



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: January 15, 2013  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) CONSENT CALENDAR
  - (A) WARRANTS: Approval of the December 2012 Warrants, warrant #030521 - #030588 for a total of \$181,464.94 is recommended
  - (B) ADOPTION OF RESOLUTION 2013-01 appointing Roland Sanford as the Secretary to the Board
  - (C) Approval of General Manager Contract Amendment to correct typographical error
  - (D) MINUTES: Approval of the Minutes of the Board of Directors meeting of the November 20, 2012, December 18, 2012 regular board meeting minutes and the December 19, 2012 Special Meeting Minutes.
- 6) CONDUCT SWEARING IN OF THE SECRETARY TO THE BOARD
- 7) INFORMATIONAL PRESENTATION BY SUPERVISOR JIM COMSTOCK
- 8) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Security and Disaster Preparedness Program Committee
- 9) STAFF REPORTS (for information only, no action anticipated)
  - Accountant/Controller's Report
  - General Manager's Report
- 10) DISCUSSION AND POSSIBLE ACTION: Designation of Board President and Vice President for 2013 calendar year
- 11) DISCUSSION AND POSSIBLE ACTION: Assignment of Board members to standing committees for 2013 calendar year
- 12) PUBLIC COMMENT
- 13) BOARD MEMBER COMMENT
- 14) CLOSED SESSION: California Government Code Section 54956.9(a)  
Consultation and advice from legal counsel regarding pending litigation (one case/multiple claims)
- 15) ADJOURNMENT (Next Regular Board Meeting: February 19, 2013)



# Hidden Valley Lake Community Services District

## Regular Board Meeting

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

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

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

**Hidden Valley Lake CSD  
Warrant Summary Report  
December 31, 2012**

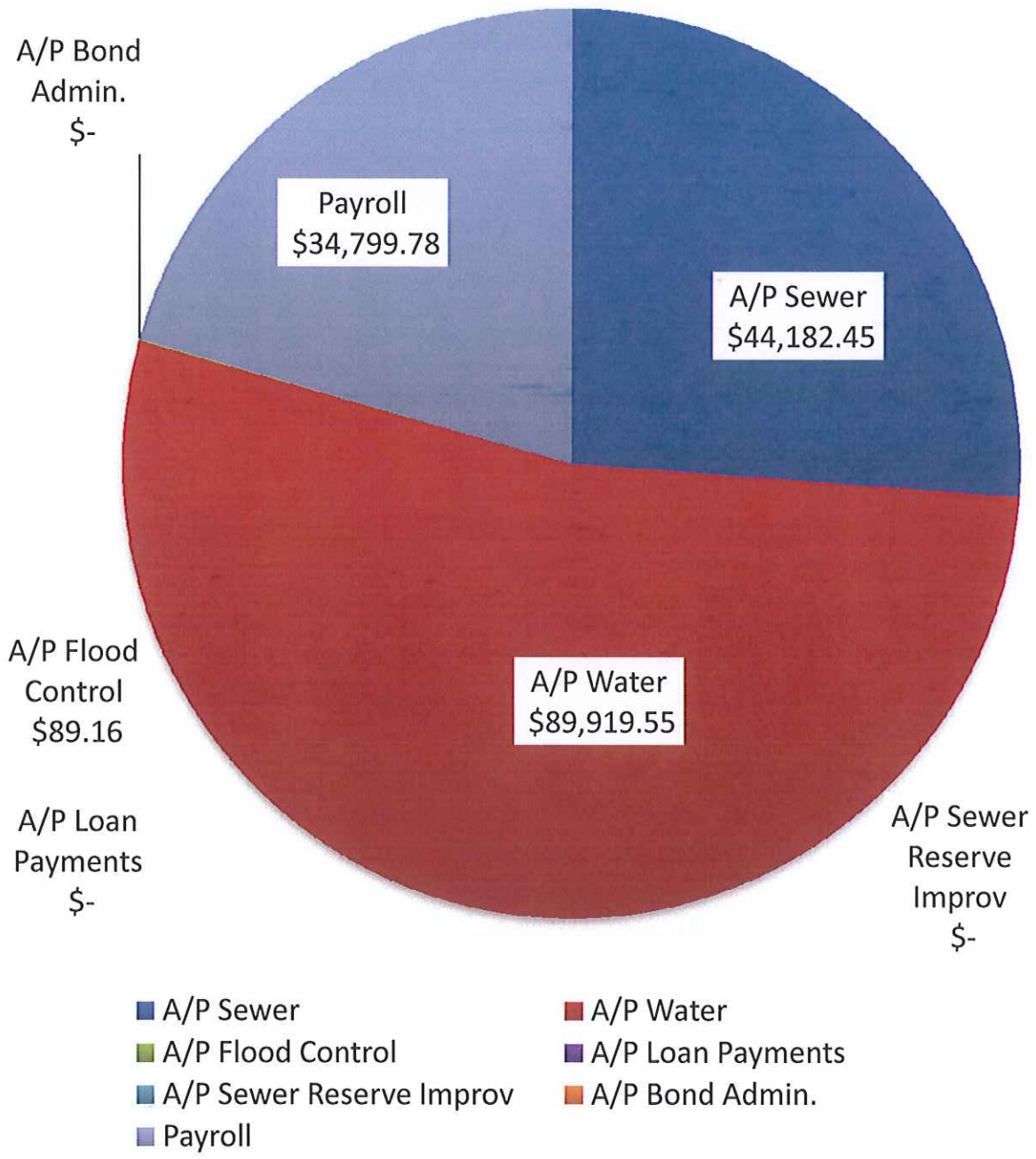
**HVLCSD Deposit Summary**

<b>Cash</b>	<b>\$</b>	<b>98,208.53</b>
<b>Transfers:</b>		
<b>Money Market</b>	<b>\$</b>	<b>-</b>
<b>Total Deposits</b>	<b>\$</b>	<b>98,208.53</b>

**HVLCSD Expenditure Summary**

<b>Accounts Payable</b>		
<b>120 - Sewer</b>	<b>\$</b>	<b>44,182.45</b>
<b>130 - Water</b>	<b>\$</b>	<b>89,919.55</b>
<b>140 - Flood Control</b>	<b>\$</b>	<b>89.16</b>
<b>175 - FEMA Fund</b>	<b>\$</b>	<b>12,474.00</b>
<b>215 - USDA Sewer Bond</b>	<b>\$</b>	<b>-</b>
<b>217 - State Loan</b>	<b>\$</b>	<b>-</b>
<b>218 - CIEDB</b>	<b>\$</b>	<b>-</b>
<b>219 - USDA Solar Project</b>	<b>\$</b>	<b>-</b>
<b>375 - Sewer Reserve Improvement</b>	<b>\$</b>	<b>-</b>
<b>711 - Bond Administration</b>	<b>\$</b>	<b>-</b>
<b>Total AP</b>	<b>\$</b>	<b>146,665.16</b>
<b>Payroll</b>	<b>\$</b>	<b>34,799.78</b>
<b>Total Warrants</b>	<b>\$</b>	<b>181,464.94</b>

**Hidden Valley Lake CSD  
Warrants  
December 31, 2012  
\$181,465**





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

CHECK DATE: 12/01/2012 THRU 12/31/2012  
 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
<b>BANK DRAFT:</b>								
1010	12/14/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	8.70CR	CLEARED	A	12/14/2012
1010	12/14/2012	BANK-DRAFT000001		US DEPARTMENT OF THE TREASURY	460.31CR	CLEARED	A	12/14/2012
1010	12/14/2012	BANK-DRAFT000002		US DEPARTMENT OF THE TREASURY	3,730.36CR	CLEARED	A	12/14/2012
1010	12/21/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	26.60CR	CLEARED	A	12/21/2012
1010	12/28/2012	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3,304.44CR	CLEARED	A	12/28/2012
<b>CHECK:</b>								
1010	12/07/2012	CHECK	030521	CA EMERGENCY MANAGEMENT AGENCY	12,474.00CR	CLEARED	A	12/19/2012
1010	12/07/2012	CHECK	030522	CHASE CARD SERVICES UNITED MIL	661.87CR	CLEARED	A	12/13/2012
1010	12/07/2012	CHECK	030523	DAVE BURNS	10.00CR	CLEARED	A	12/18/2012
1010	12/07/2012	CHECK	030524	GHD	15,083.27CR	CLEARED	A	12/12/2012
1010	12/07/2012	CHECK	030525	KOFF & ASSOCIATES, INC.	607.50CR	CLEARED	A	1/03/2013
1010	12/07/2012	CHECK	030526	MEDIACOM	75.90CR	CLEARED	A	12/12/2012
1010	12/07/2012	CHECK	030527	MICHELLE HAMILTON	625.00CR	CLEARED	A	12/17/2012
1010	12/07/2012	CHECK	030528	PACIFIC GAS & ELECTRIC COMPANY	13,727.91CR	CLEARED	A	12/13/2012
1010	12/07/2012	CHECK	030529	PATRICIA WILKINSON	59.94CR	CLEARED	A	12/10/2012
1010	12/07/2012	CHECK	030530	REDFORD SERVICES	950.00CR	CLEARED	A	12/19/2012
1010	12/07/2012	CHECK	030531	ROLAND SANFORD	112.11CR	CLEARED	A	12/11/2012
1010	12/07/2012	CHECK	030532	SPECIAL DISTRICT RISK MANAGEME	5,269.00CR	CLEARED	A	12/12/2012
1010	12/07/2012	CHECK	030533	TAMI IPSEN	36.84CR	CLEARED	A	12/07/2012
1010	12/07/2012	CHECK	030534	TYRA LAMAR	150.00CR	CLEARED	A	12/12/2012
1010	12/07/2012	CHECK	030535	KEMP, MAURICE	56.64CR	CLEARED	A	12/14/2012
1010	12/14/2012	CHECK	030536	WHITE, DENNIS E	1,392.96CR	CLEARED	P	12/14/2012
1010	12/14/2012	CHECK	030537	ACWA/JPIA	822.28CR	CLEARED	A	12/18/2012
1010	12/14/2012	CHECK	030538	CSG SYSTEMS	1,292.48CR	CLEARED	A	12/19/2012
1010	12/14/2012	CHECK	030539	GOVERNMENT STAFFING SERVICES,	7,159.20CR	CLEARED	A	12/18/2012
1010	12/14/2012	CHECK	030540	PRIMUS	7.71CR	CLEARED	A	12/20/2012
1010	12/14/2012	CHECK	030541	SOUTH LAKE REFUSE COMPANY	157.59CR	CLEARED	A	12/18/2012
1010	12/14/2012	CHECK	030542	SPECIAL DISTRICT RISK MANAGEME	21,688.74CR	CLEARED	A	12/19/2012
1010	12/14/2012	CHECK	030543	SUCCEED.NET	35.00CR	CLEARED	A	12/24/2012
1010	12/14/2012	CHECK	030544	TYLER TECHNOLOGY	121.00CR	CLEARED	A	12/18/2012
1010	12/14/2012	CHECK	030545	WAGNER & BONSIGNORE	6,942.70CR	CLEARED	A	1/03/2013
1010	12/14/2012	CHECK	030546	ARMED FORCE PEST CONTROL, INC.	180.00CR	CLEARED	A	12/19/2012
1010	12/14/2012	CHECK	030547	AT&T	873.89CR	CLEARED	A	12/20/2012
1010	12/14/2012	CHECK	030548	BLUETARP FINANCIAL, INC.	2,293.72CR	CLEARED	A	12/19/2012
1010	12/14/2012	CHECK	030549	EEL RIVER FUELS, INC.	1,364.62CR	CLEARED	A	12/18/2012
1010	12/14/2012	CHECK	030550	HARDESTER'S MARKETS & HARDWARE	10.21CR	CLEARED	A	12/19/2012
1010	12/14/2012	CHECK	030551	L & M LOCKSMITHING	854.40CR	CLEARED	A	12/18/2012
1010	12/14/2012	CHECK	030552	LAKE COUNTY COURIER EXPRESS, L	1,361.00CR	CLEARED	A	12/20/2012
1010	12/14/2012	CHECK	030553	LAKE LABS	1,790.00CR	CLEARED	A	12/24/2012
1010	12/14/2012	CHECK	030554	LIQUIVISION TECHNOLOGY, INC.	5,925.00CR	CLEARED	A	12/19/2012
1010	12/14/2012	CHECK	030555	MENDO MILL CLEARLAKE	95.21CR	CLEARED	A	12/20/2012
1010	12/14/2012	CHECK	030556	NAPA AUTO PARTS	179.09CR	CLEARED	A	12/19/2012
1010	12/14/2012	CHECK	030557	OFFICE DEPOT	161.82CR	CLEARED	A	12/19/2012

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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	12/14/2012	CHECK	030558	USA BLUE BOOK	1,225.63CR	CLEARED	A	12/24/2012
1010	12/14/2012	CHECK	030559	CHILES, RICHARD	272.25CR	CLEARED	A	12/20/2012
1010	12/14/2012	CHECK	030560	STATE OF CALIFORNIA EMPLOYMENT	84.78CR	CLEARED	A	12/24/2012
1010	12/14/2012	CHECK	030561	CALIFORNIA PUBLIC EMPLOYEES RE	6,137.89CR	CLEARED	A	12/20/2012
1010	12/14/2012	CHECK	030562	STATE OF CALIFORNIA EMPLOYMENT	1,093.36CR	CLEARED	A	12/18/2012
1010	12/14/2012	CHECK	030563	VARIABLE ANNUITY LIFE INSURANC	150.00CR	CLEARED	A	12/19/2012
1010	12/21/2012	CHECK	030564	GOVERNMENT STAFFING SERVICES,	7,159.20CR	CLEARED	A	12/31/2012
1010	12/21/2012	CHECK	030565	HIGHLANDS LANDSCAPING	420.50CR	CLEARED	A	12/31/2012
1010	12/21/2012	CHECK	030566	L & M LOCKSMITHING	89.00CR	CLEARED	A	12/26/2012
1010	12/21/2012	CHECK	030567	LAKE COUNTY HEALTH SERVICES	1,124.00CR	CLEARED	A	1/03/2013
1010	12/21/2012	CHECK	030568	LAKE COUNTY HEALTH SERVICES	594.00CR	CLEARED	A	1/03/2013
1010	12/21/2012	CHECK	030569	NAPA AUTO PARTS	387.25CR	CLEARED	A	12/26/2012
1010	12/21/2012	CHECK	030570	OFFICE DEPOT	235.23CR	CLEARED	A	12/27/2012
1010	12/21/2012	CHECK	030571	POWER INDUSTRIES	953.92CR	CLEARED	A	12/27/2012
1010	12/21/2012	CHECK	030572	USA BLUE BOOK	154.67CR	CLEARED	A	12/31/2012
1010	12/21/2012	CHECK	030573	VERIZON WIRELESS	643.54CR	CLEARED	A	12/27/2012
1010	12/21/2012	CHECK	030574	BRYAN, WILLIAM J	39.52CR	CLEARED	A	1/08/2013
1010	12/28/2012	CHECK	030575	WHITE, DENNIS E	1,034.40CR	CLEARED	P	12/28/2012
1010	12/28/2012	CHECK	030576	BRELJE AND RACE LABS, INC.	716.70CR	CLEARED	A	1/02/2013
1010	12/28/2012	CHECK	030577	PACE SUPPLY CORP	1,863.26CR	CLEARED	A	1/02/2013
1010	12/28/2012	CHECK	030578	RAINBOW AGRICULTURAL SERVICES	636.03CR	CLEARED	A	1/02/2013
1010	12/28/2012	CHECK	030579	DEPARTMENT OF FISH AND GAME	850.00CR	OUTSTND	A	0/00/0000
1010	12/28/2012	CHECK	030580	DOUG THOMPSON	150.00CR	CLEARED	A	1/03/2013
1010	12/28/2012	CHECK	030581	OFFICE DEPOT	102.94CR	CLEARED	A	1/03/2013
1010	12/28/2012	CHECK	030582	STATE WATER RESOURCES CONTROL	1,000.00CR	OUTSTND	A	0/00/0000
1010	12/28/2012	CHECK	030583	STATE WATER RESOURCES CONTROL	1,192.30CR	OUTSTND	A	0/00/0000
1010	12/28/2012	CHECK	030584	STATE WATER RESOURCES CONTROL	1,491.70CR	OUTSTND	A	0/00/0000
1010	12/28/2012	CHECK	030585	SUCCEED.NET	92.20CR	CLEARED	A	1/08/2013
1010	12/28/2012	CHECK	030586	CALIFORNIA PUBLIC EMPLOYEES RE	6,007.64CR	CLEARED	A	1/04/2013
1010	12/28/2012	CHECK	030587	STATE OF CALIFORNIA EMPLOYMENT	901.60CR	CLEARED	A	12/31/2012
1010	12/28/2012	CHECK	030588	VARIABLE ANNUITY LIFE INSURANC	150.00CR	CLEARED	A	12/31/2012
DEPOSIT:								
1010	12/03/2012	DEPOSIT		CREDIT CARD 12/03/2012	820.98	CLEARED	C	12/06/2012
1010	12/03/2012	DEPOSIT	000001	CREDIT CARD 12/03/2012	773.71	CLEARED	C	12/06/2012
1010	12/03/2012	DEPOSIT	000002	REGULAR DAILY POST 12/03/2012	11,648.51	CLEARED	C	12/04/2012
1010	12/04/2012	DEPOSIT		CREDIT CARD 12/04/2012	596.93	CLEARED	C	12/07/2012
1010	12/04/2012	DEPOSIT	000001	REGULAR DAILY POST 12/04/2012	3,039.63	CLEARED	C	12/05/2012
1010	12/05/2012	DEPOSIT		CREDIT CARD 12/05/2012	81.69	CLEARED	C	12/05/2012
1010	12/05/2012	DEPOSIT	000001	CREDIT CARD 12/05/2012	739.01	CLEARED	C	12/10/2012
1010	12/05/2012	DEPOSIT	000002	REGULAR DAILY POST 12/05/2012	1,915.80	CLEARED	C	12/06/2012
1010	12/06/2012	DEPOSIT		CREDIT CARD 12/06/2012	1,085.53	CLEARED	C	12/11/2012
1010	12/06/2012	DEPOSIT	000001	REGULAR DAILY POST 12/06/2012	2,072.01	CLEARED	C	12/07/2012
1010	12/07/2012	DEPOSIT		CREDIT CARD 12/07/2012	803.78	CLEARED	C	12/11/2012



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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	12/07/2012	DEPOSIT	000001	REGULAR DAILY POST 12/07/2012	2,103.86	CLEARED	C	12/10/2012
1010	12/07/2012	DEPOSIT	000002	CREDIT CARD 12/07/2012	687.76	CLEARED	C	12/11/2012
1010	12/07/2012	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	188.00CR	CLEARED	U	12/07/2012
1010	12/10/2012	DEPOSIT		CREDIT CARD 12/10/2012	804.84	CLEARED	C	12/11/2012
1010	12/10/2012	DEPOSIT	000001	CREDIT CARD 12/10/2012	192.09	CLEARED	C	12/14/2012
1010	12/10/2012	DEPOSIT	000002	CREDIT CARD 12/10/2012	976.44	CLEARED	C	12/13/2012
1010	12/10/2012	DEPOSIT	000003	REGULAR DAILY POST 12/10/2012	5,447.54	CLEARED	C	12/11/2012
1010	12/11/2012	DEPOSIT		CREDIT CARD 12/11/2012	216.79	CLEARED	C	12/18/2012
1010	12/11/2012	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	174.62CR	CLEARED	U	12/11/2012
1010	12/11/2012	DEPOSIT	000002	DAILY PAYMENT POSTING	174.62	CLEARED	U	12/11/2012
1010	12/11/2012	DEPOSIT	000003	CREDIT CARD 12/11/2012	261.52	CLEARED	C	12/17/2012
1010	12/11/2012	DEPOSIT	000004	CREDIT CARD 12/11/2012	922.79	CLEARED	C	12/14/2012
1010	12/11/2012	DEPOSIT	000005	REGULAR DAILY POST 12/11/2012	1,548.14	CLEARED	C	12/12/2012
1010	12/12/2012	DEPOSIT		CREDIT CARD 12/12/2012	81.69	CLEARED	C	12/17/2012
1010	12/12/2012	DEPOSIT	000001	CREDIT CARD 12/12/2012	81.69	CLEARED	C	12/17/2012
1010	12/12/2012	DEPOSIT	000002	CREDIT CARD 12/12/2012	547.90	CLEARED	C	12/17/2012
1010	12/12/2012	DEPOSIT	000003	REGULAR DAILY POST 12/12/2012	1,159.02	CLEARED	C	12/13/2012
1010	12/13/2012	DEPOSIT		CREDIT CARD 12/13/2012	518.03	CLEARED	C	12/18/2012
1010	12/13/2012	DEPOSIT	000001	CREDIT CARD 12/13/2012	163.09	CLEARED	C	12/18/2012
1010	12/13/2012	DEPOSIT	000002	CREDIT CARD 12/13/2012	192.09	CLEARED	C	12/17/2012
1010	12/13/2012	DEPOSIT	000003	CREDIT CARD 12/13/2012	1,405.71	CLEARED	C	12/18/2012
1010	12/13/2012	DEPOSIT	000004	REGULAR DAILY POST 12/13/2012	951.55	CLEARED	C	12/14/2012
1010	12/13/2012	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	45.00CR	CLEARED	U	12/13/2012
1010	12/14/2012	DEPOSIT		CREDIT CARD 12/14/2012	273.78	CLEARED	C	12/19/2012
1010	12/14/2012	DEPOSIT	000001	CREDIT CARD 12/14/2012	273.78	CLEARED	C	12/19/2012
1010	12/14/2012	DEPOSIT	000002	CREDIT CARD 12/14/2012	3,814.50	CLEARED	C	12/18/2012
1010	12/14/2012	DEPOSIT	000003	REGULAR DAILY POST 12/14/2012	6,409.66	CLEARED	C	12/17/2012
1010	12/17/2012	DEPOSIT		CREDIT CARD 12/17/2012	1,461.46	CLEARED	C	12/24/2012
1010	12/17/2012	DEPOSIT	000001	CREDIT CARD 12/17/2012	857.35	CLEARED	C	12/20/2012
1010	12/17/2012	DEPOSIT	000002	CREDIT CARD 12/17/2012	8,203.25	CLEARED	C	12/20/2012
1010	12/17/2012	DEPOSIT	000003	REGULAR DAILY POST 12/17/2012	17,732.68	CLEARED	C	12/18/2012
1010	12/18/2012	DEPOSIT		CREDIT CARD 12/18/2012	399.51	CLEARED	C	12/20/2012
1010	12/18/2012	DEPOSIT	000001	CREDIT CARD 12/18/2012	129.19	CLEARED	C	12/21/2012
1010	12/18/2012	DEPOSIT	000002	CREDIT CARD 12/18/2012	2,036.38	CLEARED	C	12/21/2012
1010	12/18/2012	DEPOSIT	000003	REGULAR DAILY POST 12/18/2012	5,298.17	CLEARED	C	12/19/2012
1010	12/19/2012	DEPOSIT		CREDIT CARD 12/19/2012	281.63	CLEARED	C	12/24/2012
1010	12/19/2012	DEPOSIT	000001	CREDIT CARD 12/19/2012	143.90	CLEARED	C	12/24/2012
1010	12/19/2012	DEPOSIT	000002	REGULAR DAILY POST 12/19/2012	966.98	CLEARED	C	12/20/2012
1010	12/19/2012	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	230.91CR	CLEARED	U	12/19/2012
1010	12/20/2012	DEPOSIT		CREDIT CARD 12/20/2012	232.09	CLEARED	C	12/26/2012
1010	12/20/2012	DEPOSIT	000001	REGULAR DAILY POST 12/20/2012	388.60	CLEARED	C	12/21/2012
1010	12/20/2012	DEPOSIT	000002	DAILY PAYMENT POSTING - ADJ	235.45CR	CLEARED	U	12/20/2012
1010	12/21/2012	DEPOSIT		CREDIT CARD 12/21/2012	256.00	CLEARED	C	12/26/2012
1010	12/21/2012	DEPOSIT	000001	CREDIT CARD 12/21/2012	200.00	CLEARED	C	12/26/2012

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 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
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 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
<b>DEPOSIT:</b>								
1010	12/21/2012	DEPOSIT	000002	REGULAR DAILY POST 12/21/2012	763.77	CLEARED	C	12/26/2012
1010	12/21/2012	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	255.16CR	CLEARED	U	12/21/2012
1010	12/21/2012	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	230.52CR	CLEARED	U	12/21/2012
1010	12/21/2012	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	193.05CR	CLEARED	U	12/21/2012
1010	12/26/2012	DEPOSIT		CREDIT CARD 12/26/2012	81.69	CLEARED	C	12/26/2012
1010	12/26/2012	DEPOSIT	000001	CREDIT CARD 12/26/2012	14.62	CLEARED	C	12/31/2012
1010	12/26/2012	DEPOSIT	000002	REGULAR DAILY POST 12/26/2012	1,354.51	CLEARED	C	12/27/2012
1010	12/26/2012	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	458.71CR	CLEARED	U	12/26/2012
1010	12/27/2012	DEPOSIT		CREDIT CARD 12/27/2012	255.91	CLEARED	C	1/02/2013
1010	12/27/2012	DEPOSIT	000001	CREDIT CARD 12/27/2012	363.10	CLEARED	C	1/02/2013
1010	12/27/2012	DEPOSIT	000002	REGULAR DAILY POST 12/27/2012	3,331.91	CLEARED	C	12/28/2012
1010	12/28/2012	DEPOSIT		CREDIT CARD 12/28/2012	467.16	CLEARED	C	1/02/2013
1010	12/28/2012	DEPOSIT	000001	REGULAR DAILY POST 12/28/2012	759.01	CLEARED	C	12/31/2012
1010	12/31/2012	DEPOSIT		CREDIT CARD 12/31/2012	197.35	CLEARED	C	1/03/2013
1010	12/31/2012	DEPOSIT	000001	REGULAR DAILY POST 12/31/2012	1,257.27	CLEARED	C	1/02/2013
<b>MISCELLANEOUS:</b>								
1010	12/14/2012	MISC.		PAYROLL DIRECT DEPOSIT	16,372.27CR	CLEARED	P	12/14/2012
1010	12/14/2012	MISC.	000001	PAYROLL DIRECT DEPOSIT	940.35CR	CLEARED	P	12/14/2012
1010	12/14/2012	MISC.	000002	Correct Direct Deposit	50.00CR	CLEARED	G	12/19/2012
1010	12/14/2012	MISC.	000003	Correct Payroll Taxes	20.01	OUTSTND	G	0/00/0000
1010	12/19/2012	MISC.		PAYROLL DIRECT DEPOSIT	188.70CR	CLEARED	P	12/19/2012
1010	12/28/2012	MISC.		PAYROLL DIRECT DEPOSIT	14,871.10CR	CLEARED	P	12/28/2012
<b>SERVICE CHARGE:</b>								
1010	12/04/2012	SERV-CHG		November 2012 ETS Fees	419.57CR	CLEARED	G	12/04/2012
1010	12/04/2012	SERV-CHG	000001	November 2012 ETS Fees	297.78CR	CLEARED	G	12/04/2012
1010	12/04/2012	SERV-CHG	000002	November 2012 ETS Fees	162.77CR	CLEARED	G	12/04/2012
1010	12/04/2012	SERV-CHG	000003	Deposit Slips	56.50CR	CLEARED	G	12/04/2012
1010	12/15/2012	SERV-CHG		November 2012 Analysis Fees	369.92CR	CLEARED	G	12/17/2012
<b>TOTALS FOR ACCOUNT 1010</b>				CHECK	TOTAL:	141,562.11CR		
				DEPOSIT	TOTAL:	98,208.53		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	32,402.41CR		
				SERVICE CHARGE	TOTAL:	1,306.54CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	7,530.41CR		
<b>TOTALS FOR POOLED CASH FUND</b>				CHECK	TOTAL:	141,562.11CR		
				DEPOSIT	TOTAL:	98,208.53		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	32,402.41CR		
				SERVICE CHARGE	TOTAL:	1,306.54CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	7,530.41CR		



A C C O U N T S P A Y A B L E  
D I S B U R S E M E N T R E P O R T

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

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1722	US DEPARTMENT OF THE TREA	000000	7,530.41	N	120 2091	FIT PAYABLE	2,995.40
					120 2093	SOCIAL SECURITY PAYABL	88.29
					120 2094	MEDICARE PAYABLE	351.97
					120 5-10-5010	SALARIES & WAGES	242.81
					120 5-20-5010	SALARIES & WAGES	43.97
					120 5-30-5010	SALARIES & WAGES	188.70
					120 5-40-5010	DIRECTORS COMPENSATION	6.88
					130 2091	FIT PAYABLE	2,864.73
					130 2093	SOCIAL SECURITY PAYABL	4.62
					130 2094	MEDICARE PAYABLE	357.81
					130 5-10-5010	SALARIES & WAGES	88.83
					130 5-20-5010	SALARIES & WAGES	53.73
					130 5-30-5010	SALARIES & WAGES	213.60
					130 5-40-5010	DIRECTORS COMPENSATION	8.42
					140 2091	FIT PAYABLE	17.51
					140 2094	MEDICARE PAYABLE	1.57
					140 5-30-5010	SALARIES & WAGES	1.57
01-2807	CA EMERGENCY MANAGEMENT A	030521	12,474.00	N	175 4300	MISC INCOME	12,474.00
01-2197	CHASE CARD SERVICES UNITE	030522	661.87	N	120 5-00-5061	VEHICLE MAINT	6.24
					120 5-00-5090	OFFICE SUPPLIES	9.95
					120 5-00-5312	TOOLS - FIELD	314.50
					130 5-00-5061	VEHICLE MAINT	6.48
					130 5-00-5090	OFFICE SUPPLIES	9.95
					130 5-00-5312	TOOLS - FIELD	314.75
01-2291	DAVE BURNS	030523	10.00	N	120 5-00-5075	BANK FEES	5.00
					130 5-00-5075	BANK FEES	5.00
01-2788	GHD	030524	15,083.27	N	130 5-00-5122	ENGINEERING SERVICES	15,083.27
01-1	MISCELLANEOUS VENDOR	030525	607.50	N	120 5-00-5123	OTHER PROFESSIONAL SER	303.75
					130 5-00-5123	OTHER PROFESSIONAL SER	303.75
01-1392	MEDIACOM	030526	75.90	N	120 5-00-5110	CONTRACTUAL SERVICES	36.44
					130 5-00-5110	CONTRACTUAL SERVICES	39.46
01-2699	MICHELLE HAMILTON	030527	625.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	300.00
					130 5-00-5110	CONTRACTUAL SERVICES	325.00
01-9	PACIFIC GAS & ELECTRIC CO	030528	13,727.91	N	120 5-00-5192	ELECTRICITY	1,375.21
					130 5-00-5192	ELECTRICITY	12,327.61
					140 5-00-5192	ELECTRICITY	25.09
01-2607	PATRICIA WILKINSON	030529	59.94	N	120 5-20-5170	TRAVEL MILEAGE	11.24
					130 5-20-5170	TRAVEL MILEAGE	48.70
01-2700	REDFORD SERVICES	030530	950.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	456.00
					130 5-00-5110	CONTRACTUAL SERVICES	494.00
01-2804	ROLAND SANFORD	030531	112.11	N	130 5-10-5170	TRAVEL MILEAGE	112.11

A C C O U N T S P A Y A B L E  
D I S B U R S E M E N T R E P O R T

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

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L					
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT					
01-1705	SPECIAL DISTRICT RISK MAN	030532	5,269.00	N	120 5-00-5020	EMPLOYEE BENEFITS	2,842.00					
					130 5-00-5020	EMPLOYEE BENEFITS	2,427.00					
01-1652	TAMI IPSEN	030533	36.84	N	120 5-10-5170	TRAVEL MILEAGE	6.91					
					130 5-10-5170	TRAVEL MILEAGE	29.93					
01-1	MISCELLANEOUS VENDOR	030534	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00					
01-1	MISCELLANEOUS VENDOR	030535	56.64		130 1052	ACCTS REC WATER USE	56.64					
01-1961	ACWA/JPIA	030537	822.28	N	120 5-00-5020	EMPLOYEE BENEFITS	337.73					
					130 5-00-5020	EMPLOYEE BENEFITS	484.55					
01-2111	CSG SYSTEMS	030538	1,292.48	N	120 5-00-5110	CONTRACTUAL SERVICES	620.39					
					130 5-00-5110	CONTRACTUAL SERVICES	672.09					
01-2797	GOVERNMENT STAFFING SERVI	030539	7,159.20	N	120 5-00-5123	OTHER PROFESSIONAL SER	3,579.60					
					130 5-00-5123	OTHER PROFESSIONAL SER	3,579.60					
01-1982	PRIMUS	030540	7.71	N	120 5-00-5191	TELEPHONE	3.86					
					130 5-00-5191	TELEPHONE	3.85					
01-1579	SOUTH LAKE REFUSE COMPANY	030541	157.59	Y	120 5-00-5155	MAINT BLDG & GROUNDS	78.32					
					130 5-00-5155	MAINT BLDG & GROUNDS	78.32					
					140 5-00-5155	MAINT BLDG & GROUNDS	0.95					
01-1705	SPECIAL DISTRICT RISK MAN	030542	21,688.74	N	120 5-00-5025	RETIREE HEALTH BENEFIT	849.92					
					120 5-10-5020	EMPLOYEE BENEFITS	638.95					
					120 5-20-5020	EMPLOYEE BENEFITS	1,469.91					
					120 5-30-5020	EMPLOYEE BENEFITS	3,259.30					
					120 5-40-5020	EMPLOYEE BENEFITS	3,486.02					
					130 5-00-5025	RETIREE HEALTH BENEFIT	849.91					
					130 5-10-5020	EMPLOYEE BENEFITS	908.38					
					130 5-20-5020	EMPLOYEE BENEFITS	2,089.74					
					130 5-30-5020	EMPLOYEE BENEFITS	4,633.68					
					130 5-40-5020	EMPLOYEE BENEFITS	3,486.01					
					140 5-10-5020	EMPLOYEE BENEFITS	2.01					
					140 5-20-5020	EMPLOYEE BENEFITS	4.64					
					140 5-30-5020	EMPLOYEE BENEFITS	10.27					
					01-2784	SUCCEED.NET	030543	35.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	16.80
										130 5-00-5110	CONTRACTUAL SERVICES	18.20
01-2585	TYLER TECHNOLOGY	030544	121.00	N	120 5-00-5110	CONTRACTUAL SERVICES	58.08					
					130 5-00-5110	CONTRACTUAL SERVICES	62.92					
01-1659	WAGNER & BONSIGNORE	030545	6,942.70	N	130 5-00-5123	OTHER PROFESSIONAL SER	6,942.70					
01-2283	ARMED FORCE PEST CONTROL,	030546	180.00	N	120 5-00-5155	MAINT BLDG & GROUNDS	90.00					
					130 5-00-5155	MAINT BLDG & GROUNDS	90.00					
01-8	AT&T	030547	873.89	N	120 5-00-5191	TELEPHONE	436.95					
					130 5-00-5191	TELEPHONE	436.94					

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-2531	BLUETARP FINANCIAL, INC.	030548	2,293.72	N	120 5-00-5150	REPAIR & REPLACE	2,293.72
01-112	EEL RIVER FUELS, INC.	030549	1,364.62	N	120 5-00-5060 130 5-00-5060	GASOLINE, OIL & FUEL GASOLINE, OIL & FUEL	682.32 682.30
01-2538	HARDESTER'S MARKETS & HAR	030550	10.21	N	120 5-00-5148 130 5-00-5150	OPERATING SUPPLIES REPAIR & REPLACE	4.76 5.45
01-1189	L & M LOCKSMITHING	030551	854.40	Y	130 5-00-5155	MAINT BLDG & GROUNDS	854.40
01-2743	LAKE COUNTY COURIER EXPRE	030552	1,361.00	N	120 5-00-5110	CONTRACTUAL SERVICES	1,361.00
01-129	LAKE LABS	030553	1,790.00	Y	120 5-00-5195 130 5-00-5195	ENV/MONITORING ENV/MONITORING	1,374.00 416.00
01-1	MISCELLANEOUS VENDOR	030554	5,925.00	N	130 5-00-5110	CONTRACTUAL SERVICES	5,925.00
01-2541	MENDO MILL CLEARLAKE	030555	95.21	N	120 5-00-5150 120 5-00-5312 130 5-00-5150 130 5-00-5312	REPAIR & REPLACE TOOLS - FIELD REPAIR & REPLACE TOOLS - FIELD	61.73 5.25 22.98 5.25
01-2749	NAPA AUTO PARTS	030556	179.09	N	120 5-00-5061 130 5-00-5061	VEHICLE MAINT VEHICLE MAINT	89.55 89.54
01-2684	OFFICE DEPOT	030557	161.82	N	120 5-30-5090 130 5-30-5090	OFFICE SUPPLIES OFFICE SUPPLIES	80.91 80.91
01-1751	USA BLUE BOOK	030558	1,225.63	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	612.82 612.81
01-1	MISCELLANEOUS VENDOR	030559	272.25		130 1052	ACCTS REC WATER USE	272.25
01-11	STATE OF CALIFORNIA EMPLO	030560	84.78	N	120 2092 120 2095	CIT PAYBLE S D I PAYABLE	70.98 13.80
01-21	CALIFORNIA PUBLIC EMPLOYE	030561	6,137.89	N	120 2088 120 2090 120 5-10-5021 120 5-20-5021 120 5-30-5021 130 2088 130 2090 130 5-10-5021 130 5-20-5021 130 5-30-5021 140 2088 140 2090 140 5-30-5021	SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT EXPENSES RETIREMENT EXPENSES RETIREMENT EXPENSES SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT EXPENSES RETIREMENT EXPENSES RETIREMENT EXPENSES SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT EXPENSES RETIREMENT EXPENSES	4.64 1,010.02 560.83 273.24 1,017.21 5.57 1,143.06 560.81 333.94 1,212.22 0.02 4.98 11.35
01-11	STATE OF CALIFORNIA EMPLO	030562	1,093.36	N	120 2092 120 2095 130 2092	CIT PAYBLE S D I PAYABLE CIT PAYABLE	431.42 124.66 407.62

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-11	STATE OF CALIFORNIA EMPLO	030562	1,093.36	N	** (CONTINUED) **		
					140 2092	CIT PAYABLE	5.60
					140 2095	S D I PAYABLE	1.08
01-1530	VARIABLE ANNUITY LIFE INS	030563	150.00	N	120 2099	DEFERRED COMP - PLAN 4	50.47
					130 2099	DEFERRED COMP - PLAN 4	99.53
01-2797	GOVERNMENT STAFFING SERVI	030564	7,159.20	N	120 5-00-5123	OTHER PROFESSIONAL SER	3,579.60
					130 5-00-5123	OTHER PROFESSIONAL SER	3,579.60
01-1233	HIGHLANDS LANDSCAPING	030565	420.50	Y	120 5-00-5155	MAINT BLDG & GROUNDS	208.99
					130 5-00-5155	MAINT BLDG & GROUNDS	208.99
					140 5-00-5155	MAINT BLDG & GROUNDS	2.52
01-1189	L & M LOCKSMITHING	030566	89.00	Y	130 5-00-5150	REPAIR & REPLACE	89.00
01-2539	LAKE COUNTY HEALTH SERVIC	030567	1,124.00	N	120 5-00-5198	ANNUAL OPERATING FEES	1,124.00
01-2539	LAKE COUNTY HEALTH SERVIC	030568	594.00	N	130 5-00-5198	ANNUAL OPERATING FEES	594.00
01-2749	NAPA AUTO PARTS	030569	387.25	N	120 5-00-5061	VEHICLE MAINT	193.62
					130 5-00-5061	VEHICLE MAINT	193.63
01-2684	OFFICE DEPOT	030570	235.23	N	120 5-30-5090	OFFICE SUPPLIES	117.62
					130 5-30-5090	OFFICE SUPPLIES	117.61
01-1621	POWER INDUSTRIES	030571	953.92	N	130 5-00-5150	REPAIR & REPLACE	953.92
01-1751	USA BLUE BOOK	030572	154.67	N	120 5-00-5150	REPAIR & REPLACE	77.34
					130 5-00-5150	REPAIR & REPLACE	77.33
01-2598	VERIZON WIRELESS	030573	643.54	N	120 5-00-5191	TELEPHONE	321.77
					130 5-00-5191	TELEPHONE	321.77
01-1	MISCELLANEOUS VENDOR	030574	39.52		130 1052	ACCTS REC WATER USE	39.52
01-47	BRELJE AND RACE LABS, INC	030576	716.70	N	120 5-00-5195	ENV/MONITORING	716.70
01-2702	PACE SUPPLY CORP	030577	1,863.26	N	130 5-00-5150	REPAIR & REPLACE	1,863.26
01-1046	RAINBOW AGRICULTURAL SERV	030578	636.03	N	130 5-00-5155	MAINT BLDG & GROUNDS	636.03
01-2808	DEPARTMENT OF FISH AND GA	030579	850.00	N	130 5-00-5124	WATER RIGHTS	850.00
01-1	MISCELLANEOUS VENDOR	030580	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-2684	OFFICE DEPOT	030581	102.94	N	120 5-10-5090	OFFICE SUPPLIES	51.47
					130 5-10-5090	OFFICE SUPPLIES	51.47
01-2809	STATE WATER RESOURCES CON	030582	1,000.00	N	130 5-00-5124	WATER RIGHTS	1,000.00
01-2811	STATE WATER RESOURCES CON	030583	1,192.30	N	130 5-00-5124	WATER RIGHTS	1,192.30
01-2812	STATE WATER RESOURCES CON	030584	1,491.70	N	130 5-00-5124	WATER RIGHTS	1,491.70



A C C O U N T S P A Y A B L E  
D I S B U R S E M E N T R E P O R T

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-2784	SUCCEED.NET	030585	92.20	Y	120 5-00-5110	CONTRACTUAL SERVICES	44.26
					130 5-00-5110	CONTRACTUAL SERVICES	47.94
01-21	CALIFORNIA PUBLIC EMPLOYE	030586	6,007.64	N	120 2088	SURVIVOR BENEFITS - PE	4.33
					120 2090	PERS PAYABLE	928.64
					120 5-10-5021	RETIREMENT EXPENSES	562.46
					120 5-20-5021	RETIREMENT EXPENSES	284.70
					120 5-30-5021	RETIREMENT EXPENSES	888.45
					130 2088	SURVIVOR BENEFITS - PE	5.90
					130 2090	PERS PAYABLE	1,141.49
					130 5-10-5021	RETIREMENT EXPENSES	562.44
					130 5-20-5021	RETIREMENT EXPENSES	347.96
					130 5-30-5021	RETIREMENT EXPENSES	1,281.27
01-11	STATE OF CALIFORNIA EMPLO	030587	901.60	N	120 2092	CIT PAYBLE	303.65
					120 2095	S D I PAYABLE	101.84
					130 2092	CIT PAYABLE	374.90
					130 2095	S D I PAYABLE	121.21
01-1530	VARIABLE ANNUITY LIFE INS	030588	150.00	N	120 2099	DEFERRED COMP - PLAN 4	38.59
					130 2099	DEFERRED COMP - PLAN 4	111.41
	1099 ELIGIBLE	9	5,013.69				
	1099 EXEMPT	58	<u>141,651.47</u>				
***	REPORT TOTALS	***	67				146,665.16

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS 4TH L	8.97
120 2090	PERS PAYABLE	1,938.66
120 2091	FIT PAYABLE	2,995.40
120 2092	CIT PAYBLE	806.05
120 2093	SOCIAL SECURITY PAYABLE	88.29
120 2094	MEDICARE PAYABLE	351.97
120 2095	S D I PAYABLE	240.30
120 2099	DEFERRED COMP - PLAN 457 PAY	89.06
120 5-00-5020	EMPLOYEE BENEFITS	3,179.73

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

SORTED BY CHECK

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5025	RETIREE HEALTH BENEFITS	849.92
120 5-00-5060	GASOLINE, OIL & FUEL	682.32
120 5-00-5061	VEHICLE MAINT	289.41
120 5-00-5075	BANK FEES	5.00
120 5-00-5090	OFFICE SUPPLIES	9.95
120 5-00-5110	CONTRACTUAL SERVICES	2,892.97
120 5-00-5123	OTHER PROFESSIONAL SERVICES	7,462.95
120 5-00-5148	OPERATING SUPPLIES	4.76
120 5-00-5150	REPAIR & REPLACE	3,045.61
120 5-00-5155	MAINT BLDG & GROUNDS	377.31
120 5-00-5191	TELEPHONE	762.58
120 5-00-5192	ELECTRICITY	1,375.21
120 5-00-5195	ENV/MONITORING	2,090.70
120 5-00-5198	ANNUAL OPERATING FEES	1,124.00
120 5-00-5312	TOOLS - FIELD	319.75
120 5-10-5010	SALARIES & WAGES	242.81
120 5-10-5020	EMPLOYEE BENEFITS	638.95
120 5-10-5021	RETIREMENT EXPENSES	1,123.29
120 5-10-5090	OFFICE SUPPLIES	51.47
120 5-10-5170	TRAVEL MILEAGE	6.91
120 5-20-5010	SALARIES & WAGES	43.97
120 5-20-5020	EMPLOYEE BENEFITS	1,469.91
120 5-20-5021	RETIREMENT EXPENSES	557.94
120 5-20-5170	TRAVEL MILEAGE	11.24
120 5-30-5010	SALARIES & WAGES	188.70
120 5-30-5020	EMPLOYEE BENEFITS	3,259.30
120 5-30-5021	RETIREMENT EXPENSES	1,905.66
120 5-30-5090	OFFICE SUPPLIES	198.53
120 5-40-5010	DIRECTORS COMPENSATION	6.88
120 5-40-5020	EMPLOYEE BENEFITS	3,486.02
	** FUND TOTAL **	44,182.45
130 1052	ACCTS REC WATER USE	368.41
130 2088	SURVIVOR BENEFITS - PERS 4TH L	11.47
130 2090	PERS PAYABLE	2,284.55
130 2091	FIT PAYABLE	2,864.73
130 2092	CIT PAYABLE	782.52
130 2093	SOCIAL SECURITY PAYABLE	4.62
130 2094	MEDICARE PAYABLE	357.81
130 2095	S D I PAYABLE	244.19
130 2099	DEFERRED COMP - PLAN 457 PAYAB	210.94
130 5-00-5020	EMPLOYEE BENEFITS	2,911.55
130 5-00-5025	RETIREE HEALTH BENEFITS	849.91
130 5-00-5060	GASOLINE, OIL & FUEL	682.30
130 5-00-5061	VEHICLE MAINT	289.65
130 5-00-5075	BANK FEES	5.00
130 5-00-5090	OFFICE SUPPLIES	9.95

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

SORTED BY CHECK

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5110	CONTRACTUAL SERVICES	7,584.61
130 5-00-5122	ENGINEERING SERVICES	15,083.27
130 5-00-5123	OTHER PROFESSIONAL SERVICES	14,405.65
130 5-00-5124	WATER RIGHTS	4,534.00
130 5-00-5150	REPAIR & REPLACE	3,624.75
130 5-00-5155	MAINT BLDG & GROUNDS	1,867.74
130 5-00-5191	TELEPHONE	762.56
130 5-00-5192	ELECTRICITY	12,327.61
130 5-00-5195	ENV/MONITORING	416.00
130 5-00-5198	ANNUAL OPERATING FEES	594.00
130 5-00-5312	TOOLS - FIELD	320.00
130 5-00-5505	WATER CONSERVATION	300.00
130 5-10-5010	SALARIES & WAGES	88.83
130 5-10-5020	EMPLOYEE BENEFITS	908.38
130 5-10-5021	RETIREMENT EXPENSES	1,123.25
130 5-10-5090	OFFICE SUPPLIES	51.47
130 5-10-5170	TRAVEL MILEAGE	142.04
130 5-20-5010	SALARIES & WAGES	53.73
130 5-20-5020	EMPLOYEE BENEFITS	2,089.74
130 5-20-5021	RETIREMENT EXPENSES	681.90
130 5-20-5170	TRAVEL MILEAGE	48.70
130 5-30-5010	SALARIES & WAGES	213.60
130 5-30-5020	EMPLOYEE BENEFITS	4,633.68
130 5-30-5021	RETIREMENT EXPENSES	2,493.49
130 5-30-5090	OFFICE SUPPLIES	198.52
130 5-40-5010	DIRECTORS COMPENSATION	8.42
130 5-40-5020	EMPLOYEE BENEFITS	3,486.01
	** FUND TOTAL **	89,919.55
140 2088	SURVIVOR BENEFITS - PERS 4TH L	0.02
140 2090	PERS PAYABLE	4.98
140 2091	FIT PAYABLE	17.51
140 2092	CIT PAYABLE	5.60
140 2094	MEDICARE PAYABLE	1.57
140 2095	S D I PAYABLE	1.08
140 5-00-5155	MAINT BLDG & GROUNDS	3.47
140 5-00-5192	ELECTRICITY	25.09
140 5-10-5020	EMPLOYEE BENEFITS	2.01
140 5-20-5020	EMPLOYEE BENEFITS	4.64
140 5-30-5010	SALARIES & WAGES	1.57
140 5-30-5020	EMPLOYEE BENEFITS	10.27
140 5-30-5021	RETIREMENT EXPENSES	11.35
	** FUND TOTAL **	89.16
175 4300	MISC INCOME	12,474.00
	** FUND TOTAL **	12,474.00

-----  
\*\* TOTAL \*\*

146,665.16

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	: 12/01/2012 THRU 12/31/2012	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: CHECK

G/L EXPENSE DISTRIBUTION: YES

CHECK RANGE: 000000 THRU 999999



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

**DATE:** January 15, 2013

**AGENDA ITEM:** Adoption of Resolution 2013-01 appointing Roland Sanford as the Secretary to the Board

---

**RECOMMENDATIONS:**

Adopt a resolution (Resolution 2013-01) to appoint Roland Sanford as the Secretary to the Board

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

On November 20, 2012 the Board voted to transfer the Secretary to the Board function and duties from the Administrative Assistant/Secretary to the Board, to the General Manager. Roland Sanford is, effective January 1, 2013, the District's General Manager. The appointment of Roland Sanford as the Secretary to the Board must be made by way of Board resolution, followed by the "swearing in" of Roland Sanford (see agenda item 6).

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

---

Modification to recommendation and/or other actions:

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I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

RESOLUTION NO. 2013-01

A RESOLUTION APPOINTING A SECRETARY TO THE BOARD  
FOR THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, of California, as follows:

1. That Roland Sanford be, and is hereby, appointed as Secretary to the Board of the Hidden Valley Lake Community Services District as of January 15, 2013.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 15th day of January 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Roland Sanford, General Manager/Secretary to the Board

\_\_\_\_\_  
President of the Board

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

**DATE:** January 15, 2013

**AGENDA ITEM:** Approval of General Manager contract amendment to correct typographical error

---

**RECOMMENDATIONS:**

Approve correction of typographical error on page 4 (Section 7A – hours and benefits) of the General Manager’s employment contract – change “6.67 hours per pay period” to “6.15 hours per pay period” - and authorize Board President to sign amended contract.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

On December 18, 2012 the Board approved the attached General Manager employment contract between the District and Roland Sanford. The contract, which became effective January 1, 2013, includes a provision whereby the “...Employee shall be entitled to 20 days of vacation time per year, accrued at 6.67 hours per pay period” (see first sentence of Section 7A on page 4). The accrual rate, as presently stated, is incorrect and should be reduced to 6.15 hours per pay period in order to match the intended 20 days of vacation time per year (26 pay periods per year x 6.15 hours per pay period). A copy of the amended contract, with the correct vacation accrual rate, is attached.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

**EMPLOYMENT CONTRACT FOR SERVICES AS GENERAL MANAGER  
OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
(Amended 1-15-13)

This Employment Contract (herein "Contract") is made and entered into as of the \_\_\_\_ day of January, 2013, by and between HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT (hereinafter the "District"), a California special district, and ROLAND SANFORD (hereinafter "Employee").

*RECITALS*

WHEREAS, District's Board of Directors (herein "Board") wishes to engage the services of Employee as the District General Manager;

WHEREAS, Employee represents and warrants that he is qualified to perform such services; and

WHEREAS, Employee represents that he has read the functions, responsibilities and duties set forth in Exhibit "A" attached hereto and incorporated herein.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the parties hereto agree as follows:

SECTION 1. DUTIES.

A. District hereby agrees to employ Employee as District General Manager, to serve at the pleasure of the Board. Employee shall perform the functions and duties specified in Exhibit "A," and such other legally permissible and further duties and functions as shall, from time to time, be assigned by the Board, or as required by law.

B. Employee shall devote such time, interest, and effort to the performance of his duties as may be reasonably necessary to fulfill the above requirements. Without limiting the generality of the foregoing, Employee agrees to a work schedule as provided in Section 7 hereinafter, except as otherwise provided herein.

C. Employee's duties require that he be available to address time-sensitive matters of District business, and Employee agrees to reside within a distance from the District administrative offices that enables him to be on District premises within (1) one hour and (30) minutes during his employment as General Manager.

SECTION 2. TERM.

A. This Contract shall be effective as of January 1, 2013 (the "Anniversary Date") and remain in effect until January 1, 2015 unless extended and/or until terminated as provided in this Section. The Contract shall be automatically extended an additional year commencing



on January 1, 2014, and continuing from year to year thereafter, unless the District notifies Employee that said automatic extension is being terminated on or before December 1, of each successive year commencing December 1, 2013. The net effect -- on January 1 of any given year -- would be to provide two years on the balance of the Contract, unless the District had chosen to terminate the automatic extension provision, in which case the two-year clock on the contract term would begin to wind down to zero.

B. It is expressly understood that Employee, in his capacity as District General Manager, is an at-will employee serving at the pleasure of the Board, subject to termination at any time, with or without cause, and with no right to any hearing, including any so-called Skelly hearing.

C. Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of the Employee or the District to voluntarily terminate this Contract. Due to the sensitive nature of Employee's position and the difficulty of replacing Employee, Employee shall give ninety (90) days written notice prior to such termination to the Board.

D. In the event the District terminates Employee's employment without cause, the Employee shall be entitled to the following severance in accordance with the terms of California Government Code sections 53260, et seq: (1) twelve (12) months' base salary at the rate in effect at the date of termination; and (2) compensation for unused vacation at the salary rate effective at the date of termination; provided, however, if District terminates Employee's employment without cause during the last twelve (12) months of Employee's employment, then Employee shall only be entitled to the number of months' base salary remaining in this Contract. If the Employee is convicted of a crime involving an abuse of his office or position (as defined in Government Code Section 53243.4, or its successor), the Employee shall be obligated to reimburse the District the full amount of the cash settlement listed hereinbefore under section (1) above. Payment of any severance is expressly contingent on Employee releasing the District and its Board from any all claims relating to Employee's employment and the termination thereof, excluding any claims for workers' compensation or unemployment insurance.

Upon any allegation that Employee has engaged in conduct that would result in his termination "for cause" as defined below, Employee is entitled to address and attempt to rebut those allegations before the Board in a closed session prior to the Board making any final determination regarding the veracity of those allegations. In the event the Board, in its discretion, finds merit to the allegations and terminates for cause, the Employee shall not be entitled to any severance pay. Such determination shall be made by the Board in its sole discretion, subject to review in an evidentiary hearing, if requested by the Employee. The hearing shall be before a neutral hearing officer selected from a list supplied by the State Mediation and Conciliation Service, and the issue at the hearing shall be limited solely to whether or not there is sufficient evidence to support a finding of termination for cause such that the Employee would not be entitled to any severance pay. Under no circumstances shall the Employee be entitled to reinstatement to the position of General Manager as a result of such hearing. Following the hearing, the hearing officer shall submit his or her findings and

decision to the District, which shall be final and binding. Termination shall be 'for cause' if the Employee:

- (1) acts in bad faith and to the detriment of the District;
- (2) intentionally or repeatedly fails to comply with legal requirements or with the District's policies or directives
- (3) exhibits in regard to his employment unfitness or unavailability for service, abuse of authority, misconduct, dishonesty, habitual neglect, or incompetence;
- (4) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or
- (5) breaches any material term of this Contract.

### SECTION 3. COMPENSATION; RELOCATION EXPENSE REIMBURSEMENT

A. District agrees to pay Employee for services rendered pursuant hereto at a rate of \$125,000 annually payable in bi-weekly installments.

### SECTION 4. PERFORMANCE EVALUATION

A. The performance review and evaluation process set forth herein is intended to provide review and feedback to Employee so as to facilitate a more effective management of the District. Nothing herein shall be deemed to alter or change the employment status of Employee, nor shall this Section be construed as requiring "cause" to terminate this "Contract" or the services of Employee hereunder.

B. The Board will conduct the first performance evaluation of Employee no later than August 2013 and every twelve (12) months thereafter. In conjunction with each performance evaluation, District may consider any appropriate merit pay adjustments.

C. District agrees to prepare a written summary of each performance evaluation of Employee, and to include the same in his personnel file within two (2) weeks following conclusion of the review and evaluation process and shall schedule at least one (1) closed personnel session with Employee to deliver and discuss the performance evaluation.

### SECTION 5. HEALTH & WELLNESS.

District shall provide to Employee and his immediate family (dependents) the same group medical and dental, insurance programs, as well as any retirement benefits, if any, as are afforded to other employees of District in accordance with current policies or as such policies are revised or amended from time to time in the future. This section is interpreted consistently with those policies, as amended if applicable.



## SECTION 6. PROFESSIONAL DEVELOPMENT AND BUSINESS EXPENSES.

A. If consistent with annual budgetary proceedings and when approved in advance by the Board President, or in his/her absence another Board Officer, District agrees to pay reasonable: (i) travel and subsistence expenses of Employee for professional and official travel to and from attendance at conferences, seminars, and meetings; and (ii) professional dues, books, and subscription expenses necessary and desirable to continue the professional development of Employee and to adequately pursue necessary official and other functions for District, including national, regional, state, and local governmental groups and committees thereof which Employee and for District serves as a member.

B. If consistent with annual budgetary proceedings, the District agrees to pay such other reasonable expenses related to Employee's performance of the duties stated herein. Employee's professional development and business expenses are governed in accordance with existing District policies, or as such policies are revised from time to time in the future, and are more fully set forth therein. This section is interpreted consistently with those policies, as amended if applicable.

## SECTION 7. HOURS AND BENEFITS.

A. Employee shall be entitled to 20 days of vacation time per year, accrued at 6.15 hours per pay period. Employee has discretion to schedule his vacation so long as that vacation is scheduled in such a way as to avoid unnecessary detriment to the District's operations. Employee will provide reasonable notice to the Board, of scheduled vacation dates and will identify employees who will perform the Employee's duties during his absence.

B. Employee shall accrue paid sick/personal leave at the same rate and on the same terms as are afforded to other management employees of District, as set forth in District policies, as such policies may be amended from time to time in the future. This section is interpreted consistently with those policies, as amended if applicable.

C. Employee shall be entitled to paid holidays according to the same schedule as is afforded management employees of the District, as set forth in District policies, as such policies may be amended from time to time in the future. This section is interpreted consistently with those policies, as amended if applicable.

D. Employee shall report to District's offices for work five (5) days per week during normal business hours and at such other times as may be necessary to discharge his duties, except when away on business for the District, on sick or personal leave, or as otherwise excused by the Board President, or in his/her absence any other Board Officer, in writing (including an email communication). This provision shall not be interpreted to require that Employee obtain written approval prior to scheduling Employee's vacation. Employee has discretion to schedule his vacation so long as that vacation is scheduled in such a way as to avoid unnecessary detriment to the District's operations. Employee will provide reasonable

notice to the Board of Employee's scheduled vacation dates and will identify employees who will perform the Employee's duties during his absence.

E. District shall pay for all official bonds required for the office of the General Manager.

F. Employee shall be a member of District's retirement plan adopted and existing pursuant to contract with the State of California Public Employees' Retirement System ("PERS") in accordance with official plan documents and related District policies, as such plan or policies may be amended from time to time in the future. This section is interpreted consistently with that plan and those policies, as amended if applicable.

#### SECTION 8. GENERAL PROVISIONS.

A. This Contract shall constitute the entire agreement between the parties hereto.

B. This Contract shall be governed by the laws of the State of California.

C. This Contract shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

D. Any assignment of the rights or obligations of Employee hereunder without the express approval of District shall be void.

E. No waiver, alteration, or modification of any of the provisions of this Contract shall be valid and binding unless in a writing executed by the parties hereto.

F. This Contract integrates all of the terms and conditions mentioned herein, or incidental hereto, and this Contract supersedes all negotiations and previous agreements between the parties with respect to all or any part of the subject matter hereof. This Contract wholly supersedes and replaces the terms of any prior agreements, and any rights contained in such agreement. This Contract also incorporates by reference the District policies, as currently enacted and as amended in the future. Where in conflict, the provisions of this Contract supersede the District policies, including any revisions or amendments thereto.

G. If any provision or any portion thereof, contained in this Contract is held to be unconstitutional, invalid, or unenforceable, the remainder of this Contract or portion thereof, shall not be affected, and shall remain in full force and effect.

H. Employee acknowledges that he has had the opportunity to consult legal counsel in regard to this Contract, that he has read and understands this Contract, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Contract.



IN WITNESS WHEREOF, the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT has caused this Contract to be signed and duly executed by its President, and the Employee has signed and executed this Contract, both in duplicate, as of the day and year first above written.

DISTRICT:

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
By: Linda Herndon  
President

EMPLOYEE:

\_\_\_\_\_  
By: Roland Sanford

APPROVED AS TO FORM:

\_\_\_\_\_  
By: Michael P. Merrill  
District Counsel

## EXHIBIT "A"

### HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

#### GENERAL MANAGER JOB DESCRIPTION

##### Summary:

Under the direction of the Board of Directors, the General Manager serves as agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operations 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 thorough administrative support to the Board of Directors.

##### Duties and Responsibilities:

1. Serve as chief executive officer of the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT; assume full management responsibility for all District operations, services, and activities; plan, direct, manage, and oversee the activities and operations of the District including Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations.
2. Facilitate the development, implementation, and administration of District goals and objectives; interpret and implement policies and goals set by the Board of Directors; provide for adequate guidelines for management to implement new or revised policies or procedures.
3. Direct and participate, with division head cooperation, in the development and administration of the District's budget; prepare long-term plans of capital improvements and repair and replacement of District facilities, including financial plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
4. Establish organizational standards and objectives; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly, and periodically review and recommend changes to District policies for improving efficiencies, reducing costs and improving customer service.
5. Assure that the Board of Directors are informed of activities of the District and the extent to which objectives are being met; discuss possible agenda items with the Board and management staff; determine items to be presented; review agenda and items to be presented prior to meeting; and timely present legislative and legal updates or requirements to the Board of Directors

6. Provide staff assistance to the Board of Directors; prepare, submit, and present staff reports and other necessary correspondence and recommendations to the Board of Directors on issues for its consideration and action; oversee the preparation and administration of Board agendas; keep Board of Directors advised of financial conditions, program progress, and present and future needs of the District; prepare recommendations and advise the Board of Directors on matters requiring legislative action; carry out direction of the Board by assigning tasks and evaluating results.
7. Coordinate with efforts of the District's legal counsel in the presentation and resolution of matters requiring legal attention and inform Board of litigation and/or potential liability.
8. Encourage cooperative efforts of all division heads; develop subordinates through delegation of authority, monitoring performance and providing feedback and counseling to key personnel. Evaluate personnel needs of the District and skill levels required in key management positions; make or approve personnel selections at the division head level; be responsible for making all personnel selections at levels below division head level and provide for the annual written performance evaluations of division heads and other employees, as required.
9. Select, or review the selection of consultants; approve capital expenditures within established authorization limits.
10. Represent the District in meetings and discussions with employees, customers, the public, government officials, regulators, attorneys, and contractors in order to promote the District's goals and objectives and resolve issues.
11. Communicate and interface with general managers in other districts; negotiate agreements with other districts at the local, regional or state level.
12. Provide for an effective community image through presentation to community groups and membership in local and civic organizations; maintain contacts with the media and community leaders.
13. Provide positive and constructive leadership and management.
14. Perform other special projects as required.
15. Implement the District's Long Range Plan and at least annually review such plan and recommendations thereto with the Board of Directors.
16. Provide positive and constructive leadership and management, and maintain the highest ethical standards. Interact with Board of Directors, employees, customers, and the public in a positive, cooperative, and supportive manner.





# Hidden Valley Lake Community Services District

## Regular Board Meeting Minutes

DATE: November 20, 2012  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on November 20, 2012 at the hour of 7:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian and Herndon. Also present: Roland Sanford, Interim General Manager. (Director Graham arrived following agenda item 5, just before the Board discussed agenda item 6).

4) APPROVAL OF AGENDA:

Director Freeman moved, Director Mirbegian seconded to approve the November 20, 2012 Agenda.

Motion approved by the following votes:

Ayes: Director Freeman, Lieberman, Mirbegian and Herndon.  
Absent: Director Graham

5) APPROVAL OF CONSENT CALENDAR:

A. MINUTES: Approval of the September 18, 2012 Regular Board Meeting Minutes, October 16, 2012 Regular Board Meeting Minutes and the October 16, 2012 Special Meeting Minutes.

B. WARRANTS: Approved warrant # 030349-#030431 for \$142,400.66.

Director Mirbegian moved, Director Lieberman seconded to approve the Consent Calendar.

Motion approved by the following votes:

Ayes: Director Freeman, Lieberman, Mirbegian and Herndon.  
Absent: Director Graham

6) BOARD COMMITTEE REPORTS:

Personnel Committee – Director Herndon reported on the October 24, 2012 committee meeting.

Finance Committee Report – Director Mirbegian reported on the October 26, 2012 Finance Committee.



6) BOARD COMMITTEE REPORTS: Cont'd

Security and Disaster Preparedness Program Committee Report – Director Herndon reported on the October 30, 2012 Security and Disaster Preparedness Committee meeting.

7) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet.

General Manager's Report:

Interim General Manager Roland Sanford reported on Director Mirbegian's request to have Financial Reports show a breakdown of regular versus overtime labor changes for accounts 120-5010 and 130-5010 (salary and wages). Director Herndon requested that the bi-monthly revenue/expense report include more information regarding the reason for any actual or projected month and year-to-date variables.

Mr. Sanford reported that staff had recently met with Greg Davidson, the District Bond Administrator, who provided an update on the status of two District sewer bonds (95-2; 95-3). According to Greg Davidson, the District is in a position to pay off the 95-3 bond and make an advance payment on the 95-2 bond. He also noted that reports summarizing the status of District sewer bonds 95-2 and 95-3 are being prepared by Greg Davidson and will be forwarded to the Board when they become available.

Mr. Sanford noted that the District's records regarding CalPERS and more specifically, the District's contact with CalPERS and subsequent contract amendments, appears to be incomplete, and that staff has contacted CalPERS and requested copies of all relevant District documents on file with CalPERS.

8) DISCUSSION AND POSSIBLE ACTION: Revision of Administrative Assistant/Secretary to the Board job description and title, and assignment of Secretary to the Board function to General Manager's job description.

Director Mirbegian moved, Director Graham seconded to approve the transfer of the Secretary to the Board function to the General Manager position.

Motion approved by unanimous vote.

Several Board members expressed a reluctance to proceed with the staff's proposed revisions to the Administrative Assistant/Secretary to the Board job description and title until they had a better understanding of the associated CalPERS retirement costs.

Director Mirbegian moved, and Director Lieberman seconded to postpone consideration of the proposed job description and title revision until additional information regarding the associated CalPERS retirement costs is available.

Motion approved by unanimous vote.

9) Revisions to HVLCSD Personnel Policy Manual

9A) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Jury Duty Leave policy

Director Graham suggested that the words "will be" be included in the first sentence of the policy so that the sentence would read "When a District employee is summoned to jury duty service, he/she shall be encouraged to serve and will be given time off with compensation."

Director Mirbegian moved, Director Lieberman seconded to approve the Jury Duty Leave Policy with the suggested change by Director Graham.

Motion approved by unanimous vote.

9B) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Time-Off to Vote policy

After discussion, Director Mirbegian moved and Director Lieberman seconded to approve the revised Time-Off to Vote policy.

Motion approved by unanimous vote.

9C) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Employee Medical Benefit Alternate Coverage policy

Director Herndon proposed adding the following language to the end of the first paragraph under the "Policy" subheading: "When two or more employees who are members of the same family unit qualify under Insurance Company requirements for coverage by one family member policy, they must be covered under one policy and are not eligible for individual District coverage."

After discussion, Director Mirbegian moved and Director Graham seconded to approve the revised Medical Benefit Alternate Coverage policy with the suggested change by Director Herndon.

Motion approved by unanimous vote.

9D) DISCUSSION AND POSSIBLE ACTION: Adoption of revised Hours Worked and Overtime policy

After discussion, Director Lieberman moved and Director Mirbegian seconded to approve the revised Hours Worked and Overtime policy.

Motion approved by unanimous vote.

10) DISCUSSION AND POSSIBLE ACTION: Ad hoc Policy Committee review of CSDA sample policy manual and Policy Committee recommendations regarding District policies

Ad Hoc Policy Committee member Director Mirbegian summarized the committee's conclusions and recommendations regarding the CSDA sample policy manual and noted that there were a number of policies included in the CSDA sample policy manual that the Board may want to consider adopting as District policies. She also noted that it was the committee's recommendation that the sample policies be divided among the Board's three standing committees for further review and consideration. Director Herndon said she would review the list of sample policies in the next few days and assign policies to Board committees for further review and consideration.







# Hidden Valley Lake Community Services District

## Regular Board Meeting Minutes

DATE: December 18, 2012  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on December 18, 2012 at the hour of 7:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegan and Herndon. Also present: Roland Sanford, Interim General Manager.

4) APPROVAL OF AGENDA:

Director Graham moved, Director Mirbegan seconded to approve the December 18, 2012 Agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

A. WARRANTS: Approved warrant # 030422-030520 for \$232,358.15.

6) INFORMATIONAL PRESENTATION BY MIDDLETOWN HIGH SCHOOL RODEO TEAM

Members of the Middletown High School Rodeo team gave a brief presentation on the activities of the team and thanked the Board of Directors for allowing the team to keep its cattle on the District owned property adjacent to Grange Road.

7) BOARD COMMITTEE REPORTS:

Personnel Committee – there was no report.

Finance Committee Report – Director Mirbegan reported on the December 14, 2012 Finance Committee meeting summarizing the topics discussed.

Security and Disaster Preparedness Program Committee Report – Director Herndon noted that the Security and Disaster Preparedness Committee and Director Mirbegan took a tour of the District's facilities.



8) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet. Mr. Sanford had nothing to add to the written report.

General Manager's Report:

Interim General Manager Roland Sanford had nothing to add to the written report.

9) DISCUSSION AND POSSIBLE ACTION: Revision of Administrative Assistant/Secretary to the Board job description and title

After extensive discussion, Director Lieberman moved, Director Mirbegian seconded to postpone any decision on this item until the Strategic Plan is completed.

Motion approved by unanimous vote.

10) CLOSED SESSION: Government Code Section 54957 € Public Employee  
Title: General Manager position

The Board moved into Closed Session at 9:12 p.m., and came back into session at 9:26 p.m. Director Herndon reported that the Board approved the General Manager contract with the following revision:

Section 4B to read, "The Board will conduct the first performance evaluation of the Employee no later than August, 2013 and every twelve (12) months thereafter. In conjunction with each performance evaluation, the District may consider any appropriate merit pay adjustments."

11) DISCUSSION AND POSSIBLE ACTION: Approval of employment contract between the HVLCSD

Director Mirbegian moved, Director Freeman seconded to approve the amended General Manager's contract effective January 1, 2013.

Motion approved by unanimous vote.

12) PUBLIC COMMENTS:

A member of the public expressed appreciation for the Board's work over the past 12 months and urged the Board members to keep up the good work.

13) BOARD MEMBER COMMENT:

There was none.

14) ADJOURNMENT: The meeting was adjourned at 9:35 p.m. and unanimously carried.

\_\_\_\_\_  
Roland Sanford Date  
General Manager/Secretary to the Board

\_\_\_\_\_  
President of the Board Date



# Hidden Valley Lake Community Services District

## Special Meeting

DATE: December 19, 2012  
TIME: 6:30 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on December 19, 2012 at the hour of 6:30 p.m. by Director Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Lieberman, Mirbegian, and Herndon. Also present was Interim General Manager Roland Sanford. Director Graham arrived immediately after the Board voted on Agenda Item 4 – APPROVAL OF AGENDA.

4) APPROVAL OF AGENDA:

Director Freeman moved, Director Mirbegian seconded to approve the November 27, 2012 Special Meeting agenda.

Motion approved by unanimous vote.

5) DEVELOPMENT OF REVISED MISSION STATEMENT

The Board reviewed the District's current Mission Statement and after considerable discussion, developed the following DRAFT Mission Statement for possible adoption at a future meeting:

"The mission of the Hidden valley Lake Community Services District is to manage our resources to enhance the quality of life in our community."

6) IDENTIFICATION OF CORE VALUES

Board of Directors discussed, but did not adopt Core Values.

7) DEVELOPMENT OF VISION STATEMENT

Board of Directors discussed, but did not adopt a Vision Statement.

8) PUBLIC COMMENTS

There were no public comments.

9) ADJOURNMENT:

The meeting was adjourned at 8:40 p.m. by motion from Director Mirbegian, seconded by Director Lieberman and approved by unanimous vote.

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President of the Board

Date

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Roland Sanford, General Manager/ Date  
Secretary to the Board

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

**DATE:** January 15, 2013

**AGENDA ITEM:** Conduct swearing in of the Secretary to the Board

---

**RECOMMENDATIONS:**

Request that Lake County Supervisor Jim Comstock administer the oath of office – Secretary to the Board – to General Manager Roland Sanford.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

On November 20, 2012 the Board voted to transfer the Secretary to the Board function and duties from the Administrative Assistant/Secretary to the Board, to the General Manager. Roland Sanford is, effective January 1, 2013, the District’s General Manager. In order to formally assign Mr. Sanford the Secretary to the Board role, staff recommends that the Board request that Lake County Supervisor Jim Comstock administer the associated oath of office to Mr. Sanford.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board



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

**DATE:** January 15, 2013

**AGENDA ITEM:** Informational presentation by Supervisor Jim Comstock

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**RECOMMENDATIONS:**

Hear presentation by Supervisor Jim Comstock and provide direction to staff.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

Supervisor Jim Comstock will discuss current issues pertaining to Lake County and answer questions from Board members, the audience, and staff.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

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





# Hidden Valley Lake Community Services District

## Finance Committee Report

DATE: December 14, 2012  
TIME: 10:00 a.m. – 12:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Finance Committee called to order on December 14, 2012 at the hour of 10:00 a.m. by Director Mirbegian at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman and Mirbegian. Also present: Roland Sanford, Interim General Manager.

4) APPROVAL OF AGENDA:

Director Freeman moved, Director Mirbegian seconded to approve the December 14, 2012 agenda.

Motion approved by unanimous vote.

5) FINANCIAL AUDITS

Mr. Sanford reported that the District did not receive any responses from the Audit Services RFP that was posted on the CSDA website and explained that staff will be sending the RFP directly to firms with a requested proposal response date of January 31, 2013.

6) MID YEAR BUDGET REVIEW

Mr. Sanford reported the midyear budget review will begin in January.

7) PERS RETIREMENT

Mr. Sanford provided a chronology and descriptions the District's CalPERS benefits.

8) OPPORTUNITIES FOR REFINANCING DEBT

Mr. Sanford provided information about the CDARS program and noted that the potential interest income associated with any CDARS investments would be no better, possibly worse, than what the District currently earns from its existing CD, money market and LAIF funds.

9) PUBLIC COMMENTS:

There was none.

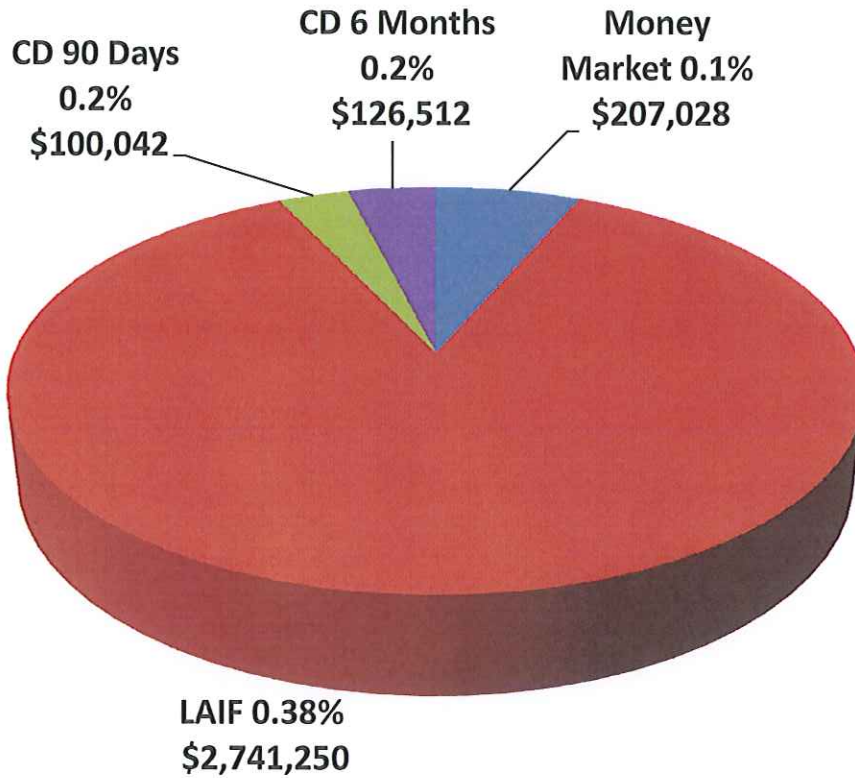
10) ADJOURNMENT:

The meeting was adjourned at 12:20 p.m. on motion by Director Freeman, seconded by Director Mirbegian, and unanimously carried.

**Hidden Valley Lake CSD  
Pooled Cash  
December 31, 2012**

<b>Beginning Balance</b>	<b>\$ 314,287.52</b>
<b>Deposits</b>	
Cash	\$ 98,208.53
Transfers	\$ -
<b>Total Deposits</b>	<b>\$ 98,208.53</b>
<b>Expenditures</b>	
Accounts Payable	\$ 146,665.16
Payroll	\$ 34,799.78
Bank Fees	\$ 1,306.54
<b>Total Expenditures</b>	<b>\$ 182,771.48</b>
<b>Ending Balance</b>	<b>\$ 229,724.57</b>

**HIDDEN VALLEY LAKE CSD  
INVESTMENT REPORT  
December 31, 2012  
\$3,174,832**



Investment	Interest Rate	Interest Earned		Funds Invested
		this Period		
Money Market	0.10%	\$	17.83	\$ 207,028
LAIF	0.38%	-	-	\$ 2,741,250
90 Day CD	0.20%		5.00	\$ 100,042
6 Month CD	0.20%		17.92	\$ 126,512
<b>Total Funds Invested</b>				<b>\$ 3,174,832</b>

This report is in compliance with the investment policy set forth by the board of the Hidden Valley Lake Community Services District.



**Hidden Valley Lake CSD  
Revenue & Expense Report  
Year to Date December 31, 2012**

	Revenue Budget	Revenue YTD Actual	% To Date	Budget s/b 3 Cycles*	YTD Over (Under) Budget	Remaining Budget YTD
Sewer Fund 120	\$ 978,100	\$ 518,122	52.97%	50.00%	2.97%	\$ 459,978
Water Fund 130	\$ 1,267,700	\$ 680,540	53.68%	50.00%	3.68%	\$ 587,160
<b>Total YTD Operating Revenue</b>	<b>\$ 2,245,800</b>	<b>\$ 1,198,663</b>	<b>53.37%</b>	<b>50.00%</b>	<b>3.37%</b>	<b>\$ 1,047,137</b>

\*Revenue collected bi-monthly, 6 cycles per year

	Expense Budget	Expense YTD Actual	% To Date	Budget s/b 6 mo	YTD Over (Under) Budget	Remaining Budget YTD
Sewer Fund 120	\$ 978,100	\$ 396,739	40.56%	50.00%	-9.44%	\$ 581,361
Water Fund 130	\$ 1,267,700	\$ 623,502	49.18%	50.00%	-0.82%	\$ 644,198
<b>Total YTD Operating Expenditures</b>	<b>\$ 2,245,800</b>	<b>\$ 1,020,241</b>	<b>45.43%</b>	<b>50.00%</b>	<b>-4.57%</b>	<b>\$ 1,225,559</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE DECEMBER 31, 2012

**120-SEWER ENTERPRISE FUND  
REVENUE**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	0.00	0.00	200.00	(200.00)	0.00%
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00%
120-4045 AVAILABILITY FEES	6,000.00	0.00	0.00	6,000.00	0.00%
120-4050 SALES OF RECLAIMED WATER	78,100.00	303.41	65,972.26	12,127.74	84.47%
120-4111 COMM SEWER USE	20,500.00	0.00	0.00	20,500.00	0.00%
120-4112 GOV'T SEWER USE	0.00	1,703.61	10,221.66	(10,221.66)	0.00%
120-4116 SEWER USE CHARGES	849,000.00	143,202.54	433,020.71	415,979.29	51.00%
120-4210 LATE FEE 10%	15,400.00	2,731.43	8,135.57	7,264.43	52.83%
120-4300 MISC INCOME	700.00	4.61	(30.71)	730.71	-4.39%
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
120-4505 LEASE INCOME	8,400.00	62.42	606.94	7,793.06	7.23%
120-4550 INTEREST	0.00	0.00	(4.00)	4.00	0.00%
<b>TOTAL REVENUES</b>	<b>978,100.00</b>	<b>148,008.02</b>	<b>518,122.43</b>	<b>459,977.57</b>	<b>52.97%</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE DECEMBER 31, 2012

**120-SEWER ENTERPRISE FUND**

EXPENDITURES - ALL DEPTS	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5010 SALARY & WAGES	391,300.00	24,422.41	149,915.32	241,384.68	38.31%
120-5020 EMPLOYEE BENEFITS	130,100.00	12,218.53	57,880.65	72,219.35	44.49%
120-5021 RETIREMENT BENEFITS	68,400.00	3,586.89	23,373.19	45,026.81	34.17%
120-5025 RETIREE HEALTH BENEFITS	6,700.00	292.97	3,077.72	3,622.28	45.94%
120-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5060 GASOLINE, OIL & FUEL	11,800.00	682.32	5,854.50	5,945.50	49.61%
120-5061 VEHICLE MAINT	8,000.00	289.41	1,698.47	6,301.53	21.23%
120-5062 TAXES & LIC	1,000.00	0.00	362.97	637.03	36.30%
120-5074 INSURANCE	17,700.00	0.00	0.00	17,700.00	0.00%
120-5075 BANK FEES	4,800.00	680.02	3,386.28	1,413.72	70.55%
120-5080 MEMBERSHIP & SUBSCRIPTIONS	3,600.00	0.00	2,448.81	1,151.19	68.02%
120-5090 OFFICE SUPPLIES	5,400.00	288.20	2,508.57	2,891.43	46.46%
120-5092 POSTAGE & SHIPPING	2,200.00	0.00	17.49	2,182.51	0.80%
120-5110 CONTRACTUAL SERVICES	29,000.00	2,892.97	20,689.16	8,310.84	71.34%
120-5121 LEGAL SERVICES	5,700.00	672.00	6,717.52	(1,017.52)	117.85%
120-5122 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00%
120-5123 OTHER PROFESSIONAL SERVICE	6,800.00	7,462.95	45,350.55	(38,550.55)	666.92%
120-5125 STRATEGIC PLANNING	1,000.00	0.00	0.00	1,000.00	0.00%
120-5126 RECRUITMENT	10,000.00	0.00	0.00	10,000.00	0.00%
120-5130 PRINTING & PUBLICATION	600.00	0.00	113.00	487.00	18.83%
120-5135 NEWSLETTER	700.00	0.00	0.00	700.00	0.00%
120-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00%
120-5145 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00%
120-5148 OPERATING SUPPLIES	8,800.00	4.76	5,387.96	3,412.04	61.23%
120-5150 REPAIR & REPLACE	72,500.00	3,045.61	14,122.58	58,377.42	19.48%
120-5155 MAINT BLDG & GROUNDS	5,700.00	377.31	2,164.00	3,536.00	37.96%
120-5160 SLUDGE DISPOSAL	22,600.00	0.00	15,886.12	6,713.88	70.29%
120-5170 TRAVEL & MEETINGS	2,500.00	18.15	249.54	2,250.46	9.98%
120-5175 EDUCATION / SEMINARS	11,900.00	0.00	3,546.36	8,353.64	29.80%
120-5176 DIRECTOR TRAINING	5,000.00	0.00	263.89	4,736.11	5.28%
120-5179 ADM MISC EXPENSE	0.00	0.00	131.21	(131.21)	0.00%
120-5191 TELEPHONE	9,500.00	762.58	5,589.95	3,910.05	58.84%
120-5192 ELECTRICITY	40,000.00	1,375.21	7,878.36	32,121.64	19.70%
120-5195 ENV/MONITORING	35,400.00	2,090.70	13,638.90	21,761.10	38.53%
120-5198 ANNUAL OPERATING FEES	3,200.00	1,124.00	2,645.00	555.00	82.66%
120-5310 EQUIPMENT - FIELD	2,300.00	0.00	0.00	2,300.00	0.00%
120-5311 EQUIPMENT - OFFICE	3,400.00	0.00	0.00	3,400.00	0.00%
120-5312 TOOLS - FIELD	1,800.00	319.75	1,739.99	60.01	96.67%
120-5315 SAFETY EQUIPMENT	900.00	0.00	0.00	900.00	0.00%
120-5545 RECORDING FEES	200.00	0.00	101.00	99.00	50.50%
120-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
120-5585 FLOOD CONTROL EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5590 NON-OPERATING OTHER	30,100.00	0.00	0.00	30,100.00	0.00%
120-5591 EXP APPLICABLE TO PRIOR YR	0.00	0.00	0.00	0.00	0.00%
120-5605 OPERATING CONTINGENCY	17,500.00	0.00	0.00	17,500.00	0.00%
<b>TOTAL COMBINED EXPENDITURES</b>	<b>978,100.00</b>	<b>62,606.74</b>	<b>396,739.06</b>	<b>581,360.94</b>	<b>40.56%</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE DECEMBER 31, 2012

**130-WATER ENTERPRISE FUND  
REVENUES**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEES	13,000.00	2,240.00	5,940.00	7,060.00	45.69%
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00%
130-4039 WATER METER INST	0.00	0.00	300.00	(300.00)	0.00%
130-4040 RECORDING FEES INCOME	300.00	10.00	140.00	160.00	46.67%
130-4045 AVAILABILITY FEES	23,500.00	0.00	0.00	23,500.00	0.00%
130-4110 COMM WATER USE	13,800.00	1,151.03	6,906.18	6,893.82	50.04%
130-4112 GOVT WATER USE	800.00	74.26	445.56	354.44	55.70%
130-4115 WATER USE CHARGES	1,024,800.00	171,520.78	518,116.86	506,683.14	50.56%
130-4117 WATER OVERAGE USE FEE	161,200.00	6,934.02	124,472.53	36,727.47	77.22%
130-4118 WATER OVERAGE COMM	7,400.00	97.91	7,468.69	(68.69)	100.93%
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00%
130-4210 LATE FEE 10%	21,800.00	4,373.84	12,848.50	8,951.50	58.94%
130-4215 RETURNED CHECK CHARGE	800.00	200.00	275.00	525.00	34.38%
130-4300 MISC INCOME	200.00	4.64	43.76	156.24	21.88%
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
130-4505 LEASE INCOME	0.00	583.66	3,593.02	(3,593.02)	0.00%
130-4550 INTEREST	100.00	0.00	(9.87)	109.87	-9.87%
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL REVENUES</b>	<b>1,267,700.00</b>	<b>187,190.14</b>	<b>680,540.23</b>	<b>587,159.77</b>	<b>53.68%</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE DECEMBER 31, 2012

**130-WATER ENTERPRISE FUND**  
EXPENDITURES - ALL DEPTS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5010 SALARY & WAGES	427,600.00	24,889.65	152,755.50	274,844.50	35.72%
130-5020 EMPLOYEE BENEFITS	165,400.00	14,029.36	69,302.67	96,097.33	41.90%
130-5021 RETIREMENT BENEFITS	74,400.00	4,298.64	25,994.76	48,405.24	34.94%
130-5025 RETIREE HEALTH BENEFITS	6,700.00	292.96	3,077.69	3,622.31	45.94%
130-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
130-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
130-5060 GASOLINE, OIL & FUEL	11,800.00	682.30	5,183.10	6,616.90	43.92%
130-5061 VEHICLE MAINT	8,000.00	289.65	5,167.85	2,832.15	64.60%
130-5062 TAXES & LIC	1,000.00	0.00	632.45	367.55	63.25%
130-5074 INSURANCE	15,500.00	0.00	0.00	15,500.00	0.00%
130-5075 BANK FEES	4,800.00	630.02	3,386.30	1,413.70	70.55%
130-5090 OFFICE SUPPLIES	5,400.00	288.19	2,431.39	2,968.61	45.03%
130-5092 POSTAGE & SHIPPING	2,200.00	0.00	17.50	2,182.50	0.80%
130-5110 CONTRACTUAL SERVICES	37,800.00	7,584.61	22,729.98	15,070.02	60.13%
130-5121 LEGAL SERVICES	5,700.00	672.00	6,717.54	(1,017.54)	117.85%
130-5122 ENGINEERING SERVICES	26,300.00	15,083.27	33,063.91	(6,763.91)	125.72%
130-5123 OTHER PROFESSIONAL SERVICE	15,800.00	14,405.65	86,534.40	(70,734.40)	547.69%
130-5124 WATER RIGHTS	14,700.00	4,534.00	14,390.97	309.03	97.90%
130-5125 STRATEGIC PLANNING	1,000.00	0.00	0.00	1,000.00	0.00%
130-5126 RECRUITMENT	10,000.00	0.00	0.00	10,000.00	0.00%
130-5130 PRINTING & PUBLICATION	600.00	0.00	113.00	487.00	18.83%
130-5135 NEWSLETTER	700.00	0.00	0.00	700.00	0.00%
130-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00%
130-5145 EQUIPMENT RENTAL	0.00	0.00	1,753.58	(1,753.58)	0.00%
130-5148 OPERATING SUPPLIES	1,000.00	0.00	1,518.00	(518.00)	151.80%
130-5150 REPAIR & REPLACE	60,000.00	3,624.75	37,502.13	22,497.87	62.50%
130-5155 MAINT BLDG & GROUNDS	2,500.00	1,867.74	2,756.38	(256.38)	110.26%
130-5170 MILEAGE	4,000.00	190.74	1,193.38	2,806.62	29.83%
130-5175 EDUC / SEMINARS	14,400.00	0.00	829.48	13,570.52	5.76%
130-5176 DIRECTOR TRAINING	5,000.00	0.00	299.74	4,700.26	5.99%
130-5179 ADM MISC EXPENSE	0.00	0.00	95.09	(95.09)	0.00%
130-5191 TELEPHONE	9,500.00	762.56	5,583.90	3,916.10	58.78%
130-5192 ELECTRICITY	108,500.00	12,327.61	96,065.12	12,434.88	88.54%
130-5195 ENV/MONITORING	6,200.00	416.00	4,194.50	2,005.50	67.65%
130-5198 ANNUAL OPERATING FEES	13,100.00	594.00	24,134.90	(11,034.90)	184.24%
130-5310 EQUIPMENT - FIELD	1,400.00	0.00	0.00	1,400.00	0.00%
130-5311 EQUIPMENT - OFFICE	3,400.00	0.00	0.00	3,400.00	0.00%
130-5312 TOOLS - FIELD	2,100.00	320.00	703.31	1,396.69	33.49%
130-5315 SAFETY EQUIPMENT	900.00	0.00	0.00	900.00	0.00%
130-5505 WATER CONSERVATION	10,000.00	300.00	3,774.88	6,225.12	37.75%
130-5545 RECORDING FEES	400.00	0.00	101.00	299.00	25.25%
130-5580 TRANSFERS OUT (CIEDB)	173,300.00	0.00	0.00	173,300.00	0.00%
130-5585 FLOOD CONTROL	0.00	0.00	85.26	(85.26)	0.00%
130-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00%
130-5591 EXP APPLICABLE TO PRIOR YEAR	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL EXPENDITURES</b>	<b>1,267,700.00</b>	<b>108,083.70</b>	<b>623,502.09</b>	<b>644,197.91</b>	<b>49.18%</b>

**Hidden Valley Lake CSD  
Foreclosure Totals**

	<u>As of Oct 10, 2012</u>	<u>As of Nov 8, 2012</u>	<u>As of Dec 6, 2012</u>	<u>As of Jan 9, 2013</u>				
<b>Total Foreclosures</b>	<b>135</b>	<b>\$4,435.63</b>	<b>130</b>	<b>\$8,709.33</b>	<b>132</b>	<b>\$5,163.15</b>	<b>135</b>	<b>\$9,031.83</b>
<b># With Meter Locked</b>	<b>17</b>	<b>\$1,630.74</b>	<b>17</b>	<b>\$1,630.74</b>	<b>19</b>	<b>\$1,975.20</b>	<b>23</b>	<b>\$2,576.10</b>
<b># On Active Status</b>	<b>29</b>	<b>\$2,804.89</b>	<b>49</b>	<b>\$7,078.59</b>	<b>26</b>	<b>\$3,187.95</b>	<b>47</b>	<b>\$6,455.73</b>
<b># With \$0.00 Balance</b>	<b>36</b>	<b>\$0.00</b>	<b>11</b>	<b>\$0.00</b>	<b>34</b>	<b>\$0.00</b>	<b>12</b>	<b>\$0.00</b>
<b># Property No Meter</b>	<b>53</b>	<b>\$0.00</b>	<b>53</b>	<b>\$0.00</b>	<b>53</b>	<b>\$0.00</b>	<b>53</b>	<b>\$0.00</b>



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
 BI-MONTHLY REVENUE EXPENSE REPORT  
 CYCLE 3 DECEMBER 31, 2012

	CYCLE		CYCLE		YTD		YTD		ANNUAL		PROJECTED	
	BUDGET	ACTUAL	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	BUDGET	ACTUAL	VARIANCE	
<b>REVENUE</b>												
Sewer 120	\$ 163,017	\$ 151,770	\$ 151,770	\$ (11,247)	\$ 489,051	\$ 518,122	\$ 29,071	\$ 978,100	\$ 1,007,171	\$ 1,007,171	\$ 29,071	\$ 29,071
Water 130	\$ 211,283	\$ 190,227	\$ 190,227	\$ (21,056)	\$ 633,849	\$ 680,540	\$ 46,691	\$ 1,267,700	\$ 1,314,391	\$ 1,314,391	\$ 46,691	\$ 46,691
<b>EXPENSE</b>												
Sewer 120	\$ 163,017	\$ 133,858	\$ 133,858	\$ (29,159)	\$ 489,051	\$ 396,739	\$ (92,312)	\$ 978,100	\$ 885,788	\$ 885,788	\$ (92,312)	\$ (92,312)
Water 130	\$ 211,283	\$ 241,576	\$ 241,576	\$ 30,293	\$ 633,849	\$ 623,502	\$ (10,347)	\$ 1,267,700	\$ 1,257,353	\$ 1,257,353	\$ (10,347)	\$ (10,347)
<b>NET REVENUE TO EXPENSE</b>												
SEWER REVENUE	\$ 163,017	\$ 151,770	\$ 151,770		\$ 489,051	\$ 518,122	\$ 29,071	\$ 978,100	\$ 1,007,171	\$ 1,007,171	\$ 29,071	\$ 29,071
SEWER EXPENSE	\$ 163,017	\$ 133,858	\$ 133,858		\$ 489,051	\$ 396,739	\$ (92,312)	\$ 978,100	\$ 885,788	\$ 885,788	\$ (92,312)	\$ (92,312)
DIFFERENCE	\$ -	\$ 17,912	\$ 17,912		\$ -	\$ 121,383	\$ 121,383	\$ -	\$ 121,383	\$ 121,383	\$ 121,383	\$ 121,383
WATER REVENUE	\$ 211,283	\$ 190,227	\$ 190,227		\$ 633,849	\$ 680,540	\$ 46,691	\$ 1,267,700	\$ 1,314,391	\$ 1,314,391	\$ 46,691	\$ 46,691
WATER EXPENSE	\$ 211,283	\$ 241,576	\$ 241,576		\$ 633,849	\$ 623,502	\$ (10,347)	\$ 1,267,700	\$ 1,257,353	\$ 1,257,353	\$ (10,347)	\$ (10,347)
DIFFERENCE	\$ -	\$ (51,348)	\$ (51,348)		\$ -	\$ 57,038	\$ 57,038	\$ -	\$ 57,038	\$ 57,038	\$ 57,038	\$ 57,038

**Variance Comments:**

Sewer - Projected annual expense variance is most likely overstated by approximately \$20,000. The sewer system experiences a significant increase in electricity expense in the winter months when rainfall increases and extra water must be treated.

Water - Projected annual revenue variance is most likely overstated by approximately \$35,000. As in past years, water sales are expected to fall below annual averages during the winter months.

*Board of Directors*

JIM FREEMAN  
CAROLYN GRAHAM  
LINDA HERNDON  
JIM LIEBERMAN  
JUDY MIRBEGIAN



*General Manager*  
ROLAND SANFORD

*Administrative Assistant*  
TAMI IPSEN

*Accountant/Controller*  
TASHA KLEWE

*Hidden Valley Lake  
Community Services District*

## Memo

To: HVLCSD Board of Directors  
From: Roland Sanford, General Manager  
Date: January 15, 2013  
RE: General Manager's Monthly Report

---

January 1 marks the beginning of another new year and for me, the beginning of a new adventure. I am most appreciative of the opportunity to serve as the District's General Manager and want to thank the Board and staff for their support and patience as I continue to familiarize myself with all aspects of the District. January 1 also marks the midpoint of the fiscal year. As illustrated in the Accountant/Controller's report, overall we are operating within budget and are projected to finish the fiscal year under budget. To date revenues have been somewhat higher and expenses lower than initially projected. Staff and the Finance Committee will be meeting on January 18 to review the District budget and possibly consider recommending budget adjustments for selected line items.

The wet weather conditions experienced last month once again thoroughly tested the District's sewer collection system and waste water treatment plant. The District's waste water collection system typically receives 200,000 gallons/day. In mid-December, inflow collection rates exceeded 800,000 gallons/day for three consecutive days. By comparison, the maximum "wet weather" capacity of the District's waste water treatment plant is 894,000 gallons/day (in the event that inflows from the sewer collection system exceed the capacity of the waste water treatment plant, the surplus inflow is stored in the District's 1,200,000 gallon Equalization Basin).

In last month's report I mentioned the District's vulnerability to power outages vis-a-vis the sewer collection system and more specifically, the various lift station pumps. Staff has obtained a light duty emergency generator for field use and as a power supply backup for the District's three smallest lift stations, and is in the process of purchasing additional generators. In addition to the new generator, new pumps were installed at lift station 1 and 4 to replace what were



“tired” and by today’s standards, inefficient pumps – which provides a nice transition to my next topic: energy efficiency.

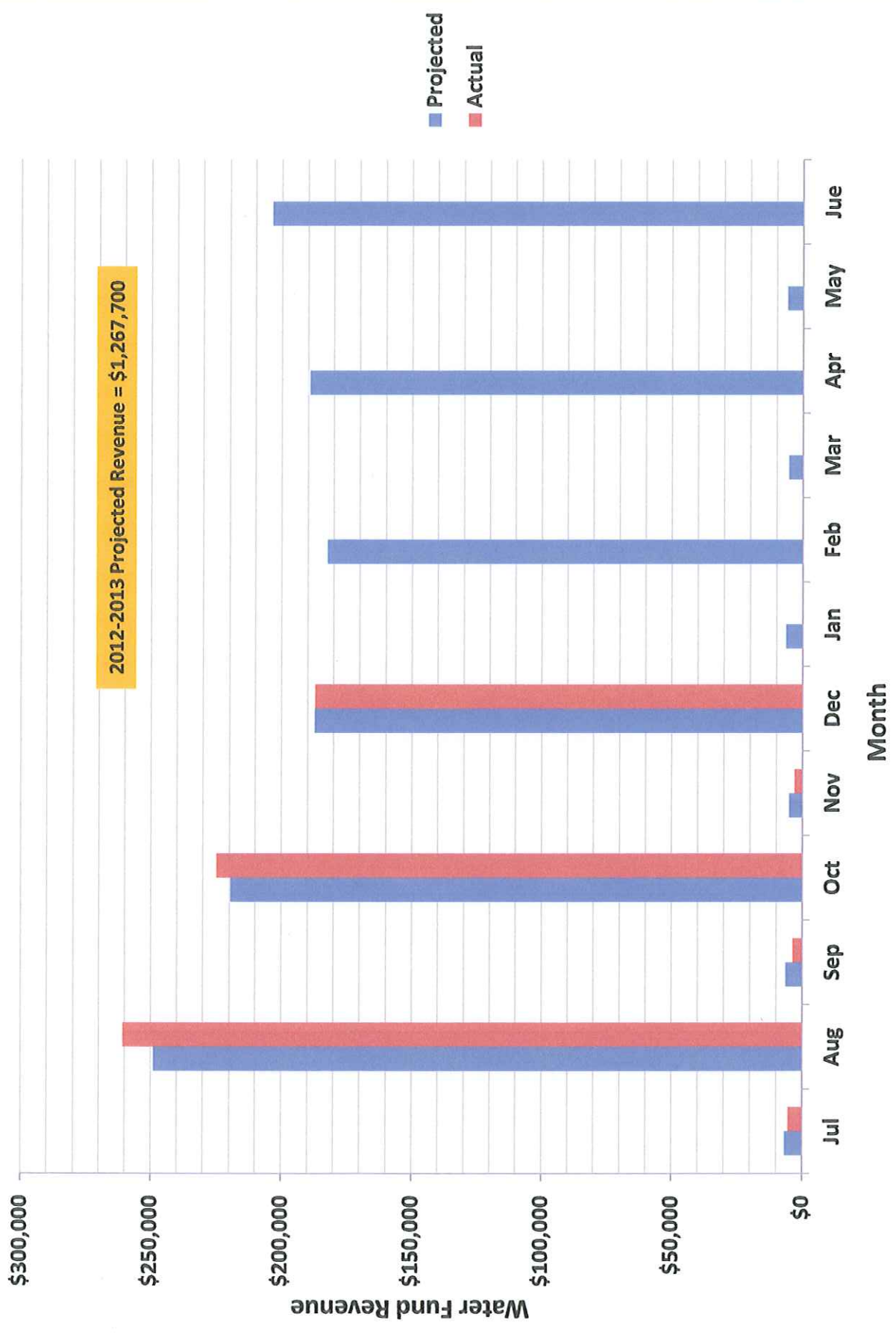
Electrical energy constitutes one of the District’s largest operating expenses - second only to labor. Most of the electricity is being used to pump and move water during “off-peak” hours. For the most part, the pumps used to convey the District’s drinking water are relatively new and reasonably efficient, while the sewer pumps are generally old and by today’s standards, inefficient. Clearly, the best opportunities to save electricity are on the sewer side of operations. Replacing the sewer pumps to not only preserve the capacity of the sewer collection system, but to also save electricity, is a top priority and I suspect will be a key component of the District’s forthcoming strategic plan (which I will touch on in a minute).

There may also be additional opportunities to generate electricity. While our best option appears to be solar, another possibility is through “micro hydro” – new technology that allows a municipality to generate hydroelectric energy from the water flowing through water conveyance facilities. The best opportunities are generally associated with water mains that traverse hills – which we have. Whether it is additional solar, micro hydro and/or something else, we would be remiss if we didn’t at least seriously explore the options.

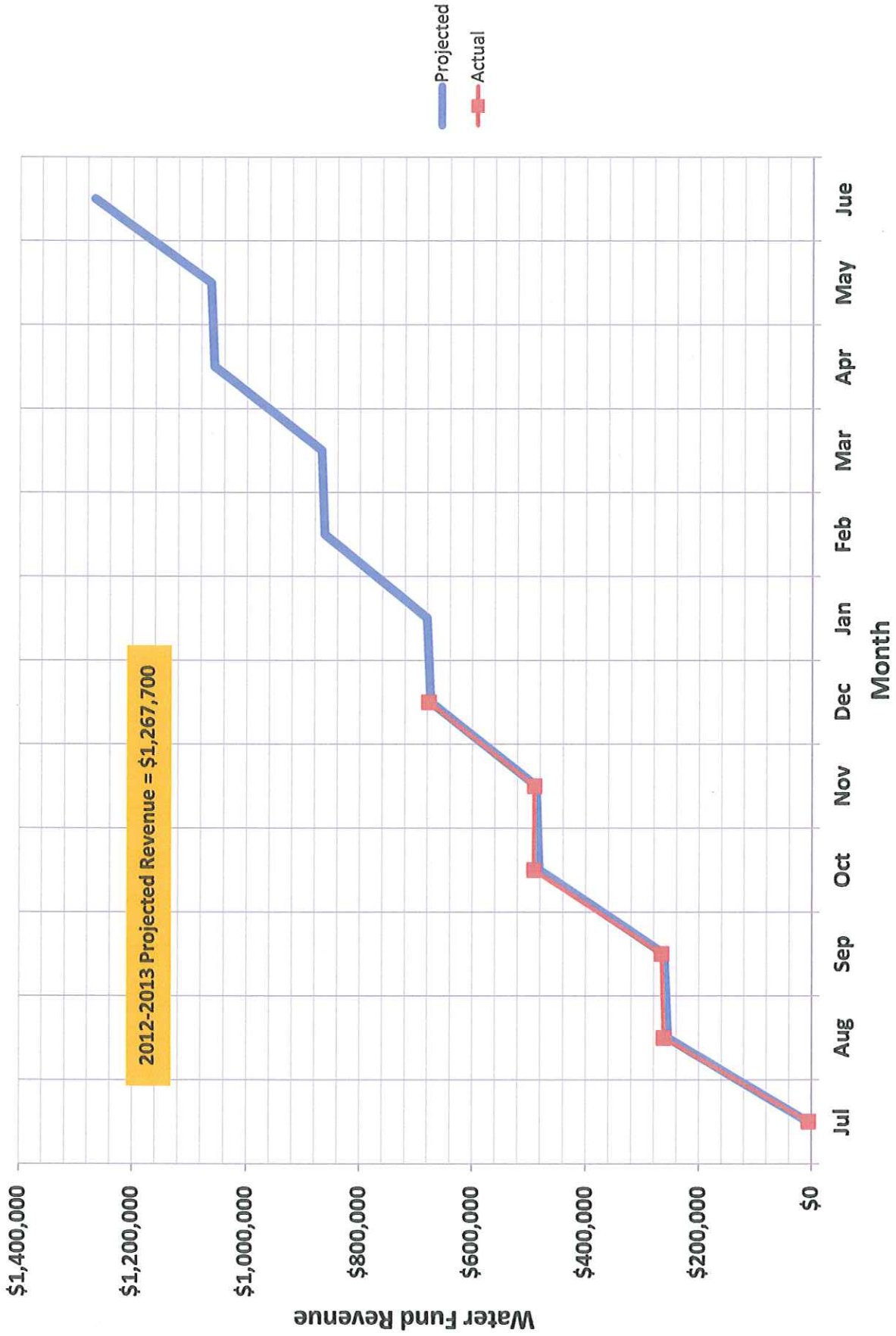
Finally, now that the holidays are behind us it is time to resume work on the strategic plan. I am attempting to line up a meeting facilitator and would like to schedule our next strategic planning workshop for later this month.



# Actual vs. Projected 2012-2013 Monthly Water Fund Revenue



# Actual vs. Projected 2012-2013 Cumulative Water Fund Revenue



2012-2013 Projected Revenue = \$1,267,700



# Hidden Valley Lake Community Services District

## December 2012 Report

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# December 2012

## Wastewater

### Operations and Maintenance Report

#### Wastewater:

I&I pushed the Collection System to its limit during the storms. Our system typically collects 200,000 gallons/day, but after the mid month storms had brought 7.4" of rain, we collected over 2.5 million gallons in just 3 days. We were still collecting an average of about 400,000 gal/day for the span of one week after the storm.

Shape installed new Flygt Pumps at Lift Stations 1 and 4. A loan pump replaced a Lift Station 5 Pump, which required maintenance. This particular Pump will basically become extinct in a few years, so we're looking at alternatives. Shape will also perform the maintenance on the old Lift Station 1 and 4 Pumps; they will then be used as replacements in the future.

The Start Capacitor was changed out at Hardesters Lift Station.

Miksis continued videoing the Sewer Main that runs down the Lakeridge easement, looking for critical or infiltration areas to perform future point repairs on.

The light duty emergency Generator to be used in the field or on the 3 smallest Lift Stations arrived.

Routine activities and maintenance.

#### Wastewater Treatment Plant:

Due to damage after rain events, road base was added to multiple sections of road around the WWTP.

Telstar continued working on the SCADA/Moscad replacement and got Flood Control taken care of just before the storms hit.

The WWTP required quite a bit more attention due to the higher flows that had to be maintained due to I&I brought in from the Collection System, and run-off from the surrounding area.

Routine activities and maintenance.

**December Plant Influent – 15.1 MG (million gallons)**

**Plant Influent/ year – 182.05 MG (million gallons)**



Old Lift Station 1 and 4 Pumps.



New light duty emergency Generator.

# December 2012

## Water

### Operations and Maintenance Report

#### Water

Staff delivered 300 three day notices, 43 lock off along with 24 reconnects.

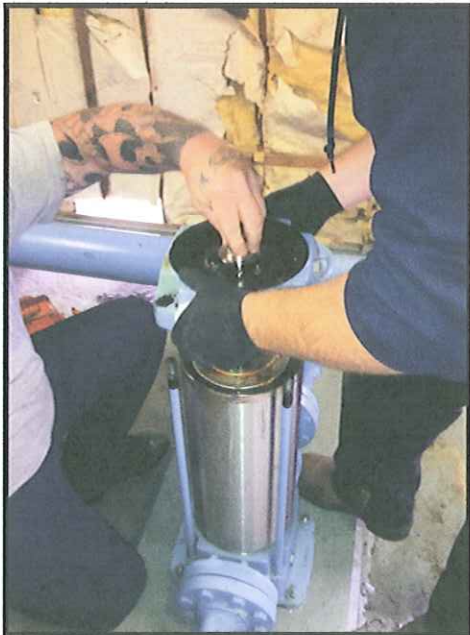
In the month of December staff battled with the rain filled meter boxes, but no rain during meter reads.

The required CHP 90 day inspection on dump truck and trailer was performed. The condenser on the dump truck was replaced and recharged by staff, the trailer had the wood part of the bed replaced due to rotting, and there were two slack adjusters rebuilt by staff on the trailer.

Truck 3 came in for its 120,000 mile, 110 point inspection, routine service, and clutch fan replacement.

Continued Pump maintenance & Electrical LUG tightening program.

Continued inventory control and placement of items



Routine pump maintenance.



Inventory control and routine stocking and cleaning mezzanine area

# Monthly Report

## December 2012

**MONTHLY RAINFALL** 15.35

**SEASON RAINFALL** 28.35

(September 2012-April 2013)

**Overtime:** 100.50 hours = \$3,935.33

### WATER CONNECTIONS

RESIDENTIAL METERS 2412

COMMERCIAL & GOVERNMENT METERS 34

TOTAL METERS 2446

### WASTEWATER CONNECTIONS

RESIDENTIAL 1432

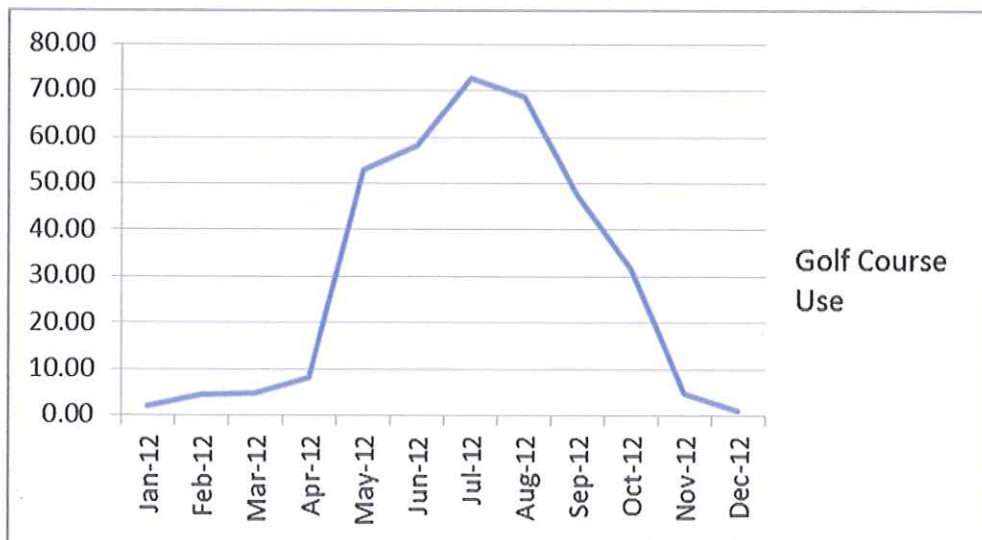
COMMERCIAL & GOVERNMENT 33

TOTAL 1465

### Well Production Report



### Reclaimed Water Use Report





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

**DATE:** January 15, 2013

**AGENDA ITEM:** Discussion and Possible Action: Designation of Board President and Vice President for 2013 calendar year

---

**RECOMMENDATIONS:**

Designate a Board President and Vice President for the 2013 calendar year.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

Each January the Board designates two individuals to serve as the Board's President and Vice President, respectively, for the balance of the calendar year.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

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

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

**DATE:** January 15, 2013

**AGENDA ITEM:** Discussion and Possible Action: Assignment of Board Members to standing committees for 2013 calendar year

---

**RECOMMENDATIONS:**

Assign two Board members to each of the following three Board committees: Finance, Personnel, Security and Disaster Preparedness Program, for the 2013 calendar year.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

Each January the Board President assigns two Board members to each of the following three Board committees; Finance, Personnel, Security and Disaster Preparedness Program. In 2012 the committee assignments were as follows:

Finance – Directors Mirbegian and Freeman

Personnel – Directors Herndon and Graham

Security and Disaster Preparedness Program – Directors Herndon and Lieberman

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, \_\_\_\_\_, 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 (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

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

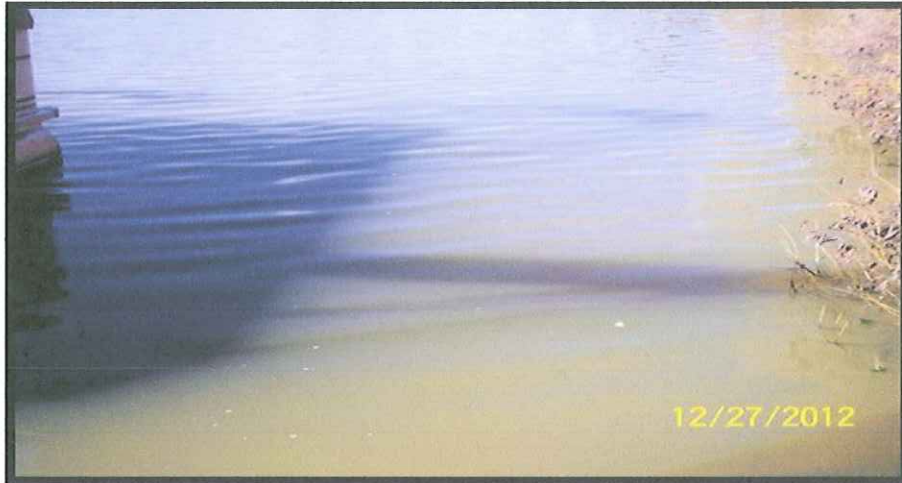
# HVLA Lake Monitoring Report

January 6, 2013: (#1 for 2013)

Abbreviated Report Observations

Monitor: D'Agostini

## Water Clarity and Temperature Update:



The following is primarily intended as a **SNAPSHOT** of conditions on and around our Lake.  
Lake water data was collected on Dec. 27<sup>th</sup> & January 1<sup>st</sup> @ 11:00 am.

### SolarBees:

SolarBee 'A' (North Cove):	Operational
SolarBee 'B' (Off Marina Cove):	Operational
SolarBee 'C' (Big Beach/South Cove):	Operational
SolarBee 'D' (Near Dam):	Operational

### New Maintenance Requests by location:

*(The next Lake Monitoring Report will focus on our problems with erosion and Lake sediment.)*

#### **Little Beach:**

- One picnic table is currently sitting in 2 feet of water, on the left side of the beach, beyond the swim ropes.

#### **North Shore Park & Pier:**

- One picnic table, just off of the Park's beach, is currently sitting in 4 feet of water.
- The trash can, next to the Pier entrance, needs a trash bag.



## Lake Water Observations:

### Weather Conditions @ 11:00 am:

<b>01.01.13:</b>	Air Temp. : 37° WX: Clear, NE @ 8 mph	Humidity: 74% Lake Surface: Small waves, Choppy
<b>12.27.12:</b>	Air Temp. : 44° WX: Clear, N @ 6 mph	Humidity: 70% Lake Surface: Smooth



<b><u>Water Clarity [Seechi Disc] Measurements:</u></b>	<u>01/01/13</u>	<u>12/27/12</u>	<u>11/27/12</u>
Big Beach, Marina, and North Shore Point:	3.0'	2.0'	19.0'

### Lake Water Temperatures:

	<u>Surface</u>	<u>- 5'</u>	<u>- 10'</u>	<u>- 15'</u>	<u>- 20'</u>	<u>- 25'</u>	<u>- 30'</u>	<u>- 33'</u>	<u>- 40'</u>	<u>- 45'</u>	<u>- 50'</u>	
<b>01.01.13</b>												
Marina	50.2°	48.2°										
North Shore Point	49.0°	48.2°	48.2°	48.1°	48.1°	48.1°	48.1°	48.0°	----	----	----	
Big Beach	48.8°	48.7°	48.7°									
<b>12.27.12</b>												
Marina	51.5°	49.4°										
North Shore Point	51.2°	49.8°	49.2°	49.1°	49.1°	49.1°	49.0°	48.9°	----	----	----	
Big Beach	50.4°	50.3°	50.2°									
	<u>The Maximum Temp at - 5':</u>		<u>The Minimum Temp at - 30':</u>					<u>Temp at - 50':</u>				
01/01/13:	48.7°	-1.6°				48.1°	-0.9°				----	
12/27/12:	50.3°	-7.3°				49.0°	-7.5°				----	
11/27/12:	57.6°	-6.8°				56.5°	+1.4°				----	
11/04/12:	64.4°	-3.2°				55.1°	-0.5°				----	

**Spillway: 1-01-13 Lake Water Level:** (Approximately: +1" above Full Pool)

- Spillway is active.
- *The Lake Level rose to Full Pool on 11.30.12.*
- The approximate water level is measured at the west shore marker pier and within the Coyote Creek Cove when possible.
- All Safety Buoys at Spillway are floating in place.

**The Pond below the Dam:**

<u>Water Temperatures:</u>	<u>Surface</u>	<u>- 5'</u>	<u>- 10'</u>	<u>- 15'</u>	<u>- 20'</u>	<u>- 25'</u>
01/01/13:	48.7°	48.6°	47.8°	47.7°	47.5°	47.4°
12/27/12:	50.1°	50.0°	49.9°	49.8°	49.5°	49.2°
11/04/12:	65.7°	61.0°	60.8°	60.7°	60.6°	60.6°
10/21/12:	66.0°	64.0°	63.9°	63.8°	63.7°	61.1°
09/27/12:	70.7°	68.9°	68.4°	68.2°	64.1°	60.6°

<u>Water Clarity [Secchi Disc] Measurements:</u>	<u>01/01/13</u>	<u>12/27/12</u>
	2.0'	2.0'

**Creek & Stream Inflows: 1.01.13**

<b>Coyote Creek:</b>	<b>Flowing</b>	<i>(Started flowing slightly on 11.17.12)</i>
<b>Little Beach (Perennial):</b>	<b>Flowing</b>	
<b>Marine View Creek:</b>	<b>Flowing</b>	
<b>Marina Cove (Perennial):</b>	<b>Flowing</b>	
<b>North Cove Channel:</b>	<b>Flowing</b>	

**Recreational Water Sampling:** *California Water Quality Testing (Title 22) and Recreational Water Safety (Bacti) Sampling:* CSD will now conduct Title 22 water Sampling and Testing on a three year cycle at three locations: At Marina; off Marine View Runoff Channel; and in Mouth of Coyote Creek. Next scheduled Title 22 Sampling will occur in 2013. CSD concluded their weekly Bacti water sampling at Little Beach and Big Beach around the middle of October 2012.

**Aquatic Weeds: Current Status as of 1.01.13**

**Lake Surface (103 Acres):** Clean with an overall drop in water clarity from a depth of 19' to 3'.

**Non-Native weeds:**

Planned Spray (non-Fish Habitat) Areas (North Shore Point north to Little Beach to North Cove; south along NE shoreline to Marina; Marina Cove west along SE shoreline to point at South Cove; and at Big Beach):

- The 1<sup>st</sup> Aquatic Weed treatment of 2012 occurred on May 17<sup>th</sup>.
- The 2<sup>nd</sup> Aquatic Weed treatment of 2012 occurred on June 9<sup>th</sup>.

**1/01/13 Update:**

All Aquatic weeds have either died back or are breaking down in our colder water temperatures.

**Elodea, Eurasian Water Milfoil, Pondweed and Water Lilies:**

- None of these Aquatic weeds were observed near the surface around our Lake's shoreline.

**Primrose:** Some fragments can be seen dying back around the edges of the Lake in a few locations.

**Tules, Cattail, and possibly Bulrush, or Reed Grass:**

- These plants, in all locations around our shoreline, have now turned brown for the winter.

## Lake Projects: News & Updates



Progress continues on our new Marina bathrooms.

**Lake Birds:**

01.01.13:

48 American Coots  
 28 Canadian Geese  
 2 Mallard Ducks

12.27.12:

18 Canadian Geese  
 14 American Coots  
 12 Mallard Ducks  
 1 Eagle (near SolarBee D)

**Critters and Varmints:**

- **Turtles:** One spotted in the Pond below the Dam on 12.27.12.
- **Otter Scat:** Seen on Big Beach fishing pier in 3 locations on 12.27.12.

*My next Lake Monitoring Report should be released within the coming week. This upcoming issue will focus on our numerous problems with erosion and Lake sediment.*

Happy New Year,

**Steve D'Agostini**

[dagostini18367@att.net](mailto:dagostini18367@att.net)

707-987-8747

2013 Lake Committee Member



## ■ Letter of Thanks: Toys for Kids



Mandy Feder/LAKE COUNTY PUBLISHING

Congressman Mike Thompson Toys for Kids would like to thank each and every one of the Healthy Start Program administrators at all the school sites in Lake County, Lake Family Resource Center and AmeriCorps volunteers. Without your continual support we would not be able to assist the families in Lake County for the past 17 years and have our toy giveaway on Dec. 15. Your warm hearts and unconditional generosity are overwhelming.

This year we had a wonderful person who put a donation jar at the Cobb Texaco gas station for Toys for Kids. This person was anonymous for awhile and took on the nickname "Secret Santa" on Cobb. Spencer Lisenbee, we thank you very, much for your thoughtfulness and we thank all the people who stopped at the gas station on Cobb and donated to the donation jar. It is people like all of you who make a difference for others. We also thank our volunteer wrappers from Hidden Valley Lake who every year come to wrap the toys. This year they wrapped more than 600 toys. Last, but not least, we thank Lorri McDonald from Funtopia in Middletown, for partnering with us this year with the toy buying. With of these people and organizations the toy giveaway was a huge success and once again we thank all who were able to be a part of it.

— *Tami Ipsen and the Toys for Kids Board of Directors*

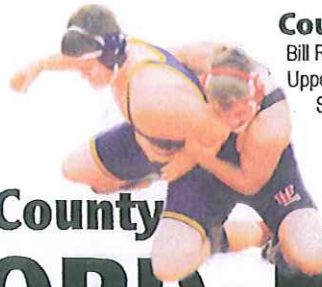


**Kelseyville Wrestling Coach  
Detours To Report DUI**

Woman arrested on charge of driving under the influence  
See Page A6

**Cougars Claw Way To Victory**

Bill Robinson finished third at 185 pounds to help Upper Lake win the McKinleyville Tournament on Saturday. The Cougars won by one point.  
See Page A6



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# Lake County RECORD-BEE

**Community Holiday  
Events Featured  
This Week In The  
Record-Bee**

75 Cents  
263-5636 • 994-0106

**Tuesday**  
December 11, 2012

## Perfect stop for Santa



Berenice Quirino/LAKE COUNTY PUBLISHING

ABOVE: Lorri MacDonal from Funtopia toy store in Middletown assisted Congressman Mike Thompson and board members of Toys For Kids Friday afternoon with a large order for the event that provides Christmas gifts to children who might not otherwise get any. More than 25,000 children have received gifts in the last 16 years. See photo on A3 and photo gallery on the Record-Bee Facebook page.

# THE GIFTS THAT KEEP ON GIVING

*Shopping for charity at small business boosts children's spirits and county economy*



Congressman Mike Thompson (center) along with (from left to right) board member Bob Minenna, Funtopia owner Lorri MacDonal, board members Peggy McCloud and Tami Ipsen gathered outside Funtopia in Middletown Friday afternoon to pick up a large order for Toys For Kids. Thompson's annual fundraiser, now in its 17th year, will donate toys to roughly 650 Lake County children this year.

Berenice Quirino/LAKE COUNTY PUBLISHING

## New Geyserville wind turbine helps power sewage plant



By [BOB NORBERG](#)  
THE PRESS DEMOCRAT

Published: Thursday, January 3, 2013 at 3:57 p.m.

A wind turbine, a rare sight in Sonoma County, was erected Thursday at the Geyserville Sanitation Zone sewage plant, part of the Water Agency's effort to power all of its operations with renewable energy sources.



*(John Burgess/The Press Democrat)*  
Jesus Ahumada, Greg Tonsil and Rick Van Cleave attach the blades to a wind turbine erected Thursday at the Geyserville sewage pond. The \$30,000 turbine will generate power for the sewage facility.

"This helps us meet our goal of carbon-free water (operations) by 2015," said Dale Roberts, principal engineer for the Sonoma Valley Water Agency. "We meet most of that from power through Warm Springs Dam. We get a lot of power from landfill gas generation facility. We have a number of solar installations and we have explored wind a little bit."

The Water Agency owns and operates the Geyserville facility, which serves the Geyserville community.

The wind turbine is 45 feet above the floor of Alexander Valley, where the annual average wind speed is 9.8 mph and strongest in the spring and summer.

There is not enough wind for a wind farm, but it is enough to generate 5 kilowatts of electricity, which will be 7 percent of the power needs at the plant, Roberts said.

"At a wastewater treatment plant, the power need goes up in the day and drops off at night," Roberts said. "But we wanted something that could generate power at any time."

It is the first wind turbine installed by the water agency, which gets most of the power it uses from the Warm Springs Dam hydro-electric plant, the gas generation facility at the Sonoma County landfill and using solar arrays.

However, the Water Agency is using anemometers to gauge the wind at the Sonoma County central landfill in Cotati and at Tubbs Island near Sears Point, on land the Vallejo Sanitation District owns to dispose of sludge, as possible additional sites.

The Geyserville turbine cost \$29,500 and was assembled and erected by Advance Power Inc. of Calpella.

"We didn't want to spend a whole lot, it is somewhat of a demonstration and it is not a place where we have a big power load," Roberts said. "And we didn't want to have a blemish on the landscape."

(You can reach Staff Writer Bob Norberg at 521-5206 or [bob.norberg@pressdemocrat.com](mailto:bob.norberg@pressdemocrat.com).)

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## Water released from Clear Lake in accordance with decree

By Terry Knight -- R-B Outdoors writer Record Bee  
Updated:

record-  
bee.com

---

LAKE COUNTY --The recent rains have caused the Clear Lake level to jump from just more than a foot on the Rumsey Gauge to 5.67 feet as of Thursday afternoon.

In accordance with the Gopcevic Decree that governs water releases during the winter, the Yolo County Flood and Water Conservation District must start releasing water from the Cache Creek Dam to prevent the flooding of the lakeside homes when the lake level reaches certain stages. The decree states that if prior to Jan. 8 the lake level is 5.50 on the Rumsey Gauge or greater the dam gates have to be opened. On Thursday the gates were opened and 1,400 cubic feet per second (CFS) were being released.

The Gopcevic Decree release schedule calls for on Jan. 16 if the lake level is 5.96 feet on the Rumsey Gauge or greater than water is to be released. On Jan. 19 6.08 feet, Jan. 24 6.27 feet, Feb. 14 7.1 feet and Mar. 15 7.56 feet.

According to Tom Smythe of the Lake County Water Resources Department, water is being released in accordance with the Gopcevic Decree to prevent flooding along the lake if another storm hits the area.

According to the decree, when the actual lake level is below the level indicated in the schedule, no water is allowed to be released at the dam.

For example once the lake level drops to less than 5.5 feet on the Rumsey Gauge the water releases will be halted.

Should the actual lake level rise above the level indicated in the schedule, the gates in the dam must be opened to lower the lake level.

As the actual lake level approaches the level indicated in the schedule for that date, conditions are taken into account so that the dam operation will minimize flooding, while allowing the lake to fill to 7.56 Rumsey.

There are two exceptions. When the lake is filling rapidly, water may be released from the dam when the actual lake level is within one-half foot below the level indicated in the schedule. When the lake is falling and no rain is anticipated, the dam may be closed when the actual lake level is within one-half foot above the level indicated in the schedule.

Smythe said Yolo County is not using the released water for irrigation, but to prevent flooding in Lake County.

He said inflows to Clear Lake on Wednesday were approximately 2,500 CFS. This is more than what is being released from the dam. Yolo Flood started increasing releases shortly

after 9 a.m. Thursday.

Since 7:30 p.m. flows have been running in the 1,370 CFS range. Inflow to the lake is still exceeding the release, so the lake will rise for another day or so. As of 7:15 p.m. Thursday is 5.69 feet Rumsey. With these releases, it will take several more days before Clear Lake will drop back to 5.5 feet Rumsey.

## Supervisors to investigate options for costly Lucerne water rates

by Kevin N. Hume -- staff reporter Record Bee  
Updated:

record-  
bee.com

LAKEPORT -- Following a tense town hall meeting in Lucerne last week organized by District 3 Supervisor Denise Rushing regarding skyrocketing California Water Service Co. (Cal Water) rates, the Lake County Board of Supervisors (BOS) tasked staff with investigating options to relieve costs to residents.

At Thursday's meeting, residents suggested switching from the Cal Water to Lake County Special Districts for water services.

District 3 Supervisor Denise Rushing said the situation in the low-income town is dire, with water rates double or even triple that of anywhere else in the county.

"Some residents make less than \$800 per month and have water bills as high as \$300 or \$400 per month," Rushing said.

Rushing said the cost of Cal Water's system is beyond the capacity of the community to afford. She asked the BOS and staff to look into ways to save ratepayer funds and improve water service to the community.

"If we do an analysis, there may be opportunities to see if they're running the system as efficiently as they can," she said.

Rushing said if the analysis determines the county could run the water system cheaper than Cal Water and government funding would be available to the county, it opens the option for a public takeover of the system. She added the county can't afford to buy the system outright.

"In order for this to happen, we would need help from the state with the infrastructure money," Rushing said.

BOS Chair Rob Brown said limitations should be placed on how much staff time is used for the analysis.

District 2 Supervisor Jeff Smith said he hoped people wouldn't get their hopes up regarding the issue, which he said was a tough one.

Five Lucerne residents asked the BOS for help in the matter.

"Please do what you can," John Parker said.

Rushing asked the BOS to authorize staff to analyze the financing and structural options available to the county for a possible public takeover of the system, which was granted.

Kevin N. Hume can be reached at [kevin.n.hume@gmail.com](mailto:kevin.n.hume@gmail.com) or call directly 263-5636 ext. 14. Follow on Twitter: @KevinNHume.