



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: August 20, 2013  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

Directors Graham and Herndon will be teleconferencing in at the following locations:

Director Graham  
Spring Lake Village Café.  
5555 Montgomery Dr.  
Santa Rosa, CA

Director Herndon  
16207 E Nelson Rd  
Elk, WA 99009

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) CONSENT CALENDAR
  - (A) MINUTES: Approval of the July 16, 2013 Meeting Minutes of the Board of Directors is recommended
  - (B) WARRANTS: Approval of Warrants #031056-031128 for a total of \$212,972.44 is recommended
  - (C) ADOPTION OF RESOLUTION 2013 -12 TO ESTABLISH DEFERRED COMPENSATION PLAN with Nationwide Retirement Solutions is recommended
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Security and Disaster Preparedness Program 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)
  - Accountant/Controller's Report
  - General Manager's Report
- 9) DISCUSSION AND POSSIBLE ACTION: Association of California Water Agencies (ACWA) Region 1 Board Member Elections
- 10) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2013-13, Special District Risk Management Authority (SDRMA) Board Member Elections
- 11) PUBLIC HEARING to consider placement of default balance liens on real property pursuant to Government Code Section 61115
- 12) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2013-14 confirming default balances and directing staff to file liens on real property



# Hidden Valley Lake Community Services District

## Regular Board Meeting

- 13) DISCUSSION AND POSSIBLE ACTION: CPS HR Consulting Draft Base Salary Study Report dated June 21, 2013
- 14) DISCUSSION AND POSSIBLE ACTION: Refinement of District Compensation Policy
- 15) PUBLIC COMMENT
- 16) BOARD MEMBER COMMENT
- 17) CLOSED SESSION: Government Code Section 54957(b) Personnel Performance Evaluation: General Manager
- 18) ADJOURNMENT (Next Regular Board Meeting September 17, 2013)

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

## Regular Board Meeting Minutes

DATE: July 16, 2013  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on July 16, 2013 at the hour of 7:00 p.m. by President Mirbegian at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Freeman, Graham, Herndon, Lieberman, and Mirbegian. Also present: General Manager Roland Sanford, Administrative Assistant Tami Ipsen and Accountant/Controller Tasha Klewe.

4) APPROVAL OF AGENDA:

Director Lieberman moved, Director Herndon seconded to approve the July 16, 2013 Agenda.

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR:

- A. ~~MINUTES: Approval May 21, 2013 and June 18, 2013 Board Meeting Minutes.~~
- B. WARRANTS: Approval warrants #030980 - 031055 for \$171,596.93.
- C. Approval Board Member Attendance – ACWA Region 1 on July 19, 2013 for Mirbegian, Lieberman and Graham to attend.
- D. Adoption of Resolution 2013-09: Declaring November 5, 2013 Board Member Election
- E. ~~Adoption of Resolution 2013-10: Investment Policy for FY 2013-2014~~

Director Lieberman moved, Director Graham seconded to approve the Consent Calendar with the request from staff to remove items A. and E. from the Consent Calendar for further discussion.

Motion approved by unanimous vote.

Director Herndon moved, Director Freeman seconded to approve Consent Calendar item A. with the following correction to the June 18, 2013 minutes:

Page Two, line 12 to read, "He noted under the best of circumstances the projected 2013-2014 Water Fund revenue were substantially less that corresponding expenses and as a result it would be necessary to borrow from the Sewer Fund in order to achieve a balanced Water Fund budget in the 2013-2014 fiscal year."

Motion approved by unanimous vote.

5) APPROVAL OF CONSENT CALENDAR: Cont'd

After discussion, Director Herndon moved, Director Freeman seconded to approve Consent Calendar item E., Resolution 2013-10, a Resolution Approving 2013-2014 FY Investment Policy as presented.

Resolution approved by unanimous vote.

6) BOARD COMMITTEE REPORTS:

Personnel Committee – The Personnel Committee will meet on July 24, 2013 at 10:30 a.m.

Finance Committee Report – The Finance Committee recommended adoption of the proposed 2013-2014 Fiscal Year Budget as presented (Agenda Item 10).

Security and Disaster Preparedness Program Committee - The Security and Disaster Preparedness Program Committee will be meeting on July 18, 2013 at 10:30 a.m.

7) BORAD MEMBER ATTENDANCE AT OTHER MEETINGS:

ACWA Region 1 – Director Mirbegian reported on the “Take it From the Tap” event to be held on July 19<sup>th</sup> and the status of the Water Bond.

ACWA State Legislative Committee – Director Herndon reported the Legislative Committee has now formulated recommendations regarding most of the bills to be considered by the State Legislature this year.

County OES – none

Other meetings attended - none

8) STAFF REPORTS:

Accountant/Controller's Finance and Investment Report

Report enclosed in board packet. Tasha Klewe had nothing to add to the written report.

General Manager's Report:

In addition to the General Manager's report, Roland Sanford stated the new District's website should be completed by the end of July, and the Draft Strategic Plan should be available for Board review by the end of September. He reported the California Department of Public Health is expected to propose a drinking water standard for Hexavalent Chromium by the end of August, and the District's field staff has been bench testing selected water meter to assess their accuracy.

9) DISCUSSION AND POSSIBLE ACTION: California Special Districts Association (CSDA) Board Member Election

After discussion, Director Lieberman moved, Director Herndon seconded to vote for Sherry Sterrett to the CSDA Board.

Motion approved by the following vote:

Ayes: Directors Freeman, Herndon, Lieberman and Mirbegian

Noes: Director Graham

Absent: None

Abstain: None

10) Adoption of Fiscal Year Budget – Pursuant to GC 61110 (a) (e)

10a) Public Hearing – President Judy Mirbegian opened the hearing at 7:34. There was no public comment. The hearing was closed at 7:35 p.m.

10b) Adoption of Resolution 2013-11

Director Freeman noted the proposed budget includes a shift of funds from health care benefits to employee salaries and the cost savings created by the switch to a more economical health care plan will be redirected to employee salaries.

With minor text revision to page 16 of the budget narrative, Director Freeman moved, Director Lieberman seconded to approve resolution 2013-11, a Resolution Fixing and Approving Budget for Fiscal Year 2013-2014

Resolution approved by unanimous vote.

11) PUBLIC COMMENT:

Public commented on a good job done by the Board and Staff.

12) BOARD MEMBER COMMENT:

Director Mirbegian reported that Roland Sanford has been appointed to the Upper Putah Creek Water Master Committee and the District's Anti-SLAPP motion was granted by the County of Lake Superior Court.

13) CLOSED SESSION: Government Code Section 54957(b) Personnel Performance Evaluation:  
General Manager

The Board went into Closed Session at 8:01 p.m. and back into Open Session at 9:49 p.m. There was no reportable action taken.

14) ADJOURNMENT: The meeting was adjourned at 9:50 p.m. on motion by Director Herndon, seconded by Director Lieberman, and unanimously carried.

\_\_\_\_\_  
Roland Sanford                      Date

\_\_\_\_\_  
Judy Mirbegian                      Date  
President of the Board

**Hidden Valley Lake CSD  
Warrant Summary Report  
July 31, 2013**

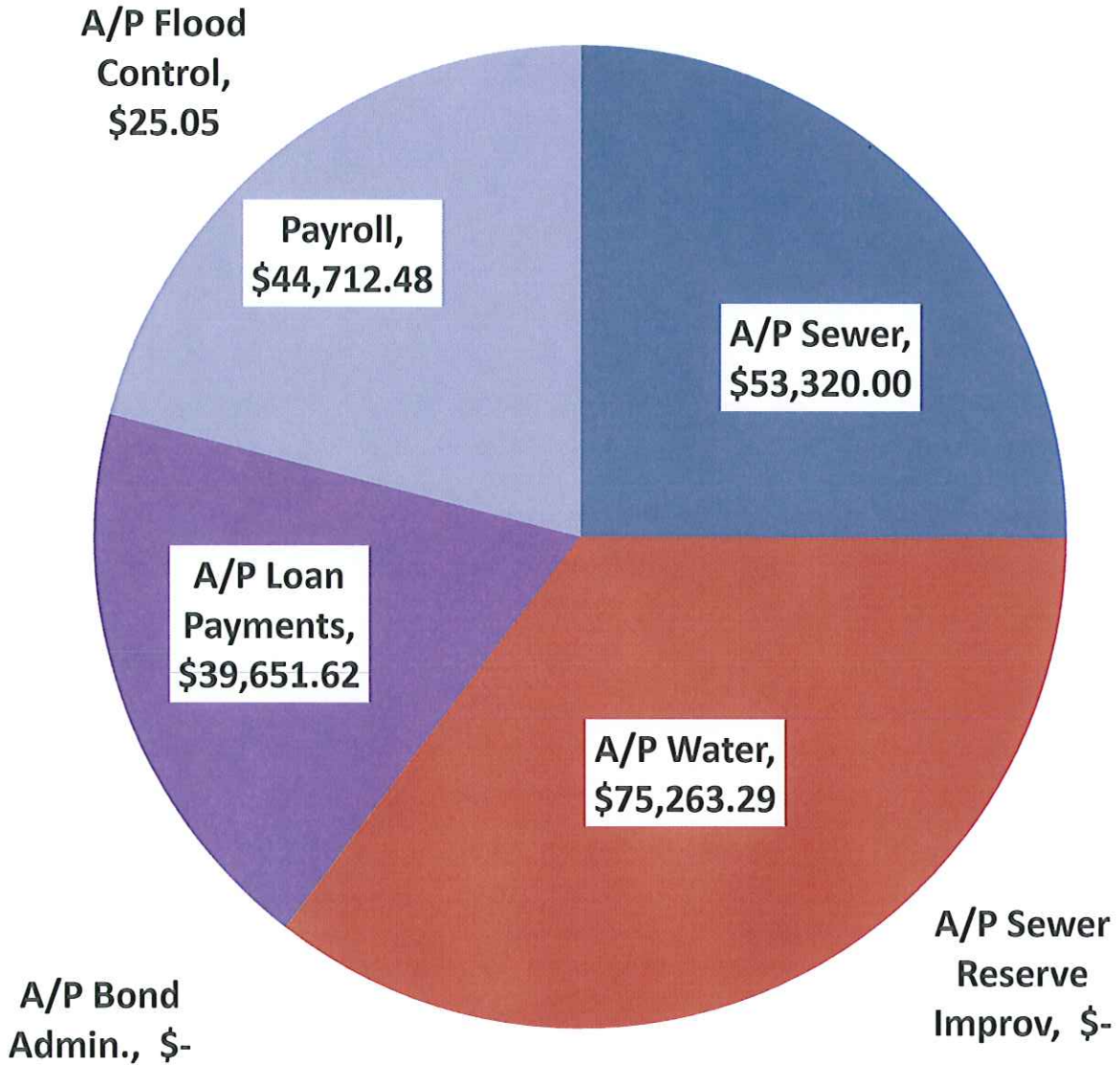
**HVLCSD Deposit Summary**

<b>Cash</b>	<b>\$</b>	<b>306,678.25</b>
<b>Transfers:</b>		
<b>Money Market</b>	<b>\$</b>	<b>-</b>
<b>Total Deposits</b>	<b>\$</b>	<b>306,678.25</b>

**HVLCSD Expenditure Summary**

<b>Accounts Payable</b>		
<b>120 - Sewer</b>	<b>\$</b>	<b>53,320.00</b>
<b>130 - Water</b>	<b>\$</b>	<b>75,263.29</b>
<b>140 - Flood Control</b>	<b>\$</b>	<b>25.05</b>
<b>175 - FEMA Fund</b>	<b>\$</b>	<b>-</b>
<b>215 - USDA Sewer Bond</b>	<b>\$</b>	<b>-</b>
<b>217 - State Loan</b>	<b>\$</b>	<b>-</b>
<b>218 - CIEDB</b>	<b>\$</b>	<b>39,651.62</b>
<b>219 - USDA Solar Project</b>	<b>\$</b>	<b>-</b>
<b>375 - Sewer Reserve Improvement</b>	<b>\$</b>	<b>-</b>
<b>711 - Bond Administration</b>	<b>\$</b>	<b>-</b>
<b>Total AP</b>	<b>\$</b>	<b>168,259.96</b>
<b>Payroll</b>	<b>\$</b>	<b>44,712.48</b>
<b>Total Warrants</b>	<b>\$</b>	<b>212,972.44</b>

**Hidden Valley Lake CSD  
Warrants  
July 31, 2013  
\$212,972**



- A/P Sewer
- A/P Water
- A/P Flood Control
- A/P Loan Payments
- A/P Sewer Reserve Improv
- A/P Bond Admin.
- Payroll

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

CHECK DATE: 7/01/2013 THRU 7/31/2013  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS	FOLIO	CLEAR DATE
<b>BANK DRAFT:</b>								
1010	7/12/2013	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	5,207.43CR	CLEARED	A	7/12/2013
1010	7/19/2013	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	15.30CR	CLEARED	A	7/19/2013
1010	7/26/2013	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	5,382.73CR	CLEARED	A	7/26/2013
<b>CHECK:</b>								
1010	7/05/2013	CHECK	031056	CALIFORNIA PUBLIC EMPLOYEES RE	1,906.86CR	CLEARED	A	7/12/2013
1010	7/05/2013	CHECK	031057	AMERICAN EXPRESS	31.99CR	CLEARED	A	7/11/2013
1010	7/05/2013	CHECK	031058	MEDIACOM	75.90CR	CLEARED	A	7/15/2013
1010	7/05/2013	CHECK	031059	MIRBEGIAN, JUDY	150.00CR	CLEARED	A	7/19/2013
1010	7/05/2013	CHECK	031060	OFFICE DEPOT	32.24CR	CLEARED	A	7/11/2013
1010	7/05/2013	CHECK	031061	POLESTAR COMPUTERS	368.00CR	CLEARED	A	7/09/2013
1010	7/05/2013	CHECK	031062	ADVANCED SECURITY SYSTEMS SANT	180.00CR	CLEARED	A	7/12/2013
1010	7/05/2013	CHECK	031063	BLUETARP FINANCIAL, INC.	39.99CR	CLEARED	A	7/15/2013
1010	7/05/2013	CHECK	031064	BRELJE AND RACE LABS, INC.	3,482.30CR	CLEARED	A	7/11/2013
1010	7/05/2013	CHECK	031065	DNA Ridge Rock	33.11CR	CLEARED	A	7/11/2013
1010	7/05/2013	CHECK	031066	LAKE COUNTY COURIER EXPRESS, L	1,441.90CR	CLEARED	A	7/10/2013
1010	7/05/2013	CHECK	031067	MENDO MILL CLEARLAKE	22.65CR	CLEARED	A	7/11/2013
1010	7/05/2013	CHECK	031068	PACIFIC GAS & ELECTRIC COMPANY	21,414.17CR	CLEARED	A	7/15/2013
1010	7/05/2013	CHECK	031069	POLYDYNE INC.	107.46CR	CLEARED	A	7/15/2013
1010	7/05/2013	CHECK	031070	SHAPE INCORPORATED	900.00CR	CLEARED	A	7/12/2013
1010	7/05/2013	CHECK	031071	USA BLUE BOOK	904.85CR	CLEARED	A	7/12/2013
1010	7/12/2013	CHECK	031072	NORMAN, ROGERS	786.97CR	VOIDED	P	7/12/2013
1010	7/12/2013	CHECK	031073	EEL RIVER FUELS, INC.	977.09CR	CLEARED	A	7/16/2013
1010	7/12/2013	CHECK	031074	HACH COMPANY	128.83CR	CLEARED	A	7/16/2013
1010	7/12/2013	CHECK	031075	HARDESTER'S MARKETS & HARDWARE	102.52CR	CLEARED	A	7/17/2013
1010	7/12/2013	CHECK	031076	LAKE LABS	2,028.00CR	CLEARED	A	7/29/2013
1010	7/12/2013	CHECK	031077	NAPA AUTO PARTS	131.47CR	CLEARED	A	7/16/2013
1010	7/12/2013	CHECK	031078	PACE SUPPLY CORP	893.99CR	CLEARED	A	7/16/2013
1010	7/12/2013	CHECK	031079	QUACKENBUSH MRRCF	10.00CR	CLEARED	A	7/24/2013
1010	7/12/2013	CHECK	031080	SETON	225.30CR	CLEARED	A	7/19/2013
1010	7/12/2013	CHECK	031081	ACWA/JPIA	1,097.68CR	CLEARED	A	7/16/2013
1010	7/12/2013	CHECK	031082	ALICIA & LAWRENCE PERRY	150.00CR	CLEARED	A	7/23/2013
1010	7/12/2013	CHECK	031083	ARMED FORCE PEST CONTROL, INC.	180.00CR	CLEARED	A	7/16/2013
1010	7/12/2013	CHECK	031084	AT&T	1,239.20CR	CLEARED	A	7/22/2013
1010	7/12/2013	CHECK	031085	COOPERATIVE PERSONNEL SERV	971.25CR	CLEARED	A	7/17/2013
1010	7/12/2013	CHECK	031086	MARIA PAIVA	150.00CR	CLEARED	A	8/02/2013
1010	7/12/2013	CHECK	031087	OFFICE DEPOT	174.67CR	CLEARED	A	7/16/2013
1010	7/12/2013	CHECK	031088	PETTY CASH REIMBURSEMENT	201.67CR	CLEARED	A	7/12/2013
1010	7/12/2013	CHECK	031089	SPECIAL DISTRICT RISK MANAGEME	23,703.69CR	CLEARED	A	7/17/2013
1010	7/12/2013	CHECK	031090	TYLER TECHNOLOGY	121.00CR	CLEARED	A	7/17/2013
1010	7/12/2013	CHECK	031091	WAGNER & BONSIGNORE	100.00CR	CLEARED	A	7/22/2013
1010	7/12/2013	CHECK	031092	CALIFORNIA PUBLIC EMPLOYEES RE	7,941.06CR	CLEARED	A	7/17/2013
1010	7/12/2013	CHECK	031093	STATE OF CALIFORNIA EMPLOYMENT	1,538.46CR	CLEARED	A	7/15/2013
1010	7/12/2013	CHECK	031094	VARIABLE ANNUITY LIFE INSURANC	250.00CR	CLEARED	A	7/16/2013



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

CHECK DATE: 7/01/2013 THRU 7/31/2013  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
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1010	7/12/2013	CHECK	031095	SULLIVAN, RAYMOND P	7.06CR	CLEARED	A	7/19/2013
1010	7/12/2013	CHECK	031096	NORMAN, ROGERS	786.97CR	CLEARED	P	7/15/2013
1010	7/19/2013	CHECK	031097	WELLS FARGO BANK, N.A.	39,651.62CR	CLEARED	A	7/24/2013
1010	7/19/2013	CHECK	031098	CARDMEMBER SERVICE	3,017.20CR	CLEARED	A	7/25/2013
1010	7/19/2013	CHECK	031099	DATAPROSE	350.29CR	OUTSTND	A	0/00/0000
1010	7/19/2013	CHECK	031100	ITRON	573.30CR	CLEARED	A	7/23/2013
1010	7/19/2013	CHECK	031101	LAKE COUNTY RECORD BEE	518.02CR	CLEARED	A	7/23/2013
1010	7/19/2013	CHECK	031102	MICHELLE HAMILTON	625.00CR	CLEARED	A	7/25/2013
1010	7/19/2013	CHECK	031103	OFFICE DEPOT	64.47CR	CLEARED	A	7/23/2013
1010	7/19/2013	CHECK	031104	PITNEY BOWES, INC.	70.35CR	CLEARED	A	7/26/2013
1010	7/19/2013	CHECK	031105	REDFORD SERVICES	950.00CR	CLEARED	A	8/02/2013
1010	7/19/2013	CHECK	031106	RICOH AMERICAS CORPORATION	2,583.39CR	CLEARED	A	7/23/2013
1010	7/19/2013	CHECK	031107	SOUTH LAKE REFUSE COMPANY	157.29CR	CLEARED	A	7/22/2013
1010	7/19/2013	CHECK	031108	CASE EXCAVATING, INC.	2,236.00CR	CLEARED	A	7/24/2013
1010	7/19/2013	CHECK	031109	KATHY FOWLER CHEVROLET	1,756.92CR	CLEARED	A	7/22/2013
1010	7/19/2013	CHECK	031110	NORTHERN SAFETY CO, INC.	39.56CR	CLEARED	A	7/23/2013
1010	7/19/2013	CHECK	031111	PACE SUPPLY CORP	3,204.38CR	CLEARED	A	7/23/2013
1010	7/19/2013	CHECK	031112	VERIZON WIRELESS	707.75CR	CLEARED	A	7/23/2013
1010	7/26/2013	CHECK	031113	NORMAN, ROGERS	1,043.23CR	CLEARED	P	7/29/2013
1010	7/26/2013	CHECK	031114	CALIFORNIA SPECIAL DISTRICTS A	49.00CR	CLEARED	A	8/01/2013
1010	7/26/2013	CHECK	031115	OFFICE DEPOT	204.38CR	CLEARED	A	7/30/2013
1010	7/26/2013	CHECK	031116	THE RESULTS GROUP	10,000.00CR	CLEARED	A	8/01/2013
1010	7/26/2013	CHECK	031117	ACTION SANITARY, INC.	600.00CR	OUTSTND	A	0/00/0000
1010	7/26/2013	CHECK	031118	EEL RIVER FUELS, INC.	989.24CR	CLEARED	A	7/30/2013
1010	7/26/2013	CHECK	031119	KATHY FOWLER CHEVROLET	13.71CR	CLEARED	A	7/29/2013
1010	7/26/2013	CHECK	031120	LAKE COUNTY COURIER EXPRESS, L	1,426.15CR	CLEARED	A	7/30/2013
1010	7/26/2013	CHECK	031121	MENZIO TIRE SERVICE	479.39CR	CLEARED	A	7/31/2013
1010	7/26/2013	CHECK	031122	PACE SUPPLY CORP	795.67CR	CLEARED	A	7/30/2013
1010	7/26/2013	CHECK	031123	SIERRA CHEMICAL CO.	646.60CR	CLEARED	A	7/31/2013
1010	7/26/2013	CHECK	031124	USA BLUE BOOK	719.62CR	CLEARED	A	8/01/2013
1010	7/26/2013	CHECK	031125	WEED TECH	1,725.00CR	CLEARED	A	8/05/2013
1010	7/26/2013	CHECK	031126	CALIFORNIA PUBLIC EMPLOYEES RE	8,248.94CR	CLEARED	A	8/01/2013
1010	7/26/2013	CHECK	031127	STATE OF CALIFORNIA EMPLOYMENT	1,586.90CR	CLEARED	A	7/29/2013
1010	7/26/2013	CHECK	031128	VARIABLE ANNUITY LIFE INSURANC	250.00CR	CLEARED	A	7/31/2013
DEPOSIT:								
1010	7/01/2013	DEPOSIT		CREDIT CARD 7/01/2013	363.87	CLEARED	C	7/08/2013
1010	7/01/2013	DEPOSIT	000001	CREDIT CARD 7/01/2013	308.97	CLEARED	C	7/08/2013
1010	7/01/2013	DEPOSIT	000002	REGULAR DAILY POST 7/01/2013	1,199.02	CLEARED	C	7/02/2013
1010	7/02/2013	DEPOSIT		CREDIT CARD 7/02/2013	182.26	CLEARED	C	7/09/2013
1010	7/03/2013	DEPOSIT		DAILY PAYMENT POSTING - ADJ	93.00CR	CLEARED	U	7/03/2013
1010	7/05/2013	DEPOSIT		CREDIT CARD 7/05/2013	511.37	CLEARED	C	7/09/2013
1010	7/05/2013	DEPOSIT	000001	CREDIT CARD 7/05/2013	464.19	CLEARED	C	7/09/2013
1010	7/05/2013	DEPOSIT	000002	REGULAR DAILY POST 7/05/2013	1,163.12	CLEARED	C	7/08/2013

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

CHECK DATE: 7/01/2013 THRU 7/31/2013  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	7/08/2013	DEPOSIT		CREDIT CARD 7/08/2013	1,459.38	CLEARED	C	7/12/2013
1010	7/08/2013	DEPOSIT	000001	CREDIT CARD 7/08/2013	1,400.41	CLEARED	C	7/11/2013
1010	7/08/2013	DEPOSIT	000002	REGULAR DAILY POST 7/08/2013	12,820.49	CLEARED	C	7/09/2013
1010	7/09/2013	DEPOSIT		CREDIT CARD 7/09/2013	1,546.36	CLEARED	C	7/12/2013
1010	7/09/2013	DEPOSIT	000001	REGULAR DAILY POST 7/09/2013	13,428.42	CLEARED	C	7/10/2013
1010	7/10/2013	DEPOSIT		CREDIT CARD 7/10/2013	74.26	CLEARED	C	7/12/2013
1010	7/10/2013	DEPOSIT	000001	CREDIT CARD 7/10/2013	176.06	CLEARED	C	7/15/2013
1010	7/10/2013	DEPOSIT	000002	CREDIT CARD 7/10/2013	638.41	CLEARED	C	7/15/2013
1010	7/10/2013	DEPOSIT	000003	REGULAR DAILY POST 7/10/2013	9,814.11	CLEARED	C	7/11/2013
1010	7/11/2013	DEPOSIT		CREDIT CARD 7/11/2013	349.68	CLEARED	C	7/18/2013
1010	7/11/2013	DEPOSIT	000001	CREDIT CARD 7/11/2013	196.95	CLEARED	C	7/16/2013
1010	7/11/2013	DEPOSIT	000002	CREDIT CARD 7/11/2013	1,206.18	CLEARED	C	7/16/2013
1010	7/11/2013	DEPOSIT	000003	REGULAR DAILY POST 7/11/2013	7,135.18	CLEARED	C	7/12/2013
1010	7/12/2013	DEPOSIT		CREDIT CARD 7/12/2013	468.02	CLEARED	C	7/17/2013
1010	7/12/2013	DEPOSIT	000001	CREDIT CARD 7/12/2013	837.70	CLEARED	C	7/17/2013
1010	7/12/2013	DEPOSIT	000002	REGULAR DAILY POST 7/12/2013	16,788.64	CLEARED	C	7/15/2013
1010	7/15/2013	DEPOSIT		CREDIT CARD 7/15/2013	1,773.32	CLEARED	C	7/19/2013
1010	7/15/2013	DEPOSIT	000001	CREDIT CARD 7/15/2013	114.50	CLEARED	C	7/19/2013
1010	7/15/2013	DEPOSIT	000002	CREDIT CARD 7/15/2013	1,963.80	CLEARED	C	7/19/2013
1010	7/15/2013	DEPOSIT	000003	REGULAR DAILY POST 7/15/2013	18,836.63	CLEARED	C	7/16/2013
1010	7/16/2013	DEPOSIT		CREDIT CARD 7/16/2013	89.04	CLEARED	C	7/22/2013
1010	7/16/2013	DEPOSIT	000001	CREDIT CARD 7/16/2013	450.26	CLEARED	C	7/22/2013
1010	7/16/2013	DEPOSIT	000002	CREDIT CARD 7/16/2013	248.65	CLEARED	C	7/19/2013
1010	7/16/2013	DEPOSIT	000003	REGULAR DAILY POST 7/16/2013	6,858.20	CLEARED	C	7/17/2013
1010	7/17/2013	DEPOSIT		CREDIT CARD 7/17/2013	74.26	CLEARED	C	7/24/2013
1010	7/17/2013	DEPOSIT	000001	CREDIT CARD 7/17/2013	174.62	CLEARED	C	7/24/2013
1010	7/17/2013	DEPOSIT	000002	CREDIT CARD 7/17/2013	766.27	CLEARED	C	7/22/2013
1010	7/17/2013	DEPOSIT	000003	REGULAR DAILY POST 7/17/2013	6,479.05	CLEARED	C	7/18/2013
1010	7/18/2013	DEPOSIT		CREDIT CARD 7/18/2013	345.05	CLEARED	C	7/24/2013
1010	7/18/2013	DEPOSIT	000001	CREDIT CARD 7/18/2013	174.62	CLEARED	C	7/24/2013
1010	7/18/2013	DEPOSIT	000002	CREDIT CARD 7/18/2013	379.51	CLEARED	C	7/23/2013
1010	7/18/2013	DEPOSIT	000003	REGULAR DAILY POST 7/18/2013	5,027.38	CLEARED	C	7/19/2013
1010	7/19/2013	DEPOSIT		CREDIT CARD 7/19/2013	799.17	CLEARED	C	7/24/2013
1010	7/19/2013	DEPOSIT	000001	CREDIT CARD 7/19/2013	1,076.60	CLEARED	C	7/23/2013
1010	7/19/2013	DEPOSIT	000002	REGULAR DAILY POST 7/19/2013	7,326.58	CLEARED	C	7/22/2013
1010	7/19/2013	DEPOSIT	000003	DRAFT POSTING	8,684.22	CLEARED	U	7/19/2013
1010	7/22/2013	DEPOSIT		CREDIT CARD 7/22/2013	667.25	CLEARED	C	7/24/2013
1010	7/22/2013	DEPOSIT	000001	CREDIT CARD 7/22/2013	747.38	CLEARED	C	7/25/2013
1010	7/22/2013	DEPOSIT	000002	CREDIT CARD 7/22/2013	1,855.70	CLEARED	C	7/25/2013
1010	7/22/2013	DEPOSIT	000003	REGULAR DAILY POST 7/22/2013	14,697.74	CLEARED	C	7/23/2013
1010	7/23/2013	DEPOSIT		CREDIT CARD 7/23/2013	174.62	CLEARED	C	7/26/2013
1010	7/23/2013	DEPOSIT	000001	CREDIT CARD 7/23/2013	1,823.58	CLEARED	C	7/26/2013
1010	7/23/2013	DEPOSIT	000002	REGULAR DAILY POST 7/23/2013	8,865.54	CLEARED	C	7/24/2013
1010	7/23/2013	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	1,345.48CR	CLEARED	U	7/26/2013

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

CHECK DATE: 7/01/2013 THRU 7/31/2013  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
<b>DEPOSIT:</b>								
1010	7/24/2013	DEPOSIT		CREDIT CARD 7/24/2013	610.75	CLEARED	C	7/29/2013
1010	7/24/2013	DEPOSIT	000001	CREDIT CARD 7/24/2013	1,603.68	CLEARED	C	7/29/2013
1010	7/24/2013	DEPOSIT	000002	REGULAR DAILY POST 7/24/2013	5,079.52	CLEARED	C	7/25/2013
1010	7/24/2013	DEPOSIT	000003	CREDIT CARD 7/24/2013	29.21	CLEARED	C	7/29/2013
1010	7/25/2013	DEPOSIT		CREDIT CARD 7/25/2013	74.26	CLEARED	C	7/30/2013
1010	7/25/2013	DEPOSIT	000001	CREDIT CARD 7/25/2013	977.36	CLEARED	C	7/30/2013
1010	7/25/2013	DEPOSIT	000002	REGULAR DAILY POST 7/25/2013	7,083.16	CLEARED	C	7/26/2013
1010	7/25/2013	DEPOSIT	000003	CC DRAFT POSTING	14,476.03	CLEARED	U	7/26/2013
1010	7/26/2013	DEPOSIT		CREDIT CARD 7/26/2013	517.69	CLEARED	C	7/30/2013
1010	7/26/2013	DEPOSIT	000001	CREDIT CARD 7/26/2013	523.86	CLEARED	C	7/30/2013
1010	7/26/2013	DEPOSIT	000002	CREDIT CARD 7/26/2013	2,074.82	CLEARED	C	7/30/2013
1010	7/26/2013	DEPOSIT	000003	REGULAR DAILY POST 7/26/2013	13,296.85	CLEARED	C	7/29/2013
1010	7/29/2013	DEPOSIT		CREDIT CARD 7/29/2013	1,488.36	CLEARED	C	7/30/2013
1010	7/29/2013	DEPOSIT	000001	CREDIT CARD 7/29/2013	2,695.64	CLEARED	C	8/01/2013
1010	7/29/2013	DEPOSIT	000002	REGULAR DAILY POST 7/29/2013	37,467.02	CLEARED	C	7/30/2013
1010	7/29/2013	DEPOSIT	000003	DRAFT POSTING	174.62	CLEARED	U	7/29/2013
1010	7/30/2013	DEPOSIT		CREDIT CARD 7/30/2013	720.54	CLEARED	C	8/02/2013
1010	7/30/2013	DEPOSIT	000001	CREDIT CARD 7/30/2013	349.24	CLEARED	C	8/02/2013
1010	7/30/2013	DEPOSIT	000002	CREDIT CARD 7/30/2013	3,348.48	CLEARED	C	8/02/2013
1010	7/30/2013	DEPOSIT	000003	REGULAR DAILY POST 7/30/2013	15,156.89	CLEARED	C	7/31/2013
1010	7/31/2013	DEPOSIT		CREDIT CARD 7/31/2013	854.78	CLEARED	C	8/02/2013
1010	7/31/2013	DEPOSIT	000001	CREDIT CARD 7/31/2013	944.87	CLEARED	C	8/05/2013
1010	7/31/2013	DEPOSIT	000002	CREDIT CARD 7/31/2013	7,328.59	CLEARED	C	8/05/2013
1010	7/31/2013	DEPOSIT	000003	REGULAR DAILY POST 7/31/2013	28,233.92	CLEARED	C	8/01/2013

<b>MISCELLANEOUS:</b>								
1010	7/02/2013	MISC.		July ETS PCI Compliance Fee	108.00CR	CLEARED	G	7/02/2013
1010	7/02/2013	MISC.	000001	July ETS PCI Compliance Fee	108.00CR	CLEARED	G	7/02/2013
1010	7/02/2013	MISC.	000002	July ETS PCI Compliance Fee	108.00CR	CLEARED	G	7/02/2013
1010	7/12/2013	MISC.		PAYROLL DIRECT DEPOSIT	21,195.79CR	CLEARED	P	7/12/2013
1010	7/12/2013	MISC.	031072	NORMAN, ROGERS	786.97	VOIDED	P	7/12/2013
1010	7/16/2013	MISC.		PAYROLL DIRECT DEPOSIT	92.35CR	CLEARED	P	7/16/2013
1010	7/26/2013	MISC.		PAYROLL DIRECT DEPOSIT	21,594.14CR	CLEARED	P	7/26/2013
1010	7/31/2013	MISC.		Correct Credit Card	228.85CR	CLEARED	G	7/31/2013

<b>SERVICE CHARGE:</b>								
1010	7/02/2013	SERV-CHG		June 2013 ETS Fees	505.10CR	CLEARED	G	7/02/2013
1010	7/02/2013	SERV-CHG	000001	June 2013 ETS Fees	183.05CR	CLEARED	G	7/02/2013
1010	7/02/2013	SERV-CHG	000002	June 2013 ETS Fees	8.44CR	CLEARED	G	7/02/2013
1010	7/02/2013	SERV-CHG	000003	June 2013 Analysis Fees	273.62CR	CLEARED	G	7/02/2013

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

CHECK DATE: 7/01/2013 THRU 7/31/2013  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT      --DATE--    --TYPE--    NUMBER    -----DESCRIPTION-----    ----AMOUNT---    STATUS    FOLIO    CLEAR DATE

TOTALS FOR ACCOUNT 1010	CHECK	TOTAL:	160,271.67CR
	DEPOSIT	TOTAL:	306,678.25
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	42,648.16CR
	SERVICE CHARGE	TOTAL:	970.21CR
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	10,605.46CR

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	160,271.67CR
	DEPOSIT	TOTAL:	306,678.25
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	42,648.16CR
	SERVICE CHARGE	TOTAL:	970.21CR
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	10,605.46CR

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

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

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1722	US DEPARTMENT OF THE TREA	000000	10,605.46	N	120 2091	FIT PAYABLE	4,040.04
					120 2093	SOCIAL SECURITY PAYABL	142.45
					120 2094	MEDICARE PAYABLE	466.32
					120 5-00-5010	SALARY & WAGES	0.96
					120 5-10-5010	SALARIES & WAGES	244.80
					120 5-20-5010	SALARIES & WAGES	48.86
					120 5-30-5010	SALARIES & WAGES	310.77
					120 5-40-5010	DIRECTORS COMPENSATION	3.44
					130 2091	FIT PAYABLE	4,157.84
					130 2093	SOCIAL SECURITY PAYABL	143.07
					130 2094	MEDICARE PAYABLE	451.95
					130 5-00-5010	SALARY & WAGES	0.98
					130 5-10-5010	SALARIES & WAGES	244.77
					130 5-20-5010	SALARIES & WAGES	48.86
					130 5-30-5010	SALARIES & WAGES	296.14
					130 5-40-5010	DIRECTORS COMPENSATION	4.21
01-21	CALIFORNIA PUBLIC EMPLOYE	031056	1,906.86	N	120 5-00-5021	RETIREMENT BENEFITS	953.43
					130 5-00-5021	RETIREMENT BENEFITIS	953.43
01-1946	AMERICAN EXPRESS	031057	31.99	N	120 5-10-5090	OFFICE SUPPLIES	16.00
					130 5-10-5090	OFFICE SUPPLIES	15.99
01-1392	MEDIACOM	031058	75.90	N	120 5-00-5110	CONTRACTUAL SERVICES	37.95
					130 5-00-5110	CONTRACTUAL SERVICES	37.95
01-2795	MIRBEGIAN, JUDY	031059	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-2684	OFFICE DEPOT	031060	32.24	N	120 5-10-5090	OFFICE SUPPLIES	16.12
					130 5-10-5090	OFFICE SUPPLIES	16.12
01-2533	POLESTAR COMPUTERS	031061	368.00	N	120 5-30-5090	OFFICE SUPPLIES	184.00
					130 5-30-5090	OFFICE SUPPLIES	184.00
01-2792	ADVANCED SECURITY SYSTEMS	031062	180.00	N	120 5-00-5310	EQUIPMENT - FIELD	180.00
01-2531	BLUETARP FINANCIAL, INC.	031063	39.99	N	120 5-00-5080	MEMBERSHIP & SUBSCRIPT	19.99
					130 5-00-5080	MEMBERSHIP & SUBSCRIPT	20.00
01-47	BRELJE AND RACE LABS, INC	031064	3,482.30	N	120 5-00-5195	ENV/MONITORING	814.80
					130 5-00-5195	ENV/MONITORING	2,667.50
01-1	MISCELLANEOUS VENDOR	031065	33.11	N	120 5-00-5155	MAINT BLDG & GROUNDS	16.55
					130 5-00-5155	MAINT BLDG & GROUNDS	16.56
01-2743	LAKE COUNTY COURIER EXPRE	031066	1,441.90	N	120 5-00-5110	CONTRACTUAL SERVICES	1,441.90
01-2541	MENDO MILL CLEARLAKE	031067	22.65	N	130 5-00-5150	REPAIR & REPLACE	22.65
01-9	PACIFIC GAS & ELECTRIC CO	031068	21,414.17	N	120 5-00-5195	ENV/MONITORING	1,541.26
					130 5-00-5192	ELECTRICITY	19,847.86
					140 5-00-5192	ELECTRICITY	25.05

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

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

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2713	POLYDYNE INC.	031069	107.46	N	120 5-00-5148	OPERATING SUPPLIES	107.46
01-2639	SHAPE INCORPORATED	031070	900.00	N	120 5-00-5150	REPAIR & REPLACE	900.00
01-1751	USA BLUE BOOK	031071	904.85	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	49.06 855.79
01-112	EEL RIVER FUELS, INC.	031073	977.09	N	120 5-00-5060 130 5-00-5060	GASOLINE, OIL & FUEL GASOLINE, OIL & FUEL	488.55 488.54
01-1023	HACH COMPANY	031074	128.83	N	120 5-00-5310	EQUIPMENT - FIELD	128.83
01-2538	HARDESTER'S MARKETS & HAR	031075	102.52	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	6.00 96.52
01-129	LAKE LABS	031076	2,028.00	Y	120 5-00-5195 130 5-00-5195	ENV/MONITORING ENV/MONITORING	1,260.00 768.00
01-2749	NAPA AUTO PARTS	031077	131.47	N	120 5-00-5061	VEHICLE MAINT	131.47
01-2702	PACE SUPPLY CORP	031078	893.99	N	130 5-00-5150	REPAIR & REPLACE	893.99
01-2676	QUACKENBUSH MRRCF	031079	10.00	N	120 5-00-5155	MAINT BLDG & GROUNDS	10.00
01-1	MISCELLANEOUS VENDOR	031080	225.30	N	120 5-00-5150	REPAIR & REPLACE	225.30
01-1961	ACWA/JPIA	031081	1,097.68	N	120 5-10-5020 120 5-20-5020 120 5-30-5020 130 5-10-5020 130 5-20-5020 130 5-30-5020	EMPLOYEE BENEFITS EMPLOYEE BENEFITS EMPLOYEE BENEFITS EMPLOYEE BENEFITS EMPLOYEE BENEFITS EMPLOYEE BENEFITS	164.70 95.85 219.76 185.98 117.13 314.26
01-1	MISCELLANEOUS VENDOR	031082	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-2283	ARMED FORCE PEST CONTROL,	031083	180.00	N	120 5-00-5155 130 5-00-5155	MAINT BLDG & GROUNDS MAINT BLDG & GROUNDS	90.00 90.00
01-8	AT&T	031084	1,239.20	N	120 5-00-5191 130 5-00-5191	TELEPHONE TELEPHONE	619.60 619.60
01-1	MISCELLANEOUS VENDOR	031085	971.25	N	120 5-00-5123 130 5-00-5123	OTHER PROFESSIONAL SER OTHER PROFESSIONAL SER	485.63 485.62
01-1	MISCELLANEOUS VENDOR	031086	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-2684	OFFICE DEPOT	031087	174.67	N	120 5-10-5090 120 5-30-5090 130 5-10-5090 130 5-30-5090	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	40.36 46.99 40.35 46.97
01-1002	PETTY CASH REIMBURSEMENT	031088	201.67	N	120 5-00-5092 120 5-00-5155 120 5-00-5545	POSTAGE & SHIPPING MAINT BLDG & GROUNDS RECORDING FEES	36.51 10.00 34.00

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	G/L 1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT	031088	201.67	N	** (CONTINUED) **		
					120 5-10-5090	OFFICE SUPPLIES	36.97
					120 5-20-5175	EDUCATION / SEMINARS	78.72
					130 5-00-5092	POSTAGE & SHIPPING	36.49
					130 5-00-5155	MAINT BLDG & GROUNDS	10.00
					130 5-00-5545	RECORDING FEES	34.00
					130 5-10-5090	OFFICE SUPPLIES	36.97
					130 5-20-5175	EDUCATION / SEMINARS	78.72
					130 5-30-5175	EDUCATION / SEMINARS	190.71CR
01-1705	SPECIAL DISTRICT RISK MAN	031089	23,703.69	N	120 5-00-5025	RETIREE HEALTH BENEFIT	849.92
					120 5-10-5020	EMPLOYEE BENEFITS	1,681.40
					120 5-20-5020	EMPLOYEE BENEFITS	1,782.15
					120 5-30-5020	EMPLOYEE BENEFITS	2,502.43
					120 5-40-5030	DIRECTOR HEALTH BENEFIT	3,486.02
					130 5-00-5025	RETIREE HEALTH BENEFIT	849.91
					130 5-10-5020	EMPLOYEE BENEFITS	1,882.89
					130 5-20-5020	EMPLOYEE BENEFITS	1,782.14
					130 5-30-5020	EMPLOYEE BENEFITS	5,400.82
					130 5-40-5030	DIRECTOR HEALTH BENEFIT	3,486.01
01-2585	TYLER TECHNOLOGY	031090	121.00	N	120 5-00-5110	CONTRACTUAL SERVICES	60.50
					130 5-00-5110	CONTRACTUAL SERVICES	60.50
01-1659	WAGNER & BONSIGNORE	031091	100.00	N	130 5-00-5123	OTHER PROFESSIONAL SER	100.00
01-21	CALIFORNIA PUBLIC EMPLOYE	031092	7,941.06	N	120 2088	SURVIVOR BENEFITS - PE	5.65
					120 2090	PERS PAYABLE	1,283.18
					120 5-00-5021	RETIREMENT BENEFITS	6.89
					120 5-10-5021	RETIREMENT BENEFITS	1,161.65
					120 5-20-5021	RETIREMENT BENEFITS	338.26
					120 5-30-5021	RETIREMENT BENEFITS	1,273.21
					130 2088	SURVIVOR BENEFITS - PE	5.51
					130 2090	PERS PAYABLE	1,228.41
					130 5-00-5021	RETIREMENT BENEFITS	6.88
					130 5-10-5021	RETIREMENT BENEFITS	1,161.65
					130 5-20-5021	RETIREMENT BENEFITS	338.26
					130 5-30-5021	RETIREMENT BENEFITS	1,131.51
01-11	STATE OF CALIFORNIA EMPLO	031093	1,538.46	N	120 2092	CIT PAYABLE	598.38
					120 2095	S D I PAYABLE	161.52
					120 5-30-5020	EMPLOYEE BENEFITS	11.55
					130 2092	CIT PAYABLE	605.42
					130 2095	S D I PAYABLE	150.03
					130 5-30-5020	EMPLOYEE BENEFITS	11.56
01-1530	VARIABLE ANNUITY LIFE INS	031094	250.00	N	120 2099	DEFERRED COMP - 457 PL	125.00
					130 2099	DEFERRED COMP - PLAN 4	125.00
01-1	MISCELLANEOUS VENDOR	031095	7.06		130 1052	ACCTS REC WATER USE	7.06
01-2276	WELLS FARGO BANK, N.A.	031097	39,651.62	N	218 5-00-5522	INTEREST ON LONG-TERM	39,651.62
01-2816	CARDMEMBER SERVICE	031098	3,017.20	N	120 5-00-5061	VEHICLE MAINT	15.10
					120 5-00-5092	POSTAGE & SHIPPING	1,138.62

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2816	CARDMEMBER SERVICE	031098	3,017.20	N	** (CONTINUED) **		
					120 5-00-5150	REPAIR & REPLACE	14.47
					120 5-30-5090	OFFICE SUPPLIES	9.95
					130 5-00-5092	POSTAGE & SHIPPING	1,138.61
					130 5-10-5175	EDUCATION / SEMINARS	690.50
					130 5-30-5090	OFFICE SUPPLIES	9.95
01-2111	DATAPROSE	031099	350.29	N	120 5-00-5110	CONTRACTUAL SERVICES	175.15
					130 5-00-5110	CONTRACTUAL SERVICES	175.14
01-2067	ITRON	031100	573.30	N	130 5-00-5110	CONTRACTUAL SERVICES	573.30
01-122	LAKE COUNTY RECORD BEE	031101	518.02	N	120 5-00-5130	PRINTING & PUBLICATION	259.01
					130 5-00-5130	PRINTING & PUBLICATION	259.01
01-2699	MICHELLE HAMILTON	031102	625.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	312.50
					130 5-00-5110	CONTRACTUAL SERVICES	312.50
01-2684	OFFICE DEPOT	031103	64.47	N	120 5-30-5090	OFFICE SUPPLIES	32.24
					130 5-30-5090	OFFICE SUPPLIES	32.23
01-148	PITNEY BOWES, INC.	031104	70.35	N	120 5-10-5090	OFFICE SUPPLIES	35.18
					130 5-10-5090	OFFICE SUPPLIES	35.17
01-2700	REDFORD SERVICES	031105	950.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	475.00
					130 5-00-5110	CONTRACTUAL SERVICES	475.00
01-2638	RICOH AMERICAS CORPORATIO	031106	2,583.39	N	120 5-00-5110	CONTRACTUAL SERVICES	932.89
					120 5-10-5090	OFFICE SUPPLIES	358.81
					130 5-00-5110	CONTRACTUAL SERVICES	932.89
					130 5-10-5090	OFFICE SUPPLIES	358.80
01-1579	SOUTH LAKE REFUSE COMPANY	031107	157.29	Y	120 5-00-5155	MAINT BLDG & GROUNDS	78.64
					130 5-00-5155	MAINT BLDG & GROUNDS	78.65
01-2818	CASE EXCAVATING, INC.	031108	2,236.00	N	120 1286	FIELD EQUIPMENT	2,236.00
01-2569	KATHY FOWLER CHEVROLET	031109	1,756.92	N	120 5-00-5061	VEHICLE MAINT	878.46
					130 5-00-5061	VEHICLE MAINT	878.46
01-2624	NORTHERN SAFETY CO, INC.	031110	39.56	N	120 5-00-5315	SAFETY EQUIPMENT	39.56
01-2702	PACE SUPPLY CORP	031111	3,204.38	N	130 5-00-5150	REPAIR & REPLACE	3,204.38
01-2598	VERIZON WIRELESS	031112	707.75	N	120 5-00-5191	TELEPHONE	353.88
					130 5-00-5191	TELEPHONE	353.87
01-1086	CALIFORNIA SPECIAL DISTRI	031114	49.00	N	120 5-10-5175	EDUCATION / SEMINARS	24.50
					130 5-10-5175	EDUCATION / SEMINARS	24.50
01-2684	OFFICE DEPOT	031115	204.38	N	120 5-10-5090	OFFICE SUPPLIES	102.20
					130 5-10-5090	OFFICE SUPPLIES	102.18
01-1	MISCELLANEOUS VENDOR	031116	10,000.00	N	120 5-00-5123	OTHER PROFESSIONAL SER	5,000.00
					130 5-00-5123	OTHER PROFESSIONAL SER	5,000.00



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

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2636	ACTION SANITARY, INC.	031117	600.00	N	120 5-00-5150	REPAIR & REPLACE	600.00
01-112	EEL RIVER FUELS, INC.	031118	989.24	N	120 5-00-5060 130 5-00-5060	GASOLINE, OIL & FUEL GASOLINE, OIL & FUEL	494.62 494.62
01-2569	KATHY FOWLER CHEVROLET	031119	13.71	N	120 5-00-5061 130 5-00-5061	VEHICLE MAINT VEHICLE MAINT	6.86 6.85
01-2743	LAKE COUNTY COURIER EXPRE	031120	1,426.15	N	120 5-00-5110	CONTRACTUAL SERVICES	1,426.15
01-137	MENZIO TIRE SERVICE	031121	479.39	N	120 5-00-5061 130 5-00-5061	VEHICLE MAINT VEHICLE MAINT	239.70 239.69
01-2702	PACE SUPPLY CORP	031122	795.67	N	130 5-00-5150	REPAIR & REPLACE	795.67
01-2736	SIERRA CHEMICAL CO.	031123	646.60	N	120 5-00-5148	OPERATING SUPPLIES	646.60
01-1751	USA BLUE BOOK	031124	719.62	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	509.67 209.95
01-1422	WEED TECH	031125	1,725.00	Y	120 5-00-5155 130 5-00-5155	MAINT BLDG & GROUNDS MAINT BLDG & GROUNDS	862.50 862.50
01-21	CALIFORNIA PUBLIC EMPLOYE	031126	8,248.94	N	120 2088 120 2090 120 5-00-5021 120 5-10-5021 120 5-20-5021 120 5-30-5021 130 2088 130 2090 130 5-00-5021 130 5-10-5021 130 5-20-5021 130 5-30-5021	SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT BENEFITS RETIREMENT BENEFITS RETIREMENT BENEFITS RETIREMENT BENEFITS SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT BENEFITS RETIREMENT BENEFITS RETIREMENT BENEFITS RETIREMENT BENEFITS	5.52 1,295.24 6.89 1,161.65 358.94 1,283.76 5.64 1,302.20 6.89 1,161.65 358.95 1,301.61
01-11	STATE OF CALIFORNIA EMPLO	031127	1,586.90	N	120 2092 120 2095 120 5-30-5020 130 2092 130 2095 130 5-30-5020	CIT PAYABLE S D I PAYABLE EMPLOYEE BENEFITS CIT PAYABLE S D I PAYABLE EMPLOYEE BENEFITS	577.22 159.62 14.79 659.34 161.14 14.79
01-1530	VARIABLE ANNUITY LIFE INS	031128	250.00	N	120 2099 130 2099	DEFERRED COMP - 457 PL DEFERRED COMP - PLAN 4	125.00 125.00

1099 ELIGIBLE 5 5,485.29  
1099 EXEMPT 66 162,774.67

\*\*\* REPORT TOTALS \*\*\* 71 168,259.96

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 1286	FIELD EQUIPMENT	2,236.00
120 2088	SURVIVOR BENEFITS - PERS	11.17
120 2090	PERS PAYABLE	2,578.42
120 2091	FIT PAYABLE	4,040.04
120 2092	CIT PAYABLE	1,175.60
120 2093	SOCIAL SECURITY PAYABLE	142.45
120 2094	MEDICARE PAYABLE	466.32
120 2095	S D I PAYABLE	321.14
120 2099	DEFERRED COMP - 457 PLAN	250.00
120 5-00-5010	SALARY & WAGES	0.96
120 5-00-5021	RETIREMENT BENEFITS	967.21
120 5-00-5025	RETIREE HEALTH BENEFITS	849.92
120 5-00-5060	GASOLINE, OIL & FUEL	983.17
120 5-00-5061	VEHICLE MAINT	1,271.59
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	19.99
120 5-00-5092	POSTAGE & SHIPPING	1,175.13
120 5-00-5110	CONTRACTUAL SERVICES	4,862.04
120 5-00-5123	OTHER PROFESSIONAL SERVICES	5,485.63
120 5-00-5130	PRINTING & PUBLICATION	259.01
120 5-00-5148	OPERATING SUPPLIES	754.06
120 5-00-5150	REPAIR & REPLACE	2,304.50
120 5-00-5155	MAINT BLDG & GROUNDS	1,067.69
120 5-00-5191	TELEPHONE	973.48
120 5-00-5195	ENV/MONITORING	3,616.06
120 5-00-5310	EQUIPMENT - FIELD	308.83
120 5-00-5315	SAFETY EQUIPMENT	39.56
120 5-00-5545	RECORDING FEES	34.00
120 5-10-5010	SALARIES & WAGES	244.80
120 5-10-5020	EMPLOYEE BENEFITS	1,846.10
120 5-10-5021	RETIREMENT BENEFITS	2,323.30
120 5-10-5090	OFFICE SUPPLIES	605.64
120 5-10-5175	EDUCATION / SEMINARS	24.50
120 5-20-5010	SALARIES & WAGES	48.86
120 5-20-5020	EMPLOYEE BENEFITS	1,878.00
120 5-20-5021	RETIREMENT BENEFITS	697.20
120 5-20-5175	EDUCATION / SEMINARS	78.72
120 5-30-5010	SALARIES & WAGES	310.77
120 5-30-5020	EMPLOYEE BENEFITS	2,748.53
120 5-30-5021	RETIREMENT BENEFITS	2,556.97
120 5-30-5090	OFFICE SUPPLIES	273.18
120 5-40-5010	DIRECTORS COMPENSATION	3.44
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,486.02
	** FUND TOTAL **	53,320.00
130 1052	ACCTS REC WATER USE	7.06
130 2088	SURVIVOR BENEFITS - PERS	11.15
130 2090	PERS PAYABLE	2,530.61

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 2091	FIT PAYABLE	4,157.84
130 2092	CIT PAYABLE	1,264.76
130 2093	SOCIAL SECURITY PAYABLE	143.07
130 2094	MEDICARE PAYABLE	451.95
130 2095	S D I PAYABLE	311.17
130 2099	DEFERRED COMP - PLAN 457 PAYAB	250.00
130 5-00-5010	SALARY & WAGES	0.98
130 5-00-5021	RETIREMENT BENEFITS	967.20
130 5-00-5025	RETIREE HEALTH BENEFITS	849.91
130 5-00-5060	GASOLINE, OIL & FUEL	983.16
130 5-00-5061	VEHICLE MAINT	1,125.00
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	20.00
130 5-00-5092	POSTAGE & SHIPPING	1,175.10
130 5-00-5110	CONTRACTUAL SERVICES	2,567.28
130 5-00-5123	OTHER PROFESSIONAL SERVICES	5,585.62
130 5-00-5130	PRINTING & PUBLICATION	259.01
130 5-00-5150	REPAIR & REPLACE	6,078.95
130 5-00-5155	MAINT BLDG & GROUNDS	1,057.71
130 5-00-5191	TELEPHONE	973.47
130 5-00-5192	ELECTRICITY	19,847.86
130 5-00-5195	ENV/MONITORING	3,435.50
130 5-00-5505	WATER CONSERVATION	450.00
130 5-00-5545	RECORDING FEES	34.00
130 5-10-5010	SALARIES & WAGES	244.77
130 5-10-5020	EMPLOYEE BENEFITS	2,068.87
130 5-10-5021	RETIREMENT BENEFITS	2,323.30
130 5-10-5090	OFFICE SUPPLIES	605.58
130 5-10-5175	EDUCATION / SEMINARS	715.00
130 5-20-5010	SALARIES & WAGES	48.86
130 5-20-5020	EMPLOYEE BENEFITS	1,899.27
130 5-20-5021	RETIREMENT BENEFITS	697.21
130 5-20-5175	EDUCATION / SEMINARS	78.72
130 5-30-5010	SALARIES & WAGES	296.14
130 5-30-5020	EMPLOYEE BENEFITS	5,741.43
130 5-30-5021	RETIREMENT BENEFITS	2,433.12
130 5-30-5090	OFFICE SUPPLIES	273.15
130 5-30-5175	EDUCATION / SEMINARS	190.71CR
130 5-40-5010	DIRECTORS COMPENSATION	4.21
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,486.01
	** FUND TOTAL **	75,263.29
140 5-00-5192	ELECTRICITY	25.05
	** FUND TOTAL **	25.05
218 5-00-5522	INTEREST ON LONG-TERM DEBT	39,651.62
	** FUND TOTAL **	39,651.62

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\*\* TOTAL \*\*

168,259.96

NO ERRORS

SELECTION CRITERIA

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

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TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 7/01/2013 THRU 7/31/2013	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

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

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

**DATE:** August 20, 2013

**AGENDA ITEM:** Adoption of Resolution 2013-12 to Establish Deferred Compensation Plan with Nationwide Retirement Solutions

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**RECOMMENDATIONS:**

Adopt Resolution 2013-12 authorizing the General Manager to establish a 457 deferred compensation plan with Nationwide Retirement Solutions

**FINANCIAL IMPACT:**

No cost to the District

**BACKGROUND:**

The District, through VALIC, provides employees with the option of participating in a 457 deferred compensation plan. Some, but not all District employees have elected to participate in the VALIC 457 deferred compensation plan. Staff is recommending that the District also provide employees – at no cost to the District - with the option of participating in a 457 deferred compensation plan administered by Nationwide Retirement Solutions. A company profile and information regarding Nationwide Retirement Solutions’ 457 deferred compensation plan are available at [www.nrsforu.com](http://www.nrsforu.com).

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Roland Sanford, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board

**RESOLUTION 2013-12**

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS AUTHORIZING GENERAL MANAGER ROLAND  
SANFORD TO ESTABLISH A 457 DEFERRED COMPENSATION PLAN WITH  
NATIONWIDE RETIREMENT SOLUTIONS FOR DISTRICT EMPLOYEES**

WHEREAS, the Hidden Valley Lake Community Services District (District) has previously established a 457 Deferred Compensation Plan with Valic for the exclusive benefit of its employees and their beneficiaries, and

WHEREAS, District employees are not required to participate in the Valic 457 Deferred Compensation Plan, or any 457 Deferred Compensation Plan made available by the District, and

WHEREAS, some but not all District employees have elected to participate in the Valic 457 Deferred Compensation Plan, and

WHEREAS, Nationwide Retirement Solutions is willing to offer District employees a 457 Deferred Compensation Plan that is similar to the 457 Deferred Compensation Plan currently offered by Valic, at no cost to the District, and as an alternative to the Valic 457 Deferred Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes General Manager Roland Sanford to establish a 457 Deferred Compensation Plan with Nationwide Retirement Solutions for the exclusive benefit of the District employees and their beneficiaries.

**PASSED AND ADOPTED** on August 20, 2013 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Judy Mirbegian  
President of the Board of Directors

**ATTEST:**

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Roland Sanford  
Secretary to the Board of Directors



# Hidden Valley Lake Community Services District

## Personnel Committee Report

DATE: July 24, 2013  
TIME: 10:30 a.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Personnel Committee called to order on July 24, 2013 at the hour of 10:35 a.m. by Director Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Mirbegian and Herndon. Also present: General Manager Roland Sanford.

4) APPROVAL OF AGENDA:

Director Mirbegian moved, Director Herndon seconded to approve the July 24, 2013 Personnel Committee agenda.

Motion approved by unanimous vote.

5) USE OF COSTA MESA SANITARY DISTRICT EMPLOYEE HANDBOOK AS A MODEL FOR HVLCSD EMPLOYEE HANDBOOK

The committee concluded the Costa Mesa Sanitary District employee handbook is a suitable template for the HVLCSD employee handbook update, and that in lieu of current practice – incrementally updating and adopting employee related policies and guidelines – it would be more efficient for the committee and staff to bring forth a complete employee handbook update, containing all proposed revisions, for Board adoption.

6) REVIEW OF COMPENSATION POLICY

The committee reviewed the current District Compensation Policy and concluded the policy shall be brought to the Board of Directors for further discussion and possible refinement.

7) PUBLIC COMMENTS: There was none.

8) ADJOURNMENT:

The meeting was adjourned at 12:00 p.m. on motion by Director Mirbegian, seconded by Director Herndon, and unanimously carried.



# Hidden Valley Lake Community Services District

## Security and Disaster Preparedness Program Committee Report

DATE: July 18, 2013  
TIME: 10:34 a.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

1) CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Security and Disaster Preparedness Program Committee called to order on July 18, 2013 at the hour of 10:34 a.m. by Director Lieberman at 19400 Hartmann Road, Hidden Valley Lake, California.

2) PLEDGE OF ALLEGIANCE:

3) ROLL CALL:

Present – Directors Herndon and Lieberman. Also present: Roland Sanford, General Manager and Tami Ipsen, Administrative Assistant.

4) APPROVAL OF AGENDA:

Director Herndon moved, Director Lieberman seconded to approve the July 18, 2013 Security and Disaster Preparedness Program Committee agenda.

Motion approved by unanimous vote.

5) Review Purpose and Scope of Committee Activities

It was concluded the activities of the committee have changes over time and the current purpose and scope of the committee should be articulated in a policy that is ultimately approved by the Board. The committee discussed the possibility of conducting an annual Board of Directors tour of all District facilities, in lieu of a committee tour that focused solely on security measures. The committee expressed a desire to continue District participation with the County of Lake OES area committee, and the possibility to coordinate emergency planning and table top exercises with Hidden valley Lake Association.

6) Development of Work Plan for Committee Activities in FY2013-2014

The committee agreed they should complete its review of the security policies contained in the CSDA sample policy manual, and possibly recommend one or more CSDA security policies, or variants of, for Board adoption.

7) PUBLIC COMMENTS: There were none.

8) ADJOURNMENT:

The meeting was adjourned at 11:14 a.m. on motion by Director Herndon, seconded by Director Lieberman, and unanimously carried.



# Drinking Water Reorganization

## Long Term Vision for Water Management

State policy declares that every human being has the right to clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. Climate change, increasing population, and economic growth will stretch the limits of our precious water resources and further challenge California's ability to achieve this state policy. Consolidating all major water quality programs into one agency would allow the State to better manage and protect our water resources.

The Drinking Water Program (DWP) in the California Department of Public Health (CDPH) has recently made great progress in strengthening its program, including distributing money more quickly to fund projects to improve drinking water quality. In addition, with the support of the Legislature to include funding for 7 new positions, the Administration will provide critical staff and resources in 2013-2014 to increase support to small water systems. The progress achieved by the DWP has allowed the administration to consider how best to position the State to face the long-term challenges in water policy.

*The Administration's goal is to align the state's water quality programs in an organizational structure that will best position the State to meet the future demands on water resulting from climate change, increasing population, and economic growth.*

More specifically, the organizational structure should best ensure that:

- 1) the strengths of the DWP and the recent positive progress are preserved, while additional steps are taken to improve the program, making it more efficient, streamlined, and better able to provide effective service to communities that need access to its programs and funding;
- 2) drinking water programs are coordinated with other water quality programs to achieve maximum program efficiencies and synergies; and
- 3) the State Revolving Funds (SRFs) are operated in a coordinated, efficient and effective manner, to best leverage their resources.

In the longer term, consolidating all water quality regulation from the source through disposal under the State Water Resources Control Board (SWRCB) will best position the State to achieve these goals.

## **Proposed Organizational Structure**

The Administration supports moving the drinking water technical programs branch, the northern and southern California drinking water field operations branches, and the Environmental Laboratory Accreditation Program (collectively, the Drinking Water Program, or DWP) from CDPH to the SWRCB. Specifically the reorganization would:

- Create a new Division of Drinking Water joining the existing Divisions of Water Quality, Water Rights, Financial Assistance, and Administrative Services.
- Move the Safe Drinking Water SRF and all funding staff under the Division of Financial Assistance where the Clean Water SRF is currently managed.
- Identify other possible benefits of program consolidation. For instance the drinking water operator certification program could be merged with the wastewater operator certification program.
- Maintain regulatory staff at the local level answering directly to the State Board through the newly created Division of Drinking Water.
- Develop MOU's between the SWRCB and CDPH to account for continuing operational relationships between the new Division of Drinking Water and any operations that remain with CDPH.

## **Measures to Maintain Public Health focus if the Drinking Water Program moves to SWRCB:**

### *Maintain Public Health Expertise*

The SWRCB will require that the head of the new Division of Drinking Water have a public health background. Existing DWP staff will remain in their current positions answering to the head of the new SWRCB Drinking Water Division following the move. This maintains the staff training and backgrounds that accounts for the day-to-day public health focus of the Program.

### *Maintain Local Primacy Agreements*

Currently, CDPH has delegated authority to regulate certain small public water systems (those systems with less than 200 service connections) to some counties. These counties are referred to as local primacy counties. CDPH currently regulates systems with more than 200 service connections in these counties. The SWRCB would maintain local primacy agreements already in effect.

#### *Transition Federal Primacy*

During the transition period, SWRCB will work with U.S. EPA Region 9 to ensure that all authority necessary for drinking water regulatory program and Safe Drinking Water State Revolving Fund primacy will be transferred to SWRCB.

#### *Maintain Emergency Response Capacity*

The DWP provides assistance to water systems around the clock. This is a critical function when contamination is identified or when systems fail. Reorganization will be structured to prevent any disruption in these and other activities that have an immediate impact on public health and safety. Specifically, under the newly formed Drinking Water Division, the SWRCB would continue the existing system for responding to drinking water emergencies, in coordination with DPH's Emergency Preparedness Office. For example, CDPH has currently delegated authority to issue 'boil water' or 'do not drink' orders to DWP field offices. This delegation of authority will be maintained.

#### *Preserve Successful Permitting Processes*

There is widespread agreement that the drinking water system permitting processes are working well under the existing structure. The transition plan will ensure that these processes are preserved. The SWRCB intends to run the permitting process in the **same** manner as CDPH. No permitting or enforcement authority will be delegated to the regional water boards, nor will any role covered under an Environmental Health Officer/Local Primacy Agency. Permitting will not require Board approval or be subject to Board appellate review. Moreover, unlike for waste discharges, statutorily-mandated minimum penalties for drinking water do not apply.

#### *Preserve Vital Collaborative Relationships*

There is also widespread agreement that the local presence provided by district offices—and the collaborative relationships between DWP staff and local County and water systems staff -- is a key to a successful Drinking Water Program. While existing DWP staff would answer to a new governing body, the field staff will remain in their current positions and continue to collaborate with, and support, local entities. Although merging two programs may entail organizational changes, the SWRCB is committed to maintaining regulatory staff at the local level.

### *Provide Enhanced Options for Policy Changes and Promulgation of Regulations*

A timely process for adoption of regulations and policies is necessary to provide the DWP the ability to adapt to California's changing drinking water needs. The reorganization provides an opportunity to allow the DWP to make policy changes to the Safe Drinking Water State Revolving Fund by using the SWRCB's Clean Water State Revolving Fund policy process. This policy process is faster than the process for adopting regulations under the Administrative Procedures Act, while still allowing for public comment. For regulations, the structure of the State Water Board provides opportunities for early public participation; the Board is also committed to a timely promulgation of drinking water regulations.

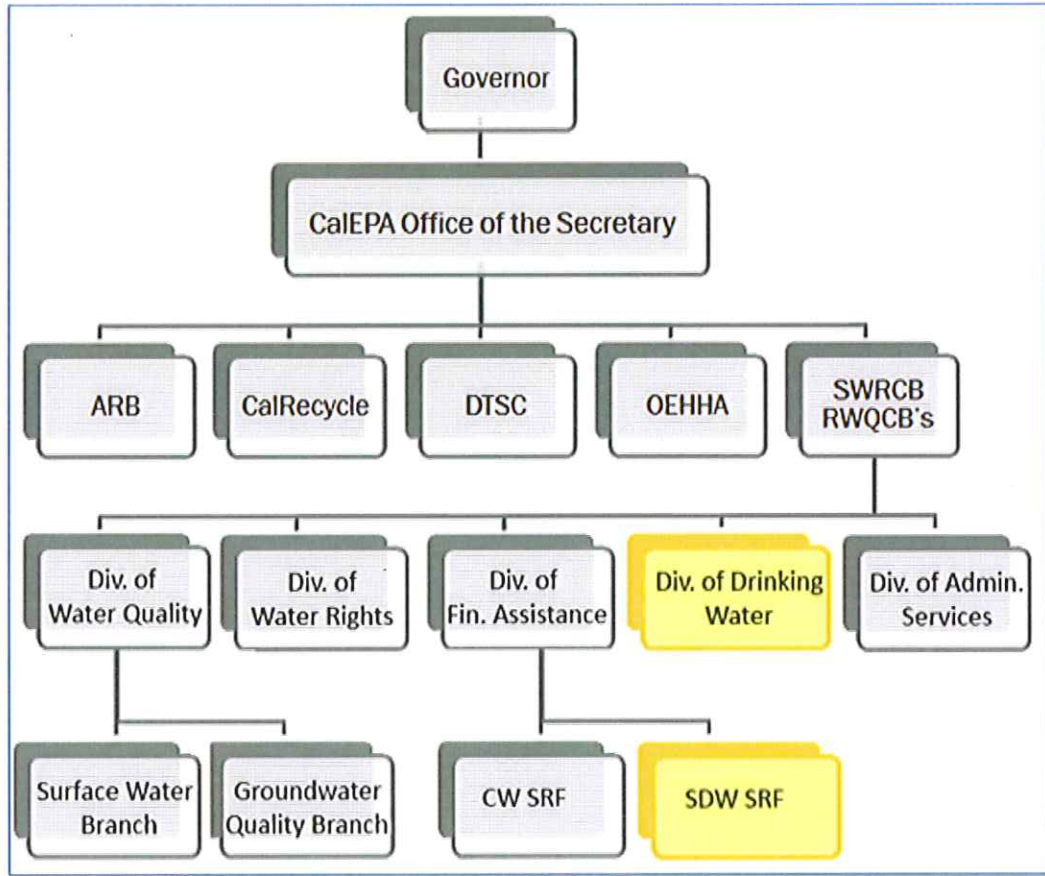
### *Complete Water Recycling Regulations*

Moving the DWP would consolidate the recycled water permitting process into a single agency, which could improve collaboration and permit quality. A single recycled water permitting agency would allow seamless integration as the State moves forward towards reservoir augmentation and potentially to direct potable reuse. CDPH is in the final stages of drafting the groundwater replenishment regulations. Once finalized, CDPH will submit to OAL and initiate the public comment process. If for any reason the regulations are not finalized before the DWP transitions to the SWRCB, the SWRCB will prioritize the completion of regulations on groundwater replenishment with recycled water. The SWRCB will also work with stakeholders to fully fund public health reviews.

### *Transition Process*

During the interim the Administration would convene a stakeholder taskforce to advise on the specific elements of the transition in order to provide for the most effective and non-disruptive reorganization that maintains protection of public health.

Visual of Scenario





## **Proposed Principles for Developing a Water Bond**

**July 2, 2013**

- 1) Authorize bond funding for future state investment that accomplishes critical statewide water policy priorities, including:
    - a. Protect the Sacramento-San Joaquin Delta.
    - b. Increase regional self-reliance and diversification for water supply, and reduce reliance on water imported from other watersheds, using Integrated Regional Water Management as the instrument for achieving regional self-reliance.
    - c. Ensure that all Californians, especially disadvantaged communities, have access to clean and safe drinking water.
    - d. Restore the health of California's watersheds, to protect our important coastal and inland waterways, especially for salmon that depend on both.
    - e. Promote development of new water technology to support greater water conservation and water reuse.
    - f. Expand California water storage options, including surface storage, groundwater cleanup, and stormwater capture.
    - g. Strike a fair, intelligent balance between improvements and maintenance of existing infrastructure and construction of new infrastructure.
  
  - 2) Increase accountability for spending of State water bond funding, including:
    - a. Prohibit earmarks to specific water projects, and establish competitive processes for awarding water bond funding.
    - b. Make water investment decisions on a regional basis, through the Integrated Regional Water Management Program.
    - c. Set standards and performance indicators to demonstrate progress on water bond investments.
    - d. Leverage State bond funding with federal, regional and local funding sources.
    - e. Require beneficiaries to pay for their benefits, while the public pays for public benefits.
    - f. Repurpose currently authorized, but unspent water bond funding from past voter-approved water bond measures.
    - g. Acknowledge all California's needs for infrastructure bond funding, including funding needs for education and transportation, in developing a bond that authorizes a reasonable amount of funding for water needs.
  
  - 3) Respect existing California water rights, including area-of-origin protections.
  
  - 4) Retain policy prohibiting use of water bond funding for construction or mitigation of new water conveyance facilities in the Delta.
-

## Roland Sanford

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**From:** Jim Lieberman <jim67judy@att.net>  
**Sent:** Sunday, July 21, 2013 3:45 PM  
**To:** Roland Sanford; Tami Ipsen; Judith & Rouben Mirbegian  
**Subject:** ACWA Region 1 Program : Take It From The Tap  
**Attachments:** Scan\_Doc0022.pdf

Attendance: Acwa Region 1 Take It From The Tap

In Attendance: Roland Sanford, Judy Mirbegian, Carolyn Graham, and Jim Lieberman

Speakers: John Coleman, Vice President, ACWA

Aldaron Laird, Chair, ACWA Region 1

Elise Howard, Research and program coordinator, City of Santa Rosa Utilities Project Development

Randy Record, President, ACWA

Michael Davis, President, US Pure Water

Laura Page, San Francisco Public Utilities Commission

Jennifer Burke, Vice Chair, ACWA Region 1

Brad Sherwood, Sonoma County Water Agency

Chris DeGabriele, General Manager, North Marin Water District

Carrie Pollard, Sonoma County Water District

Jennifer McClendon, Director, Network For a Healthy California

Kory Heber, Sonoma County Water Agency

Promoting drink local campaigns: Take It From The Tap. The value of tap water vs bottled water and the value of reusable containers. Fostering ideas to educate the public with programs which include Potter the Otter for school children. The subject of Hydration stations and their value to the community. The value to the District is the exchange of ideas and educational tools for the Take It From The Tap Program.

Driver Jim Lieberman from Hidden Valley Lake to Stony Point Utilities Field Office For directors Mirbegian and Lieberman: 89 miles per Mapquest

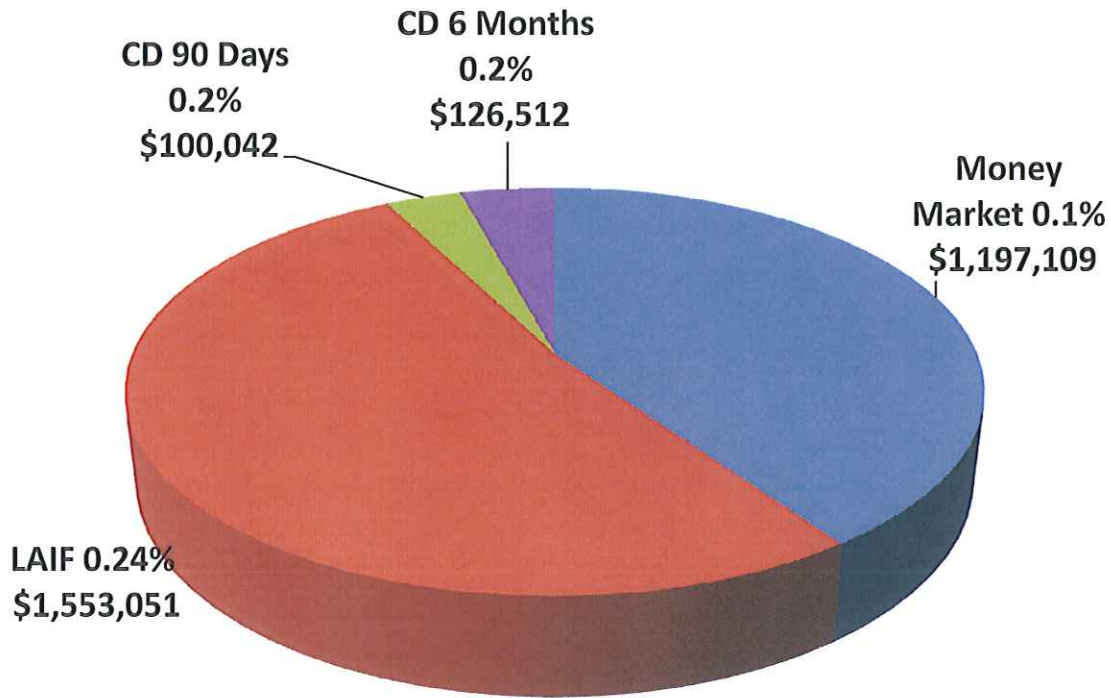
Respectfully submitted,  
Jim Lieberman

**Hidden Valley Lake CSD  
Pooled Cash  
July 31, 2013**

<b>Beginning Balance</b>	<b>\$ 245,353.03</b>
<b>Deposits</b>	
Cash	\$ 306,678.25
Transfers	\$ -
<b>Total Deposits</b>	<b>\$ 306,678.25</b>
<b>Expenditures</b>	
Accounts Payable	\$ 168,259.96
Payroll	\$ 44,712.48
Bank Fees	\$ 1,523.06
<b>Total Expenditures</b>	<b>\$ 214,495.50</b>
<b>Ending Balance</b>	<b><u>\$ 337,535.78</u></b>



**HIDDEN VALLEY LAKE CSD  
INVESTMENT REPORT  
July 31, 2013  
\$2,976,714**



Investment	Interest Rate	Interest Earned this Period	Funds Invested
Money Market	0.10%	\$ 109.73	\$ 1,197,109
LAIF	0.24%	-	\$ 1,553,051
90 Day CD	0.20%	5.17	\$ 100,042
6 Month CD	0.20%	17.92	\$ 126,512
<b>Total Funds Invested</b>			<b>\$ 2,976,714</b>

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

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FOR THE PERIOD ENDING JULY 31, 2013**

**SEWER ENTERPRISE FUND**

	<b>2013/2014 BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACT.</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>OPERATING REVENUES</b>					
Permits and Inspections	-	-	-	-	0%
Charges for Services	1,010,200	25,953	25,953	984,247	3%
Miscellaneous	15,000	100	100	14,900	1%
<b>Total Operating Revenues</b>	<b>1,025,200</b>	<b>26,053</b>	<b>26,053</b>	<b>999,147</b>	<b>3%</b>
<b>OPERATING EXPENDITURES</b>					
Salaries and Benefits	641,300	48,703	48,703	592,597	8%
Insurance	19,800	-	-	19,800	0%
Office Expenses	9,100	757	757	8,343	8%
Contractual Services	47,600	3,245	3,245	44,355	7%
Continuing Education	11,100	25	25	11,076	0%
Dues and Subscriptions	6,000	20	20	5,980	0%
Postage	100	-	-	100	0%
Repairs and Maintenance	73,400	2,325	2,325	71,075	3%
Gas, Fuel, and Oil	12,600	983	983	11,617	8%
Supplies	12,000	647	647	11,353	5%
Professional Services	41,100	-	-	41,100	0%
Travel	600	68	68	532	11%
Telephone	11,100	973	973	10,127	9%
Power	20,000	-	-	20,000	0%
Other Operating	73,500	647	647	72,853	1%
Office and Safety Equipment	11,500	40	40	11,460	0%
Environmental Monitoring	31,000	-	-	31,000	0%
Annual Operating Fees	3,400	-	-	3,400	0%
<b>Total Operating Expenditures</b>	<b>1,025,200</b>	<b>58,433</b>	<b>58,433</b>	<b>966,767</b>	<b>6%</b>
<b>Operating Income (Loss)</b>	<b>-</b>	<b>(32,380)</b>	<b>(32,380)</b>		

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUE AND EXPENSES**  
**FOR THE PERIOD ENDING JULY 31, 2013**

**WATER ENTERPRISE FUND**

	<b>2013/2014 BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACT.</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>OPERATING REVENUES</b>					
Permits and Inspections	300	-	-	300	0%
Charges for Services	1,236,100	4,525	4,525	1,231,575	0%
Miscellaneous	61,800	640	640	61,160	1%
<b>Total Operating Revenues</b>	<b>1,298,200</b>	<b>5,165</b>	<b>5,165</b>	<b>1,293,035</b>	<b>1%</b>
<b>OPERATING EXPENDITURES</b>					
Salaries and Benefits	654,200	50,793	50,793	603,407	8%
Insurance	19,800	-	-	19,800	0%
Office Expenses	9,100	528	528	8,572	6%
Contractual Services	43,500	2,392	2,392	41,108	5%
Continuing Education	8,400	25	25	8,376	0%
Dues and Subscriptions	18,600	20	20	18,580	0%
Postage	100	-	-	100	0%
Repairs and Maintenance	68,400	5,573	5,573	62,827	8%
Gas, Fuel, and Oil	11,800	983	983	10,817	8%
Supplies	1,900	-	-	1,900	0%
Professional Services	136,700	-	-	136,700	0%
Travel	2,100	68	68	2,032	3%
Telephone	11,100	973	973	10,127	9%
Power	150,800	-	-	150,800	0%
Depreciation	-	-	-	-	0%
Other Operating	206,700	40,299	40,299	166,401	19%
Office and Safety Equipment	10,900	-	-	10,900	0%
Director's Compensation	-	-	-	-	0%
Environmental Monitoring	7,100	-	-	7,100	0%
Water Conservation	7,600	300	300	7,300	4%
Annual Operating Fees	26,700	-	-	26,700	0%
<b>Total Operating Expenditures</b>	<b>1,395,500</b>	<b>101,955</b>	<b>101,955</b>	<b>1,293,545</b>	<b>7%</b>
<b>Operating Income (Loss)</b>	<b>(97,300)</b>	<b>(96,790)</b>	<b>(96,790)</b>		

Board of Directors

JIM FREEMAN

CAROLYN GRAHAM

LINDA HERNDON

JIM LIEBERMAN

JUDY MIRBEGIAN



General Manager  
ROLAND SANFORD

Administrative Assistant  
TAMI IPSEN

Accountant/Controller  
TASHA KLEWE

## Memo

To: HVLCS D Board of Directors

From: Roland Sanford, General Manager

Date: August 14, 2013

RE: General Manager's Monthly Report

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This month's agenda will include a discussion of the CPS HR Consulting (CPS) Draft Base Salary Study Report dated June 21, 2013 and implementation of the District's Compensation Policy. Staff has reviewed and prepared comments on the draft report, which will be submitted to CPS, along with any additional comments by the Board, for incorporation into the final report. It is anticipated that the final report will be completed prior to the September Board meeting. In reviewing the draft CPS report, it is apparent that certain clarifications are needed to facilitate interpretation of the study results, and also, to ensure consistent application of the information vis-à-vis the District's Compensation Policy. Additional background information for these discussions is included in the associated agenda summaries.

In my July General Manager's report I noted that a small quantity of water was observed seeping from the hillside downslope of Knollview Drive, near Hidden Valley Lake but well away from the dam and spillway and downslope of any houses. The seepage ceased shortly after it was observed on July 2, 2013 and has not resumed. No leaks have been detected from any of the District's conveyance facilities at or near the point of seepage, and to date the source of the seepage remains a mystery. Staff will continue to monitor the site for any reoccurrence of seepage.

Last month I also reported that the California Department of Public Health (Department) is expected to propose a drinking water standard for hexavalent chromium in August. No standard has been proposed to date. However, since my last General Manager's report the courts have directed the Department of Public Health to release its proposed hexavalent chromium drinking water standard by no later than August 31. Once the proposed standard is released there will most likely be an extended public review period, and possibly court challenges to the proposed standard. At least from afar, it appears that it will be several more years before the hexavalent chromium standard is finalized.

*Board of Directors*

JIM FREEMAN

CAROLYN GRAHAM

LINDA HERNDON

JIM LIEBERMAN

JUDY MIRBEGIAN



*General Manager*  
ROLAND SANFORD

*Administrative Assistant*  
TAMI IPSEN

*Accountant/Controller*  
TASHA KLEWE

Speaking of regulatory issues, on July 17, 2013 Central Valley Regional Water Quality Control Board (CVRWQCB) staff conducted a routine inspection of the Hidden Valley Lake Water Reclamation Facility. I'm happy to report that with one exception, we received a "clean" inspection report. The one exception: too many aquatic weeds in the reclamation pond. Staff is working with the CVRWQCB to develop a more aggressive "weed management program" and also seeking clarification of the permit term: "...weeds shall be minimized through the control of water depth, harvesting, or herbicides".

Finally, a status summary of the more notable ongoing projects is as follows:

Financial Wellness Evaluation

Staff met with NHA Advisors earlier this month to discuss alternative funding mechanisms for capital improvement projects and actions the District can take to improve its financial position in the eyes of lending institutions. Later this month NHA Advisors will provide a "punch list" and timeline of recommended actions.

Water Rights Petition for Change

Status unchanged from prior month.

Water Master Plan/Capital Improvement Plan

Staff is waiting for the consultant's final scope of work and cost estimate for the June 2001 Water Master Plan update and preparation of a separate "Sewer Master Plan/Capital Improvement Plan. The consultant's work is scheduled to begin in September.

Sewer Lift Station Backup Generator and Installation

A preferred generator vendor and model have been identified and it is anticipated that a suitable contractor, who will be responsible for obtaining all necessary permits and generator installation, will be retained by mid September.

Sewer Lift Station Pump Replacement

Staff is preparing to replace lift station pumps at lift stations 3 and 6 this fall.

Sewer System Management Plan Update

A technical writer has been retained to accelerate completion of the Sewer System Management Plan document. The project is now 60 percent complete and scheduled for completion by early October

*Board of Directors*

JIM FREEMAN  
CAROLYN GRAHAM  
LINDA HERNDON  
JIM LIEBERMAN  
JUDY MIRBEGIAN



*General Manager*  
ROLAND SANFORD

*Administrative Assistant*  
TAMI IPSEN

*Accountant/Controller*  
TASHA KLEWE

Treatment Plant Access Road Repair

Last spring staff repaired a 200-foot-long segment of the treatment plant access road using a relatively new geo-fabric material this is designed to retain gravel and other road bed materials. The initial results are very promising and staff is tentatively scheduled to repair two additional road segments using the same geo-fabric, later this fall

Strategic Planning

Preparation of the draft strategic plan has been assigned to a new technical writer, with a scheduled draft document completion date of September 30.

District Website

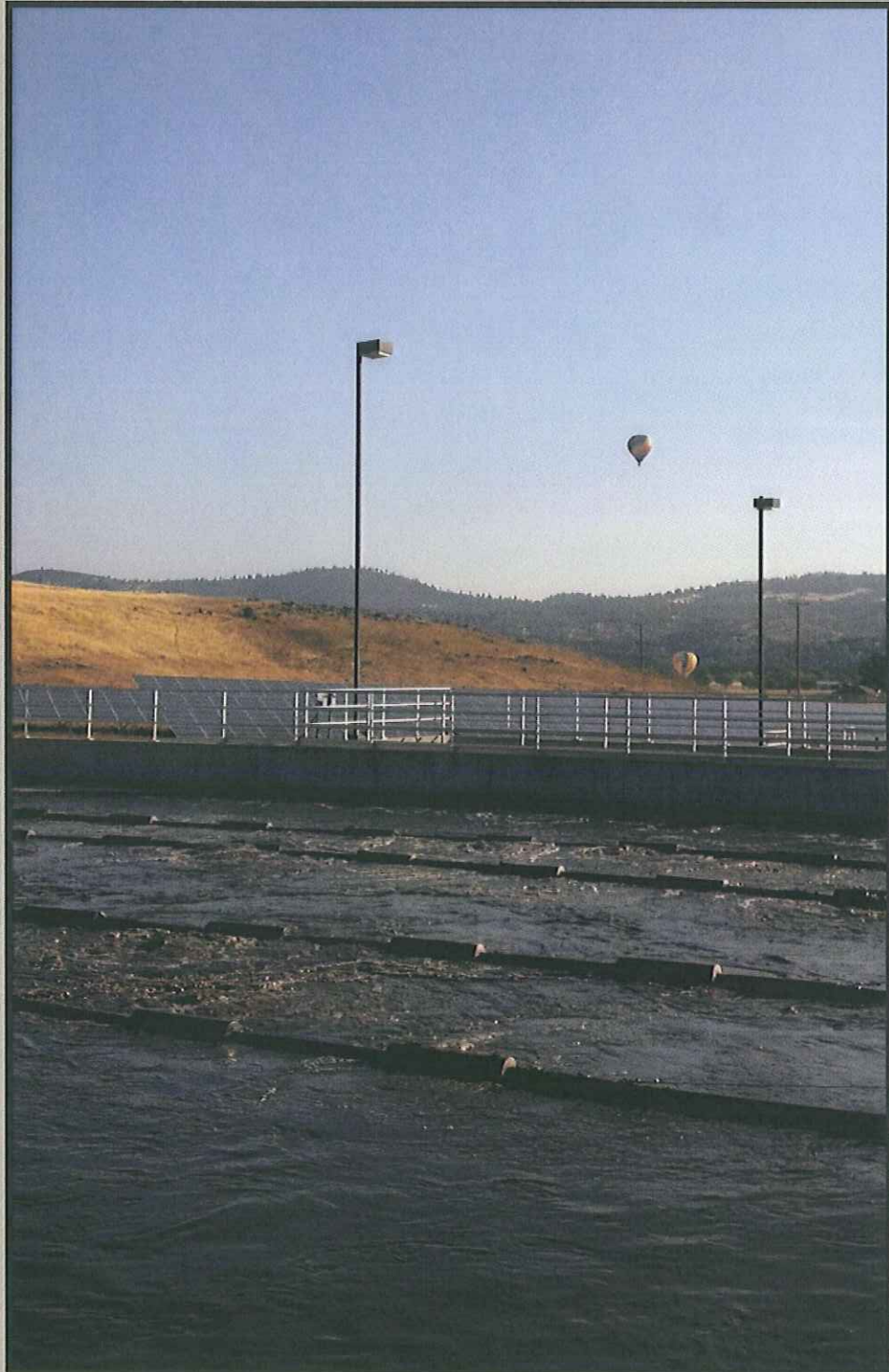
"Roll out" of the new District website has been delayed until the end of August to allow staff to focus on other work priorities.



# Hidden Valley Lake Community Services District

## July 2013 Report

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July 2013

## Wastewater Operations and Maintenance Report

### Wastewater:

We've continued dosing Lift Stations 4 & 5 with bioxide and formula 52, and FOG control at Lift Stations 1 & 3 weekly.

The small generator was used at Lift Station 3 and the bigger generator was used at Lift 1 during a brief power outage. We continued to use the bigger generator at Lift Station 1 off and on for another day until the power imbalance that affected the controls was finally taken care of by PG&E.

Telstar modified Lift Station 1 control loop to drop control power when the controllers go into a specific fault error while running, that other-wise lets the pumps continue to run. Control power will reset itself.

Action Sanitary was called out to pump down Lift Station 7 wet-well in order to pull the pump and dislodge the rags that were plugging and tripping the electrical components.

Routine activities and maintenance.

### Wastewater Treatment Plant:

The solar inverter has finally been running as designed since Solectra made a few component changes and firmware upgrades.

The sludge beds are still requiring added attention while maintaining daily conditions and incorporating the Geotubes solids into the staging bed. The 3<sup>rd</sup> Geotube was cut open.

The waste activated sludge valve motor and capacitors had to be replaced. While inactive, manual wasting was incorporated within 8 hrs, compared to the typical 24. Operating like this led to additional monitoring of the sludge beds being used in order to stay operational and within capacity.

Telstar tied the VFD and bed level indicator control loops together and wrote a program so that we can control and monitor from a remote, or local device. They also sent back our chlorine control valve for warranty work.

Formula 45 F (microorganisms, and micronutrients developed for bioaugmentation) was added to the aeration basin, 7 diffusers, and 1- 4" float hose were replaced to help aid in a change to establish a more settled mass that still reaches nitrification/ denitrification cycle efficiently.

We're evaluating a plant compressor lead/lag control change; the present control system is a weak design and requires too much maintenance in parts and labor annually.

Eff Pond level – 11.10'

Plant Influent – 4.807 MG



Sludge Beds



Solar inverter repair.



# July 2013

## Water Operations and Maintenance Report

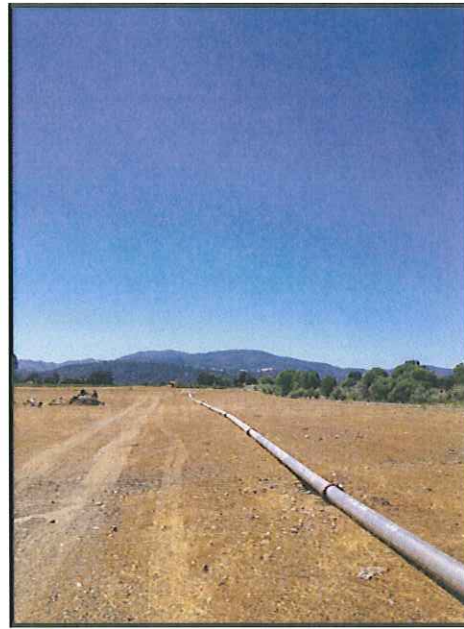
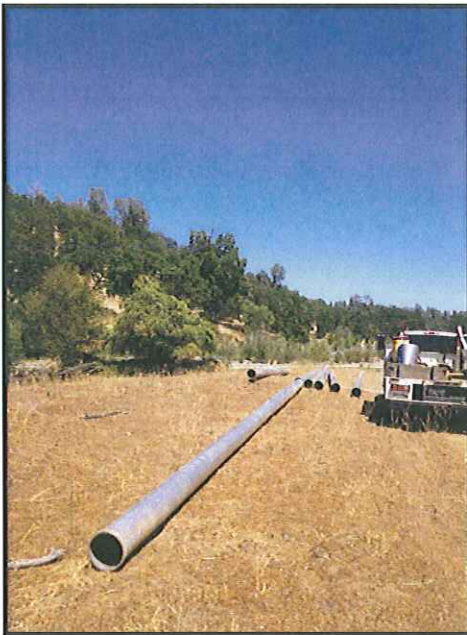
### Water

A main line break on Mountain Meadow North on July 18, 2013 in the middle of the night. Staff produced a clean bacti samples after the event.

Staff put in the pipe line to Putah Creek as part of the annual supplemental water project.

Field staff did general maintenance and rounds, which included monthly reads, draw downs and general vehicle maintenance.

Staff finished the bench testing on old meters.



Pipeline install for Putah Creek supplemental water project during the months of July through October as required in Condition 18 .

# Monthly Report

## July 2013

Rain/month

**MONTHLY RAINFALL**

0"

**Overtime:** 95.75 hours    \$4,487.15

**SEASON RAINFALL**

0"

(September 2013-April 2014 - winter season)

**WATER CONNECTIONS**

RESIDENTIAL METERS

2413

**WASTEWATER CONNECTIONS**

RESIDENTIAL

1432

COMMERCIAL & GOVERNMENT METERS

34

COMMERCIAL & GOVERNMENT

33

TOTAL METERS

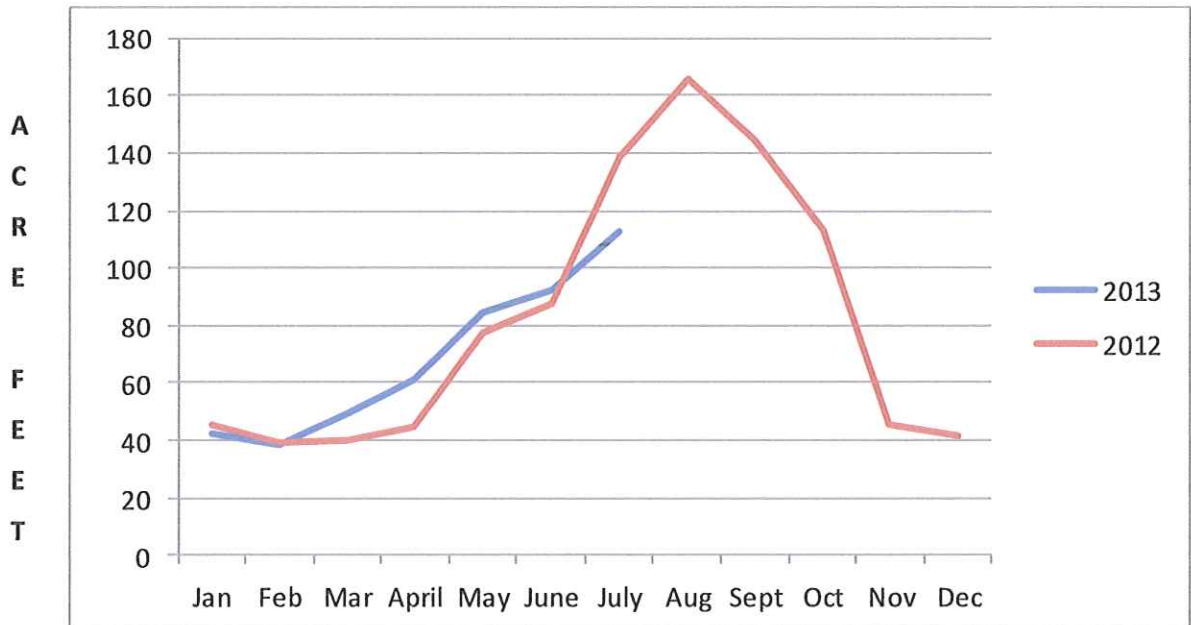
2447

TOTAL

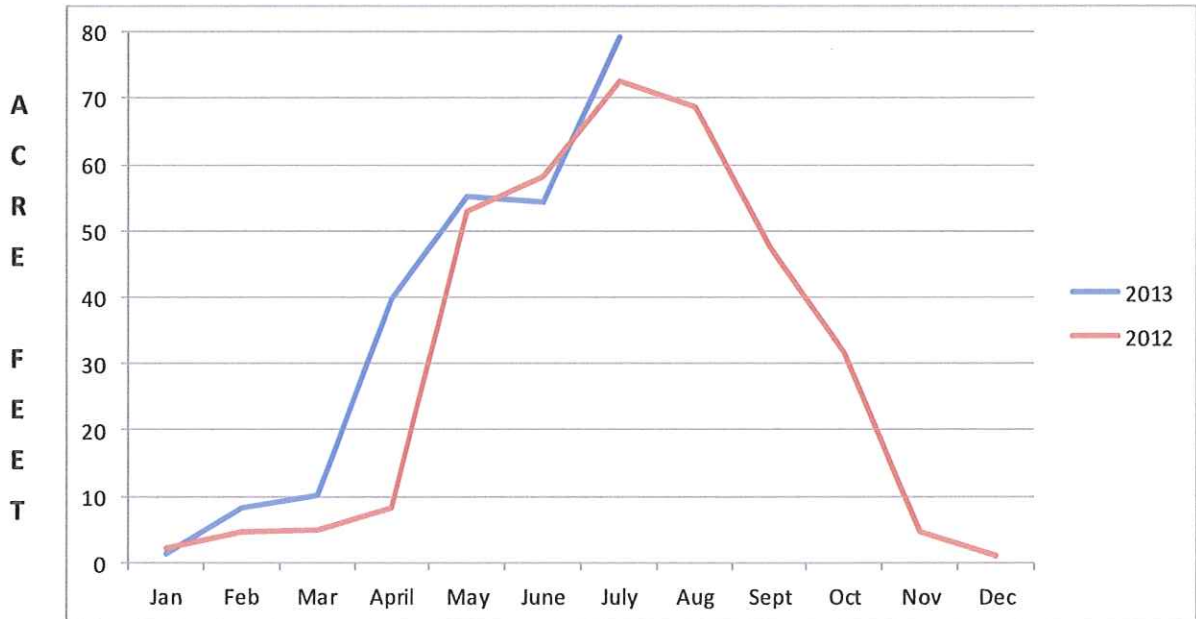
1465

MONTHLY SAFETY MEETING TOPIC - Recognizing drug and alcohol abuse.

### WELL PRODUCTION



### RECLAIMED WATER USE



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

**DATE:** August 20, 2013

**AGENDA ITEM:** DISCUSSION AND POSSIBLE ACTION: Association of California Water Agencies (ACWA) Region 1 Board Member Elections

---

**RECOMMENDATIONS:**

Cast vote for Association of California Water Agencies (ACWA) Region 1 Board Members (2014-2015 term).

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

ACWA is requesting that the District cast its vote for the 2014-2015 Region 1 Board of Directors. The District may choose to vote for the ACWA Nominating Committee's recommended slate of Board Member candidates, or select individuals from the list of qualifying candidates provided (see attached).

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Roland Sanford, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

OFFICIAL

# REGION 1 Board Ballot

2014-2015  
TERM



**Association  
of California  
Water Agencies**  
*Since 1910*  
Leadership • Advocacy  
Information • Service

**Please return completed ballot  
by September 30, 2013**

E-mail: anat@acwa.com  
Mail: ACWA  
910 K Street, Suite 100  
Sacramento, CA 95814

### General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 1 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

1

### Nominating Committee's Recommended Slate

- I concur with the Region 1 Nominating Committee's recommended slate below.

**Chair:**

- **Aldaron Lair**, Humboldt Bay Municipal Water District

**Vice Chair:**

- **Judy Mirbegan**, Hidden Valley Lake Community Services District

**Board Members:**

- **Grant Davis**, Sonoma County Water Agency
- **David Guhin**, City of Santa Rosa
- **Dennis Mayo**, McKinleyville Community Services District

### Individual Board Candidate Nominations

- I do not concur with the Region 1 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

**Candidates for Chair: (Choose one)**

- Aldaron Lair**, Humboldt Bay Municipal Water District

**Candidates for Vice Chair: (Choose one)**

- Judy Mirbegan**, Hidden Valley Lake Community Services District

**Candidates for Board Members: (Max of 5 choices)**

- Grant Davis**, Sonoma County Water Agency
- David Guhin**, City of Santa Rosa
- Dennis Mayo**, McKinleyville Community Services District
- Judy Mirbegan**, Hidden Valley Lake Community Services District

2

\_\_\_\_\_  
AGENCY NAME

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

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

**DATE:** August 20, 2013

**AGENDA ITEM:** DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2013-13, Special District Risk Management Authority (SDRMA) Board Member Elections

---

**RECOMMENDATIONS:**

Cast vote - through adoption of Resolution 2013-13 - for up to four of the following seven candidates; Muril Clift, Mike Scheafer, John Woolley, Tim Unruh, Jean Bracy, Dennis Mayo or David Aranda, to represent the District on the Special District Risk Management Authority (SDRMA) Board of Directors.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

The SDRMA is requesting that the District vote for up to four of seven possible candidates to represent the District on the SDRMA Board of Directors. Information regarding the election and candidates is attached.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Roland Sanford, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Hidden Valley Lake Community Services District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2012-05 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Hidden Valley Lake Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- MURIL CLIFT (INCUMBENT) Director, Cambria Community Services District
MIKE SCHEAFER Director/Vice President, Costa Mesa Sanitary District
JOHN WOOLLEY Director/Finance Officer, Manila Community Services District
TIM UNRUH District Manager, Kern County Cemetery District No. 1
JEAN BRACY (INCUMBENT) Director of Administrative Services, Mojave Desert Air Quality Management District
DENNIS MAYO Director/President, McKinleyville Community Services District
DAVID ARANDA (INCUMBENT) General Manager, North of the River Municipal Water District

ADOPTED this \_\_\_ day of \_\_\_, 2013 by the Hidden Valley Lake Community Services District by the following roll call votes listed by name:

AYES: \_\_\_\_\_
NOES: \_\_\_\_\_
ABSTAIN: \_\_\_\_\_
ABSENT: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED: \_\_\_\_\_

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate	Muril N. Clift
District/Agency	Cambria Community Services District
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428
Work Phone	805- 927-6223
	Home Phone 805- 927-7124

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.

**What is your overall vision for SDRMA? (Response Required)**

My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate Mike Scheafer

District/Agency Costa Mesa Sanitary District

Work Address 1551-B Baker St., Costa Mesa, CA 92626

Work Phone 714 435-0300

Home Phone 714 549-4961

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an insurance professional for over 40 years I have become acutely aware of the need for strong risk management practices and procedures. I work hard to not only manage my own risk, but those of my customers and my Special District. I have a desire to share my skill and expertise with the various Districts in California.

I believe the increasing stress and challenges in risk management for Special Districts need a knowledgeable, committed professional like myself.

My professional life has given me an opportunity to serve various "communities" in a number of ways. Serving on the SDRMA Board is another opportunity to serve, one in which I would be honored to do.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have served as a Board Member for a number of non-profit and civic groups and agencies. In almost every experience I have been chosen as Chair or President for those groups. I believe this is a demonstration of my leadership skills. I have received a number of awards for that service.

I founded 2 non-profit organizations dedicated to serving my community. I currently serve on 2 CSDA committees. I am a former City Councilmember for the City of Costa Mesa, former Parks and Recreation Commissioner, and previously served as a CMSD Director.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I am a recognized leader and educator in the insurance industry with several awards for my experience in insurance awareness and risk avoidance. I hold a Community College teaching credential in Insurance Education.

State Farm Insurance appointed me at the Legislative Advisor to Assemblywoman Marilyn Brewer. I continue to work as an insurance advisor for State and Federal organizations in legislative affairs and issues.

As a past international officer for Lions Clubs International, I am often consulted on insurance or risk management issues for local Lions Clubs.

I continue to be the "go to guy" for risk management advice for various local and state groups.

**What is your overall vision for SDRMA? (Response Required)**

Special Districts are faced with many challenges in today's environment, risk management being one of them. There is a definite need for comprehensive plans for reducing risks, which ultimately provided cost benefits to the Districts. My vision for SDRMA is to advise and help implement the types of plans that allow Districts success. At the same time SDRMA needs to provide comprehensive, low cost coverages to protect Districts from the unforeseen circumstances that will happen. SDRMA continues to provide those benefits. I would look forward to being a part of the process of protection for Special Districts.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/15/13

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate John Woolley  
District/Agency Manila Community Services District  
Work Address 147 Melvin Lane Arcata, CA 95521  
Work Phone 707.498.1371 Home Phone 707.443.6889

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I was fortunate to be part of the beginnings of SDRMA when it was created in the latter part of the 1980's, then under the name Special District Insurance Agency. From there the focus changed, from not just providing basic insurance, but recognized risk management is the essential service and purpose for the existence of the entity, and therefore, so did the name change to SDRMA. From these experiences on the Board of Directors, I personally grew and became an advocate for its abilities and services. Now retired, but still engaged in community volunteer service, I remain attracted to the work of SDRMA and find the possibility to serve on the Board to be an exciting opportunity, and a position I am sure will be personally fulfilling. The SDRMA Management and Board Team have been providing excellent leadership, maintaining the stability and member services necessary for SDRMA to be successful, and it would be an honor to serve with them.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have had over 30 years experience in various public service positions. Besides serving my community service district for 16 years, I was elected to the Humboldt County Board of Supervisors in 1996, serving 3 terms before stepping down to take a position as Field Representative for Assemblymember Wesley Chesbro, retiring in 2012. During my time on the Board of Supervisors, I was active in creating joint powers authorities, providing vital services in waste management, energy conservation, and other fields, where I was able to bring their risk management needs to SDRMA. I am familiar with the communities of our northwest counties, i.e Humboldt, Del Norte, and Trinity from my experiences with both the Board of Supervisors and the State Assembly. Currently, besides serving on the Manila CSD, I am Board member of our local county wide economic development organization, Redwood Region Economic Development Commission, also a SDRMA member; a member of the Humboldt State University President's Advisory Board, and Board President of the North Coast Cooperative.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

From my previous experiences with SDRMA, I have a good understanding of the organization's policies and procedures that provide a systematic ability to offer excellent coverages and risk management services. From my overall experience in public board service, I am knowledgeable of the understanding required to set policy, review and understand budgets, develop and follow appropriate personnel policies, and other legal Board requirements. I have had a good deal of experience in making presentations. I have good knowledge of the legislative process and can assist in guiding efforts to achieve legislative goals beneficial to SDRMA and its members.

**What is your overall vision for SDRMA? (Response Required)**

Clearly SDRMA has been successful over the years in providing risk management services, attracting and retaining members, providing stable rates, while practicing in a collaborative ability among the Board and Management Team members. It is important to all of SDRMA that these same successes be part of its future endeavors.

At the same time, SDRMA must be mindful of the changes in the risk management world and create responsive business plans that will continue and enhance upon the existing level of services. To do so, SDRMA Board members must remain in good communication with its members; reflecting their concerns and interests, and representing SDRMA wherever possible in their communities. When the Board is considering changes or new level of services, it must remain diligent to protecting its members assets.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4/23/13

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy W. Unruh  
District/Agency Kern County Cemetery District No. 1  
Work Address 18662 Santa Fe Way/ P O Box 354, Shafter, CA 93263  
Work Phone (661) 746-3921 Home Phone (661) 332-3252

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

This is an opportunity to give back to the members of SDRMA; I am especially interested in keeping a small district influence on the board. It is important to maintain a balanced perspective for the decisions that impact all the members of SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have been the District Manager for the Kern County Cemetery District for 26 years. I have had various and extensive Board experience as follows:

Locally:

Kern County Special District Association - worked for LAFCo Representation for special districts; Kern County Association of Public Cemeteries; 10 years on local school board and various community boards.

State:

California Special Districts Association-currently on Legislation Committee and 3 years as a Director, one year as Legislation Committee Chair. While on CSDA I met with SDRMA in various joint meetings in an effort to help both organizations in their work together. California Association of Public Cemeteries-on board 10 years, past president and currently as legislation committee chair.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

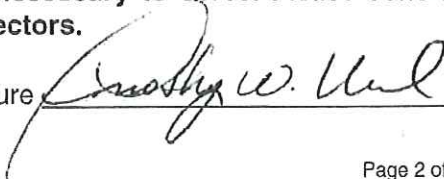
Those that know me, know that I am a people person and will work to make my involvement the best that I can. I have an interest in legislation and currently am on on CSDA Legislation Committee and have been a past chairman of the CSDA Legislation Committee. I have been working on various committees for 30 years and understand that it is important to listen to the needs of the committee and the members.

**What is your overall vision for SDRMA? (Response Required)**

SDRMA has shown a great concern for the special districts in California in their commitment to meeting their insurance needs. This is done by being involved and listening to members. I wish to expand that basic concept by continuing to create education opportunities and create a tool box that districts can use to reduce claims and keep employees safe.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-22-2013

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    Jean Bracy, SDA  
District/Agency      Mojave Desert Air Quality Management District  
Work Address          14306 Park Ave., Victorville, CA 92392  
Work Phone            760-245-1661

**Why do you want to serve on the SDRMA Board of Directors?**

I have served on the SDRMA Board of Directors for nearly four years. During this term, the Board has adopted many important programs and policies aimed to provide members cost effective coverage and to support every member's effort to develop safe working environments. During my tenure, the Board voted each year to hold rates flat for the property/liability program; established a multiple-policy discount (5%) for each member who belongs to both the property/liability and the workers compensation programs; created the longevity distribution which shares investment earnings with members who continue with SDRMA programs; established the loss prevention allowance funds which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA interactive website; strengthened support to California Special Districts Association (CSDA) and the Special District Leadership Foundation (SDLF); provided FREE online training through Target Solutions; and contracted with Company Nurse to provide FREE screening services for work-related injury cases.

I have worked closely with SDRMA for 13 years. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I am currently serving my second term on the Board of Directors for the Special District Leadership Foundation (SDLF), representing the SDRMA. As a member of this Board I have been part of the renewal and expansion of the SDLF programs, including the premier program, District of Distinction, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the newly created District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Director of Administrative Services for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA) statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

**What is your overall vision for SDRMA?**

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

February 12, 2013

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate **Dennis Mayo**

District/Agency McKinleyville Community Services District

Work Address 1656 Sutter Road, McKinleyville, CA  
95519

Work Phone (707) 839-3251 Home Phone (707) 832-9334

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

SDRMA on a nuts and bolts level is the single most important Board for Special Districts. Serving ones District is a special trust given by the local electorate. Being elected by ones peer's to serve in the betterment of all Special Districts honors those constituents and allows me to be the voice of my District. I am dedicated to public service and feel my work ethics and experience will be a valuable asset to SDRMA, my District and all our Special Districts.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Currently I am the Board President of McKinleyville Community Services District; Director of Open Beach and Trails; ACWA Region 1 Board Member; JPIA/ACWA Employee Benefit Committee member; Director of membership Moose Lodge No. 208; Legislative analyst for California Commercial Beach Fisherman Association; North Coast Representative for the Blue Ribbon Coalition. Formerly a Humboldt County Planning Commissioner; Vice President McKinleyville Rodeo Association; Lake Earl Grange member; Member of the California State Grange Consumer Committee; Humboldt Bay Harbor District Strategic Plan; Humboldt Bay Municipal Water District Strategic Plan. Member of the Arcata Fire Protection District Fund Coordinator and other Boards and Commissions over the past (40) forty years.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I have a Life and Casualty Insurance experience and worked in the field in my earlier years. I have extensive experience with group dynamic's and the interplay of Workman's Compensation. I have worked on Legislative issues and developed specific language for successful State and Federal Legislation and have negotiated many successful employee contracts. From groups as small as a Rodeo Committee to a twenty million dollar Water District, dotting the "I's" and crossing the "T's" on insurance issues means the difference between success and failure. I have a unique talent working with diverse groups and getting to the heart of an issue.

**What is your overall vision for SDRMA? (Response Required)**

California is in financial crisis. There are local, regional and national pressures that make stewarding the public trust seem almost a nightmare. SDRMA is planted deeply and perhaps unfairly in the middle of that crucible. It is often said that we must think outside the box for creating solutions. The truth is we must think both outside and inside the box to provide the best service for Special Districts in our Districts and our State. It is my hope to bring a powerful and creative energy to this Board and leave no stone unturned to make SDRMA the best it can be.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

5.2.13

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate    David Aranda  
District/Agency        North of the River Municipal Water District  
Work Address            4000 Rio Del Norte Street, Bakersfield, CA 93308  
Work Phone              661-393-5411                                  Home Phone      661-300-1231

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I would like to be part of a team that continues to make SDRMA the best risk services provider in the State. It is my desire to see SDRMA continue to be responsive to its members and all Special Districts in regard to coverage, education and pricing.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

My Board and Committee experience include the following:

- **1998- Present: SDRMA Board**
  - **2000-2006: SDRMA Board President**
  - **2010-Present: SDRMA Board President**
- **1999-Present: Special District Leadership Foundation**
  - **1999-Present: Served as SDLF Chair**
- **Other Board of Director Experiences:**
  - **California Special Districts Association Board of Directors**
  - **California Rural Water Board of Directors**

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)

Experience and "thinking outside the box".

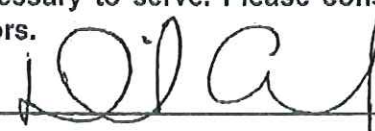
What is your overall vision for SDRMA? (Response Required)

To see the Following:

1. Claims reduced to an unbelievable low number due to education, safety practices, and an overall safety culture promoted by SDRMA and practiced by all Districts.
2. Premium payments reduced by 50% by 2020 due to sound investment and low claims.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-22-13

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

**DATE:** August 20, 2013

**AGENDA ITEM:** Public Hearing to consider placement of default balance liens on real property pursuant to Government Code Section 61115

---

**RECOMMENDATIONS:**

Conduct public hearing in accordance with Government Code Section 6115 to provide the landowners associated with the properties identified in Exhibit A, and/or the public, the opportunity to protest or otherwise dispute the default balances calculated by staff for each of the properties identified in Exhibit A. At the conclusion of the public hearing and in the absence of good cause, staff recommends that the Board uphold the charges and associated penalty fees as proposed in Exhibit A

**FINANCIAL IMPACT:**

Potential recovery of \$991.75 of past due charges and associated penalty fees

**BACKGROUND:**

Default balance liens are typically placed on properties with District water and/or sewer accounts that are at least 45 days past due. A list of properties with past due accounts of 45 days or longer, and for which the District has not already placed a lien against, is presented in Exhibit A. Pursuant to Government Code Section 6115, the Board must hold a public hearing to allow landowners the opportunity to protest or otherwise dispute the charges and associated penalty fees being levied against their property by the District. At the conclusion of the public hearing the Board can uphold or modify the charges and associated penalty fees for any or all subject properties.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Roland Sanford, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

**PROPERTY LIENS - AUGUST 2013**

**EXHIBIT A**

A \$10 FILING FEE HAS BEEN ADDED

<b>NAME</b>	<b>ADDRESS</b>	<b>APN</b>	<b>AMOUNT</b>
BRINA LEOPOLD	18355 PINNACLE COURT	141-491-01	\$195.88
JEOFF NUNES	19228 MOON RIDGE ROAD	141-352-13	\$453.00
RONALD CRAYFORD	18364 DEER HILL ROAD	142-071-03	\$342.87
			<hr/>
			\$991.75



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

**DATE:** August 20, 2013

**AGENDA ITEM:** Discussion and Possible Action: Adoption of Resolution 2013-14 confirming default balances and directing staff to file liens on real property

---

**RECOMMENDATIONS:**

Adopt Resolution 2013-14 of the Board of Directors of the Hidden Valley Lake Community Services District confirming the Default Balance associated with the Defaulting Bill Identified in Exhibit A and directing staff to file a lien on said property

**FINANCIAL IMPACT:**

Potential recovery of \$991.75 of past due charges and associated penalty fees

**BACKGROUND:**

Default balance liens are typically placed on properties with District water and/or sewer accounts that are at least 45 days past due. A list of properties with past due accounts of 45 days or longer, and for which the District has not already placed a lien against, is presented in Exhibit A. Pursuant to Government Code Section 6115, the Board must hold a public hearing to allow landowners the opportunity to protest or otherwise dispute the charges and associated penalty fees being levied against their property by the District. At the conclusion of the public hearing the Board can uphold or modify the charges and associated penalty fees for any or all subject properties. Assuming the Board chooses to uphold the charges and associated penalty fees, as recommended by staff, the Board would then adopt a resolution (copy attached) confirming the default balances and authorizing staff to proceed with the filing of property liens on subject properties.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Roland Sanford, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

RESOLUTION NO. 2013-14

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT CONFIRMING THE DEFAULT BALANCE ASSOCIATED WITH THE DEFAULTING BILL LISTED IN EXHIBIT A AND DIRECTING STAFF TO FILE A LIEN ON SAID PROPERTY

WHEREAS, the Hidden Valley Lake Community Services District (the "District") previously cited the properties identified in Exhibit A for a Defaulting Bill (as defined in Resolution No. 2008-02); and

WHEREAS, notice of a public hearing to determine the amount of the Default Balance (as defined in Resolution No. 2008-02) under a Defaulting Bill was mailed to the property owners listed in Exhibit A; and

WHEREAS, notice of said public hearing was published in accordance with Section 6066 of the California Government Code; and

WHEREAS, in accordance with Resolution No. 2008-02, said public hearing was conducted on August 20, 2013, at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California; and

WHEREAS, it is necessary for the District to recover the Default Balance; and

WHEREAS, the District has satisfied all notice and hearing requirements under Section 61115 of the California Government Code; and

NOW, THEREFORE, BE IT RESOLVED, the District Board of Directors hereby adopts Resolution No. 2013-06 confirming the Default Balance in the amount of \$991.75; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the District does direct the staff to file a lien for the unpaid Default Balances listed in exhibit A in the amount of \$991.75.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of the Hidden Valley Lake Community Services District, County of Lake, State of California, on the 20<sup>th</sup> of August, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 20<sup>th</sup> of August, 2013.

---

Roland Sanford  
General Manager/Secretary to the Board of Directors

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Judy Mirbegian  
President of the Board of Directors

**PROPERTY LIENS - AUGUST 2013**

**EXHIBIT A**

A \$10 FILING FEE HAS BEEN ADDED

<b>NAME</b>	<b>ADDRESS</b>	<b>APN</b>	<b>AMOUNT</b>
BRINA LEOPOLD	18355 PINNACLE COURT	141-491-01	\$195.88
JEOFF NUNES	19228 MOON RIDGE ROAD	141-352-13	\$453.00
RONALD CRAYFORD	18364 DEER HILL ROAD	142-071-03	\$342.87
			<hr/>
			\$991.75

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

**DATE:** August 20, 2013

**AGENDA ITEM:** Discussion and Possible Action: CPS HR Consulting Draft Base Salary Study Report dated June 21, 2013

---

**RECOMMENDATIONS:**

Authorize General Manager to submit Board and staff comments on CPS HR Consulting Draft Base Salary Study Report dated June 21, 2013, for incorporation into the Final Base Salary Study Report.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

Pursuant to Board direction, staff retained CPS HR Consulting (CPS) of Sacramento, California to conduct a "base salary" survey of staff positions that had not been surveyed in the last 18 months. The survey was patterned after previous base salary surveys conducted by CPS on behalf of the District. The results of the survey are presented in the attached draft report prepared by CPS, dated June 21, 2013. Staff has reviewed the draft report and prepared comments for incorporation into the final report (see attached). Staff is requesting authorization to forward these, and any comments the Board may have on the draft report, to CPS.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Roland Sanford, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board



## Memo

DRAFT

To: Monica Garrison Reusch

From: Roland Sanford, General Manager

Date: August 21, 2013

RE: Comments on Draft HVLCSD Base Salary Study Report dated June 21, 2013

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The District has reviewed the June 21, 2013 draft Base Salary Study Report prepared by CPS HR Consulting and has the following comments:

1) Define the term "base salary", as used in this report. From previous correspondence (see attached copy of e-mail from Deborah Owen to Roland Sanford dated November 15, 2012) it is our understanding that the term base salary is commonly defined as "...the fixed compensation paid to an employee for performing specific job responsibilities. It is typically paid as salary, hourly or piece rate".

The HVLCSD base salary data presented in the draft report appears to include the employee's 8% PERS contribution – is the 8% PERS contribution included? Do any of the base salary figures from the comparison agencies/job descriptions include PERS contributions or any sort of compensation beyond what is typically considered base salary, as defined in the attached e-mail dated November 15, 2012?

2) Since preparation of the draft CPS report the District has received job descriptions and salary data from the Clearlake Oaks Community Water District. These job descriptions and data are attached. Please incorporate, as appropriate, the Clearlake Oaks Community Water District data into the final report.

3) With regard to the Data Sheets presented in Appendix A, please identify the number of salary steps (i.e., "5 steps", "7 steps", etc) associated with each Surveyed Agency/Classification Title listed.

## Roland Sanford

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**From:** Deborah Owen <DOwen@cps.ca.gov>  
**Sent:** Thursday, November 15, 2012 12:14 PM  
**To:** Roland Sanford  
**Subject:** RE: Recap of our telephone discussion  
**Attachments:** Sample Total Compensation Data July 2011.pdf

Hi Roland

"Yes" to all of your questions.

Some background in case you need it

- The description of base pay from WorldaWork, the national compensation organization is "The fixed compensation paid to an employee for performing specific job responsibilities. It is typically paid as salary, hourly or piece rate".
- Same source, total cash is defined as "base salary and annual incentives/bonuses" – in our total comp models, we use the definition of Total Cash to include base salary plus any cash related premium pay which is the same as "putting money in the employee's pocket", so PERS pick up, or in this case the 8% provided by HVLCSO to the employee to pay their own PERS, would fall into the total cash category.

I've attached a total compensation data sheet so you can see how the various categories are broken out.

Sometimes these things get put in place and given the amount of time which has elapsed, in this case almost twenty years, the history gets lost.

Debbie

**Clearlake Oaks County Water District**

**Pay Ranges by Position**

<b>Position</b>	<b>Bottom</b>	<b>Top</b>
Admin Asst	\$ 13.25	\$ 24.35
Bookkeeper	16.15	26.00
Cust Rep	12.10	24.35
Chief Operator	23.10	37.00
Lead Operator	18.45	30.00
OIT	12.50	16.50
Operator I	14.50	21.00
Operator II	16.45	28.25
Operator III	20.00	29.15
Operations Manager	32.50	58.10
General Manager	32.50	58.10
Financial Mangager	32.50	58.10



# Clearlake Oaks County Water District

## Job Description

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### ADMINISTRATIVE ASSISTANT / CUSTOMER SERVICE REP.

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**Definition:** This position is classified as Regular Full Time. Under direction from the General/Financial Manager, the Administrative Assistant/Customer Service Representative performs a wide variety of responsible administrative support, secretarial, and clerical duties for the General/Financial Manager and works closely with Financial Officer with Bookkeeping duties. Works closely with administrative and operational staff. The Administrative Assistant position requires a high level of independent judgment and the ability to work independently with little supervision. The Customer Service Representative performs duties pertinent to general office procedures, administers interactive billing, work order and customer master files. This position is responsible for day to day customer inquiries and customer relations in general. In addition to performing tasks assigned by the General/Financial Manager.

**Example of Duties:** The Administrative Assistant serves as secretary to the General/Financial Manager, receives, screens, and responds to visitors and callers; following general guidelines, exercises considerable judgment while providing information in response to a wide variety of inquires, composes correspondence on routine and complex matters requiring tact and direction; provides a high level of proficiency at filing, letter writing, organizing, prioritizing tasks and accomplishing a wide variety of tasks as efficiently as possible. Manage the Backflow Prevention Program with direction from the Operations Manager. Assists the Financial Manager with accounts payable and payroll using Quick Books. The Customer Service Representative performs all duties related to customer service functions, including but not limited to; maintenance of customer billing and property master files, cash receipts and collections; answer phones, processing of application for service, closing accounts upon transfer of ownership; maintain records of water and sewer service installations; prepare, process and record work orders; tracking and collection of potential delinquency problems; process service terminations; handle customers complaints and inquiries either orally or in writing; receive and post cash payments; and any other duties as assigned by the General/Financial Manager.

#### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Supplemental business college course work or specialized training in business administration, computer science, or related field is desirable. Any specialized training in the water or wastewater field is highly desirable.

**Experience:** Four years of progressively responsible clerical experience. Two years of customer service experience and two years computer bookkeeping or accounting experience. Experience working for a public agency is highly desirable.

**Knowledge of:** Modern office procedures and office equipment including networked computers and printers, Microsoft Word and Excel; principals and practices of fiscal, statistical and administrative research and report preparation; English usage, grammar, spelling and punctuation; principals and procedures of filing and record keeping; methods and techniques of public relations and customer service, basic mathematical principals; operations, services and activities of a municipality; techniques of business letter writing and report preparation. District policies and procedures related to water and sewer service installations, backflow prevention, purchase order, customer service, accounts receivable, and collections.

**Ability To:** Understand and follow oral and written instructions. Work cooperatively with fellow employees and the public. Keep accurate records and perform daily routines with no supervision. Acquire knowledge of policies and procedure relative to District programs and relate same to the public.

**Physical**

**Requirements:** This position requires prolonged sitting, computer monitor exposure, and repetitive hand motion. For example, extensive data entry, key boarding for up to two hours without interruption and may require lifting up to 25 pounds.

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\_\_\_\_\_  
Employee Signature:    Date

\_\_\_\_\_  
Supervisor Signature    Date

\_\_\_\_\_  
General Manager Signature    Date

# Clearlake Oaks County Water District

## Job Description

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### OPERATOR III

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**Definition:** Under the general supervision of the Chief Plant Operator(s)/Supervisor(s), performs skilled maintenance of the Water and Wastewater Systems and related tasks as required and assists in the supervision of Operator I and Operator II. Operator III is distinguished from Operator II and I by the degree of skill, certifications and independent judgment required; responsibility for operation of equipment such as backhoe, loaders and vac-con trucks.

**Example of Duties:** Performs the day to day controlling operations of the water and/or wastewater treatment plants; makes inspections and performs preventive maintenance on sewer and water treatment plant and pump station machinery, control and equipment; takes and records readings of gauges, meters, and charts, and records results in operating logs and HMI Monitoring Reports prepared with Microsoft Excel; repairs and maintains pumps, motors, generators, and other equipment, makes minor electrical repairs: inspects and repairs and replaces water and sewer lines; performs plumbing, electrical, carpentry, and painting tasks; operates and maintains equipment such as backhoe, trucks, loaders, sewer cleaning equipment; adheres to and enforces State Safety procedures; reports operating problems to the Chief Plant Operator(s)/Supervisor(s); handles chlorine; may be assigned responsibility for mechanical repair and maintenance of vehicles-electrical equipment repair and maintenance of control panels; alarm systems, wiring, lighting; performs laboratory analysis as required; assists other departments when necessary. Other duties as assigned by Chief Operator(s) or the General/Operations Manager.

#### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Grade III California Water Distribution Operator Certification or Grade III California Water Treatment Operator Certification or Grade III California Wastewater Operator Certification and conversion from Class C to Class B California Motor Vehicle Operators License, with tank endorsement, within eighteen (18) months of employment or adoption of this job description by the Board of Directors, which ever comes later.

**Experience:** Any combination of education and experience equivalent to completion of High School and two years experience in construction, repair and maintenance of sewer and water lines, pumping stations and related facilities. Three years as an Operator II fulfill this requirement.

**Knowledge of:** Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities

**Ability To:** Make the most efficient use of time and achieve the highest quality workmanship. Work without immediate supervision; keep records and prepare reports; follow oral and written instruction; make emergency minor treatment adjustments; repairs to equipment; work cooperatively with others; exercise independent judgment and safety precautions; physical strength and agility are required

#### **Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person. The Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self

Contained Breathing Apparatus and/or perform work in “Confined Spaces”; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District’s Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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\_\_\_\_\_  
Employee Signature: Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
General Manager Signature Date

# Clearlake Oaks County Water District

## Job Description

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### CHIEF COLLECTION / DISTRIBUTION OPERATOR/SUPERVISOR - SAFETY SUPERVISOR

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**Definition:** Under direction of the General/Operations Manager, plans, coordinates, directs, and supervises a variety of construction, maintenance and repair tasks of the District's water distribution and wastewater collection systems; participates in ensuring contractors meet contractual obligations; participates in the development of policies and procedures for departmental activities; ensures work is performed in a manner consistent with the established District goals and objectives; and performs any other duties as assigned.

**Example of Duties:** Plans, coordinates, supervises, and inspects the work of others engaged in the repair, construction and maintenance of the District's water distribution and wastewater collection systems; ensures availability of adequate materials and supplies; reviews work sites for compliance with legal regulations and standards; coordinates regulating agency inspections; implements Department of Health Services guidelines and requirements related to the District's water distribution system; establishes, implements, and enforces operating and safety procedures to ensure compliance with related laws, ordinances, rules and regulations; participates in the review of construction and/or repair plans for developers and District projects; attends pre-construction meetings, coordinates with contractors performing work on the District water & wastewater facilities; estimates labor, equipment, vehicle and material costs for water and wastewater service improvements; coordinates various programs including, but not limited to, Underground Service Alert, valve operations, large meter replacement, fire hydrant operation, flow test and documentation; ensures accurate updates to system maps and record drawings; assists in the development of vehicle, material and equipment specifications; inspects and approves delivery, implements vehicle and equipment inspection programs; assists in staff training and development programs; assists in the preparation of requests for proposals and the preparation of project cost estimates for competitive bidding purposes; assists in the review of capital improvement and developer construction plans; participates in evaluating contractor performance and in construction contract modifications and negotiation of contract changes; prepares purchase orders for materials and supplies ensuring levels of inventory adequate for the repair and/or replacement of system components; communicates and coordinates work with other departments as well as customers and developers; conducts research, writes memos, correspondence and reports regarding water distribution and wastewater collection related issues and performance; explains the effect of work projects to adjacent property owners; addresses developer and consumer concerns and inquiries regarding the water distribution and wastewater collection system; responds to emergency situations during scheduled and unscheduled work hours. Ensures that all assigned personnel make the most efficient use of their time. And, all other duties as prescribed by the General/Operations Manager.

**Minimum Requirements:**

**Education:** Grade II California Water Distribution Operator Certification and Grade II California Water Treatment Operator Certification and possession of a Class B California Motor Vehicle Operators License with tank endorsement.

**Experience:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent supplemented by college courses and specialized training in the construction and maintenance of water distribution and wastewater collection systems and four years of progressively responsible experience in the construction and maintenance of water distribution and wastewater systems including a minimum of two years of experience in a supervisory capacity.

**Knowledge of:** Methods, materials, and equipment used in the repair and maintenance of water and wastewater systems; effective and efficient methods and procedures for scheduling and assigning work of water and wastewater repair and maintenance personnel; pertinent laws, codes, safety orders, and safe operating practices and procedures related to the repair and maintenance of water and wastewater systems; principles and techniques of organization; effective customer relations. Working knowledge of basic principles and practices of engineering related to water and wastewater systems.

**Ability To:** Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; train and supervise employees; train personnel on procedures and regulations; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to the repair and maintenance of water distribution and wastewater collection systems; plan, assign and inspect the work of assigned personnel; allocate equipment, materials, and personnel in a cost effective manner; read and interpret blueprints and building plans; prepare cost estimates for time, materials and equipment; meet the physical requirements established by the District.

**Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Chief Collections/Distribution Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

General Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

# Clearlake Oaks County Water District

## Job Description

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### SECRETARY

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**Definition:** This position is classified as Part-Time. The Secretary is appointed by the Board of Directors. Under the direction of the Board of Directors, performs duties pertinent District meeting administration. In addition, the Secretary shall assist the General/Operations Manager and the Board of Directors in the evaluation, interpretation and implementation of District policies and procedures. The Secretary shall be prepared to communicate and explain, either orally or in writing the policies and procedures of the District to other interested parties.

**Example of Duties:** The Secretary shall countersign all contracts of behalf of the District; attend and transcribe the minutes of all Board Meetings; prepare agendas; perform secretarial duties as prescribed by the Board of Directors. And any other duties as assigned.

**Minimum Requirements:**

**Education:** Associate of Arts Degree in Accounting or Business Administration. Qualifying experience may be substituted for education.

**Experience:** Three years of responsible administrative experience with another public agency or private firm using personal computers for methods of data and word processing. The Secretary shall have experience attending public meetings.

**Knowledge of:** Public agency administration; California Water Code; the Brown Act, and the Fair Political Practice Act.

**Ability To:** Understand and follow oral and written instructions. Effectively communicate orally and in writing. Work cooperatively with fellow employees and the public. Keep accurate records and perform daily routines independently without supervision. Type 40-50 words per minute.

**Physical**

**Requirements:** This position requires prolonged sitting, computer monitor exposure, and repetitive hand motion. For example, continuous data entry and key boarding for up to two and one half hours, without interruption.

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\_\_\_\_\_  
Employee Signature: Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
General Manager Signature Date

# Clearlake Oaks County Water District

## Job Description

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### CHIEF PLANT OPERATOR / SUPERVISOR

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**Definition:** Under direction of the General/Operations Manager plans, coordinates, and directs the day to day operations and maintenance of the treatment plant. The Chief Plant Operator is a first line supervisor responsible for the supervision of assigned personnel; requisitions materials and coordinates the work force for the day-to-day operations and maintenance of the treatment plant. Administers the policies of the District relative to personnel issues. For example: completes annual and periodic performance evaluations, recommends disciplinary action when needed, signs all requisitions for purchases of goods and services used in the department he/she has been assigned. Performs research on treatment processes and equipment and makes recommendations for enhancement to the treatment plant. Provides technical support to the General/Operations Manager related to development of Operations and Maintenance Plans, Master Planning for long range expansion and enhancements due to growth and technology advancements, and participates in the development of annual capital expenditure and operation and maintenance budgets.

**Example of Duties:** Performs work related to the day to day operation and maintenance of the treatment plant; plans, coordinates, supervises, and inspects the work of others engaged in the operation and maintenance of the treatment plant; coordinates monthly warehouse or inventory requirements; requisitions adequate materials and supplies through the General Manager; ensures compliance with the California Water Code of Regulations, California Occupational Health and Safety Laws, Lake County Environmental Health Regulations and District Ordinances and Policies; coordinates regulating agency inspections; implements, and enforces operating and safety procedures to ensure compliance with related laws, ordinances, rules and regulations; participates in the review of construction and/or repair plans for the treatment plant; develops and implements plant inspection programs; assists in staff training and development programs; conducts research, writes memos, correspondence and reports regarding treatment processes, prepares operations, maintenance, production and monitoring logs including monthly agency monitoring reports with the District's SCADA/HMI System and Microsoft Excel; responds to emergency situations during scheduled and unscheduled work hours. For all of the above, communicates and coordinates work and materials for the proper operation and maintenance of the treatment plant through assigned personnel and the other Chief Operators as needed. Ensures that all assigned personnel make the most efficient use of their time. And, all other duties as assigned by the General/Operations Manager.

#### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Grade II California Water Distribution Operator Certification, Grade III California Water Treatment Operator Certification and/or Grade III California Wastewater Operator Certification.

**Experience:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent supplemented by college courses and specialized training in the operation and maintenance of water and/or wastewater treatment facilities and four years of progressively responsible experience.

**Knowledge of:** Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities; effective and efficient methods and procedures for scheduling and assigning work to ensure the proper operation and maintenance of the treatment facilities; pertinent laws, codes, safety orders, and safe operating practices and procedures related to the operation and maintenance of the water and/or wastewater treatment facilities.



**Ability To:** Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; train and supervise assigned personnel on procedures and regulations; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to the operation and maintenance of water and/or wastewater treatment facilities; plan, assign and inspect the work of assigned personnel; meet the physical requirements established by the District.

**Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Chief Plant Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

General Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

# Clearlake Oaks County Water District

## Job Description

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### LEAD DISTRIBUTION & COLLECTIONS OPERATOR

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**Definition:** Under direction of the General/Operations Manager and/or Chief Operator, plans, coordinates, directs, and supervises a variety of construction, maintenance and repair tasks of the District's water distribution and wastewater collection systems; in the absence of the Chief Distribution & Collections Operator, ensures work is performed in a manner consistent with the established District goals and objectives; performs related duties as required by the Chief Distribution & Collections Operator or the General/Operations Manager. The Lead Collection & Distribution Operator is responsible for the supervision of assigned personnel and coordinates the work force through the other Chief Operators as needed.

**Example of Duties:** Coordinates, supervises, participates, and inspects the work of others engaged in the repair, construction and maintenance of the District's water distribution and wastewater collection systems; implements Department of Health Services guidelines and requirements related to the District's water distribution system; implements, and enforces operating and safety procedures to ensure compliance with related laws, ordinances, rules and regulations; coordinates and participates in various programs including, but not limited to, Underground Service Alert, valve operations, large meter replacement, fire hydrant operation, flow test and documentation; ensures accurate updates to system maps and record drawings; assists in staff training and development programs; participates in evaluating contractor performance and in construction contract modifications and communicates and coordinates work with other departments explains the effect of work projects to adjacent property owners; addresses developer and consumer concerns and inquiries regarding the water distribution and wastewater collection system; responds to emergency situations during scheduled and unscheduled work hours. Ensures that all assigned personnel make the most efficient use of their time. Any other duties as required by the Chief Distribution & Collections Operator or the General/Operations Manager.

#### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Grade III California Water Distribution Operator Certification. Grade II California Water Treatment and Waste Water Certifications. Possession of a Class B California Motor Vehicle Operators License with air brake and tank endorsement.

**Experience:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent supplemented by college courses and specialized training in the construction and maintenance of water distribution and wastewater collection systems and 1 year of progressively responsible experience in the construction and maintenance of water distribution and wastewater systems.

**Knowledge of:** Methods, materials, and equipment used in the repair and maintenance of water and wastewater systems; effective and efficient methods and procedures for work of water and wastewater repair and maintenance personnel; pertinent laws, codes, safety orders, and safe operating practices and procedures related to the repair and maintenance of water and wastewater systems; principles and techniques of organization; effective customer relations.

**Ability To:** Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; train and supervise employees; train personnel on procedures and regulations; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations,

legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to the repair and maintenance of water distribution and wastewater collection systems; plan, assign and inspect the work of assigned personnel; allocate equipment, materials, and personnel in a cost effective manner; read and interpret blueprints and building plans; meet the physical requirements established by the District. Safely operate heavy construction and repair equipment; a variety of hand and power tools, an office computer, and a variety of word processing, data management and other software applications.

**Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Lead Collections/Distribution Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and/or perform work in “Confined Spaces”; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District’s Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

General Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

# Clearlake Oaks County Water District

## Job Description

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### CUSTOMER SERVICE LEAD

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**Definition:** This position is classified as Regular Full Time. Under the direction of the General/Financial Manager this position directs Customer Service staff and insures quality customer service is provided at all times. This position is responsible for assisting in the development and implementation of policies and procedures essential to maximizing the efficiency of the administration office. This position is distinguished by a high level of understanding of District policies and customer service procedures.

**Example of Duties:** Performance of basic to complex customer service functions, including but not limited to: directing customer service staff as needed, process all customer billing, account adjustments, service terminations, delinquent collections, opening and closing customer accounts, handles new service installations, quotes for connection, customer complaints and maintenance of property master files; cash receipts, post payments as needed, insures phones are answered in a timely manner; prepare, process and record work orders; post information to the District website, calculate monthly Yolo statement, process liens and releases as needed, maintain and add delinquent accounts to the Lake County Tax Roll, provides a monthly activities/status report to the Board of Directors and performs all other duties and special projects as assigned by the General/Financial Manager.

**Minimum Requirements:**

**Education:** High School Graduate or equivalent. Supplemental education in business administration or administrative experience desired.

**Experience:** Three years of customer service experience. Computerized accounting/billing experience desired.

**Knowledge of:** District policies and procedures related to water and sewer service installations, a high level of understanding of District customer data programs and filing procedures. Must be proficient with Microsoft Word and Excel.

**Ability To:** Understand and follow oral and written instruction; communicate District policy to the public; work cooperatively with coworkers, developers, and the general public; keep accurate records; work independently with little supervision. Type 40-50 words per minute and ten key numeric pad.

**Physical**

**Requirements:** This position requires prolonged sitting, computer monitor exposure, repetitive hand motion, reaching, standing, reading, writing, typing and lifting up to 25 pounds.

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\_\_\_\_\_  
Employee Signature: Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
General Manager Signature Date

# Clearlake Oaks County Water District

## Job Description

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### OPERATOR II

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**Definition:** Under general supervision, performs a variety of maintenance, repair and operations work and performs related tasks as required. Operator II is expected to carry out maintenance and operations duties in accordance with stated operations procedures and instructions.

**Example of Duties:** Makes inspections and performs preventive maintenance on sewer and water plant, pump station machinery control, and equipment; takes and records readings of gauges, meters, charts and records results in operating logs; repairs and maintains pumps, motors, generators and other equipment; makes minor electrical repairs; inspects and repairs and replaces water and sewer lines; performs plumbing and electrical, carpentry and painting tasks; operates and maintains equipment such as backhoe, trencher, loaders and sewer cleaning equipment; reports operating problems to the Operations Supervisor; adheres to State safety procedures; handles chemicals related to the water treatment plant; assists in the day to day operations of the water and wastewater systems; other duties as assigned by Chief Operator(s) or the General/Operations Manager.

#### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Grade II California Water Distribution Operator Certification, Grade II California Water Treatment Operator Certification or Grade II California Wastewater Operator Certification and conversion from Class C to Class B California Motor Vehicle Operators License, with tank endorsement, within eighteen (18) months of employment or adoption of this job description by the Board of Directors, which ever comes later.

**Experience:** Any combination of education and experience equivalent to completion of High School and two years experience in construction, repair and maintenance of sewer and water lines, pumping stations and related facilities.

**Knowledge of:** Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities or pipelines.

**Ability To:** Make the most efficient use of time and achieve the highest quality workmanship. Work with limited supervision; keep accurate records follow oral and written instruction; make emergency repairs within the collection and distribution systems and to District equipment; work cooperatively with others; exercise independent judgment and safety precautions; physical strength and agility are required.

#### **Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Operator participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion,

including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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\_\_\_\_\_  
Employee Signature: Date

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
General Manager Signature Date

# Clearlake Oaks County Water District

## Job Description

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### TEMPORARY GENERAL LABOR

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**Definition:** Under general supervision performs a variety of light work, duties and tasks as required. Performs a variety of general labor task including housekeeping, vehicle washing, and maintenance work.

**Example of Duties:** Monthly meter readings, rereads, turn-on and off services, performs errands as directed by office staff. Light maintenance on meters, boxes, upkeep of area around meter services, vehicles and equipment. Preventive maintenance, upkeep and cleaning of offices, buildings and structures. Work with field crews in carrying out their duties and any other duties as assigned.

**Minimum Requirements:**

**Education:** High School Graduate or equivalent. Possession of California Motor Vehicle License.

**Experience:** Construction experience desired.

**Knowledge of:** General construction practices.

**Ability To:** Make the most efficient use of time and achieve the highest quality workmanship. Ability to follow oral and written direction, willingness to perform skilled tasks on an as needed basis. Physical strength and agility is required.

**Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Laborer participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to don a Self Contained Breathing Apparatus and or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

General Manager Signature \_\_\_\_\_ Date \_\_\_\_\_



## Memo

To: HVLCS D Board of Directors

From: Roland Sanford, General Manager

Date: August 14, 2013

RE: June 21, 2013 Draft CPS HR Consulting Report – Background Information

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### Introduction

CPS HR Consulting (CPS) of Sacramento, California was retained to conduct a “base salary study” of staff positions that had not been surveyed in the last 18 months. The survey was patterned after previous base salary surveys conducted by CPS on behalf of the District. The results of the survey are presented in the attached draft report prepared by CPS and dated June 21, 2013. Staff has reviewed the draft report and prepared comments (see attached draft memo to Ms. Monica Garrison Reush) requesting clarification of terms, study assumptions, and presentation of additional data. Staff is requesting authorization to forward these, and any comments the Board may have on the draft report, to CPS.

Completion of the final CPS report, which should occur prior to the September Board meeting, represents the first phase of what staff envisions to be a multi-phase project that will define appropriate market median salary figures for hourly staff positions, clarify the District’s compensation policy and how it is to be implemented, and create career pathways for field personnel who do not wish to become water or wastewater treatment plant operators, or are inclined to specialize within the drinking water as opposed wastewater treatment disciplines. This is a project that will most likely extend through the balance of the calendar year.

Staff has relatively few comments with respect to the content of the draft CPS report. The methodology used to conduct the base salary survey appears straightforward. However, staff has a number of questions with regard to how the study results should be interpreted and applied within the framework of the District’s existing Compensation Policy. The following sections of this memo describe the information used and process by which the CPS base salary survey was conducted, perceived limitations of the study results, and concerns regarding the use of the CPS base salary study results within the framework of the District’s Compensation Policy.





### **Conducting the CPS Base Salary Study**

Staff provided CPS with the attached job descriptions and the corresponding salary data presented in the most recently adopted version (June 21, 2011) of the HVLCSD Employee Personnel Manual. The job descriptions used in the CPS analysis include additional language previously recommended by Koff and Associates during the development of an Administrative Services Officer job description. - language regarding the “physical demands” and “work environment” associated with each position, clarifications regarding required certifications and licenses, and clarifications of specific work tasks.

In addition to current job classifications, staff also requested CPS conduct a base salary survey for a potential job classification currently identified as the “Utility Worker II” position. Staff intends to propose adoption of the Utility Worker II job classification at a future Board meeting, as part of the aforementioned effort to create multiple career pathways for field personnel. CPS agreed to conduct the base salary survey for the Utility Worker II position at no additional cost.

In keeping with the definition of base salary previously provided by Ms. Deborah Owen of CPS, the salary data provided to CPS did not include the PERS component that is currently embedded in the salary figures presented in the HVLCSD Employee Personnel Manual (i.e. the 8% PERS contribution). However, as discussed elsewhere, for the purposes of this analysis CPS apparently choose to include the 8% PERS contribution as a part of base salary.

For comparison purposes, CPS relied on the same peer agencies used in their previous salary surveys for the District. A description of the criteria CPS used to make specific job classification comparisons is presented in the draft report. For the most part, the criteria used to make job classification comparisons are more general than specific. For example, the job classification comparisons for the District’s Lead Water Operator, Lead Wastewater Operator, Operator I, and Operator II positions did not take into consideration certification levels.

### **Limitations of the CPS Base Salary Study results**

The CPS base salary study represents a melding of art and science, and relies heavily on professional judgment. Simply stated, the study results are probably best characterized as “approximations” as opposed to absolute values. For example, in the draft report the data set used to calculate the “base salary median” for the Operator I job classification did not include data from the Clearlake Oaks Community Water District (CCWD). As illustrated in the attached table (scenario # 1), simply including the Operator I CCWD data decreases the

JIM FREEMAN  
CAROLYN GRAHAM  
LINDA HERNDON  
JIM LIEBERMAN  
JUDY MIRBEGIAN



General Manager  
ROLAND SANFORD

Administrative Assistant  
TAMI IPSEN

Accountant/Controller  
TASHA KLEWE

computed base salary median by \$277, from \$4,418 to \$4,191. Unlike our District, which has Operator I and Operator II job classifications, the CCWD has Operator I, Operator II and Operator III job classifications. When comparing the details and more specifically the required certifications, which was not done by CPS (see page 6 of draft CPS report), a fair argument can be made that the CCWD's Operator II job classification is comparable to the District's Operator I job classification. As illustrated by scenario # 2, including the Operator II CCWD data increases the computed base salary median by \$206, from \$4,418 to \$4,624.

In the above examples, the differences between the computed base salary medians is attributable to the limited size of the data set (a mathematical issue), and also, as illustrated by the latter example, differing interpretations of job classifications (professional judgment). While it may be possible to further refine and standardize the interpretive process by which job classification comparisons are made, the mathematical issues associated with the size of the data are difficult if not impossible to avoid due to the limited number of comparable organizations in the region.

**Application of Base Salary Study results vis-à-vis Compensation Policy**

From staff's perspective, the application of base salary study results continues to be confounded by two factors: the unavoidable imprecision of the resulting data juxtaposed with the District's policy of not exceeding market median, a very precisely defined number; and inconsistent use of the term "base salary". As previously mentioned, data imprecisions could conceivably be minimized through further refinement and standardization of the interpretive process used to compare and evaluate job classifications. Possible refinements include additional evaluation criteria, such as certifications and licenses. Standardization could be achieved by specifying the specific agencies and job classifications that District positions will be consistently compared against.

Alternatively or perhaps in conjunction with refinement and standardization of the interpretive process, the Board could modify the District's compensation policy by defining the market median as a "target" and/or adjusting the absolute maximum allowable base salary from the market median to a somewhat higher threshold, with the understanding that every effort would be taken to not exceed the target, but that given the inherent imprecision of the data, there could be instances when a given position's base salary is somewhat above the market median.

*Board of Directors*

JIM FREEMAN

CAROLYN GRAHAM

LINDA HERNDON

JIM LIEBERMAN

JUDY MIRBEGIAN



*General Manager*  
ROLAND SANFORD

*Administrative Assistant*  
TAMI IPSEN

*Accountant/Controller*  
TASHA KLEWE

To date two distinctly different definitions of base salary have been used in the salary surveys performed on behalf of the District, one that includes PERS contributions, and another that does not. Staff recommends that the District select a definition of base salary and when conducting future base salary surveys, require the consultant to perform their analysis in conformance with the District's base salary definition.

**Operator I Scenario # 1: Include Clearlake Oaks CWD Operator I data**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Operator I</i>	<b>\$3,218</b>	<b>\$3,913</b>
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Plant Operator I	\$3,259	\$3,964
City of Healdsburg	No Comparable Class		
City of Lakeport	No Comparable Class		
City of Napa	No Comparable Class		
City of Santa Rosa	Utility System Operator I	\$3,631	\$4,418
City of Sonoma Water	No Comparable Class		
Lake County	Water-Wastewater Treatment Plant Operator I	\$2,833	\$3,444
North Marin Water District	Assistant Water Distribution and Treatment Plant Operator	\$4,181	\$5,081
Town of Windsor	Water System Operator I	\$3,868	\$4,831
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		<b>\$4,418</b>
	Base Salary Mean		<b>\$4,348</b>
	Percentage Above or Below Median		<b>-12.91%</b>
	Percentage Above or Below Mean		<b>-11.11%</b>

\$3,640

\$4,191

\$4,230

-8.10%

-7.10%

**Operator I Scenario # 2: Include Clearlake Oaks CWD Operator II data**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Operator I</i>	<b>\$3,218</b>	<b>\$3,913</b>
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Plant Operator I	\$3,259	\$3,964
City of Healdsburg	No Comparable Class		
City of Lakeport	No Comparable Class		
City of Napa	No Comparable Class		
City of Santa Rosa	Utility System Operator I	\$3,631	\$4,418
City of Sonoma Water	No Comparable Class		
Lake County	Water-Wastewater Treatment Plant Operator I	\$2,833	\$3,444
North Marin Water District	Assistant Water Distribution and Treatment Plant Operator	\$4,181	\$5,081
Town of Windsor	Water System Operator I	\$3,868	\$4,831
Valley of the Moon Water District	Unable to Participate		
	<b>Base Salary Median</b>		<b>\$4,418</b>
	<b>Base Salary Mean</b>		<b>\$4,348</b>
	<b>Percentage Above or Below Median</b>		<b>-12.91%</b>
	<b>Percentage Above or Below Mean</b>		<b>-11.11%</b>

\$4,897

\$4,624

\$4,439

-18.17%

-13.44%

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

**POSITION TITLE:** Senior Accounts Representative

**POSITION CLASSIFICATION NUMBER:** 2000

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORTS TO:** Accountant/Controller

**GENERAL JOB DESCRIPTION:**

Perform a variety of clerical and data entry work related to customer account maintenance and assist the Accountant/Controller with basic accounting functions.

- Serve as receptionist. Interacts directly with District customers: in person, by telephone, email, and letter to address customer inquiries, complaints, service requests or billing arrangements
- Perform data entry functions; posts, verifies and reconciles various accounts; gather, sort, and research records as necessary to maintain the integrity of customer account ledgers
- Process and verifies billing for commercial and residential customers; process and prepares supplemental bills for mailing
- Receive and processes cash payments, count change, balance cash, and prepare bank deposits; manage and reconciles petty cash
- Process accounts payable warrant requests; prepare, review, code and verify purchase orders, vendor invoices and related documentation; maintain related files
- Assist in the preparation of property liens
- Collect, sort, and distribute incoming and outgoing mail; operate a variety of standard and specialized office equipment; perform related general clerical work such as typing, filing, proofing, photocopying and collating
- Reconcile District's bank account(s) on a weekly basis
- Procure and maintains office supply inventory
- Perform other related duties as required

**QUALIFICATIONS:**

To perform this position successfully an individual must possess strong customer service and communication skills, attention to detail, and must be able to multi-task. Position requires computer literacy and skills in word-processing, spreadsheet and database software. Must be able to count change.

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent and at least three (3) years clerical and/or customer service experience is required.

**LICENSES/CERTIFICATIONS:**

A valid California driver's license and satisfactory driving record to maintain insurability is required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those required to successfully perform the essential functions of this job.

This position relies heavily on speech, hearing, and vision.

Communicates orally in group and one-to-one settings. Hearing within normal ranges with or without correction. Has the ability to hear well enough to receive information over the telephone, radio and in person. Vision within normal range with or without correction.

May require occasional bending, stretching, stooping, reaching, twisting, and turning. This position works primarily in an office environment. Employee must be able to perform tasks requiring both sitting and standing for extended periods of time, and may require walking short to moderate distances.

Must be able to lift, push or pull at least 25 pounds. Hand and finger dexterity sufficient to operate a computer keyboard and some hand tools. Attentiveness and concentration necessary to perform multiple tasks concurrently.

**WORK ENVIRONMENT:**

Works primarily in an office environment; will routinely be required to make bank deposits and other deliveries/pickups.

**ADOPTED:**

**AMENDED:**

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** SENIOR ACCOUNTS REPRESENTATIVE    **EXEMPT/NON-EXEMPT:** NON-EXEMPT  
**REPORTS TO:** ACCOUNTANT/CONTROLLER                      **DIRECT REPORTS:** NONE

**SALARY RANGE:**

LEVEL	A	B	C	D	E
HOURLY	\$17.12	\$17.98	\$18.87	\$19.82	\$20.81
ANNUAL	\$35,609.60	\$37,398.40	\$39,249.60	\$41,225.60	\$43,284.80

**POSITION PURPOSE:** Perform general office duties as they relate to customer service and account maintenance.

**KEY RESPONSIBILITIES:**

- Address customer concerns; receive and post payments; prepare and maintain customer records and general filing system.
- Carry out utility billing including delinquent bills, 3-day door hangers and cut-offs.
- Complete, update and return demands from title companies upon review by Accountant/Controller.
- Act as receptionist; provide information regarding account procedures; refer inquiries as appropriate.
- Receive, sort, distribute and file mail.
- Create work orders and notify assigned Field Staff of new work orders.
- Make daily bank deposits and maintain deposit records.
- Order and maintain inventory of office supplies.
- Perform duties according to established procedures.
- Perform other related duties as required.
- Process payables, bank reconciliation and assist Accountant/Controller and Administrative Assistant as needed.

**QUALIFICATIONS/EDUCATION:**

Incumbents must be familiar with general office procedure and have at least three years clerical experience. A High School Diploma or equivalent is required. Computer literacy is required (i.e., skills in word-processing, spreadsheet and database software).

**LICENSES/CERTIFICATIONS:**

A valid California driver's license is required.



**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** ASSISTANT TO FIELD OPERATIONS  
**REPORTS TO:** GENERAL MANAGER

**EXEMPT/NON-EXEMPT:** NON-EXEMPT  
**DIRECT REPORTS:** NONE

**SALARY RANGE:**

LEVEL	A	B	C	D	E
HOURLY	\$17.12	\$17.98	\$18.87	\$19.82	\$20.81
ANNUAL	\$35,609.60	\$37,398.40	\$39,249.60	\$41,225.60	\$43,284.80

**POSITION PURPOSE:** Perform general office and clerical duties to support Field Operations.

**KEY RESPONSIBILITIES:**

- Monitor work orders to meet the needs of Field Operations.
- Prepare critical reports for the State, County and District Board of Directors for review by the Administrative Assistant and the General Manager.
- Prepare communications (electronic or hard copy) for review by the Administrative Assistant and approval of the General Manager.
- Act as receptionist; provide information regarding procedures; refer inquiries as appropriate.
- Manage incoming telephone calls, take messages and route calls to District personnel as appropriate.
- Receive, sort, distribute and file mail.
- Maintain a filing system.
- Maintain plant office supplies inventory through the main office.
- Perform all duties according to established procedures.
- Perform other related duties as required.

**QUALIFICATIONS/EDUCATION:**

Incumbents must be familiar with general office procedure and have previous clerical experience. A High School Diploma or equivalent is required. Computer literacy is required (i.e., skills in word-processing, spreadsheet and database software).

**LICENSES/CERTIFICATIONS:**

A valid California driver's license is required.

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

**POSITION TITLE:** Assistant to Field Operations

**POSITION CLASSIFICATION NUMBER:** 2001

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORTS TO:** General Manager

**GENERAL JOB DESCRIPTION:**

Perform a variety of clerical and data entry work in support of field operations; assist Lead Operators in gathering and processing data for required reporting.

- Provide administrative support for Lead Operators and field staff: maintain calendars, schedule meetings, coordinate work assignments, prepare correspondence, answer telephones and respond to inquiries
- Monitor and coordinate work orders; provide analysis and historical information as necessary
- Gather information and assist with the preparation of critical reports for the District's Board of Directors, Department of Public Health, State Water Resources Control Board and other oversight agencies
- Create and maintain databases and files containing field reports, maps, photographs, daily monitoring logs and customer complaint logs;
- Assist in formulating field policy, goals and procedures; provide analysis, implementation, and monitoring of field programs
- Coordinate activities with and provide information to contractors and other service providers
- Respond to complaints and requests for information from District staff and customers
- Process accounts payable warrant requests; prepare, review, code, and verify purchase orders, vendor invoices, and related documentation; maintain related files
- Collect, sort, and distribute incoming and outgoing mail; operate a variety of standard and specialized office equipment; perform related general clerical work such as typing, filing, proofing, photocopying and collating
- Procure and maintains office supply inventory
- Perform other related duties as required

**QUALIFICATIONS:**

To perform this position successfully an individual must possess good organization and communication skills, attention to detail, and must be able to multi-task. Position requires computer literacy and skills in word-processing, spreadsheet and database software.

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent and at least three (3) years clerical and/or customer service experience is required.

**LICENSES/CERTIFICATIONS:**

A valid California driver's license and satisfactory driving record to maintain insurability is required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those required to successfully perform the essential functions of this job.

This position relies heavily on speech, hearing and vision.

Communicates orally in group and one-to-one settings. Hearing within normal ranges with or without correction. Has the ability to hear well enough to receive information over the telephone, radio and in person. Vision within normal range with or without correction.

May require occasional bending, stretching, stooping, reaching, twisting, and turning. This position works primarily in an office environment and must be able to perform tasks requiring both sitting and standing for extended periods of time, and may require walking short periods of time.

Must be able to lift, push or pull at least 25 pounds. Hand and finger dexterity sufficient to operate a computer keyboard and some hand tools. Attentiveness and concentration necessary to perform multiple tasks concurrently.

**WORK ENVIRONMENT:**

Works primarily in an office environment; will routinely be required to make deliveries and pickups.

**ADOPTED:**

**AMENDED:**

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

**POSITION TITLE:** Utility Worker I

**POSITION CLASSIFICATION NUMBER:** 2002

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORTS TO:** Water Lead Operator/Wastewater Lead Operator

**GENERAL JOB DESCRIPTION:**

Perform a variety of unskilled and skilled duties pertaining to the construction, repair, maintenance of water distribution and collection systems; maintain District facilities; install, maintain, and repair water service lines and meters.

- Perform daily monitoring of tank levels, well production, and pump performance
- Respond to routine service orders
- Read residential and commercial meters
- Connect and disconnect water services for residential and commercial customers
- Assist in the repair and maintenance of water treatment and distribution system, sewer collection and treatment system, District facilities, and vehicles
- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars
- Respond to District after-hour emergencies and participate in on-call customer service rotation
- Perform other related duties as required

**QUALIFICATIONS**

Must have the ability to perform a variety of unskilled and skilled work related to the construction, repair, and maintenance of facilities. Use basic hand tools. Perform strenuous manual labor. Read and write the English language. Follow written and oral instructions. Establish and maintain cooperative working relationships.

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent and any combination of training and experience which would likely provide the required knowledge and ability is required.

Experience in utility maintenance and repair and/or construction experience is preferred.

**LICENSES/CERTIFICATIONS:**

A valid California driver's license and satisfactory driving record to maintain insurability is required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those required to successfully perform the essential functions of the Utility Worker I position.

While performing the duties of this job the employee is regularly required to speak and

hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**ADOPTED:**

**AMENDED:**

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

**POSITION TITLE:** Utility Worker II

**POSITION CLASSIFICATION NUMBER:** 2003

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORTS TO:** Water Lead Operator/Wastewater Lead Operator

**GENERAL JOB DESCRIPTION:**

Perform a variety of unskilled and skilled duties pertaining to construction, repair, and maintenance of water distribution and collection systems; maintain Distribution facilities; install, maintain, and repair of water service lines and meters; operate a variety of light and moderately heavy equipment.

- Perform daily monitoring of tank levels, well production and pump performance
- Respond to routine service orders and investigate customer complaints
- Read residential and commercial meters
- Connect and disconnect water services for residential and commercial customers
- Assist with the repair and maintenance of water treatment and distribution system, sewer collection and treatment system, District facilities, and vehicles
- Perform heavy manual labor using jackhammers, shovels, picks, and pry bars
- Recognize and respond to variations in operating conditions
- Assist Operators with dig-ups and other semi-technical projects.
- Respond to District after-hour emergencies and participate in on-call customer service rotation
- Perform other related duties as required

**QUALIFICATIONS**

Must have the ability to perform a variety of unskilled and skilled work related to the construction, repair, and maintenance of facilities. Use basic hand tools. Perform strenuous manual labor. Read and write the English language. Follow written and oral instructions. Establish and maintain cooperative working relationships.

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent and at least one (1) year experience as a Utility Worker I with Hidden Valley Lake CSD or two (2) years experience as a general laborer in the field of water distribution, water treatment, wastewater collection, or wastewater treatment.

Experience in utility maintenance and repair and/or construction experience is preferred.

**LICENSES/CERTIFICATIONS:**

A valid California driver's license and satisfactory driving record to maintain insurability is required. Minimum certification requirements; possess Operator in Training Certification from the State Water Resources Control Board upon entering the position and obtain a Wastewater Grade I certification within 18 months of entering the position.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those required to successfully perform the essential functions of the Utility Worker II position.

While performing the duties of this job the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**ADOPTED:****AMENDED:**

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** *UTILITY WORKER*  
**REPORTS TO:** *WATER LEAD OPERATOR*  
*WASTEWATER LEAD OPERATOR*

**EXEMPT/NON-EXEMPT:** *NON-EXEMPT*  
**DIRECT REPORTS:** *NONE*

**SALARY RANGE:**

<b>LEVEL</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>HOURLY</b>	<b>\$14.14</b>	<b>\$14.85</b>	<b>\$15.58</b>	<b>\$16.36</b>	<b>\$17.19</b>
<b>ANNUAL</b>	<b>\$29,411.20</b>	<b>\$30,888.00</b>	<b>\$32,406.40</b>	<b>\$34,028.80</b>	<b>\$35,755.20</b>

**POSITION PURPOSE:** To provide basic field support services for District operations.

**KEY RESPONSIBILITIES:**

- Read meters
- Turn on/Turn off water at residential and business sites.
- Provide assistance in the repair and maintenance of water/sewer mains, cleaning vehicles, grounds and buildings.
- Perform heavy manual labor including the use of jackhammers, shovels, picks, and pry bars.
- Respond to District after-hour emergencies including on-call duties.
- Perform related duties as required.

**QUALIFICATIONS/EDUCATION:**

High School Diploma or equivalent required. Experience in utility maintenance and repair and/or construction experience helpful.

**LICENSES/CERTIFICATIONS:**

A valid California driver's license is required.



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

**POSITION TITLE:** Operator I

**POSITION CLASSIFICATION NUMBER:** 2004

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORTS TO:** Water Lead Operator/Wastewater Lead Operator

**GENERAL JOB DESCRIPTION:**

Perform a variety of skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater; operate complex equipment; collect and test water and wastewater samples, record and analyze sample data and make chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups

- Work independently or as a member of a crew to operate, repair, construct, replace, and maintain water treatment and distribution and wastewater collection and treatment systems
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks
- Maintain system equipment including: pumps, valves, motors, blowers, and dewatering equipment
- Operate control valves; record static and drawdown levels; perform water quality analysis
- Operate and perform light maintenance on a range of equipment including: vehicles, tractor, and backhoe
- Perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment
- Assist in cleanup of work sites; ensure proper disposal of hazardous materials
- Troubleshoot wastewater collection and treatment malfunctions including the possible handling of untreated sewage
- Collect and prepare water and wastewater samples for lab pickup and analysis
- Perform routine laboratory tests
- Keep detailed logs and records of work performed
- Respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner
- Respond to District after-hour emergencies and participate in on-call customer service rotation
- Perform other related duties as required

**QUALIFICATIONS**

Must have the ability to perform a variety of skilled maintenance, repair, and operations work related to the treatment and distribution of water and the collection and treatment of wastewater. Collect and analyze water and wastewater samples. Maintain written logs and records. Assist in training less experienced staff. Read and write the English language. Follow written and oral instructions. Establish and maintain cooperative working relationships.

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent and at least one year of experience with the maintenance and operation of a water and/or wastewater plant is required.

**LICENSES/CERTIFICATIONS:**

A class "B" California driver's license is required.

Must be certified by the California Department of Public Health as Water Treatment Grade I and Water Distribution Grade I, or certified by the State Water Resources Control Board as Wastewater Grade I. Must obtain all three certifications within 12 months of entering the position; must maintain all certifications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those required to successfully perform the essential functions of the Operator I position.

While performing the duties of this job the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**ADOPTED:**

**AMENDED:**

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** WATER/WASTEWATER OPERATOR I **EXEMPT/NON-EXEMPT:** NON-EXEMPT  
**REPORTS TO:** WATER LEAD OPERATOR **DIRECT REPORTS:** NONE  
WASTEWATER LEAD OPERATOR

**SALARY RANGE:**

LEVEL	A	B	C	D	E
HOURLY	\$18.88	\$19.83	\$20.82	\$21.86	\$22.95
ANNUAL	\$39,270.40	\$41,246.40	\$43,305.60	\$45,468.80	\$47,736.00

**POSITION PURPOSE:** To operate the water system and/or wastewater treatment plant and carry out the technical tasks and maintenance duties associated with that operation.

**KEY RESPONSIBILITIES:**

- Monitor and operate wastewater treatment plant and water distribution system
- Maintain system equipment (e.g., pumps, valves, motors, blowers and dewatering equipment).
- Collect samples.
- Perform routine laboratory tests.
- Keep detailed logs and records.
- Respond to after-hour emergencies including on-call duties.

**QUALIFICATIONS/EDUCATION:**

Incumbents must have experience in water/wastewater plant operation and maintenance. A High School Diploma or equivalent is required.

**LICENSES/CERTIFICATIONS:**

State of California Grade I Water and Wastewater Treatment Certificates are required. California Distribution Grade I Certificate is required. A valid California driver's license is required.

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

**POSITION TITLE:** Operator II

**POSITION CLASSIFICATION NUMBER:** 2005

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORTS TO:** Water Lead Operator/Wastewater Lead Operator

**GENERAL JOB DESCRIPTION:**

Perform skilled tasks in the treatment and distribution of water and the collection and treatment of wastewater; operate complex equipment; collect and test water and wastewater samples; record and analyze sample data and make chemical adjustments to maintain efficient operation of the water and wastewater systems; oversee dig-ups; assume responsibility of the Water Lead or Wastewater Lead Operator in his/her absence.

- Supervise and assist field staff in the absence of Lead Operator.
- In absence of the Lead Operator, oversee District projects: schedule and supervise staff and hired contractors, read and understand plans and specifications, estimate and coordinate purchase of materials, schedule equipment rental
- Train or assist in training of subordinates
- Works independently or as a member of a crew to operate, repair, construct, replace and maintain water treatment and distribution, and wastewater collection systems
- Perform a wide variety of skilled and semi-skilled manual labor and automated tasks
- Maintain system equipment including: pumps, valves, motors, blowers, and dewatering equipment
- Operate control valves; record static and drawdown levels; and perform water quality analysis
- Operate and perform light maintenance on a range of equipment including: vehicles, tractor, and backhoe
- Perform preventative maintenance on pumps, valves, hydrants, and other water treatment and distribution equipment
- Assist in cleanup of work sites; ensure proper disposal of hazardous materials
- Troubleshoot wastewater collection and treatment malfunctions including the possible handling of untreated sewage
- Monitor and interpret gauges, digital displays, and recording devices to ensure compliance with prescribed safety and operational guidelines
- Collect and prepare water and wastewater samples for lab pickup and analysis
- Perform routine laboratory tests
- Coordinate purchase of materials, supplies, parts, and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings, and infrastructure.

- Keep detailed logs and records of work performed
- Responds to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner
- Respond to District after-hour emergencies and participate in on-call customer service rotation
- Perform other related duties as required

### **QUALIFICATIONS**

Must have the ability to perform a variety of skilled maintenance, repair, and operations work related to the treatment and distribution of water and the collection and treatment of wastewater. Ability to define problems, collect data, establish facts and draw valid conclusions. Collect and analyze water and wastewater samples. Maintain written logs and records. Establish and maintain cooperative working relationships; formulate and communicate instructions. Read and write the English language. Follow written and oral instructions.

### **EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent is required. Computer literacy, including: word processing and spreadsheet/database software. Knowledge of water/wastewater operation, preventative maintenance and safe work practices. At least one (1) year experience as an Operator I for HVLCSO or comparable position and five (5) years of experience with the maintenance and operation of a water and/or wastewater plant is required.

### **LICENSES/CERTIFICATIONS:**

A class "B" California driver's license and at least two of the following California Department of Public Health (CDPH) or State Water Resources Control Board (SWRCB) certifications: Water Treatment Grade I, Water Distribution Grade I, Wastewater Grade II. Must obtain all three certifications within 12 months of entering the position. Must maintain all certifications.

OR: A class "A" California driver's license and at least two of the following California Department of Public Health (CDPH) or State Water Resources Control Board (SWRCB) certifications: Water Treatment Grade II, Water Distribution Grade II, Wastewater Grade I. Must obtain all three certifications within 12 months of entering the position. Must maintain all certifications.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those required to successfully perform the essential functions of the Operator II position.

While performing the duties of this job the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**ADOPTED:****AMENDED:**

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** WATER/WASTEWATER OPERATOR II  
**REPORTS TO:** WATER LEAD OPERATOR  
WASTEWATER LEAD OPERATOR

**EXEMPT/NON-EXEMPT:** NON-EXEMPT  
**DIRECT REPORTS:** NONE

**SALARY RANGE:**

LEVEL	A	B	C	D	E
HOURLY	\$24.13	\$25.33	\$26.60	\$27.94	\$29.33
ANNUAL	\$50,190.40	\$52,686.40	\$55,328.00	\$58,115.20	\$61,006.40

**POSITION PURPOSE:** To operate the water system and/or wastewater treatment plant and carry out the technical tasks and maintenance duties associated with operations.

**KEY RESPONSIBILITIES:**

- Monitor and operate wastewater treatment plant and water distribution system
- Maintain system equipment (e.g., pumps, valves, motors, blowers and dewatering equipment).
- Collect samples.
- Perform routine laboratory tests.
- Keep detailed logs and records.
- Respond to after-hour emergencies including on-call duties.
- Monitor and interpret gauges, digital displays and recording devices to ensure compliance with prescribed safety and operational guidelines.
- Respond to deviations from operational objectives according to prescribed guidelines.
- Act as lead field operation employee in the absence of Water or Wastewater Lead Operator.
- Perform related duties as required.

**QUALIFICATIONS/EDUCATION:**

Knowledge of water/wastewater operation and preventive maintenance process and safe work practices is necessary. Experience in the water/wastewater industry comparable to at least one year of experience as a Water/Wastewater Operator I for the HVLCSD is essential.

High School Diploma or equivalent is required.

**LICENSES/CERTIFICATIONS:**

State of California Grade II Water and Wastewater Treatment Certificates are required. California Distribution Operator Grade II Certificate is required. Valid California driver's license is required.



**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Water Lead Operator

**POSITION CLASSIFICATION NUMBER:** 2006

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORTS TO:** General Manager

**GENERAL JOB DESCRIPTION:**

Supervise and oversee the operations, maintenance, and day-to-day activities of the District's water production, transmission, and storage facilities; responsible for the operation and maintenance of the District's water treatment facility, distribution system, and water quality; schedule maintenance and direct activities of the field staff; to perform a variety of technical and administrative support functions including: mandated reports, site inspections, and verification of code compliance

- Supervise, direct, plan, schedule, and assign the work of field personnel
- Coordinate and set priorities for operation and maintenance for the water system; establish standard operating procedures to provide water of high quality and adequate quantity and pressure
- Maintain records; prepare State and County water quality reports
- Supervise, train, and prepare field operations staff; evaluate performance on a periodic basis
- Facilitate effective communication between field operations staff and management; facilitate communication among field staff members
- Ensure a safe work environment; coordinate training in safe work techniques and policies; investigate and complete incident reports
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water projects
- Inspect and evaluate work in progress and work completed
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities
- Enforce District personnel policies and procedures
- Assist in planning and design of system modifications
- Maintain inventory of parts and supplies
- Recommend and justify capital purchases; assist with the review of Capital Improvement projects; gather and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair, and upgrade of District facilities; serves as contact with contractors and consultants
- Assist in budget preparation and monitoring
- Monitor and evaluate work performed by contractors
- Conduct field operations staff meetings and participate in management meetings
- Supervise development and implementation of other procedures and programs (e.g. safety, maintenance schedule, emergency response,

process control, purchasing, training, SCADA system, and inventory control)

- Oversee the maintenance District vehicles and equipment
- Administer the District On-Call Program in cooperation with the Wastewater Lead Operator
- Respond to District after-hour emergencies and participate in on-call customer service rotation
- Prepare a monthly field operations report to be presented to the Board of Directors

**QUALIFICATIONS:**

Must have the ability to perform a variety of skilled maintenance, repair, and operations work related to the treatment and distribution of water and the collection and treatment of wastewater. Ability to define problems, collect data, establish facts, and draw valid conclusions. Take water and wastewater samples; perform basic laboratory tests. Maintain written logs and records. Train staff. Establish and maintain cooperative working relationships; formulate and communicate instructions. Read and write the English language. Follow written and oral instructions.

Knowledge of the following is required:

- Principles of supervision, training and performance evaluation.
- District policies, rules, regulations, procedures.
- Common public relations courtesies and effective customer service.
- Pertinent Federal, State and local laws, codes and regulations regarding water quality.
- Occupational hazards and standby safety precautions necessary in work.
- Principles and practices of budget development and monitoring.
- Materials, methods, practices and equipment used in maintenance of electrical and electronic equipment, pumps, and valves related to the water system.

**EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent is required. Computer literacy, including: word processing and spreadsheet/database software. Knowledge of water/wastewater operation, preventative maintenance, and safe work practices. Five (5) years of experience as an Operator II for HVLCSD or comparable position. College level course work in industrial technology, management, and water system design is desired.

**LICENSES/CERTIFICATIONS:**

A class "A" California driver's license and Cross Connection Certification is required, as well as the following California Department of Public Health or State Water Resources Control Board certifications: Water Treatment Grade II, Distribution Grade III, Wastewater Grade I. Must maintain all certifications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those required to successfully perform the essential functions of the Water Lead Operator position.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee often works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**ADOPTED:**

**AMENDED:**

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** *WATER LEAD OPERATOR*  
**REPORTS TO:** *GENERAL MANAGER*

**EXEMPT/NON-EXEMPT:** *NON-EXEMPT*  
**DIRECT REPORTS:** *UTILITY WORKER  
UTILITY WORKER/MECHANIC  
WATER/WASTEWATER OPERATOR I  
WATER/WASTEWATER OPERATOR II*

**SALARY RANGE:**

<b>LEVEL</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>HOURLY</b>	<b>\$27.45</b>	<b>\$28.82</b>	<b>\$30.26</b>	<b>\$31.78</b>	<b>\$33.36</b>
<b>ANNUAL</b>	<b>\$57,096.00</b>	<b>\$59,945.60</b>	<b>\$62,940.80</b>	<b>\$66,102.40</b>	<b>\$69,388.80</b>

**POSITION PURPOSE:** To supervise and oversee the operations, maintenance and day-to-day activities of District water production, transmission and storage facilities.

**KEY RESPONSIBILITIES:**

- Supervise, direct, plan, schedule, and assign the work of field personnel.
- Maintain records and prepare reports to document and evaluate performance of direct reports.
- Ensure a safe work environment through employee training in safe work techniques and policies.
- Determine and recommend equipment, materials, staffing and safety devices/equipment for assigned projects.
- Inspect and evaluate work in progress and work completed.
- Respond to calls for emergency service.
- Resolve complaints from the public regarding maintenance work, projects and/or staff activities.
- Enforce District personnel rules, regulations, policies and procedures.
- Assist in planning and design of system modifications.
- Maintain inventory of parts and supplies.
- Recommend and justify capital purchases.
- Monitor and review work performed by contractors for the District.
- Maintain District vehicles and equipment.

*WATER LEAD OPERATOR* cont'd

**KEY RESPONSIBILITIES: cont'd**

- Administer the District On-Call Program in cooperation with the Wastewater Lead Operator.
- Prepare a monthly field operations report for the Board of Directors.

**QUALIFICATIONS/EDUCATION:**

A High School Diploma or equivalent is required. College level course work in industrial technology, supervision and water systems design, construction and maintenance is highly desirable.

**LICENSES/CERTIFICATIONS:**

A valid California driver's license is required. California Department of Health Services Grade II Water Treatment Operator Certificate is required. California Distribution Grade III Certificate is required.

**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Wastewater Lead Operator  
**POSITION CLASSIFICATION NUMBER:** 2007  
**EXEMPT/NON-EXEMPT:** Non-Exempt  
**REPORTS TO:** General Manager

**GENERAL JOB DESCRIPTION:**

Responsible for the operation and maintenance of the District's wastewater collection, treatment, and reclamation system. Schedule maintenance and direct activities of the field staff; perform a variety of technical and administrative support functions including: State reporting requirements, site inspections, and verification of code compliance

- Supervise, direct, plan, schedule, and assign the work of field personnel
- Coordinate and set priorities for operation and maintenance for the water system; establish standard operating procedures to provide water of high quality and adequate quantity and pressure
- Maintain records; prepare State and County water quality reports
- Supervise, train, and prepare field operations staff; evaluate performance on a periodic basis
- Facilitate effective communication between field operations staff and management; facilitate communication among field staff members
- Ensure a safe work environment; coordinate training in safe work techniques and policies; investigate and complete incident reports and near-misses
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water projects
- Inspect and evaluate work in progress and work completed
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities
- Enforce District personnel policies and procedures
- Assist in planning and design of system modifications
- Maintain inventory of parts and supplies
- Recommend and justify capital purchases; assist with the review of Capital Improvement projects; gather and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair, and upgrade of District facilities; serves as contact with contractors and consultants
- Assist in budget preparation and monitoring
- Monitor and evaluate work performed by contractors
- Conduct field operations staff meetings and participate in management meetings
- Supervise development and implementation of other procedures and programs (e.g. safety, maintenance schedule, emergency response, process control, purchasing, training, SCADA system, and inventory control)
- Oversee the maintenance District vehicles and equipment
- Administer the District On-Call Program in cooperation with the Water Lead

## Operator

- Respond to District after-hour emergencies and participate in on-call customer service rotation
- Prepare a monthly field operations report to be presented to the Board of Directors

### **QUALIFICATIONS:**

Must have the ability to perform a variety of skilled maintenance, repair, and operations work related to the treatment and distribution of water and the collection and treatment of wastewater. Ability to define problems, collect data, establish facts, and draw valid conclusions. Take water and wastewater samples; perform basic laboratory tests. Maintain written logs and records. Train staff. Establish and maintain cooperative working relationships; formulate and communicate instructions. Read and write the English language. Follow written and oral instructions.

Knowledge of the following is required:

- Principles of supervision, training and performance evaluation.
- District policies, rules, regulations, procedures.
- Common public relations courtesies and effective customer service.
- Pertinent Federal, State and local laws, codes and regulations regarding water quality are required.
- Occupational hazards and standby safety precautions necessary in work.
- Principles and practices of budget development and monitoring.
- Materials, methods, practices and equipment used in maintenance of electrical and electronic equipment, pumps, and valves related to the water system.

### **EDUCATION AND/OR EXPERIENCE:**

A high school diploma or equivalent is required. Computer literacy, including: word processing, and spreadsheet/database software. Knowledge of water/wastewater operation, preventative maintenance and safe work practices. Five (5) years of experience as an Operator II for HVLCSD or comparable position. College level course work in industrial technology, management, and water system design is desired.

### **LICENSES/CERTIFICATIONS:**

A class "B" California driver's license is required, as well as the following California Department of Public Health or State Water Resources Control Board certifications: Water Treatment Grade I, Water Distribution Grade I, Wastewater Grade III. Must maintain all certifications.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Wastewater Lead Operator position.

While performing the duties of this job the employee is regularly required to speak and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The environmental conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works outdoors and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**ADOPTED:**

**AMENDED:**



**HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** WASTEWATER LEAD OPERATOR  
**REPORTS TO:** GENERAL MANAGER

**EXEMPT/NON-EXEMPT:** NON-EXEMPT  
**DIRECT REPORTS:** UTILITY WORKER  
UTILITY WORKER/MECHANIC  
WATER/WASTEWATER OPERATOR I  
WATER/WASTEWATER OPERATOR II

**SALARY RANGE:**

LEVEL	A	B	C	D	E
HOURLY	\$27.45	\$28.82	\$30.26	\$31.78	\$33.36
ANNUAL	\$57,096.00	\$59,945.60	\$62,940.80	\$66,102.40	\$69,388.80

**POSITION PURPOSE:** To supervise and oversee the operations, maintenance and day-to-day activities of District wastewater system, reclamation treatment plant, transmission and applicable facilities.

**KEY RESPONSIBILITIES:**

- Supervise, direct, plan, schedule, and assign the work of field personnel.
- Maintain records and prepare reports to document and evaluate performance of direct reports.
- Ensure a safe work environment through employee training in safe work techniques and policies.
- Determine and recommend equipment, materials, staffing and safety devices/equipment for assigned projects.
- Inspect and evaluate work in progress and work completed.
- Respond to calls for emergency service.
- Resolve complaints from the public regarding maintenance work, projects and/or staff activities.
- Enforce District personnel rules, regulations, policies and procedures.
- Assist in planning and design of system modifications.
- Maintain inventory of parts and supplies.
- Recommend and justify capital purchases.
- Monitor and review work performed by contractors for the District.
- Maintain District vehicles and equipment.

*WASTEWATER LEAD OPERATOR, Cont'd*

**KEY RESPONSIBILITIES: cont'd**

- Administer the District On-Call Program in cooperation with the Wastewater Lead Operator.
- Prepare a monthly field operations report to the Board of Directors.

**QUALIFICATIONS/EDUCATION:**

A High School Diploma or equivalent is required. College level course work in industrial technology, supervision and water/wastewater systems design, construction and maintenance is highly desirable.

**LICENSES/CERTIFICATIONS:**

A valid California driver's license is required. California Grade III Wastewater Treatment Operator Certificate is required.

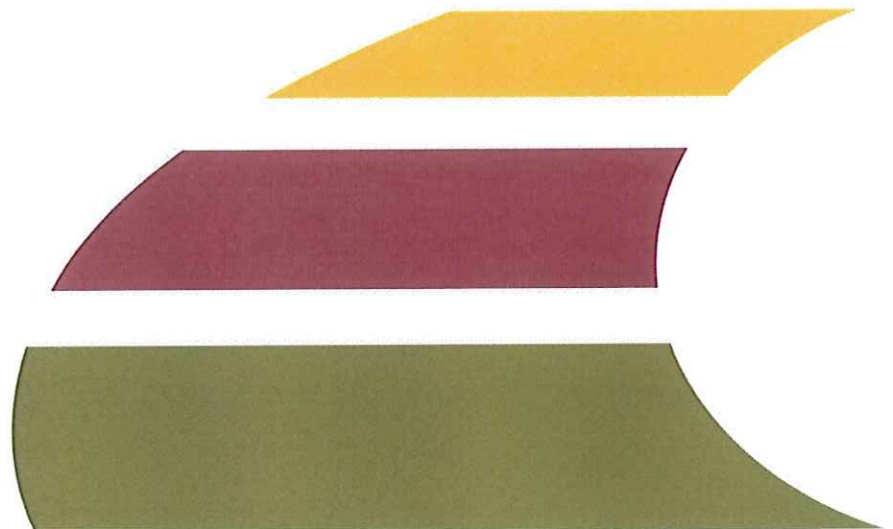
June 21, 2013

# Hidden Valley Lake Community Services District

## Draft Report Base Salary Study

SUBMITTED BY:  
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Appendix A – Labor Market Data Sheets

## **I. Introduction**

CPS HR Consulting [“CPS HR”] was retained by the Hidden Valley Lake Community Services District [the “District”] to conduct a base salary survey for eight of the District’s classifications. The objective of this study was to determine how competitive the District is in its labor market by collecting and analyzing maximum monthly base salary for these eight classifications. This Draft Report outlines the project scope and work plan, the methodologies utilized in data collection and analysis, and an overview of the results of the base salary study.

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

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

- Confirmation of the project scope including the identification of survey classes and the labor market agencies to be surveyed [completed]
- Development of the compensation survey parameters and survey instrument. The survey instrument was developed to collect base salary information [completed]
- The collection of base salary data from the identified labor market agencies. CPS HR validated the data provided in the survey responses. In the instances where a surveyed agency did not directly respond to the survey, CPS HR collected the data from the agencies’ website and validated the requested data directly with the agencies [completed]
- Preparation of a Draft Report for Board of Director review and comments [completed]
- Review and resolution of issues arising from Board review of the draft report
- Preparation of the Final Base Salary Study Report

## **III. Compensation Study Parameters**

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

- Labor market agencies
- Labor market position
- Survey classifications
- Scope of data collection

## Labor Market Agencies

CPS HR utilized the labor market that had been developed and utilized in a recent base salary study conducted by the District. The District’s labor market consists of the following eleven agencies.

TABLE 1 Hidden Valley Lake Community Services District Base Salary Study Labor Market Agencies
Clearlake Oaks Community Water District <sup>1</sup> City of Calistoga City of Healdsburg City of Lakeport City of Napa City of Santa Rosa City of Sonoma Lake County North Marin Water District Town of Windsor Valley of the Moon Water District <sup>1</sup>

*1- At the time of this draft report CPS HR had not received survey information from either Clearlake Oaks Community Water District or Valley of the Moon Water District. Unless otherwise directed by the District, CPS HR will continue to follow-up with these districts with the hope of including their data within the final report.*

## Labor Market Position

The decision on what point within the market the District intends to set salaries , e.g. at the mean (average of all agencies), median (50th percentile, or middle of all agencies), 75th percentile (top 25% of market payers) or other point is an important policy decision for the District and some key considerations for the District when making this decision are:

- What is the most defensible and fiscally prudent course of action for the District to take in terms of compensating employees fairly, while also meeting its obligations to their rate payers?
- Is the District experiencing difficulties in recruiting and retaining qualified staff and/or do they anticipate future difficulties?
- What can the District afford to pay in a sustainable manner?

A commonly used market position is the labor market median. The median is that point within the market wherein half of the data is above the District's range maximum for the survey classification, and half of the data is below the District's range maximum for the survey classification. The mean of the market is the average of all reported range maximum data points. In both cases, the District's salary range maximum is not included within the data array since it is the point to which the market median or mean is being compared. In general terms, the differences between the median and mean of the market is that the median of the market is less influenced by data variances of higher and lower paying agencies than the mean, which is an average of all data points. In effect, when utilizing the median, you could eliminate both the highest amount and the lowest amount reported in a data set with no impact on the median amount. For purpose of the initial analysis, CPS HR conducted analyses relative to the median of the market.

### Survey Classifications

The following classifications were identified by the District to be included within the compensation survey.

TABLE 2 Hidden Valley Lake Community Services District Base Salary Study Survey Classifications
Assistant to Field Operations
Lead Wastewater Operator
Lead Water Operator
Operator I
Operator II
Senior Account Representative
Utility Worker I
Utility Worker II

### Scope of Data Collection

Since this is a base salary study only, the minimum and maximum salary range for each matched classification was collected and reported.

The information presented in this report was collected effective June 1, 2013.

## IV. Survey Results

As indicated in the previous section, the survey involved the collection of base salary data from each of the selected labor market agencies. These results are presented in the labor market data sheets in Appendix A. To facilitate data collection, CPS HR reviewed each agency's salary schedules, classification specifications, position description documents [where available] and other documentation from the labor market agencies to compile the survey data, and then asked clarifying questions of the agencies to ensure the most appropriate matching.

If a review of the duties and responsibilities assigned to the labor market agency's classification indicated that it was not comparable, the designation of "No Comparable Class" was utilized. In some instances you will see a designation of "Unable to Participate" for two agencies that were unable to provide us with the documentation necessary to conduct the study, [the Clearlake Oaks Community Water District and the Valley of the Moon Water District].

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 ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced. The use of the labor market median as the market comparison point further minimizes the possibility of data being skewed by higher, or lower, paying agencies.

For this study, CPS HR did match jobs broadly to ensure sufficient labor market data in acknowledgement of the varied duties incumbents within each of the study classifications performed. When reviewing the attached data sheets the District should be aware of the following:

The term "Market Check" indicates that while the data from the survey classifications may be helpful in setting salary levels, we do not consider the identified classifications to be directly comparable to the District's classification.

- **Assistant to Field Operations** – Matches reflect the administrative support level assigned within the surveyed agencies' water operations divisions. Given organization structure differences in several instances, this work is often assigned to an Administrative Secretary supporting management within the water division.
- **Lead Wastewater Operator (Market Check)** – Data for this classification has been presented as market check given significant differences in the size of operations and reporting relationships within the labor market. Matches reflect the first supervisory



level within the surveyed agencies over wastewater operations. CPS HR did not take into consideration certification levels when evaluating the identified comparables, but rather matched broadly in order to be able to provide sufficient comparable data. In instances where no comparable was identified this is the result of the agency not having a supervisory level, but rather a full managerial level, or the agency have both Water and Wastewater overseen by one position.

- **Lead Water Operator (Market Check)** – Data for this classification has been presented as market check given significant differences in the size of operations and reporting relationships within the labor market. Matches reflect the first supervisory level within the surveyed agencies over water operations. CPS HR did not take into consideration certification levels when evaluating the identified comparables, but rather matched broadly in order to be able to provide sufficient comparable data. In instances where no comparable was identified this is the result of the agency not having a supervisory level, but rather a full managerial level, or the agency have both Water and Wastewater overseen by one position.
- **Operator I** – Matches reflect the entry level water/wastewater operator work performed within the surveyed classifications. Given differences in plant requirements, CPS HR did not take into consideration certification levels required when evaluating the identified comparables, but rather matched broadly in order to be able to provide sufficient comparable data.
- **Operator II** – Matches reflect the journey level water/wastewater operator work performed within the surveyed classifications. Given differences in plant requirements CPS HR did not take into consideration certification levels required when evaluating the identified comparables, but rather matched broadly in order to be able to provide sufficient comparable data.
- **Senior Account Representative** – Matches reflect the paraprofessional level assigned the utility billing function within each of the surveyed agencies. In many of the surveyed agencies this work is assigned to an Accounting Technician level and although these comparables may also be performing broader paraprofessional accounting work than the District’s Senior Account Representative the matches reflect where the core utility billing work is performed within each of the surveyed agencies.
- **Utility Worker I** – Matches reflect the entry level unskilled and skilled general maintenance work performed within each of the agencies water operations.
- **Utility Worker II** – Matches reflect the journey level unskilled and skilled general maintenance work performed within each of the agencies water operations.

In order to provide the District with a summary of study results, Table 2 displays the following information:

- The title of the District’s survey classification.

- The current District maximum monthly salary for the survey classification.
- The number of comparable classifications identified within the analysis.
- The labor market median monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classifications; the middle of that range of data is then computed to provide the median amount.
- The percentage the District’s maximum monthly salary for the survey classification is above or below the median of the labor market; this number indicates what percentage of the District’s salary is required to move it up or down to match the market median.

<b>TABLE 3</b> <b>Hidden Valley Lake Community Services District</b> <b>Base Salary Study</b> <b>Base Salary Survey Results</b>				
Classification	District Maximum Base Salary	# of matches	Labor Market Median	% the District Above or Below Labor Market Median
Assistant to Field Operations	\$3,548	8	\$4,742	-33.65%
Lead Wastewater Operator – Market Check	\$5,746	5	\$7,045	N/A
Lead Water Operator – Market Check	\$5,746	7	\$6,922	N/A
Operator I	\$3,913	5	\$4,418	-12.91%
Operator II	\$5,051	8	\$5,372	-6.35%
Senior Account Representative	\$3,548	9	\$4,649	-31.04%
Utility Worker I	N/A	8	\$4,235	N/A
Utility Worker II	\$2,848	9	\$4,658	-63.56%

Per the District’s request CPS HR has surveyed both the entry and journey levels for the Operator and Utility Worker classification series. However, as is apparent from the number of matches identified for the entry level classifications, versus the journey level, several of the surveyed organizations only have one level performing comparable work, which has been reflected as comparable to the journey level. For this reason when looking to evaluate the data for salary setting purposes CPS HR encourages the District to evaluate the data collected for the

journey level, or Operator II and Utility Worker II, and then set the salaries for the Operator I and Utility Worker I based on internal alignment.

## **V. Summary**

The above sections of this 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 where the District stands in comparison to the labor market. Should you require any further information on the contents of this Draft Report, please contact Ms. Debbie Owen on [916] 471-3122.

**Appendix A  
Data Sheets**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Assistant to Field Operations</i>	<b>\$2,919</b>	<b>\$3,548</b>
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Administrative Secretary	\$3,259	\$3,964
City of Healdsburg	Administrative Specialist	\$4,886	\$5,962
City of Lakeport	Department Secretary II	\$3,075	\$3,896
City of Napa	Secretary	\$4,207	\$5,081
City of Santa Rosa	Administrative Secretary	\$3,967	\$4,811
City of Sonoma Water	Administrative Assistant	\$3,844	\$4,672
Lake County	Customer Services Technician II	\$2,063	\$2,764
North Marin Water District	No Comparable Class		
Town of Windsor	Senior Administrative Assistant	\$4,161	\$5,197
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		<b>\$4,742</b>
	Base Salary Mean		<b>\$4,543</b>
	Percentage Above or Below Median		<b>-33.65%</b>
	Percentage Above or Below Mean		<b>-28.06%</b>

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Lead Wastewater Operator (Market Check)</i>	<i>\$5,139</i>	<i>\$5,746</i>
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	No Comparable Class		
City of Healdsburg	Wastewater Utility Foreman	\$6,652	\$8,116
City of Lakeport	Wastewater Facilities Operator Supervisor	\$3,647	\$4,606
City of Napa	No Comparable Class		
City of Santa Rosa	Utility System Supervisor	\$5,915	\$7,045
City of Sonoma Water	No Comparable Class		
Lake County	Utility Area Superintendent	\$4,185	\$5,088
North Marin Water District	No Comparable Class		
Town of Windsor	Wastewater System Supervisor	\$6,616	\$8,263
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		\$7,045
	Base Salary Mean		\$6,624

**Lead Water Operator**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Lead Water Operator (Market Check)</i>	<i>\$5,139</i>	<i>\$5,746</i>
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	No Comparable Class		
City of Healdsburg	Water Utility Foreman	\$6,652	\$8,116
City of Lakeport	Water Facilities Operator Supervisor	\$3,647	\$4,606
City of Napa	No Comparable Class		
City of Santa Rosa	Utility System Supervisor	\$5,915	\$7,045
City of Sonoma Water	No Comparable Class		
Lake County	Utility Area Superintendent	\$4,185	\$5,088
North Marin Water District	Senior Treatment Plant Operator	\$5,592	\$6,798
Town of Windsor	Water System Supervisor	\$6,301	\$7,870
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		<b>\$6,922</b>
	Base Salary Mean		<b>\$6,587</b>

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Operator I</i>	\$3,218	\$3,913
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Plant Operator I	\$3,259	\$3,964
City of Healdsburg	No Comparable Class		
City of Lakeport	No Comparable Class		
City of Napa	No Comparable Class		
City of Santa Rosa	Utility System Operator I	\$3,631	\$4,418
City of Sonoma Water	No Comparable Class		
Lake County	Water-Wastewater Treatment Plant Operator I	\$2,833	\$3,444
North Marin Water District	Assistant Water Distribution and Treatment Plant Operator	\$4,181	\$5,081
Town of Windsor	Water System Operator I	\$3,868	\$4,831
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		\$4,418
	Base Salary Mean		\$4,348
	Percentage Above or Below Median		-12.91%
	Percentage Above or Below Mean		-11.11%



**Operator II**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Operator II</i>	\$4,156	\$5,051
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Plant Operator II	\$3,595	\$4,369
City of Healdsburg	Utility Operator	\$6,022	\$7,347
City of Lakeport	Operator/MW I	\$2,517	\$3,181
City of Napa	Water Treatment Facility Operator	\$5,080	\$6,137
City of Santa Rosa	Utility System Operator II	\$4,007	\$4,872
City of Sonoma Water	No Comparable Class		
Lake County	Water-Wastewater Treatment Plant Operator II	\$3,124	\$3,797
North Marin Water District	Water Distribution and Treatment Plant Operator	\$5,201	\$6,322
Town of Windsor	Wastewater System Operator II <sup>1</sup>	\$4,702	\$5,872
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		\$5,372
	Base Salary Mean		\$5,237
	Percentage Above or Below Median		-6.35%
	Percentage Above or Below Mean		-3.68%

1 - Have separate System Operator classifications. We have matched the higher paid, the Water System Operator II is paid \$4,265 - \$5,326 monthly

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Senior Account Representative</i>	<i>\$2,919</i>	<i>\$3,548</i>
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Senior Account Clerk	\$3,421	\$4,162
City of Healdsburg	Accounting Clerk II	\$3,810	\$4,649
City of Lakeport	Accounting Technician	\$2,943	\$3,732
City of Napa	Accounting Technician	\$4,444	\$5,370
City of Santa Rosa	Customer Service Representative	\$3,499	\$4,253
City of Sonoma Water	Accounting Technician	\$4,202	\$5,108
Lake County	Accounting Technician	\$2,274	\$2,764
North Marin Water District	Account/Credit Clerk II	\$4,090	\$4,971
Town of Windsor	Senior Utility Billing Representative	\$3,963	\$4,949
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		\$4,649
	Base Salary Mean		\$4,440
	Percentage Above or Below Median		-31.04%
	Percentage Above or Below Mean		-25.14%

Utility Worker I

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Utility Worker I - Market Check</i>		
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Maintenance Technician I	\$3,106	\$3,774
City of Healdsburg	Utility Worker I	\$3,810	\$4,649
City of Lakeport	Public Works Maintenance Worker I	\$2,414	\$3,053
City of Napa	Water Facilities Worker I	\$3,656	\$4,417
City of Santa Rosa	No Comparable Class		
City of Sonoma Water	Maintenance Worker I	\$3,505	\$4,260
Lake County	Utility Worker I	\$2,509	\$3,049
North Marin Water District	Laborer	\$3,463	\$4,209
Town of Windsor	Utility Maintenance Worker I	\$3,684	\$4,601
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		\$4,235
	Base Salary Mean		\$4,002

**Utility Worker II**

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.
<i>Hidden Valley Lake Community Services District</i>	<i>Utility Worker II</i>	<b>\$2,412</b>	<b>\$2,848</b>
Clearlake Oaks Community Water District	Unable to Participate		
City of Calistoga	Maintenance Technician II	\$3,421	\$4,162
City of Healdsburg	Utility Worker II	\$4,251	\$5,187
City of Lakeport	Public Works Maintenance Worker II	\$2,943	\$3,732
City of Napa	Water Facilities Worker II	\$4,155	\$5,020
City of Santa Rosa	Skilled Maintenance Worker	\$3,770	\$4,488
City of Sonoma Water	Maintenance Worker II	\$3,832	\$4,658
Lake County	Utility Worker II	\$2,766	\$3,362
North Marin Water District	Pipe Worker	\$4,561	\$5,543
Town of Windsor	Utility Maintenance Worker II	\$4,062	\$5,073
Valley of the Moon Water District	Unable to Participate		
	Base Salary Median		<b>\$4,658</b>
	Base Salary Mean		<b>\$4,581</b>
	Percentage Above or Below Median		<b>-63.56%</b>
	Percentage Above or Below Mean		<b>-60.84%</b>

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

**DATE:** August 20, 2013

**AGENDA ITEM:** Discussion and Possible Action: Refinement of District Compensation Policy

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**RECOMMENDATIONS:**

Hear General Manager's report and provide direction to staff

**FINANCIAL IMPACT:**

Unknown at this time, will be largely determined by the nature of any changes or refinements to the policy itself.

**BACKGROUND:**

See attached memo

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, \_\_\_\_\_, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on (DATE) by the following vote:

Ayes:

Noes:

Abstain:

Absent

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



## Memo

To: HVLCSD Board of Directors

From: Roland Sanford, General Manager

Date: August 15, 2013

RE: District Compensation Policy – Background Information

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At the January 17, 2012 Board of Directors meeting, the Board discussed adoption of an employee compensation philosophy (Agenda Item 11A). Following the discussion, no compensation philosophy statement was adopted. However, the Board President was assigned the task of drafting a compensation philosophy statement for possible adoption at a Board of Directors meeting scheduled for January 25, 2012.

On January 25, 2012 the Board adopted the following compensation philosophy statement:

“It is the Compensation Philosophy of the Hidden Valley Lake Community Services District to attract, retain and motivate our workforce by offering a total compensation package (i.e., salary, benefits and work life) which supports our mission, encourages employee development and rewards excellence. Compensation will be competitive with the market value of similar job functions in comparable public agencies”

On March 20, 2012 the Board discussed but did not adopt a proposed compensation policy. Instead, the Board requested that the Personnel Committee draft a compensation policy, based on the comments expressed by the Board and legal Counsel, for possible Board adoption at a future meeting. On May 15, 2012 the Board adopted a compensation policy, which was subsequently revised by the Board on August 21, 2012. A copy of the current compensation policy is attached.

Staff is seeking guidance regarding the interpretation and implementation of the District's compensation policy. Specifically, staff recommends that the policy include a definition of “salary”. Is “salary” synonymous with “base salary”? Given the inherent imprecision of base salary data, how should compliance with the policy's “market median” criterion be determined or otherwise confirmed? Is it

*Board of Directors*

JIM FREEMAN

CAROLYN GRAHAM

LINDA HERNDON

JIM LIEBERMAN

JUDY MIRBEGIAN



*General Manager*  
ROLAND SANFORD

*Administrative Assistant*  
TAMI IPSEN

*Accountant/Controller*  
TASHA KLEWE

the intent of the compensation policy to limit total compensation (salary and benefits) to no more than the market median, or only the salary component of total compensation?

## HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

### COMPENSATION POLICY

**Purpose:**

To ensure that compensation for Hidden Valley Lake Community Services District (District) positions aligns with our compensation philosophy and allows us to be competitive in recruiting and retaining competent personnel. To ensure that salary ranges and benefits are subject to independent comparison to positions in similar Public Agencies.

**Policy:**

It is the policy of the District to offer affordable total compensation package which supports our mission, attracts and retains skilled, capable personnel and affirms their value to the organization.

**Procedure:**

The District's Board of Directors will set total compensation, salary ranges and benefits. Salary ranges of the District's positions will be set at a level not to exceed the median market value of comparable positions in the region.

The District's Board of Directors will commission an independent salary survey to establish current median market value for each position every five years.

Board approved May 15, 2012

Revised August 21, 2012



**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE DURING PLANNING**

To the Board of Directors  
Hidden Valley Lake Community Services District  
Middletown, California

We are engaged to audit the financial statements of the business-type activities and each major fund of Hidden Valley Lake Community Services District for the year ended June 30, 2013. Professional standards require that we provide you with the following information related to our audit.

**Our Responsibilities Under U.S. Generally Accepted Auditing Standards and Government Auditing Standards**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of Hidden Valley Lake Community Services District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Hidden Valley Lake Community Services District's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests is not to provide an opinion on compliance with such provisions.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

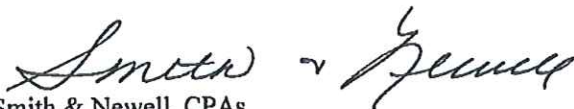
**Planned Scope and Timing of the Audit**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

This information is intended solely for the use of the Board of Directors and management of Hidden Valley Lake Community Services District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Smith & Newell", with a small flourish or mark to the right.

Smith & Newell, CPAs  
Yuba City, California  
August 8, 2013

**HIDDEN VALLEY LAKE ASSOCIATION  
LAKE COMMITTEE MEETING  
Draft Minutes for August 7<sup>th</sup>, 2013**

**1. Welcome Guests:**

Joy welcomed Susan Cameron who lives in Hidden Valley Lake. She is attending the Lake Committee Meeting to gain a better understanding of the committee's goals and objectives. Susan enjoys kayaking on and swimming in Hidden Valley Lake.

**2. Attendance**

HVLA General Manager – Bill Chapman

HVLA Board Liaison – Bill Waite

HVLA Recreation Director – Connie Stuefloten

Standing Committee Members- Steve D'Agostini, Bill McGraw, Fred Luper, Peter Ventura, and Carol Lincoln

Absent: Chair, Duncan MacInnes, Andi Watson and Alternate George Powell

Support Members: Acting Chair Joy Birum, Georgeann Tintorri, Zoila McGraw, Hilde de Feminis, Marty Englander and Jim Kammerer

**3. Approval of Draft Minutes**

The minutes of June 5<sup>th</sup> were approved, as written, by Peter Ventura and seconded by Steve D'Agostini.

**4. Chairman's Report – Acting Chair Joy Birum**

\*2014 Lake Committee Budget – Joy reported that the proposed Lake Committee budget for 2014 was submitted to General Manager Bill Chapman prior to the August deadline.

\*Joy announced that there will be a Board Budget Workshop on August 22<sup>nd</sup> @ 6:30 p.m. and an all day budget session on September 26<sup>th</sup>. She encouraged attendance of anyone that was instrumental in working on projects that were included in the budget. She gave Bill McGraw as an example of the person who drew up the Little Beach plan and Bill agreed to attend.

**5. General Manager's Report – Bill Chapman**

\***Update on Marina Gate** – Bill Chapman reported that after presenting the proposal for a gate at the Marina, Bill Surber and two other Board members were interested in moving forward with the installation, but four Board members want to wait to address all of the HVLA gates, so work could be done at the same time. This project won't be continued until 2014. The purpose of the gate is to prevent access to boats that don't have a HVLA or Quagga Mussel sticker.

\*Bill reported that on June 26<sup>th</sup> HVLA Security inspected moored boats and found several violations including missing HVLA and Quagga Mussel stickers. Letters were sent to those boat owners.

\*Jim Kammerer asked when the Quagga Mussel sign would be put up at the Marina. Bill Chapman said he has seen the sign and would follow up on its progress.

\***Update on Removal of Muck at Little Beach**- Bill Chapman stated that the Project Manager, Rob Neves started the investigation, and now that he's left HVLA Chuck Foster is working on the project. Chuck said the company who was going to remove the muck had planned to relocate it elsewhere in the lake, but didn't have a permit to do so. Bill Chapman will investigate if a permit is required, and there are questions about continuing to do work with that company. He agreed that the work, if done, should be done while the water level is low, but it might take 3 months to get a permit.

\*Bill Chapman also said that he realized that Coyote Creek is a natural sediment basis and could possibly be cleaned out periodically so sediment would not continue to flow into the lake. He will research the idea further and obtain costs.

**6. Board Liaison Report – Bill Waite**

\*Bill brought up the Marina Gate issue again. He said the Board of Directors discussed how security cameras could be used in lieu of a gate and that is what is holding up progress. Bill said when cameras are installed, Security will remotely monitor the parking lot for boat trailer stickers. He also said a Fish &

Game warden now lives in Hidden Valley Lake and has agreed to check the Marina parking lot on his way to and from work. Bill Chapman also said HVLA patrol officers check the lot for stickers and have been directed to issue citations when necessary.

#### **7. Lake Monitoring Report – Steve D’Agostini**

- \*Steve reported on the SolarBee maintenance proposal. He stated that Solar Bee has offered to give HVLA a price break if they can come out now to do a four hour maintenance inspection and are awarded a 3 year Bee Keeper contract. The cost for the maintenance inspection is \$2,870 and the cost for the Bee Keeper Contract is \$12,870 a year or \$38,610 for the 3 year contract. SolarBee’s offer includes battery replacement (a \$3,349 value) at no charge if awarded both contracts. Bill Chapman stated that he will have HVLA Maintenance staff contact SolarBee to follow up on Steve’s findings and a question asked by Peter Ventura. Peter asked whether HVLA could buy the batteries and replace them ourselves.
- \*Steve asked Connie how much money is left in the lake weed budget and wondered if some of that could be used toward the maintenance inspection. There are funds remaining, but won’t be used at this time.
- \*Steve will contact SolarBee limnologist to obtain prior water quality data collected by them on Hidden Valley Lake.
- \*Steve welcomed Susan Cameron and explained to her the purpose of the Lake Monitoring Report.
- \*Bill Chapman left the meeting so Steve was left with some unanswered questions. He wanted to know if the tules growing by the dam are going to be cut. A “Friend of the Lake” (FOTL) reported sediment is being held by the tules. The FOTL would also like to view the dam inspection reports. Marty said she would also like to see the CSD water quality reports as well, especially the Coliform counts. Steve suggested these reports be added to the HVLA website. Connie said that when Coliform counts exceed perimeters the beaches are closed. This has only happened one time in the last few years.
- \*Steve reported this year’s lake abatement treatments have been successful and doesn’t feel we need to treat the lake again this summer.
- \*Steve also reported that Swimmer’s itch was not as bad this year and that it usually ends by late June.
- \*Joy asked about the missing buoys included in Steve’s report. Steve said HVLA knows about them and Connie responded that the buoys are being stolen and cost \$800 each to replace. Joy suggested an article in the Views to bring the problem of vandalism to the attention of the members, and what this vandalism costs the members. Steve also said he would add this information to his report so FOTL could be on the lookout for the stolen items. Security cameras will help, but a Central Dispatch is needed first. Connie was asked if Chuck Foster receives Steve’s report regarding repair work, missing items, etc. and who sets the job work priorities to address repair on and around the lake. Connie responded that it is Chuck Foster’s job.
- \*Peter Ventura made a motion that the “General Manager directs Staff to call the Department of Fish and Wildlife, and/or the Lake County Sheriff when they see a vessel that falls within the ordinance without a Quagga Mussel sticker. Fred Luper seconded the motion. Fred reminded us that three stickers are required, one on each side of the vessel and one on the boat trailer.
- \* Bill Waite said Safety and Security Committee is meeting next week. He feels this should go through that committee. Joy said she would represent the Lake Committee at the meeting, with Fred also attending. Joy said, in the meantime, she will call the County to find out who the proper authority is to report to when a boat is missing the Quagga Mussel sticker.

#### **8. Report on July 6<sup>th</sup> Activities – Zoila McGraw and Carol Lincoln**

Both Zoila and Carol reported that the July 6<sup>th</sup> activities put on by the Lake Committee were a huge success. At Little Beach, dozens of children participated in games which included a sand castle contest, water balloon toss, a fishing rod casting contest and a poker run for all ages.

#### **9. Sediment & Erosion Control Project for 2013 – Peter Ventura & Marty Englander**

- \* Peter stated he likes Bill Chapman’s ideas of using Coyote Creek as a sedimentation basin. Peter also said that CalTrans doesn’t believe our sediment problem is coming from Coyote Creek (which we strongly disagree with). Peter was told Dept. of Water Resources can push CalTrans into action. Marty also like the Coyote Creek idea. She suggests multiple weirs are need to slow velocity. She will attend the CalTrans meeting next month and suggested we hold off on calling Dept of Water Resources until after the meeting.

- \*Marty wants a swing gate installed at the marina and suggested we spend some of the \$25,000 earmarked for sediment control. Jim Kammerer said the gate would cost \$275. She also suggested we use the money to build the retaining wall at Little Beach and place the muck behind the wall.
- \*Fred Luper suggested the sediment could be deposited above full pool level in Coyote Creek and then removed with a loader after it dries.
- \* Joy reminded the Committee that the \$25,000 budgeted for Sediment Control in 2013 will be lost if it is not spent this year.
- \*Peter Ventura made a motion “to prevent continued erosion, spend money on a retaining wall at Little Beach based upon the suggested plan (drawn by Bill McGraw) and if possible remove the muck and place it behind the wall”. Fred seconded the motion.

## **10. Upcoming Lake Events**

- \***Youth Fishing Day** – This event will be held on October 26<sup>th</sup> and Fred feels we are on top of things and will discuss it in more detail during the September and October meetings. He did add that trout prices will be the same as last year. He asked Connie if new signs can be purchased in advance of the event. The signs should have generic language and a Velcro area where the date can be changed. Connie will look into how much the new signs will cost. A message announcing this event will need to be put in the Views.
- \***Lake Clean-Up Day** – It was decided to hold a Lake Clean-Up Day on October 5<sup>th</sup>, meeting at 9:00 a.m. at the Marina. Two boats will be needed to get to the shoreline where much of the debris is located.
- \***Lake Kayaking Event-Saturday-** September 14<sup>th</sup> was chosen for this event. Carol Lincoln will let Jim Freeman know about this event and the Youth Fishing Day so an article can be placed in the Views.

## **11. Calendar of Events Needed –**

- \*Joy asked for a volunteer that would be in charge of putting together a Calendar that will include all lake activities and events. Steve volunteered to take on this project.

## **12. Items for the Good of the Lake**

- \*Steve reminded Bill Waite that we need to allocate money for two lake treatments next year. Joy responded that funds for two treatments were included in the Lake Committee Budget Request for 2014.
- \*Sue Cameron asked about the \$250,000 the budget asked for future lake needs such as dredging; do we know the cost of dredging? Peter said he thinks the cost will be closer to one million dollars. Joy reminded the committee that this is the reason it is important to build funds in the HVLA Capital Improvements Fund for this future expenditure.
- \*Bill Waite said that Lake of the Pines drained their lake in order to perform the dredging. Peter suggested we visit their lake to learn more about their experience.
- \*Sue Cameron asked about Friends of the Lake and Peter stated the purpose and told her that about 130 members of the community were signed up. Steve includes these people in his Lake Report and Joy sends them the Minutes of each Lake Committee Meeting.
- \*Jim Kammerer wants proper signage at the Marina to prevent Quagga Mussels from infesting our lake. He had met with Rob Neves and suggested a sign be installed shaped like a stop sign and a real estate type information box attached to hold Quagga Mussel literature. He reiterated his desire to see a swing arm gate or a chain installed across the ramp entrance. Bill Waite is concerned that kids will swing on the arm and break it and/or get hurt. He was also concerned that no one will close the gate to make it effective. Carol suggested in lieu of a gate, paint a brightly colored warning line on the pavement as a second reminder.
- \*Peter will call Security Chief Charles Russ to get Dept. of Fish & Wildlife number and put it in the Friends of the Lake newsletter so that HVLA members can help report boats without stickers.

The meeting was adjourned at 8:50 p.m. The next Lake Committee Meeting will be held on September 4<sup>th</sup> at 6:30 p.m.

Minutes Respectfully Submitted by Carol Lincoln.

# HVLA Lake Monitoring Report

*July 29, 2013: (#11 for 2013)*

Monitor: D'Agostini

Special thanks to Lake Committee member George Powell and Friend of the Lake John Silvey, for their help in providing On-The-Water monitoring assistance, on the morning of July 25<sup>th</sup>.



The following observations are intended as a *SNAPSHOT* of conditions on and around our Lake.

## 7.29.13 Observation Summary

- The temperature of the top layer of our Lake's water continues to fluctuate with each heat wave or cooling trend that rolls through our area. The **85.9°** average surface temperature recorded during the week of July 3<sup>rd</sup>, dropped to **81.2°** during the cooler evenings we experienced around July 17<sup>th</sup>. As of July 25<sup>th</sup>, we recorded the following:

**Average Surface Temp: 83.2°      Water Clarity: 16.2'      Lake Level: -27"**

- Our Lake's water clarity has increased by **3'** in the past month. However, as this photo shows, I am noticing a lot of surface Algae growing along the Big Beach Cove shoreline:



## Maintenance Requests by Location:



### **Big Beach:**

- There are 2 missing Swim Area warning Buoys.
- An old metal trash can, with bars coming out of the sides, is resting on the Lake's bottom; about 30' away on the southeast, Marina Cove side, of the fishing pier.

**Little Beach (Shower Drains):** The outdoor shower drains tend to clog periodically. Water then flows onto and down through our beach sand.

- One of our missing Big Beach warning Buoys is resting along the shoreline just to the west of the swim ropes.
- One of the outer Little Beach warning Buoys, on the west side, has been moved farther out. This Buoy is now mostly under water.

### **Marina: Marina Courtesy Pier: (Safety concern)**

- The metal plate, located at the beginning of the Courtesy Pier, needs to be re-attached. A couple of screws are missing making it easy for someone to trip. This plate has now risen by over 1" on one side.
- **Marina Launch Ramp (Below Water Line): Needs to be cleaned regularly. There is a buildup of algae and sediment making the surface very slick.**

### **North Shore Park:**

- **Dog Waste Bags:** More are needed in the waste bag dispenser.
- **Dead Digger Pine:** There's a dead pine tree near the top of the park's path.

**SolarBees: All 4 have dirty floats.**

## SolarBees

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

Due the increased level of Algae I have observed in our Lake this year, I decided to include water temperature measurements collected within five feet of each of our four SolarBees. These measurements can be found on page 3 of this report. When working properly, each SolarBee will circulate cooler water up from the lower levels of our Lake.

The data collected was grouped by location so a comparison can be made with temperature readings normally collected nearby. I will share this data with the technicians at SolarBee and report back with their thoughts as we prepare for the 10 year anniversary of our SolarBees helping us to maintain a balanced and healthy Lake.

## Lake Water Observations

Average Surface Temp: 83.2°      Water Clarity: 16.2'      Lake Level: -27"

### 7.25.13 Weather Conditions @ 9:30 am:

Air Temp. : 80°      Humidity: 36%      Winds: Calm  
 WX: Clear      Lake Surface: Smooth

Moon Phase: Third Quarter (July 29<sup>th</sup> to August 5<sup>th</sup>)

### Water Temperatures

*(SolarBee water temperature data is grouped by each unit's location)*

	<u>Surface</u>	<u>- 5'</u>	<u>- 10'</u>	<u>- 15'</u>	<u>- 20'</u>	<u>- 25'</u>	<u>- 30'</u>	<u>- 35'</u>	<u>- 40'</u>	<u>- 45'</u>	<u>- 50'</u>
<b>SolarBee (A)</b> Marine View	83.7°	82.2°	81.9°	79.7°	67.3°	56.9°					
Marine View Creek	84.7°	82.3°	81.8°	79.8°	67.7°	55.5°					
<b>Little Beach</b>	84.7°										
<b>Lake Center</b> (Silvey)	84.4°	82.2°	81.8°	80.7°	67.1°	56.5°	50.8°	49.5°	49.2°		
<b>North Shore Point</b>	82.2°	81.9°	81.6°	79.3°	66.1°	56.4°	50.8°	49.5°			
<b>SolarBee (B)</b> Marina Cove	82.2°	82.3°	81.5°	81.0°							
<b>SE Shoreline</b> (Tintorri)	83.8°	82.0°	81.8°	80.3°	67.6°	56.7°	50.5°				
<b>SolarBee (C)</b> SE Shoreline	82.1°	82.0°	81.9°								
<b>Big Beach</b>	83.3°	82.3°	81.7°	80.1°							
<b>SolarBee (D)</b> Dam	82.1°	81.8°	81.6°	80.2°	65.2°	56.5°	51.1°	49.4°	49.1°	49.0°	48.8°
Off Dam (50 Yards)	82.4°	81.8°	81.5°	80.5°	65.1°	56.6°	51.0°	49.4°	49.0°	48.9°	48.7°
<i>Average Surface Temp:</i>	83.2°										

	<u>The Maximum Temp at - 5':</u>		<u>The Minimum Temp at - 30':</u>		<u>Temp at - 50':</u>
07/25/13	82.3°	+2.3°	50.5°	0.0°	48.8°
07/17/13	80.0°	- 3.5°	50.5°	+0.4°	-----
07/03/13	83.5°	+8.7°	50.1°	- 0.1°	-----
06/26/13	74.8°	+0.5°	50.2°	+0.3°	-----
06/19/13	74.3°	- 1.7°	49.9°	+0.6°	-----
06/05/13	76.0°	+3.3°	49.3°	+0.6°	-----
05/16/13	72.7°	+7.6°	48.7°	+0.5°	47.9°



Swimmer's Itch information is currently featured on our Lake Reports web page

Swimmer's Itch season is currently underway. Last year, Swimmer's Itch symptoms affected some of our Lake's swimmers until around the middle of June. Typically, the actual number of complaints will vary from year to year.

Please read Jim Freeman's featured article for the precautions you should take when swimming in our Lake's waters throughout this summer.

Lake Water Clarity [Seechi Disc] Measurements

07/25/13

<u>Overall Water Clarity:</u>	16.2'
SolarBee (A) Marine View	16.0'
Marine View Creek	16.0'
Lake Center (Silvey)	16.0'
North Shore Point	16.0'
SolarBee (B) Marina Cove	15.0'
SE Shoreline (Tintorri)	17.0'
SolarBee (C) SE Shoreline	(To Lake Bottom = 12')
Big Beach	17.0'
SolarBee (D) Dam	17.0'
Off Dam (50 Yards)	16.0'

Creek & Stream Inflows

Coyote Creek:	Dry
Little Beach (Perennial):	Slightly (Mostly during Mornings)
Marine View Creek:	Dry
Marina Cove (Perennial):	Flowing
North Cove Channel:	Flowing

Spillway: Lake Water Level on 7.25.13: (Approximately -27" below Full Pool)

- The Lake Level fell below Full Pool on 04.18.13.
- The Lake Level rose to Full Pool on 11.30.12.
- The approximate water level is measured at the west shore marker pier and within the Coyote Creek Cove when possible.
- All Safety Buoys at Spillway are floating in place.

## The Pond below the Dam

<u>Water Temperatures:</u>	<u>Surface</u>	<u>- 5'</u>	<u>- 10'</u>	<u>- 15'</u>	<u>- 20'</u>	<u>- 25'</u>
07/18/13	80.2°	76.2°	70.8°	64.3°	57.7°	55.5°
07/03/13	86.7°	77.0°	69.8°	63.8°	57.0°	55.1°
06/18/13	74.8°	72.8°	70.3°	62.7°	56.1°	54.6°
05/14/13	73.0°	71.7°	66.9°	61.4°	54.6°	53.2°

Water Clarity [Seechi Disc] Measurements: 07/18/13  
4.0'

## Recreational Water Sampling

### *California Water Quality Testing (Title 22) and Recreational Water Safety (Bacti) Sampling:*

- CSD will now conduct Title 22 water Sampling and Testing on a three year cycle at three locations: At Marina; off Marine View Runoff Channel; and in Mouth of Coyote Creek. The next scheduled Title 22 Sampling will occur in 2013.
- CSD began conducting their weekly Bacti water sampling at Little Beach and Big Beach, for this summer, during the middle of May.

## Aquatic Weeds: Current Status & Trends

Our Lake's Aquatic Weeds were treated by Clean Lakes, Inc. experts Tyler and Bob on the morning of June 12<sup>th</sup>. I want to thank HVL's Communication Specialist Jim Freeman for posting a few of my photos, showing Clean Lake's treatment methods in action, on our Association's Facebook page: <https://www.facebook.com/hiddenvalleylake>. As Jim pointed out, "All the chemicals used in the spraying are proven harmless to everything but the particular weeds."

At this time, I would like to report that this summer's Lake Treatment was a huge success. The timing of Clean Lake's treatment applications, in waiting for the weeds to grow to a certain length without reaching the surface, played an important part in all of this. This was also very helpful for our Lake's fish during their spring spawning season. Our Lake's Pondweed, both American and Leafy, have for the most part, died back and disappeared. Even the Eurasian Water Milfoil is currently hard to find.

In my next Lake Report, I will wrap up this year's Aquatic Weed observations with an overview that includes photos I have taken showing how our Aquatic Weed treatments have progressed during the past two summers. All of Clean Lake's recommended treatments have been successful. Some show positive results right away, while others, although slow to start, continue working in our targeted areas well into the following year.

The important thing to remember is that our Lake Committee has established Aquatic Weed treatment zones within our Lake. Certain areas need to be set aside to provide a suitable habitat for our Lake's fish population. The following information provides an overview of our recent observations for each of our Lake's known Aquatic Weeds:

## **Non-Native weed treatments**

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

- The 1<sup>st</sup> Aquatic Weed treatment of 2013 occurred on June 12<sup>th</sup>.

**Algae:** As seen in my photo on page 1, we currently have a long stretch of Brown / Green Algae growing along the Big Beach Cove shoreline.

**Coontail:** None observed on 7.25.13

**Elodea:** None observed on 7.25.13

**Eurasian Water Milfoil:** In the past week a few plants (two or three) can be seen in the following locations:

- Next to the Marina Courtesy Pier and along the shoreline against the North Shore Park pier.

**Pondweed (American & Leafy):**

This weed, for the most part, is hard to find as a result of our June 12<sup>th</sup> Lake treatments. As of 7.25.13, we saw Pondweed in the following locations:

- Some small brown patches to the west end of the North Cove.
- A few remnants were seen out beyond North Shore Park's beach.
- There's a large brown patch to the east of Levy Cove in roughly 3' of water. (**This area lies outside of our established Aquatic Weed treatment zones.**)
- A couple of thin brown patches can now be seen near the southeast shoreline just before SolarBee C.

**Primrose:** We don't treat the Lake for this Aquatic Weed.

- At present, Primrose can be seen growing in many locations around the shoreline. This weed grows at the shoreline in patches and currently extends outward by about 5 to 20 feet.

**Tules, Cattail, and possibly Bulrush, or Reed Grass:** Tall green shoots are seen around our shoreline, especially with the Cattails growing in the Coyote Creek Cove.

**Water Lilies:** As the water continues to recede within the Coyote Creek Cove, this Aquatic weed has mainly died back for the year.

## Observations by Location

*7.29.13 Update*

### Lake Surface (103 Acres):

Water Clarity, when measured over 9 locations, is currently at a depth of 16.2'.

**Marina conditions:** Offshore Most of the treated Pondweed has died back and disappeared. Two or three very small Eurasian Water Milfoil plants can still be seen north of the Courtesy Pier.

**Marina Parking Lot:** Clean

**Marina Park area:** Clean

**Marina's New Rental Pier:** Clean

**Marina's Old Rental Pier:** Clean.

**Marina Courtesy Pier:** Clean. However, the metal plate, located at the beginning of the pier, needs to be re-attached. A couple of screws are missing making it easy for someone to trip on the 1" rise. (See photo on page 2)

**Marina Launch Ramp:** Clean above the water.  
Below the water, the ramp's surface is very slick with Algae.

**Marine View Creek (annual):** *Dry*  
**Offshore Conditions:** Very Clean

**North Cove: Run-Off Channel:** *Flowing*  
**Offshore Conditions:** Clean with a small section of treated brown Pondweed remaining along the western edge near Little Beach.

**Little Beach: Perennial Creek:** *Flowing (Slightly) Mornings only on 100 degree days*

- People present: 7 Adults @ 12:00pm on 7.29.13
- Children's Swim Ropes (Lane Lines) remain clean and in place for restricted swimming.
- One of the outer "Swim Area" warning Buoys, on the west side, has been moved farther out. This Buoy is now mostly under water.
- A former Big Beach "Swim Area" warning Buoy is resting along the shoreline to the west.
- Our new Beach sand is currently clean and has been recently raked.
- **Water Conditions:** Clear

**North Shore Park:** People present: None @ 11:00am on 7.29.13

- The sand on the beach is clean and free of trash. (The shoreline has eroded and needs to be refurbished.)
- **Dog Waste Bags:** Need to be restocked
- **Dead Digger Pine:** There's a dead pine tree next to the top of the park's path.

#### **Offshore Conditions:**

- A few remnants of Pondweed were seen out beyond North Shore Park's beach.
- A few Eurasian Water Milfoil plants remain next to the Pier's entrance.

**North Shore Park Fishing Pier:** Clean and Secure.

- People present: None @ 11:00am on 7.29.13

**Coyote Creek:** *Dry*

- The Coyote Creek Cove filled with water on 11.29.12 as the Lake approached Full Pool.
- The top of the NE-side silt berm buildup has been above water since just before Memorial Day.
- The remaining water to the left (southwest side) has now dropped below the creek's channel.
- Some Primrose is growing around the edges of Coyote Creek Cove.
- Cattails along the NE side of the channel have fast growing green shoots.

**Dam / Spillway:** No Squirrels were seen on the Dam on 7.25.13.

**Western Littoral / Levy Cove:**

**Offshore Conditions:**

- The Eurasian Water Milfoil, seen underwater growing up against the shoreline, has disappeared. A patch of Pondweed, that has turned brown, can still be seen reaching the Lake's surface just to the east of the Cove; in a very shallow 3 feet of water. This area falls outside our Lake's Aquatic Weed treatment zone.

**Big Beach:**

- People present: 7 Adults @ 12:00pm on 7.29.13
- Two of the outer "Swim Area" warning Buoys are missing. One of these Buoys is currently resting along the shoreline just to the west of Little Beach.
- Our new Beach sand is currently clean and has been recently raked. However, erosion occurring from the water that's coming from our Lawn sprinklers really needs to be addressed.

**Big Beach Diving Platforms:** Clean

**Big Beach Cove Fishing Pier:** Clean.

- An old trash can, with bars coming out of the sides, is resting on the Lake's bottom. This is located about 30' to the southeast, Marina Cove side, of the fishing pier. (See photo on page 2)

**Offshore Conditions:**

- The most notable change has been an increase in brown / green Algae that's currently growing along the Cove's shoreline. A few remnants of Pondweed can also be seen.

**Big Beach Park:**

- Clean

**South Cove:**

**Offshore Conditions:** Mostly clean with an abundance of white bird feathers floating throughout.

- However, some remnants of brown Pondweed can be seen just to the south of SolarBee C.

**Marina Cove: Main Perennial Creek:** *Flowing*

**Offshore Conditions:** Clean

## Lake Birds: 7.25.13

*1 Osprey  
2 Green Herons  
6 Mallard Ducks*

## Boating / Fishing / Swimming Activity

*2 boats, (1 Kayak), were seen on the Lake during the morning of 7.25.13.*

## Lake Fish

*Visual Sightings [Small = <12 inches; Medium = 12 to 24 inches; Large = >24 inches.]*

**Small Fish:** Numerous small schools were seen around the Lake on 7.25.13.

**Medium Fish:** 3 Bass (1 Seen in Levy Cove (15") and 2 in the Marina Cove (+12"))

*Our next Lake Committee meeting: Wednesday, August 7<sup>th</sup> @ 6:30 p.m. in HVLA's Activity Center.*

Sincerely,

Steve D'Agostini  
[dagostini18367@att.net](mailto:dagostini18367@att.net)  
707-987-8747  
*2013 Lake Committee Member*

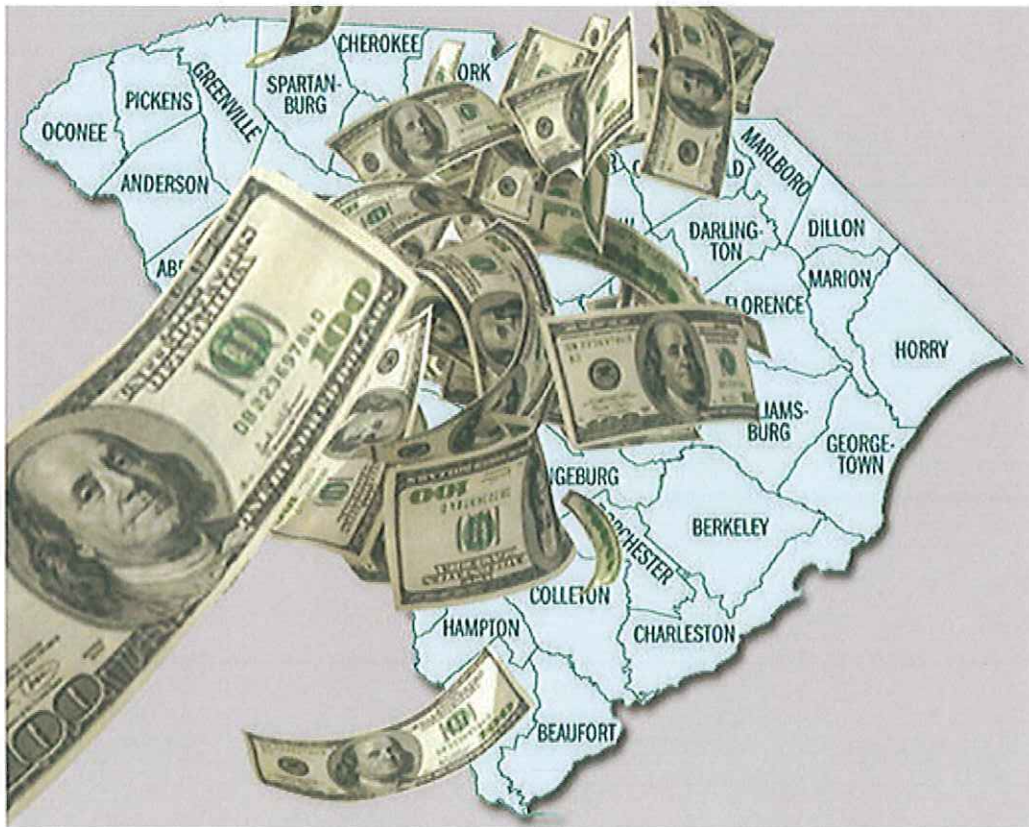
## The State

[Next Story >](#)

Memorial planned for Gabrielle Swainson

# Feds fining Columbia \$1.5 million for pollution

Published: August 13, 2013 Updated 7 hours ago



### THE STATE

By SAMMY FRETWELL — [sfretwell@thestate.com](mailto:sfretwell@thestate.com)

After more than four years of investigation, the U.S. Environmental Protection Agency plans to hit Columbia with \$1.5 million in fines and cleanup costs for spilling sewage into rivers from the city's aging wastewater treatment system.

The EPA's proposed sanctions, to be discussed Tuesday night by City Council, are designed to force repair of a sewer system that regularly leaks wastewater into once neglected rivers such as the Congaree and the Broad, which are increasingly popular with kayakers, canoeists and anglers.

Federal officials plan to assess \$476,400 in fines against the city and require another \$1 million to address flooding and cleanse parts of three major streams that flow into Columbia's rivers: Rocky Branch, Gill's Creek and Smith Branch, according to a proposed consent agreement posted on the city's website.

Most importantly, the EPA consent decree establishes a timeline on which to make improvements and assess further penalties if the city does not meet those target dates. While Columbia has had plans to make sewer system upgrades, the EPA order would leave the city less discretion on when to make repairs.

"That's what really gives this teeth," Congaree Riverkeeper Bill Stangler said of the EPA consent decree. "This lays out what has to be done and when it has to be done."

"With every incremental decrease in sewer spills and improvements to the wastewater plant, it's an important improvement for water quality in our rivers."

In the next 18 months to two years, the city must come up with an array of plans to address sewer system problems, then begin work to make repairs and improvements, according to the EPA consent order.

The EPA is taking action because it says Columbia "has violated and continues to violate" the federal Clean Water Act, established some 40 years ago to protect and clean up polluted waterways.

The agency's consent decree also says the city has violated its wastewater discharge permit, as well as the S.C. Pollution Control Act. The decree says Columbia has reported "numerous" sewer overflows and other violations in the past five years.

An attempt to reach EPA officials was unsuccessful Monday, but city officials were generally upbeat, despite the EPA's enforcement action. Columbia has struggled for years to maintain its sewer system and has had increasing difficulty because the system is so old. The city has drawn fire for diverting millions of dollars from its water and sewer fund for non-water-and-sewer projects.

Officials said they are working on improvements.

"The city has been diligently working to reduce the number of sanitary sewer overflows," Columbia public awareness coordinator Victoria Kramer said, noting that the city's efforts have led to an average annual drop of 26 percent in sewer overflows since 2008.

Columbia officials have in recent years committed to spend about \$500 million upgrading the water and system. And City Council is now discussing spending another \$500 million, which is to be funded in part by rising water and sewer rates. Last year, council approved and then eased rate hikes that caused an uproar among its larger customers. The rates were based on the need to generate \$100 million yearly to meet the EPA's requirements and to accommodate a growing population.

Columbia's wastewater system is one of the largest in South Carolina. Its treatment plant has capacity to discharge 60 million gallons per day, while its sewer collection system has about 1,100 miles of piping. City officials say they've already made "significant investments" in upgrading the sewer system, including a \$40 million improvement to the treatment plant.

The federal order is not final because the city must still sign off on it. Council will discuss approving an ordinance Tuesday that authorizes execution of the consent decree. Consent decrees typically are negotiated settlements between the EPA and those it accuses of violating federal pollution laws.

With the EPA sanctions, Columbia becomes the latest city in the country to face penalties and cleanup requirements over unpermitted sewer discharges and leaks. Last year, Chattanooga, Tenn., and Jackson, Miss., were fined and required to conduct environmental restoration projects. Other cities that have faced sanctions include Mobile, Ala.; Atlanta; Knoxville and Nashville, Tenn.; and New Orleans. Columbia's fines appeared Monday to be in line with several of the cities already sanctioned by the EPA.



The EPA put the spotlight on Columbia's problems in 2008, when agency enforcement officers raided the sewage plant as part of a criminal probe of possible falsified records. The criminal case never went anywhere, but the EPA did find a crumbling sewage system that needed attention. Since then, the EPA has been pursuing a civil case against the city.

In the past 20 years, state regulators have fined Columbia more than \$100,000 for more than a dozen environmental violations at its water and wastewater treatment plants. The city also, at times, has been among the leaders in South Carolina in sewage spills. In one six-month stretch in 2010-2011, the city had 157 reported sewage spills, emptying nearly 1 million gallons into creeks, rivers and on the ground.

More recently, Stangler said a quarter of a million gallons of sewage ran unchecked for several days on Bluff Road after a system overflow. His organization, which looks out for water quality in the Congaree, Broad and lower Saluda rivers, issued a statement late Monday expressing optimism about the consent accord.

"Congaree Riverkeeper is glad that after years of negotiations this consent decree is in its final stages," according to the statement. "We feel the required system improvements, as well as the supplemental environmental projects, will help fix our broken infrastructure and improve water quality. Congaree Riverkeeper will monitor the city's progress and work to ensure that they comply with the terms of the consent decree."

Staff Writer Clif LeBlanc contributed to this story.

Article with  
Roland Sanford

## Artifacts will relocate to Stage Stop

**Isaac Brambila**  
*Staff reporter*

LAKEPORT —

Pieces of California history found a new home during the Lake County Board of Supervisors (BOS) meeting Tuesday morning after approval of the relocation of an early 1900s San Francisco cable car and the Old County Jail.

BOS approved the movement of both historic pieces to the Ely Stage Stop in Kelseyville, a project that will cost an estimated \$22,000.

"These artifacts need to be saved, there's no question about that," supervisor Jim Comstock said.

Prior to the approval of the project, the BOS rejected a plan to move the two items to the Courthouse Museum in Lakeport, which would have cost an estimated \$60,000.

There was a consensus among the BOS that both structures needed to be saved, but there were concerns about the cost of doing so — "\$20,000 (dollars) is a lot, \$60,000 is really a lot," supervisor Jeff Smith said.

In other business, the BOS approved the appointment of Roland Sanford as Upper Putah Creek Watershed Advisory Committee supervisor. Sanford previously worked for the Solano County Water Agency and has worked in watershed all of his career, Public Works and Water Resources director Scott De Leon said.

Supervisors previ-

*See BOS, Page A3*

# BOS

From Page A1

ously evaluated if the position needed to be advertised prior to appointing it to someone, but supervisor Denise Rushing said she found no need because it was clear the applicant was well qualified.

The BOS also approved the appointment of Kyle Stevens as Emergency Room Affiliated Medical Care Coordinator.

In a timed item at 9:45 a.m., the BOS approved rollover to fees to taxes of annual water standby charges and delinquent fees in county water service areas numbers two, six, seven, 13, 16, 18, 20, 21 and 22. Rollovers of delinquent water fees in Kelseyville

Waterworks District one, Clear Lake Keys Lighting and delinquent sewer fees in Lake County Sanitation District were also approved.

A public hearing for consideration of final grantee performance report of the Business Assistance Loan Program Microenterprise Technical Assistance

and Facade Improvement Development Block Grant, which involves construction costs of the Middletown Senior Center, was continued until the next meeting because of amendments to the submitted report.

Consideration of request to award bid for construction of Chippewa

South CSA Pavement Rehabilitation Project in Kelseyville was also pulled from the agenda.

*Isaac Brambila is a staff reporter for Lake County Publishing. Reach him at 263-5636 ex. 37 or [ibrambila@record-bee.com](mailto:ibrambila@record-bee.com).*

**Mind the fat: huge blob of it found in UK sewer**

By DANICA KIRKA, Associated Press

Updated 5:52 am, Wednesday, August 7, 2013

LONDON (AP) — It may look like an iceberg, but there's nothing cool about it.

Utility company Thames Water says it has discovered what it calls the biggest "fatberg" ever recorded in Britain — a 15-ton blob of congealed fat and baby wipes lodged in a sewer drain.

That's enough "wrongly flushed festering food fat mixed with wet wipes" to fill a double-decker bus such as the famous London Routemaster, the company said.

Thames Water deals with fatbergs all the time, thanks to the widespread use of household oil and food fat. But few reach the mammoth size of the one found under a road in the London suburb of Kingston.

But with 108,000 kilometers (67,000 miles) of sewer pipes to monitor, and fatbergs forming around even a few wipes that catch on to a corner or a wall, Thames Water says it must be constantly vigilant.

This blockage — built up over an estimated six months — was discovered after residents in nearby apartment buildings were unable to flush their toilets.

Examination found that the mound of fat had reduced the 70-centimeter (28-inch) by 48-centimeter (19-inch) sewer to just 5 percent of its normal capacity. It damaged the sewers so badly that it will take six weeks to repair them.

The company said Tuesday it was sharing news of the massive lard lump in hopes that customers will think twice about what they dump down the drain. It also released video footage of the fatberg, filmed by a remote vehicle gliding through the sewer like an underground amusement park ride.

The company says untreated fatbergs cause flooding and backups.

"It's very lucky we caught this one," said Craig Rance, a spokesman for Thames Water.

Mind the fat.

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HEARST *news*papers

# North Lakeport water users asked to conserve; high demand challenging water plant, storage reserves



MONDAY, 22 JULY 2013 13:16 | LAKE COUNTY NEWS REPORTS

NORTH LAKEPORT, Calif. – County utility officials are issuing another call to water users in the north Lakeport area to conserve water, warning that a mandatory conservation order could be forthcoming if conditions continue to worsen.

On Monday, Lake County Special Districts issued a second request to customers in the North Lakeport Water System – CSA No. 21 – to conserve water, following an initial conservation notice released 10 days ago.

The agency said that since that first notice, lake conditions and challenges within the North Lakeport Water System have become worse.

Water users in CSA No. 21 reported to Lake County News over the weekend issues with water quality, with reports of brown water coming from faucets.

Special Districts said the north Lakeport water plant is continuing to be challenged in keeping up with the high demand for water and the reduction in storage reserves has reached a critical level.

If the situation does not improve soon, Special Districts officials said they will have to request that the Board of Supervisors adopt an emergency ordinance to require mandatory water conservation.

The elevated summer temperatures have adversely affected the lake water quality due to significant cyanobacteria bloom and placed an increased demand on water consumption, the agency said. The lake water chemistry has become unpredictable and conservation is essential in providing a continuous supply of water.

Special Districts has been purchasing water from the city of Lakeport through the intertie that was installed several years ago and must limit the amount of water received from the city so as not to stress their water system, according to Special Districts.

On Monday, the Special Districts administration requested that customers refrain from using water for irrigation/outdoor watering purposes, filling swimming pools, high pressure water cleaning applications and washing vehicles.

In response to the reports of abnormally colored water, Special Districts said that as a result of the current water system treatment process, they are experiencing oxidation, which does cause a “slight discoloration” of the water. The water also may have a noticeable “chlorine” taste.

The agency said it's anticipated that the water quality issues will be resolved within the next several days.

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LAST UPDATED ( MONDAY, 22 JULY 2013 17:09 )

The Press Democrat

## Low water level threatens Russian River businesses

By CLARK MASON THE PRESS DEMOCRAT on July 28, 2013, 7:05 PM

Wayne Koniuk was back Sunday for a canoe ride on the Russian River, the seventh time this year the San Francisco man has paddled the waterway above Healdsburg.

"It's still good. There are only two parts where you have to get out of the boat and push the canoe through," he said.

"We haven't found it too disruptive," his wife Karen said of the lower than average water level in the river. "We still have a great trip."

A dry spring resulted last month in some of the lowest river levels seen in decades. Although releases from Lake Mendocino have since increased and brought the river up, there are ongoing concerns about the impact to recreation.

"I don't tell people it's business as usual," said Lollie Mercer, owner of River's Edge Kayak and Canoe Trips in Healdsburg. "There's less river to paddle in, and in the river channels under the trees our clients have to duck a lot. And they hit sandbars. They have to get out more often."

"In June, the river was absolutely at the lowest we've seen it ... since the 1976 drought. Luckily it's come up since then," said Don McEnhill, director of Russian Riverkeeper, a conservation group that advocates for clean water and healthy rivers.

He said that 25 percent more water has been released from the dam since late June, which "has made a positive difference."

Releases from Coyote Dam at Lake Mendocino, near Ukiah, are controlled by the U.S. Army Corps of Engineers and the Sonoma County Water Agency.

Officials have a number of things to weigh that include providing water for domestic use, agriculture, fish migration, as well recreation.

The river is a main source of potable water for more than 600,000 residents in the North Bay who are served by the water agency.

Both McEnhill, Mercer and others who depend on the Russian River for their livelihood said the Army Corps released too much water into the river last winter and early spring, trying to make sure there was enough capacity at Lake Mendocino to provide for flood control.

But after a very wet December, the rains disappeared, making it one of the driest springs on record.

"All that precious water was released, thinking the storms would come. And they didn't materialize. That was too bad," said Linda Burke, owner of Burke's Canoe trips in Forestville.

"I have no complaints. Business is up over last year," he said Sunday. "We're still on track to have our best season ever."

Along the river Sunday, there were plenty of folks in kayaks and canoes.

"It was great. We didn't have to get out once. It turned into a beautiful day," said Jessica Klein, a Santa Rosa veterinarian who took a River's Edge Canoe trip with her husband.

They took the half-day paddle down the river from the Rio Linda Academy about five miles downstream to the Healdsburg Memorial Bridge.

Upstream at Del Rio Woods Beach, lifeguard Joseph Pickard said the river "is noticeably a lot lower and the water doesn't flow as much. This year it's really bad. This is definitely lower than usual."

He added, "there are still swim holes, just not as many."

Some canoeists at Del Rio were bumping against gravel beds and using their paddles to push off into the deeper channel.

"There's not enough water to flow all the way," said Daniel Cross of Cotati. "I managed to prod it, dig it along," he said as he and his wife Leslie pushed away at the gravel bed rubbing the underside of their canoe.

But overall, they were still having a good time.

"It's a perfect way to spend the summer," said Leslie Cross.

You can reach Staff Writer Clark Mason at 521-5214 or [clark.mason@pressdemocrat.com](mailto:clark.mason@pressdemocrat.com).

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"We haven't found it too disruptive," his wife Karen said of the lower than average water level in the river. "We still have a great trip."

A dry spring resulted last month in some of the lowest river levels seen in decades. Although releases from Lake Mendocino have since increased and brought the river up, there are ongoing concerns about the impact to recreation.

"I don't tell people it's business as usual," said Lollie Mercer, owner of River's Edge Kayak and Canoe Trips in Healdsburg. "There's less river to paddle in, and in the river channels under the trees our clients have to duck a lot. And they hit sandbars. They have to get out more often."

"In June, the river was absolutely at the lowest we've seen it ... since the 1976 drought. Luckily it's come up since then," said Don McEnhill, director of Russian Riverkeeper, a conservation group that advocates for clean water and healthy rivers.

He said that 25 percent more water has been released from the dam since late June, which “has made a positive difference.”

Releases from Coyote Dam at Lake Mendocino, near Ukiah, are controlled by the U.S. Army Corps of Engineers and the Sonoma County Water Agency.

Officials have a number of things to weigh that include providing water for domestic use, agriculture, fish migration, as well recreation.

The river is a main source of potable water for more than 600,000 residents in the North Bay who are served by the water agency.

Both McEnhill, Mercer and others who depend on the Russian River for their livelihood said the Army Corps released too much water into the river last winter and early spring, trying to make sure there was enough capacity at Lake Mendocino to provide for flood control.

But after a very wet December, the rains disappeared, making it one of the driest springs on record.

“All that precious water was released, thinking the storms would come. And they didn't materialize. That was too bad,” said Linda Burke, owner of Burke's Canoe trips in Forestville.

In February, March and April, “I watched tens of thousands of acre feet of water — that precious resource — go out to the ocean, never to be seen again,” said Mercer. “I believe it was poorly managed.”

Attempts to reach Water Agency and Army Corps officials for comment Sunday were unsuccessful. But Riverkeeper's McEnhill said both agencies are studying ways to better forecast the weather and manage storage at Lake Mendocino.

“They have an operating manual authorized by Congress,” McEnhill said. The releases from Lake Mendocino “are not something they do willy nilly. It's a very elaborate process to try to modify the way they operate the dam.

“I believe they got feedback from the community in June. Often when flows are that low you get phosphate spike problems,” McEnhill said, explaining that it stimulates algae blooms, consumes oxygen in the water and harms endangered fish.

The good news, he said, “is the flows are higher than they were early summer but short of what would be perfect in our book.”

Mercer also worries about spikes of hot weather that quickly impact river levels.

“On a hot day and really hot days, we watch the water line taken down in front of our eyes, within hours,” she said.

The pumps that supply agricultural water are a major reason, she said. “When they start pumping out on hot days, it's barely enough for us to operate in.”

Mercer believes the lower water levels have impacted her business this year, and she said it has the potential to impact other tourist-related business, including lodging and restaurants.



Her clients come from all over.

“It was France and Switzerland yesterday. Today it's Norway and Argentina,” she said Sunday of her customers. “We have international people — Middle East, a lot of Asians, people from Australia, New Zealand a few days ago.”

While the number of customers has increased every year in the eight years she has been in business, Mercer's not expecting this year to surpass it.

“We're still on track to do 20,000,” she said.

She worries that another dry winter could force her to close next year.

Burke of Burke's Canoe Rentals said it's too early to say how her season will stack up against last year. But, she said, “we have a very strong loyal customer base from all parts of Sonoma County, and they are still coming out. They love their river and know what a wonderful resource they have in their own backyard.”

Larry Lab, owner of Russian River Adventures, said he is lucky in that his kayak trips are in a stretch of the river below Dry Creek that is supplemented with water released from Lake Sonoma behind Warm Springs Dam.

“I have no complaints. Business is up over last year,” he said Sunday. “We're still on track to have our best season ever.”

Along the river Sunday, there were plenty of folks in kayaks and canoes.

“It was great. We didn't have to get out once. It turned into a beautiful day,” said Jessica Klein, a Santa Rosa veterinarian who took a River's Edge Canoe trip with her husband.

They took the half-day paddle down the river from the Rio Linda Academy about five miles downstream to the Healdsburg Memorial Bridge.

Upstream at Del Rio Woods Beach, lifeguard Joseph Pickard said the river “is noticeably a lot lower and the water doesn't flow as much. This year it's really bad. This is definitely lower than usual.”

He added, “there are still swim holes, just not as many.”

Some canoeists at Del Rio were bumping against gravel beds and using their paddles to push off into the deeper channel.

“There's not enough water to flow all the way,” said Daniel Cross of Cotati. “I managed to prod it, dig it along,” he said as he and his wife Leslie pushed away at the gravel bed rubbing the underside of their canoe.

But overall, they were still having a good time.

“It's a perfect way to spend the summer,” said Leslie Cross.

You can reach Staff Writer Clark Mason at 521-5214 or [clark.mason@pressdemocrat.com](mailto:clark.mason@pressdemocrat.com).

## Special districts exposé doesn't hold water

Sheri L. Woo/My Word Eureka Times Standard

Posted:

Times-Standard.com

Regarding "Raid draws attention to state's water districts" (Times-Standard, July 7, Page A3). The Associated Press article reports on alleged financial wrongdoings of the Central Basin Municipal Water District, but the first four paragraphs and the tone of the article are critical of all state water districts, "nearly 400 of them." Keywords used are "scant oversight," "six-figure salaries," and "under the radar." The article's eye-catching quote is "Who are these people?" For most of the Times-Standard readership, I can tell you exactly who we are.

"These people" are the board members of the Humboldt Bay Municipal Water District and of the special districts that we sell water to. The special districts are the McKinleyville Community Services District (CSD), the Fieldbrook Glendale CSD, the Manila CSD, and the Humboldt CSD. We are elected officials who represent you, the ratepayers. We strive to hold public and open meetings that are properly noticed, and any member of the public may attend and speak. We maintain up-to-date websites, where people can read and download meeting agendas, water quality reports, and annual budgets. Generally, each district's website has a "board of directors" page that lists our names, email addresses, and phone numbers. A bit of time online will prove that "these people" are community leaders who represent a wide range of interests, including small businesses, agriculture, the environment, land development, tribes, and more. Attendance at any particular district meeting varies widely, but judging from several packed McKinleyville CSD meetings that I have attended, "scant oversight" does not apply. Regarding "six-figure salaries", for every meeting less than four hours, HBMWD board members receive \$80. The four hours do not include the time required to read and understand the one to two inch-thick staff report (the Blue Book) prior to the meetings. For meetings lasting longer than four hours, we receive \$180. We do not receive health insurance or retirement benefits.

When I joined the HBMWD board, I was given a three-ring binder that is the HBMWD's "Board Policy Manual for Governance of the District", and attended a workshop titled "How to be an Effective Board Member." From these and other materials provided, I learned that local officials must receive training in public service ethics and laws every two years due to Assembly Bill 1234, which passed in 2006; in other words, attending that workshop was mandatory and required by law. In the six-hour workshop, four hours were devoted to ethics and conflict of interest issues, and on the Brown Act (government transparency laws). Recognizing that a workshop every two years is just a start, I was also directed to the website of the Institute for Local Government ([www.ca-ilg.org](http://www.ca-ilg.org)). Obviously, officials can attend workshops, read about conflicts of interest, and still act unethically, but at least they can't use "I didn't know" as a defense!

I do agree that the contributions of our water districts are frequently "under the radar." Currently, your HBMWD is "in progress" on four major capital improvement projects. They are: 1) replacement of the under-river lateral pipes that collect our water from the Mad River; 2) replacement of the "Techite" pipeline that serves Fairhaven and the Humboldt Community

Services District; 3) construction of a new Mad River pipeline crossing to serve Blue Lake, Fieldbrook and Glendale; and 4) construction of three new interties that will increase water reliability during emergencies for McKinleyville, Arcata, and Eureka. These infrastructure projects are critical to all HBMWD customers; their estimated costs total up to \$12.7 million! However, HBMWD has secured grant funding of \$10.5 million for construction, meaning that we saved ratepayers approximately 82 percent of these capital improvement costs. With our success in grant funding, we have actually brought money into the county, and we are providing construction work that benefits the local economy.

Thanks, Times-Standard for running an article that goaded me into writing this rebuttal. But greater heartfelt thanks to fellow board members and all special district staff -- they make sure our faucets flow with crystal-clear, high-quality water.

Division 2 Director Sheri Woo serves on the board of the Humboldt Bay Municipal Water District.

The Press Democrat

## Argus-Courier Editorial Generating power from sewage

on Tuesday, July 23, 2013

When Petaluma officials learned earlier this year that design limitations in the city's new wastewater treatment plant were potentially driving food processing businesses out of town, they swiftly directed staff to find solutions. Now, just five months later, it appears that a retrofit of the plant could provide those solutions while also enabling the city to begin generating electricity from industrial users' solid waste byproducts.

While the details and exact costs for such a retrofit are not yet known pending a study commissioned this week, if the project is successful it would be a huge win for the city, the local food processing industry, the environment and the local economy.

Petaluma's food processing industry is a major bulwark in Petaluma's economy. As the city's largest manufacturing sector, food processing companies employ more than 2,600 workers who produce organic and natural milk and cheese, poultry, eggs, breads, cereals, wine and beer. The sector includes several of the city's major employers, including Lagunitas Brewing Company, Clover Stornetta Farms, the Petaluma Creamery, and Petaluma Poultry Processors, as well as hundreds of suppliers from Petaluma area poultry and dairy farms.

Such businesses, by their nature, generate high-density waste which Petaluma's plant is not currently able to efficiently process. This has forced the companies to truck their waste "bio-solids" to a plant in the East Bay for disposal. Improving the waste water treatment plant operations to expand capacity and accept higher strength waste would be a big help to these companies, and could wind up saving hundreds of local jobs.

Two major employers, Strauss Family Creamery and Cowgirl Creamery, told the city early this year they were considering leaving Petaluma due to the extraordinarily high costs associated with processing their wastewater. Strauss, the first 100 percent certified organic creamery in the United States and a model of environmental consciousness and sustainability, was forced to look elsewhere because the cost of consolidating its manufacturing operations here was estimated at \$1 million.

After hearing from these business and Petaluma Chamber of Commerce representatives, City Council members directed staff to explore any and all options available to help keep these businesses from moving away. The council's actions were consistent with the goals of Petaluma's Economic Development Strategy, which identifies the city's food and beverage processing industry as a key component in the local economy deserving of city support.

If the new plan is successful, food processing businesses would be better positioned to locate and expand their operations in Petaluma. While the capital costs for upgrading the plant to process high density waste would have to be borne by the users, those businesses would, in turn, see a lowering of their sewage treatment bills.

Moreover, the city could replicate what has been occurring at the East Bay Municipal Utility District since 1985: use of the high density solid waste to generate electrical power with a methane digester. Doing so would generate a substantial percentage of the electricity needed to power the plant, thereby

lowering costs and creating a new renewable energy source for the city. The win-win approach would decrease taxpayer costs for wastewater processing, increase renewable electricity generation and eliminate the wear and tear on local roads by the dozen or so huge tanker trucks transporting solid waste out of town each day.

We congratulate city officials for recognizing the importance of finding an affordable and practical solution to the problem, and for their innovation in attempting to incorporate a green energy program in the mix.

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The Press Democrat

## Laguna de Santa Rosa clogged by litter, debris

By SEAN SCULLY THE PRESS DEMOCRAT on Tuesday, July 23, 2013

If you've ever littered in or around the Santa Rosa plain, there is a reasonable chance that the object you threw away is now lodged in one of several garbage-strewn accidental dams clogging up the Laguna de Santa Rosa.

And it's causing serious headaches for nearby landowners, environmentalists, and county water officials.

"Eventually all that garbage that comes out of Santa Rosa, out of Rohnert Park, out of Cotati, that comes down Mark West Creek, winds up here," said Mike Thompson, assistant general manager of the Sonoma County Water Agency, on Monday as he surveyed a series of cleanup sites along the Laguna near Guerneville Road.

The debris has accumulated over at least three decades in a series of dams along a narrow stretch of the 22-mile Laguna, which eventually drains into the Russian River. There are about 10 separate sites, Thompson said, though their exact sizes and locations are not yet clear.

The blockages appear to have slowed the flow in the channel through the Laguna, leaving stagnant pools where none existed before, perfect breeding grounds for mosquitoes, and allowing for the spread of the invasive weed *Ludwigia*, which has clogged the waterway in recent years, muscling aside native plants and animals.

The dams also may have changed the drainage patterns on the properties along the Laguna, causing flooding and making the ground a muddy mess far into what should be the summer planting season.

Carlos Soria, manager of Rancho Laguna, said the farm has lost all or part of its 150-acre corn crop to flooding in several recent years, costing the operation up to \$300,000 each time.

Moreover, the slow drainage means it is taking progressively longer for the low-lying corn fields to dry out after the rainy season. Where the farm once was able to plant corn in May, it is often now well into June before the crop is in the ground.

Nearby Aggio Dairy lost much of its 70-acre, feed-corn crop to a flood after the rainstorms in June. It's not clear how much the family-run dairy lost, Joe Aggio said, but it will cost a considerable sum to buy feed for the cows elsewhere.

"It's a lot of money," he said. "How are we going to get reimbursed for it?"

Help may be on the way, however. The water agency is trying to coordinate a long-term cleanup project involving its own crews, private landowners and the Laguna de Santa Rosa Foundation, a non-profit conservation and education organization.

The hardest work will have to wait until next year, Thompson said, since removing the six or more feet of silt from the creek bottom and scooping out the garbage-filled piles of tree trunks and lumber that make up the dams will require state and federal permits.

In the meantime, the agency has recruited cleanup crews from the Sonoma County Youth Ecology Corps and other agencies to clean up trash and woody debris that litter the banks and the top of the dams.

By Monday, the crews working along the banks next to Rancho Laguna had hauled out tons of old tree trunks and branches, broken shipping pallets, discarded lumber and fence posts. Most of the tree debris showed signs of having been cut, meaning people had chopped up the wood and carelessly discarded it in or near a creek.

“This is natural material, but it didn't get here naturally,” Thompson said.

The workers also had piles of garbage that had become entangled in the wood: tires, plastic water bottles, beer bottles and soda cans, soccer balls and toys, and an array of odds and ends, from empty suitcases to old shopping carts, and even a motorcycle helmet.

“It's definitely changed the way I feel about trash on the street,” said Kaitlin Collard, 18, one of the Youth Ecology Corps employees hauling the trash and wood debris out of the stream.

“I don't really know how to put it,” she said, surveying the piles of garbage, sorted by what type. “It's really sad to see how bad it was.”

There was a time, Thompson said, when the water agency regularly scoured the waterway to remove sediment and woody blockages. That ended in the 1960s or '70s as environmental regulations became tighter. But that created a new problem: the accumulation of silt and garbage that has partially blocked the streams.

He acknowledged that this year's cleanup is a modest start to removing decades of accumulated garbage.

“This is a five-, 10-, 20-year project,” he said. “But if we start doing a little bit, it will make a big difference.”

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JUL 22 2013

## Congressmen slam BDCP

By Staff reports -- Record Bee

Updated:

record-bee.com

LAKE COUNTY -- Congressmen John Garamendi (D-Walnut Grove) and Mike Thompson (D-St. Helena) and other representatives from Northern California called on Governor Jerry Brown's administration to withdraw and fully revise their proposed Bay Delta Conservation Plan (BDCP) Friday.

The call to action came in light of drafts provided to the California Department of Water Resources as part of a review of the Environmental Impact Reports that found the BDCP "biased" and "insufficient," according to a statement released by the United States House of Representatives.

The comments were made by the U.S. Bureau of Reclamation, U.S. Fish and Wildlife Service, and National Marine Fisheries Service and were provided to the California Department of Water Resources as part of a review of the Environmental Impact Report Statement, the release stated.

Part of the plan includes the construction of two water tunnels that would be used to move Sacramento River water south so water does not pass through the delta.

"This proposed BDCP is not a workable solution to California's water challenges," Congressman Mike Thompson stated. "It's rushed, flawed, hurts wildlife and puts the interests of South-of-Delta water contractors ahead of North-of-Delta farmers, fishers and small business owners."

Congressman John Garamendi also expressed his discontent with the BDCP.

"We need a scientific process, freed from the blinders of bias, to meet the legally mandated co-equal goals of ecological conservation and reliability of water supply both of which are essential to the state's economy," he stated.

**Second water conservation request issued for North Lakeport***By Staff reports -- Record Bee**Updated:*-----  
record-bee.com

LAKE COUNTY -- The North Lakeport Water Plant is continuing to be challenged in keeping up with the high demand for water; Lake County Special Districts has issued a second request to customers in the North Lakeport Water System to conserve.

If the situation does not improve, special districts will have to request that the county supervisors adopt an emergency ordinance to require water conservation, according to a release from the Lake County Special Districts sent today. The first notice was delivered 10 days ago and since that time, lake conditions and challenges within the North Lakeport water system have become worse.

The reduction in storage reserves has reached a critical level, the release stated. The elevated summer temperatures have adversely affected the lake water quality because of significant cyanobacteria bloom, also known as blue-green algae, and placed an increased demand on water consumption.

Special Districts has been purchasing water from the City of Lakeport through the intertie that was installed several years ago, the release stated. However, it must limit the amount of water received from the city, so as not to stress their water system.

At this time, the special districts administration requests that customers refrain from using water for irrigation/outdoor watering purposes, filling swimming pools, high-pressure water cleaning applications and washing vehicles.

There is some oxidation with the current water system treatment process, which causes a slight discoloration of the water, as well as a noticeable chlorine taste, the release stated. Special Districts administration anticipates both issues will be resolved within the next several days.

For more information, call the Lake County Special Districts administration at 263-0119.

## Industry News - S.F. sewer work must navigate around buried ships

Source : 1SF  
Date : 2013-07-21

July 21--On the surface, San Francisco is in a growth spurt, with new construction dotting the landscape and tech companies sprouting like weeds in South of Market lofts.

But below the streets lies an older San Francisco, one filled with buried ships, abandoned tunnels and aging sewer pipes on the brink of failure.

"They don't even make this stuff anymore," said Alan Wong, holding a piece of square rebar that he had just pulled from the side of an open sewer pit 12 feet below the surface of Drumm Street.

Wong, a senior construction inspector with the San Francisco Public Utilities Commission, explained that modern rebar is round and that construction crews hadn't used the square stuff for decades.

"This whole area used to be produce and slaughterhouses," Wong said, yelling over the sound of jackhammers working to excavate the foundation of a building buried beneath the street in front of the Hyatt Regency Hotel.

In a city with nearly 1,000 miles of sewer lines, the majority of which were built before 1970, the PUC is in a race to replace much of the city's underground infrastructure before a catastrophic failure, while at the same time navigating a subterranean jungle of buried relics from San Francisco's past.

The waterfront, as it appears today, did not exist in the early 1900s. The San Francisco Bay stretched to Market and First streets and curved as far inland as Montgomery Street. The Financial District was a shallow landing area for small ships intersected by a dozen wharves used to offload cargo from larger vessels moored in the deeper waters offshore.

### Small ships scuttled

As time went on, much of this area was filled in to serve the needs of San Francisco's expanding population. Small ships were scuttled and buried. Brick sewers were built and abandoned. Buildings sprang up between the city's wharves, and eventually the present-day waterfront was established along the Embarcadero.

With each wave of development that washed over the waterfront, the wharves, buried ships and building foundations were paved over, built on, and paved over again. What was left beneath the streets of downtown San Francisco was a labyrinth of obstructions that the PUC now has to work its way through as it attempts to replace an antiquated sewer system.

When a 2011 report described more than 15 percent of the city's sewers as "very high risk," the city decided it needed to rapidly increase replacing the aging lines.

### On the brink of failing

The 2011 report was based on a new inspection method that looked at data from a multitude of sources -- including analyzing more than 17,000 work orders -- to identify the sewer lines at the highest risk for failure and target inspections accordingly.

Previously, the sewers in San Francisco were inspected based on their estimated life cycle, but that didn't take into account the vastly different conditions that exist under city streets, according to Lewis Harrison, collection system division manager with the PUC.

The new method of inspections showed nearly 160 miles of pipes were at a high risk of failure, Harrison said.

When pipes fail, there's weak water pressure, interruptions in service and sewage leaking onto city streets.

To avert a massive failure, the PUC has drastically increased the amount of sewer lines it replaces per year.

"We need to do 15 miles a year for 10 years to even make a dent in the problem," Harrison said.

In fiscal year 2009-10, the PUC replaced just 3.7 miles of old sewer lines. Over the next three years, replacement figures jumped to nearly 12 miles per year, with PUC officials estimating that they would hit the 15-mile goal by 2014.

"It's not really a sexy issue," Harrison said. "But it's under our feet everyday. You put a pipe in the ground and expect it to last forever, but that's just not the case."

### Navigating a maze

Replacing sewer lines is a time-consuming and costly business -- the city has authorized \$2.7 billion for sewer improvements over the next 10 years -- but when underground obstructions are found, those costs only increase, according to Bessie Tam, senior project manager with the PUC.

"We knew the bay was higher, but what we didn't know was that this whole area was built on fill," she said. "We never know what we're going to find down there."

That fact is more than apparent at the Drumm Street construction site. Since the project broke ground in fall 2012, the contractor has hit major obstacles at each of the four intersections they have tunneled through, each one adding significant delays and increasing the cost of the project by an estimated \$250,000. Despite the challenges crews have faced, replacing aging sewers should remain a high priority, said PUC program manager Karen Kubick.

"These programs are immensely important," she said. "We're really one major failure away from becoming a Third World country."

Kale Williams is a San Francisco Chronicle staff writer. E-mail: [kwilliams@sfchronicle.com](mailto:kwilliams@sfchronicle.com) Twitter: [@shortleafkale](https://twitter.com/shortleafkale)

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July 21, 2013

## Court steps in as California considers chromium-6 limit in drinking water

Natural Resources Defense Council: 'It's an urgent public health threat'

*By Ian James  
The Desert Sun*

Two environmental groups that are suing the state seeking more stringent controls on hexavalent chromium in drinking water say a court has given state officials a deadline to propose a standard for permissible levels of the potential carcinogen.

The Natural Resources Defense Council and the Environmental Working Group sued the California Department of Public Health last year, trying to speed the establishment of a drinking water standard for hexavalent chromium, also known as chromium-6.

Chromium-6 occurs naturally in parts of the Coachella Valley, where sediments flanking the San Andreas Fault contain chromium that dissolves in the groundwater.

Alameda County Superior Court Judge Evelio Grillo ruled during a hearing on Thursday that state officials should propose a standard for chromium-6 by the end of next month, said Nicholas Morales, the lead attorney for NRDC.

"The court found that the agency was in violation of the law and ordered them to set this regulatory limit, and it provided an interim deadline requiring that the agency propose the regulations by the end of August," Morales said in a telephone interview. "Then we're going to come back to court in October in order to discuss the need for perhaps a final deadline."

"It's significant because it's an urgent public health threat," Morales said. "Every day that passes, people continue to be exposed. So it's really important that, not only that the Department of Public Health develop the standard but that they do so quickly."

The Department of Public Health has been working on a proposed standard for chromium-6 in tap water. The agency said in an emailed statement that its "dedicated efforts to establish a drinking water standard for hexavalent chromium continue as it awaits the final form of the court's order."

The agency said it's unclear how soon the formal court order will be finalized and signed by the judge.

Chromium exists in two forms in nature: chromium-3 and chromium-6. Chromium-3 is found naturally in foods at low levels. Chromium-6 is the more toxic form, and while it can be naturally occurring, it can also be a component of industrial waste released into the environment.

The National Toxicology Program of the U.S. Department of Health and Human Services concluded in 2008 that chromium-6 shows "clear evidence" of causing cancer in laboratory animals. But some subsequent scientific findings call into question at what levels and under what circumstances the metal may cause cancer.

"We have been waiting for a drinking water standard for more than a decade in California," said Renee Sharp, EWG's director of research. "It's time that our drinking water got cleaned up."

Drinking water in the Coachella Valley contains varying levels of chromium-6, ranging from no detectable amounts to levels of more than 20 parts per billion, said Steve Bigley, director of

environmental services for the Coachella Valley Water District. He said those levels are safe and well within the existing drinking water standard, for all forms of chromium, of 50 parts per billion.

"We're meeting all the current standards, and if that standard is reduced in the future, we will meet that standard also," Bigley said.

He noted that the agency treats water in an area near the Salton Sea to reduce arsenic levels, and that the treatment also removes chromium from the water in the area. The water district also is participating in two studies examining technologies for removing chromium-6.

"The district will be well prepared to meet whatever new drinking water standard is set," Bigley said.

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Middletown Times Star July 19, 2013,

***Calif Department of Public Health on Path to Provide Safe Drinking Water Statewide***

SACRAMENTO - The U.S. Environmental Protection Agency (U.S. EPA) has accepted the California Department of Public Health Drinking Water Program's (CDPH DWP) corrective action plan in response to the April 2013 notice of non-compliance with the Safe Drinking Water Act. In response, CDPH Director and State Public Health Officer Dr. Ron Chapman issued the following statement: "We are committed to meeting federal and state goals to ensure Californians have access to safe and reliable drinking water throughout the state.

We are pleased the U.S. EPA today accepted our corrective action plan, which allows us to

achieve this goal through funding small, medium and large water system projects across the state. We have improved our processes and work with stakeholders over the last two years and will make continued improvements to get funding to water projects more quickly. CDPH will continue to work closely with our federal and state partners, and all interested parties toward achieving our goal of providing safe drinking water through California's public water systems." The accepted corrective action plan can be found on the CDPH website

## Lakeport City Council approves sewer rates resolution

By Isaac Brambila -- Staff reporter

Updated: 07/17/2013 08:33:43 PM PDT

LAKEPORT -- The City Council approved a resolution Tuesday during its regular meeting to regulate sewer rates for business owners.

The resolution would provide more freedom and less cost to business owners by allowing them to have 10 units, instead of the previously allowed eight, before rates go up. With the adoption of the resolution the city stands to lose more than \$16,000 in incoming fees that will impact the sewer reserves, Public Works Director Mark Brannigan said.

His recommendation to adopt the resolution came during a council meeting last month. Under previous ruling, private citizens paid a flat rate for sewage, but fees for business owners who owned more than eight units would increase.

"I'm not in favor of losing \$16,000," councilman Kenneth Parlet said, "but basically what your doing is picking the pocket of commercial users that aren't necessarily putting water into the sewer system. So it's money that you're getting that you really don't rightfully deserve."

The Press Democrat

## Residents seek compensation for Lake County landslide

By **GLEND A ANDERSON THE PRESS DEMOCRAT** on Tuesday, July 16, 2013

Landowners in a landslide-plagued Lake County subdivision have filed 41 separate claims against the county.

Their Santa Rosa attorney, Michael Green, said the amount sought has yet to be determined but "it's going to be a large claim."

Sources close to the case say each claimant is asking for \$5 million.

County supervisors discussed the claim in closed session Tuesday but did not take action, said Supervisor Tony Farrington, whose district includes the Lakeside Heights subdivision.

Such claims generally must be filed and rejected before claimants can file a lawsuit.

The landslides left seven Lakeside Heights homes uninhabitable and triggered voluntary evacuation notices to 10 others. The claims contend that all the subdivision properties have been compromised and their values diminished by the slides.

The landslides, which began in March and stabilized in mid-May, were caused by leaks in the county water system, according to the claims.

But county officials say the cause is unclear.

There also were massive leaks in the subdivision association's irrigation pipes and there may have been construction defects. The possible defects include poor soil compaction and, in one case, lack of rebar in a home's foundation, Farrington said.

The homes damaged by the slide were built on soils that had been transported from another location, he noted.

Farrington said the issue is complex and likely will require a court to determine a cause, or causes.

## State fines Mendocino landowners \$30,000 for stream diversion

MATT BROWN

THE PRESS DEMOCRAT

Published: Wednesday, July 10, 2013 at 2:02 p.m.

State water regulators have fined a pair of Mendocino County landowners \$30,000 for an alleged illegal reservoir that diverted water from a stream west of Ukiah.

Since at least 2007, Steven Rector and Anne Carole Frocteau have been diverting an unnamed tributary of the Navarro River on their 67-acre Comptche-Ukiah Road property, regulators with the State Water Resources Control Board said.

"They illegally constructed a dam in a stream," said Stormer Feiler, an environmental scientist with the water board's North Coast region. "It was poorly constructed and appeared to be something that could fail."

The agency announced a settlement with the landowners Tuesday.

The .45-acre reservoir created by the earthen dam was used for gardening and marijuana cultivation, according to Feiler.

Rector, 51, whose first name is sometimes listed as Stephen, is currently on trial in federal court in Kansas for possession and conspiracy to distribute more than a ton of marijuana. He was arrested last year along with 24 others after a federal investigation uncovered a major California-Kansas drug ring.

Frocteau, whose last name is also publicly listed as Foucteau, has not been charged in any criminal case. Anne Carole Foucteau-Rector is identified online as a Fort Bragg chiropractor. A message left with her office was not returned Wednesday.

Joshua Bloom, Rector's lawyer for the water board case, confirmed the settlement and had no further comment.

The maximum penalty that could have been imposed by the state was \$125,530, according to the settlement agreement.

Feiler said the landowners are in the process of obtaining a permit to leave the dam in place. If denied, they would have to remove the dam and do environmental restoration work on the stream.

The state enforcement is part of a larger crackdown on unauthorized stream diversions in Wine Country and along the North Coast. Federal officials say diversions for agriculture are a primary cause of mass strandings and fish kills for federally protected salmon and steelhead runs.

The general crackdown on unauthorized water diversions began in April 2010, with notifications to property owners that all unreported unpermitted uses dating from 2009 forward would be subject to monetary penalties.

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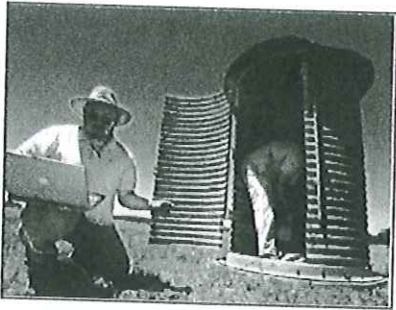
# Study a step toward managing Santa Rosa Plain water

Posted by PD staff in [County](#) on July 11th, 2013 tags: [Board of Supervisors](#), [Groundwater](#), [McCorvey](#), [Nielson](#), [Sonoma County](#), [USGS](#), [Zane](#)  
7 comments ~ [related articles](#)

By GUY KOVNER  
THE PRESS DEMOCRAT

Tackling one of the American West's most contentious issues, a new government report assesses the demands on Sonoma County's largest underground water source against a future that includes population growth, agricultural needs and the wild card of climate change.

The report by the U.S. Geological Survey provides a detailed profile of the groundwater beneath the 261-square-mile Santa Rosa Plain watershed, home to about half the county's population, including the cities of Santa Rosa, Windsor, Sebastopol, Cotati and Rohnert Park.



Sonoma County Water Agency employees George Howard, left and John Mendoza monitor a water well Wednesday off Todd Road in Santa Rosa. (Kent Porter / PD)

About 12,000 wells operated by the five cities, the county water agency and private homes and ranches on the Santa Rosa Plain pump about 53,000 acre-feet of water per year from the ground, matching the amount of water the agency draws from the Russian River.

"We are planning for an uncertain future," said Marcus Trotta, a Sonoma County Water Agency hydrogeologist.

The 199-page report, packed with hydrologic and geochemical data, is the first study of the underground watershed in 30 years and part of the cornerstone for an ambitious effort to establish a groundwater management plan for the Santa Rosa Plain.

A 30-member Basin Advisory Panel representing cities, water customers, agriculture, industry and environmentalists intends to develop, by late this year or early 2014, a plan to "manage, protect and sustain groundwater resources" in the plain.

It's a chore that will require balancing competing interests, such as urban growth versus agricultural demand, and accounting for a future fraught with more volatile weather — droughts alternating with floods — brought on by climate change.

"Future growth in population and demand for water coupled with a changing climate ... are likely to increase stresses on the region's groundwater resources," said a groundwater primer prepared by the Water Agency.

"We have to maintain it," Sonoma County Supervisor Shirlee Zane said, noting that "we can't build new houses or have new farms without water."

<http://www.watchsonomacounty.com/2013/07/county/study-a-step-toward-managing-sant...> 07/12/2013

To come to an accord over water, Zane said, will require a third leg to the bromide long attributed to Mark Twain: “Whiskey is for drinking; water is for fighting over.”

“Water is for sharing,” Zane said. “It’s life.”

Lex McCorvey, executive director of the Sonoma County Farm Bureau, which has a representative on the advisory panel, said he agrees with that concept in principle.

“We’re going to need to learn how to share water and prioritize our use,” McCorvey said, acknowledging that a tug-of-war between urban and agricultural interests “certainly is a possibility.”

But McCorvey said he will withhold judgment on the groundwater management plan until the details take shape.

Agriculture, an \$821 million local industry, is vital to the county’s economy, he said, adding that farms “need their fair share of water.”

Kathy Hayes, executive officer of the North Bay Association of Realtors, which also has a seat on the advisory panel, said she is looking forward to the USGS report, which will be presented at a public workshop at 6 p.m. today at the Finley Community Center, 2060 West College Ave., Santa Rosa.

“We’re not going to presuppose where this process ends up,” Hayes said, referring to the management plan.

Jane Nielson, an advisory panel member representing the Sonoma County Water Coalition, said the report documents how a change in water policy can positively affect groundwater supply.

Heavy pumping from municipal wells in the Rohnert Park-Cotati area in the 1980s and ’90s had lowered the underground water table by as much as 100 feet, Trotta said.

Water conservation programs and a move to use more Russian River water since 2000 have largely restored what the USGS report referred to as a “pumping depression.”

Nielson, a former USGS geologist, said that underscores the need to “guard against overpumping” and to strike a balance between water supply and demand.

Contrary to some popular impressions, groundwater is not an underground lake below the Santa Rosa Plain. Instead, it is water — up to 34,000 years old — that occupies the empty spaces in sand and gravel deposits and fractures in volcanic rocks, Trotta said.

As well pumping and natural processes deplete groundwater, rainfall recharges the subsurface aquifers, he said.

The plain occupies the flatlands between the Mayacmas Mountains east of Santa Rosa and the low hills west of Sebastopol, with both upland areas included in the Santa Rosa Plain watershed.

The Laguna de Santa Rosa runs along the west edge of the plain, fed by streams and groundwater seepage.

Groundwater pumping from 70 wells operated by the five cities on the plain, the water agency and a Larkfield water company ranges from about 2,000 acre-feet to 8,300 acre-feet a year, accounting for about 15 percent of total pumping.

Pumping by private wells on farms and homes is not reported and was estimated in the USGS study based on land-use data and a groundwater flow model.

The USGS study is the first product of a seven-year, \$2 million effort funded in equal parts by the federal agency, Sonoma County Water Agency and the public entities that pump from the groundwater basin.

A second USGS report, due for release later this year, will include a computerized, three-dimensional model that couples groundwater and surface water flows.

Trotta said it will provide a “powerful tool” for assessing the future impacts of population growth, climate change and water management strategies.

You can reach Staff Writer Guy Kovner at 521-5457 or [guy.kovner@pressdemocrat.com](mailto:guy.kovner@pressdemocrat.com).


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## 7 Responses to “Study a step toward managing Santa Rosa Plain water”

1.  *Henry Bernard* says:  
[July 12, 2013 at 12:54 pm](#)

@ Lets be Reasonable,


Reasonable, I’ve not noted that you’ve posted before. Yet, suddenly, you’ve interjected your opinions at the very time when the SCWA needs as much support as it can garner for it’s various ‘projects’. Interesting.

The SCWA has mandated responsibilities. It is funded to achieve these responsibilities. When it fails to, whether due to intent, incompetence or venality, it is the right, even the duty, of a constituent to demand accountability. We are, after all the ones funding the agency.

The SCWA is an entity that has proven itself to be insular, entitled, and acknowledging only a vague responsibility for fulfilling its mandates. It has also proven less than capable at achieving success at what it does endeavor, mandated or not. I have no objection towards any county agency's expenditures, what I'll term investments, that achieve a result forwarding Sonoma County's ability to supply services and create a sustainable infrastructure benefitting citizens, both immediately and into the future.

This is known as progress. a potential benefit we've grown accustomed to living without relative our apathetic compliance for whatever boondoogle the board of supervisors or the SCWA toss our direction.




2.  *Lets be Reasonable* says:  
[July 12, 2013 at 10:08 am](#)

@hb,

You're very critical of the SCWA. You complain that they haven't done a ground water plan, even though they only account for 15% of the pumping. Frankly, I'm surprised from your comments that you are not complaining about their spending the money to do the study in the first place.



3.  *Lets be Reasonable* says:  
[July 12, 2013 at 8:48 am](#)

@steveguy

Would meters on wells be such a bad thing? The aquifer is a shared resource, and why should any individual or group be able to take as much as they want? How can you do any kind of planning if you don't have data?



4.  *Do The Math* says:  
[July 12, 2013 at 12:52 am](#)

This report will be of no use once the casino opens in November. Anyone with the smallest bit of common sense has to realize that two 700 foot deep wells (approximately) pumping billions of gallons of water per year is going to change/destroy the current water table. According to the casino's EIR report they calculate it will consume more than 7000 acre foot of water over the next 13 years.

Anyone want to know how much an acre foot is? 1 acre foot=325,853 gallons. So if they are going to use 7000 acre foot that would be 2,280,971,000 gallons over 13 years and no one with authority bats an eye. On the other hand Sonoma county residents are being sent fliers and hearing commercials from the Sonoma County Water Agency advertising their "20 gallon challenge" asking every resident to reduce their consumption by 20 gallons per day.

There is something seriously jacked up about this whole thing. What a joke!



5.  *HenryBernard* says:  
[July 11, 2013 at 6:34 pm](#)

"The 199-page report, packed with hydrologic and geochemical data, is the first study of the underground watershed in 30 years" ...

30 years? The SCWA (formed in 1947) hasn't delved into our watershed's condition in 30 years. What the hell have they been doing?

..."and part of the cornerstone for an ambitious effort to establish a groundwater management plan for the Santa Rosa Plain."

The SCWA was formed in 1949. Some 64 years later it hasn't established a water management plan for the Santa Rosa Plain? This hardly examples "ambitious". It is the Sonoma County Water Agency, after all. Has this somehow been missed by those in control, upper management, the board of supervisors?

We pay SCWA management positions comfortably in excess of \$100,000 annual salaries on average, not inclusive benefits and pensions (won't even delve into CalCard abuse). And rather than the agency addressing that for which it was formed (water management, if you guys missed the point) they foist a daft power generation scheme on us. Having failed miserably at that, they rebound with an even more daft power distribution scheme. I eagerly await their next brilliant endeavor, the SCWA Pyramid Scheme. Or would this define SCP?

So finally after 30 years the agency get's "ambitious" in focusing its efforts on fulfilling its mission statement? Possibly its something in the water?



6.  *Robert* says:  
[July 11, 2013 at 3:11 pm](#)