



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: December 15, 2015  
TIME: 7:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
  
- 5) CONSENT CALENDAR
  - (A) MINUTES: Approval of the Minutes of the Board of Directors meeting November 17, 2015
  
  - (B) DISBURSEMENTS: check #033266 -#033340, including auto drafts and payroll, for a total of \$276,161.86.
  
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee
  - Emergency Preparedness Committee
  
- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
  - ACWA Region 1
  - ACWA State Legislative Committee
  - County OES
  - Other meetings attended
  
- 8) STAFF REPORTS (for information only, no action anticipated)
  - General Manager's Report
  
- 9) DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-24 approving leak adjustments during January – April that may affect customers' sewer bill calculation for the upcoming fiscal year. Carried over from November

- 10) DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-28 requiring a resolution specific to salary and wage adjustments
- 11) DISCUSSION AND POSSIBLE ACTION: approval of a wage and salary freeze for employees until the District commissions a new salary study
- 12) DISCUSSION AND POSSIBLE ACTION: determine the Board's consensus for seeking new general legal counsel
- 13) DISCUSSION AND POSSIBLE ACTION: elimination of positions for Administrative Services Officer and Assistant to Field Operations
- 14) DISCUSSION AND POSSIBLE ACTION: approve staff to move forward on recruitment for a long-term general manager
- 15) DISCUSSION AND POSSIBLE ACTION: approval of use of meeting room for county election polling center
- 16) PUBLIC COMMENT
- 17) BOARD MEMBER COMMENT
- 18) ADJOURNMENT

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

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: November 17, 2015**

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

Director Jim Freeman, President  
Director Jim Lieberman, Vice President  
Director Carolyn Graham  
Director Linda Herndon  
Director Judy Mirbegian  
Matt Bassett, Interim General Manager  
Tami Ipsen, Administrative Services Officer/Secretary to the Board

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**CONSENT CALENDAR**

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the following Consent Calendar items:

- (A) Approval of the Minutes of the Board of Directors Meeting October 20, 2015
- (B) Disbursements: check #033180-#033265, including auto drafts and payroll for a total of \$263,101.84
- (C) Approval for Director to attend ACWA Board Training Workshop on November 19-20, 2015 in Sacramento, California

**BOARD COMMITTEE REPORTS**

Personnel Committee: Director Herndon reported on the October 16, 2015 Personnel Committee meeting where the committee discussed the DRAFT Employee Handbook policies, organization chart and job descriptions. Director Herndon indicated there are additions to the report that she will present under the approval of the Employee Handbook agenda item. The committee discussed proposing a salary freeze and a policy for salary range adjustments approved by the Board of Directors.

Finance Committee: There was no report.

Emergency Preparedness Program Committee: Director Lieberman commented that the County of Lake is preparing for potential flooding due to a heavy rain forecast this winter and the effect on fire areas. Interim General Manager Matt Bassett presented an update of fire damaged tree removal within Flood Control.

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

ACWA Region 1 Board: Director Mirbegan reported that ACWA Region 1 will be meeting on November 20, 2015.

ACWA State Legislative Committee: Director Herndon commented that State Legislative Committee is pursuing a new approach to Proposition 218.

County OES: Director Lieberman reported that Cal OES area committee is moving back to Lake County Sheriff.

## **STAFF REPORTS**

General Manager's Report: Interim General Manager Matt Bassett answered Board questions related to the written GM report that included, Verizon cell tower, DWR compliance order for an alternate water source and chromium 6 issue, and Valley Oaks project.

### **DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-22 waiving water and sewer fees for customers who lost their homes in the Valley Fire disaster**

On motion by Director Mirbegan and second by Director Graham the board unanimously approved to adopt resolution 2015-22, a resolution of the Hidden Valley Lake Community Services District Board of Directors to Temporarily Waive Normal Water and Sewer Fees Through June 2016 Billing Period, For Customers Who Lost Their Homes in the Valley Fire Disaster.

### **DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-23 September bill adjustment for homes that had unusually high water usage during the Valley Fire disaster**

On motion by Director Mirbegan and second by Director Lieberman the board unanimously approved to adopt resolution 2015-23, a resolution of the Hidden Valley Lake Community Services District Board of Directors to Adjust Water Usage for the September 2015 Billing for Customers Who Had Unusually High Water Consumption During the Valley Fire Disaster.

### **DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-24 approving leak adjustments during January – April that may affect customers' sewer bill calculation for the upcoming fiscal year**

Director Mirbegan moved to approve and then later rescinded her vote to table the agenda item for revision of the resolution. Director Graham seconded and motion was unanimously approved.

### **DISCUSSION AND POSSIBLE ACTION: approval to reallocate 2015-2016 Capital Expenditures**

On motion by Director Graham and second by Director Herndon motion did not carry by the following votes:

Director Graham – No  
Director Herndon – No  
Director Lieberman – Yes

Director Mirbegan – No  
Director Freeman – Yes

**DISCUSSION AND POSSIBLE ACTION: approval of Employee Handbook**

Director Herndon explained that only the policies are being recommended by the Personnel Committee for approval. The organization chart and Job Descriptions w/salary ranges will be presented at a later date for board approval.

On motion by Director Mirbegian and second by Director Herndon the board unanimously approved the Employee Handbook policies as presented.

**DISCUSSION AND POSSIBLE ACTION: approval of resolution 2015-27 authorizing staff to waive miscellaneous fees and offer payment arrangements once every 12 months**

On motion by Director Mirbegian and second by Director Graham the board unanimously approved resolution 2015-27, a resolution of the Hidden Valley Lake Community Services District Board of Directors Adopt a Policy to Authorize Staff to Waive Miscellaneous Fees and Make Payment Arrangements Once Every 12 Months to Customers.

**DISCUSSION AND POSSIBLE ACTION: FEMA temporary housing units at the Water Reclamation Treatment Plant property for Valley Fire families that lost their homes**

At a great length of discussion, the board determined that the FEMA project for housing units at the Water Reclamation Treatment Plant could only take place if fencing was provided by FEMA to secure the District's facilities and provide a safe environment. The Board directed staff to inform FEMA of the board's direction for the fruition of this project.

**PUBLIC COMMENT**

Property owner thanked the board and staff. Tami Ipsen presented a gift to the District.

**BOARD MEMBER COMMENT**

There were none.

**CLOSED SESSION: Government Code 54957 (b) Personnel Performance Evaluation – Interim General Manager**

The Board of Directors went into Closed Session at 9:55 p.m. and came out of Closed Session at 10:33 p.m. President of the Board reported the board approved to contract with Matt Bassett as General Manager of the District.

**DISCUSSION AND POSSIBLE ACTION: APPROVAL OF RESOLUTION 2015-25 APPOINTING General Manager Matt Bassett as Secretary to the Board**

On motion by Director Mirbegian and second by Director Graham the board approved resolution 2015-25 a resolution of the Hidden Valley Lake Community Services District Board of Directors Designating the General Manager as Secretary to the Board

**DISCUSSION AND POSSIBLE ACTION: APPROVAL OF RESOLUTION 2015-26 Westamerica Bank signature card adding Matt Bassett**

On motion by Director Lieberman and second by Director Graham the board unanimously approved resolution 2015-26, a resolution of the Hidden Valley Lake Community Services District Board of Directors adding Matt Bassett to the List of Individuals Authorized to Enter Deposit Account, Funds Transfer, Investment, Cash Management and Deposit Service Agreements with Westamerica Bank, and to Withdraw





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

NOVEMBER 2015

DISBURSEMENT SUMMARY REPORT

11/1/2015-11/30/2015

**Disbursement Summary**

<b>Fund</b>		
120 - Sewer	\$	76,130.54
130 - Water	\$	141,040.12
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
<b>SUB TOTAL</b>	<b>\$</b>	<b>217,170.66</b>
<b>*Payroll</b>	<b>\$</b>	<b>57,145.03</b>
<b>Total Warrants</b>	<b>\$</b>	<b>274,315.69</b>

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

NOVEMBER, 2015

DISBURSEMENT DETAIL REPORT

11/1/2015-11/30/2015

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
11/13/2015	BANK-DRAFT	FT	US DEPARTMENT OF THE TREASURY	4,774.98	CLEARED
11/13/2015	BANK-DRAFT	1	NATIONWIDE RETIREMENT SOLUTION	955.00	CLEARED
11/25/2015	BANK-DRAFT	FT	US DEPARTMENT OF THE TREASURY	5,093.25	CLEARED
11/25/2015	BANK-DRAFT	1	NATIONWIDE RETIREMENT SOLUTION	995.00	CLEARED
<b>TOTAL</b>				<b>11,818.23</b>	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
11/6/2015	CHECK	33266	ALPHA ANALYTICAL LABORATORIES	780.00	CLEARED
11/6/2015	CHECK	33267	VOID CHECK	-	CLEARED
11/6/2015	CHECK	33268	EEL RIVER FUELS, INC.	573.82	CLEARED
11/6/2015	CHECK	33269	ELLISON, SCHNEIDER & HARRIS L.	1,820.00	CLEARED
11/6/2015	CHECK	33270	INNOVATIVE SCREEN PRINTING	1,843.32	CLEARED
11/6/2015	CHECK	33271	JAMES DAY CONSTRUCTION, INC.	2,135.60	CLEARED
11/6/2015	CHECK	33272	MICHELLE HAMILTON	625.00	CLEARED
11/6/2015	CHECK	33273	PACE SUPPLY CORP	105.48	CLEARED
11/6/2015	CHECK	33274	PACIFIC GAS & ELECTRIC COMPANY	15,744.67	CLEARED
11/6/2015	CHECK	33275	REDFORD SERVICES	950.00	CLEARED
11/6/2015	CHECK	33276	ROTO-ROOTER OF LAKE COUNTY	375.00	CLEARED
11/6/2015	CHECK	33277	SIERRA CHEMICAL CO.	589.45	CLEARED
11/6/2015	CHECK	33278	STATE WATER RESOURCES CONTROL	230.00	CLEARED
11/6/2015	CHECK	33279	STATE WATER RESOURCES CONTROL	230.00	CLEARED
11/6/2015	CHECK	33280	TYLER TECHNOLOGY	121.00	CLEARED
11/6/2015	CHECK	33281	USA BLUE BOOK	962.60	CLEARED
11/6/2015	CHECK	33282	VERIZON WIRELESS	750.50	CLEARED
11/13/2015	CHECK	33283	ACWA/JPIA	947.56	CLEARED
11/13/2015	CHECK	33284	ALPHA ANALYTICAL LABORATORIES	528.00	CLEARED
11/13/2015	CHECK	33285	VOID CHECK	-	CLEARED
11/13/2015	CHECK	33286	ASSOCIATION OF CALIFORNIA WATE	9,335.00	CLEARED
11/13/2015	CHECK	33287	AT&T	688.93	CLEARED
11/13/2015	CHECK	33288	DATAPROSE	3,366.00	CLEARED
11/13/2015	CHECK	33289	ELLISON, SCHNEIDER & HARRIS L.	5,173.85	CLEARED
11/13/2015	CHECK	33290	GARDENS BY JILLIAN	236.45	CLEARED
11/13/2015	CHECK	33291	GHD	17,883.25	CLEARED
11/13/2015	CHECK	33292	HARDESTER'S MARKETS & HARDWARE	6.93	CLEARED
11/13/2015	CHECK	33293	HARRY GENTRY	50.00	OUTSTND
11/13/2015	CHECK	33294	JAMES DAY CONSTRUCTION, INC.	324.16	CLEARED
				<b>66,376.57</b>	



CHECK DATE	CHECK TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	CHECK STATUS
11/13/2015	CHECK	33295	KLEEN AIR HEATING & AIR CONDIT	17,264.00	CLEARED
11/13/2015	CHECK	33296	NAPA AUTO PARTS	23.21	CLEARED
11/13/2015	CHECK	33297	SOUTH LAKE REFUSE COMPANY	184.62	CLEARED
11/13/2015	CHECK	33298	SPECIAL DISTRICT RISK MANAGEME	22,621.56	CLEARED
11/13/2015	CHECK	33299	STATE WATER RESOURCES CONTROL	13,283.00	CLEARED
11/13/2015	CHECK	33300	WIPF CONSTRUCTION	4,641.00	CLEARED
11/13/2015	CHECK	33301	CALIFORNIA PUBLIC EMPLOYEES RE	5,149.43	CLEARED
11/13/2015	CHECK	33302	STATE OF CALIFORNIA EDD	1,551.75	CLEARED
11/13/2015	CHECK	33303	VARIABLE ANNUITY LIFE INSURANC	100.00	CLEARED
11/13/2015	CHECK	33304	MCCRACKEN, BRUCE C	134.69	CLEARED
11/13/2015	CHECK	33305	LEGRAS, DENIS	111.83	CLEARED
11/13/2015	CHECK	33306	MORIN, HENRY J	153.06	CLEARED
11/13/2015	CHECK	33307	WILEY, JONATHAN	11.21	OUTSTND
11/13/2015	CHECK	33308	GORMLEY, MERIEM H	41.58	CLEARED
11/13/2015	CHECK	33309	HOLLERAN, BRANDON	213.12	CLEARED
11/20/2015	CHECK	33310	DEUTSCHE BANK TRUST	52.78	CLEARED
11/20/2015	CHECK	33311	FORD, CHRIS	73.43	CLEARED
11/20/2015	CHECK	33312	BALLARD, BETTY	46.13	OUTSTND
11/20/2015	CHECK	33313	ALPHA ANALYTICAL LABORATORIES	981.60	OUTSTND
11/20/2015	CHECK	33314	VOID CHECK	-	CLEARED
11/20/2015	CHECK	33315	ARMED FORCE PEST CONTROL, INC.	85.00	CLEARED
11/20/2015	CHECK	33316	CARDMEMBER SERVICE	434.90	CLEARED
11/20/2015	CHECK	33317	COASTLAND CIVIL ENGINEERING, I	1,185.00	CLEARED
11/20/2015	CHECK	33318	Data Flow	682.42	CLEARED
11/20/2015	CHECK	33319	LAKE COUNTY TAX COLLECTOR	615.42	OUTSTND
11/20/2015	CHECK	33320	MENDO MILL CLEARLAKE	40.99	CLEARED
11/20/2015	CHECK	33321	NATIONAL METER & AUTOMATION	1,529.50	CLEARED
11/20/2015	CHECK	33322	OFFICE DEPOT	532.36	CLEARED
11/20/2015	CHECK	33323	RICOH USA, INC.	461.56	CLEARED
11/20/2015	CHECK	33324	STATE BOARD OF EQUALIZATION	750.51	CLEARED
11/20/2015	CHECK	33325	WAGNER & BONSIGNORE	1,234.10	CLEARED
11/20/2015	CHECK	33326	WESTGATE PETROLEUM CO., INC.	433.42	CLEARED
11/20/2015	CHECK	33327	LAKE COUNTY TREE SERIVICE	45,500.00	CLEARED
11/25/2015	CHECK	33328	ALPHA ANALYTICAL LABORATORIES	450.00	CLEARED
11/25/2015	CHECK	33329	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
11/25/2015	CHECK	33330	BENJAMIN FRANKLIN PLUMBING	3,600.00	OUTSTND
11/25/2015	CHECK	33331	CALIFORNIA SPECIAL DISTRICTS A	5,659.00	CLEARED
11/25/2015	CHECK	33332	RICOH USA, INC.	174.99	CLEARED
11/25/2015	CHECK	33333	SPECIAL DISTRICT RISK MANAGEME	342.58	OUTSTND
11/25/2015	CHECK	33334	TAMI IPSEN	76.27	CLEARED
11/25/2015	CHECK	33335	VERIZON WIRELESS	713.51	OUTSTND
11/25/2015	CHECK	33336	WIPF CONSTRUCTION	770.00	CLEARED
11/25/2015	CHECK	33337	CALIFORNIA PUBLIC EMPLOYEES RE	5,130.07	OUTSTND
11/25/2015	CHECK	33338	STATE OF CALIFORNIA EDD	1,588.63	CLEARED
11/25/2015	CHECK	33339	VARIABLE ANNUITY LIFE INSURANC	100.00	OUTSTND
11/25/2015	CHECK	33340	CASTANEDA, JUAN	52.63	OUTSTND

138,975.86

PAYROLL:					
DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	
11/13/2015	MISC.		PAYROLL DIRECT DEPOSIT	23,161.80	CLEARED
11/25/2015	MISC.		PAYROLL DIRECT DEPOSIT	24,004.91	CLEARED
11/30/2015	MISC.		PAYROLL DIRECT DEPOSIT	2,175.15	CLEARED
11/30/2015	MISC.	1	PAYROLL DIRECT DEPOSIT	7,803.17	CLEARED
				57,145.03	

CHECK TOTAL:	205,352.43
BANK-DRAFT TOTAL:	11,818.23
PAYROLL TOTAL:	<u>57,145.03</u>
	274,315.69



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**NOVEMBER, 2015**

**Financial Report**

REVENUE & EXPENSE SEWER REPORT

11/1/2015-11/30/2015

<b>120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>TOTAL REVENUE</b>	<b>1,149,443.00</b>	<b>81,350.96</b>	<b>472,308.00</b>	<b>677,135.00</b>	<b>41.09</b>

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	440,165.00	30,561.16	133,957.04	306,207.96	30.43
ADMINISTRATION	381,150.00	29,097.15	179,999.96	201,150.04	47.23
FIELD	289,205.00	17,184.49	117,633.23	171,571.77	40.67
DIRECTORS	38,323.00	2,843.79	14,412.06	23,910.94	37.61
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>79,686.59</b>	<b>446,002.29</b>	<b>702,840.71</b>	<b>38.82%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-4020 PERMIT & INSPECTION FEES	300.00	100.00	300.00	-	100.00
120-4045 AVAILABILITY FEES	8,800.00	-	1.02	8,798.98	0.01
120-4050 SALES OF RECLAIMED WATER	90,000.00	1,141.13	61,949.23	28,050.77	68.83
120-4111 COMM SEWER USE	19,370.00	2,224.67	11,080.94	8,289.06	57.21
120-4112 GOV'T SEWER USE	580.00	48.05	240.25	339.75	41.42
120-4116 SEWER USE CHARGES	969,100.00	76,402.89	380,447.27	588,652.73	39.26
120-4210 LATE FEE	19,093.00	1,429.92	7,826.14	11,266.86	40.99
120-4300 MISC INCOME	39,600.00	3.10	14.60	39,585.40	0.04
120-4505 LEASE INCOME	2,600.00	-	468.01	2,131.99	18.00
120-4550 INTEREST INCOME	-	1.20	119.04	(119.04)	-
120-4580 TRANSFERS IN	-	-	9,861.50	(9,861.50)	-
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>81,350.96</b>	<b>472,308.00</b>	<b>677,135.00</b>	<b>41.09%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6.04
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	521.85	2,800.53	4,410.47	38.84
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	503.61	6,051.28	2,738.72	68.84
120-5-00-5061 VEHICLE MAINT	11,012.00	23.21	2,002.63	9,009.37	18.19
120-5-00-5062 TAXES & LIC	619.00	307.71	307.71	311.29	49.71
120-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	-
120-5-00-5075 BANK FEES	12,750.00	923.07	4,541.79	8,208.21	35.62
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	2,829.50	3,016.59	1,503.41	66.74
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	(0.49)	212.85	1,087.15	16.37

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	147.99	5,468.41	34,531.59	13.67
120-5-00-5121 LEGAL SERVICES	9,500.00	(2,500.00)	5,609.72	3,890.28	59.05
120-5-00-5122 ENGINEERING SERVICES	34,000.00	19,068.25	25,249.12	8,750.88	74.26
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	(15,039.66)	(5,045.27)	56,045.27	(9.89)
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,512.84	(12.84)	100.86
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	-
120-5-00-5145 EQUIPMENT RENTAL	990.00	230.78	1,504.15	(514.15)	151.93
120-5-00-5148 OPERATING SUPPLIES	11,699.00	645.58	4,040.71	7,658.29	34.54
120-5-00-5150 REPAIR & REPLACE	53,614.00	3,192.97	28,490.69	25,123.31	53.14
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	9,173.89	1,425.22	6,974.78	16.97
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	3,775.00	5,825.00	39.32
120-5-00-5157 SECURITY	460.00	-	-	460.00	-
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	4,641.00	11,045.11	2,614.89	80.86
120-5-00-5191 TELEPHONE	6,960.00	1,076.47	3,666.39	3,293.61	52.68
120-5-00-5192 ELECTRICITY	17,291.00	1,619.37	6,689.46	10,601.54	38.69
120-5-00-5193 OTHER UTILITIES	2,600.00	92.31	1,092.06	1,507.94	42.00
120-5-00-5195 ENV/MONITORING	33,000.00	2,037.60	12,246.85	20,753.15	37.11
120-5-00-5196 RISK MANAGEMENT	15,000.00	-	5,760.00	9,240.00	38.40
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	48.75	1,551.25	3.05
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	278.65	278.65	870.35	24.25
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	-	1,271.00	-
120-5-00-5312 TOOLS - FIELD	524.00	-	100.46	423.54	19.17
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	-	696.28	1,177.72	37.15
120-5-00-5545 RECORDING FEES	200.00	-	20.25	179.75	10.13
120-5-00-5590 NON-OPERATING OTHER	-	-	37.74	(37.74)	-
120-5-00-5600 CONTINGENCY	40,636.00	-	-	40,636.00	-
<b>TOTAL</b>	<b>440,165.00</b>	<b>30,561.16</b>	<b>133,957.04</b>	<b>306,207.96</b>	<b>30.43%</b>

ADMINISTRATION EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES	265,334.00	23,109.85	110,204.00	155,130.00	41.53
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	3,762.48	21,251.17	44,413.83	32.36
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,570.66	45,480.54	(7,249.54)	118.96
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	-
120-5-10-5090 OFFICE SUPPLIES	6,500.00	616.03	1,714.16	4,785.84	26.37
120-5-10-5170 TRAVEL MILEAGE	1,100.00	38.13	838.45	261.55	76.22
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	-	490.15	3,509.85	12.25
120-5-10-5179 ADM MISC EXPENSES	300.00	-	21.49	278.51	7.16
<b>TOTAL</b>	<b>381,150.00</b>	<b>29,097.15</b>	<b>179,999.96</b>	<b>201,150.04</b>	<b>47.23%</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	190,391.00	11,966.87	68,499.25	121,891.75	35.98
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	3,724.75	18,910.85	34,272.15	35.56
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,032.87	25,405.82	12,825.18	66.45

FIELD EXPENDITURES, Cont.	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46.15
120-5-30-5063 CERTIFICATIONS	380.00	460.00	630.00	(250.00)	165.79
120-5-30-5090 OFFICE SUPPLIES	1,040.00	-	(86.08)	1,126.08	(8.28)
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	-
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	-	3,673.39	326.61	91.83
<b>TOTAL</b>	<b>289,205.00</b>	<b>17,184.49</b>	<b>117,633.23</b>	<b>171,571.77</b>	<b>40.67%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	635.18	2,364.82	21.17
120-5-40-5020 DIRECTOR BENEFITS	230.00	3.05	12.40	217.60	5.39
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,684.64	13,423.20	21,369.80	38.58
120-5-40-5170 TRAVEL MILEAGE	100.00	-	101.28	(1.28)	101.28
120-5-40-5176 DIRECTOR TRAINING	200.00	-	240.00	(40.00)	120.00
<b>TOTAL</b>	<b>38,323.00</b>	<b>2,843.79</b>	<b>14,412.06</b>	<b>23,910.94</b>	<b>37.61%</b>



**NOVEMBER, 2015**  
**Financial Report**  
 REVENUE & EXPENSE WATER REPORT  
 11/1/2015-11/30/2015

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>ALL REVENUE</b>	1,138,568.00	92,358.75	536,729.75	601,838.25	47.14

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	602,660.00	273,054.69	440,991.49	161,668.51	73.17
ADMINISTRATION	385,340.00	31,931.01	186,003.45	199,336.55	48.27
FIELD	285,930.00	21,455.34	135,871.14	150,058.86	47.52
DIRECTORS	39,383.00	2,854.74	14,713.09	24,669.91	37.36
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>329,295.78</b>	<b>777,579.17</b>	<b>535,733.83</b>	<b>59.21%</b>

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	3,600.00	8,990.00	4,010.00	69.15
130-4039 WATER METER INST	300.00	170.00	170.00	130.00	56.67
130-4040 RECORDING FEE	110.00	-	40.00	70.00	36.36
130-4045 AVAILABILITY FEES	35,000.00	-	4.19	34,995.81	0.01
130-4110 COMM WATER USE	32,600.00	4,677.95	14,423.53	18,176.47	44.24
130-4112 GOV'T WATER USE	844.00	317.83	1,569.23	(725.23)	185.93
130-4115 WATER USE	1,024,100.00	79,548.93	475,967.60	548,132.40	46.48
130-4117 WATER OVERAGE FEE	-	-	8,417.22	(8,417.22)	-
130-4118 WATER OVERAGE COMM	-	-	11,569.44	(11,569.44)	-
130-4119 WATER OVERAGE GOV	-	-	898.25	(898.25)	-
130-4210 LATE FEE	25,014.00	2,036.14	10,449.23	14,564.77	41.77
130-4215 RETURNED CHECK FEE	700.00	100.00	375.00	325.00	53.57
130-4300 MISC INCOME	1,100.00	1,907.80	2,213.85	(1,113.85)	201.26
130-4505 LEASE INCOME	5,800.00	-	1,404.02	4,395.98	24.21
130-4550 INTEREST INCOME	-	0.10	238.19	(238.19)	-
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>92,358.75</b>	<b>536,729.75</b>	<b>601,838.25</b>	<b>47.14%</b>

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	-	1,311.07	20,388.93	6.04
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	521.88	2,358.90	4,852.10	32.71
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	503.63	5,600.19	3,187.81	63.73
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	-	1,774.16	1,746.84	50.39
130-5-00-5062 TAXES & LIC	1,153.00	307.71	307.71	845.29	26.69
130-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	-
130-5-00-5075 BANK FEES	12,750.00	923.10	4,541.84	8,208.16	35.62
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	12,164.50	13,293.61	4,347.39	75.36
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	(0.49)	212.84	1,087.16	16.37

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	1,677.50	9,685.45	33,964.55	22.19
130-5-00-5121 LEGAL SERVICES	9,445.00	4,493.85	12,603.58	(3,158.58)	133.44
130-5-00-5122 ENGINEERING SERVICES	37,500.00	1,234.10	1,380.98	36,119.02	3.68
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	135,687.16	173,802.68	(100,602.68)	237.44
130-5-00-5124 WATER RIGHTS	10,428.00	-	30,845.30	(20,417.30)	295.79
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	-	1,512.84	(12.84)	100.86
130-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	-
130-5-00-5145 EQUIPMENT RENTAL	-	230.78	1,504.18	(1,504.18)	-
130-5-00-5148 OPERATING SUPPLIES	1,107.00	56.13	196.06	910.94	17.71
130-5-00-5150 REPAIR & REPLACE	62,888.00	26,752.53	43,376.68	19,511.32	68.97
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	54,393.90	46,369.17	(37,969.17)	552.01
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	787.50	3,775.00	6,225.00	37.75
130-5-00-5157 SECURITY	460.00	-	-	460.00	-
130-5-00-5191 TELEPHONE	6,958.00	1,076.47	3,666.41	3,291.59	52.69
130-5-00-5192 ELECTRICITY	132,166.00	14,125.30	59,055.73	73,110.27	44.68
130-5-00-5193 OTHER UTILITIES	2,627.00	92.31	1,092.08	1,534.92	41.57
130-5-00-5195 ENV/MONITORING	24,000.00	2,100.00	7,833.75	16,166.25	32.64
130-5-00-5196 RISK MANAGEMENT	300.00	-	-	300.00	-
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	14,033.51	16,027.71	6,372.29	71.55
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	-
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	-	1,271.00	-
130-5-00-5312 TOOLS - FIELD	1,681.00	-	38.69	1,642.31	2.30
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	-	696.28	834.72	45.48
130-5-00-5505 WATER CONSERVATION	10,000.00	1,893.32	(1,951.88)	11,951.88	(19.52)
130-5-00-5545 RECORDING FEES	200.00	-	20.25	179.75	10.13
130-5-00-5580 TRANSFERS OUT	-	-	22.49	(22.49)	-
130-5-00-5590 NON-OPERATING OTHER	-	-	37.74	(37.74)	-
130-5-00-5600 CONTINGENCY	50,000.00	-	-	50,000.00	-
<b>TOTAL</b>	<b>602,660.00</b>	<b>273,054.69</b>	<b>440,991.49</b>	<b>161,668.51</b>	<b>73.17%</b>

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	265,334.00	25,943.84	115,667.03	149,666.97	43.59
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	3,762.48	21,380.63	44,284.37	32.56
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,570.51	45,732.77	(3,286.77)	107.74
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	-
130-5-10-5090 OFFICE SUPPLIES	6,500.00	616.04	1,714.28	4,785.72	26.37
130-5-10-5170 TRAVEL MILEAGE	1,475.00	38.14	847.00	628.00	57.42
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	-	640.24	2,959.76	17.78
130-5-10-5179 ADM MISC EXPENSES	300.00	-	21.50	278.50	7.17
<b>TOTAL</b>	<b>385,340.00</b>	<b>31,931.01</b>	<b>186,003.45</b>	<b>199,336.55</b>	<b>48.27%</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	190,391.00	16,388.21	87,445.18	102,945.82	45.93
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	3,724.75	18,910.83	34,272.17	35.56
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,342.38	27,084.87	6,931.13	79.62
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	31.58
130-5-30-5063 CERTIFICATIONS	200.00	-	60.00	140.00	30.00
130-5-30-5090 OFFICE SUPPLIES	1,040.00	-	(86.07)	1,126.07	(8.28)
130-5-30-5170 TRAVEL MILEAGE	800.00	-	-	800.00	-
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	-	1,856.33	2,543.67	42.19
<b>TOTAL</b>	<b>285,930.00</b>	<b>21,455.34</b>	<b>135,871.14</b>	<b>150,058.86</b>	<b>47.52%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	656.62	2,343.38	21.89
130-5-40-5020 DIRECTOR BENEFITS	230.00	3.25	12.80	217.20	5.57
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,684.64	13,423.20	21,369.80	38.58
130-5-40-5175 EDUCATION / SEMINARS	-	-	224.18	(224.18)	-
130-5-40-5170 TRAVEL MILEAGE	560.00	-	101.29	458.71	18.09
130-5-40-5176 DIRECTOR TRAINING	800.00	-	295.00	505.00	36.88
<b>TOTAL</b>	<b>39,383.00</b>	<b>2,854.74</b>	<b>14,713.09</b>	<b>24,669.91</b>	<b>37.36%</b>





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**OCTOBER, 2015  
FINANCIAL REPORT**

**POOLED CASH  
AS OF NOVEMBER 30, 2015**

<b>Beginning Balance</b>	<b>125,990.42</b>
<b>Cash Receipts</b>	
Deposit	452,685.08
Transfers	0.00
Adj	97.00
<b>Total Receipts</b>	<b>452,782.08</b>
<b>Cash Disbursements</b>	
Accounts Payable	217,170.66
Payroll	57,145.03
Bank Fees	1,846.17
<b>Total Disbursements</b>	<b>276,161.86</b>
<b>Ending Balance</b>	<b>302,610.64</b>

**TEMPORARY INVESTMENTS**

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,099.39	17,509.90	84,609.29	84,609.28
130	Water Operating Fund	42,285.27	1,488.94	43,774.21	43,774.21
215	1995-2 Redemption	60,678.00	15,903.08	76,581.08	76,581.09
218	CIEDB Redemption	11,480.30	(99,748.16)	(88,267.86)	(88,267.86)
219	USDARUS Solar Loan (Sewer)	817.04	82,516.68	83,333.72	83,333.72
313	Wastewater Cap Fac Reserved	432,869.78	63,960.31	496,830.09	496,830.08
314	Wastewater Cap Fac Unrestricted	163,647.67	413,503.07	577,150.74	577,150.74
319	Solar Reserve	-	35,295.92	35,295.92	35,295.94
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	170,715.12	-	170,715.12	170,715.12
711	Bond Administration	27,076.83	14,419.71	41,496.54	41,496.54
<b>TOTAL</b>		976,669.41	544,849.45	1,521,518.86	1,521,518.86



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**NOVEMBER, 2015**  
**FINANCIAL REPORT**

**CAPITAL EXPENDITURES**  
**2015-2016 BUDGET**

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	70,000	0.00
Complete Revised Sewer System Management Plan	9,000	0.00
Install Security Fencing at Lift Station 1 & 4	10,000	0.00
New Roof for Admin Building		6,900.00
New Pickup Truck	35,000	0.00
SCADA Hardware for Lift Stations	17,000	0.00
Preliminary Design-Chlorine Disinfection Facility	50,000	6,302.50
Crazy Creek Land Purchase	120,000	1,646.50
CL2 basin - 2 Flowmeter Replacements	9,000	0.00
Install Treatment Plant Inflow Meter	25,000	0.00
Backup Generators for Lift Stations 2,3,5,6 Hardester	190,000	0.00
Retrofit Lift Station 7 & install backup generator	110,000	0.00
<b>Total</b>	<b>645,000</b>	<b>14,849.00</b>

Water	Budget	Yr to Date Actuals
New Roof for Admin Building (not from capital)		4,600.00
\$4,600 trsf fr 5505 - Water Conservation, \$2,300 fr Operating		2,300.00
<i>(No planned capital expenditures in FY 2015-2019)</i>		0.00
<b>Total</b>	<b>-</b>	<b>6,900.00</b>



# Hidden Valley Lake Community Services District

## November 2015 Report

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Lift Station 7



## November 2015 Field Report

Water Connections:		Sewer Connections:	
New (November—commercial)	0	New (November—commercial)	1
Residential (October)	2427	Residential (October)	1483
Commercial & Govt (October)	35	Commercial & Govt (October)	13
<b>Total (November) :</b>	<b>2462</b>		<b>1496</b>

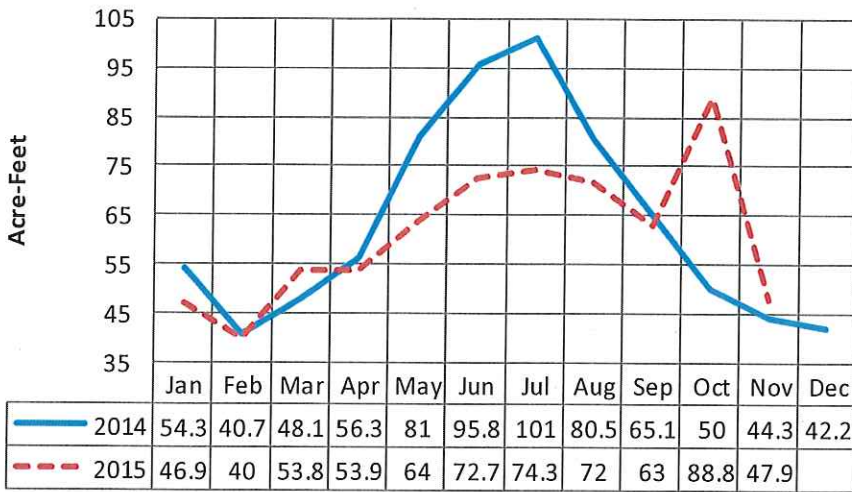
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	924.04	918.20	923.73
AG	OOS	918.95	923.01
TP Wells	947.61	949	948.88
Grange Rd	930.59	928.97	935.27
American Rock	OOS	966.89	969.10
Spyglass	OOS	962.49	963.34
Luchetti	917.94	916.44	920.96
18th T	939.11	938.61	940.57

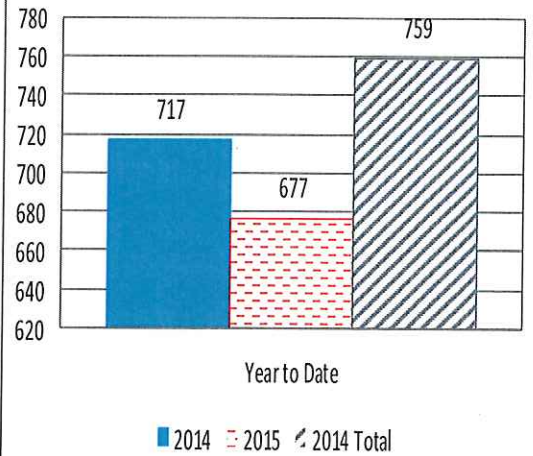
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last YTD</i>
110	1309	920
<b>Overtime Hours</b>	<b>47.5</b>	<b>\$1708.71</b>

# November 2015 Field Report

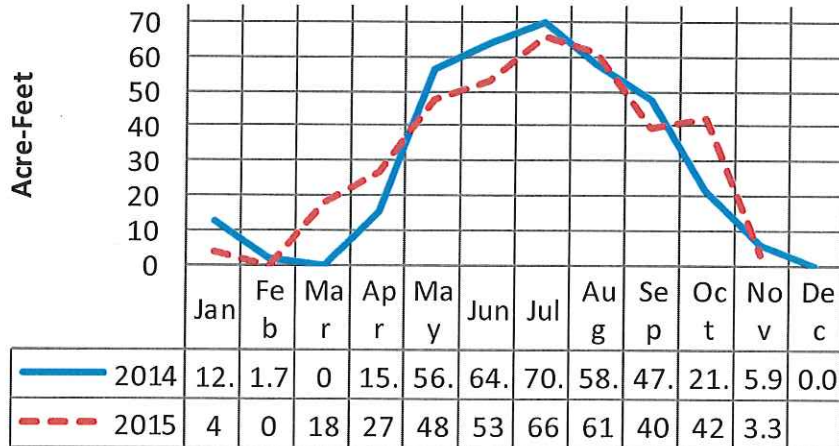
## HVLCSD Municipal Well Production



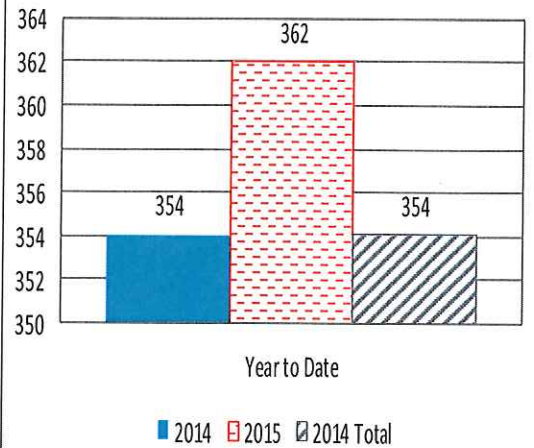
## HVLCSD Municipal Well Production



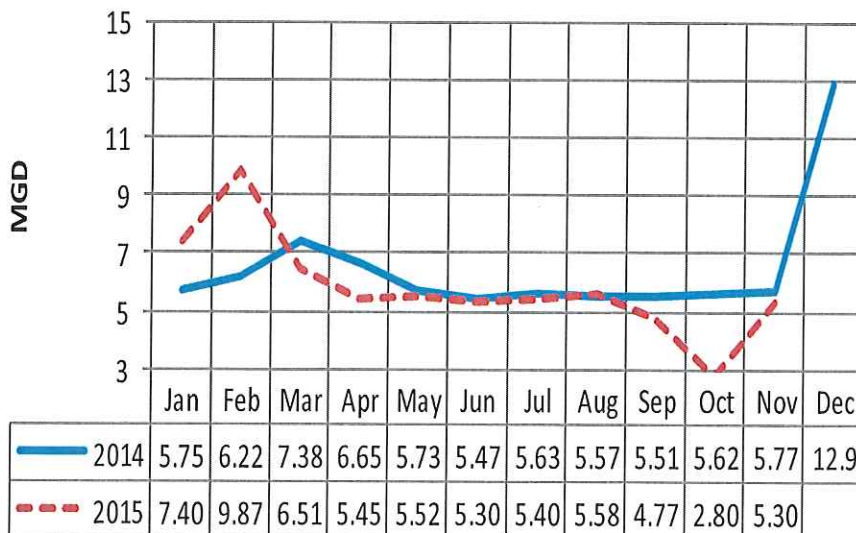
## HVLCSD Municipal Reclaimed Water Use



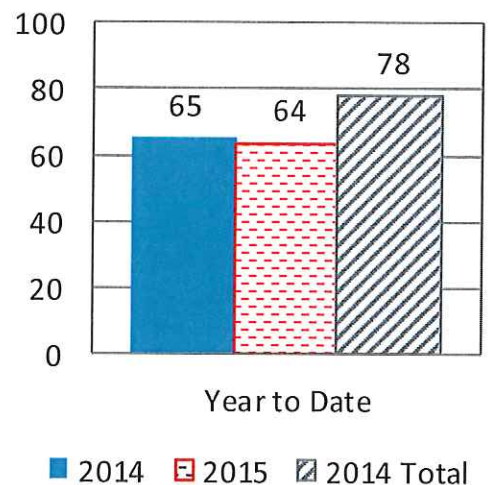
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# November 2015 Field Report

## Water Operations and Maintenance Highlights

- Executed valve maintenance, including hydrant valves
- Responded to leaks at Mountain Meadow North, Eagle Rock, and Donkey Hill Rd
- 11/23-11/25 Meter Reads
- Routine operations and maintenance

## Wastewater Operations and Maintenance Highlights

- Fixed leaking PVC pipe at 400 pump to reclamation pond
- Installed new air pipe at filters
- Cleaning filters resulting from new air pipe
- Filling new generators with diesel fuel
- Assisted in bringing new generators on line
- Blower maintenance
- New sewer hookup at Mountain Meadow South
- 11/23-11/25 Meter reads
- Routine operations and maintenance

# November 2015 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	732
Truck 3	2233
Truck 4	610.56
Truck 6	388
Truck 7	Non-op
Truck 8	1341
Dump Truck	47
Backhoe	21.77
	Non-op
Tractor	(scrap)
New Holland	
Tractor	2.9

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	86948.70	19401.10
Fuel Log	331.70	331.90
November		
Tank Level	239.13	184.78
October		
Tank Level	217.39	391.3





## Hidden Valley Lake Community Services District

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

**December 10, 2015**

### **Interim General Manager Matt Bassett's Monthly Board Letter**

#### **Key discussion items:**

- I. **Hexavalent Chromium 6 (Strategic Plan, #1A):** On Dec 7<sup>th</sup> we received the State's draft plan format. Staff will review it and determine how much we'll be able to fill out ourselves.
- II. **RMP (Strategic Plan, #1D):** County has returned our RMP with their review edits.
- III. **Lift Station 7 (Strategic Plan, #1B):** Our 3<sup>rd</sup> party contractor completed the rehab of this lift station. There are always a few bugs to work out with new equipment, but it's up and running. This new design is much safer. The need to do a confined space entry into the sewer wet pit has been eliminated and the pump and check valves can now be serviced from street level.
- IV. **Backup Generators for Lift Stations 2, 3, 5, 7 and Hardester's (Strategic Plan, #1B):** All of these generators have been installed. LS #5's generator has an issue with the battery charging system which will be fixed within a week. We are now able to automatically switch over to diesel powered independent generators to continue pumping sewer to the waste water treatment plant in the event of an electrical power outage in all or part of the District's service areas.
- V. **Verizon Cell Tower Lease Agreement (Strategic Plan, #4A):** County Counsel is reviewing the County's Verizon contract offer. Once they finish their legal review, we'll be able to use all or part of that contract as a model for our own.
- VI. **Valley Oaks Development (Strategic Plan, #1B – 1C):** I'm still meeting with and discussing various topics with the developer. We attended a presentation on "Sewer Scalping". It's new to California and is something the developer is considering as either a stand-alone or joint project with the District.



- VII. **Administration Building Roof (Strategic Plan, #1B-1C):** We are waiting for a clear weather pattern so the contractor can remove and replace the flat roof without wet weather.
- VIII. **Field Vehicle Replacement Plan (Strategic Plan, #1B-1C):** Our insurance adjuster is still working on the replacement value of the manufactured home that was destroyed in the Valley Fire. Once it comes in, we'll be able to determine how to best allocate those funds. In the meantime, we've been investigating different vehicle options. We received a quote from Nissan for the small trucks and are now looking into government surplus options for the large vehicles.
- IX. **Storm Water Detention Pond (Strategic Plan, #1E):** Insurance payments for damages resulting from the Valley Fire have made it possible to complete many of the needed fire damage repairs. All of the tree debris has been cut down and removed. The cement work at the pump station is done. The electrical work is being done and the generator has been ordered and is being built. We expect it to arrive before the middle of February. The metal building design should be completed next week and the materials delivered soon after that. Ideally, we'd put up the metal building after the generator is installed, but we may not want to wait for that long.
- X. **FEMA Village Proposal (Strategic Plan, #1):** Yesterday I received notice that FEMA has determined that there is not a need to build a village in this area.
- XI. **Flood Control/Emergency Preparations:** On 12/9/15, I was informed that the County is putting together another meeting with various emergency agencies to review possible warning strategies and how to educate the public. They have identified three critical Putah Creek elevations to focus on:
- a. 19' = Monitor Stage
  - b. 21' = Flood Stage
  - c. 25' = Evacuation Notice Stage
- These elevations are subject to change. The Putah Creek level can be tracked at <http://www.cnrfc.noaa.gov/graphicalRVF.php?id=PCGC1>.

The District has purchased 1,000 sand bags and has a sharing agreement with the , the Hidden Valley Lake Association, Clearlake Oaks County Water District and the County of Lake. We have agreements with two rental companies for self-contained portable pump units at a cost of \$10,000 per pump/per month if additional pumps are needed. As of last week, the basin has been cleared of all the fire debris. If we don't hear from the County soon, I will work with the Association to develop an emergency warning and evacuation plan that can then put out to the community's residents.

- XII. **CSDA – Harassment Prevention Training AB1825:** Completed 11/17/15

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

**DATE:** December 15, 2015

**AGENDA ITEM:** Discussion and Possible Action: approval of resolution 2015-24 approving leak adjustments during January-April that may affect customers' sewer bill calculation for the upcoming fiscal year.

---

**RECOMMENDATIONS:** Approve resolution 2015-24 approving leak adjustments during January – April that may affect customers' sewer bill calculations for the upcoming fiscal year.

**FINANCIAL IMPACT:** minimal

**BACKGROUND:** The Board suggested a leak adjustment process be established during indoor usage months, January-April, since this will affect customers' sewer bill calculation for the upcoming fiscal year. Resolution 2015-24 will authorize staff to make these adjustments accordingly.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Matt Bassett, 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 December 15, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

**RESOLUTION 2015-24**

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING A POLICY REGARDING RESIDENTIAL SEWER RATE ADJUSTMENT FOR LEAKS DURING THE MONTHS OF JANUARY – APRIL**

WHEREAS, the District generally is responsible for the repair and maintenance of its water distribution system up to and including the water meters installed to serve District customers; and

WHEREAS, District customers are responsible for the repair and maintenance of the water system and plumbing facilities from the water meter to and including the plumbing fixtures in the customer's residence or building (i.e. the water system on the customer side of the water meter); and

WHEREAS, under certain conditions a residential water customer could request an adjustment to the consumption amount for abnormally high water use attributed to water leaks for the purpose of calculating the next fiscal year's sewer rate; and

WHEREAS, the water consumption affects indoor water use calculation for next fiscal year's sewer bills and should reflect as close as possible, the actual indoor water consumption for sewer billing purposes; and

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors adopts a Leak Adjustment Policy titled, *Residential Sewer Rate Adjustment for Leaks During the months of January – April* for the purpose of calculating the next fiscal year's sewer rate, effective December 15, 2015.

**PASSED AND ADOPTED** on December 15, 2015 by the following votes:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

ATTEST:

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

\_\_\_\_\_  
Matt Bassett, Secretary to the Board

## Hidden Valley Lake Community Services District

### Residential Sewer Rate Adjustment for Leaks During the Months of January – April Policy

#### **Purpose:**

The purpose of this policy is to provide Hidden Valley Lake Community Services District (District) with a written policy regarding sewer rate adjustments for water leaks during the months of January – April on the customer (or property) side of the meter, or significant abnormalities in water consumption. For this policy, customer is defined as residential water user.

Sewer rates are calculated by averaging the indoor water usage during the months of January – April. A significant leak could set a sewer rate higher than what would be considered normal. Adjustments pursuant to this policy will deliver a more fair and accurate sewer rate for the following fiscal year.

#### **Introduction:**

Customers are responsible for the service and fittings to the Water Utility System beginning at the coupling on the customer's side of the meter. Leaks in the line which are the responsibility of the customers must be repaired by the customer, solely at their expense. No adjustment or credit will be applied to the water bill for the customer.

The customer is responsible for monitoring higher than expected usage. Customers must investigate higher than expected usage to determine if the usage was caused by a property side leak. Upon request, District staff will provide a no charge, on site visit. Customers must repair leaks within 30 (thirty) days of the leak detection.

#### **Billing Adjustment Criteria::**

The General Manager, or other person delegated the responsibility by the General Manager, may adjust the water use calculation to establish the sewer rate for the fiscal year following the January – April averaging months when all of the following requirements are met:

1. Applications must be received by Hidden Valley Lake CSD within 30 days of the bill date for the period in which the loss occurred.
2. The leak must occur during the winter averaging months of January through April.
3. A leak includes all leaks that may impact the sewer rate fee.
4. Verification of the leak must be confirmed by:
  - a. Providing a copy of the repair bill or other invoices/receipts related to the repair OR
  - b. Confirmation by an on-site inspection by a representative from the Hidden Valley Lake CSD.
5. The property owner is responsible for any necessary repair.
6. The adjustment will not exceed 1 billing period or 30 (thirty) days.
7. Adjustments are limited to the next fiscal year's sewer rate only.

#### **Procedure:**

Upon approval of the application by the General Manager or other person delegated the responsibility by the General Manager, the highest usage month will be eliminated from the winter averaging months of January through April and the average will be determined by averaging the remaining three months. The adjusted average will be applied to the account to determine the sewer rate for the following fiscal year.



## Hidden Valley Lake Community Services District

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

### RESIDENTIAL SEWER RATE ADJUSTMENT APPLICATION

If you had a leak during the winter months (January – April), please review *the Residential Sewer Rate Adjustment for Leaks During the Months of January – April Policy*, fill out this form, and promptly submit to HVLCSD.

This application provides the opportunity for qualified residential customers to receive a reduced monthly sewer rate. In order to qualify, all criteria must be met and the form filled out in full.

Name:	Date:
Property address:	Mailing address: (if different):
Daytime phone:	Alternate phone:
Date leak detected:	
I certify the leak was repaired on:	Signature:
I have included a copy of the repair invoice OR <input type="checkbox"/>	HVLCSD has confirmed the leak and the repair <input type="checkbox"/>

Rules governing the Sewer Rate Adjustment Program are outlined in *the Residential Sewer Rate Adjustment for Leaks During the Months of January – April Policy*. If you need additional information please call us at 707-987-9201. To complete the application for a sewer rate leak adjustment, please submit this form and any accompanying documentation to: Hidden Valley Lake Community Services District at the address shown above.

#### Adjustment

Once submitted to HVLCSD, approval by the General Manager (or designee) will eliminate the highest usage month within the winter averaging period for the calculation of the sewer base rate for the following year.

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

**DATE:** December 15, 2015

**AGENDA ITEM:** Discussion and Possible Action: approval of resolution 2015-28 approving salary adjustments may only be made by resolution of the Board of Directors.

---

**RECOMMENDATIONS:** Approve resolution 2015-28 approving salary adjustments may only be made by specific resolution of the Board of Directors.

---

**FINANCIAL IMPACT:** Unknown

**BACKGROUND:** The Personnel Committee recommends a detailed process for salary and wage adjustments and requires that adjustments may only be made by a resolution specific to the adjustment.

---

<input type="checkbox"/>	APPROVED AS RECOMMENDED	<input type="checkbox"/>	OTHER (SEE BELOW)
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Modification to recommendation and/or other actions:

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I, Matt Bassett, 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 December 15, 2015 by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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

**RESOLUTION NO. 2015-28**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT ADOPTING A SALARY RANGE ADJUSTMENT  
POLICY.

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors is dedicated to the clear, transparent conduct of business of the District; and,

WHEREAS, the Board is responsible for instituting appropriate organizational operating policy; and,

WHEREAS, District policy is silent on the detailed process for the adjustment of employee salary ranges; and,

WHEREAS, the Personnel Committee of the Board of Directors recommends this salary range adjustment policy to clarify the method for adjusting salary ranges,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Hidden Valley Lake Community Services District hereby adopts the following policy:

“Salary range adjustments may only be made by resolution of the Board of Directors. The resolution must be specific to salary range adjustments and exclude any other items. District salary ranges may not be adjusted indirectly in a resolution whose focus is other than salary ranges e.g. annual budget approval.”

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 15<sup>th</sup> of December, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jim Freeman  
President, Board of Directors

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Matt Bassett  
General Manager/Secretary to the Board

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

**DATE:** December 15, 2015

**AGENDA ITEM:** Discussion and Possible Action: approval of salary and wage freeze until a new salary survey can be completed.

---

**RECOMMENDATIONS:** Approve resolution 2015-28 approving salary adjustments may only be made by specific resolution of the Board of Directors.

---

**FINANCIAL IMPACT:** Unknown cost for new study

**BACKGROUND:** The Personnel Committee recommends a freeze for all salaries and wages adjustments until a new salary study can be completed.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, 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 December 15, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board



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

**DATE:** December 15, 2015

**AGENDA ITEM:** Discussion and Possible Action: direct staff to recruit new general counsel to replace Merrill, Arnone & Jones, LLP.

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**RECOMMENDATIONS:** Approve staff to recruit new general counsel to replace Merrill, Arnone & Jones, LLP.

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**FINANCIAL IMPACT:** None

**BACKGROUND:**

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Matt Bassett, 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 December 15, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Secretary to the Board

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

**DATE:** 12/15/15

**AGENDA ITEM:** Discussion and possible action: elimination of positions for Administrative Services Officer and Assistant to Field Operations

---

**RECOMMENDATIONS:** The Personnel Committee recommends that these two positions be eliminated.

**FINANCIAL IMPACT:** There are possible budgetary savings.

**BACKGROUND:** Due to changes in the District's needs the Personnel Committee feels now is the time to eliminate these two positions.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Matthew Bassett, 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 December 15, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

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

**DATE:** December 15, 2015

**AGENDA ITEM:** Discussion and Possible Action: Authorization for Board President to execute services agreement for permanent General Manager recruitment services

---

**RECOMMENDATIONS:**

Authorize the Board President to execute a services agreement with a “to-be-determined” headhunter firm, for General Manager recruitment services, subject to the following limitations:

- 1) Review and approval of services agreement – as to form – by District Counsel, prior to execution by Board President
- 2) Total cost of recruitment services not to exceed \$25,000

**FINANCIAL IMPACT:**

Total cost of recruitment services not to exceed \$25,000 – may be less depending upon the headhunter firm selected.

**BACKGROUND:**

Staff believes it will take nearly six months to recruit and hire a permanent General Manager. Staff has identified five headhunter firms; Alliance Resource Consulting, Ralph Anderson & Associates, Bob Murray & Associates, Koff & Associates, and CPS HR Consulting who could potentially provide the desired recruitment services. A request for proposals (RFP) will be sent to each of the five firms. In an effort to expedite the recruitment process, staff is proposing the Board authorize staff and the Board President to review and rank the proposals received, and authorize the Board President, subject to the two caveats stated above, to execute a services agreement with the preferred firm.

---



APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

I, Matt Bassett, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on July 21, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

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

**DATE:** 12/15/15

**AGENDA ITEM:** Discussion and possible action: elimination of positions for Administrative Services Officer and Assistant to Field Operations

---

**RECOMMENDATIONS:** Allow the County to use the District's board room for election polling.

**FINANCIAL IMPACT:** None

**BACKGROUND:** The Valley Fire destroyed the County's polling place and requests approval for use of the Districts Board/Meeting room.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Matthew Bassett, 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 December 15, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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Secretary to the Board