Discharge Permits shall contain:
 - a. A statement that indicates Waste Discharge Permit duration, which in no event shall exceed five (5) years;
 - b. A statement that the Waste Discharge Permit is non-transferable without prior notification to the District in accordance with Section 4.2.E of this Ordinance, and provisions for furnishing the new owner or operator with a copy of the existing Waste Discharge Permit;
 - c. Effluent limits, including BMPs, based on applicable general Pretreatment Standards in 40 CFR 403, Categorical Pretreatment Standards, Local Limits, and State and local law;
 - d. Self-monitoring, sampling, reporting, notification, record keeping requirements, an identification of the Pollutants to be monitored (including the process for seeking a waiver for a Pollutant neither present nor expected to be present in the discharge in accordance with 40 CFR 403.12, or a specified waived Pollutant in the case of an individual Waste Discharge Permit), sampling location, sampling frequency, and sample type, based on the applicable general Pretreatment Standards in 40 CFR 403, Categorical Pretreatment Standards, Local Limits, and State and local law;
 - e. A statement of applicable civil and criminal penalties for Violations of Pretreatment Standards and Pretreatment Requirements, and any applicable Compliance Schedule. Such Compliance Schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law;
 - f. Requirements to control Slugs.

2. Waste Discharge Permits may contain, but need not be limited to, the following conditions:
 - a. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
 - b. Requirements for the Installation and maintenance of pretreatment technology, pollution control, or construction of appropriate containment devices designed to reduce, eliminate or prevent the introduction of Pollutants into the POTW;
 - c. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or routine discharges;
 - d. Development and implementation of waste minimization plans to reduce the amount of Pollutants discharged to the POTW;
 - e. Requirements for installation and maintenance of inspection and monitoring facilities and equipment;
 - f. A statement that compliance with the Waste Discharge Permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the Waste Discharge Permit; and

- g. Other conditions as deemed appropriate by the General Manager to ensure compliance with this Ordinance and Federal, State, and local laws, rules and regulations.

C. Waste Discharge Permit Appeals

1. Any Person, including the User, may petition the General Manager to reconsider the provisions of a Waste Discharge Permit within thirty (30) days of notice of its issuance.
 - a. In its petition, the appealing party shall indicate the Waste Discharge Permit provisions objected to, the reasons for objection, and the alternative provisions, if any, it seeks to place in the Waste Discharge Permit.
 - b. The effectiveness of the Waste Discharge Permit shall not be stayed pending the appeal.
2. Failure to submit a timely petition for reconsideration shall be deemed to be a waiver of the administrative appeal.
3. If the General Manager fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied.
4. Any person, including the User, may petition the Board of Directors to reconsider the decision of the General Manager.
5. If the Board of Directors fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied. Decisions not to issue a Waste Discharge Permit, not to reconsider the provisions of a Waste Discharge Permit, or not to modify the provisions of a Waste Discharge Permit shall be considered final administrative actions for the purposes of judicial review
6. Any party aggrieved by a final Waste Discharge Permit action may obtain review of the action by filing in court a petition for writ of mandate within ninety (90) days following the effective date of the action. If no aggrieved party petitions for writ of mandate within the time provided by this section, a final Waste Discharge Permit administrative action shall not be subject to review by any court or agency. The evidence before the court shall consist of the record before the General Manager, and any other relevant evidence, which in the judgment of the court, should be considered to effectuate and implement the policies of this Ordinance. Except as otherwise provided in this section, subdivisions (e) and (f) of Code of Civil Procedure section 1094.5 shall govern proceedings pursuant to this section.

D. Waste Discharge Permit Modification

1. The General Manager may modify a Waste Discharge Permit for good cause including, but not limited to, the following reasons:
 - a. To incorporate any new or revised Federal, State or local Pretreatment Standards or Pretreatment Requirements;
 - b. To address significant alterations or additions to the User's operation processes, or Wastewater volume or character since the time of Waste Discharge Permit issuance;

- c. A change in the POTW that requires either a temporary or permanent reduction or elimination of the permitted discharge;
- d. Information indicating that the permitted discharge poses a threat to the POTW, POTW personnel, the receiving water, or the public;
- e. Violation of any terms or conditions of the Waste Discharge Permit;
- f. Misrepresentation or failure to fully disclose all relevant facts in the Waste Discharge Application or in any required reporting;
- g. Revision of or a grant of variance from such Categorical Pretreatment Standards pursuant to 40 CFR 403.13;
- h. Correction of typographical or other errors in the Waste Discharge Permit; or
- i. To reflect a transfer of the facility ownership or operation to a new owner or operator.

E. Waste Discharge Permit Transfer

- 1. Waste Discharge Permits may be transferred to a new owner or operator only if the permittee gives at least thirty (30) days advance notice to the General Manager and the General Manager approves the Waste Discharge Permit transfer. The notice to the General Manager must include a written certification by the new owner or operator which:
 - a. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
 - b. Identifies the specific date on which the transfer is to occur;
 - c. Acknowledges full responsibility for complying with the existing Waste Discharge Permit; and
 - d. States that the new owner and/or operator has obtained a copy of the existing Waste Discharge Permit.
- 2. Failure to provide advance notice of a transfer renders the Waste Discharge Permit void as of the date of facility transfer.

F. Waste Discharge Permit Revocation

- 1. A Waste Discharge Permit may be revoked for good cause including, but not limited to the following reasons:
 - a. Failure to notify the General Manager of significant changes to the Wastewater prior to the changed discharge;
 - b. Failure to provide prior notification to the General Manager of changed conditions pursuant to Section 4.3.E of this Ordinance;
 - c. Misrepresentation or failure to fully disclose all relevant facts in the Waste Discharge Application;

- d. Falsifying self-monitoring reports;
 - e. Tampering with monitoring equipment;
 - f. Refusing to allow the General Manager timely access to the facility premises and records;
 - g. Failure to meet effluent limitations;
 - h. Failure to pay penalties;
 - i. Failure to pay sewer charges;
 - j. Failure to meet Compliance Schedules;
 - k. Failure to complete a Wastewater survey or the Waste Discharge Application;
 - l. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
 - m. Violation of any Pretreatment Standard or Pretreatment Requirement, or any terms of the Waste Discharge Permit or this Ordinance.
- 2. Waste Discharge Permits shall be voidable upon cessation of operations.
 - 3. A Waste Discharge Permit issued to a particular User is void when the new Waste Discharge Permit to that User becomes effective.
 - 4. Waste Discharge Permit revocation is subject to appeal as set forth in Section 6.4.

G. Waste Discharge Permit Reissuance

A User with an expiring Waste Discharge Permit shall apply for Waste Discharge Permit reissuance by submitting a complete Waste Discharge Application (or a statement signed by the Authorized Representative that there are no changes to the application previously submitted), in accordance with Section 4.1.E of this Ordinance, at least sixty (60) days prior to the expiration of the User's existing Waste Discharge Permit.

4.3 REPORTING REQUIREMENTS

A. Baseline Monitoring Reports

- 1. Baseline Monitoring Requirements
 - a. Within the later of (1) one hundred eighty (180) days after the effective date of a Categorical Pretreatment Standard, or (2) the final administrative decision on a category determination under 40 CFR 403.6, existing Categorical Users currently discharging to or scheduled to discharge to the

POTW shall submit to the General Manager a report which contains the information listed in Section 4.3.A.2. At least ninety (90) days prior to commencement of their discharge, New Sources, and sources that become Categorical Users subsequent to the promulgation of an applicable Categorical Pretreatment Standard, shall submit to the General Manager a report, which contains the information listed in Section 4.3.A.2. A New Source shall report the method of Pretreatment it intends to use to meet applicable Categorical Pretreatment Standards. A New Source shall also give estimates of its anticipated flow and quantity of Pollutants to be discharged.

- b. The Baseline Monitoring Report shall indicate the time, date, and place of sampling and the methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected Pollutant discharges to the POTW.
 - c. The General Manager may allow the submission of a Baseline Monitoring Report, which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures.
2. Users described above shall submit the information set forth below.
- a. Identifying information - The name and address of the facility, including the name of the operator and owner.
 - b. Environmental Permits - A list of any environmental control permits held by or for the facility.
 - c. Description of Operations - A brief description of the nature, average rate of production, and SIC numbers or NAICS numbers of the operation(s) carried out by such User. This description should include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.
 - d. Flow Measurement - Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR403.6
 - e. Measurement of Pollutants
 1. The Categorical Pretreatment Standards applicable to each regulated process.
 2. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Categorical Pretreatment Standard or by the General Manager, of the regulated Pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 4.3.0 of this Ordinance.

3. Sampling shall be performed in accordance with procedures set out in Section 4.3.0 of this Ordinance.
- f. Certification - A statement, reviewed by the User's Authorized Representative and certified by a qualified professional, indicating whether Categorical Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional Pretreatment is required to meet the Pretreatment Standards and Pretreatment Requirements.
- g. Compliance Schedule - If additional Pretreatment and/or O&M will be required to meet the Pretreatment Standards, the Compliance Schedule is the shortest schedule by which the User will provide such additional Pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance established for the applicable Pretreatment Standard. A Compliance Schedule pursuant to this section must meet the requirements set out in Section 4.3.B of this Ordinance.
- h. Signature and Certification- All Baseline Monitoring Reports must be signed and certified in accordance with Section 4.1.F of this Ordinance.

B. Compliance Schedule Progress Reports

The following conditions shall apply to the Compliance Schedule required by Section 4.3.A.2.g of this Ordinance:

1. The Compliance Schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional Pretreatment required for the User to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
2. No increment referred to above shall exceed nine (9) months;
3. The User shall submit a progress report to the General Manager no later than fourteen (14) days following each date in the Compliance Schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established Compliance Schedule; and in no event shall more than nine (9) months elapse between such progress reports to the General Manager.

C. Reports on Compliance with Categorical Pretreatment Standard Deadline

Within ninety (90) days following the date for final compliance with applicable Categorical Pretreatment Standards, or in case of a New Source following commencement of the introduction of Wastewater into the POTW, any User subject to such Pretreatment Standards and Pretreatment Requirements shall submit to the General Manager a report containing the information described in Section 4.3.A.2 of this Ordinance. For Users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6, this report shall contain a reasonable

measure of the User's long-term production rate. For all other Users subject to Categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the User's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 4.1.F of this Ordinance.

D. Periodic Compliance Reports

1. If a Permitted User monitors any Pollutant using the procedures prescribed in Sections Band C of this Section, the results of this monitoring shall, at a frequency determined by the General Manager but in no case less than every six-months (6), be reported. The report shall indicate the nature and concentration of Pollutants in the discharge, which are limited, by Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. All such reports must be signed and certified in accordance with Section 4.1.F of this Ordinance.

2. All Pollutant analyses, including sampling techniques, to be submitted as part of a Waste Discharge Application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable Categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, an analysis must be performed in accordance with procedures approved by the US EPA.

3. Users must show compliance with Federal, State, and local regulations using appropriate sampling methods, in which data coming from the collection methods are representative of conditions occurring during the reporting period. The User is required to monitor at a frequency allowing for assessment and assurance of full compliance with applicable Pretreatment Standards and Pretreatment Requirements. Twenty-four (24) hour composite samples must be obtained through flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the General Manager. Where time-proportional composite sampling or grab sampling is authorized by the General Manger, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil & grease the samples may be composites in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the General Manager.

E. Reports of Changed Conditions

1. Each User must notify the General Manager of any planned significant changes to the User's operations or system, which might alter the nature, quality, or volume of its Wastewater at least thirty (30) days before the change.

2. The General Manager may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a Waste Discharge Application under Section 4.1.E of this Ordinance.
3. The General Manager may issue a Waste Discharge Permit under Section 4.2.8 of this Ordinance or modify an existing Waste Discharge Permit under Section 4.2.D of this Ordinance in response to changed conditions or anticipated changed conditions.
4. For purposes of this section, significant changes include, but are not limited to, flow increases of twenty percent (20%) or greater, and the discharge of any previously unreported Pollutants.

F. Reports of Potential Problems

1. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, or a Slug, that may cause potential problems for the POTW, the User shall immediately notify the General Manager of the incident. This notification shall include the location of the discharge, type of waste, concentration, and volume, if known, and corrective actions taken by the User.
2. Within five (5) days following such discharge, the User shall, unless waived by the General Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability, which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any penalties, or other liabilities, which may be imposed pursuant to this Ordinance.

G. Reports from Unpermitted Users

All Users not required to obtain a Waste Discharge Permit shall provide appropriate reports to the General Manager as the General Manager may require.

H. Maintenance Plan

Any User with an Interceptor discharging to the sewer shall complete an approved maintenance plan, which includes but is not limited to:

1. Procedures to adequately maintain the Interceptor using a licensed and permitted waste hauler.
2. Determination of User staff responsible for maintenance of the Interceptor.
3. Procedures for spill response.

I. Reports of Sampling Violations/Repeat Sampling

If sampling performed by a User indicates a Violation, the User shall notify the General Manager within twenty-four (24) hours of becoming aware of the Violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the

General Manager within thirty (30) days after becoming aware of the Violation. The User is not required to resample if the District monitors at the User's facility at least once a month, or if the District samples between the User's initial sampling and when the User receives the results of this sampling.

J. Certification for Non-Significant Categorical Industrial Users

A facility determined to be a Non-Significant Categorical Industrial User by POTW must submit the following certification statement signed and certified in accordance with the signatory requirements in Section 4.1.F as required by 40 CFR 403;

"Based on my inquiry of the person or persons directly responsible for managing compliance with the Categorical Pretreatment Standards under 40 CFR _____, I certify that, to the best of my knowledge and belief that during the period from _____ to _____ [months, days, year]:

1. The facility described as _____ [facility name] met the definition of a Non-Significant Categorical Industrial User as described in Section 2.1.C.42;
2. The facility complied with all applicable Pretreatment Standards and requirements during this reporting period; and
3. The facility never discharged more than 100 gallons of total categorical wastewater on any given day during this reporting period.

This compliance certification is based on the following information:

"

K. Timing

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

L. Record Keeping

Users subject to the reporting requirements of this Ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the District, or where the User has been specifically notified of a longer retention period by the General Manager.

ARTICLE 5

WASTE DISCHARGE AUTHORIZATIONS and SPECIAL AGREEMENTS

5.1 GENERAL REQUIREMENTS

A. Wastewater Information

When requested by the General Manager, a User shall submit information on the nature and characteristics of its Wastewater and other associated and pertinent information within sixty {60} days of the request. The General Manager is authorized to require Users to update this information periodically.

B. Authorization/Special Agreement Requirement

1. No User shall discharge Wastewater into the POTW without first obtaining a determination of need for an Authorization and/or Special Agreement except that a User that has filed a timely application pursuant to Section 5.1.C of this Ordinance may continue to discharge for the time period specified therein.
2. Any violation of the terms and conditions of an Authorization/Special Agreement shall be deemed a Violation of this Ordinance and subject the User to the sanctions set out in Article 6 of this Ordinance. Obtaining an Authorization and/or Special Agreement does not relieve the User of its obligation to comply with all Federal and State Pretreatment Standards or Pretreatment Requirements or with any other requirements of Federal, State, and local law.

C. Issuing Authorizations/Special Agreement: New Connections

Users who propose to begin or restart a discharge to the POTW must apply for an Authorization and/or Special Agreement at least sixty {60} days prior to any discharge.

D. Issuing Authorizations/Special Agreements: Existing Connections that must meet New Requirements

Any User required to obtain an Authorization and/or Special Agreement due to requirements in this Ordinance who was discharging Wastewater into the POTW prior to the effective date of the requirements and who wishes to continue such discharges in the future, shall, within ninety {90} days after said date, apply for an Authorization and/or Special Agreement in accordance with Section 5.1.E of this Ordinance, and shall not cause or allow discharges to the POTW to continue after one hundred twenty (120) days of the effective date of this Ordinance except in accordance with an Authorization and/or Special Agreement issued by the General Manager.

Waste Discharge Application Contents

1. All Users required to obtain an Authorization and/or Special Agreement shall submit a Waste Discharge Application. The General Manager may require all Users to submit as part of an application the following information:

- a. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are or could accidentally or intentionally be discharged to the POTW;
 - b. Number and type of employees, hours of operation, and proposed or actual hours of operation;
 - c. Each product produced by type, amount, process or processes, and rate of production;
 - d. Type and amount of raw materials processed (average and maximum per day); quantity, disposition, and method of disposal of specific liquid, sludge, oil, solvent, or other material;
 - e. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge; details of Pretreatment Facilities and their operation and maintenance; details of systems to prevent and control the losses of materials through spills to the POTW;
 - f. Time and duration of discharges; detailed plumbing plans indicating all sources discharging to the on-site or off-site Sewer Lateral;
 - g. Any other information as may be deemed necessary by the General Manager to evaluate the Waste Discharge Application.
2. Incomplete or inaccurate applications will not be processed and will be returned to the User for revision.

F. Signatories and Certification

All Waste Discharge Applications and Reports must be signed by an Authorized Representative of the User and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

G. Authorization/Special Agreement Decisions

The General Manager will evaluate the data furnished by the User and may require additional information. Within thirty (30) days of receipt of a complete Waste Discharge Application, the General Manager will determine whether or not to issue an Authorization and/or Special Agreement. The General Manager may deny any application for an Authorization and/or Special Agreement.

5.2 AUTHORIZATION/SPECIAL AGREEMENT ISSUANCE PROCESS

A. Authorization/Special Agreement Duration

1. A Waste Discharge Authorization shall be issued for an indefinite time period, subject to review and reconsideration at the discretion of the General Manager.
2. A Special Agreement shall be issued for a specified time period, set forth in the terms of the Special Agreement.

B. Authorization/Special Agreement Contents

1. Waste Discharge Authorizations/Special Agreements shall include such conditions as are deemed reasonably necessary by the General Manager to prevent Pass Through or Interference or damage to the POTW, protect the quality of the water body receiving the POTW's effluent, protect public and worker health and safety, facilitate sludge management and disposal as required in 40 CFR 403.8, and protect against damage to the POTW.

Waste Discharge Authorizations/Special Agreements may contain:

- a. Notification and record-keeping requirements;
- b. Requirements for the development and implementation of plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or routine discharges;
- c. Requirements for the development and implementation of waste minimization plans to reduce the amount of Pollutants discharged to the POTW;
- d. A statement that compliance with the Waste Discharge Authorization/Special Agreement does not relieve the User of responsibility for compliance with all applicable Federal and State Pretreatment Standards.
- e. Other conditions as deemed appropriate by the General Manager to ensure compliance with this Ordinance, and State and Federal laws, rules, and regulations;

C. Waste Discharge Authorization/Special Agreement Appeals

1. Any Person, including the User, may petition the General Manager to reconsider the provisions of a Waste Discharge Authorization/Special Agreement within thirty (30) days of notice of its issuance.
 - a. In its petition, the appealing party shall indicate the Waste Discharge Authorization/Special Agreement provisions objected to, the reasons for objection, and the alternative provisions, if any, it seeks to place in the Waste Discharge Authorization/Special Agreement.
 - b. The effectiveness of the Waste Discharge Authorization/Special Agreement shall not be stayed pending the appeal.

2. Failure to submit timely a petition for reconsideration shall be deemed to be a waiver of the administrative appeal.
3. If the General Manager fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied.
4. Any person, including the User, may petition the Board of Directors to reconsider the decision of the General Manager.
5. If the Board of Directors fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied. Decisions not to issue a Waste Discharge Authorization/Special Agreements, not to reconsider the provisions of a Waste Discharge Authorization/Special Agreements, or not to modify the provisions of a Waste Discharge Authorization/Special Agreements shall be considered final administrative actions for the purposes of judicial review.
6. Any party aggrieved by a final Waste Discharge Authorization/Special Agreement administrative action may obtain review of the action in the superior court by filing in the court a petition for writ of mandate within ninety (90) days following the effective date of the action. If no aggrieved party petitions for writ of mandate within the time provided by this section, a final Waste Discharge Authorization/Special Agreement administrative action shall not be subject to review by any court or agency. The evidence before the court shall consist of the record before the General Manager, and any other relevant evidence which, in the judgment of the court, should be considered to effectuate and implement the policies of this Ordinance. Except as otherwise provided in this section, subdivisions (e) and (f) of Code of Civil Procedure section 1094.5 shall govern proceedings pursuant to this section.

D. Waste Discharge Authorization/Special Agreement Revocation

1. A Waste Discharge Authorization/Special Agreement may be revoked for good cause including, but not limited to the following reasons:
 - a. Failure to notify the General Manager of significant changes to the Wastewater prior to the changed discharge;
 - b. Misrepresentation or failure to fully disclose all relevant facts in the Waste Discharge Application;
 - c. Refusing to allow the General Manager timely access to the facility premises and records;
 - d. Failure to pay penalties;
 - e. Failure to pay sewer charges;
 - f. Failure to comply with HVLCS D's policies and standards.
 - g. Violation of any terms of the Waste Discharge Authorization/Special Agreement or this Ordinance.

2. Waste Discharge Authorizations and Special Agreements shall be voidable upon cessation of operations.
3. A determination may be made to issue a Waste Discharge Permit in the event the Waste Discharge Authorization or Special Agreement is revoked for good cause, including but not limited to all of the above.
4. A Waste Discharge Authorization or Special Agreement is void when a new Waste Discharge Permit, Waste Discharge Authorization, or Special Agreement to that User becomes effective.
5. Waste Discharge Authorization or Special Agreement revocation is subject to appeal as set forth in Section 6.4.

5.3 REPORTING REQUIREMENTS

A. Plan Requirements

1. Any User with an Interceptor discharging to the sewer shall have on file an approved maintenance plan which includes but is not limited to:
 - a. Procedures to adequately maintain the Gravity Interceptor using a licensed and permitted waste hauler;
 - b. Determination of User staff responsible for maintenance of the Gravity Interceptor;
 - c. Procedures for spill response.
2. Users with potential impact to the POTW shall have on file an approved management plan.

B. Timing

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

C. Record Keeping

Users subject to the reporting requirements of this Ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the District, or where the User has been specifically notified of a longer retention period by the General Manager.

ARTICLE 6

ENFORCEMENT

6.1 ENFORCEMENT ACTIONS

Notice of Violations shall be issued by the General Manager or his designee. All other enforcement actions shall be issued by the General Manager or management at a higher level (e.g., Environmental and Regulatory Compliance Department Director). The District, at its discretion, may utilize any one, combination of, or all enforcement remedies provided in Article 6 in response to any Violation.

A. Notice of Violation

When a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization, or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the Source Control Manager or his designee may issue a written Notice of Violation.

B. Administrative Orders

1. CONSENT ORDERS

The General Manager may enter into Consent Orders, assurances of compliance, or other documents establishing an agreement with any User responsible for noncompliance. Such documents shall include specific action(s) to be taken by the User to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as Compliance Orders and shall be judicially enforceable.

2. COMPLIANCE ORDERS

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the General Manager may issue a Compliance Order to the User responsible for the discharge directing that the User come into compliance within a specified time. A Compliance Order shall include specific action(s) to be taken by the User to correct the noncompliance within a time period specified by the Compliance Order. A Compliance Order shall be judicially enforceable. If the User does not come into compliance within the time provided, sewer service may be discontinued unless required Pretreatment Facilities, devices, or other related appurtenances are installed and properly operated. A Compliance Order also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of Pollutants discharged to the sewer. A Compliance Order may not extend the deadline for compliance established for a Pretreatment Standard or Pretreatment Requirement, nor does a Compliance Order relieve the User of liability for any Violation, including any continuing Violation.

3. SHOW CAUSE ORDERS

The General Manager may issue a Show Cause Order directing a User which has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement to appear before a Hearing Officer and show cause why the proposed enforcement action(s) should not be taken. Notice shall be served on the User specifying the time and place for the hearing, the proposed enforcement action(s), the reasons for the action(s) and an order that the User show cause why the proposed enforcement should not be taken. The notice of the hearing shall be served personally or by registered or certified mail (return receipt requested) at least fifteen (15) days prior to the hearing. Such notice may be served on any Authorized Representative of the User.

C. Emergency Suspensions

The General Manager may suspend immediately a User's discharge, without prior notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present an imminent or substantial danger to the health or welfare of Persons or to the environment, or which reasonably appears to present an imminent or substantial interference with the POTW, or which reasonably may cause the District to violate any condition of its NPDES permit.

Any User notified of an emergency suspension of its discharge shall immediately stop or eliminate its discharge. In the event of a User's failure to immediately comply voluntarily with the emergency suspension order, the General Manager may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW or its collection system, or endangerment to any Persons or to the environment. The General Manager may allow the User to recommence its discharge when the User has demonstrated that the period of endangerment has passed, unless the termination proceedings in Sections 6.1.E or Section 6.1.F of this Ordinance are initiated against the User.

Nothing in this Section shall be interpreted as requiring a hearing prior to any Emergency Suspension under this Section.

D. Permit/Authorization/Special Agreement Termination

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the General Manager may terminate the Waste Discharge Permit, Waste Discharge Authorization, or Special Agreement of said User.

E. Termination of Wastewater Service

In addition to the provisions for Emergency Suspensions, the General Manager may order any User who has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement to cease immediately discharge of wastewater to the POTW, and may suspend Wastewater disposal and treatment service for such User in order to stop an actual or threatened discharge which presents or may present an imminent or substantial danger to the health or welfare of Persons or to the

environment, or which presents or may present an imminent or substantial interference with the POTW, or which causes or may cause the District to violate any condition of its NPDES permit, or if the User has failed to obtain a valid Waste Discharge Permit. If the User fails to comply voluntarily with the termination order, the District will take such steps as deemed necessary, including immediate severance of the Sewer Lateral connection, to give effect to the termination order. All costs for terminating service shall be paid by the User. All costs for reestablishing service shall be paid by the User.

Such User shall be notified of the proposed termination of its discharge service and offered an opportunity to show cause under Section 6.1.8.3 of this Ordinance why the proposed action(s) should not be taken.

F. Termination of Water Service

When a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, water service to the User may be terminated. Water service shall only recommence after the User has demonstrated satisfactorily its ability to comply. All costs for terminating water service shall be paid by the User. All costs for reestablishing water service shall be paid by the User.

Such User shall be notified of the proposed termination of its water service and offered an opportunity to show cause under Section 6.1.8.3 of this Ordinance why the proposed action(s) should not be taken.

G. Administrative Penalties

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the Source Control Manager may impose an administrative penalty on such User, as provided in Section 54740.5 of the Government Code, in an amount determined in accordance with Resolution 2963 as amended. Administrative penalties shall be assessed on a per-Violation, per-day basis. In the case of monthly or other long-term average discharge limits, administrative penalties shall be assessed for each day during the period of Violation. Unpaid charges and administrative penalties shall, after 30 calendar days, be assessed an additional penalty in accordance with Resolution 2963 as amended, and interest shall accrue thereafter in accordance with Resolution 1643 as amended. A lien against the User's property may be sought for unpaid charges and administrative penalties.

H. Injunctive Relief

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Requirement, the District may petition the Superior Court of the County of Riverside for the issuance of a temporary restraining order, preliminary injunction, and/or permanent injunction, as appropriate, to enjoin or compel the specific performance of the activities of the User causing such violation. The District may also seek such other action as appropriate for legal and/or equitable relief, including a requirement for the User to conduct environmental remediation.

I. Civil Liability

The General Manager may utilize the procedures and seek civil penalties, payment of excess costs, and imposition of a lien upon User's real property, as provided in Sections 54739, 54740, 54740.5, and 54740.6 of the Government Code, as may be amended from time to time, for violations of any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement.

J. Criminal Penalties

Any User who willfully or knowingly violates any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, shall, upon conviction, be guilty of an infraction punishable by a fine not to exceed fifty dollars (\$50) for a first conviction, one hundred dollars (\$100) for a second conviction within a period of one (1) year, and two hundred fifty dollars (\$250) for a third or any subsequent conviction within a period of one (1) year. Each violation and each day in which a violation occurs shall constitute a separate violation and shall be subject to the penalties contained herein.

6.2 PUBLISHED NOTICES FOR SIGNIFICANT NON-COMPLIANCE

In accordance with 40 CFR 403.8, the District shall at least annually cause to be published the names of all Users which, at any time during the previous twelve (12) months, were in Significant Non-Compliance. Publication shall be made in a newspaper of general circulation that provides meaningful public notice in the District's service area.

6.3 REMEDIES NON-EXCLUSIVE

The enforcement remedies for this Ordinance are nonexclusive. The General Manager may take any, all, or any combination of these remedies against a noncompliant User. The General Manager may take more than one (1) enforcement action against any noncompliant User, and no enforcement action shall be deemed a prohibition or a prerequisite for taking any other enforcement action(s) against the User. Enforcement of violations will generally be in accordance with the District's Enforcement Response Plan, however, the Source Control Manager may take alternative actions against a User when the circumstances warrant.

6.4 APPEALS

A. Either the District or any User affected by and dissatisfied with any decision, order, or enforcement action made by the General Manager or a Hearing Officer interpreting or implementing the provisions of this Ordinance or any Waste Discharge Permit, Waste Discharge Authorization, or Special Agreement may file with the General Manager or Hearing Officer a written appeal requesting reconsideration of such decision, order, or enforcement action within thirty (30) calendar days from the receipt of the notice of such decision, order, or enforcement action. The party requesting reconsideration shall state in detail the facts supporting the request for reconsideration. The General Manager or Hearing Officer shall render a ruling on the request for reconsideration, in writing, within ten (10) calendar days from receipt of the request. Submission of such a request for reconsideration in no way relieves the User of liability for any Violations occurring before or after receipt of the decision, order, or enforcement action, nor stays the requirements of achieving or maintaining compliance.

- B. If the ruling on the request for reconsideration made by the General Manager or Hearing Officer is unsatisfactory to the District or to the User, either party may, within thirty (30) calendar days after receipt of notice of the General Manager's or Hearing Officer's ruling, file a written appeal with the General Manager. The written appeal shall be heard by the General Manager within thirty (30) calendar days from the date of filing. The General Manager shall make a ruling on the appeal within thirty (30) calendar days from the date of the hearing.
- C. If the ruling on the appeal made by the General Manager is unsatisfactory to the District or to the User, either party may, within thirty (30) calendar days after receipt of notice of the General Manager's ruling, file a written appeal with the District's Board, lodging such appeal with the Secretary of the Board. The written appeal shall be heard by the Board within thirty (30) calendar days from the date of filing. The Board shall make a ruling on the appeal within thirty (30) calendar days from the date of the hearing, and shall give notice to the User that the time within which judicial review must be sought is governed by Code of Civil Procedure section 1094.6.
- D. The Board's final ruling shall be deemed a final decision, order, or enforcement action by the District which any Person adversely affected by such decision, order, or enforcement action may appeal to the appropriate court in the County of Riverside. No Person may obtain judicial review of any decision, order, or enforcement action by the District under this Ordinance without first having exhausted all administrative remedies set forth in this Section.

ARTICLE 7

SEVERABILITY

7.1 SEVERABILITY

If any provision of this Ordinance or the application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of such provision to other persons or other circumstances shall not be affected.

ARTICLE 8

REPEAL

8.1 REPEAL

ARTICLE 9

EFFECTIVE DATE

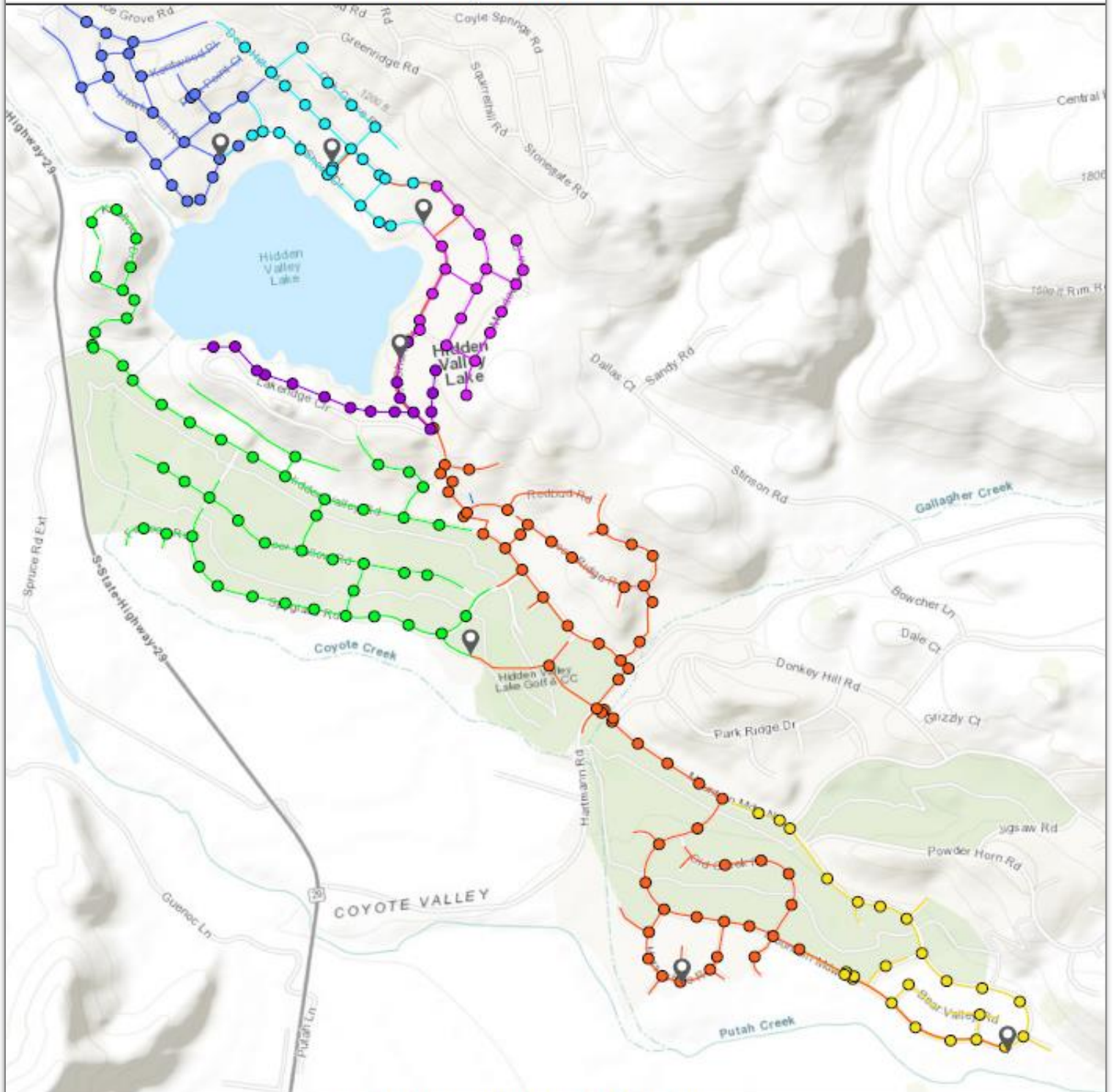
9.1

EFFECTIVE DATE

The effective date of this Ordinance shall be May 17, 2018.

APPENDIX D: Sewer Infrastructure Map

Hidden Valley Lake Community Services District Sanitary Sewer Infrastructure



Sanitary Sewer Infrastructure

- | | | |
|-----------------------|-----------------------|---|
| Lift Stations (LS) | 5 | 3 |
| Manholes | 6 | 4 |
| LS Destination | 7 | 5 |
| 1 | Sewer Lines | 6 |
| 2 | LS Destination | 7 |
| 3 | 1 | |
| 4 | 2 | |



Sources: Esri, HERE, Garmin, Intermap, Incent P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

0 0.25 0.5 Miles

APPENDIX E: Sanitary Sewer System Overflow Standard Operating Procedure

Standard Operating Procedure

1. Purpose

This document provides step-by-step guidance to field operators and administrative staff when servicing and reporting a sanitary sewer overflow (SSO). It serves as a reference document to aid District staff in properly complying with state regulations. This document should be updated on a regular basis to reflect any changes to response procedures (Last Reviewed/Update Date).

SSOs can pollute the environment, adversely affect aquatic life, and threaten public health. If not properly reported, the State Water Resources Control Board (SWRCB) and the Central Valley Regional Water Quality Control Board (CVRWQCB) have the authority to enforce fines, and if operators are negligent or willfully out of compliance they can face serious legal consequences. *Always contain and report all SSOs.*

2. Scope

This procedure is applicable to all overflows of the sanitary sewer collection system, usually out of manhole lids, but can be from the treatment plant as well. This SOP is relevant during high rain, flooding events or stoppages that cause manhole overflows, and includes any release of untreated sewage into the environment.

Intended audience:

Field Operations: Utility Supervisor > Field Operators

Administrative Staff: General Manager > Water Resources Specialist

Board of Directors: President of the Board

3. Prerequisites

The first priority for any SSO is to contain the spill. For field staff going out to stop the SSO, the following materials are suggested:

- PPE including safety/reflective vest and rubber gloves
- SSO containment materials such as: Earthen filled sandbags, hay bales, plastic sheeting, and concrete collar
- Bleach (Chlorine), 12.5% solution and spray bottle
- Trash bags
- Rake & shovel
- Sewer snake
- Traffic cones & other safety/traffic notification signs
- Mobile phone with a camera and video capabilities

The second priority is notification and reporting. It is necessary to properly notify the overflow to agencies via phone and email in order to stay within legal compliance, and complete an SSO report. There are several documents needed that outline the reporting process, and are located at this hyperlink: <https://www.hvlcsd.org/wdr-ssr-report-form>; which is located on the website under Services > Wastewater > WDR SSO Report Form.

These documents are:

Enrollee's Guide to the SSO Database: This document provides a visual walk-through of CIWQS registration, the SSO database, reports, a glossary of terms, and examples.

SWRCB Order WQ 2013-0058-EXEC: This document outlines the categories of SSOs and their relevant reporting requirements.

CVRWQCB Order No 5-00-019 Waste Discharge Requirement: At the end of this document there is a list of standard provisions and reporting requirements for waste discharge to land.

4. Responsibilities

The Utility Supervisor is responsible for carrying out this procedure, and may delegate the tasks to qualified employees. When the Utility Supervisor is not available, the highest certified operator will assume the responsibility to carry out this procedure and direct the efforts of the maintenance crew.

As delegated by the Utility Supervisor, administrative support will be provided by the Water Resource Specialist, and/or the General Manager.

Cooperation with HVLA (General Manager, Security Services, etc) may be required for community notification. This may include signage of SSO, lake closure, road closure, Nixel Alerts and any other necessary public information.

5. Procedure

I. RESPONSE (At the same time as II. Regulatory Compliance): For Utility Supervisor, Lead Wastewater Operator, Field Operations staff, and HVLA Security Personnel

This section describes the initial response and steps required to contain the SSO. Refer to the responsibilities section as *there are several tasks that need to be completed concurrently, specifically completing containment and completing regulatory compliance procedures.*

For all discharges of untreated or partially treated wastewater resulting from sanitary sewer system failure (any category of SSO):

1. Report the spill to the Utility Supervisor.
2. Identify yourself to the property owner who called for service (if applicable).
3. Document the problem (take digital photos and videos with **detailed narration**) and restore sewer mainline flow (remove blockage) as soon as possible. Work with the Utility Supervisor to determine the need for pumper trucks. Note the time the spill began and its duration to eventually determine the volume of the spill.
4. Contain the spill using known methods and available resources:
 - a) Build a barrier with earth, hay bales, or sandbags and plastic sheeting.
 - b) If necessary, install a concrete collar around the manhole.
 - c) Update the Utility Supervisor with spill containment progress.
 - d) Take pictures of response progress, and note time of completion.
5. Clean up affected area:
 - a) Remove all signs of pollution (solids, toilet paper, grease, etc.) using gloves,

- rakes, and trash bags, and haul it off for disposal.
 - b) Spray down the area of the spill with the disinfecting 12.5% chlorine bleach solution.
 - c) Take pictures of the clean-up activities.
6. Community Notification: The G.M. may delegate communication tasks, or communicate directly with HVLA to determine appropriate notification procedures for each incident. Consideration should be given to the appropriate response given the amount of sewage and what bodies of water it may enter, if any.

This may require posting signs that warn the public of a sewage release in the affected area, especially where there is the potential for public contact. If deemed necessary, signs should include the wording: "raw sewage."

Notifying downstream users: For spills of over 60-70k gallons of raw sewage, ensure downstream users are notified. This may happen as a result of reporting the spill to the California Office of Emergency Services (CalOES) and the resulting collaboration with various state and local regulatory agencies, but confirm who is responsible and what action has been taken. Document everything.

7. Water Sampling (as per regulatory compliance requirements):
- a. Complete sampling within 48 hours of notification of the SSO.
 - b. Ensure samples are taken from the appropriate locations.
 - c. Evaluate water quality results and take appropriate action.
8. Follow up:
- a. Confirm the cause of the spill and check sewer lines downstream of the spill to ensure lines are free of debris or blockages.
 - b. Conduct any necessary or relevant repair steps, such as:
 - i. Add line segment to cleaning schedule, change frequency, or change cleaning method.
 - ii. Inspect by video camera (CCTV) and re-run if needed.
 - iii. Repair or replace line segment.
 - c. Collect photos, videos, and all spill information.

II. REGULATORY COMPLIANCE (At the same time as I. Response)

Notification: For Utility Supervisor, who may delegate this responsibility as they see fit.

For this crucial step in the SSO SOP, please refer to the following resources for detailed information: <https://www.hvlcsd.org/wdr-sso-report-form> (hvlcsd.org > Services > Wastewater > WDR SSO Report Form). A full guide of the necessary reporting steps is provided.

For category I spills, notification is required within two hours of learning about the event. Obtain a notification control number. CAL OES: 1-800-852-7550. "Regional Board" CVRWQCB: (916)-464-3291

Notification is **not** required for category II and III spills, but **reports are required for all categories of spills.**

Reporting: For the Utility Supervisor, who may delegate this responsibility as they see fit.

Overflows shall be reported in accordance with the state and regional boards, using the above online resources. There are strict timelines that must be adhered to that vary based on the spill category. These range between three days for Category I or II spills and 30 days for a category III spill.

An SSO technical report and a no-spill certification are just some of the documents that need to be completed on the CIWQS online database. Consult the [Enrollee's guide to the SSO Database](#) for detailed instructions and a visual walkthrough of the process. All the documentation: Photos, the control number, and data that have been created throughout this process will be useful in completing these reports.

6. References

Reporting Reference Documents

As listed previously: <https://www.hvlcsd.org/wdr-ssr-report-form>; SWRCB Order WQ 2013-0058-EXEC; CVRWQCB Order No 5-00-019 Waste Discharge Requirements; Enrollee's Guide to the SSO Database.

CalOES

1-800-852-7550

"Regional Board" CVRWQCB:

(916)-464-3291

Pumper truck Companies

Action Sanitary: (707) 994-5068
Carrier Pumping Services: (530) 695-3534
EPS: (707) 775-5443
Fossa's: (707) 279-4423

Water Quality Testing Companies

Alpha Labs: (707) 468-0401

Lake County Offices

Lake County OES: Dale Carnathan: (707) 263-3450

Department of Water Resources Angela DePalma-Dow: (707)-263-2344

Department of Environment Health: Craig Wetherbee (707)-263-1164 ext. 114

Hidden Valley Lake Association (HVLA)

General Number: (707) 987-3138

Other Resources:

State Water Board Website: <https://www.waterboards.ca.gov/>

SSO FAQs: https://www.waterboards.ca.gov/ciwqs/docs/ssr_faqs.pdf

Regional Water Board Website: <https://www.waterboards.ca.gov/centralvalley/>

Water Code section 13271:

7. Definitions

CIWQS: California Integrated Water Quality System Project. It hosts the online database where SSO reports are completed.

Category 1 overflow: Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2 overflow: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3 overflow: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

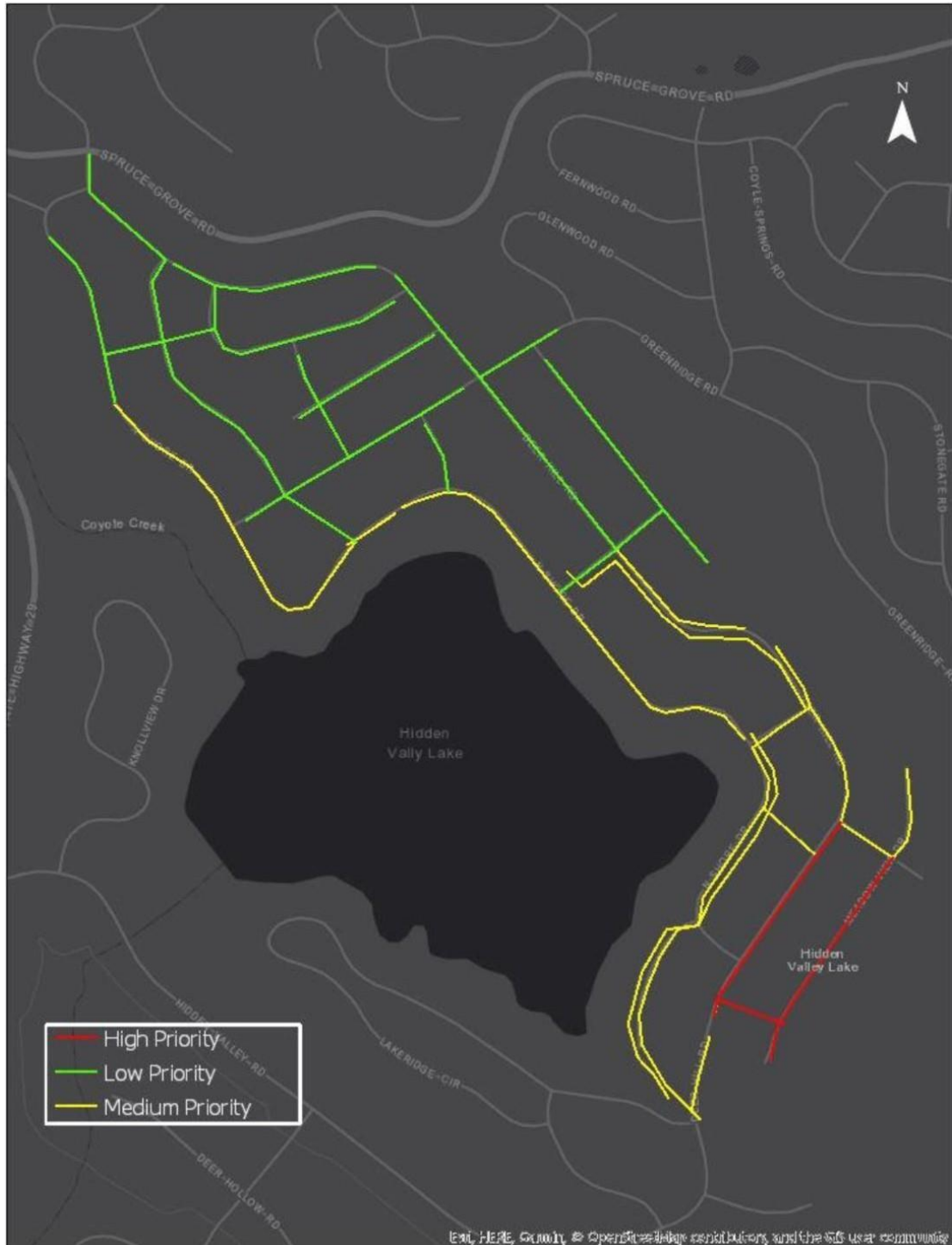
Overflow: Any condition of sewage emitted or discharged from the collection system to the surrounding environment that is caused by a problem in the District's sanitary sewer collection system.

PPE: Personal Protective Equipment. For an SSO, minimum PPE includes gloves, proper clothing and closed toed shoes/boots, and a safety vest. Depending on the nature of the SSO other PPE could include a mask and eye protection, along with associated sewer repair tools may be necessary.

Sewer Snake: Also known as a plumber's snake or drain snake; is a slender, flexible auger used to dislodge clogs in plumbing. It is often used to clear a clogged drainpipe or sanitary sewer.

APPENDIX F: "HOT SPOTS" CLEANING MAP

Hidden Valley Lake Community Services District Collection System Priority Line Cleaning



APPENDIX G: Infiltration and Inflow Assessment Work Plan

Infiltration and Inflow Assessment Work Plan

Hidden Valley Lake Community Services District

Project No. 11136993

Prepared for:

Hidden Valley Lake C.S.D.
19400 Hartmann Rd
Hidden Valley Lake, CA 95467

Prepared by:

Luke Philbert, E.I.T.
Project Engineer

Reviewed by:

Matt Winkelman, P.E.
Senior Project Manager, Associate
2235 Mercury Way, Suite 150
Santa Rosa,
CA 95407
(707)5231010
September 2017



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The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered, information reviewed, and assumptions made by GHD at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions, and any recommendations in this report are based on assumptions made by GHD described in this report. GHD expressly disclaims responsibility for any error in, or omission from, this report arising from or in connection with any of the Assumptions being incorrect.

GHD has prepared this report on the basis of information provided by the District and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

GHD has prepared the preliminary opinions of probable project costs using information reasonably available to the GHD.



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Appendices

Appendix A – Infiltration and Inflow Targets Map

Appendix B – CCTV Records



1. Introduction

The following provides an Infiltration and Inflow Assessment Work Plan (I/I Work Plan) in response to events beginning on January 8 and 10, 2017, when the Central Valley Regional Water Quality Control Board (CVRWQCB; Water Board) staff was notified of three raw sewage spills (OES Control Nos. 17-0159, 17-0160, and 17-0297) from the Hidden Valley Lake Community Services District (HVLCS D; District). In follow-up to the notifications, the District submitted a spill response report on January 19, 2017 and an update to the report on March 29, 2017.

The Water Board submitted a **Notice of Violation for Sewage Spills** letter dated April 12, 2017 (April 2017 NOV) for HVLCS D. To comply with requirements set in the April 2017



NOV, the District prepared a report that included an evaluation of the potential expansion of the Equalization (EQ) Basin at the wastewater treatment plant (WWTP) to provide additional capacity that would accommodate the following: WWTP influent flows from the 2016/17 wet weather season; 100-year annual precipitation data; and other contributions such as inflow and infiltration (I/I) from the sewer collection system. This report was submitted on May 31, 2017.

The Water Board submitted a **Review of Response to April 12, 2017 Notice of Violation** letter dated July 11, 2017 for HVLCSD. The Water Board requested specific tasks necessary to evaluate known or suspected I/I issues within the collection system, with eight points of discussion as part of an I/I Work Plan. The purpose of evaluating I/I issues is to characterize the opportunities and challenges within the sewer collection to reduce the quantity of I/I that resulted in the January 2017 raw sewage spills. This document provides a response to these eight points in compliance with requirements set by the April 2017 Review of Response. The eight requirements are discussed in Sections 2.1 – 2.8.

2. I/I Assessment Work Plan



This section provides a summary of the activities associated with addressing the eight points noted in the July 2017 CVRWQCB letter. The section is organized around the presentation of these points, and as such, there is some overlap in I/I Work Plan activities between the different subsections. In general, the focus of the I/I Workplan is to define investigation and renewal and replacement (R&R) activities that would reduce I/I through planned projects during the 2017/18 wet weather season and 2018 construction season. Subsequent to those activities, and dependent on the availability of funding, the District would either conduct post-construction investigation activities during the 2018/19 wet weather season or continue R&R activities into the

2019 construction season and delay the post-construction activities by one year.

Investigation and R&R activities noted in this I/I Workplan are based on information that is currently available and are subject to change depending on the results of the 2017/18 wet weather season investigation activities (i.e., prioritization of projects and funding availability).

2.1 Measures to identify and quantify the I/I Sources using information pertaining to the overflows from the collection system.

Currently, HVLCSD has run hours for the pump stations, and can generally compare pumped flows in wet years to dry years based on calculating flow from pump curves. To further pinpoint where I/I occurs in the sewer collection system, HVLCSD will measure flow at key locations and times. This is planned to occur using methods described in Section 2.5, including flow monitoring and nighttime I/I reconnaissance activities. Information pertaining to sanitary sewer overflows (SSOs) from the sewer collection system is as follows.

2.1.1 Miksis Exploratory Work

On February 9, 2017, HVLCSD contracted with Miksis Services Inc. (Miksis) to clean, televise (CCTV), and locate multiple runs of various diameter sewer mains and laterals experiencing high levels of I/I (i.e., “hot” areas within the sewer collection system), including: the sewer line between Hawks Hill Road and Kentwood Place, Green Ridge Road, and Deer Hill Road. HVLCSD staff will use the CCTV records during the 2017/18 wet weather season investigation to further pinpoint areas of high I/I.

2.1.2 Hauled Wastewater during the Winter 2016/17 Storm Events



In an effort to prevent a wet weather SSO within the sewer collection system during the January 8 to 10, 2017 storm event, the District utilized pumper trucks to extract water from the sewer collection system and transport it into the WWTP at the EQ Basin. This volume was reported to be approximately 700,000 gallons from vendor costs. The wastewater was pumped out of the sewer collection system at Lift Station 5 and Lift Station 1 and nearby manholes, and hauled to the EQ Basin. HVLCSD does not have documentation regarding the amount taken out at each location.

From January 10 to February 23, 2017, pumper trucks took approximately 2.8 million gallons of wastewater out of the EQ Basin, hauling to a treatment plant in Clear Lake, approximately 20 minutes away.

2.1.3 Information from Waste Discharge Requirements

The following information comes from the HVLCSD spill response report on January 19, 2017. It is important to note that the substantial rains during the 2016/17 wet weather season resulted in the first SSOs within the HVLCSD sewer collection system in several years. Due to proactive operation and maintenance (O&M) activities and existing capacity within the sewer collection system, SSOs are not common for HVLCSD.

- From 1/7/17 – 1/11/17, a storm event deposited 13.59" of rain that compounded with runoff from Valley Fire burn scars at higher elevations. During this time, two manholes and two private lateral cleanouts overflowed.
- Manhole Overflow
 - Manhole #1 – at 18805 North Shore Drive
 - Manhole #2 – at corner of 18550 Brookfield Road and North Shore Drive
 - Manholes 1 and 2 had an estimated 16,155 gallons of overflow on 1/8/2017. Time of Spill – 7:59 AM. Contained at 2:30 PM. Time of overflow is 4.52 hrs. Calculated overflow is 60 gpm.
 - Manhole 1 – at 18805 North Shore Drive – approximately 1,500 gallons on 1/10/17.

Time of Spill – 5:30 PM. Contained at 6:00 PM. Time of overflow is .5 hrs. Calculated overflow is 50 gpm.

- Cleanout Overflow
 - Cleanout 1 – 19666 Mountain Meadow South
 - Cleanout 2 – 19683 Mountain Meadow South
 - Cleanout 1 & 2 totaled 39,990 gallons on 1/8/2017. Time of Spill – 9:45 AM. Contained at 3:30 PM. Time of overflow is 5.75 hrs. Overflow is 116 gpm.

2.1.4 Calculations from Mainline Cleanout Flows

As mentioned in Section 2.4.1, there were two mainline cleanout lids pulled during the 2016/17 rain events. The flow rates can also be calculated by the amount of ponded water that can physically flow through a 6 inch pipe. The District will use ponding depths from the CCTV documentation to calculate flow rates and volumes.

2.2 An evaluation of cost effective measures to reduce the I/I

HVLCSD does not have a capacity-based history of SSOs. HVLCSD conducts grease monitoring and mitigation every week and does routine root monitoring. HVLCSD will especially act on monitoring before predicted storms.

Targeting inflow over infiltration is typically more cost-effective and efficient in reducing peak flows into the sewer collection system. HVLCSD pointed out areas of known inflow due to residents pulling caps to sewer cleanouts in order to drain flooded areas. These specific known areas are discussed in detail in Section 2.4.

If further repairs are needed to reduce infiltration, HVLCSD staff was impressed with work done by Miksis at North Shore Road, and would like to have Miksis conduct additional CCTV inspections and complete repairs in areas of known I/I. Unless there is rehabilitation of pipelines, whether it is cracks, offset joints, etc., there may not be impact on infiltration reduction.



2.3 A description of how identified repairs and any sewer line replacements will be implemented and timing for the work.

A schedule is given in Section 2.7.

The following is a priority list that can be used for discussion with the Water Board as the budget is updated during the 2017/18 fiscal year and beyond.

- 1) Inflow Repairs (See Section 2.4.1) will be implemented as soon as possible.
- 2) Infiltration Repairs in known areas (See Section 2.4.2) will occur after inflow repairs and depending on information gathered from methods of I/I monitoring (See Section 2.5).
- 3) R&R projects may need to occur if cost effective repairs have been implemented, and there are still I/I issues that need to be addressed. Possible work includes trenchless rehabilitation of mains, laterals (public and/or private), and/or manholes; and/or open cut replacement.

HVLCSD will need to focus the majority of its current sewer budget on the I/I Assessment Report for Fiscal Year 2017/18, and will use the information from the report to justify an increase in funds for R&R projects.

2.4 An identification of the types of repairs that should be done in the field without further evaluation.

2.4.1 Inflow

HVLCSD mentioned the following areas where District-owned mainline cleanout lids were opened by residents in order to drain their flooded property:

- 1) Fishhook Road – 6” mainline cleanout
- 2) Gold Flat Court – 6” mainline cleanout

HVLCSD also noted the following areas where residents used their own sewer cleanouts as drains:

- 1) Mountain Meadow South – 2 pulled plugs (lateral cleanouts)
- 2) Spyglass Road – A resident was pumping flooded water from their basement into the sewer cleanout
- 3) Fishhook Road – a couple of lateral cleanouts
- 4) Deerhill Road – a couple of lateral cleanouts
- 5) Gold Flat Court – a few laterals

HVLCSD has expressed that immediate modifications can be made to sewer cleanouts to restrict surface water inflow. They plan to seal the caps immediately. This will have the largest effect on the system at the lowest cost, and an inspection and maintenance schedule is important to insure that they are not removed again. The District may consider an enforcement ordinance to act as a deterrent. Even so, resealing the caps will be at a low cost.

HVLCSD owns the mainline cleanouts and owns laterals up to ten feet from the property line of private property. HVLCSD does not need a right of entry (ROE) for residential cleanouts because of 10-foot utility easements.

If residential cleanouts are sealed off, there are potential drainage issues during the next big storm event. Though Lake County is officially responsible for drainage, the homeowners association have also taken responsibility. Since HVLCSD will be preventing storm water from entering the sewer, they will need to let the homeowners association know in order to provide solutions to potential drainage issues and prevent further uncapping of sewer cleanouts.

HVLCSD can also disconnect known storm drain connections into the system (i.e., area drains, roof downspouts). This can be found through smoke testing (see Section 2.5.4).

2.4.2 Infiltration

Pipe segments known by HVLCSD to have I/I are as follows:



- Between Meadowview Drive and Deer Hill Road (See Appendix A). HVLCSD estimates wet weather flow through this section at 50 gpm.
- Between Hawks Hill and Kentwood Place (See Appendix A). HVLCSD estimates the wet weather flow at 70-80 gpm.

Further areas will be targeted based on information provided by I/I monitoring methods described in Section 2.5. It is important to note that there may be laterals on homeowner properties with high infiltration. The District may spend money rehabilitating the main, the manhole, and even the connection to the lateral, and still may only get rid of half the I/I because of the segment on the homeowner's property (prediction for I/I reduction based on current industry data and experience).

2.5 Describe methods (i.e., smoke testing, video surveying, manhole surveying, etc.) that will be used to provide an assessment of those segments of the collection system known to exhibit significant I/I.

2.5.1 Closed Circuit Television Inspection (CCTV)

CCTV inspection occurred in the Spring of 2011. HVLCSD is currently in possession of this archive. This work was conducted during the wet weather season when groundwater was high, and the system experienced wet weather effects. The District contracted at that time with Coastland Engineering to develop an inventory of prioritized sections in June 2015. A repair code and legend identifies a number code for each segment, categorizing approximate costs for the following factors.

- 1) Reconstruct line
- 2) Root Cut &/or line
- 3) Point repair
- 4) Manhole repair
- 5) Cleanout repair
- 6) Clean pipe
- 7) Unable to video / re-video
- 8) No repair needed

Street names, upstream and downstream manhole numbers, pipe lengths, number of laterals, location stations, repair lengths, approximate costs, and general notes are included in this inventory (See Appendix B). It is assumed that the segments have experienced further I/I issues since Spring 2011. HVLCSD mentioned they would review the video archive and inventory to identify the segments that could be added to infiltration repairs on the priority list.

2.5.2 Daytime or Nighttime Field Reconnaissance

HVLCSD plans to conduct field reconnaissance to identify clear water flow in the sewer collection system. The time of day of field reconnaissance should be during a low point on the diurnal curve so that base flow is minimal. Nighttime reconnaissance is ideal for this effort; however, District staffing resources will need to be considered to balance this effort compared to other wet weather season activities. This work should be conducted during the wet season following at least a moderate rain event. It is good practice to do the work the following day, in order to view the sustained flows of

infiltration rather than the peak flows from inflow.

For field reconnaissance, staff will typically go out when residential and commercial sewer flow is minimal. They will look inside the manholes to visualize not only infiltration at the manholes, but also the pipes where flow is coming through, and with knowledge of the amount of sewer line upstream, HVLCSD can make judgements about unusually high flow coming through sewer sub-basins. Staff can also approximate flow based on how much flow depth there is. If the manholes are too deep for visual depths from the surface, there are companies that will drop into the

manhole and do an instantaneous measurement of depth, either with an inflated plug with a weir or a flow meter. It will be important to correlate field reconnaissance data with the flow meter data monitored after the 2017/18 storm events. Engagement of an outside contractor for confined space entry and direct measurement of clear water flows is not planned for the 2017/18 wet weather season, but may be incorporated into the 2018/19 wet weather season activities to further characterize the location and quantity of I/I within the sewer collection system.

2.5.3 Flow Monitoring in Known or Suspected Problem Areas

Flow monitoring is planned for the 2017/2018 wet weather season. This effort can also set the performance baseline for I/I removed by improvement projects. Flow monitoring is planned to be conducted after the ground is saturated to provide a better correlation between measured flows and synthesized design storm hydrographs. This effort is intended to quantify the peak flow and total volume of flow from various sub-basins within the collection system associated with a design storm event. For example, flow monitoring will be scheduled to overlap with anticipated rainfall events. The flow meter data will then be evaluated to scale the measured flows to a 10-year, 24-hour duration design storm hydrograph.

Locations for Suspected Problem Areas are as follows, and can be seen on the map (See Appendix A).

- 1) Upstream of Lift Station 3, to compare before and after flows with planned upgrades at Fishhook Road and Spyglass. (See Section 2.4.1)
- 2) Upstream of Lift Station 2, to compare before and after flows with planned upgrades at Mountain Meadow South and Gold Flat Court. (See Section 2.4.1)
- 3) Upstream of Lift Station 6, to compare before and after flows with planned upgrades between Meadowview Drive and Deer Hill Road. (See Section 2.4.2)
- 4) Upstream of Lift Station 5, to compare before and after flows with planned upgrades between Hawks Hill and Kentwood Place. (See Section 2.4.2)

Temporary flow monitoring has become more common than installing permanent meters. Buying the equipment, operating and maintaining can be a burden for the agency. Companies can install flow meters for as little as a week to as long as a few months, monitoring during wet weather conditions to compare rainfall to sewer flow. Results would be compared to a design storm event (likely a 10 year event at 4-5 inches of rain). Flow monitoring for all sub-basins with the District sewer collection system is not cost-practical, so the District plans to target the sub-basins with the highest known or suspected I/I contributions. Evaluation of flow monitoring results will be compared to measured flows at LS 1 to approximate flows from the portions of the sewer collection system that are not directly measured. Note – the District plans to complete the installation of a Parshall Flume for measuring flows directly upstream of the headworks ahead of the 2017/18 wet weather season.

2.5.4 Smoke Testing

Smoke testing would be conducted ideally during the dry season (late summer is preferable) to identify sources of inflow. During the 2016/17 winter storms, HVLCSD staff looked through the sewer collection system to see where unusually high flows were occurring. It seemed to HVLCSD staff that there may have been residents tapping into the collection system from rain gutters. Smoke testing may be effective in targeting connections into the sewer system from a storm drain or a roof leader. Smoke testing will not help target cleanouts drained during flooding. The District will make the determination if smoke testing will be an effective means to identify sources of inflow following field work activities during the 2017/18 wet weather season.

2.6 Describe those portions of the collection system that are in need of immediate repair.

Section 2.4 describes inflow repairs that should be complete before the 2016/17 rain season.

Section 2.4 also describes infiltration repairs that can occur when budget allows.

2.7 Include a proposed schedule for completing the necessary repairs and submitting an Infiltration and Inflow Assessment Report that describes results of the I/I evaluation of the collection system.

HVLCSD currently has a capital improvement plan for the 2017/18 fiscal year, as well as a repair and replacement program. The following schedule will be used for discussion with the Water Board as the budget is updated during the 2017/18 fiscal year and beyond. HVLCSD will have an organized library of information on services done for I/I, which will be useful in staying on track with their priority list.

Proposed Schedule

- Wet weather field assessments (See Section 2.5) will be performed during the 2017/2018 wet weather season.
- As soon as practical, HVLCSD will modify or replace cleanouts and manhole lids susceptible to inflow as a high priority. This is an inflow source with anticipated low cost to repair relative to reduction in I/I. HVLCSD will begin at known problem areas.
- HVLCSD currently has a template of an updated SSMP, and expects the updated SSMP to be finalized or adopted by Spring 2018.



- An I/I Report at the completion of the wet weather field assessment will be implemented.

HVLCSD currently has ArcGIS resources and can update their mapping system to show sewer sub-basins and areas susceptible to I/I. Hydraulic modeling of a portion of the collection system may be appropriate to quantify wet weather impacts on the collection system and to determine R&R strategy. The model could also be used to quantify reduction in I/I resulting from completed projects, with comparison between pre- and post- construction flow monitoring results.

- Based on the I/I Report, design and implementation of the initial sewer collection system's R&R project(s) is anticipated to occur in 2018. Depending on the scope of the project(s), design should commence in early 2018 in order to facilitate summer/fall 2018 construction. This will depend on available funding, and may have to commence in July once the fiscal year begins, or be partially deferred to the 2019 dry weather season.
- Post construction flow monitoring and reporting should occur after construction, and though this will ideally occur during the 2018/19 wet weather season, it is dependent on the timing of projects, which is subject to funding (note: the NOV letter requires the post construction work to be completed in 2017/18, which appears to be in error).

2.8 Describes the repairs that were completed to reduce I/I.

-After the January 2017 storm events, HVLCSD staff contracted with Miksis to rehabilitate 404-LF of 6- inch sanitary sewer by fold and form pipe rehabilitation (FFP) for approximately \$41,000. This was located between North Shore Drive and Deer Hill Road (See Appendix A). HVLCSD staff mentioned they saw approximately 200 gpm through the segment before repairs. After repairs, HVLCSD staff saw around 40 gpm. HVLCSD reported that an upstream natural spring drains into the lake through a drainage channel over the sewer line, and speculates that spring water may have fed into the sewer line due to cracks in this channel in conjunction with a separation in the sewer pipe. HVLCSD also mentioned that the lift station run hours diminished after repair work was done. Since this work was completed in 2017, the reduction in I/I cannot be directly measured during the planned flow monitoring effort during the 2017/18 wet weather season.

During the winter storms of 2016/17, the area near Little Beach at Lift Station 5 experienced I/I issues. There was still overland water flow, with a sewer manhole nearby at Deer Hollow, with an open pickhole that experienced inflow. Both the lift station leaks and manhole leaks were repaired by Miksis with gel grout and water plugs. Similar to the FFP repairs noted above, I/I reduction from this work cannot be directly measured since it is already completed.

Other repairs in February 2017 included repairing leaks at Lift Station 8, also known as the Hardesters Lift Station, and repairing leaks at a manhole at 18270 Spyglass, upstream of Lift Station 3. Both the lift station leaks and manhole leaks were repaired by Miksis with gel grout and water plugs.

HVLCSD is also currently installing a Parshall flume upstream of the headworks. This will monitor flow coming through the entire collection system, and will be connected through SCADA. The monitored flow can be compared to results from the 2017/18 field assessments.

APPENDIX H: Sewer System Management Plan (SSMP) Audit Form

Audit Date: _____

The purpose of the Annual SSMP Audit is to evaluate the effectiveness of the Hidden Valley Lake Community Services District SSMP and to identify any need for improvement.

Directions: Please check **YES** or **No** for each question. If **No** is answer for any question, describe the updates/changes needed and the timeline to complete those changes.

	YES	No
ELEMENT I - INTRODUCTION AND GOALS		
A. Have there been any changes to the system that require updates to the System Overview summary in the Introduction	<input type="checkbox"/>	<input type="checkbox"/>
B. Have the boundaries of the District's service are changed since the last Audit? If so, describe the changes.	<input type="checkbox"/>	<input type="checkbox"/>
C. Have there been any changes in the regulations that should be identified and described in the Introduction?	<input type="checkbox"/>	<input type="checkbox"/>
D. Are the goals stated in the SSMP still appropriate and accurate?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:		

ELEMENT II – ORGANIZATION			
A.	Is the SSMP up-to-date with the organization and staffing contact information?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are the position descriptions an accurate portrayal of staff responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Is the list of LRO officials in the CWIQS System current. Are all legally responsible officials and data submitters identified in the SSMP?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT III - LEGAL AUTHORITY			
Does the SSMP contain current reference to the Hidden Valley Lake Community Services District Code documenting legal authority to:			
A.	Prevent illicit discharges?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Require proper design and construction of sewers and connections?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Enforce any violation of the sewer ordinance?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Were any changes or modifications made in the past year to the District Sewer Ordinance, Regulations or Standards?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Are the sewer service charge provisions current and provide the authority for full funding of the sanitary sewer operations?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			

ELEMENT IV - OPERATIONS AND MAINTENANCE			
Collection System Maps			
A.	Are the District's sanitary sewer system maps complete, current and sufficiently detailed? Do they include all system additions since the last Audit?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are SSO responders able to determine the locations of storm drainage inlets and pipes for possible discharges to waters of the State? Have all new additions been added to the sewer maps?	<input type="checkbox"/>	<input type="checkbox"/>
Preventative Maintenance			
C.	Does the SSMP describe current preventative maintenance activities and the system for prioritizing the cleaning of sewers?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Based upon information in the Annual SSO Report, are the District's preventative maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input type="checkbox"/>	<input type="checkbox"/>
Rehabilitation and Replacement Program			
E.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Does the SSMP contain a prioritized capital improvement plan for future rehabilitation and replacement of the sanitary sewer system?	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and Parts Inventory			
G.	Does the SSMP contain or reference up-to-date information about equipment and replacement inventories?	<input type="checkbox"/>	<input type="checkbox"/>
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Training			
I.	Does the SSMP document current training expectations and programs?	<input type="checkbox"/>	<input type="checkbox"/>

Outreach to Plumbers and Building Contractors			
J.	Does the SSMP contain or reference up-to-date information about design and construction standards?	<input type="checkbox"/>	<input type="checkbox"/>
K.	Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT V - DESIGN AND CONTRUCTION STANDARDS			
A.	Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations, and other appurtenances and for the rehabilitation and repair of the existing sanitary sewer systems?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the SSMP document current procedures and standards for inspecting and testing installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT VI - OVERFLOW AND EMERGENCY RESPONSE PLAN			
A.	Does the District's Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSO's?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is District staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan? Are all training sessions documented and maintained in District files?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:			
ELEMENT VII - FATS, OILS, AND GREASE (FOG) CONTROL PROGRAMS			
A.	Does the SSMP contain or reference up-to-date information about the FOG control program?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Based upon information in the SSO Annual Report, is the current FOG program effective in documenting and controlling FOG sources?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT VIII - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN			
A.	Does the SSMP contain or reference up-to-date information about capacity assessment?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT IX - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP contain or reference up-to-date information about capacity assessment?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the District able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?	<input type="checkbox"/>	<input type="checkbox"/>
Discussion:			
ELEMENT X - SSMP AUDITS			
A.	Have the annual SSMP Audit been completed, reviewed and filed? Has the report been placed on the City Website?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Has the plan been updated and approved by District Board of Directors?	<input type="checkbox"/>	<input type="checkbox"/>

Discussion:			
ELEMENT XI - COMMUNICATIONS			
A.	Does the District effectively communicate with the public and public agencies about the SSMP and continue to address any feedback?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Has the agency provided the public the opportunity for input as the program is developed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>

Audit Team: _____

Prepared By: _____

Reviewed By: _____

Approved for Filing on: _____

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

DATE: July 16, 2019

AGENDA ITEM: Discussion and Possible Action: : Approve RESOLUTION 2019-06 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors To Provide Health Insurance Coverage To Each Active Board Member And One Of Their Respective Family Members; Each Director Shall Contribute 5% Of The Cost Of The Director And Director Dependent Health Insurance Premium; Not to Exceed The Monthly Stipend

RECOMMENDATIONS: Approve RESOLUTION 2019-06

FINANCIAL IMPACT: None

BACKGROUND:

During the June 18, 2019 Regular Board Meeting, Members of the Board voted on and approved the 5% Cost Share for Active Directors and Director Dependent Health Insurance Premium; Not to exceed the monthly stipend.

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 July 16, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

	A	B	C	D
1	CONTRIBUTION	(2)EMPLOYEE	(3)EMPLOYEE + 1	TOTAL DIST COST
2	Current Monthly Premium	\$839.46	\$1,680.96	
3	Current District Cost	\$1,678.92	\$5,042.88	\$6,721.80
4				
5	Implement Cost Share @5%			\$6,385.71
6	District Saving @ 5%			\$336.09
7	Implement Cost Share @10%			\$6,049.62
8	District Savings @10%			\$672.18
9				
10	Individual Cost Share			
11	5%	\$41.97	\$84.05	
12	10%	\$83.95	\$168.10	
13				
14	Group Cost Share			
15	5%	\$83.95	\$252.14	\$336.09
16	10%	\$167.89	\$504.29	\$672.18
17	Group District Cost			
18	95%	\$1,594.97	\$4,790.74	\$6,385.71
19	90%	\$1,511.03	\$4,538.59	\$6,049.62



RESOLUTION 2019-06

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO PROVIDE HEALTH INSURANCE COVERAGE TO EACH ACTIVE BOARD MEMBER AND ONE OF THEIR RESPECTIVE FAMILY MEMBERS, EACH BOARD OF DIRECTOR SHALL CONTRIBUTE 5% OF THE COST OF THE DIRECTOR AND DIRECTOR DEPENDENT HEALTH INSURANCE PREMIUM

WHEREAS, the Hidden Valley Lake Community Services District (District) provides health, dental and vision insurance to its employees and their families; and

WHEREAS, since 2004 the District has pursuant to California Government Code Sections 53200 – 53210 provided health insurance to Active Board Members and their spouses; and

WHEREAS, for budgetary purposes Active Board Members will contribute to the cost of the Director and Director dependent health insurance premium; and

NOW, THEREFORE, BE IT RESOLVED, that the Hidden Valley Lake Community Services District will provide health insurance coverage to each Active Board Member and one of their respective family members (a spouse, domestic partner, or one dependent); and

BE IT FURTHER RESOLVED, that the health insurance provided to Active Board Members and their families by the District shall not exceed the level of insurance benefits provided by the District to its regular full-time employees.

BE IT FURTHER RESOLVED, that each Board Member shall contribute 5% of the cost of the Director and Director dependent health insurance premium beginning with the first pay period containing July 1, 2019. This contribution is not to exceed 5% of their premium and not to exceed their monthly stipend.

BE IT FURTHER RESOLVED, that Resolution 2013-15 is hereby rescinded and superseded in its entirety by this Resolution.

PASSED AND ADOPTED on July 16, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Herndon
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors

NOTICE

Water Conservation During Power Outages



During planned or unplanned power outages, Hidden Valley Lake CSD will have a limited amount of water for up to 72 hours.

Therefore, strict water conservation is **REQUIRED** to avoid running out of water.

This means **NO** outside water usage and minimal inside usage, Not only is running out of water an inconvenience, but more importantly we will not have Fire Protection.

Be prepared to adhere to strict water conservation.

For more information visit:

<https://www.hvllcsd.org/files/9babc2890/Emergency+Generator+Update.pdf>

NOTICE

Water Conservation During Power Outages

Hidden Valley Lake Community Services District is doing everything in its power to minimize potential negative impacts to customers as a result of PG&E's planned implementation of its Public Safety Power Shutoff Program, or PSPSP.

PG&E's outages will occur in response to localized weather conditions and may not be fully known until the day of the event. HVLCSD may not have advanced notice of potential interruptions to water and wastewater services. The District urges all customers to be prepared for power shutoffs and possible utility service interruptions and calls for **strict water conservation**.

HVLCSD has the capacity to maintain adequate water for the residents for 72 hours, with restricted indoor use only. Strict water conservation is **REQUIRED** to avoid running out of water. This 72-hour window will allow time for preplanned generators to be mobilized.

This means **NO** outside water usage and minimal inside usage. Not only is running out of water an inconvenience, but more importantly we will not have water for Fire Protection.

For more information visit:

<https://www.hvllcsd.org/files/9babc2890/Emergency+Generator+Update.pdf>

Notice on the July - October Bills will be provided in English and Spanish

LOSS OF WATER DUE TO POWER OUTAGES:

For more information please go to:

<https://www.hvicsd.org/emergency>



June 17, 2019

Hidden Valley Lake Community Services District

Revised Final Base Salary Report

Submitted By:
Jennifer Ramos
Project Manager
jramos@cpshr.us

CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815
t:916-471-3433
f:916-561-8489
Tax ID: 68-0067209
www.cps.ca.gov



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I. Introduction

CPS HR Consulting (CPS HR) was retained by the Hidden Valley Lake Community Services District (HVLCS D) to conduct a base salary study of nine (9) benchmark classifications within their established labor market of eleven (11) public sector agencies.

The objective of the study was to determine how competitive HVLCS D is within its labor market by collecting and analyzing maximum monthly base salary data. This Final Base Salary Report outlines the project scope, the methodologies utilized in data collection and analysis, and presentation of the results of the survey.

This report presents the salary data collected from HVLCS D established labor market with an effective date October 1, 2017.

II. Project Scope and Work Plan

To-date, the following tasks have been completed:

1. Review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed.
2. Development of the compensation survey parameters and data collection instrument, and collection of the survey data across HVLCS D's labor market agencies.
3. CPS HR consultants collected base salary data and contacted each labor market agency requesting clarification on any issues to ensure data was accurate.
4. Review of all comparable classifications with HVLCS D to ensure appropriate job matches.
5. Preparation and delivery of this Draft Base Salary Report for HVLCS D's review and comments.
6. Review of HVLCS D's comments and/or questions with the draft report, and if necessary, discussion with HVLCS D for any changes and/or recommendations to the report.
7. Preparation and delivery of the Final Base Salary Report.
8. Reviewed and updated General Manager matches at the request of HVLCS D and updated compensation recommendations to reflect median data (Completed week of June 10, 2019).

III. Compensation Study Parameters

The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters include:

- The agency's compensation policy
- Labor market agencies
- Survey classifications

HVLCSD's Compensation Policy

A compensation policy defines the agency's goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct business. The selection of labor market agencies and the labor market position (the point in the labor market at which the agency wishes to set its salaries, e.g., market median¹, mean, or another percentile) are two important policy decisions when conducting a base salary study.

The labor market analysis for this report has been updated relative to the median which is HVLCSD's established practice. The data sheets presented in Appendix A provide comparison to the labor market mean and median; CPS HR includes the comparison to mean of the market for additional reference.

Labor Market Agencies

HVLCSD has an established labor market that provides an appropriate reflection of comparable classes among other similar public agencies in which it competes for labor.

¹ The labor market **median**, or 50th percentile, is the data point at which half of the complete range of data (excluding HVLCSD's data) is higher, and half of the complete range of data (excluding HVLCSDs data) is lower.

The eleven (11) public sector agencies that comprise the labor market are listed below.

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

Survey Classifications

Base salary data was collected for the following nine (9) benchmark classifications listed below.

- Administrative Assistant
- Full Charge Bookkeeper
- General Manager
- Senior Accounts Representative
- Utility Operator I
- Utility Operator II
- Utility Supervisor
- Utility Technician
- Water Resources Specialist

Comparable Classification Methodology

When conducting a salary survey, the intent is to provide general market trends for the survey classifications by comparing the span of control, duties and responsibilities, and knowledge, skill, and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

In most studies, it is common to have some benchmark classifications for which limited market data exists. There are many reasons a classification may not have enough comparable data including:

- Differences in the delivery of services
- Differences in span of control
- Differences in organizational structure
- Differences in operational size
- The classification is not commonly found in other agencies
- Agency does not provide that service

CPS HR's best practice is that survey classifications have a minimum of four (4) comparable classifications to be analyzed. All classifications included in this report had at least nine (9) or more matches in the labor market with the exception of the Water Resources Specialist classification which had only three (3) matches. Because a compensation plan is developed through the analysis of external market data and internal relationships, the absence of sufficient labor market data for a particular classification does not mean that no salary recommendation can be developed, since many salary recommendations are ultimately based upon internal equity with other classes.

The information presented in this report was based on an effective date of October 1, 2017.

IV. Survey Results

As indicated in the previous section, the survey involved the collection of base salary data for HVLCSD's survey classifications from each of the labor market agencies. Detailed results for each classification are presented in Appendix A which is organized alphabetically by survey classification title. If an agency did not have a comparable classification, the designation of "No Comparable Class" was utilized.

A summary of base salary data for each classification, and HVLCSD's standing overall, is presented in Table 1. Table 1 includes the following for each classification:

- The title of HVLCSD's survey classification
- HVLCSD's maximum hourly salary for the survey classification effective October 1, 2017.
- The number of comparable classes identified within the analysis
- Base Salary Labor Market Median and Market Position
 - Base Salary Labor Market Mean – This calculation is based upon the maximum monthly base salary for each of the comparable classes (excluding HVLCSD's data).
 - Base Salary Labor Market Median – This calculation is based upon the maximum monthly base salary for each of the comparable classes (excluding HVLCSD's data).
 - Market Position (% Above or Below Labor Market Mean and Median) – The percentage HVLCSD's maximum monthly base salary for the survey classification is above (shown as a positive percentage) or below (shown as a negative percentage) the mean and the median of the labor market; this number indicates what percentage of HVLCSD's salary is required to move it up or down to match the market median.

Table 1: 2017 Base Salary Results

Salary data effective as of October 1, 2017 (hourly compensation based on 2080 hours worked annually)

Classification	# of Matches	HVLCSD Maximum Hourly Base Salary	Labor Market Hourly Mean (Maximum)	HVLCSD % Above/Below Labor Market Hourly Mean	Labor Market Hourly Median (Maximum)	HVLCSD % Above/Below Labor Market Hourly Median
Administrative Assistant	9	\$31.16	\$33.00	-5.89%	\$31.21	-0.16%
Full Charge Bookkeeper	8	\$36.00	\$38.41	-6.70%	\$37.98	-5.49%
General Manager	10	\$69.71	\$76.84	-10.22%	\$79.01	-13.34%
Senior Accounts Representative	9	\$29.15	\$28.42	2.50%	\$29.72	-1.96%
Utility Operator I	9	\$26.25	\$28.11	-7.07%	\$28.14	-7.20%
Utility Operator II	11	\$31.16	\$34.91	-12.05%	\$36.17	-16.08%
Utility Supervisor	11	n/a	\$44.96	N/A	\$42.92	N/A
Utility Technician	9	n/a	\$25.61	N/A	\$28.34	N/A
Water Resources Specialist	3	\$36.00	Insufficient number of matches	N/A	N/A	N/A
			<i>Average</i>	<i>-6.571%</i>	<i>Average</i>	<i>-7.371%</i>

Analysis of the market data presented in Table 1 indicates that, on average, for all surveyed classifications HVLCSD is **7.371% below** the labor market *median* base salary. There is no current salary data from HVLCSD for the Utility Supervisor and Utility Technician classifications as these are newly created classifications.

Utility Supervisor and Utility Technician Classifications

Prior to conducting this salary study, HVLCSD created two (2) new classifications, Utility Supervisor and Utility Technician. These classifications were created to replace Lead Operator and Utility Worker I/II respectively. The classification specifications for the new positions were provided to CPS HR and used as the basis for identifying comparable classifications within HVLCSD’s labor market. Table 2 presents the previous maximum hourly base salary for Lead Operator and Utility Worker I/II as compared to the labor market median for the recently created Utility Supervisor and Utility Technician classifications.

***Table 2: Lead Operator and Utility I/II Compared to Utility Supervisor and Utility Technician
(maximum hourly base salary)***

Previous Classification	Previous Maximum Hourly Base Salary	New Classification	Labor Market Hourly Median (maximum)
Lead Operator	\$39.65	Utility Supervisor	\$42.92
Utility Worker I	\$25.26	Utility Technician	\$28.34
Utility Worker II	\$28.40		

Table 2 shows approximately an 8% increase from the maximum hourly base salary of Lead Operator to Utility Supervisor and approximately a 12% increase in the maximum hourly base salary of Utility Technician from Utility Worker I. Utility Worker II was utilized as an additional level and created significant overlap with the Operator I and II classification base salaries. The additional level that Utility Worker II created has been eliminated with the development of the Utility Technician classification.

Notes on Comparable Classifications

Classification matches from each labor market agency for each of HVLCSD’s classifications were sent to HVLCSD on 12/5/2017 for review. HVLCSD reviewed the matches internally and provided feedback to CPS HR on the appropriateness of the matches on 1/12/2018. HVLCSD requested CPS HR re-evaluate job matches for the Utility Operator I/II and Water Resources Specialist classifications. On 6/11/19 HVLCSD requested CPS HR re-evaluate job matches for the General

Manager classification.

Evaluation of Utility Operator I/II job matches

The Utility Operator I and II classifications at HVLCSD perform both water and wastewater duties. The combination of these duties can vary from agency to agency. That is, agencies may choose to have two (2) (or more) classifications that perform water and wastewater duties separately, while other agencies will have a single classification that is responsible for performing duties in both areas. HVLCSD wanted to ensure that the comparable classifications for Utility Operator I and II in this study performed both water and wastewater duties. The Utility Operator I and II job matches are all responsible for water and waste water duties except for the Town of Windsor where the duties are split. For the Town of Windsor, it was agreed to match to the Wastewater System Operator classification as is it compensated at a higher rate than the Water System Operator classification.

Evaluation of Water Resources Specialist job matches

Only three (3) job matches were identified for the Water Resources Specialist classification. Three (3) matches is below the minimum number of matches needed to determine a reliable estimate for a market rate. Furthermore, after discussion with HVLCSD's General Manger, CPS HR was informed that this classification has changed significantly over time to include less water conservation duties and broader project management responsibilities. Currently, the Water Resources classification is compensated at the same level as the Full Charge Bookkeeper. For purposes of maintaining internal equity, CPS HR recommends using the Full Charge Bookkeeper benchmark to determine pay adjustments to the Water Resources Specialist classification. That is, Water Resources Specialist pay should be adjusted by the same amount that Full Charge Bookkeeper is adjusted. Going forward, CPS HR recommends a review of the Water Resources Specialist classification and updates to the classification specification so HVLCSD has an accurate representation of what the classification's duties and responsibilities are. This will provide a better opportunity for HVLCSD to find appropriate job matches for this classification in future salary studies. Recommendations included in the revised report dated 6/17/19 are based on information available 10/1/17 and do not include any changes or recommendations made for this classification after that date.

Evaluation of General Manager job matches

CPS HR audited and updated the labor market data matches for the General Manager classification. During the audit and update of the General Manager data, when reviewing the data for the comparator cities and Counties, CPS HR matched to the highest-level position directly over the comparable services, which was often a Public Works Director. While in some cases,

the position may have responsibilities for operational services beyond that of the District's General Manager, CPS HR believes this methodology is appropriate based on the scale of responsibility.

Salary Recommendations

Based on the labor market means shown in Table 1, Table 3 presents salary recommendations for each of HVLCSD's classifications. CPS HR used the labor market median to set the hourly maximum and maintained HVLCSD's 5% increase between steps which provides an average range width of 21.55% to determine the hourly minimum. That is, the percent difference from the minimum to the maximum for each classification is 21.55%. Except for General Manager, which has no range. Classifications are listed alphabetically.

Table 3: HVLCSD Salary Recommendations

(Hourly compensation based on 2080 hours worked annually)

Classification	Step A	Step B	Step C	Step D	Step E
Administrative Assistant	\$25.68	\$26.96	\$28.31	\$29.72	\$31.21
Full Charge Bookkeeper	\$31.25	\$32.81	\$34.45	\$36.17	\$37.98
General Manager	\$92.79				\$92.79
Senior Accounts Representative	\$24.45	\$25.67	\$26.96	\$28.30	\$29.72
Utility Operator I	\$23.15	\$24.31	\$25.52	\$26.80	\$28.14
Utility Operator II	\$29.76	\$31.25	\$32.81	\$34.45	\$36.17
Utility Supervisor	\$35.31	\$37.08	\$38.93	\$40.88	\$42.92
Utility Technician	\$23.32	\$24.48	\$25.71	\$26.99	\$28.34
Water Resources Specialist	\$31.25	\$32.81	\$34.45	\$36.17	\$37.98

Scheduled Salary Increases

In addition to base salary data, CPS HR collected data related to scheduled salary increases. Agencies were asked to provide the date and the amount of their next scheduled increase for each comparable classification. Table 4, on the following page, presents the responses of the agencies that provided that data. Five (5) of the labor market agencies did not provide any data and are listed below.

Agencies that did not provide data on scheduled increases:

1. City of Lakeport
2. City of Santa Rosa
3. City of Sonoma
4. Clearlake Oaks County Water District
5. Valley of the Moon Water District

Table 4: Scheduled Salary Increases

Classification	City of Calistoga	City of Healdsburg	City of Napa	County of Lake	North Marin Water District	Town of Windsor
Administrative Assistant	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Full Charge Bookkeeper	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	Date not determined At least 3%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
General Manager	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Senior Accounts Representative	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Operator I	1/1/2018 3%	No Comparable Class	1/1/2018 3.5%	In negotiations 5%	No Comparable Class	7/1/2018 Between 2.70% and 2.75%
Utility Operator II	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	In negotiations 5%	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Supervisor	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	Date not determined At least 3%	In negotiations 5%	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Technician	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	In negotiations 5%	No Comparable Class	7/1/2018 Between 2.70% and 2.75%
Water Resources Specialist	1/1/2018 3%	No Comparable Class	1/1/2018 3.5%	No scheduled increase	No Comparable Class	No Comparable Class

Summary

This Revised Final Base Salary Report provides detailed information concerning the scope of the project, the methodology used to complete the base salary study, and the results of the study which show where HVLCSD stands in comparison to their selected labor market. Should you require any further information or have questions and comments with respect to this final report, please contact Jennifer Ramos at 916-471-3125 or via email at jramos@cpshr.us.

Appendix A –Base Salary Data Sheets

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Administrative Assistant	\$25.64	\$31.16
City of Calistoga	Administrative Assistant	\$25.10	\$30.50
City of Healdsburg	Administrative Specialist	\$31.88	\$38.89
City of Lakeport	Administrative Specialist II	\$17.74	\$22.48
City of Napa	Administrative Secretary	\$30.51	\$36.84
City of Santa Rosa	Administrative Secretary	\$25.73	\$31.21
City of Sonoma	Administrative Assistant	\$25.58	\$31.10
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	Administrative Assistant	\$17.98	\$21.85
North Marin Water District	District Secretary	\$42.30	\$52.88
Town of Windsor	Administrative Assistant	\$24.99	\$31.21
Valley of the Moon Water District	No Response from Agency		
		Base Salary Median	\$31.21
		Base Salary Mean	\$33.00
		Percentage Above or Below Median	-0.16%
		Percentage Above or Below Mean	-5.89%
		Base Salary 25th Percentile	\$30.50
		Base Salary 75th Percentile	\$36.84
		Percentage Above or Below 25th Percentile	2.12%
		Percentage Above or Below 75th Percentile	-18.23%

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Full Charge Bookkeeper	\$29.32	\$36.00
City of Calistoga	Accountant	\$27.00	\$32.82
City of Healdsburg	Accounting Supervisor	\$38.89	\$47.46
City of Lakeport	No Comparable Class		
City of Napa	Accountant	\$35.26	\$42.60
City of Santa Rosa	Accounting Technician	\$26.94	\$32.70
City of Sonoma	Accountant	\$32.01	\$38.91
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	Accountant II	\$20.81	\$25.30
North Marin Water District	Senior Accountant	\$42.91	\$50.48
Town of Windsor	Accounting Technician	\$29.65	\$37.04
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$38
Base Salary Mean			\$38
Percentage Above or Below Median			-5.49%
Percentage Above or Below Mean			-6.70%
Base Salary 25th Percentile			\$33
Base Salary 75th Percentile			\$44
Percentage Above or Below 25th Percentile			8.92%
Percentage Above or Below 75th Percentile			-21.71%

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Monthly Min	Monthly Max
Hidden Valley Lake	General Manager	\$12,083.33	\$12,083.33
City of Calistoga	Public Works Director	\$9,726.00	\$13,034.00
City of Healdsburg	Utilities Director	\$13,396.50	\$16,285.50
City of Lakeport	Public Works Director	\$7,542.00	\$9,167.00
City of Napa	Public Works Director	\$12,843.00	\$15,516.00
City of Santa Rosa	Water Director	\$12,522.50	\$16,353.25
City of Sonoma	Public Works Director	\$10,438.00	\$12,688.00
Clearlake Oaks County Water District	General Manager	\$6,666.67	\$10,000.00
County of Lake	Special Districts Administrator	\$7,500	\$9,117.00
North Marin Water District	General Manager	\$16,666.00	\$16,666.00
Town of Windsor	Public Works Director	\$11,495.45	\$14,356.11
Valley of the Moon Water District	No Response		
Base Salary Median			\$13,695.06
Base Salary Mean			\$13,318.29
Percentage Above or Below Median			-13.34%
Percentage Above or Below Mean			-10.22%
Base Salary 25th Percentile			\$10,672
Base Salary 75th Percentile			\$16,093.13
Percentage Above or Below 25th Percentile			11.68%
Percentage Above or Below 75th Percentile			-33.18%

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Senior Accounts Representative	\$23.98	\$29.15
City of Calistoga	Accounting Assistant	\$23.32	\$28.34
City of Healdsburg	Accounting Clerk II	\$24.86	\$30.33
City of Lakeport	No Comparable Class		
City of Napa	Account Clerk II	\$24.09	\$29.10
City of Santa Rosa	Accounting Assistant	\$24.49	\$29.72
City of Sonoma	Accounting Technician	\$27.97	\$33.99
Clearlake Oaks County Water District	Customer Service Rep III	\$21.05	\$26.59
County of Lake	Accounting Technician	\$14.43	\$17.54
North Marin Water District	Account Credit Clerk	\$25.67	\$29.72
Town of Windsor	Administrative Operation Assistant II	\$23.80	\$30.47
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$30
Base Salary Mean			\$28
Percentage Above or Below Median			-1.96%
Percentage Above or Below Mean			2.50%
Base Salary 25th Percentile			\$28
Base Salary 75th Percentile			\$30
Percentage Above or Below 25th Percentile			2.78%
Percentage Above or Below 75th Percentile			-4.05%

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Operator I	\$21.60	\$26.25
City of Calistoga	Plant Operator I	\$26.35	\$32.03
City of Healdsburg	No Comparable Class		
City of Lakeport	Utility Operator II	\$15.08	\$19.08
City of Napa	Water Treatment Facility Operator Trainee	\$31.11	\$37.57
City of Santa Rosa	Utilities Systems Operator I	\$23.12	\$28.14
City of Sonoma	Maintenance Worker I (Water)	\$23.14	\$28.13
Clearlake Oaks County Water District	Operator I	\$14.53	\$18.94
County of Lake	Water-Wastewater Treatment Plant Operator I	\$17.98	\$21.85
North Marin Water District	No Comparable Class		
Town of Windsor	Wastewater System Operator I	\$27.56	\$34.42
Valley of the Moon Water District	Water Distribution System Operator II	\$27.00	\$32.80
Base Salary Median			\$28.14
Base Salary Mean			\$28.11
Percentage Above or Below Median			-7.20%
Percentage Above or Below Mean			-7.07%
Base Salary 25th Percentile			\$22
Base Salary 75th Percentile			\$33
Percentage Above or Below 25th Percentile			16.76%
Percentage Above or Below 75th Percentile			-24.95%

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Operator II	\$25.64	\$31.16
City of Calistoga	Plant Operator II	\$29.76	\$36.17
City of Healdsburg	Utility Operator	\$39.29	\$47.94
City of Lakeport	Utility Operator III	\$18.51	\$23.45
City of Napa	Water Treatment Facility Operator	\$36.94	\$44.63
City of Santa Rosa	Utility Systems Operator II	\$26.29	\$31.97
City of Sonoma	Maintenance Worker II (Water)	\$25.50	\$30.99
Clearlake Oaks County Water District	Operator II	\$18.02	\$26.04
County of Lake	Water-Wastewater Treatment Plant Operator II	\$19.82	\$24.09
North Marin Water District	Water Distribution and Treatment Plant Operator	\$36.05	\$41.73
Town of Windsor	Wastewater System Operator II	\$31.14	\$38.89
Valley of the Moon Water District	Water Distribution System Operator III	\$31.39	\$38.16
Base Salary Median			\$36
Base Salary Mean			\$35
Percentage Above or Below Median			-16.08%
Percentage Above or Below Mean			-12.05%
Base Salary 25th Percentile			\$29
Base Salary 75th Percentile			\$40
Percentage Above or Below 25th Percentile			8.49%
Percentage Above or Below 75th Percentile			-29.36%

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Supervisor	n/a	n/a
City of Calistoga	Chief Water Plant Operator	\$35.31	\$42.92
City of Healdsburg	Water & Wastewater Operations Superintendent	\$47.46	\$57.91
City of Lakeport	Utilities Superintendent I	\$24.76	\$37.59
City of Napa	Water Treatment Manager	\$48.10	\$58.11
City of Santa Rosa	Utility System Supervisor	\$37.67	\$44.87
City of Sonoma	Water Supervisor	\$32.71	\$39.76
Clearlake Oaks County Water District	Chief Plant Operator/Supervisor	\$24.87	\$31.05
County of Lake	Utility Area Superintendent	\$26.56	\$32.29
North Marin Water District	Treatment and Distribution Plant Supervisor	\$48.54	\$59.00
Town of Windsor	Water System Supervisor	\$34.33	\$42.88
Valley of the Moon Water District	Operations and Maintenance Supervisor	\$39.63	\$48.17
Base Salary Median			\$43
Base Salary Mean			\$45
Percentage Above or Below Median			
Percentage Above or Below Mean			
Base Salary 25th Percentile			\$39
Base Salary 75th Percentile			\$53
Percentage Above or Below 25th Percentile			
Percentage Above or Below 75th Percentile			

Hidden Valley Lake Community Services District
Revised Final Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Technician	n/a	n/a
City of Calistoga	Maintenance Technician I (Public Works)	\$23.32	\$28.34
City of Healdsburg	Utility Worker I	\$24.86	\$30.33
City of Lakeport	Utility Operator I	\$16.98	\$21.53
City of Napa	Water Facilities Worker I	\$23.52	\$28.41
City of Santa Rosa	Maintenance Worker	\$21.15	\$25.07
City of Sonoma	No Comparable Class		
Clearlake Oaks County Water District	Operator in Training	\$14.50	\$15.50
County of Lake	Water-Wastewater Treatment Plant Operator Trainee	\$15.53	\$18.88
North Marin Water District	No Comparable Class		
Town of Windsor	Utility Maintenance Worker I	\$24.39	\$33.60
Valley of the Moon Water District	Water Distribution System Operator I	\$23.72	\$28.83
Base Salary Median			\$28
Base Salary Mean			\$26
Percentage Above or Below Median			
Percentage Above or Below Mean			
Base Salary 25th Percentile			\$22
Base Salary 75th Percentile			\$29
Percentage Above or Below 25th Percentile			
Percentage Above or Below 75th Percentile			

*Hidden Valley Lake Community Services District
Revised Final Base Salary Report*

Labor Market Agency	Job Match	Hourly Min	Hourly Max
Hidden Valley Lake	Water Resources Specialist	\$29.32	\$36.00
City of Calistoga	<u>Water Conservation Specialist</u>	\$15.00	\$18.23
City of Healdsburg	No Comparable Class		
City of Lakeport	No Comparable Class		
City of Napa	<u>Water Conservation Specialist</u>	\$31.49	\$38.04
City of Santa Rosa	No Comparable Class		
City of Sonoma	No Comparable Class		
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	<u>Water Resources Technician</u>	\$23.51	\$28.57
North Marin Water District	No Comparable Class		
Town of Windsor	No Comparable Class		
Valley of the Moon Water District	No Comparable Class		
Base Salary Median			\$29
Base Salary Mean			\$28
Percentage Above or Below Median			20.64%
Percentage Above or Below Mean			21.44%
Base Salary 25th Percentile			\$23
Base Salary 75th Percentile			\$33
Percentage Above or Below 25th Percentile			35.00%
Percentage Above or Below 75th Percentile			7.49%