



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: Tuesday June 21, 2016  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) CONSENT CALENDAR
  - (A) MINUTES: Approval of the minutes for the Board of Directors meeting May 17, 2016, Finance Committee meetings April 22, 2016, May 13, 2016, June 6, 2016, June 8, 2016, Personnel Committee meeting May 25, 2016, and Special Meeting June 14, 2016.
  - (B) DISBURSEMENTS: Check #033692 - #033769 including auto drafts and payroll, for a total of \$362,394.07
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
  - ACWA Region 1
  - ACWA State Legislative Committee
  - County OES
  - Other meetings attended
- 8) STAFF REPORTS (for information only, no action anticipated)
  - Financial Report
  - Administration/Customer Service Report
  - Field Operations Report
  - General Manager's Report
- 9) DISCUSSION AND POSSIBLE ACTION: Lake County Milers "Spring has Sprung" appreciation presentation
- 10) CLOSED SESSION:
  - (A) Government Code Section 54956.8: Discussion of Assessor Parcel Number 014-280-18-00 for partial parcel purchase.

- 11) DISCUSSION AND POSSIBLE ACTION: Personnel Committee's recommendations for salary ranges for three District staffing positions.
  - a) Approval of Full Charge Bookkeeper salary range.
  - b) Approval of Administrative Assistant salary range.
  - c) Approval of Wastewater Operation III job description and salary range.
  
- 12) DISCUSSION AND POSSIBLE ACTION: Adoption of FY 2016-2017 Budget and Investment Policy.
  - a) Public hearing to receive comment on proposed FY 2016-2017 Budget.
  - b) Adoption of Resolution 2016-10 – Approval of FY 2016-2017 Budget.
  - c) Adoption of Resolution 2016-11 – Approval of Investment Policy for FY 2016-2017.
  
- 13) DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2016-12 to recommence normal water and sewer fees to customers whose homes were burned in the Valley Fire.
  
- 14) DISCUSSION AND POSSIBLE ACTION: Approval of \$44,100 contract with the District's engineering firm, Coastland Civil Engineering to prepare the Engineering Report for our Hexavalent Chromium Compliance Plan.
  
- 15) PUBLIC COMMENT
  
- 16) BOARD MEMBER COMMENT
  
- 17) ADJOURNMENT

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 COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: May 17, 2016**

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

Director Jim Freeman, President  
Director Jim Lieberman, Vice President

Director Carolyn Graham  
Director Linda Herndon  
Director Judy Mirbegan

Matt Bassett, General Manager  
Alyssa Gordon, Interim Administrative  
Services Officer  
Dennis White, Field Operations lead  
Paul Silva, Wastewater Operations lead  
Trish Wilkinson, Senior Accounts  
Representative

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by President Freeman.

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegan and second by Director Herndon the Board unanimously approved the agenda.

**CONSENT CALENDAR**

Director Mibegan requested an amendment to the attendance at the Finance Committee meeting minutes of April 22, 2016, which will be included in the next Board of Directors meeting consent calendar on June 21, 2016.

On motion by Director Herndon, and second by Director Mirbegan, the Board unanimously approved the following Consent Calendar items:

- (A) **MINUTES**: Approval of the minutes for the Board of Directors meeting April 19, 2016, Finance Committee meetings April 27<sup>th</sup> and May 6<sup>th</sup>, and Special meetings May 2<sup>nd</sup>, 2016 and May 3<sup>rd</sup>, 2016.
- (B) **DISBURSEMENTS**: Check #033602 - #033691 including auto drafts and payroll, for a total of \$207,761.72

## **BOARD COMMITTEE REPORTS**

Personnel Committee: No meeting.

Finance Committee: Directors Mirbegan and Graham presented current draft assumptions of revenue and expenses for the upcoming FY 2016-2017 budget.

Emergency Preparedness Program Committee: No meeting.

## **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 1 Board: Director Mirbegan reported on the basis of litigation against the state on the Hexavalent Chromium regulation. This basis included the lack of economic feasibility of compliance, as well as the compounding negative effect of the drought on water districts.

ACWA State Legislative Committee: Director Herndon reported on a presentation from the ACWA Spring Conference that enumerated the challenges for this water district such as DAC, and source water supply.

County OES: No report.

## **STAFF REPORTS**

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Matt Bassett, Field Operations lead Dennis White, and IASO Alyssa Gordon answered questions on items in the report.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Approval of sewer collection system main line repair bid**

A motion was made by Director Mirbegan and seconded by Director Herndon for ABC Services be the vendor of choice to repair the sewer collection system mainline as described at a cost of \$41,260.00.

### **DISCUSSION AND POSSIBLE ACTION: Appropriate insurance reimbursements for losses on the Well 4 Structure, Wire fencing, and Garage from Other Income (4310) into Capital Account for Vehicles (1291)**

A motion was made by Director Lieberman and seconded by Director Mirbegan to appropriate insurance reimbursement for losses on the Well 4 structure, wire fencing, and garage from other income (4310) into Capital account for vehicles (1291).

An additional motion was made by Director Mirbegan and seconded by Director Lieberman to replace trucks 3, 7 & 6 with 3 Nissan Frontier trucks from Jim Bone Nissan in Santa Rosa as recommended by staff for a total truck cost of \$60,000.00, and a \$3,000.00 allocation for outfitting the trucks as described in the board packet.

**DISCUSSION AND POSSIBLE ACTION:**  
**Approval to renew a five year aluminum irrigation pipe storage agreement with Comstock Family. The rental is \$300 per year, for a total of \$1,500**

The board has requested a copy of the existing, expired contract. The topic will be tabled until the next Board of Director's meeting on June 21, 2016.

Director Freeman requested that Agenda Item 17 be moved prior to Agenda Item 12.

**DISCUSSION AND POSSIBLE ACTION: Presentation of Certification of Appreciation to Staff**

Director Freeman expressed his thanks to the District Staff on behalf of the Board of Directors, for their tireless efforts and unflinching devotion during the Valley Fire. A plaque was presented to staff.

**CLOSED SESSION**

**(A) Government Code Section 54957 Consider Public Employee Appointment – General Manager:**

The Board entered into closed session at 8:45, and returned from closed session at 9:15 PM. There was no reportable action.

**DISCUSSION AND POSSIBLE ACTION: Consider appointment of Kirk Cloyd as General Manager and approve personal services agreement**

A motion by Director Herndon and seconded by Director Mirbegian was made to approve Kirk Cloyd as General Manager and approve the personal services agreement effective 5/31/2016.

Roll call vote:

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

NAYS (0):

ABSTAIN (0):

**DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2016-07 appointing General Manager Kirk Cloyd as Secretary to the Board**

On motion by Director Herndon and second by Director Mirbegian the Board unanimously approved Resolution 2016-2017 appointing General Manager Kirk Cloyd as Secretary to the Board.

**DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2016-08 WestAmerica bank signature card to add General Manager Kirk Cloyd**

On motion by Director Mirbegian, and second by Director Herndon the Board unanimously approved Resolution 2016-08 WestAmerica bank signature card to add General Manager Kirk Cloyd.

**DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-09 Authorizes  
General Manager Kirk Cloyd as District representative to purchase government  
surplus through the Government Operations Agency**

On motion by Director Herndon and second by Director Graham the Board unanimously approved Resolution 2016-09 Authorizing General Manager Kirk Cloyd as District representative to purchase government surplus through the Government Operations Agency.

**PUBLIC COMMENT**

No public comment

**BOARD MEMBER COMMENT**

Director Mirbegian thanked General Manager Matt Bassett for his service, and wished him good luck.

**ADJOURNMENT**

The meeting was adjourned at 9:25 PM.

\_\_\_\_\_  
Jim Freeman                                      Date  
President of the Board

\_\_\_\_\_  
Kirk Cloyd                                      Date  
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: April 22, 2016**

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

Director Graham  
Director Mirbegian

General Manager Matt Bassett  
Interim Administrative Services Officer Alyssa Gordon  
Dennis White Field Operations Lead

**CALL TO ORDER**

The meeting was called to order at 12:01 p.m. by Director Mirbegian

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegian and second by Director Graham the Committee unanimously approved the agenda.

**REVIEW OF CURRENT BUDGET**

The committee reviewed individual line items of the current budget.

**REVIEW OF 2016-2017 BUDGET/CAPITAL PROJECTS**

Directors Mirbegian and Graham reviewed the budget as projected.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

At 2:15 pm, the meeting was adjourned until 4/27 at 12:00 noon.<sup>1</sup>

1. [http://westsidetoastmasters.com/resources/roberts\\_rules/chap2.html](http://westsidetoastmasters.com/resources/roberts_rules/chap2.html)



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: May 13, 2016**

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

Director Mirbegan  
Director Graham

General Manager Matt Bassett  
Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 12:00 p.m. by Director Mirbegan

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**REVIEW OF CURRENT BUDGET**

The Committee reviewed individual line items of the current budget.

**REVIEW OF 2016-2017 BUDGET/CAPITAL PROJECTS**

Directors Mirbegan and Graham reviewed the budget as projected.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 1:56 pm





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: June 6, 2016**

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

Director Mirbegan  
Director Graham

General Manager Kirk Cloyd  
Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 12:05 p.m. by Director Mirbegan

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**REVIEW OF CURRENT BUDGET**

The Committee reviewed individual line items of the current budget.

**REVIEW OF 2016-2017 BUDGET/CAPITAL PROJECTS**

Directors Mirbegan and Graham reviewed the budget as projected.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

At 2:00 pm, the meeting was adjourned until 6/8 at 12:00 noon.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: June 8, 2016**

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

Director Mirbegan  
Director Graham

General Manager Kirk Cloyd  
Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 12:35 p.m. by Director Mirbegan

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**REVIEW OF CURRENT BUDGET**

The Committee reviewed individual line items of the current budget.

**REVIEW OF 2016-2017 BUDGET/CAPITAL PROJECTS**

Directors Mirbegan and Graham reviewed the budget as projected.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned 2:25 pm.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE REPORT  
MEETING DATE: May 25, 2016**

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

Director Herndon  
Director Mirbegian

Interim Administrative Services Officer Alyssa Gordon

**CALL TO ORDER**

The meeting was called to order at 11:00 am by Director Herndon.

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**DISCUSSION OF DISTRICT'S ORGANIZATIONS CHART:**

Directors Herndon and Mirbegian felt no changes were necessary to the approved Organizational chart.

**DISCUSSION OF JOB DESCRIPTIONS:**

Directors Herndon and Mirbegian discussed their pending recommendations including salary ranges to the Board of Directors.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 12:35 pm



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**SPECIAL MEETING**  
**Budget Workshop MINUTES**  
**MEETING DATE: June 14, 2016**

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

Director Jim Freeman, President  
Director Carolyn Graham  
Director Judy Mirbegan

Director Jim Lieberman, Vice President  
Director Linda Herndon  
General Manager Kirk Cloyd  
Alyssa Gordon Interim Admin. Svc. Ofc.

**CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by President Freeman.

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegan and second by Director Graham the Board approved the agenda.

**DISCUSSION AND POSSIBLE ACTIONS: Review of FY 2016-2017 budget**

Director Mirbegan and Director Graham, as representatives of the Finance Committee presented an overview of their progress, and some recommendations to finalize the budget for FY 2016-2017. After discussion, the Board directed staff to update the draft budget, for final review and approval at the regular board meeting, scheduled June 21, 2016.

**PUBLIC COMMENT**

There was none.

**BOARD MEMBER COMMENT**

There was none.

**ADJOURNMENT**

On a motion made by Director Graham and second by Director Mirbegan the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:20 PM

\_\_\_\_\_  
Jim Freeman                                  Date  
President of the Board

\_\_\_\_\_  
Kirk Cloyd                                  Date  
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

MAY, 2016

DISBURSEMENT SUMMARY REPORT

5/1/2016-5/31/2016

<b>Disbursement Summary</b>		
<b>Fund</b>		
120 - Sewer	\$	110,821.43
130 - Water	\$	196,635.92
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
	<b>SUB TOTAL</b>	<b>\$ 307,457.35</b>
*Payroll	\$	54,936.72
<b>Total Warrants</b>	<b>\$</b>	<b>362,394.07</b>

*\*Funds disbursed directly to employees and Directors. Pass-thru funds (collected from the employee and paid on their behalf by the District) are included in totals for funds 120 and 130.*



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

MAY, 2016

DISBURSEMENT DETAIL REPORT

5/1/2016-5/31/2016

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
5/13/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,586.67	POSTED
5/13/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	1,025.00	POSTED
5/20/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	178.24	POSTED
5/20/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	801.92	POSTED
5/20/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	1,747.37	POSTED
5/27/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	313.82	POSTED
5/27/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	3,658.61	POSTED
5/27/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	1,025.00	POSTED
<b>TOTAL</b>				<b>13,336.63</b>	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
5/6/2016	CHECK	33692	ALPHA ANALYTICAL LABORATORIES	431.00	POSTED
5/6/2016	CHECK	33693	CLEARLAKE LAVA, INC.	66.65	POSTED
5/6/2016	CHECK	33694	CONSER LANDSURVEYING	70.00	POSTED
5/6/2016	CHECK	33695	COOPERATIVE PERSONNEL SERVICES	8,568.29	POSTED
5/6/2016	CHECK	33696	JAMES MARTA & CO. LLP	1,300.00	POSTED
5/6/2016	CHECK	33697	OFFICE DEPOT	170.10	POSTED
5/6/2016	CHECK	33698	PACIFIC GAS & ELECTRIC COMPANY	10,375.01	POSTED
5/6/2016	CHECK	33699	SAMANTHA LAFRANCHI	70.20	POSTED
5/6/2016	CHECK	33700	SPECIAL DISTRICT RISK MANAGEME	313.46	POSTED
5/6/2016	CHECK	33701	TELSTAR INSTRUMENTS, INC	125,123.23	POSTED
5/6/2016	CHECK	33702	AIMAQ, ISAAC	8.92	OUTSTND
5/13/2016	CHECK	33703	ACWA/JPIA	902.84	POSTED
5/13/2016	CHECK	33704	ALPHA ANALYTICAL LABORATORIES	1,282.00	POSTED
5/13/2016	CHECK	33705	AT&T	602.95	POSTED
5/13/2016	CHECK	33706	BARRY SILVA	100.00	OUTSTND
5/13/2016	CHECK	33707	CALIFORNIA PUBLIC EMPLOYEES FI	1,846.00	POSTED
5/13/2016	CHECK	33708	CARDMEMBER SERVICE	1,814.24	POSTED
5/13/2016	CHECK	33709	DATAPROSE	287.81	POSTED
5/13/2016	CHECK	33710	GARDENS BY JILLIAN	200.00	POSTED
5/13/2016	CHECK	33711	LINDA HERNDON	218.59	CLEARED
5/13/2016	CHECK	33712	MATT BASSETT	132.12	POSTED
5/13/2016	CHECK	33713	NAPA AUTO PARTS	547.17	POSTED
5/13/2016	CHECK	33714	OFFICE DEPOT	37.37	POSTED
5/13/2016	CHECK	33715	QUACKENBUSH MRRFC	24.21	POSTED

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
5/13/2016	CHECK	33716	RAINBOW AGRICULTURAL SERVICES	2,794.79	POSTED
5/13/2016	CHECK	33717	SOUTH LAKE REFUSE COMPANY	340.95	POSTED
5/13/2016	CHECK	33718	SPECIAL DISTRICT RISK MANAGEME	25,077.72	POSTED
5/13/2016	CHECK	33719	WESTGATE PETROLEUM CO., INC.	832.51	POSTED
5/13/2016	CHECK	33720	CALIFORNIA PUBLIC EMPLOYEES RE	4,469.70	POSTED
5/13/2016	CHECK	33721	STATE OF CALIFORNIA EDD	1,395.01	POSTED
5/18/2016	CHECK	33722	WESTAMERICA BANK	59,997.00	POSTED
5/18/2016	CHECK	33723	VOID CHECK	-	POSTED
5/18/2016	CHECK	33724	VOID CHECK	-	POSTED
5/18/2016	CHECK	33725	VOID CHECK	-	POSTED
5/18/2016	CHECK	33726	VOID CHECK	-	POSTED
5/18/2016	CHECK	33727	VOID CHECK	-	POSTED
5/18/2016	CHECK	33728	VOID CHECK	-	POSTED
5/18/2016	CHECK	33729	VOID CHECK	-	POSTED
5/20/2016	CHECK	33730	ACTION SANITARY, INC.	400.00	POSTED
5/20/2016	CHECK	33731	AL'S AUTO UPHOLSTERY	300.00	POSTED
5/20/2016	CHECK	33732	ALPHA ANALYTICAL LABORATORIES	919.00	POSTED
5/20/2016	CHECK	33733	ANGELINA MONTANO	100.00	POSTED
5/20/2016	CHECK	33734	BADGER METER	30.00	POSTED
5/20/2016	CHECK	33735	BENNETT SOLUTIONS	69.88	POSTED
5/20/2016	CHECK	33736	COASTLAND CIVIL ENGINEERING, I	1,182.50	POSTED
5/20/2016	CHECK	33737	HARDESTER'S MARKETS & HARDWARE	78.31	POSTED
5/20/2016	CHECK	33738	MICHELLE HAMILTON	625.00	POSTED
5/20/2016	CHECK	33739	MIRBEGIAN, JUDY	5.00	OUTSTND
5/20/2016	CHECK	33740	NAPA AUTO PARTS	71.42	POSTED
5/20/2016	CHECK	33741	OFFICE DEPOT	85.90	POSTED
5/20/2016	CHECK	33742	PETTY CASH REIMBURSEMENT	176.75	POSTED
5/20/2016	CHECK	33743	RAINBOW AGRICULTURAL SERVICES	169.77	POSTED
5/20/2016	CHECK	33744	REDFORD SERVICES	950.00	POSTED
5/20/2016	CHECK	33745	ST HELENA HOSPITAL dba JOBCARE	870.00	POSTED
5/20/2016	CHECK	33746	TYLER TECHNOLOGY	121.00	POSTED
5/20/2016	CHECK	33747	USA BLUE BOOK	208.10	POSTED
5/20/2016	CHECK	33748	VERIZON WIRELESS	638.32	POSTED
5/20/2016	CHECK	33749	WREGIS	100.00	POSTED
5/20/2016	CHECK	33750	STATE OF CALIFORNIA EDD	55.32	POSTED
5/20/2016	CHECK	33751	CALIFORNIA PUBLIC EMPLOYEES RE	673.79	POSTED
5/20/2016	CHECK	33752	STATE OF CALIFORNIA EDD	269.96	POSTED
5/20/2016	CHECK	33753	STATE OF CALIFORNIA EDD	611.91	POSTED
5/20/2016	CHECK	33754	YOUNG, JAMIE R.	30.71	OUTSTND
5/27/2016	CHECK	33755	BASSETT, MATTHEW J	-	POSTED
5/27/2016	CHECK	33756	ALPHA ANALYTICAL LABORATORIES	1,018.00	CLEARED

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
5/27/2016	CHECK	33757	BOLD POLISNER MADDOW NELSON &	720.00	CLEARED
5/27/2016	CHECK	33758	COOPERATIVE PERSONNEL SERVICES	5,351.34	POSTED
5/27/2016	CHECK	33759	GHD	705.50	CLEARED
5/27/2016	CHECK	33760	RICOH USA, INC.	453.83	CLEARED
5/27/2016	CHECK	33761	SPECIAL DISTRICT RISK MANAGEME	20,722.76	CLEARED
5/27/2016	CHECK	33762	SWRCB - DWOCP	90.00	CLEARED
5/27/2016	CHECK	33763	WAGNER & BONSIGNORE	1,699.37	CLEARED
5/27/2016	CHECK	33764	STATE OF CALIFORNIA EDD	119.71	CLEARED
5/27/2016	CHECK	33765	CALIFORNIA PUBLIC EMPLOYEES RE	3,719.87	CLEARED
5/27/2016	CHECK	33766	STATE OF CALIFORNIA EDD	1,088.75	CLEARED
5/27/2016	CHECK	33767	BELL, BRADLEY	202.04	CLEARED
5/27/2016	CHECK	33768	TRAVER, RICHARD/LITA	32.16	OUTSTND
5/27/2016	CHECK	33769	VALLEY HOMES BROKERS	54.91	CLEARED
<b>TOTAL</b>				<b>294,120.72</b>	

PAYROLL DATE	PAYROLL TYPE	PAYROLL NAME	PAYROLL AMOUNT	PAYROLL STATUS
5/13/2016	MISC.	PAYROLL DIRECT DEPOSIT	21,264.72	POSTED
5/13/2016	MISC.	PAYROLL DIRECT DEPOSIT	6,002.09	POSTED
5/18/2016	MISC.	PAYROLL DIRECT DEPOSIT	2,485.50	POSTED
5/18/2016	MISC.	PAYROLL DIRECT DEPOSIT	4,336.47	POSTED
5/27/2016	MISC.	PAYROLL DIRECT DEPOSIT	1,944.09	POSTED
5/27/2016	MISC.	PAYROLL DIRECT DEPOSIT	18,903.85	POSTED
<b>TOTAL</b>			<b>54,936.72</b>	

TOTAL BANK DRAFTS	13,336.63
TOTAL CHECKS	294,120.72
TOTAL MISC & PAYROLL	54,936.72
	<b>362,394.07</b>



**ACWA Spring Conference May 3 through May 6, 2016  
Monterey Convention Center**

I attended the ACWA Spring Conference at the Monterey Conference Center on May 4 and 5 on behalf of the District.

Programs Attended

***Wednesday, May 4***

The Finance Program discussion outlined alternative financing sources for capital projects. This program focused on bond financing, State Revolving Fund Loans and grants. The panel clarified the basic agency financial eligibility requirements for each funding source.

Next, Political Analyst for KCRA News in Sacramento, Kevin Eckery, discussed the impact of the 2016 presidential campaigns and election on California.

The Wednesday afternoon session featured “Silver Strategies; the Graying of the Workforce and How to Plan for Generational Change.” This program described the five generations working side by side in today’s workplace, the differences in approach of each and how to best utilize the differences in succession planning for your agency.

***Thursday, May 5***

Thursday morning began with a panel discussion of “Water Conservation and Drought Regulations and a Resiliency-Based Long Term Plan.” The panel included a Deputy Director of the SWRCB, a DWR Director and an Agency Manager. ACWA’s Dave Bolland produced and moderated the program which highlighted the challenges of local water agencies dealing with the state board. The lively Q&A session spotlighted the specific disconnects between these agencies and the State Board.

The noon program, “Agriculture Embracing Technology in a New Era,” from Bruce Taylor, Chair and CEO of Taylor Fresh Foods and Taylor Farms underscored how new technologies impact California farmers and California’s economy. The position of Ag in the California water world is a focus for ACWA in 2016.

The Region 1 meeting was chaired by Judy Mirbegian and included committee reports and other items on the state of ACWA Region 1.

The two days I spent at the conference provided excellent educational and networking opportunities which will enhance the position of the District in the water community.

Linda Herndon

Director, HVLCSO

ACWA State Legislative Committee - Bills considered 6/10/16

Assembly Bills:

AB 1550 Greenhouse gases: Investment plan: Disadvantaged communities  
AB 1588 Water and Wastewater Loan and Grant Program  
AB 1704 Water Rights  
AB 1816 Irrigation districts: Lease of works  
AB 2257 Local agency meetings: Agenda: Online posting  
AB 2375 Public Employees' Retirement System: Omnibus bill  
AB 2389 Special districts: District-based elections: Reapportionment  
AB 2476 Local governments: Parcel taxes: Notice  
AB 2480 Source watersheds: Financing  
AB 2535 Employment: wages: Itemized statements  
AB 2594 Stormwater resources: Use of captured water  
AB 2651 Urban Water and Transportation Environmental Revitalization Grant Program  
AB 2801 Local government: Fees and charges: Written protest  
AB 2874 Groundwater sustainability agencies: Fees  
  
AB 1585 Monterey County Water Resources Agency: Lake Nacimiento and Lake San Antonio  
AB 2405 Employment: employees: time off  
AB 2515 Water Conservation in Landscaping Act: Model water-efficient landscaping ordinance  
  
AB 2444 California Parks, Water, Climate, and Coastal Protection and Outdoor Access for All Act of 2016

**SENATE BILLS:**

SB 37 Kings River East Groundwater Sustainability Agency Act  
SB 807 Unmanned aircraft systems  
SB 868 State Remote Piloted Aircraft Act  
SB 919 Water supply: Creation or augmentation of local water supplies  
SB 995 Well standards  
SB 1170 Public contracts: Water pollution prevention plans: Delegation  
SB 1233 Joint powers authorities: Water Bill Savings Act  
SB 1317 Groundwater extraction permit  
  
SB1263 Public Water System: Permit



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**MAY, 2016**

**Financial Report**

**REVENUE & EXPENSE SEWER REPORT**

5/1/2016-5/31/2016

<b>120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>TOTAL REVENUE</b>	1,149,443.00	135,464.91	1,030,928.66	118,514.34	90%

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	440,165.00	33,431.92	321,743.32	118,421.68	73%
ADMINISTRATION	381,150.00	26,637.80	324,408.58	56,741.42	85%
FIELD	289,205.00	24,375.79	247,069.88	42,135.12	85%
DIRECTORS	38,323.00	3,112.91	33,082.55	5,240.45	86%
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>87,558.42</b>	<b>926,304.33</b>	<b>222,538.67</b>	<b>81%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-4020 PERMIT & INSPECTION FEES	300.00	-	500.00	(200.00)	167%
120-4045 AVAILABILITY FEES	8,800.00	3,673.28	8,103.59	696.41	92%
120-4050 SALES OF RECLAIMED WATER	90,000.00	13,282.70	82,836.75	7,163.25	92%
120-4111 COMM SEWER USE	19,370.00	2,224.67	24,428.96	(5,058.96)	126%
120-4112 GOV'T SEWER USE	580.00	48.05	528.55	51.45	91%
120-4116 SEWER USE CHARGES	969,100.00	75,747.53	844,340.53	124,759.47	87%
120-4210 LATE FEE	19,093.00	63.31	11,134.23	7,958.77	58%
120-4300 MISC INCOME	39,600.00	3.55	1,347.61	38,252.39	3%
120-4310 OTHER INCOME	-	40,419.13	56,965.79	(56,965.79)	0%
120-4505 LEASE INCOME	2,600.00	-	468.01	2,131.99	18%
120-4550 INTEREST INCOME	-	2.69	274.64	(274.64)	0%
120-4580 TRANSFERS IN	-	-	271,831.24	(271,831.24)	0%
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>135,464.91</b>	<b>1,302,759.90</b>	<b>(153,316.90)</b>	<b>113%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	10,361.38	11,672.45	10,027.55	54%
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	1,850.28	10,226.01	(3,015.01)	142%
120-500-5050 DEPRECIATION	-	-	9,558.88	(9,558.88)	0%
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	416.26	9,814.82	(1,024.82)	112%
120-5-00-5061 VEHICLE MAINT	11,012.00	918.59	5,016.36	5,995.64	46%
120-5-00-5062 TAXES & LIC	619.00	-	501.27	117.73	81%
120-5-00-5074 INSURANCE	14,735.00	-	8.38	14,726.62	0%
120-5-00-5075 BANK FEES	12,750.00	963.02	10,463.14	2,286.86	82%
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	-	3,524.67	995.33	78%
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	37.48	557.43	742.57	43%

<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	431.33	35,250.67	4,749.33	88%
120-5-00-5121 LEGAL SERVICES	9,500.00	360.00	7,543.46	1,956.54	79%
120-5-00-5122 ENGINEERING SERVICES	34,000.00	(1,185.00)	15,852.87	18,147.13	47%
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	9,399.82	11,668.08	39,331.92	23%
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,512.84	(12.84)	101%
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0%
120-5-00-5145 EQUIPMENT RENTAL	990.00	-	1,736.87	(746.87)	175%
120-5-00-5148 OPERATING SUPPLIES	11,699.00	77.80	9,713.50	1,985.50	83%
120-5-00-5150 REPAIR & REPLACE	53,614.00	842.70	62,240.83	(8,626.83)	116%
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	124.21	3,470.38	4,929.62	41%
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	788.00	9,251.00	349.00	96%
120-5-00-5157 SECURITY	460.00	-	147.00	313.00	32%
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	-	19,349.37	(5,689.37)	142%
120-5-00-5191 TELEPHONE	6,960.00	620.64	8,216.78	(1,256.78)	118%
120-5-00-5192 ELECTRICITY	17,291.00	3,529.18	24,864.06	(7,573.06)	144%
120-5-00-5193 OTHER UTILITIES	2,600.00	170.48	1,995.71	604.29	77%
120-5-00-5195 ENV/MONITORING	33,000.00	2,270.00	31,818.10	1,181.90	96%
120-5-00-5196 RISK MANAGEMENT	15,000.00	640.00	8,060.00	6,940.00	54%
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	1,198.75	401.25	75%
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	278.65	870.35	24%
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	59.91	1,211.09	5%
120-5-00-5312 TOOLS - FIELD	524.00	698.70	799.16	(275.16)	153%
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	104.05	2,512.18	(638.18)	134%
120-5-00-5545 RECORDING FEES	200.00	12.00	157.93	42.07	79%
120-5-00-5600 CONTINGENCY	40,636.00	-	2,700.81	37,935.19	7%
<b>TOTAL</b>	<b>440,165.00</b>	<b>33,430.92</b>	<b>321,742.32</b>	<b>118,422.68</b>	<b>73%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-10-5010 SALARIES & WAGES	265,334.00	20,177.37	218,958.01	46,375.99	83%
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,162.06	46,732.97	18,932.03	71%
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,182.66	53,443.04	(15,212.04)	140%
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
120-5-10-5090 OFFICE SUPPLIES	6,500.00	941.76	3,149.20	3,350.80	48%
120-5-10-5170 TRAVEL MILEAGE	1,100.00	119.25	1,229.99	(129.99)	112%
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	-	793.56	3,206.44	20%
120-5-10-5179 ADM MISC EXPENSES	300.00	55.70	102.81	197.19	34%
<b>TOTAL</b>	<b>381,150.00</b>	<b>26,638.80</b>	<b>324,409.58</b>	<b>56,740.42</b>	<b>85%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-30-5010 SALARIES & WAGES	190,391.00	18,461.77	160,401.14	29,989.86	74.55
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,896.99	46,850.76	6,332.24	78.89
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	967.60	32,068.62	6,162.38	81.35
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46.15

<b>FIELD</b>	<b>CURRENT</b>	<b>CURRENT</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>% OF</b>
<b>EXPENDITURES, Cont.</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-30-5063 CERTIFICATIONS	380.00	-	703.00	(323.00)	185
120-5-30-5090 OFFICE SUPPLIES	1,040.00	49.43	704.32	335.68	62.97
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	0
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	-	5,742.04	(1,742.04)	143.55
<b>TOTAL</b>	<b>289,205.00</b>	<b>24,375.79</b>	<b>247,069.88</b>	<b>42,135.12</b>	<b>85%</b>

<b>DIRECTORS</b>	<b>CURRENT</b>	<b>CURRENT</b>	<b>YEAR TO DATE</b>	<b>BUDGET</b>	<b>% OF</b>
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>PERIOD</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>BUDGET</b>
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	1,571.78	1,428.22	47.19
120-5-40-5020 DIRECTOR BENEFITS	230.00	6.97	47.25	182.75	17.51
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	31,122.24	3,670.76	80.97
120-5-40-5170 TRAVEL MILEAGE	100.00	-	101.28	(1.28)	101.28
120-5-40-5176 DIRECTOR TRAINING	200.00	-	240.00	(40.00)	120
<b>TOTAL</b>	<b>38,323.00</b>	<b>3,112.91</b>	<b>33,082.55</b>	<b>5,240.45</b>	<b>86%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**MAY, 2016**

**Financial Report**

REVENUE & EXPENSE WATER REPORT

5/1/2016-5/31/2016

<b>130-WATER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>ALL REVENUE</b>	1,138,568.00	152,726.37	1,245,944.42	(107,376.42)	<b>109%</b>

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	602,660.00	168,028.12	679,728.49	(77,068.49)	113%
ADMINISTRATION	385,340.00	26,602.58	330,411.88	54,928.12	86%
FIELD	285,930.00	23,220.69	281,435.63	4,494.37	98%
DIRECTORS	39,383.00	3,347.71	33,769.97	5,613.03	86%
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>221,199.10</b>	<b>1,325,345.97</b>	<b>(12,032.97)</b>	<b>101%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-4035 RECONNECT FEE	13,000.00	1,260.00	13,715.00	(715.00)	106%
130-4039 WATER METER INST	300.00	-	680.00	(380.00)	227%
130-4040 RECORDING FEE	110.00	10.00	50.00	60.00	45%
130-4045 AVAILABILITY FEES	35,000.00	15,211.72	33,558.41	1,441.59	96%
130-4110 COMM WATER USE	32,600.00	5,940.86	41,723.89	(9,123.89)	128%
130-4112 GOV'T WATER USE	844.00	352.15	3,582.58	(2,738.58)	424%
130-4115 WATER USE	1,024,100.00	95,117.31	1,000,630.13	23,469.87	98%
130-4117 WATER OVERAGE FEE	-	-	8,417.22	(8,417.22)	0%
130-4118 WATER OVERAGE COMM	-	-	11,569.44	(11,569.44)	0%
130-4119 WATER OVERAGE GOV	-	-	898.25	(898.25)	0%
130-4210 LATE FEE	25,014.00	2,353.46	23,030.97	1,983.03	92%
130-4215 RETURNED CHECK FEE	700.00	(50.00)	975.00	(275.00)	139%
130-4300 MISC INCOME	1,100.00	356.30	6,094.84	(4,994.84)	554%
130-4310 OTHER INCOME	-	32,171.27	99,264.65	(99,264.65)	1711%
130-4505 LEASE INCOME	5,800.00	-	1,404.02	4,395.98	0%
130-4550 INTEREST INCOME	-	3.30	350.02	(350.02)	0%
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>152,726.37</b>	<b>1,245,944.42</b>	<b>(107,376.42)</b>	<b>109%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	10,361.38	11,672.45	10,027.55	54%
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	(69.09)	5,994.95	1,216.05	83%
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	431.00	9,378.51	(590.51)	107%
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	-	5,520.89	(1,999.89)	157%
130-5-00-5062 TAXES & LIC	1,153.00	-	423.22	729.78	37%

<b>NON-DEPARTMENTAL EXPENDITURES (CON'T)</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5074 INSURANCE	14,735.00	-	8.38	14,726.62	0%
130-5-00-5075 BANK FEES	12,750.00	963.00	10,448.20	2,301.80	82%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	-	16,627.85	1,013.15	94%
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	37.47	557.41	742.59	43%
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	431.31	40,998.22	2,651.78	94%
130-5-00-5121 LEGAL SERVICES	9,445.00	360.00	14,537.34	(5,092.34)	154%
130-5-00-5122 ENGINEERING SERVICES	37,500.00	542.50	7,884.38	29,615.62	21%
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	27,312.87	73,400.03	(200.03)	100%
130-5-00-5124 WATER RIGHTS	10,428.00	1,699.37	37,004.58	(26,576.58)	355%
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	-	1,512.84	(12.84)	101%
130-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0%
130-5-00-5145 EQUIPMENT RENTAL	-	-	40,587.76	(40,587.76)	0%
130-5-00-5148 OPERATING SUPPLIES	1,107.00	-	1,686.71	(579.71)	152%
130-5-00-5150 REPAIR & REPLACE	62,888.00	94,943.64	174,843.30	(111,955.30)	278%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	100.00	2,902.57	5,497.43	35%
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	787.00	9,249.00	751.00	92%
130-5-00-5157 SECURITY	460.00	-	147.00	313.00	32%
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	-	-	(11,747.02)	11,747.02	0%
130-5-00-5191 TELEPHONE	6,958.00	620.63	8,216.78	(1,258.78)	118%
130-5-00-5192 ELECTRICITY	132,166.00	6,945.83	104,536.14	27,629.86	79%
130-5-00-5193 OTHER UTILITIES	2,627.00	170.47	1,995.76	631.24	76%
130-5-00-5195 ENV/MONITORING	24,000.00	1,380.00	14,029.00	9,971.00	58%
130-5-00-5196 RISK MANAGEMENT	300.00	-	-	300.00	0%
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	100.00	19,106.98	3,293.02	85%
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	48.93	1,222.07	4%
130-5-00-5312 TOOLS - FIELD	1,681.00	698.69	737.38	943.62	44%
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	104.05	2,246.12	(715.12)	147%
130-5-00-5505 WATER CONSERVATION	10,000.00	100.00	5,057.82	4,942.18	51%
130-5-00-5545 RECORDING FEES	200.00	12.00	157.93	42.07	79%
130-5-0-5580 TRANSFERS OUT	-	-	6,889.84	(6,889.84)	0%
130-5-00-5600 CONTINGENCY	50,000.00	19,997.00	63,068.24	(13,068.24)	126%
<b>TOTAL</b>	<b>602,660.00</b>	<b>168,029.12</b>	<b>679,729.49</b>	<b>(77,069.49)</b>	<b>113%</b>

<b>ADMINISTRATION EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-10-5010 SALARIES & WAGES	265,334.00	20,176.42	224,420.07	40,913.93	85%
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,162.04	46,862.08	18,802.92	71%
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,182.63	53,694.79	(11,248.79)	127%
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0%
130-5-10-5090 OFFICE SUPPLIES	6,500.00	941.73	3,149.36	3,350.64	48%
130-5-10-5170 TRAVEL MILEAGE	1,475.00	83.07	1,238.11	236.89	84%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	-	943.65	2,656.35	26%
130-5-10-5179 ADM MISC EXPENSES	300.00	55.69	102.82	197.18	34%
<b>TOTAL</b>	<b>385,340.00</b>	<b>26,601.58</b>	<b>330,410.88</b>	<b>54,929.12</b>	<b>86%</b>

<b>FIELD EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-30-5010 SALARIES & WAGES	190,391.00	16,792.33	195,260.38	(4,869.38)	103%
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	4,896.98	47,008.46	6,174.54	88%
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,391.95	35,823.94	(1,807.94)	105%
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	32%
130-5-30-5063 CERTIFICATIONS	200.00	90.00	283.00	(83.00)	142%
130-5-30-5090 OFFICE SUPPLIES	1,040.00	49.43	553.85	486.15	53%
130-5-30-5170 TRAVEL MILEAGE	800.00	-	10.67	789.33	1%
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	-	1,895.33	2,504.67	43%
<b>TOTAL</b>	<b>285,930.00</b>	<b>23,220.69</b>	<b>281,435.63</b>	<b>4,494.37</b>	<b>98%</b>

<b>DIRECTORS EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	1,657.72	1,342.28	55%
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	49.95	180.05	22%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,949.84	31,122.24	3,670.76	89%
130-5-40-5170 TRAVEL MILEAGE	560.00	223.59	645.06	(85.06)	115%
130-5-40-5176 DIRECTOR TRAINING	800.00	-	295.00	505.00	37%
<b>TOTAL</b>	<b>39,383.00</b>	<b>3,347.71</b>	<b>33,769.97</b>	<b>5,613.03</b>	<b>86%</b>





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**MAY, 2016**

**FINANCIAL REPORT  
POOLED CASH**

AS OF MAY 31, 2016

<b>Beginning Balance</b>	<b>217,676.03</b>
<b>Cash Receipts</b>	
Deposit	318,808.14
Transfers	0.00
<b>Total Receipts</b>	<b>318,808.14</b>
<b>Cash Disbursements</b>	
Accounts Payable	307,457.35
Payroll	54,936.72
Bank Fees	1,926.02
<b>Total Disbursements</b>	<b>364,320.09</b>
<b>Ending Balance</b>	<b>172,164.08</b>

**TEMPORARY INVESTMENTS**

AS OF MAY 31, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,240.05	41,119.31	108,359.36	108,359.37
130	Water Operating Fund	42,373.92	33,024.42	75,398.34	75,398.35
215	1995-2 Redemption	60,805.20	272,562.18	333,367.38	333,367.37
218	CIEDB Redemption	11,504.37	(115,189.63)	(103,685.26)	(103,685.26)
219	USDARUS Solar Loan (Sewer)	818.76	97,592.34	98,411.10	98,411.11
313	Wastewater Cap Fac Reserved	258,509.00	0.00	258,509.01	258,509.00
314	Wastewater Cap Fac Unrestricted	261,167.69	358,571.21	619,738.90	619,738.91
319	Solar Reserve	-	35,309.28	35,309.28	35,309.28
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,072.99	-	171,072.99	171,072.99
711	Bond Administration	27,133.59	14,425.17	41,558.76	41,558.76
<b>TOTAL</b>		<b>900,625.57</b>	<b>737,414.29</b>	<b>1,638,039.86</b>	<b>1,638,039.90</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**MAY, 2016**  
**FINANCIAL REPORT**

**CAPITAL EXPENDITURES**  
 2015-2016 BUDGET

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	70,000	8,900.00
Complete Revised Sewer System Management Plan	9,000	0.00
Install Security Fencing at Lift Station 1 & 4	10,000	0.00
New Roof for Admin Building	40,000	0.00
New Pickup Truck	35,000	39,309.46
SCADA Hardware for Lift Stations	17,000	13,734.70
Preliminary Design-Chlorine Disinfection Facility	50,000	4,993.75
Crazy Creek Land Purchase	100,000	2,331.50
CL2 basin - 2 Flowmeter Replacements	9,000	0.00
Install Treatment Plant Inflow Meter	25,000	24,060.46
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	129,000.00
Retrofit Lift Station 7 & install backup generator	110,000	114,141.12
<b>Total</b>	<b>665,000</b>	<b>336,470.99</b>

<b>Water</b>	<b>Budget</b>	<b>Yr to Date Actuals</b>
New Pickup Truck (not from capital)		19,654.73
<i>(No planned capital expenditures in FY 2015-2019)</i>		
<b>Total</b>	<b>-</b>	<b>19,654.73</b>

# MEMO

To: Board of Directors

From: Trish Wilkinson

Date: May 12, 2016

RE: Senior Account Representative's Monthly Report

---

## **Monthly Billing April 04/29/2016**

April mailed statements: 2121

April electronic statements: 352

The statement "special message" contained the Drought Stage 2 rates in effect and invitation to visit website for paperless statement option.

## **Delinquent Billing 5/20/2016**

Delinquent statements for April bills:

Mailed statements: 432

Electronic statements: 68

## **Courtesy Notification 05/10/2016**

Courtesy notices delivered to the customer's property for delinquent April bills: 122

Electronic notices: 15

## **Phone Notification 05/11/2016**

Phone notifications: 85

The phone notification was sent out around 10:30 am resulting in 59 payments received by the office staff during business hours.

## **Lock Offs 05/12/2016**

26 customers were in the lock off process at 5:00 pm on 05/11/2016.

10 payments were made before service orders went out in the field at 9:00 am on 05/12/2016.

A total of 16 customers were actually locked off for nonpayment.

Throughout lock off day 9 payments were collected and meters unlocked.

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



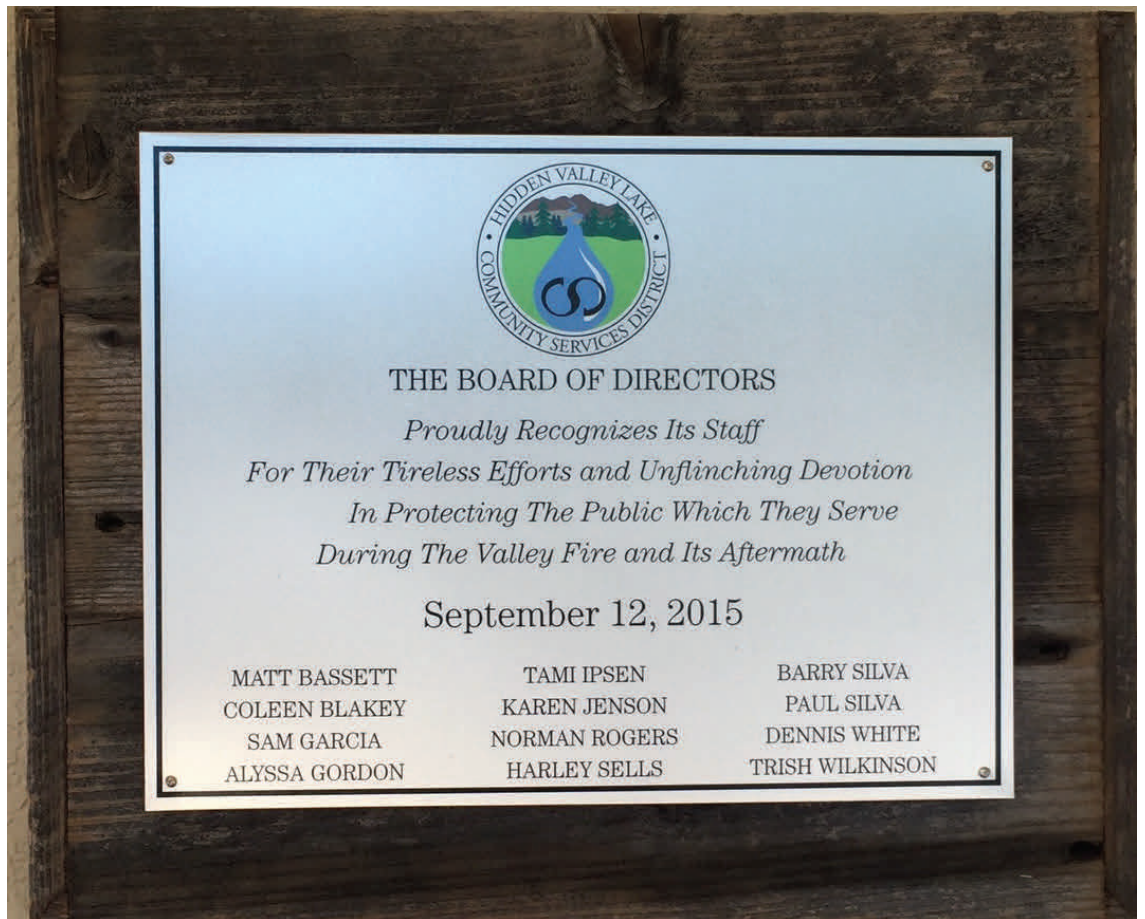
# Hidden Valley Lake Community Services District

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## May 2016 Report

Board of Directors

Staff Appreciation



MATT BASSETT	TAMI IPSEN	BARRY SILVA
COLEEN BLAKEY	KAREN JENSON	PAUL SILVA
SAM GARCIA	NORMAN ROGERS	DENNIS WHITE
ALYSSA GORDON	HARLEY SELLS	TRISH WILKINSON

# May 2016 Field Report

Water Connections:		Sewer Connections:	
New (May)	0	New (May)	0
Residential (April)	2429	Residential (April)	1484
Commercial & Govt (April)	35	Commercial & Govt (April)	15
<b>Total (May) :</b>	<b>2464</b>		<b>1499</b>

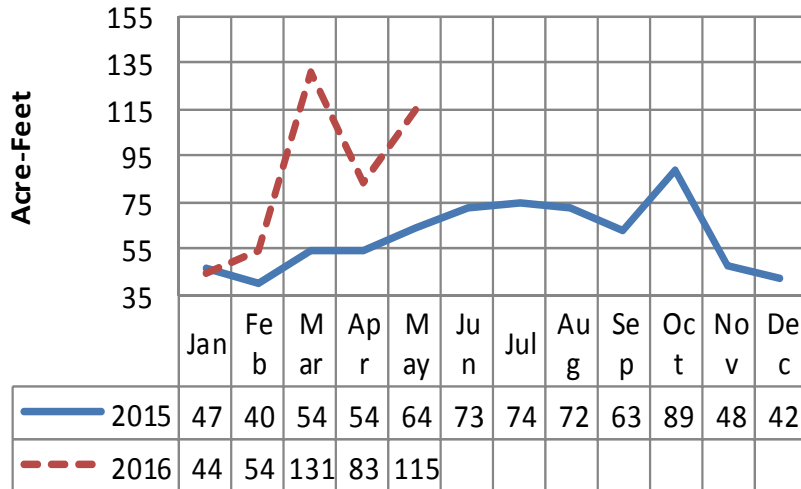
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.69	.01	1.22

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	933.54	929.95	931.06
AG	936.2	930.54	932.80
TP Wells	954.5	953.66	954.11
Grange Rd	937.18	936.09	937.20
American Rock	970.48	970.35	971.02
Spyglass	966.07	964.40	965.61
Luchetti	923.65	920.98	922.75
18th T	942.02	941.69	941.87

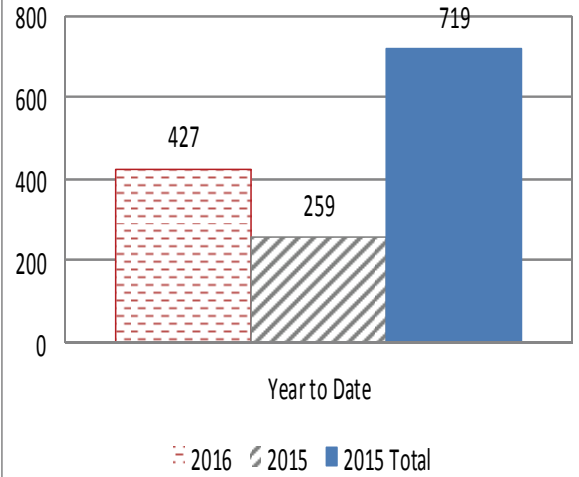
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
41	504	1424
<b>Overtime Hours</b>	<b>26.5</b>	<b>\$1066.09</b>

# May 2016 Field Report

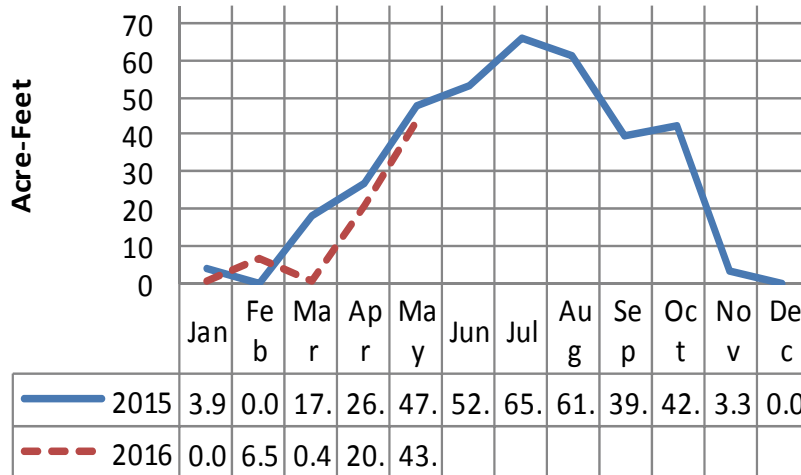
## HVLCSD Municipal Well Production



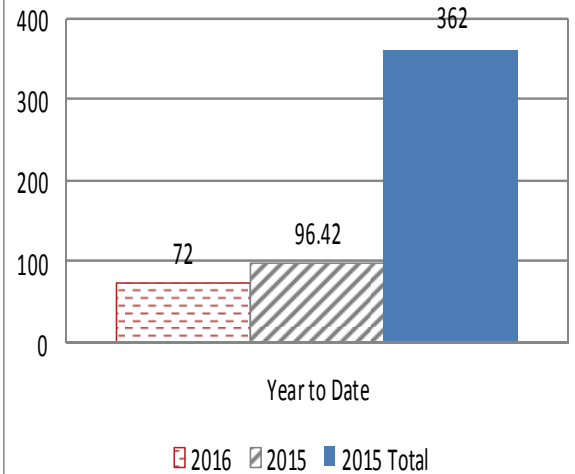
## HVLCSD Municipal Well Production



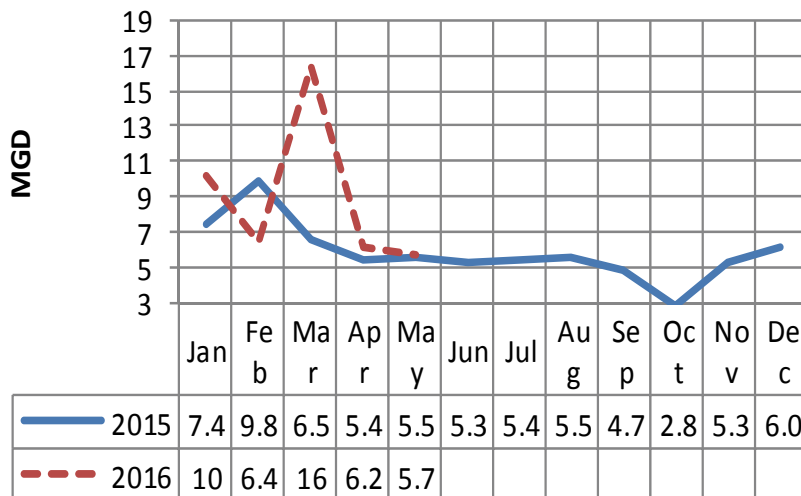
## HVLCSD Municipal Reclaimed Water Use



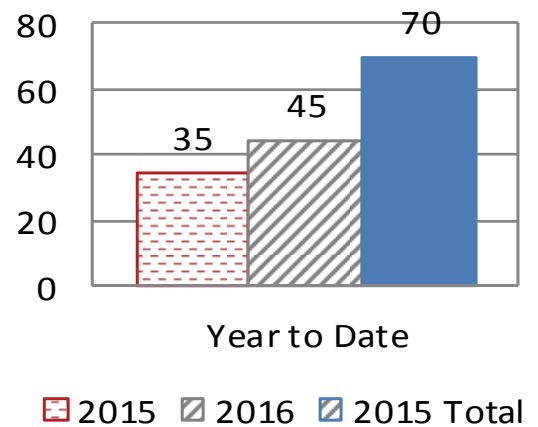
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# May 2016 Field Report

## Water Operations and Maintenance Highlights

- 5/4 Service line leak Park Ridge Rd
- 5/10,5/12 Courtesy notices, lock offs
- Weed abatement
- Troubleshooting backfeed noise issues (Unit 9)
- 5/10 Service line leak Picture Point Ct
- 5/18-5/25 Purchase, register, and customize 3 new Nissan Frontier trucks
- 5/30 Dug to mainline on Moon Ridge Rd in response to USA
- Routine operations and maintenance
- 5/24—5/26 Meter reads

## Consumer Confidence Report

- 5/11-5/17 Worked with SWRCB to finalize CCR
- 5/25-5/31 Bill inserts announced availability to access the HVLCSO Summer Newsletter
- 5/25-5/31 Summer newsletter content and format were developed
- Printed newsletters were made available, and delivered to ratepayers (newsletter attached)

## Vehicle Maintenance

Vehicle	Type of activity	Time
Construction Truck	Hub Clutch for the fan	32 hrs (4 days)
Three new Nissans	Bedliners, Tool boxes, Window	8 hrs (1 day)

# May 2016 Field Report

## Wastewater Operations and Maintenance Highlights

- 5/2 Resolved chlorine residual issue in contact tank
- 5/4 Resolved sewer backup
- Contacted ABC for final bid documentation
- 5/10, 5/12 Courtesy notices, lock offs
- Swapped hour meter in 500 pump
- Swapped motor in blower
- Changed oil & filters in blowers
- 5/24—5/26 Meter reads
- Routine operations and maintenance





# May 2016 Field Report

Vehicle Mileage		
Vehicle	Mileage	Old + New
Truck 1	0	
Truck 3	2193	1905 + 288
Truck 4	280.8	
Truck 6	329	
Truck 7	674	479 + 195
Truck 8	1219	
Dump Truck	64	
Backhoe	7.85	
Tractor	Non-op (scrap)	
New Holland Tractor	6.8	

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	89422.6	20007.7
Fuel Log	406.6	0
May Tank Level	375	445.65
April Tank Level	440.22	445.65

2016 Nissan Frontier  
Truck with logo





PERMIT NO. 12  
 HIDDEN VALLEY LAKE, CA  
 PAID  
 U.S. POSTAGE  
 PERMIT NO. 12

### Additional General Information on Drinking Water

*Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791). Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).*

*Lead-Specific Language for Community Water Systems: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Hidden Valley Lake Community Services District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. [Optional: If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.] If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>.*

**The state of California changed the Maximum Compliance Level (MCL) for Hexavalent Chromium in July 2014, and Senate Bill 385 was enacted in September 2015. The State Water Resources Control Board (SWRCB) has accepted Hidden Valley Lake Community Services District (HVLCS D)'s compliance plan to meet this new MCL. For more information on this plan, and the health effects of Hexavalent Chromium, please refer to our website; [www.hiddenvalleylakecsd.com/HC](http://www.hiddenvalleylakecsd.com/HC)**

### Summer 2016 Newsletter



Hidden Valley Lake  
Community Services District

### “Nip the Drip” Fix those leaks!

#### Inside this issue:

Drought Update	1
New sewer/water rates	1
Hexavalent Chromium update	2
2015 Water Quality Report	2-4

#### Hidden Valley Lake CSD

##### Board of Directors

Jim Freeman - President

Jim Lieberman - Vice President

Judy Mirbegian- Director

Linda Herndon - Director

Carolyn Graham - Director

### A public service to the HVL community

### Hidden Valley Lake Community Services District



## Newsletter and Consumer Confidence Report

In addition to the District's annual Consumer Confidence Report, this newsletter includes important information regarding recent District activities.

#### Drought update

On May 18, 2016, the State Resources Water Control Board (SWRCB) adopted a new conservation approach that is more closely tied to individual water supplier's circumstances. While some specific prohibitions remain the same, the regulations call for water suppliers to take responsibility for how drought conditions would effect the local water supply (not statewide). The full article can be located at [www.hiddenvalleylakecsd.com/whats-new](http://www.hiddenvalleylakecsd.com/whats-new). Stay tuned to learn how this may affect individual HVL residents.

#### New sewer/water rates take effect July 1, 2016

In accordance with the Hidden Valley Lake Community Services District sewer/water rate structure adopted in 2015, you will be seeing a change to your rates starting with the July billing period. This will appear on your bill that will be mailed to you in early August. Your monthly sewer rate will be re-calculated based on your most recent indoor water use (Jan - Apr 2016), and the actual sewer rate will move into the column labelled FY 2016/2017 of “Monthly Sewer Rates”.

#### MONTHLY SEWER RATES

	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
<i>“Fixed” Charge by Meter Size</i>					
Residential*	\$38.92	\$42.03	\$45.39	\$49.02	\$51.96
Commercial & Government (per HEU)	\$38.92	\$42.03	\$45.39	\$49.02	\$51.96
<i>“Volumetric” Charge per 100 cubic feet of monthly water use</i>					
Residential*	\$2.07	\$2.23	\$2.41	\$2.60	\$2.76
Commercial & Government	\$2.25	\$2.43	\$2.62	\$2.83	\$3.00

\*Includes single and multifamily; multifamily assessed per HEU

The monthly water rate will move to the rate listed in the FY 2016/2017 column of “Monthly Water Rates” (drought stage 2).

**MONTHLY WATER RATES**

<i>“Fixed” Charge by Meter Size</i>	FY 2015/2016	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020
5/8 & 3/4 - inch *	\$27.54	\$30.57	\$33.93	\$36.65	\$39.58
1 - inch	\$66.04	\$73.30	\$81.37	\$87.88	\$94.91
1 1/2 - inch	\$130.20	\$144.52	\$160.42	\$173.25	\$187.11
2 - inch	\$207.19	\$229.99	\$255.28	\$275.71	\$297.75
<b>Volumetric Charges - \$/100 cubic feet</b>					
Uniform Rate	\$1.86	\$2.07	\$2.30	\$2.48	\$2.68
Drought Stage 1 (10% use reduction)	\$2.33	\$2.59	\$2.87	\$3.10	\$3.35
Drought Stage 2 (20% use reduction)	\$2.61	\$2.90	\$3.22	\$3.47	\$3.75
Drought Stage 3 (30% use reduction)	\$2.80	\$3.10	\$3.45	\$3.72	\$4.02
Drought Stage 4 (40% use reduction)	\$3.11	\$3.45	\$3.83	\$4.14	\$4.47

\*Most common single family residential meter size

**Hexavalent Chromium update**

As described in the 2015 and 2014 newsletters, the specific chemical Hexavalent Chromium is now regulated by the state at 10 ppb. In addition to Total Chromium, the Maximum Contaminant Level (MCL) for Hexavalent Chromium appears in the Consumer Confidence Report (CCR) under Table 4. Additional legislation was enacted in 2015 with Senate Bill 385. This bill provides the framework for water suppliers to develop a compliance plan to meet the Hexavalent Chromium MCL. The District has taken immediate action to build this compliance plan, which has now been approved by the State Water Resources Control Board (SWRCB). As we work towards compliance, the plan itemizes tasks that are anticipated to bring the District into compliance by 12/31/2019. The fiduciary burden of this plan is not insignificant, and has necessitated a search for funding by the District. Please refer to our website for more detailed information [www.hiddenvalleylakecsd.com/HC](http://www.hiddenvalleylakecsd.com/HC)

**2015 Consumer Confidence Report**

**TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER**

Lead and Copper	Sample Date	No. of samples collected	90 <sup>th</sup> percentile level detected	No. sites exceeding AL	AL	PHG	Typical Source of Contaminant
Lead (ppm)	8/12/15-12/23/15	20	ND	0	.015	0.002	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	8/12/15-12/23/15	20	.29	0	1.3	0.3	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

**Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

**Public Health Goal (PHG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

For more detailed Water Quality Data, including a full glossary of terms, please refer to the full Consumer Confidence Report at [www.hiddenvalleylakecsd.com/public\\_publications\\_2016](http://www.hiddenvalleylakecsd.com/public_publications_2016)

**TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS**

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	1/29/15; 4/15/15	6.9	6.4-7.4	none	none	Salt present in the water and is generally naturally occurring
Hardness (ppm)	1/29/15; 4/15/15	205	200-210	none	none	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

**TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD**

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Chromium (ppb)	1/21/15-12/31/15	11.2	4.3-20	50	(100)	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits
Hexavalent Chromium (ppb)	1/21/15-12/31/15	11.1	3.7-22	10	.02	Discharge from electroplating factories, leather tanneries, wood preservation, chemical synthesis, refractory production, and textile manufacturing facilities; erosion of natural deposits
Turbidity	4/15/15	.3	.3	5	.1	Soil runoff
Barium (ppm)	1/29/15	.12	.12	1	2	Discharge of oil drilling wastes and from metal refineries; erosion of natural deposits
Total Trihalomethanes (ppb)	8/19/15	1.47	1.47	80	n/a	By-product of drinking water disinfection

**TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD**

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Chloride (ppm)	4/15/15	5.4	5.4	500		Runoff/leaching from natural deposits; seawater influence
Specific Conductance	1/29/15	400	400	1600		Substances that form ions when in water; seawater influence
Sulfate (ppm)	1/29/15; 4/15/15	14	13-15	500	.5	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	1/29/15; 4/15/15	225	220-230	1000		Runoff/leaching from natural deposits

**TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS**

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
Bicarbonate Alkalinity	1/29/15; 4/15/15	220	220	none	NA
Calcium	1/29/15; 4/15/15	13	5-21	none	NA
Magnesium	1/29/15; 4/15/15	39	36-42	none	NA
pH	1/29/15; 4/15/15	7.75	7.71-7.78	none	NA



# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hiddenvalleylakecsd.com

## MEMO

To: Board of Directors  
From: Kirk Cloyd  
Date: June 21, 2016  
RE: General Manager's Monthly Report

---

Hello and thank you for the opportunity to be a part of this organization and community. This is the first of what I hope is many more General Manager's Monthly Reports. If there is anything that the Board would like to have added or removed from this report, I am confident that you will let me know.

### Water

#### **Moratorium Update**

Groundwater elevations in the District's municipal wells are currently on par with historic averages for the month of June and in the absence of State imposed water conservation mandates; the District could easily satisfy pre-drought water demands. Due to the State imposed water conservation mandates, District revenues will continue to be reduced significantly. Discontinuance of the moratorium is the District's first priority as it affects several of the following items.

Lifting of the State imposed moratorium on new water service connections may reduce Cr6 levels in the District's water source over time (years) as ground water would pass the serpentine rock (the natural source of Cr6 in our area) more quickly, giving the Cr6 less time to leach into the ground water.

#### **Hexavalent Chromium (Cr6) Update**

On December 31, 2015 the District conducted its quarterly hexavalent chromium (Cr6) sampling event of the District's municipal supply and selected monitoring wells in the region. The laboratory sampling results were favorable in that staff was able to blend the water from the lower producing/lower Cr6 Well 3 at a higher rate which brought the over-all Cr6 levels down below the required 10 ppb limit to 9.4 ppb. This is a significant accomplishment by our staff and indicates that a new well of similar quality may be drilled as long as the volume is sufficient to blend with our existing wells. Further analysis is needed. With the hot summer months still ahead and an increased demand for water, it is not likely that Well 3 will be able to keep up with the demand for low Cr6 water to be blended with our other wells to consistently meet the 10ppb mandate.



## Hidden Valley Lake Community Services District

19400 Hartmann Road  
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The District submitted an application for the State Revolving Fund (SRF) loan, funding a feasibility study to mitigate Cr6. The State Department of Water Resources noted that our current water rates would not support repayment of an SRF loan and urged the District to return once a successful Prop. 218 vote had passed supporting this effort.

### **Water Rate Increase**

Pursuant to the Proposition 218 hearing held on July 21, 2015 and subsequent Proposition 218 vote, water rates will increase effective July 1, 2016. In the new fee structure, both a uniform and volumetric rate will be applied as noted in the CCR (Summer News Letter) moving the Water Fund toward self-sufficiency.

It is advised, for future rate increases, that the Board make the effective date January 1<sup>st</sup> of each subsequent year. This aids in: Avoiding association with elections; commences after the holiday season; and most importantly, implementation during the coolest time of the year when water usage is at its lowest gives rate payers the best opportunity to adjust their usage prior to the warm summer months.

As part of the July 21, 2015 public hearing, the Board also adopted "drought water rates" which are designed to offset revenue shortfalls caused by reduced water sales (Such as the revenue shortfall caused by the State imposed water conservation mandates.) Drought water rates will be discontinued December 31, 2016 and will cause a significant drop in District revenue. If the conservation mandate is continued by the State, a resolution will be brought before the Board requesting an extension of the "drought water rates" to coincide with said mandates.

**The 2015 Consumer Confidence Report (CCR) is now on line and can be found at:**

<http://www.hiddenvalleylakecsd.com/media/CCRs/Summer%202016%20newsletter%20-%20CCR.pdf>

### **Energy**

The District is entertaining the idea of an energy audit of PG&E's services and our facilities. An audit would ensure that the District is using energy during the most opportune times and with the most efficient equipment affordable. Audits of this nature are typically at no cost to the District and some improvements are covered by government grants funded through the auditing agencies. Use of an auditing agency will also provide the District with the most up to date grant and funding options currently available.



# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hiddenvalleylakecsd.com

## **General Information**

### **Ordinances and Fee Schedules**

Both Water and Sanitary Sewer Ordinances are under review in an effort to put all water and sewer use fees into individual fee schedules. This will allow ordinances to be approved by resolution and only require a Prop. 218 for the fee schedules. Additionally, this will clarify any current issues with the sewer late fees.

### **Comstock Agreement**

The District wants to make sure that the Board members have a copy of the original Comstock agreement for review. The District is working with legal counsel to ensure that there is a clause which provides an exit strategy protecting all parties.

### **Technical Equipment Room**

Attached, is a summary of events surrounding the technical equipment room cooling system failure. Note that the District was able to obtain updated phone equipment under warranty and used this time wisely to build a backup system with existing parts and rebuild an existing server, buying the District time before a new server is required. Due to heat damage, a replacement "Switching Device" will be required prior to failure so daily operations, including communications, billing and payroll, is not interrupted. Additionally, a quote will be obtained for repair/replacement of the stand-alone A/C unit for the equipment room.

# Equipment room failure

## I. The Problem

### **Excessive heat in the enclosed Equipment room**

Over the course of the holiday weekend, a lack of AC or ventilation in the Boardroom and Equipment room caused temperature levels to reach over 85°. When the temperature in the ambient air is high, the internal temperature of devices in the equipment room rises exponentially. The longer term rise in temperature with the change of seasons is also a contributing factor.

## II. The Effect

### **Equipment suffered temperature abuse, and equipment failure**

1. Office phone system went down – The router that manages our digital, voice over IP phone system failed.
2. Main file & print server suffered temperature abuse – The error log of the Questys server showed a failed power supply. This server comes equipped with a redundant power supply, so the entire server did not fail.
3. Main switching device suffered temperature abuse – The blinking data lights are no longer solid or blinking green. These lights are primarily solid amber in color. This is an indication of an error in the passage of data through the building, and is most likely a result of the longer term rise in temperature.
4. Excessive clutter in equipment room – Unnecessary equipment and “clutter” only serves to exacerbate temperature abuse with a lack of airflow.

## III. The Mitigation

### **Repair failures, prevent additional failures**

1. Office phone system
  - a) Install two temporary analog phone lines to enable CSD to receive 2 calls at a time
  - b) Initiate emergency call with Cisco support
  - c) Enable direct access for Cisco support using Alyssa’s PC
  - d) Acquire recent backup of phone system configuration
  - e) Start “RMA” process to replace failed equipment under warranty
  - f) Contact phone carrier (Mediacom) to forward afterhours calls directly to Field Operations on-call phone
  - g) Receive replacement router, physically install
  - h) Assist Cisco support with access and troubleshooting
  - i) Start second “RMA” process for additional equipment under warranty
  - j) Receive replacement module for router, physically install

- k) Test for functionality
2. Main file & print server – In addition to temperature abuse, this server was running out of disk space, and there was no known backup.
    - a) Initially attempt to backup data using newly purchased software on existing hardware
    - b) Remove file & print server from equipment room
    - c) Bring file & print server online in CSD’s “work room” to restore day to day file & print operations.
    - d) Research alternatives for backing up server
    - e) Remove file & print server from the Wastewater Treatment plant, verify no loss of functionality for plant operations
    - f) Attempt to backup data from main file & print server onto WWTP file & print server (crossover cable)
    - g) Resolve and execute a consolidation of three file & print servers into one. The tape drive of the plant server was installed in the main CSD file & print server. The services of the “old” CSD server were migrated to the main CSD file & print server.
    - h) Physically install the main CSD file & print server back into the equipment room
    - i) Test for functionality
  3. Main switch – This equipment continues to log errors, but is functional. No mitigation steps were taken.
  4. Clutter in equipment room – The opportunity was taken to improve airflow, while equipment issues were being mitigated
    - a) Field Operation staff assisted in removal of unused, unnecessary equipment in equipment rack, including non-functioning Uninterruptable Power Supplies (UPS’), and rack trays.
    - b) Items stored in this room were either re-organized in an area as far from the equipment rack as possible, or removed into another CSD storage area
    - c) Only the main CSD file & print server was re-installed in the equipment rack
  5. Improve air temperature – Immediate improvements were made to produce cooler, conditioned equipment room air.
    - a) Initially, the door to the equipment room was left open 24 hrs/day, the lights to the board room were left off, and the doors to the board room were left open whenever possible and advantageous
    - b) Next, a floor air conditioning unit was taken from the WWTP equipment room, installed in the CSD equipment room, with the hot air exhaust venting into the board room.
    - c) Field Operations staff installed vent access to the roof for the hot air exhaust of this 8 yr. old floor air conditioning unit.
    - d) Field Operations staff extended existing CSD ductwork from GM’s office to take advantage of the working air conditioning unit.
    - e) Armando from Fahrenheit HVAC was able to rearrange his schedule, and repair the board room air conditioning unit one week early.



IV. The Result

**All equipment operational**

The temperature remains below 80°, but never below 74°. By replacing warranted phone equipment and modules, consolidating server parts, and installing a floor air conditioning unit the District was able to buy some time before making a significant investment.

V. The Future

**Investment in the short and long term**

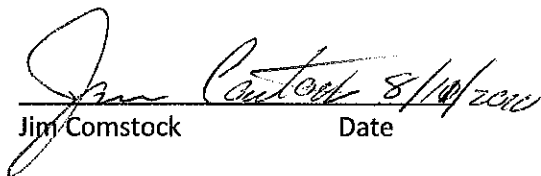
1. The main switch – This continues to log errors, and is in immediate need for replacement
2. The main file & print server – Although currently running, software, hardware, and disk management has become obsolete, and will need to be replaced.
3. Air conditioning – The floor air conditioning unit is only a stop-gap solution, and will not be reliable in the long term.

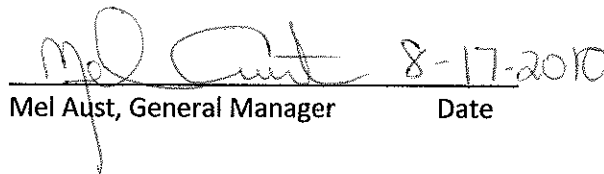
AGREEMENT  
BETWEEN THE HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
AND CONSTOCK FAMILY FOR STORAGE AND  
ALUMINUM IRRIGATION PIPE

WHEREAS the Comstock Family the Hidden Valley Lake Community Services District to store aluminum irrigation pipe adjacent to the Putah Creek bed. The estimated time of storage would be November 1 to July 1 each year for five (5) years, 2009-2014;

WHEREAS the Comstock Family is allowing the Hidden Valley Lake Community Services District to place pipe across their property for water discharge to Putah Creek from June 1, 2009 to November 1, 2014;

THEREFORE the cost will be \$300 per five years. A lump sum of \$1,500 will be paid to Jim Comstock upon execution of this agreement.

  
\_\_\_\_\_  
Jim Comstock                      Date

  
\_\_\_\_\_  
Mel Aust, General Manager                      Date

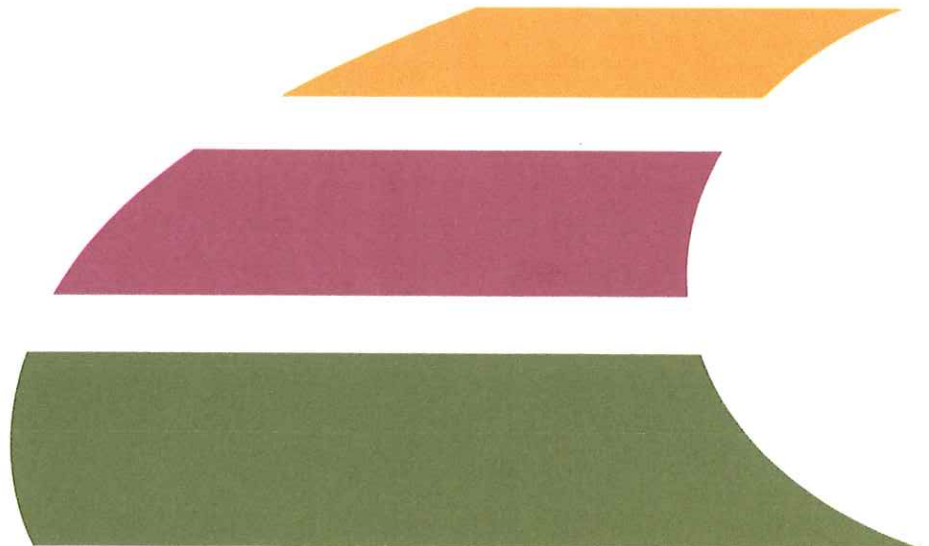
Private and Confidential

**Hidden Valley Lake  
Community Services District**  
Draft Base Salary Report

May 16, 2016

SUBMITTED BY:  
BRUCE DAVIS  
Project Manager

CPS HR Consulting  
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Tax ID: 68-0067209  
[www.cps hr.us](http://www.cps hr.us)



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## **I. Introduction**

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CPS HR Consulting (CPS HR) was retained by the Hidden Valley Lake Community Services District (District) to conduct a base salary survey for the Administrative Assistant and Full Charge bookkeeper classifications. The objective of the study was to determine a salary range for each classification that would fit into the client's existing salary structure. The salaries were determined by reviewing comparable classifications within seven (7) agencies of the client's labor market by collecting and analyzing base salary data. The salary recommendations for both classifications were decided on by utilizing the salary survey data and a whole job evaluation approach to determine the most appropriate salary range within the client's previously established salary structure.

This Draft Base Salary Report contains results for all survey classifications, and outlines the project scope and work plan, the methodologies utilized in data collection and analysis, and an overview of the study results.

The effective date of the data collection was May 12, 2016.

## **II. Project Scope and Work Plan**

---

In order to complete the study, the following tasks were completed:

- The CPS HR Project Manager clarified the scope of work with the Interim General Manager. (completed)
- Review of District background materials including classification specifications, salary schedules, and organization charts. (completed)
- Confirmation from the District regarding the labor market agencies. (completed)
- Research each agency to identify a comparable classification and the monthly minimum and maximum salary.
- Reviewed and analyzed all compensation data collected from the labor market agencies. (completed)
- Prepared the Draft Base Salary Report for the District's review and comments. (completed)
- Once this Draft Base Salary Report is reviewed and comments are received, the Final Base Salary Report with study findings will be presented to the District. (pending)

### **III. Compensation Study Parameters**

---

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

- Labor market agencies
- Survey classifications
- Scope of the survey

#### Labor Market Position

CPS HR presented two labor market positions:

- The labor market median, which is the “middle” of the market, is the data point at which half of the complete range of data is higher, and half of the complete range of data is lower. Within small data sets, this position is not impacted by high and low payers in the market since it is the middle data point; in this case, the highest and lowest payers could be eliminated without impacting the data.
- The labor market mean, which is the average data point for the complete range of data. This position can be impacted by high and low payers since it is an average of all data points.

#### Labor Market Agencies

The agencies surveyed comprise seven (7) of the District’s labor market agencies displayed in Table 1.

Table 1 Hidden Valley Community Services District Labor Market Agencies
City of Calistoga
City of Healdsburg
City of Lakeport
City of Napa
County of Lake
North Marin Water District
Town of Windsor

## Survey Data Collection Scope

The data that was collected from each agency included base salary (minimum and maximum). When measuring the market, the goal is to identify an agency's competitive position; this is done by measuring maximum salary which is an indication of the most the agency is willing to pay for a particular job. The data collected for the study is outlined below.

- Title of the comparable classification
- Minimum and maximum monthly salaries
- Span of control
- Duties and responsibilities
- Knowledge, skills and abilities
- Reporting structure internally in comparison to market agencies

## IV. Survey Results

---

As indicated in the previous section, the survey involved the collection of base salary data for the District's survey classifications from each of the selected labor market agencies, and detailed results of the analyses were prepared. These results are presented as follows.

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

When reviewing the data it is important that the District be aware of the following:

- **Important:** The District's labor market represents five cities, a county, and a special district. In light of the varying differences within the municipalities, CPS HR attempted to match the classifications on duties and responsibilities as closely as possible. However, given the smaller size of the District, and the large scope of both additional classifications, the matches generally reflect the more professional level of the class matched. This rationale accounts for the span of control and overlapping duties that often result from some roles in smaller agencies.

Table 2 provides the District with a summary of base salary study results and displays the following:

- The title of the District's survey classification.
- The number of comparable classifications identified within the analysis.
- The labor market median monthly minimum salary – this calculation is based upon the minimum monthly salary for each of the comparable classifications; that range of data is then computed to provide the median amount.
- The labor market median monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classifications; that range of data is then computed to provide the median amount.
- The labor market mean monthly minimum salary – this calculation is based upon the minimum monthly salary for each of the comparable classifications; that range of data is then computed to provide the mean amount.
- The labor market mean monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classifications; that range of data is then computed to provide the mean amount.



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*Hidden Valley Lake Community Services District  
Draft Base Salary Report*

Table 3 provides the District with recommended salary ranges for the Full Charge Bookkeeper and Administrative Assistant classifications. Per the District’s request, the recommended salary ranges match one of the existing salary ranges within the District’s current salary structure.

In addition, Appendix A provides a detailed datasheet of the base salary survey results for all agencies.

Table 2 Hidden Valley Community Services District Base Salary Survey Results					
Classification	# of Matches	Labor Market Median (Min)	Labor Market Median (Max)	Labor Market Mean (Min)	Labor Market Mean(Max)
Full Charge Bookkeeper	6	\$26.12	\$32.05	\$28.46	\$34.53
Administrative Assistant	5	\$25.73	\$32.13	\$25.41	\$31.22

Table 3 Salary Recommendations for Hidden Valley Community Services District						
Classification	Comparable Salary Range	Step A	Step B	Step C	Step D	Step E
Full Charge Bookkeeper	Water Resource Specialist	\$29.32	\$30.86	\$32.49	\$34.20	\$36.00
Administrative Assistant	Operator II	\$25.64	\$26.92	\$28.26	\$29.68	\$31.16

## V. Summary

---

The above sections of this Draft Base Salary Report provide detailed information concerning the scope of the project, the methodology used to complete the base salary study, as well as the results of the study which show the recommended salary ranges for the Full Charge Bookkeeper

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*Hidden Valley Lake Community Services District  
Draft Base Salary Report*

and Administrative Assistant classifications. Should you require any further information, or have questions and comments with respect to this report, please do not hesitate to contact Dr. Davis at 916-471-3382 or via email at [bdavis@cpshr.us](mailto:bdavis@cpshr.us).

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## Appendix A – Datasheet

Table A1 Comparable Agency Data - Full Charge Bookkeeper			
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
City of Calistoga	DNA		
City of Healdsburg	Accounting Operations Supervisor*	\$36.88	\$44.99
City of Lakeport	Financial Specialist III	\$21.85	\$27.61
City of Napa	Accounting Technician	\$27.73	\$33.51
County of Lake	Accountant II	\$20.81	\$25.30
North Marin Water District	Senior Accountant	\$39.01	\$45.16
Town of Windsor	Accounting Specialist	\$24.50	\$30.59
	<b>Median Base Salary</b>	<b>\$26.12</b>	<b>\$32.05</b>
	<b>Mean Base Salary</b>	<b>\$28.46</b>	<b>\$34.53</b>

\* This classification will receive a 4% increase effective 7/2016

Table A2 Comparable Agency Data - Administrative Assistant			
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
City of Calistoga	Administrative Assistant	\$24.36	\$29.61
City of Healdsburg	Administrative Specialist*	\$29.63	\$36.15
City of Lakeport	Administrative Specialist II	\$17.74	\$22.48
City of Napa	Administrative Secretary	\$29.59	\$35.74
County of Lake	NCC		
North Marin Water District	NCC		
Town of Windsor	Sr. Administrative Assistant	\$25.73	\$32.13
	<b>Median Base Salary</b>	<b>\$25.73</b>	<b>\$32.13</b>
	<b>Mean Base Salary</b>	<b>\$25.41</b>	<b>\$31.22</b>

\* This classification will receive a 4% increase effective 7/2016



# Hidden Valley Lake Community Services District

## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Non - Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date: 4/19/16	\$25.64	\$26.92	\$28.26	\$29.68	\$31.16

### **Definition/Summary**

To provide administrative support to the General Manager and the Board of Directors and assist the General Manager in the implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out special projects for the District.

### **Essential Functions**

- Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings.
- Manage calendars and appointments for General Manager and Board of Directors including the scheduling and registration for seminars and conferences.
- Manage confidential information for the General manager and Board of Directors.
- Maintain all District Records and Files including complete and up-to-date record of all Board actions, Resolutions and Ordinances sufficient to ensure accuracy and easy access.
- Oversee processes mandated by the Public Records Act, FOIA, and other Federal, State and Local "Right to Know" regulations.
- Manage travel arrangements for General Manager, Board of Directors and staff; assemble travel expenses for reimbursement and invoices for payment.
- Administer clerical tasks for District programs including Employee Relations, insurance, workers' compensation, public information and education.
- Maintain District insurance records annually including District vehicle and facility inventory.
- Manage the District Records Retention and Records Destruction Policy.
- Maintain the District website.
- Provide basic IT support for the District.
- Complete annual reporting to the California urban Water Conservation Council for 14 BMP's in compliance with State Revolving Loan.
- Oversee the District Water conservation Program; work with community groups coordinating special events promoting water conservation and water awareness.
- Oversee the District Outreach Program in print and electronic media.

### **Other Duties**

Undertake special projects as directed by the General Manager.

### **Qualifications/Education**

Incumbent must have a high degree of proficiency in secretarial and administrative support skills and at least five years of general secretarial/administrative experience. Knowledge of the California Government Code- specifically, the Brown Act- is a must. A High School Diploma is required.

**Licenses/Certifications**

Special District Institute Certification is required and may be completed within the first two years of employment. Incumbent must be a Certified Notary.

I have reviewed this Job Description with my Supervisor and agree with its contents.

---

Employee Signature

Date

---

Employer Signature

Date



# Hidden Valley Lake Community Services District

## FULL CHARGE BOOKKEEPER JOB DESCRIPTION

Reports to: General Manager	Hourly Salary Range				
Status: Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date: 4/19/16	\$29.32	\$30.86	\$32.49	\$34.20	\$36.00

### **Definition/Summary**

The full charge bookkeeper handles all the accounting needs of the District including the preparation of financial statements and year-end close. This position will handle all the basic accounting functions of the District or supervise others in the basic tasks.

### **Essential Functions**

- Code and enter vendor and expense invoices
- Prepare checks
- Bill Customers
- Prepare Bank Deposits
- Debit correct General Ledger Accounts accordingly
- Process Payroll checks
- Manage A/P and A/R
- Handle all District banking needs including reconciling monthly statements and monitoring cash flow
- Prepare and complete entries into the General Ledger
- Account for fixed assets and depreciation
- Run a monthly trial balance to ensure general ledger accounts are in balance
- Analyze the monthly trial balance and make adjusting entries to the general ledger to correct discrepancies.
- Prepare a Balance Sheet, Income Statement and Cash Flow Statement at the end of each month and submit to the CPA. Upon verification submit the statements to the GM and Board of Directors with a statement of District financial position
- Produce job cost reports as requested
- Assemble information for external auditors for the annual audit
- Calculate and issue financial analysis of the financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Work with the General Manager to produce the annual budget
- Maintain a current desk guide for this position recording the details of each job function

### **Other Duties**

Perform other related duties as requested by the General Manager

**Education and Experience**

The minimum education requirement for a full charge bookkeeper is an Associate's degree in accounting or business. Further education or certification such as a bachelor's degree in a field such as accounting or business is preferred. A certification, such as the Certified Bookkeeper designation provided by the American Institute of Professional Bookkeepers, is a plus.

To be eligible for this position the candidate must have a command of Generally Accepted Accounting Principles and Governmental Accounting Standards with 3 years' experience in Public Agency Accounting.

I have reviewed this Job Description with my Supervisor and agree with its contents.

---

Employee Signature Date

---

Employer Signature Date

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

**DATE:** June 21, 2016

**AGENDA ITEM:** Discussion and Possible Action: Adoption of FY 2016-2017 Budget and Investment Policy

---

**RECOMMENDATIONS:**

- 1) Conduct public hearing to receive public comment on recommended fiscal year 2016-2017 budget.
- 2) Adopt fiscal year 2016-2017 budget as recommended by staff or subsequently modified following public and/or Board member comment, via adoption of Resolution 2016-10.
- 3) Adopt Investment Policy for fiscal year 2016-2017 via adoption of Resolution 2016-11

**FINANCIAL IMPACT:**

Establish operating and capital improvement budgets, and policies related to the investment of District funds, for fiscal year 2016-2017.

**BACKGROUND:**

Pursuant to Government Code 61110, the Board must conduct a hearing to provide the public with an opportunity to comment on the proposed budget. Following the public hearing and Board discussion, staff recommends the Board adopt the fiscal year 2016-2017 budget by way of resolution.

Each year the Board adopts an Investment Policy in conjunction with the fiscal year budget. The Investment Policy defines the parameters within which the District’s funds are to be managed. In 2012 the Finance Committee spent considerable time reviewing the District’s long-standing Investment Policy, and a revised Investment Policy was subsequently adopted in October 2012 (aka October 2012 version). The October 2012 version ultimately became the FY 2013-2014 Investment Policy. Staff is once again recommending the Board adopt, by resolution, the October 2012 version as the District’s FY 2015-2016 Investment Policy.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 21, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board





## Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
[www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com)

In preparation of adoption of the 2016-2017 Fiscal Year Budget for the Hidden Valley Lake Community Services District, the Board of Directors will hold a budget workshop on June 14, 2016 at 7:00 p.m. The final budget will be presented for approval at the June 21, 2016 regular board meeting at 7:00 p.m. Both meetings will be held in the District's boardroom at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEASE TAKE NOTICE that the Secretary to the Board of the Hidden Valley Lake Community Services District has called a hearing to set forth a resolution for adoption of the 2016-2017 fiscal year budget. The Hidden Valley Lake Community Services District's Board of Directors will conduct a hearing, including possible adoption of the 2016-2017 fiscal year budget at the June 21, 2016 regular board meeting at 7:00 p.m. at 19400 Hartmann Road, Hidden Valley Lake, California. At that time and place, any interested person, including all persons owning property within the District, may appear and be heard to address the proposed 2016-2017 fiscal year budget.

If you have any questions, please contact the District Office at (707) 987-9201.

A handwritten signature in cursive script that reads "Kirk Cloyd".

Kirk Cloyd, General Manager/Secretary to the Board

Posted: June 9, 2016



RESOLUTION NO 2016-10  
A RESOLUTION FIXING AND APPROVING BUDGET  
FOR FISCAL YEAR 2016-2017

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

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

1. That the balance on hand as of June 21, 2016 in each of the funds of the District shall be reserved for use by the District during the fiscal year 2016-2017.
2. That the budget for said District for the fiscal year 2016-2017 heretofore presented to the Board and a copy of which hereto attached is approved.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 21st day of June 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jim Freeman  
President of the Board  
Hidden Valley Lake  
Community Services District

---

Kirk Cloyd  
General Manager/Secretary to the Board  
Hidden Valley Lake  
Community Services District



RESOLUTION NO. 2016-11

A RESOLUTION APPROVING AND ADOPTING  
INVESTMENT POLICY FOR FISCAL YEAR 2016/2017

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, that certain Investment Policy for Fiscal Year 2016/2017, attached hereto and setting forth the policy for investment of District's funds for said Fiscal Year, be and it is hereby, approved and adopted as the Official Investment Policy of this District for Fiscal Year 2016/2017.

\* \* \* \* \*

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 21th day of June, 2016, by the following vote:

**AYES,**

**NOES,**

**ABSENT,**

**ABSTAIN,**

\_\_\_\_\_  
Jim Freeman  
President of the Board

\_\_\_\_\_  
Kirk Cloyd  
General Manager/Secretary to the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
INVESTMENT POLICY  
FY 2016-2017

Except for immediate cash requirement or pursuant to specific action by the Board of Directors, the District shall invest all of its surplus funds with the Local Agency Investment Fund, administered by the Treasurer of the State of California, or in a money market fund held with the District's Service Bank to assure in priority order; Safety; Liquidity and Yield with minimum risk and administrative cost.

Upon a positive vote by the Board, the District may invest in other securities and instruments as noted in Appendix A within the limitations indicated.

### Reporting

District Staff shall prepare a monthly report titled "Investment Report", for review by the Board at its regular monthly meetings. This report shall display:

1. Monthly investments by the District
2. Rate of return and yield by item
3. Total interest income for the period

Total interest income earned for the period shall agree with the District's monthly financial reports.

The report shall include the type of investment, issuer, and account balance. For investments in the Local Agency Investment Fund, in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, or in a county investment pool, the report may instead attach the most recent statement received from the institutions. The monthly report shall state that the portfolio complies with this Investment Policy or the manner in which the portfolio is not in compliance. Monies not required for immediate needs shall be considered surplus funds and shall be invested to provide the highest yield and liquidity at the minimum level of risk, until needed for payment of District obligations.

The Full Charge Bookkeeper, or designee, shall present the Investment Report to the Board of Directors for consideration at the District's regular monthly meetings.

### Service Bank

The Board shall designate a State or Federally chartered bank, operating within the State of California, to serve as the District's primary service bank, and the District shall use said bank as a clearing house for all funds.

### Safekeeping Account

When practical all negotiable securities shall be held in a safekeeping account at the Trust Department of the designated District Service Bank.

### Investment Documentation and Review

Each investment transaction must be duly documented. All dealer and safekeeping confirmations are to be reviewed by a person other than the person initiating the transaction. Any discrepancies must be resolved immediately and a new confirmation issued.

### Audit

The Board shall establish an annual process of independent review by an external auditor. This review shall provide internal control by assuring compliance with policies and procedures. The external auditor shall submit a report of his/her findings for consideration by the Board. Upon deliberation, the Board shall consider the report and by official action accept or reject it.

### Policy Review

The Hidden Valley Lake Community Services District's Investment Policy shall be adopted by resolution of the Board of Directors on an annual basis. This Investment Policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation to principal, liquidity and yield, and its compliance with current law and relation to financial and economic trends. Any amendments to the policy shall be forwarded to the Board of Directors for approval.

### Standard of Care (Prudent Investor Standard)

The standard of care to be used in investing District funds shall be the prudent investor standard described in Government Code section 53600.3 and shall be applied in the context of managing an overall portfolio. The Board, acting in accordance with written procedures and this Investment Policy, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### Legislative Changes

Any State of California legislative action that further restricts allowable maturities, investment type or percentage allocations will be incorporated into the Hidden Valley Lake Community Services District's Investment Policy and supersedes any and all previous applicable language.

### Interest Earnings

All monies earned and collected from investments authorized in this policy shall be allocated monthly to various fund accounts based on the cash balance in each fund as a percentage of the entire pooled portfolio.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
INVESTMENT POLICY**

**APPENDIX A**

**Authorized Investments**

Investments of District Funds are governed by the California Government Code Sections 53600 et seq. Within the context of those limitations, the following investments are authorized as further limited herein:

<b><u>INSTRUMENT</u></b>	<b><u>PERCENTAGE OF PORTFOLIO</u></b>
Repurchase Agreements	0 to 100%
Local Agency Investment Fund	0 to 100%
U.S. Treasury Bonds/Notes/Bills	0 to 100%
U.S. Government Agency Obligations	0 to 100%
Bankers' Acceptances	0 to 40%
Commercial Paper	0 to 15%
Negotiable Certificates of Deposit	0 to 30%
Time Certificates of Deposit	0 to 25%
Reverse Repurchase Agreements	0 to 20%

1. United States Treasury Bills, Bonds, Notes or certificates of indebtedness or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category, although a five year maturity limitation is applicable.

2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank Board (FHLB), the Federal Farm Credit System (FFCB), and the Federal Home Loan Mortgage Association (FHLMC). There is no percentage limitation of the portfolio which can be invested in this category, although a five year maturity limitation is applicable.

Investments detailed in items 3 through 10 are further restricted to percentage of the cost value of the portfolio in any one user name to a maximum of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five year maximum maturity limitation is applicable unless further restricted by this policy.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise as Bankers' Acceptances. Bankers' Acceptances purchased may not exceed 270 days maturity or 40% of the cost value of the portfolio. Bankers' Acceptances may only be purchased from the top 100 Banks of the World as compiled by American Banker from Merrill Lynch.

4. Commercial paper ranked P1 by Moody's Investor Services or A1+ by Standard & Poor's, and issued by domestic corporations having assets in excess of \$500,000,000 and having an AA or better rating on its' long term debentures as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed 180 days to maturity nor represent more than 10% of the outstanding paper if the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio.

5. Negotiable Certificates of Deposit will be issued by nationally or state chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of five years is applicable.

6. Repurchase agreements which specify terms and conditions may be transacted with banks and broker dealers. The maturity of the repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement.

7. Reverse repurchase agreements which specifies terms and conditions may be transacted with broker dealers and financial institutions but cannot exceed 20% of the portfolio value on the date entered into. The District may enter into reverse repurchase agreements only to fund short term liquidity needs. The term of reverse repurchase agreements may not exceed 92 days. Prior approval by the Board is required. The underlying securities must have been owned by the District at least 30 days before sale.

8. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by California State Law.

9. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

10. Moneys held by a trustee or fiscal agent and pledged to the payment or security of notes, bonds, or other indebtedness, or obligations under a lease, installment sale, or other agreement, or certificates of participation in such obligations (collectively "debt obligation"), may be invested in accordance with the statutory provisions governing the issuance of those debt obligations or in accordance with the ordinance, resolution, indenture, or agreement providing for their issuance.

AUTHORIZED BROKERS: Purchases and sales of securities shall be made through firms designated as Primary Dealers by the Federal Reserve Board; furthermore, the firm must operate from an office within this state.

INVESTMENT PURCHASES: Purchases shall attempt to be made in minimum amounts of \$1,000, par value. When practical, a minimum of three bids shall be obtained to insure competitive pricing. Investments shall be held in the safekeeping account with the exception that Time Certificates of Deposit shall be delivered to the District's vault and held until maturity. All transactions will be settled on payment vs. delivery.

**INVESTMENT SALES:** Securities may be sold prior to maturity to provide for cash flow needs. Securities shall not be sold for less than cost plus accrued interest without prior approval of the Board. Three bids should, when possible, be obtained to insure competitive pricing. Settlement shall be on a payment vs. delivery basis.

**SWAP TRADES:** The concurrent sale of an owned investment and purchase of a substitute investment may be performed provided the transaction results in a minimum gain of \$600.00. Normally, the maturity of the new investment should be within two weeks in either direction of the maturity of the security sold.

**REPURCHASE AGREEMENT:** Repo's shall be collateralized by Government Securities, Bankers' Acceptance, Commercial Paper or Negotiable Certificates of Deposit. Collateral will be included in percentage limitations under authorized investments. The market value plus accrued interest of the collateral must equal or exceed 102% of the repo cost at all times. All collateral shall be delivered to the safekeeping account or to the District.

**REVERSE REPURCHASE AGREEMENT:** Securities may be sold under an agreement to repurchase only when necessary to fund short term cash flow needs. However, each such transaction must be approved in advanced by the Board. Securities sold under such agreement to repurchase shall at no time be in excess of \$300,000, nor for a longer period than 92 days.

**CREDIT REQUIREMENTS:** For the purpose of this Policy, all Domestic Banks are limited to those with a current Thomson Bank Watch Inc. rating of "B/C" or better and a TBW-1 short term rating. The Investment Group is granted the authority to specify approved California Banks with a Thomson Bank Watch Inc. rating of "C" or better and TBW-2 rating where appropriate. Foreign Banks with domestic licensed offices must be AAA for country risk and "B" or better and a TBW-1 short term for the company by Thomson Bank Watch Inc. Domestic Savings Banks must be rated "B/C" or better and a TBW-1 short term rating by Thomson Bank Watch Inc.



	A	B	C	E	F	G	I
1			<b>HVL CSD 2016-2017 PRELIMINARY BUDGET: WATER</b>				
2							
3					<b>2016-2017</b>		<b>Notes</b>
4	<b>Line</b>				<b>PROPOSED</b>		
5	<b>#</b>		<b>SUMMARY</b>				
6	<b>1</b>		<b>Revenue</b>		<b>\$ 1,635,400</b>		
7	<b>2</b>		<b>2015-2016 Carry Overs</b>		<b>-</b>		
8	<b>3</b>		<b>Operating Expenses</b>		<b>1,463,440</b>		
9	<b>4</b>		<b>Loan Payments</b>		<b>171,960</b>		
10	<b>5</b>		<b>Capital Projects</b>		<b>-</b>		
11	<b>6</b>		<b>Reserves</b>		<b>-</b>		
12			<b>BALANCE</b>		<b>\$ (0)</b>		
13							
14			<b>REVENUE</b>				
15	<b>7</b>		130-4035 RECONNECT FEES		<b>13,000</b>		
16	<b>8</b>		130-4038 COMM WATER CONNECTIONS		<b>-</b>		
17	<b>9</b>		130-4039 WATER METER INSTALLATION		<b>500</b>		
18	<b>10</b>		130-4040 RECORDING FEE INCOME		<b>100</b>		
19	<b>11</b>		130-4045 AVAILABILITY FEES		<b>20,000</b>		
20	<b>12</b>		130-4110 COMMERCIAL WATER USE				
21	<b>13</b>		130-4112 GOVERNMENT WATER USE				
22	<b>14</b>		130-4115 WATER USE CHARGES		<b>1,574,000</b>		
23	<b>15</b>		130-4117 WATER OVERAGE USE FEE		<b>-</b>		
24	<b>16</b>		130-4118 WATER OVERAGE COMMERCIAL		<b>-</b>		
25	<b>17</b>		130-4119 WATER OVERAGE GOV'T		<b>-</b>		
26	<b>18</b>		130-4210 LATE FEE 10%		<b>25,000</b>		
27	<b>19</b>		130 4215 RETURNED CHECK FEE		<b>1,000</b>		
28	<b>20</b>		130-4300 MISC INCOME		<b>1,500</b>		
29	<b>21</b>		130-4505 LEASE INCOME		<b>-</b>		
30	<b>22</b>		130-4310 OTHER INCOME		<b>-</b>		

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	A	B	C	F	G	I
31	23		130-4550 INTEREST INCOME	300		
32			<b>TOTAL REVENUE</b>	<b>1,635,400</b>		
33			<b>OPERATING EXPENSES</b>			
34	24		130-5010 SALARY & WAGES	487,886		
35	25		130-5020 EMPLOYEE BENEFITS	144,400		
36	26		130-5021 RETIREMENT BENEFITS	82,700		
37	27		130-5022 CLOTHING ALLOWANCE	1,500		
38	28		130-5024 WORKERS' COMP INSURANCE	12,200		
39	29		130-5025 RETIREE HEALTH BENEFITS	13,938		
40	30		130-5030 DIRECTOR HEALTH BENEFITS	46,460		
41	31		130-5040 ELECTION EXPENSE	4,800		
42	32		130-5060 GASOLINE, OIL & FUEL	10,000		
43	33		130-5061 VEHICLE MAINT	7,500		
44	34		130-5062 TAXES & LICENSE	1,200		
45	35		130-5063 CERTIFICATIONS	600		
46	36		130-5074 INSURANCE (only liability)	14,000		
47	37		130-5075 BANK FEES	11,000		
48	38		130-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300		
49	39		130-5090 OFFICE SUPPLIES	4,900		
50	40		130-5092 POSTAGE & SHIPPING	5,350		
51	41		130-5110 CONTRACTUAL SERVICES	-		
52	42		130-5121 LEGAL SERVICES	10,000		
53	43		130-5122 ENGINEERING SERVICES	44,500		
54	44		130-5123 OTHER PROFESSIONAL SERVICE	1,500		
55	45		130-5124 WATER RIGHTS	85,056		
56	46		130-5126 AUDIT SERVICES	7,200		
57	47		130-5130 PRINTING & PUBLICATION	7,750		
58	48		130-5135 NEWSLETTER	1,100		
59	49		130-5145 EQUIPMENT RENTAL - Vac Con	17,650		

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	A	B	C	F	G	I
60	50		130-5148 OPERATING SUPPLIES	1,400		
61	51		130-5150 REPAIR & REPLACE	160,000		
62	52		130-5155 MAINT BLDG & GROUNDS	8,400		
63	53		130-5156 CUSTODIAL SERVICES	9,600		
64	54		130-5157 SECURITY	450		
65	55		130-5170 TRAVEL & MEETINGS	3,200		
66	56		130-5175 EDUCATION/SEMINARS	8,000		
67	57		130-5176 DIRECTOR TRAINING	1,000		
68	58		130-5179 ADM MISC EXPENSE	300		
69	59		130-5191 TELEPHONE	8,000		
70	60		130-5192 ELECTRICITY	96,000		
71	61		130-5193 OTHER UTILITIES	2,200		
72	62		130-5194 IT SERVICES	21,800		
73	63		130-5195 ENV/MONITORING	21,600		
74	64		130-5196 RISK MANAGEMENT	-		
75	65		130-5198 ANNUAL OPERATING FEES	20,100		
76	66		130-5310 EQUIPMENT - FIELD	2,000		
77	67		130-5311 EQUIPMENT - OFFICE	1,000		
78	68		130-5312 TOOLS - FIELD	2,000		
79	69		130-5315 SAFETY EQUIPMENT	1,700		
80	70		130-5505 WATER CONSERVATION	9,000		
81	71		130-5545 RECORDING FEES	200		
82	72		130-5585 FLOOD CONTROL	-		
83	73		130-5600 CONTINGENCY	45,000		
84			<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,463,440</b>		
85						
86			<b>LOANS PAYMENTS</b>			
87	74		<b>CIEDB</b>	<b>171,960</b>		
88			<b>TOTAL LOAN PAYMENTS</b>	<b>\$ 171,960</b>		
89						

	A	B	C	E	F	G	I
90			<b>CAPITAL PROJECTS</b>				
91	75		Chrom 6		\$ -		
92	76		Truck		-		
93			<b>TOTAL CAPITAL PROJECTS</b>		\$ -		
94							
95			<b>RESERVES</b>				
96	77		Operating		\$ -		
97	78		Capital Rehab & Replacement				
98	79		OPEB				
99			<b>TOTAL RESERVES</b>		\$ -		
100							

	A	B	C	E	F	G	I
1			<b>HVL CSD 2015-2016 PRELIMINARY BUDGET: SEWER</b>				
2							
3					<b>2016-2017</b>		
4	<b>Line</b>				<b>Proposed</b>		<b>Notes</b>
5	<b>#</b>		<b>SUMMARY</b>				
6	1		Revenue		\$ 1,066,000		
7	2		2015-2016 Carry Overs		242,774		
8	3		Operating Expenses		1,166,674		
9	4		Loan Payments		-		
10	5		Capital Projects		142,100		D
11	6		Reserves		-		
12			<b>BALANCE</b>		\$ (0)		
13							
14			<b>REVENUE</b>				
15	7		120-4020 PERMIT & INSPECTION FEES		500		r
16	8		120-4036 DEVELOPER SEWER FEES		-		
17	9		120-4045 AVAILABILITY FEES		7,000		
18	10		120-4050 SALES OF RECLAIMED WATER		90,000		
19	11		120-4111 COMMERCIAL SEWER USE		29,900		
20	12		120-4112 GOVERNMENT SEWER USE		550		
21	13		120-4116 SEWER USE CHARGES		936,850		a
22	14		120-4210 LATE FEE 10%				
23	15		120 4300 MISC INCOME		1,000		
24	16		120-4505 LEASE INCOME				
25	17		120-4310 OTHER INCOME				f
26	18		120-4550 INTEREST INCOME		200		
27			<b>TOTAL REVENUE</b>		<b>1,066,000</b>		
28							
29			<b>OPERATING EXPENSES</b>				
30	19		120-5010 SALARY & WAGES		466,487		
31	20		120-5020 EMPLOYEE BENEFITS		143,800		t
32	21		120-5021 RETIREMENT BENEFITS		79,700		
33	22		120-5022 CLOTHING ALLOWANCE		1,500		

	A	B	C	E	F	G	I
34	23		120-5024 WORKERS' COMP INSURANCE		12,200		
35	24		120-5025 RETIREE HEALTH BENEFITS		13,938		
36	25		120-5030 DIRECTOR HEALTH BENEFITS		46,460		
37	26		120-5040 ELECTION EXPENSE		4,800		
38	27		120-5060 GASOLINE, OIL & FUEL		10,000		
39	28		120-5061 VEHICLE MAINT		7,500		
40	29		120-5062 TAXES & LICENSE		650		
41	30		120-5063 CERTIFICATIONS		750		
42	31		120-5074 INSURANCE		14,000		
43	32		120-5075 BANK FEES		11,000		
44	33		120-5080 MEMBERSHIP & SUBSCRIPTIONS		4,300		
45	34		120-5090 OFFICE SUPPLIES		4,000		
46	35		120-5092 POSTAGE & SHIPPING		5,350		
47	36		120-5110 CONTRACTUAL SERVICES		-		
48	37		120-5121 LEGAL SERVICES		10,000		
49	38		120-5122 ENGINEERING SERVICES		26,400		
50	39		120-5123 OTH PROF SERV		1,500		
51	40		120-5126 AUDIT SERVICES		7,200		
52	41		120-5130 PRINTING & PUBLICATION		7,750		
53	42		120-5135 NEWSLETTER		500		
54	43		120-5145 EQUIPMENT RENTAL		6,700		
55	44		120-5148 OPERATING SUPPLIES		12,300		
56	45		120-5150 REPAIR & REPLACE		101,839		
57	46		120-5155 MAINT BLDG & GROUNDS		8,000		
58	47		120-5156 CUSTODIAL SERVICES		9,600		
59	48		120-5157 SECURITY		500		
60	49		120-5160 SLUDGE DISPOSAL		19,000		
61	50		120-5170 TRAVEL & MEETINGS		1,900		
62	51		120-5175 EDUCATION/SEMINARS		8,000		
63	52		120-5176 DIRECTOR TRAINING		250		
64	53		120-5179 ADM MISC EXPENSE		300		
65	54		120-5191 TELEPHONE		7,300		
66	55		120-5192 ELECTRICITY		19,000		

	A	B	C	E	F	G	I
67	56		120-5193 OTHER UTILITIES		2,600		
68	57		150-5194 IT SERVICES		26,100		
69	58		120-5195 ENV/MONITORING		34,000		
70	59		120-5196 RISK MANAGEMENT		-		
71	60		120-5198 ANNUAL OPERATING FEES		1,600		
72	61		120-5310 EQUIPMENT - FIELD		1,500		
73	62		120-5311 EQUIPMENT - OFFICE		1,300		
74	63		120-5312 TOOLS - FIELD		1,000		
75	64		120-5315 SAFETY EQUIPMENT		1,900		
76	65		120-5545 RECORDING FEES		200		
77	66		120-5585 FLOOD CONTROL				
78	67		120-5590 NON-OPERATING OTHER				
79	68		120-5600 CONTINGENCY		22,000		
80			<b>TOTAL OPERATING EXPENDITURES</b>		<b>1,166,674</b>		
81							
82			<b>LOANS PAYMENTS</b>				
83	69		Solar				Will be paid out of Solar credits banked from prior years
84			<b>TOTAL LOAN PAYMENTS</b>				
85							
86			<b>CAPITAL PROJECTS</b>				
87	70		Sand filter \$25K		25,000		
88	71		Chlorine tank auto shut off \$32K		32,000		
89	72		Repair sewer lateral leaks (2015-2016 carry over)		76,100		
90	73		Complete revised SSMP (2015-2016 carry over)		9,000		
91	74		New pickup trucks (2015-2016 carry over)		-		
92	75		Crazy Creek land purchase (2015-2016 carry over)		-		
93			<b>TOTAL CAPITAL PROJECTS</b>		<b>\$ 142,100</b>		
94							
95			<b>RESERVES</b>				
96	76		Operating				
97	77		Capital Rehab & Replacement				
98	78		OPEB				
99			<b>TOTAL RESERVES</b>		<b>\$ -</b>		

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

**DATE:** June 21, 2016

**AGENDA ITEM:** Discussion and Possible Action: approval of Resolution 2016-12 to recommence normal water and sewer fees after the June 2016 billing period for customers who lost their homes in the Valley Fire Disaster.

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**RECOMMENDATIONS:** Approve resolution 2016-12 to recommence normal water and sewer fees after the June 2016 billing period for customers who lost their homes in the Valley Fire Disaster.

**FINANCIAL IMPACT:** This will have a positive impact to the District as it will increase water and sewer revenues.

**BACKGROUND:** Resolution 2015-22 was approved by unanimous vote on November 17, 2015. Wording from this resolution identifying the term of this temporary waiver is as follows;

“WHEREAS, the Hidden Valley Lake Community Services District Board of Directors are temporarily waiving normal water and sewer fees, beginning September 13, 2015 through the June 2016 billing period, to all customers whose homes were destroyed in the Valley Fire Disaster”

There is also a clause in this resolution that allows for Board discussion on whether to extend the waiver at the June 21, 2016 Board meeting;

“WHEREAS, on or before the June 21, 2016 regular board meeting the Board shall consider extending any future waiving of the same water and sewer fees for the Valley Fire victims”

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 21, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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



**RESOLUTION 2016-12**

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS TO RESUME NORMAL WATER AND SEWER FEES  
AFTER THE JUNE 2016 BILLING PERIOD, FOR CUSTOMERS WHO LOST THEIR  
HOMES IN THE VALLEY FIRE DISASTER**

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors voted on November 17, 2016 to temporarily waive normal water and sewer fees for customers who lost their homes in the Valley Fire Disaster beginning September 13, 2015 through the June 2016 billing period; and

WHEREAS, the fixed monthly water and sewer availability fee will resume for lots that have a meter, and consumption usage shall be billed accordingly; and

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors will resume the normal water and sewer fees effective at the start of the July 2016 billing period.

**PASSED AND ADOPTED** on June 21, 2016 by the following votes:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Jim Freeman  
President of the Board of Directors

**ATTEST:** \_\_\_\_\_  
Kirk Cloyd  
Secretary to the Board of Directors

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

**DATE:** June 21, 2016

**AGENDA ITEM:** Approval of the \$44,100 contract with the District's engineering firm, Coastland Civil Engineering to prepare the Preliminary Engineering Report for our Hexavalent Chromium Compliance Plan

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**RECOMMENDATIONS:**

Review and approve the contract offered by Coastland Civil Engineering to prepare the Engineering Report (ER). The ER will identify preliminary capital and on-going operation and maintenance costs for each of the four options identified in our Hexavalent Chromium Compliance Plan.

Once we know the projected solution and its cost, the District will be able to determine the direction to take to fund any system improvements.

**FINANCIAL IMPACT:**

Production of the ER by Coastland is not to exceed \$44,100. The funds have been budgeted for the FY 2016-2017, under Engineering Services

**BACKGROUND:**

The District has until the end of 2019 to complete our proposed compliance plan. The first part of the plan states we'll complete an ER.

Modification to recommendation and/or other actions:

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I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 21, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Secretary to the Board



# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

April 14, 2016

Mr. Matthew Bassett  
Interim General Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

Subject: Proposal for Professional Engineering Services for Engineering Report for  
Drinking Water Application Hexavalent Chromium Improvements

Dear Matthew,

In response to your request, I am pleased to provide you with this letter proposal to assist Hidden Valley Lake Community Services District (District) with engineering services for an Engineering Report (ER) for the District's Hexavalent Chromium Improvement Project.

## Project Background/Understanding

The District is currently in violation of standards for hexavalent chromium, primarily due to elevated levels in Grange Well-04, which also serves as the primary well for the District. The District has taken the lead on the application with Safe Drinking Water State Revolving Fund (SDWSRF) to fund improvements needed to comply with hexavalent chromium maximum contaminant level (MCL), set at 10 parts per billion (ppb), effective on July 1, 2014. To complete the application and enable SDWSRF staff to initiate a financial analysis required for re-payment of a SDWSRF loan, the District is required to complete an Engineering Report (ER) in accordance with SDWSRF guidelines. These guidelines are attached.

## Compliance Plan and Options for Compliance

Coastland assisted the District with preparation of the compliance plan for hexavalent chromium, which identified a number of alternates for achieving long-term compliance. The compliance plan identified four potential options:

- Option 1 consists of construction of new mechanical equipment in the vicinity of Grange Well-04 for treatment of hexavalent chromium.
- Option 2 consists of constructing a new well or converting Monitoring Well #2 into a municipal well, and blending the water from this new well with the existing water supply.
- Option 3 consists of re-developing Grange Well-03, as this well has the lowest concentration of hexavalent chromium.

Santa Rosa  
1400 Neotomas Avenue  
Santa Rosa, CA 95405

Auburn  
11865 Edgewood Road  
Auburn, CA 95603

[www.coastlandcivil.com](http://www.coastlandcivil.com)

- Option 4 consists of identifying the zone of highest hexavalent chromium in Grange Well-04 and permanently plugging the screens in the zone.

Further, based on written communication from the Division of Drinking Water (DDW), we understand that the DDW will not require the District's water system to be capable of meeting the maximum day demand with the greatest producing well off-line in order for Options 2 through 4 to be viable. However, the risk of having only one well to provide long-term compliance will be identified as part of the ER.

The compliance plan assumed that a new well would be the most likely option identified for long-term compliance.

Based on understanding above, the following is our scope of work to assist the District with preparation of an ER.

## **SCOPE OF WORK**

### **Task 1 – Project Management and Meetings**

We anticipate the following meetings with District staff and SDWSRF staff:

- Kickoff meeting and site visit with District staff
- Administrative Draft ER review meeting with District staff
- Draft ER review meeting with District and DDW SWRCB staff

We will begin the project with a kick-off meeting with the District to go over the project in detail, review the project goals and schedule, and to set up lines of communication with District staff. After the kickoff meeting, we anticipate communicating with District staff in person, by phone and via e-mail, as needed. We will prepare draft and final meeting minutes for all meetings.

During the kickoff meeting, we will conduct a site visit to collect photos and other field information needed to support the ER.

Other work to be completed in this task includes identification of background data needs from the District and review of the information provided by the District.

### **Task 2 –Engineering Report**

As discussed above, the ER will follow SDWSRF guidelines. The ER will cover Sections 5A through 5D and 5G of the guidelines. Further, the ER will cover Sections 5E and 5F as appropriate at this stage in the project. While an initial assessment of eligibility (see Section 5E) will be included in the ER, final eligibility is determined after completion of the plans and receipt of the construction bids. Further, final plans and specifications (see Section 5F) are prepared at a later date; however, the ER will discuss project capacity and identify a percentage of the project that is fundable.

The ER will also identify and discuss environmental impacts of each option, as required in Section 5C. However, a complete California Environmental Quality Act (CEQA) report and



analysis is not required as part of the ER, will be conducted as part of the design process, and therefore is not included in this proposal.

An administrative draft ER will be provided to the District review and comment. We will address any comments provided by the District and submit a draft version to SDWSRF staff in support of the District's project funding application. A meeting with SDWSRF staff to review the draft ER is included in Task 1.

### **Exceptions to Scope of Services**

The following work is not included in our proposal; however, Coastland would be pleased to provide these services if the District desires:

- Surveying
- Potholing for utility conflicts
- Environmental studies
- Geotechnical studies
- Right-of-way determination or preparation of associated documents
- Permitting fees
- Meetings beyond those noted above
- Public outreach
- Assistance with SDWSRF application
- Design of identified improvements
- Test well and other well investigations
- Required status project updates to DDW

### **Project Schedule**

Based on the described scope of work, we estimate to submit an administrative draft ER within eight (8) weeks of receipt of background documents, a list of which will be provided at the kickoff field meeting. Upon receipt of comments on the administrative draft ER, we will submit a draft ER within three (3) weeks.

### **Project Fee**

Based upon our described scope of work, we propose to provide our professional services on an hourly rate basis for a total not to exceed amount of \$44,100 for the work as described above and outlined in the Work Estimate on the following page.

The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates. Please note that the above fee



Mr. Matthew Bassett  
April 14, 2016  
Page 4

quotation should be considered a negotiable offer. Coastland is prepared to move forward with this work upon receipt of a Notice to Proceed.

We greatly appreciate the opportunity to provide this proposal and look forward to continuing to serve Hidden Valley Lake Community Services District. Please feel free to contact me at (707) 571-8005 or [wanger@coastlandcivil.com](mailto:wanger@coastlandcivil.com) if you have any questions or are in need of additional information.

Sincerely,



John Wanger, P.E.  
Principal

Attachments – Work Estimate and SDWSRF Guidelines (2C [Pages 9 through 17 only] and 3C)

cc: John Griffin

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<b>Work Estimate</b>									
<b>Proposal for Professional Services Hidden Valley Lake CSD - Engineer's Report Hexavalent Chromium</b>									
Task No.	Task Description	Principal Engineer	Senior Engineer	Assistant Engineer	CAD Designer	Clerical	Total Hours	Total Cost	Comment
		\$185	\$155	\$120	\$120	\$80			
<b>1 Meetings and Project Management</b>									
	Coordination & Reporting to District Staff	1	6	0	0	2	9	\$1,275	
	Project Meetings & Minutes	7	24	16	0	0	47	\$6,935	
	Site Visits, Gather & Review Background Info	2	4	20	0	0	26	\$3,390	
	<b>Task Subtotal</b>	<b>10</b>	<b>34</b>	<b>36</b>	<b>0</b>	<b>2</b>	<b>82</b>	<b>\$11,600</b>	
<b>2 Engineering Report</b>									
	Prepare Preliminary Draft Engineering Report	6	100	32	24	4	166	\$23,650	
	Prepare Draft Final Engineering Report	2	8	8	4	2	24	\$3,210	
	Coordination with SRF Staff	2	8	0	0	0	10	\$1,610	
	Prepare Final Engineering Report	2	8	8	4	2	24	\$3,210	
	<b>Task Subtotal</b>	<b>12</b>	<b>124</b>	<b>48</b>	<b>32</b>	<b>6</b>	<b>224</b>	<b>\$31,680</b>	
	<b>Miscellaneous Costs</b>							<b>\$820</b>	Reproduction and mileage
	<b>PROJECT TOTAL</b>	<b>22</b>	<b>158</b>	<b>84</b>	<b>32</b>	<b>10</b>	<b>306</b>	<b>\$44,100</b>	



4. Wholesalers or entities that deliver water to another water system should contact their respective CDPH District Office to help calculate the appropriate number of population served.
  - ii. Multiply the number of service connections served by the water system by 3.3 to determine the total population served;
  - iii. Determine the total number of dwelling units or efficiency dwelling units as defined in the Uniform Building Code (Title 24, California Code of Regulations), the number of mobile home park spaces and the number of individual business, commercial, industrial and institutional billing units served by the water system and multiply this total by 2.8 to arrive at the total population served by the water system.

#### **4. Connections**

Provide the total number of active service connections that are currently and directly served by the water system. This includes all domestic, residential, industrial, commercial, and other connections. In addition to the connections served by the entire water system, please include the number of active service connections specifically benefitting from this project.

- Wholesalers, or entities that deliver water to another water system, should contact the CDPH District Office for help determine the appropriate number of service connections.
- Non-community water systems do not need to fill out this section and should indicate “not applicable” on the form.

#### **5. Engineering Report**

The Engineering Report must follow the format provided in the enclosed SDWSRF Applicant Engineering Report (Enclosure 3c) and address all of the elements described below.

If you have a previously created engineering report in a different format, you can submit it with the application. However, you still need to submit a completed Enclosure 3c report that specifies where in previously created engineering report certain items can be found. For example, write see section 2, page 30 of ABC engineering report.

##### **A. Water System Information**

- Describe the current state of the water system and its facilities. Include thorough details of source(s), storage, treatment, and distribution system, including capacities, sizing, types, and treatment techniques.
- Attach a system map which identifies the major facilities as described above.
- Specify which agency has jurisdiction over your public water system. If your system is under Local Primacy Agency (LPA) jurisdiction, include the LPA County.
- Provide the water system permit number, status, and any amendments, including dates.



**B. Problem Description**

Describe the drinking water problem to be addressed by the project. The problem description can be reported by providing the following information:

- i. Historical description of the ranked problem
- ii. Source of the problem
- iii. Violations committed by the water system

Systems must attach supporting documentation of the existing problem.

CDPH recognizes that some systems have multiple problems in the fundable categories on the project priority list. If you have received multiple statements of intents from CDPH to submit applications, you may combine those problems and associated projects into one application. In these situations, each problem must be described in this section. If your water system has additional problems that are not currently ranked on the project priority list, but would qualify for a fundable category, you may be able to include these additional problem(s) with the invited project, for which you are submitting the application. Contact your CDPH District Office for concurrence. You will be required to provide documentation concerning the problem to be corrected. Funding categories:

<http://www.cdph.ca.gov/services/funding/Documents/SRF/Ranking/2012AprilReprintSDWSRFRankingCriteria.pdf>

**C. Alternative Solutions**

All feasible alternatives must be evaluated. For example: if the problem is a contaminated well, alternatives may include drilling a new well, installing treatment, blending the water, purchasing water, or physically consolidating with an adjacent water system.

All systems must evaluate consolidation with another water system as one of the alternatives. If consolidation is deemed infeasible, the reasons for that determination must be described. Consolidation with other systems must be evaluated for systems that are in reasonably close proximity (within 5 miles depending on regional terrain). After evaluation, consolidation may be deemed a non-viable alternative due to costs, physical factors, or limitations of the adjacent water system. Consolidation should be discussed if it is technically feasible regardless of the potential cooperation of an adjacent system.

In addition to evaluating and discussing the feasibility of each alternative, the Engineering Report must estimate and compare the capital costs and operations and maintenance (O&M) costs, including certified operating personnel, and disposal of waste from treatment, over a 20-year period. The report must also analyze the technical effectiveness (including reliability) of each alternative. See table below for an example of evaluating alternatives.

Example	Capital	Operation & Maintenance over 20 years including personnel costs	Feasibility (yes/no)	Technical Effectiveness (Rate 1 to 5, 5 = Best)	Rank
Alt 1	\$2,000,000	\$3,000,000	yes	4	3
Alt 2	\$2,000,000	\$3,000,000	yes	5	2
Alt 3	\$3,000,000	1,000,000	yes	5	1
etc					

The highest ranked problem must be the most long-term, cost-effective solution. Technical effectiveness and feasibility should also be considered. However, preference is given to the project alternative that achieves an acceptable result at the least cost over the long-term.

The California Environmental Quality Act (CEQA) requires that the environmental impacts of each alternative be determined and compared.

D. Selected Construction Project

- Describe the project that will be constructed to resolve the problem. Each component or unit process, as well as related equipment, should be described as to necessity (with respect to solving the problem), function, size, and relationship to other project components.

The project description must identify any elements of the project that are believed to be ineligible for funding using the eligibility criteria in the SDWSRF statutes and regulations. The construction project can include ineligible components; however, the applicant will need to identify a funding source other than SDWSRF funds to pay for the ineligible portion.

Do not include water system improvements that are not directly related to the problem being solved. Major elements of the proposed project must be directly related to the primary problem in order to be eligible. With respect to water mains, for example, if a new well is being drilled to solve a source water problem, the piping to connect the well to the distribution system is eligible but piping to replace old or leaking distribution lines may not be eligible unless the old distribution system has supporting documentation to be in the fundable categories.

CDPH recognizes water conservation measures, including water meters, energy efficiency features, and water system security upgrades, as valuable enhancements to projects. Therefore, when appropriate in the context of the funded project, components such as water meters, auxiliary generators, upgraded fencing, or other measures to improve water conservation, energy efficiency, reliability, and security components may be eligible for loan funds. The components must be included as part of the project application to be considered for funding.

- Describe how the project would solve the primary problem and the results that would be expected.
- Consult local/county planning documents and describe if the plans are consistent or exempt.
- Describe any green infrastructure components included in the project. Water systems whose projects have green infrastructure must provide descriptions, costs, and benefits for these components. For details, please consult the Guidelines for Green Infrastructure included as part of the application packet (Enclosure 7).
- If the project involves consolidation, please consult the Guidelines for Consolidation Projects included as part of the application packet (Enclosure 13).

#### E. Eligibility

- See the SDWSRF Project Eligibility table below. If the project contains ineligible construction items, estimate the percentage of indirect costs (planning, design, administrative, etc.) that apply to the eligible and ineligible construction portions. This can be based on a straight proration, which will be the method used by CDPH unless some other means is indicated.

Although you will specify an eligible amount of funding, CDPH will make the final determination after completing a detailed review of the application.

**SDWSRF Project Eligibility:**

- I. In order to be eligible for funding, an applicant shall have the authority to enter into a funding agreement with the State.
- II. In order to be eligible for funding an applicant shall be either a community water system or a non-profit non-community water system.
  - A. Only those project costs that are directly associated with the planning, design, and construction of a project shall be eligible for SDWSRF funding.
  - B. The following project costs that otherwise would be eligible pursuant to Paragraph A, shall be ineligible for funding:
    1. Land acquisition except for land or land access that is integral to the construction of source, treatment or distribution facilities
    2. Ongoing operations and maintenance costs
    3. Any project facilities that are primarily to serve future growth
    4. Dams or rehabilitation of dams and any raw water storage facilities
    5. Water rights except water rights acquired through consolidation with another water system
    6. Laboratories except those necessary for operation of a treatment facility
- III. Costs arising from construction change orders that occur after funding agreement execution shall be ineligible for funding except for the following:
  - A. Change in the executed funding agreement amount based on the final accepted competitive construction bid. An applicant's request for a change in the amount of funding specified in the funding agreement shall be limited to **one** occasion and shall be based solely on the final accepted competitive construction bids.
  - B. Change orders that are a result of changes in drinking water standards
  - C. Change order requested by the CDPH

- Include all land that will be acquired for the purpose of the project. All land acquisitions will need to comply with the Uniform Relocation Act (Enclosure 14).

**F. Final Plans and Specifications**

- The final Plans and Specifications should include the following elements:

**For treatment facilities:**

- i. Identification and description of the unit processes
- ii. Project layout of the treatment process showing the location of the facilities
- iii. Process flow diagram
- iv. Anticipated size or design capacity of each unit or major piece of equipment

**For wells:**

Indicate the expected yield of the well, well casing and the size of the pump. Any assumptions and design criteria used to size the facilities should also be shown. Any reasonable methods may be used to estimate flows, water demands, or unit capacities, including the use of existing records, comparisons with similar water systems, and American Water Works Association or Ten-State standards.

- A map or drawing must be included in the report that shows the location of key facilities of the existing system (e.g. sources, treatment units, reservoirs, storage tanks, and primary distribution mains) and the proposed location of new facilities. Unless shown elsewhere, the map also needs to delineate clearly the service area of the water system. If land will be purchased or easement procured, the size, location, and purpose of each parcel must be shown or described in the application.
- State law prohibits the SDWSRF from funding growth inducing projects. For SDWSRF, project design growth is limited to 10 percent above the capacity needed to serve existing maximum day demand. Federal law makes ineligible any project whose purpose is “primarily to serve future growth.” This is interpreted by CDPH to mean that excess capacity will not be funded by SDWSRF. However, since public water systems are also utilized for fire protection, SDWSRF can fund pipelines capable of meeting fire flow requirements.

SDWSRF allows for fire flow consideration in source and treatment facility design, but restricts the additional capacity for fire flow to no greater than the maximum day demand. In combination, this means that excess capacity, greater than  $(2.00P+0.10P)$ , where P is maximum day demand will not be funded by the SDWSRF for the design of source, treatment and storage facilities. Excess capacity can be included in a proposed project but the applicant must identify another means of funding the excess capacity. The project is “primarily to serve future growth” when the project is more than double the capacity needed to serve existing water demand. The applicant may decide to pay for additional excess capacity (no greater than  $0.90P$ ) from another source; however, if the proposed capacity of a major source, treatment, or storage component is more than  $3.00P$ , the entire project would be declared ineligible and excluded from SDWSRF funding. (See below.)

SDWSRF Project Capacity Limitations (Source, Treatment, Storage)		
Terminology	Designation	Explanation and comments
Existing maximum day demand	P	Capacity needed to serve existing water demand
Fundable capacity for fire flow	FF (where $FF \leq P$ )	For small water systems, contact District Office for fire flow requirement
Max. fundable fire flow	MFF = P	
SRF Fundable growth	0.10P	10% Max. allowed for growth
Total SRF fundable	$2.10P = P + MFF + 0.10P$	Total SRF fundable = existing max day demand + max. fundable fire flow + SRF fundable growth
Non-SRF fundable growth	0.90P	
Total component capacity allowed with max. fire flow	$3.00P = 2.10P + 0.90P$	Total component capacity allowed with max. fire flow = Total SRF fundable + non-SRF fundable
<b>Component excluded from SRF funding</b>	Capacity of component >3.00P with FF Capacity of component >2.00P without	

SDWSRF Project Capacity Limitations (Pipelines)		
Terminology	Designation	Explanation and comments
Existing maximum day demand	P	Capacity needed to serve existing water demand
Required fire flow	ff	Requirement must be in writing based on local fire code or local fire authority
SRF Fundable growth	0.10P	
Total SRF fundable	$1.10P + ff = P + 0.10P + ff$	Total SRF fundable = Existing maximum day demand + SRF fundable growth + required fire flow
Non-SRF fundable growth	0.90P	
Maximum allowable pipeline capacity design	$2.00P + ff = 1.10P + 0.90P + ff$	Maximum allowable pipeline capacity design = total SRF fundable + Non-SRF fundable growth
Pipeline component excluded from SRF funding	(with fire flow) Capacity of component > $2.00P + ff$ (without fire flow) Capacity of component > 2.00P	

For pipelines where fire flow is not being considered, the pipeline design may be based on peak hour demand. If fire flow is included, you may not use peak hour demand as design criteria for pipeline sizing.

The application must include several analyses and address certain items in order to establish the eligible design capacity of the project. These steps are explained below. As indicated earlier, all assumptions, criteria, and calculations used must be shown and described.

**Step 1:** Determine the existing maximum day demand as of the date of submission of the application. Where possible, maximum day demand should be based on records of usage experienced by the water system during recent periods (e.g. during the past 5 years). Where such records are not available, the applicant must calculate approximate maximum day demand based on available information and include the methodology used.

**Step 2:** Determine the anticipated growth within the service area in the next ten years, the resultant projected water demand, and the amount of growth or water demand to be included in the project.

**Step 3:** Determine the design capacity or size of proposed key facilities to meet the maximum day demand determined in step 1. Include any water sources, primary treatment unit processes, pumping and storage facilities, and transmission mains. The Engineering Report must include the assumptions and criteria used to size the units. If a specific item of equipment (such as a water main) is not available in the size determined to be eligible, the next larger available size may be used; these upgraded components remain subject to the 3P size limitation for a project with fire flow and 2P size limitation for project with no fire flow.

While funding to accommodate future growth is limited, applicants can include provisions within the eligible project that will facilitate the construction of additional treatment units in the future. For example, piping and valve arrangements and pipe “stub-outs” to accommodate future treatment units can be included in the project funding.

- Describe any impact on peak flow demand caused by industrial or commercial entities.
- The useful life of the key system components (the elements that make up the largest construction budget items) of the project should be estimated.
- The cost estimate for the project must break the total cost into various project elements. In addition to a detailed project breakdown, a project budget sheet must be completed. At a minimum, the project budget sheet should contain the line items listed in the template. More line items can be added to the bottom of

the template if needed. If the project includes tasks not listed on the budget sheet, feel free to add items.

SAMPLE COST BREAKDOWN TABLE		
Component	Total Cost	Ineligible Portion
<b>Construction (list major components)</b>		
Transmission Main		
Booster Station		
Meters		
Storage Tank		
Well Drilling		
<b>Subtotal</b>		
Contingency (based on construction only)		
Design/Engineering		
Land Acquisition (limitations apply)		
Construction Management		
Legal/Administrative		
Other (describe)		
<b>Total</b>		

Applicants are not limited to the amount stated in the pre-application. It is expected that the Engineering Report will contain detailed estimates based on the final Plans and Specifications.

- Enter the total cost to complete the construction project, the eligible project cost, and the estimated annual increase in operation and maintenance cost.

G. Proposed Schedule

Include a proposed schedule for project completion. The schedule should allow time needed for the completion of financing, processing of construction bids, start of construction, and completion of construction. The CDPH District Office will use these estimates as a basis for preparation of an overall project schedule.

**6. TMF Assessment Form**

Complete the mandatory items in the technical, managerial, and financial (TMF) assessment according to the system’s classification. For further information review the appropriate criteria document. These assessment and criteria documents are located on the following links:

TMF Assessment Form:

<http://www.cdph.ca.gov/certlic/drinkingwater/Documents/TMF%20Capacity%20Development/TMF%20Assessment.doc>

TMF Capacity Criteria:

<http://www.cdph.ca.gov/certlic/drinkingwater/Documents/TMF%20Capacity%20Development/TMF%20Criteria.doc>



## SAFE DRINKING WATER STATE REVOLVING FUND APPLICANT ENGINEERING REPORT Construction Funds

<b>Water System Name:</b> _____
<b>Project Number:</b> _____ - _____ <b>C</b>
<b>Principal Contact:</b> _____ <i>Name and Title</i>
_____ <i>Phone Number and Email Address</i>
<b>Project Engineer:</b> _____ <i>Name and Title</i>
_____ <i>Phone Number and Email Address</i>
_____ <i>California Civil Engineering License Number</i>

**NOTE TO APPLICANT:** Please refer to **Part C** of the Construction Application Guidelines (Enclosure 2c) for additional guidance on how to complete the following sections.

### **A. WATER SYSTEM INFORMATION**

- Describe the water system and its facilities. Include details relating to source, storage, treatment, and distribution system.  
\_\_\_\_\_
- Attach a schematic/map of the system which includes the existing facilities as described above.
- Agency that has jurisdiction over the water system  
 CDPH     LPA: \_\_\_\_\_ (list the LPA county)
- Water Permit status, including the permit number, issue date, and a list of any amendments  
\_\_\_\_\_

### **B. PROBLEM DESCRIPTION**

- Describe the ranked problem being addressed by the project and attach supporting documents to justify the ranking. (Include the last two years of water quality data, most recent compliance orders, violations, citations, etc.)  
\_\_\_\_\_

**C. ALTERNATIVE SOLUTIONS**

- Describe each alternative considered to correct the problem described in Section B. Include the feasibility of consolidating with one or more water systems.

\_\_\_\_\_

**D. SELECTED CONSTRUCTION PROJECT**

- Describe the proposed construction project and identify all major components.
- \_\_\_\_\_
- Describe how this project will solve the problem and provide an analysis of its effectiveness. List all anticipated operational challenges that the project may impose and include any proposed solutions.

\_\_\_\_\_

- Determine if the project is consistent with local/county planning. List the local/county planning documents used to make the determination.
- \_\_\_\_\_
- Does the project contain, either partially or completely, green infrastructure components as defined by CDPH guidance (Enclosure 7)?  Yes  No  
If **yes**, enter the estimated cost of the green portion and describe the green elements below.

\_\_\_\_\_

- Is the selected construction project a consolidation project?  Yes  No  
If **yes**, please list all parties involved and identify the restructuring water system that will remain after the project is complete. A Supplemental Information Form (enclosure 13) for each involved water system must be submitted with the application.

\_\_\_\_\_

**E. ELIGIBILITY**

- List any project elements that may be ineligible or partially eligible.
- \_\_\_\_\_
- List any land that will be purchased or acquired for this construction project, discuss the necessity for such land, and justify the appropriateness of the size of the land being purchased. (NOTE: Only land or land access that is integral to the construction of source, treatment or distribution facilities is eligible for SDWSRF funding).

\_\_\_\_\_

**F. FINAL PLANS AND SPECIFICATIONS**

- Describe the final plans and specifications as well as other technical aspects of the project, including the overall conceptual design (e.g. layout, flow diagrams, choice of unit processes, redundancy, reliability features).

\_\_\_\_\_

- Attach a schematic/map of the system which includes the proposed facilities as described above.
- Provide water demand and capacity statistics used to design the project. Include a description of the methodology used to determine the peak flow water demands, the anticipated growth and its resultant water demand, and fire flow.

\_\_\_\_\_

- Describe how industrial and commercial water users impact the peak flow demand.

\_\_\_\_\_

- List all major project components and identify their estimated useful life.

\_\_\_\_\_

- Attach a detailed cost breakdown of the entire project, which lists all major construction components, non-construction costs, and ineligible items.

- The total project cost is \$ \_\_\_\_\_
- The eligible project cost is \$ \_\_\_\_\_
- The annual increase in operations/maintenance cost is \$ \_\_\_\_\_

**G. PROPOSED SCHEDULE**

Attach a project schedule. Construction projects are required to be completed no later than three years from the funding agreement execution date.

**H. ATTACHMENTS TO TECHNICAL REPORT**

Please attach the following documents to be included with this SDWSRF Applicant Engineering Report. Make sure your water system's name and pre-application number are on every additional attachment.

	<b>Attached Information</b>
<input type="checkbox"/>	Schematic/map of system's existing facilities
<input type="checkbox"/>	Documents justifying the ranked problem
<input type="checkbox"/>	Schematic/map of system's proposed facilities
<input type="checkbox"/>	Detailed cost estimate
<input type="checkbox"/>	Proposed project schedule

**Report prepared by:**

\_\_\_\_\_ Authorized Representative's Signature \_\_\_\_\_ Date

\_\_\_\_\_ Authorized Representative's Name

\_\_\_\_\_ Authorized Representative's Title