



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday December 20, 2016
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) PRESENTATIONS
 - (A) Regional Water Quality Control Board Letter requiring lake and well monitoring
 - (B) Coastland Engineering made a charitable Christmas donation to the 2016 Lake County Fire Victims Fund on behalf of Hidden Valley Lake CSD
 - (C) SDA Research made a charitable donation of \$100.00 to the American Cancer Society on behalf of Hidden Valley Lake CSD for participating in an asset management, maintenance and inspection survey.
- 6) CONSENT CALENDAR
 - (A) MINUTES: Approval of the amended minutes for the Board of Directors meeting August 16, 2016
 - (B) MINUTES: Approval of the minutes for the Board of Directors meeting November 22, 2016
 - (C) DISBURSEMENTS: Check #034136 - #034188 including drafts and payroll for a total of \$125,269.07
- 7) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Personnel Committee
 - Finance Committee
 - Emergency Preparedness Committee

- 8) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)

ACWA Region 1
ACWA State Legislative Committee
County OES
Other meetings attended
- 9) STAFF REPORTS (for information only, no action anticipated)

Financial Report
Administration/Customer Service Report
Field Operations Report
General Manager's Report
- 10) DISCUSSION AND POSSIBLE ACTION: Approve RESOLUTION 2016-21
2016 Hidden Valley Community Services District Board of Directors Policy Manual
- 11) DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2016-22
authorizing the General Manager to execute the CPA Services Engagement
- 12) PUBLIC COMMENT
- 13) BOARD MEMBER COMMENT
- 14) CLOSED SESSION
(A) Government Code 54957 (B) Personnel Performance Evaluation – General
Manager goal-setting
- 15) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at 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.

ADOPTED TEXT OF EMERGENCY REGULATION

California Code of Regulations

Title 23. Waters

Division 3. State Water Resources Control Board and Regional Water Quality Control Boards

CH 2.7 WATER DIVERSION AND USE REPORTS

§ 907. **Definitions.** The following definitions apply to the terms as they are used in this chapter.

- (a) “Board” means the State Water Resources Control Board.
- (b) “Board’s website” means www.waterboards.ca.gov.
- (c) “Diverter” means:
- (1) Any person authorized to divert water under a permit or license; or
 - (2) Any person required under Water Code, Division 2, Part 5.1 to file a Statement of Water Diversions and Use; or
 - (3) Any person authorized to divert under a registration or certificate; or
 - (4) To the extent authorized by federal law, the federal government for rights claimed under permits, licenses, registrations, certificates, statements of water diversion and use, and non-reserved and reserved rights on file with the board.
- (d) “Reports” refers to the following documents:
- (1) Supplemental Statement of Water Diversion and Use Forms, pursuant to Water Code section 5104.
 - (2) Reports of Permittee and Licensee, pursuant to sections 925 and 929 of this title.
 - (3) Reports of Registration and Certificate Holders pursuant to section 924 of this title.
 - (4) Notices of Extraction and Diversion of Water, pursuant to Part 5 of Division 2 of the Water Code. Each person in the counties of Riverside, San Bernardino, Los Angeles and Ventura who, after 1959, extracts ground water in excess of 25 acre-feet in any year shall file with the board, within six months of the succeeding calendar year, a “Notice of Extraction and Diversion of Water” on a form provided by the board.
 - (5) Forms indicating a change of name, address or ownership.
- (e) “Twelve month reporting period” means a calendar year beginning January 1 and ending the succeeding December 31.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

Authority: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Sections 1003.5, 1395, 1396, 1397, 4999, 5001, 5105 and 12261, Water Code.

§ 908. Compliance.

Failure to meet the requirements of this chapter is a violation subject to civil liability of up to \$500 per day pursuant to Water Code section 1846.

Authority: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), and 1846, Water Code.

§ 910. Purpose.

The regulations contained in this chapter are adopted for the purpose of implementing and carrying out provisions of Chapter 2.7 of Division 1 of the Water Code and Parts 2, 5 and 5.1 of Division 2 of the Water Code. The regulations identify requirements for the mandatory electronic filing of reports on the board's website. Reports subject to mandatory electronic filing include: supplemental statements of water diversion and use, Water Right Progress Reports by Permittees, Reports of Licensees, Reports of Registration and Certificate Holders, Notices of Groundwater Extraction and Diversion, and reports filed by watermasters pursuant to Water Code section 5101, subdivisions (d) and (e).

Authority: Sections 348, subdivision (a), 1058, 1840, and 1841 Water Code.

Reference: Sections 348, subdivision (a), 5101, 5103, and 5104, Water Code.

§ 911. Construction.

(a) To the extent authorized by federal law, this chapter applies to the federal government and any reports filed by the federal government for rights claimed under permits, licenses, registrations, statements of water diversion and use, stockpond certificates, and non-reserved and reserved rights on file with the board.

(b) Nothing in this chapter shall be construed to limit or modify the board's authority to obtain information under any other lawful authority.

Authority cited: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), 1846, 5101, 5103, and 5104, Water Code.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

§ 912. No Conflicts with Other Reporting Requirements.

(a) Any person with a water right identified in or subject to a statute, order, policy, regulation, decision, judgment or probationary designation of the board, a Regional Water Quality Control Board, or a court is responsible for meeting the terms and conditions of the statute, order, policy, regulation, decision or judgment and the requirements of this chapter. If there is any conflict or inconsistency between the water use reporting requirements subject to the statute, order, policy, regulation, decision, judgment or probationary designation and the requirements of this chapter, the more stringent requirement or requirements shall control in each instance.

(b) A permit, license, registration, or certificate holder is responsible for meeting the conditions of the permit, license, registration, or certificate and the requirements of this chapter. If there is any conflict or inconsistency between the permit, license, or registration condition for water use reporting and the requirements of this chapter, the more stringent requirement or requirements shall control in each instance.

Authority: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), and 1846, Water Code.

§ 915. Changes in Name, Address or Ownership.

Pursuant to sections 691, 830, 831, and 1074 of this title, changes in name, address or ownership shall be immediately reported to the board electronically using a change of name, address or ownership form or the supplemental statement of change form available on the board's website.

Authority cited: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Section 348, subdivision (a), Water Code.

§ 916. Request for Additional Time

A diverter may submit a request for additional time to comply with the provisions of this chapter on a form available on the board's website. The Deputy Director for the Division of Water Rights may grant such requests upon a showing of good cause.

Authority cited: Sections 348, subdivision (a) , 1058, 1840, and 1841, Water Code.

Reference: Section 348, subdivision (a), Water Code.

§ 917. Reporting – Insufficient Flows to Support All Diversions.

(a) When flows or projected available supplies in a watershed or subwatershed are sufficient to support some but not all projected diversion demand, the Deputy Director for the Division of

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikeout**

ADOPTED TEXT OF EMERGENCY REGULATION

Water Rights may require water diverters located within the watershed or subwatershed to electronically submit monthly or more frequent reports of water diversion.

(b) Reports of water diversion shall be submitted in accordance with a schedule approved by the Deputy Director for the Division of Water Rights. The schedule may require monthly, daily, or more frequent reporting. In determining the frequency of reporting, the Deputy Director for the Division of Water Rights shall not exceed the frequency of recording required under section 933, subdivision (b)(1), of this title.

(c) Water right diversion demand projections made under this section may be based on reported diversion and use data, including but not limited to data submitted with Progress Reports by Permittees, Reports of Licensees, Reports of Registration and Certificate Holders, Supplemental Statements of Water Diversion and Use, and reports filed by watermasters pursuant to Water Code section 5101, subdivisions (d) and (e).

(d) Water availability projections made under this section may be based on:

- (1) Projections from the Department of Water Resources or its successor;
- (2) Projections from the National Weather Service, California Nevada River Forecast Center, and similar sources;
- (3) Stream gage data; and
- (4) Other data the Deputy Director for the Division of Water Rights determines is appropriate, given data availability, data reliability, and staff resources.

(e) The failure to electronically submit diversion reports requested in accordance with the applicable schedule approved by the Deputy Director for the Division of Water Rights, even when no diversions are made, is a violation subject to civil liability of up to \$500 per day pursuant to Water Code section 1846.

(f) This section shall only apply to diverters described in section 1841, subdivision (a) of the Water Code.

Authority: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), 1846, 5101, 5103, and 5104, Water Code.

§ 920. Supplemental Statements of Water Diversion and Use.

(a) Supplemental statements of water diversion and use shall be filed on forms available at the board's website. A supplemental statement shall be filed annually by July 1 after the close of the twelve month reporting period, or promptly if there is a change in the name or address of the person diverting water, or more frequently as directed under section 917. Notice to the board of changes in name, address or ownership must also be reported electronically on the supplemental statement of change form on the board's website. Filing the supplemental statement of change

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

form does not eliminate the requirement to file a supplemental statement of water diversion and use.

(b) After the board has received an initial statement of water diversion and use as required by Water Code section 5101, the board will provide a user name and password to the person required to file supplemental statements of water diversion and use. The electronic supplemental statement form will be pre-populated with current ownership information made available to the board. Failure to receive a notice providing a user name and password does not exempt the filer from the requirement to file a supplemental statement of change. Persons required to file a supplemental statement should notify the board prior to the annual reporting date to request a user name and password if the board has not already provided such information.

(c) The completed supplemental statement form shall include the following information:

- (1) The name(s), address(es), and other ownership information for the diverter;
- (2) The type of water right being claimed for the water diverted under the statement;
- (3) The maximum rate of diversion achieved at any time during each month , if available;
- (4) The amount of water directly diverted and collected to storage in each month and the total annual amount diverted. Each month must contain an entry. If no diversion occurred, a “0” should be entered;
- (5) A description of the diversion works, including type of diversion and capacity of direct diversion and/or storage facility.
- (6) Information on the device or method used to calculate the amount of water diverted, as required by chapter 2.8 of division 3 this title.
- (7) The amount of water beneficially used in each month and the total annual amount beneficially used. Each month must contain an entry. If no beneficial use occurred in a given month, a “0” should be entered;
- (8) The purpose(s) for which the water was diverted and used. Use information to be provided includes:
 - (A) irrigation, including crop type and acreage;
 - (B) frost protection, including acres covered;
 - (C) heat control, including acres covered;
 - (D) industrial, including type of activity;
 - (E) stock watering, including number and type of animals;
 - (F) municipal, including approximate population served, and seven digit public water system number or other identifier;

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

ADOPTED TEXT OF EMERGENCY REGULATION

- (G) domestic, including number of persons served, lawn or garden area, and seven digit public water system number or other identifier, if applicable;
- (H) power generation, including installed capacity in kilowatts, megawatts or horsepower;
- (I) recreational, including boating, fishing or other water sports;
- (J) any additional uses not named above, including environmental use.

(9) Any changes in the other information contained in the preceding statement;

(10) Report of water transfers during the twelve month reporting period including transfer dates and approving agency;

(11) Report of transferred contract water including contract agency, contract number, source, amount of contract water in acre-feet and projected water use in the upcoming year.

(d) Water diversion measurement, either direct diversion or diversion to storage including the type of device(s) used, additional technology used, who installed the device(s) and any alternative method(s) used in measuring the water diversion.

(e) If a substitute or alternative water supply, such as groundwater, contract water, or recycled water, is being used in lieu of surface water to be reported under a statement, the report should indicate the source and amount of substitute or alternative water used and the amount of surface water offset, on a monthly basis.

(f) If water conservation efforts have resulted in a cessation or reduction in use, the report should include a description of the conservation efforts employed and indicate the extent and monthly amount of the reduction in water use due to these water conservation efforts.

Authority: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), 1010, 1011, 1011.5, 5100, 5101, 5103 and 5104, Water Code.

§ 921. Watermaster Reports Filed with the Board.

(a) Watermasters that elect to file annual reports with the board shall file the reports in an electronic format acceptable to the board.

(b) Reports filed with the board by a watermaster pursuant to Water Code section 5101(d) shall include the following information:

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

ADOPTED TEXT OF EMERGENCY REGULATION

- (1) Identity of the person(s) diverting water
- (2) Description of the general purposes of use
- (3) Description of the place of use
- (4) The type of use
- (5) The quantity of water diverted from each source.

(c) Reports filed with the board by a watermaster pursuant to Water Code section 5101(e) shall include the following information:

- (1) Identity of the person(s) diverting water
- (2) Description of the place of use
- (3) The quantity of water diverted from each source.

(d) Reports filed with the board by a watermaster pursuant to Water Code section 5001 shall include the following information:

- (1) Identity of the persons who have extracted or diverted water
- (2) Description of the general place of use
- (3) Quantity of water extracted or diverted from each source.

(e) Additional reporting criteria may be included if such criteria are included pursuant to an agreement between the board and the watermaster. Additional requirements may include: the diverter's mailing address, assessors parcel number(s), tract number, monthly diversion amounts, and total diversion amounts.

Authority: Sections 348, subdivision (a), 1058, Water Code.

Reference: Sections 348, subdivision (a), 5001, 5101(d), 5101(e), Water Code.

§ 922. Diverters in a Watermaster Service Area.

(a) Pursuant to section 5101 of the Water Code, any person who diverts water in a watermaster service area that is not included in reports filed by the watermaster with the board or a court shall report such diversions by filing a Supplemental Statement of Water Diversion and Use pursuant to section 920 of this chapter.

(b) Any person who diverts pursuant to a permit, license, registration, or certificate in a watermaster service area shall file reports pursuant to sections 924, 925 and 929 of this chapter, as applicable, even if the diversion is reported by the watermaster.

Authority: Sections 348, subdivision (a), 1058, 1840, 1841, and 5103, Water Code.

Reference: Sections 348, subdivision (a) 5101(d) and 5101(e), Water Code.

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

ADOPTED TEXT OF EMERGENCY REGULATION

§ 924. Water Use Reports of Registration and Certificate Holders.

(a) Reports of registration and certificate holders shall be filed annually by April 1 after the close of the twelve month reporting period. Provisional streamflow data may be used in preparing the water use report if final streamflow data are not available by the reporting deadline. If provisional streamflow data are used in the water use report, an amended report based on final streamflow data shall be filed within one month of the date the final streamflow data are available. The board may rely upon any report, including a report based on provisional data, until and unless a revised report is filed. The report shall be filed electronically on a form available at the board's website. Compliance with the requirement to file a water use report is a condition of every registration or certificate. A failure to file a report under this section is a violation of registration and certificate terms, as applicable.

(b) The annual reports shall include the following information:

- (1) A statement of compliance or of non-compliance with the terms and conditions of the registration or certificate;
- (2) The purpose(s) for which water is diverted and used;
- (3) The quantity of water diverted from each point of diversion by month (or shorter timeframe if otherwise required); and
- (4) For direct diversion, the maximum rate of diversion achieved at any time during each month, if available.

(c) The first reports of registration and certificate holders shall be filed for the diversion and use of water made during calendar year 2016. The report for 2016 shall be filed prior to April 1, 2017.

(d) The requirement to file annual reports of registration and certificate holders is in addition to and does not modify the five year renewal period for registrations under section 1228.5 of the Water Code.

Authority: Sections 348, subdivision (a), 1058, 1228.6, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), 1226.1, 1226.2, 1228.2, 1228.3, and 1846, Water Code.

§ 925. Progress Reports by Permittee.

(a) As specified in section 847 of this title, water right permit holders are required to file annual progress reports. Section 846 of this title provides that permittees may also be required to submit a written statement of the quantities of water beneficially used. Annual reports required under this section are in addition to any specific reporting requirements in a water right permit.

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikeout**

ADOPTED TEXT OF EMERGENCY REGULATION

(b) Annual progress reports by permittees shall be filed by April 1 after the close of the twelve month reporting period on forms available at the board's website. Provisional data and information may be used in the progress report if final data are not available by the reporting deadline. If provisional streamflow data are used in the water use report, an amended report based on final streamflow data shall be filed within one month of the date the final streamflow data are available. The board may rely upon any report, including a report based on provisional data, until and unless a revised report is filed. A failure to file a progress report is a violation of permit terms.

(c) The annual reports shall include the following information:

(1) A statement affirming compliance or non-compliance with permit terms and conditions;

(2) The construction status of the permitted project and status of current water use;

(3) The purpose(s) for which water is diverted and used. Use information to be provided includes:

(A) irrigation, including crop type and acreage;

(B) frost protection, including acres covered;

(C) heat control, including acres covered;

(D) industrial, including type of activity;

(E) stock watering, including number and type of animals;

(F) municipal, including approximate population served, and seven digit public water system number or other identifier;

(G) domestic, including number of persons served, lawn or garden area, etc., and seven digit public water system number or other identifier, if applicable;

(H) power generation, including installed capacity in kilowatts, megawatts or horsepower;

(I) recreational, including boating, fishing or other water sports;

(J) additional uses not named above, including environmental use;

(4) Information on the device or method used to calculate the amount of water diverted, as required by chapter 2.8 of division 3 this title.

(5) The amount of water taken from each point of diversion in each month (or shorter period if otherwise required) from the source, including amount directly diverted, the amount collected to storage, and the total amount of water diverted during the twelve month reporting period. Each month must contain an entry. If no diversion occurred in a given month, a "0" should be entered;

(6) The maximum rate of diversion achieved at any time during each month (or shorter period if otherwise required), if available;

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikeout

ADOPTED TEXT OF EMERGENCY REGULATION

(7) For permits, the annual report shall also include the measurement data required to be collected in section 933 of this chapter.

(d) If a substitute or alternative water supply, such as groundwater, contract water, or recycled water, is being used in lieu of surface water that is required to be reported under this section, the report should indicate the source and amount of substitute or alternative water used and the amount of surface water offset on a monthly basis.

(e) If water conservation efforts have resulted in a cessation or reduction in use, the report should include a description of the conservation efforts employed and indicate the extent and monthly amount of the reduction in water use due to these water conservation efforts.

Authority: Sections 348, subdivision (a), 1058, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), 1010, 1011, 1011.5, and 1846, Water Code.

§ 929. Reports of Licensee.

(a) As specified in section 847 of this title, water rights license holders are required to file reports when requested by the board. Annual reports required under this section are in addition to any specific reporting requirements in a water right license.

(b) Reports of licensee shall be filed annually by April 1 after the close of the twelve month reporting period on forms available at the board's website. Provisional data and information may be used in the report of licensee if final data are not available by the reporting deadline. If provisional streamflow data are used in the water use report, an amended report based on final streamflow data shall be filed within one month of the date the final streamflow data are available. The board may rely upon any report, including a report based on provisional data, until and unless a revised report is filed. A failure to file a licensee report is a violation of license terms.

(c) The annual reports shall include the following information:

(1) A statement affirming compliance or non-compliance with license terms and conditions;

(2) The amount of water diverted;

(3) The purpose(s) for which water is diverted and used. Use information to be provided includes:

(A) irrigation, including crop type and acreage;

(B) frost protection, including acres covered;

(C) heat control, including acres covered;

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

ADOPTED TEXT OF EMERGENCY REGULATION

- (D) industrial, including type of activity;
- (E) stock watering, including number and type(s) of animals;
- (F) municipal, including approximate population served, and seven digit public water system number or other identifier;
- (G) domestic, including number of persons served, lawn or garden area, etc., and seven digit public water system number or other identifier, if applicable;
- (H) power generation, including installed capacity in kilowatts, megawatts or horsepower;
- (I) recreational, including boating, fishing or other water sports;
- (J) additional uses not named above, including environmental use.

(4) Information on the device or method used to calculate the amount of water diverted, as required by chapter 2.8 of division 3 this title.

(5) The amount of water taken from the source from each point of diversion in each month (or shorter period if otherwise required), including direct diversion amount, amount collected to storage, and the total amount of water diverted during the twelve month reporting period. Each month must contain an entry. If no diversion occurred in a given month, a “0” should be entered.

(6) The maximum rate of diversion achieved at any time during each month (or shorter period if otherwise required), if available;

(7) For licenses, the annual report shall also include the measurement data required to be collected pursuant to section 933 of this chapter.

(d) If a substitute or alternative water supply, such as groundwater, contract water, or recycled water, is being used in lieu of surface water that is required to be reported under this report, the report should indicate the source and amount of substitute or alternative water used and the amount of surface water offset on a monthly basis.

(e) If water conservation efforts have resulted in a cessation or reduction in use of surface water, the report should include a description of the conservation efforts employed and indicate the extent and monthly amount of the reduction in water use due to these water conservation efforts.

Authority: Sections 348, subdivision (a), 1011, 1058, 1840, and 1841, Water Code.

Reference: Sections 348, subdivision (a), 1010, 1011, 1011.5, and 1846, Water Code.

§ 930. Notices of Extraction and Diversion.

(a) Annual notices of groundwater extraction and diversion required pursuant to Part 5 of Division 2 of the Water Code shall be submitted to the board electronically, within six months after the close of the succeeding calendar year, on the forms available at the

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikeout**

ADOPTED TEXT OF EMERGENCY REGULATION

board's website. A failure to file an annual notice of groundwater extraction and diversion is considered non-use of water.

(b) The report shall include the following information:

- (1) Type of diversion;
- (2) Amount of groundwater extracted during the calendar year;
- (3) Amount of surface water diverted and used, if applicable;
- (4) Method of measurement;
- (5) Supplemental information, if applicable.

(c) Electronic reporting of groundwater extraction and diversion does not apply to those persons reporting to local oversight agencies pursuant to section 5009 of the Water Code.

(d) As specified in Section 1070 of this title, a filing fee is required. The fee must be submitted separately from the electronic report. Filing is not complete until the board receives the filing fee.

(e) If the use of an alternative supply of water or any water conservation efforts have resulted in a cessation or reduction in use, the report should indicate the extent and amount of the reduction in water use due to water conservation efforts.

Authority: Sections 348, subdivision (a), 1058, and 1529, Water Code.

Reference: Sections 1005.1, 1005.2, 1005.3, 1005.4, 1011, 1011.5, 1530, 4999, 5000, 5001, 5002, 5003 and 5004, Water Code.

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikeout**

ADOPTED TEXT OF EMERGENCY REGULATION

CH 2.8 MEASURING AND MONITORING

§931 Definitions. The following definitions apply to the terms as they are used in this Chapter.

(a) “Accuracy” means the measured volume relative to the actual volume, expressed as a percent, and determined at the same frequency as is specified for monitoring in section 933, subdivision (b) of this title. The percent shall be calculated as $100 \times (\text{measured value} - \text{actual value}) / \text{actual value}$.

(1) “Measured value” is the value indicated by the device or measurement method or determined through calculations, such as flow rate combined with duration of flow.

(2) “Actual value” is the value as determined through laboratory, design, or field testing protocols.

(b) “Board” means the State Water Resource Control Board.

(c) “Delta” means the Delta as defined in section 12220 of the Water Code and the Suisun Marsh as defined in section 29101 of the Public Resources Code.

(d) “Deputy director” means the Deputy Director for the Division of Water Rights.

(e) “Diverter” means:

(1) Any person authorized to divert water under a permit or license; or

(2) Any person required under Water Code, Division 2, Part 5.1 to file a Statement of Water Diversions and Use; or

(3) Any person authorized to divert under a registration; or

(4) To the extent authorized by federal law, the federal government for rights claimed under permits, licenses, registrations, statements of water diversion and use, and non-reserved and reserved rights on file with the board.

(f) “Diverter with multiple claimed rights” means a diverter who diverts water under more than one of the following: permits, licenses, registrations, stockpond certificates, or statements of water diversion and use.

(g) “Executive director” means the Executive Director of the board.

(h) “Measurement method” means a method capable of accounting for the rate of direct diversion, rate of collection to storage, and rate of withdrawal or release from storage where the method is likely to achieve accuracy standards comparable to those of individual measuring devices as described in section 933 subdivision (d) of this chapter.

(i) “Measuring device” means a device by which a diverter determines and records the numeric value of flow rate, velocity or volume of the water passing a designated and calibrated

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikeout

ADOPTED TEXT OF EMERGENCY REGULATION

observation point during a specific time period. A measuring device may be a manufactured device, an on-site built device, or an in-house built device.

(j) “Place of use” means the legal location where water is used under the water right or claimed water right, subject to the following clarifications:

(1) For livestock stockpond registrations, as defined in section 1228.1, subdivision (b)(3) of the Water Code, and for stockpond certificates, as described in section 1226.1 of the Water Code, the place of use is the stockpond.

(2) For single purpose recreational ponds, the place of use is the pond.

(3) For other ponds or reservoirs, the deputy director may designate the pond or reservoir as the place of use for the purposes of compliance with this chapter.

(4) For instream flow beneficial uses and wetland preservation and enhancement dedications, the place of use is the designated reach of the stream or the wetland area where the water is applied to beneficial use.

(k) “Point of diversion” means the legal location where water is diverted from its source.

(l) “Qualified individual” means:

(1) For diversions greater than or equal to 100 acre-feet per year:

(A) A California-registered Professional Engineer; or

(B) A California-licensed contractor authorized by the State License Board for C-57 well drilling or C-61 Limited Specialty/D-21 Machinery and Pumps; or

(C) A person under the supervision of a California-registered Professional Engineer and employed to install, operate, and maintain water measurement and reporting devices or methods; or

(D) In the case of a right or a claimed right to divert by an agency of the federal government, a hydrologist or professional engineer experienced and trained in water measurement who is employed by the federal agency in that capacity.

(2) For diversions less than 100 acre-feet per year, a person trained and experienced in water measurement and reporting. This may include the diverter or the diverter’s agent.

(m) “Threatened, endangered, or fully protected fish” means a population of fish that belong to a species listed as threatened or endangered pursuant to the Endangered Species Act, (16 U.S.C. §§ 1531-1544), or the California Endangered Species Act, (Fish & Game Code, §§ 2050-2097) or fully protected pursuant to Fish & Game Code, § 5515.

(n) “Twelve month reporting period” has the same meaning as in section 907, subdivision (e) of this title.

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

ADOPTED TEXT OF EMERGENCY REGULATION

(o) “Type of measuring device” means a class of measuring devices manufactured or built to perform similar functions. For example, inline flow meters, submerged orifice gates, and rectangular, v-notch, and broad crested weirs are types of measuring devices.

Authority: Sections 1058, 1840, and 1841, Water Code.

Reference: Sections 13 and 5103, Water Code.

§931.5 Authority of the Delta Watermaster.

The Delta Watermaster may exercise all powers assigned to the deputy director under this chapter for any point of diversion located within the Delta. The deputy director may exercise these powers within the Delta during a vacancy in the position of Delta Watermaster or as authorized by the Delta Watermaster.

Authority: Sections 1058, 1840, and 1841, Water Code.

Reference: Sections 85230, Water Code.

§932 Applicability.

(a) Except as provided in subdivision (d), the following diverters shall install and maintain a measuring device or employ a measurement method capable of measuring the rate of diversion, rate of collection to storage, the rate of withdrawal or release from storage, and the total volume of water diverted or collected to storage:

(1) Any person authorized to divert greater than 10 acre-feet of water per year under a permit or license.

(2) Any person who has previously diverted or intends to divert greater than 10 acre-feet of water per year and is required under Water Code Part 5.1 to file a Statement of Water Diversions and Use.

(3) Any person authorized to divert greater than 10 acre-feet of water per year or to have a storage facility with a capacity greater than 10 acre-feet under a registration.

(b) A diverter with multiple claimed rights shall install and maintain a measuring device or employ a measurement method for all water rights to divert from the same point of diversion or serving the same place of use if the sum of the diverter’s multiple claimed rights to divert from the same point of diversion or serving the same place of use exceeds 10 acre-feet per year, or exceeds such other measurement threshold as the deputy director may establish under subdivision (d) of this section. Measurement methods employed by a diverter with multiple claimed rights shall be capable of measuring the rate of diversion, rate of collection to storage, the rate of withdrawal or release from storage, and the total volume of water diverted or collected to storage.

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

ADOPTED TEXT OF EMERGENCY REGULATION

(c) Effective Dates.

(1) The deadlines for the installation and certification of measuring devices or the adoption of a measurement method shall be:

(A) On or before January 1, 2017, for a diverter with a right or a claimed right to divert 1000 acre-feet of water per year or more.

(B) On or before July 1, 2017, for a diverter with a right or a claimed right to divert 100 acre-feet of water per year or more.

(C) On or before January 1, 2018, for a diverter with a right or a claimed right to divert greater than 10 acre-feet of water per year.

(2) For a diverter with multiple claimed rights, the deadlines for the installation and certification of measuring devices or methods shall be as follows for each point of diversion or place of use shared by multiple claimed rights:

(A) On or before January 1, 2017, where the sum of all the multiple claimed rights to divert from the same point of diversion or to serve the same place of use is 1000 acre-feet of water per year or more.

(B) On or before July 1, 2017, where the sum of all the multiple claimed rights to divert from the same point of diversion or to serve the same place of use is 100 acre-feet of water per year or more.

(C) On or before January 1, 2018, where the sum of all the multiple claimed rights to divert from the same point of diversion or to serve the same place of use is greater than 10 acre-feet of water per year.

(D) In the event of any conflict between deadlines for a diverter with multiple claimed rights, the more stringent requirement shall control.

(d) Increasing the Measurement Threshold.

(1) Beginning January 1, 2017, the deputy director may issue orders to increase the 10 acre-feet measurement threshold of subdivision (a) in a watershed or subwatershed incrementally to or above 25 acre-feet. The deputy director may authorize an increased measurement threshold after:

(A) Considering the total monthly quantities of water diverted in relation to the monthly quantity of water available within the watershed or subwatershed; the requirements of any policy, decision or order of the board or a court; and the need for diversion and bypass information to evaluate impacts from the diversions of water to public trust resources. The deputy director may require submission of documentation on the nature and scope of diversions in the watershed prior to issuing the order; and

(B) Reviewing any relevant information submitted by affected diverters, federal, state, local, or tribal governments, or other interested parties regarding a proposed increase in reporting threshold; and

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(C) Determining that the benefits of the additional reporting information at a specific measurement threshold are substantially outweighed by the cost of installing measuring devices, or employing measurement methods, or employing alternative compliance plans; and

(D) Determining that increasing the measurement threshold will not injure public trust resources or any threatened, endangered, or fully protected fish.

(2) The deputy director shall not increase the measurement threshold in a watershed or subwatershed above those established in any other regulation, policy, decision, order or other legal requirement adopted by the board, a Regional Water Quality Control Board, or a court, unless the change is authorized by such previous requirements.

(3) The deputy director may review each proposal to increase the reporting threshold on a case-by-case basis.

(4) The deputy director may authorize an increased measurement threshold for a period not to exceed five years. If changing conditions warrant, the deputy director may modify or cancel any such authorization.

(5) The deputy director shall maintain and post on the board's website a list of measurement thresholds for watersheds or subwatersheds where the measurement threshold is greater than 10 acre-feet.

(6) A decision or order issued under this section by the deputy director is subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the Water Code, and all applicable sections of this title.

(e) Other Measurement and Monitoring Requirements.

(1) Any person with a water right identified in or subject to a statute, order, policy, regulation, decision, judgment or probationary designation of the board, a Regional Water Quality Control Board, or a court is responsible for meeting the terms and conditions of the statute, order, policy, regulation, decision or judgment and the requirements of this chapter. If there is any conflict or inconsistency between the measurement and monitoring requirements subject to the statute, order, policy, regulation, decision, judgment or probationary designation and the requirements of this chapter, the more stringent requirement or requirements shall control in each instance.

(2) A permit, license, or registration holder is responsible for meeting the conditions of the permit, license, or registration and the requirements of this chapter. If there is any conflict or inconsistency between the permit, license, or registration condition for measurement and monitoring and the requirements of this chapter, the more stringent requirement or requirements shall control in each instance.

(f) Failure to maintain a measuring device, employ a measurement method, or implement an alternative compliance plan in accordance with the requirements of this chapter is a violation subject to civil liability of up to \$500 per day pursuant to Water Code section 1846.

Authority: Sections 1058, 1840, and 1841, Water Code.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

Reference: Sections 13, 1122, 1123, 1846, and 5103, Water Code.

§933 Measuring Device Requirements.

(a) Measurement Options. A diverter may choose any measuring device, or combination of devices, that meet the requirements of this section.

(b) Data

(1) Data Recording. The measuring device shall be capable of recording the date, time, and at least one of the following: total volume of water diverted, flow rate, water velocity, or water elevation. The data shall be recorded in a format retrievable and viewable using Microsoft Excel, Microsoft Access, or other software program authorized by the deputy director. The measuring device shall be capable of recording the required information as follows:

(A) For direct diversion:

(i) On an hourly or more frequent basis for a diverter with a right or a claimed right to divert 1000 acre-feet of water per year or more.

(ii) On a daily or more frequent basis for a diverter with a right or a claimed right to divert 100 acre-feet of water per year or more.

(iii) On a weekly or more frequent basis for a diverter with a right or a claimed right to divert more than 10 acre-feet of water per year.

(B) For direct diversion by a diverter with multiple claimed rights:

(i) On an hourly or more frequent basis, where the sum of the diversions made under the claimed rights from the same point of diversion or to serve the same place of use is 1000 acre-feet of water per year or more.

(ii) On a daily or more frequent basis, where the sum of the diversions made under the claimed rights from the same point of diversion or to serve the same place of use is 100 acre-feet of water per year or more.

(iii) On a weekly or more frequent basis, where the sum of the diversions made under the claimed rights from the same point of diversion or to serve the same place of use is greater than 10 acre-feet of water per year.

(iv) In the event of any conflict between recording requirements for a diverter with multiple claimed rights from the same point of diversion or to serve the same place of use, the more stringent requirement shall control.

(C) For storage in a reservoir or pond:

(i) On an hourly or more frequent basis for a reservoir or pond with a storage capacity of 1000 acre-feet or more.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(ii) On a daily or more frequent basis for a reservoir or pond with a storage capacity of 200 acre-feet or more.

(iii) On a weekly or more frequent basis for a reservoir or pond with a storage capacity of 50 acre-feet or more and less than 200 acre-feet.

(iv) On a monthly or more frequent basis for a reservoir or pond with a storage capacity of greater than 10 acre-feet and less than 50 acre-feet.

(v) In the event of any conflict between recording requirements for a diverter with multiple claimed rights to divert to storage in a reservoir or pond, the more stringent requirement shall control.

(2) Data Submittal.

(A) Each diverter to which a measurement requirement applies shall submit the data from each measuring device to the board as required by chapter 2.7 of division 3 of this title, and within 30 days of any request or order by the board.

(B) For a reservoir subject to drawdown and refill during the collection to storage season, or that is otherwise operated in a cyclical manner, the maximum and minimum water surface elevations, the corresponding reservoir volume, and the monitoring dates shall be measured and the resulting data maintained.

(C) For each reservoir, if water is diverted or flows into the reservoir under more than one bases of right, including groundwater or water purchased under a contract, the amounts reported to the board shall be limited to the amounts covered by the water right being reported. A record of the alternative supplies entering the reservoir throughout the year shall be maintained to demonstrate that water stored is under a separate basis of right or contract.

(3) Data Retention. Each diverter shall keep records of the data from each measuring device for a period of no less than 10 years.

(4) Telemetry Requirements.

(A) This paragraph applies to any diverter who:

(i) Diverts more than 10,000 acre-feet annually; or

(ii) Owns or operates a reservoir or pond with a storage capacity of 10,000 acre-feet or more; or

(iii) Diverts during the period from June 1 through September 30, and directly diverts more than 30 cubic feet per second at any time; or

(iv) Diverts during the period from June 1 through September 30, and has claimed water right(s) to more than 20 percent of historic calculated mean monthly stream flow as measured by a stream gage with publically available records maintained by the U.S. Geological Survey, the California Department of Water Resources, the U.S. Army Corps of Engineers, or the board, or such other percentage as the deputy director or board shall determine; and any of the following conditions apply:

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikeout

ADOPTED TEXT OF EMERGENCY REGULATION

(a) Threatened, endangered, or fully protected fish species are present or have historically been present; or

(b) The diversion is made from a stream that is part of the board's North Coast Instream Flow Policy area; or

(c) The diversion is made from the Deer Creek, Mill Creek, or Antelope Creek watersheds of the Sacramento River watershed; or

(d) The diversion is made from the Mark West Creek, Green Valley Creek, Mill Creek, or Dutch Bill Creek watersheds of the Russian River watershed.

(B) This paragraph applies to all rights, claimed rights, or combinations of rights and claimed rights to divert from a single or shared point of diversion if the sum of such rights or claimed rights meets the criteria of subparagraphs (A)(i), (A)(iii), and (A)(iv) of this paragraph.

(C) By January 1, 2020, diverters subject to subparagraphs (A)(i), (A)(ii), or (A)(iii) of this paragraph shall provide telemetered diversion data via a public website that displays the data on at least a daily basis, and that is updated weekly, at minimum. For diverters subject to subparagraph (A)(iv), the deputy director may establish the appropriate date and percentage of stream flow for telemetering after notice and opportunity for comment. The data shall be provided to the board upon the request of the deputy director in a format retrievable and viewable using Microsoft Excel, Microsoft Access, or other software program authorized by the deputy director. The deputy director shall not require any diverter who diverts less than 10 percent of the historic calculated mean monthly stream flow to provide telemetered diversion data.

(D) The board may adjust the percent threshold of historic calculated mean monthly stream flow below 10 percent on an individual stream after notice and opportunity for comment and following a board meeting.

(c) Calculating Volume from Recorded Data. If a measuring device measures the flow rate, water velocity, or water elevation, and does not report the total volume of water diverted or delivered, the diverter shall report the conversion method used to convert the measured value to volume. The conversion method shall be approved by a qualified individual.

(1) For a measuring device that measures flow-rate, the report shall describe protocols used to record the duration of operation where volume is derived by the following formula: $\text{Volume} = (\text{flow rate}) \times (\text{duration})$.

(2) For a measuring device that measures flow velocity only, the report shall describe protocols used to determine the cross-sectional area of flow and the duration of operation, where volume is derived by the following formula: $\text{Volume} = (\text{velocity}) \times (\text{cross-section flow area}) \times (\text{duration})$.

(3) For a measuring device that measures water elevation at the device (e.g. flow over a weir or differential elevation on either side of a device), the report shall describe

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

protocols used to derive flow rate at the measuring device and the method or formula used to derive volume from the measured elevation value(s).

(d) Required Accuracy. The accuracy for each measuring device applies to the volume diverted or stored.

(1) A measuring device installed on or before January 1, 2016, shall be certified to be accurate to within ± 15 percent by volume based on periodic testing of the installed device.

(2) A measuring device installed or replaced after January 1, 2016 that is used to measure the diversion of water shall be certified to be accurate to within:

(A) ± 5 percent by volume in the laboratory if using a laboratory certification.

(B) ± 10 percent by volume based on periodic testing of the installed device if using a non-laboratory certification for a diverter with a right or a claimed right greater than or equal to 100 acre-feet per year.

(C) ± 15 percent by volume based on periodic testing of the installed device if using a non-laboratory certification for a diverter with a right or a claimed right greater than or equal to 10 acre-feet per year.

(3) A measuring device installed or replaced after January 1, 2016 that is used to measure the water stored in a reservoir or pond shall be certified to be accurate to within:

(A) ± 10 percent by volume in based on periodic testing of the installed device for a reservoir or pond with a storage capacity of 200 acre-feet or more.

(B) ± 15 percent by volume in based on periodic testing of the installed device for a reservoir or pond with a storage capacity greater than 10 acre-feet and less than 200 acre-feet.

(e) Certification of Accuracy. The accuracy of a measuring device shall be initially certified and documented as follows:

(1) For a measuring device installed prior to January 1, 2016, the accuracy required shall be initially certified and documented by field-testing performed by an individual trained in the use of relevant field-testing equipment. The results from the field testing shall be documented in a report approved by a qualified individual and shall be filed with the next subsequent water use report. Stream gages installed and maintained by the U.S. Geological Survey or the U.S. Army Corps of Engineers do not require additional certification of the stream gage device accuracy pursuant to this section.

(2) For a measuring device installed or replaced after January 1, 2016, the accuracy shall be initially certified and documented by either:

(A) Laboratory certification prior to installation of a measuring device as documented by the manufacturer or an entity, institution or individual that tested the device following relevant industry-established protocols. Documentation

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

shall include the manufacturer's literature or the results of laboratory testing of an individual measuring device or type of measuring device; or

(B) Non-laboratory certification after the installation of a measuring device based on periodic testing of the installed device, as documented by either:

(i) The affidavit or declaration of a qualified individual documenting the design and installation of the measuring device at a specified location; or

(ii) A report approved by a qualified individual documenting the field-testing performed on the installed measuring device by an individual trained in the use of field testing equipment.

(f) Protocols for Field-Testing and Field-Inspection and Analysis. Field-testing shall be performed for a measuring device according to the manufacturer's recommendations or design specifications and be overseen by a qualified individual. Field inspection and analysis protocols shall be performed and the results shall be approved by a qualified individual for each measuring device to demonstrate the following:

(1) The design and installation standards used for each measuring device meets the accuracy standards of subdivision (d) of this section; and

(2) The operation and maintenance protocols will ensure compliance with the accuracy standards of subdivision (d) of this section.

(g) Installation, Maintenance and Performance Requirements. A measuring device shall be installed, maintained, operated, inspected, and monitored to ensure the accuracy standards of subdivision (d) of this section are met. The installation of a measuring device shall be performed by a qualified individual.

(h) Calibration. The measuring device shall be calibrated by a qualified individual upon installation and at least once every five years thereafter. The diverter shall be responsible for more frequent calibration of measuring device(s) as necessary to ensure the accuracy requirements of subdivision (d) of this section are met.

(i) Measuring Device Location. No delivery or use of water shall occur between the point of diversion and the location of the measuring device, unless otherwise measured.

(j) Accessibility. The measuring device shall be installed in a manner such that it is readily accessible for reading, inspection, testing, repair or replacement. The diverter shall make the measurement device reasonably available for inspection by an authorized representative of the board upon request. The diverter shall provide the board's representative with reasonable access to inspect the measuring device. Failure to provide such reasonable access is a violation of this regulation.

(k) Verification of Measuring Device. The board may conduct a field inspection or request additional information from the diverter to determine if the measuring device has been properly

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

installed and meets the requirements of this section. Failure to timely install a measuring device or verify its accuracy is a violation of this regulation.

(l) Inadequate Measuring Device. If a measuring device fails to meet the accuracy requirements of subdivision (d) of this section, the diverter shall repair or replace the measuring device at their own expense to meet such requirements.

(1) Notification. A diverter shall timely notify the board in writing upon detecting that the holder's measuring device does not comply with the accuracy requirements of subdivision (d) of this section. The notification shall include the diverter's plan to take appropriate, timely corrective action to comply with the accuracy requirements of subdivision (d) of this section.

(2) Enforcement. Failure to timely repair or replace a measuring device that does not comply with the accuracy requirements of subdivision (d) of this section is a violation of this regulation.

(m) Lawful authority. Nothing in this section shall be construed to limit or modify the board's authority to obtain information under any other lawful authority.

Authority: Sections 183, 1051, 1058, 1840, and 1841, Water Code.

Reference: Sections 13, 1846, and 5103, Water Code.

§934 Measurement Method.

(a) A measurement method is a protocol for measuring water diversions, other than through a measuring device at each authorized point of diversion, where the method achieves the accuracy requirements of subdivision (e) of this section. The board encourages diverters on a local or regional basis to cooperate and establish a measurement method or methods to measure direct diversion, diversion to storage, and withdrawal or release from storage in an efficient and cost effective manner which meets the accuracy requirements of subdivision (e) of this section. Any measurement method shall be able to quantify the amount of water diverted under all separate priorities of rights being exercised. If the claimed water rights included in a measurement method have different requirements under section 933, the more stringent requirement shall control for all of the claimed water rights covered by the measurement method.

(b) Minimum Standards for Measurement Method.

(1) Form and Content. A measurement method shall be prepared by a qualified individual and shall include, at a minimum, a written description that includes the following information:

(A) Name and contact information of all participants, including designation of an agent to serve as the primary contact person.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(B) Topographic or aerial map(s) showing location of participants and covered lands (including all assessor parcel numbers). The map shall conform to the mapping requirements of article 7 of chapter 2 of division 3 of this title.

(C) Description of how the measurement method is implemented to meet the requirements of this chapter.

(D) Documentation required under subdivision (f) of this section verifying the accuracy of the measurement method.

(E) Description of the permits, licenses, registrations, certificates and water right claims covered by the measurement method including for each individual right: file number, owner name, water right type, priority of diversion, monthly and annual diversion amounts, place of use, purpose of use, and alternative sources of water.

(F) Description of how the measurement method will account for each priority of right during periods of insufficient supply.

(2) Action by the deputy director. The deputy director may review measurement methods at the deputy director's discretion, and may reject measurement methods that fail to meet the requirements of this section. A measurement method shall not be authorized where any requirement of any contract, policy, order, decision, judgment, determination, or other regulatory requirement of the board, a Regional Water Quality Control Board, other state or federal agency, or a court requires that diversions be measured by a measuring device at each point of diversion.

(3) Initial Term and Renewal. The deadlines for the adoption of a measurement method shall be in accordance with subdivision (c) of section 932 of this title.

(c) Shared Measurement Point Upstream of the Delivery Point or Farm Headgate. A group of diverters may measure water diverted at a location upstream of their respective delivery points or farm headgates or at shared points of diversion if a written agreement is in place for the diverters to share a measuring device located at the shared point of diversion. Diverters using a shared measuring device under this subdivision shall report the following additional information to the board on an annual basis:

(1) The methodology used to apportion the volume of water delivered from the shared point of diversion to each downstream diverter, including how water will be apportioned among the diverters participating in the agreement during periods of insufficient supply while preventing injury to any other legal user of water or to public trust resources.

(2) The field or flow condition at each individual diverter's delivery point downstream of the point of measurement including the duration of water delivery to the individual diverter, annual water use patterns, irrigated acreage (including GIS map showing assessor's parcel number and USDA field identification number), crops planted, on-farm irrigation system, and other relevant distinctions in beneficial uses and water management practices.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(3) Consumptive use of water for each individual diverter, if available.

(d) Data

(1) Data Recording. The measurement method shall be capable of reporting the date, time, and total amount of water diverted in accordance with the requirements of subdivision (b) of section 933 of this title. The data shall be recorded in a format retrievable and viewable using Microsoft Excel, Microsoft Access, or other software program authorized by the deputy director.

(2) Data Submittal. Each diverter or claimant shall submit data from the measurement method to the board pursuant to chapter 2.7 of division 3 of this title, or within 30 days of request of the deputy director. Water use data for each twelve month reporting period shall be submitted on a form available on the board's website with the appropriate water use report including a Progress Report by Permittee, Report of Licensee, Supplemental Statement of Water Diversion and Use, and Water Use Reports of Registration and Certificate Holders.

(e) Required Accuracy. The accuracy of the measurement method to determine the volumes of water diverted, diverted to storage, and withdrawn or released from storage shall reasonably achieve accuracy standards comparable to the standards listed in subdivision (d) of section 933 of this title for individual measuring devices. The accuracy of the measurement method shall be determined by a qualified individual.

(f) Certification of Measurement Method Accuracy. The accuracy of a measurement method shall initially be certified and documented by field-testing performed by an individual trained in the use of relevant field-testing equipment. The results from the field testing shall be documented in a report approved by a qualified individual and shall be filed with the subsequent water use report. When the measurement method applies to water diverted for agricultural use, the certification shall be based on a statistically significant number of sampling points based on crop type and field size, include field testing and measurement during multiple phases of the crop-growth cycle, include all factors which influence consumptive use of water, and include any estimated tailwater return flows and percolation losses, where applicable. Field notes, calculations, and other materials used in the certification shall be included in the report.

(g) Operation and Performance Requirements. A measurement method shall be operated and maintained to meet the accuracy standards of subdivision (e) of this section. Field testing and re-analysis that the measurement method meets the requirements of this section shall be performed by a qualified individual upon installation, and at least once every five years thereafter.

(h) Inadequate Measurement Method. If a measurement method fails to meet the accuracy standards of subdivision (e) of this section, the measurement method shall be corrected to comply with such standards.

(1) Notification. The diverters employing a measurement method shall notify the board in writing within 30 days of finding a measurement method does not comply with the

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

ADOPTED TEXT OF EMERGENCY REGULATION

accuracy standards of subdivision (e) of this section. The notification shall include a plan to take appropriate, timely corrective action.

(2) Enforcement. Failure to correct defects or to ensure the measurement method complies with the accuracy standards of subdivision (e) of this section is a violation of this regulation.

(3) Measuring Devices Required. If defects in the measurement method are not timely corrected, measuring devices shall be installed at each point of diversion previously covered by a measurement method within 90 days.

(i) Measurement Method Duration and Renewal.

(1) A measurement method may remain in effect for a period of not more than five years, commencing from the effective date applicable to diversions subject to the plan pursuant to subdivision (c) of section 932 of this title.

(2) A diverter may renew a measurement method by resubmitting it, with or without amendment, before the method expires.

(3) The deputy director may reject a measurement method renewal for failure of the diverter(s) to implement a previous measurement method or for failure to achieve the required accuracy. Incomplete measurement method documentation, documentation that does not meet the minimum standards of this section, and lapses in measurement methods shall not relieve a diverter of the requirement to fully comply with sections 933 and 934 of this chapter.

(j) Measurement methods submitted in accordance with the provisions of this section shall be timely implemented.

Authority: Sections 183, 1058, 1840, and 1841, Water Code.

Reference: Sections 13, 1846, and 5103, Water Code.

§935 Alternative Compliance for a Measuring Device or Measurement Method Requirement.

(a) Alternative Compliance – Generally. In circumstances where strict compliance with sections 933 or 934 of this title is not feasible, would be unreasonably expensive, would unreasonably affect public trust uses, or would result in the waste or unreasonable use of water, a diverter may submit an alternative compliance plan.

(b) Minimum Standards – an alternative compliance plan under subdivision (a) shall meet the following minimum standards:

(1) The plan shall include the following information:

(A) The name and contact information for all diverters covered by the plan;

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

- (B) The name and contact information for the person designated to represent all diverters covered by the plan in matters before the board;
- (C) Identification of each individual water right type and priority covered by the plan;
- (D) A detailed description of the area served by the plan, including all points of diversion whether used or not used, all methods of diversion, any conveyance systems, all beneficial uses of water, and all acreage served;
- (E) The assessor's parcel numbers and ownership within the area covered by the plan;
- (F) Identification of the proposed measurement frequency;
- (G) Identification of the proposed measurement methodology;
- (H) Topographic map(s) or aerial photograph(s) of the area covered by the plan that show the separate places of use authorized to be served by claimed water rights covered by the plan and showing the acreage served;
- (I) An implementation schedule, including date-specific, objective milestones of plan implementation from date of filing through final implementation, including the estimated milestones for acquiring permits required for plan implementation and the estimated milestones for compliance with the California Environmental Quality Act, if required;
- (J) Budget for implementation of the plan and the source(s) of financing for the plan;
- (K) A list of any permits required for plan implementation, the agencies that will issue the permits, and expected dates for issuance;
- (L) An affirmation, signed by all diverters covered by the plan, that the plan will be implemented in accordance with the schedule contained therein and that all claimed water rights covered by the plan will not be exercised outside the scope of the plan.

(2) The plan shall include an explanation and substantiating documentation of alternative compliance for each of the requirements of sections 933 and 934 of this title. Absent substantiation of the specific basis for reduced performance standards, the plan shall state how compliance with sections 933 and 934 of this title will be achieved.

(3) The plan shall provide detailed documentation establishing and supporting the specific basis for claiming that strict compliance with sections 933 and 934 of this title is not feasible, would be unreasonably expensive, would unreasonably affect public trust uses, or would result in the waste or unreasonable use of water. Any claim that strict compliance is unreasonable expensive shall be accompanied by a cost analysis.

(4) The plan shall include a certification by a qualified individual that the plan is in compliance with this chapter.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(c) Filing of Alternative Compliance Plan.

(1) The alternative compliance plan shall be filed no later than the compliance deadline applicable to the diverter(s)' claim(s) of right under subdivisions (b) and (c) of section 932 of this title.

(2) The alternative compliance plan shall be filed electronically on a form available on the board's website.

(3) The alternative compliance plan shall be filed under penalty of perjury.

(d) Diversers under an alternative compliance plan shall report on plan implementation. Documentation of compliance with the timelines and other elements of the alternative compliance plan shall be filed with the applicable annual report under chapter 2.7 of this title.

(e) All plans submitted in accordance with the provisions of this section shall be timely implemented in accordance with the schedule contained therein.

(f) The deputy director may make such determinations for a plan, group of substantially similar plans, or group of plans for substantially similar projects.

(g) Alternative compliance plans received pursuant to this section will be posted on the board's website. The deputy director shall provide opportunity for comment by any interested parties.

(h) The deputy director may:

(1) Review any plan, request additional information to support a plan, and confer informally with a plan's sponsor to suggest modification in the plan;

(2) Audit any plan or any element of a plan for compliance with this chapter;

(3) Require submission of evidence of plan implementation in accordance with the schedule therein;

(4) Require changes or modification to any plan or plan component necessary to achieve compliance with this chapter,

(5) Require that any defect in a plan be corrected within a reasonable time; and

(6) Reject any plan that fails to meet the requirements of this chapter.

(j) A decision or order issued under subdivision (h) of this section is subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the California Water Code, and all applicable sections of this title.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(k) Plan Duration and Renewal.

(1) An alternative compliance plan may remain in effect for a period of not more than five years, commencing from the effective date applicable to diversions subject to the plan pursuant to subdivision (c) of section 932 of this title.

(2) A diverter may renew an alternative compliance plan by resubmitting it, with or without amendment, before the plan expires.

(3) The deputy director may reject a plan renewal for failure of the diverter to implement a previous plan according to its schedule, or for failure of a previous plan to achieve the required accuracy. Incomplete plans, plans that do not meet the minimum standards of this section, and lapses in plans shall not relieve a diverter of the requirement to fully comply with sections 933 and 934 of this chapter.

Authority: Sections 1058, 1840, and 1841, Water Code.

Reference: Sections 13, 1846, and 5103, Water Code.

§936 Request for Additional Time.

(a) A diverter may submit a request for additional time to comply with the provisions of this Chapter on a form available on the board's website. The additional time granted by the deputy director shall not exceed 24 months per extension.

(b) Approval of a time extension request is contingent on the following:

(1) Financial considerations shall be considered only in cases where the diverter has requested agency funding, and is awaiting grant or loan award.

(2) Extensions based on other considerations are limited to:

(A) minimum time needed to access site due to weather conditions; or

(B) minimum time needed to obtain other agency permits; or

(C) minimum time needed to comply with construction time periods set in other agency permits; or

(D) unforeseen circumstances.

(c) All time extension requests shall be accompanied by documentation of grant or loan request or agency permit requests, as applicable. Funding and/or permit approval documents shall be submitted to the deputy director within 30 days of receipt. Time extension requests based on unforeseen circumstances shall be accompanied by a showing of good cause and a showing that all reasonable efforts have been made to comply with the timelines established in the subdivision (c) of section 932 of this title.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(d) All time extension requests shall be accompanied by a plan documenting the additional time needed to comply with the provisions of this chapter. The plan shall describe the interim measurement practices the diverter will implement while diligently pursuing compliance with this chapter.

Authority: Sections 1058, 1840, and 1841, Water Code.

Reference: Sections 13, 1846, and 5103, Water Code.

§937 Report of Water Measuring Device.

(a) Report - Filing Requirements. A report of water measuring device shall be filed electronically on a form available on the board's website.

(1) For measuring devices installed on or before January 1, 2016, a diverter shall submit a report of water measuring device to the board with the first water use report filed after January 1, 2017.

(2) For measuring devices installed after January 1, 2016, a diverter shall submit a report of water measuring device to the board with the first water use report submitted after installation of the device.

(3) After the initial report has been submitted, the diverter shall provide the board with a report of water measuring device at five year intervals.

(4) The diverter shall submit a report of water measuring device to the board within 30 days of installation or calibration of a new or replacement measuring device.

(5) The diverter shall submit a report of water measuring device to the board within 30 days of request from the board.

(b) Form - Content. The report of water measuring device shall contain the following information, as applicable:

(1) Name of diverter.

(2) Contact information for the person testing the performance of the device, including email address.

(3) Water right identification number, if assigned.

(4) Type of measuring device.

(5) Make, model number and serial number of the measuring device.

(6) Type of recording device.

(7) Make, model number and serial number of the recording device.

(8) Units of measurement.

(9) The date of installation.

Note: Proposed additions to the California Code of Regulations are shown in underline. Proposed deletions are shown in strikethrough

ADOPTED TEXT OF EMERGENCY REGULATION

(10) Certification of accuracy.

(11) Name of the person who installed the measuring device.

(12) Date of most recent calibration or recalibration of the measuring device.

(13) Maintenance schedule for the measuring device and the recording device.

Authority: Sections 1058, 1840, and 1841, Water Code.

Reference: Sections 13, 1846, and 5103, Water Code.

§938 Compliance.

Failure to meet the requirements of this Chapter is violation subject to civil liability of up to \$500 per day pursuant to Water Code section 1846.

Authority: Sections 1058, 1840, and 1841, Water Code.

Reference: Sections 13 and 1846, Water Code.

**Note: Proposed additions to the California Code of Regulations are shown in underline.
Proposed deletions are shown in strikethrough**

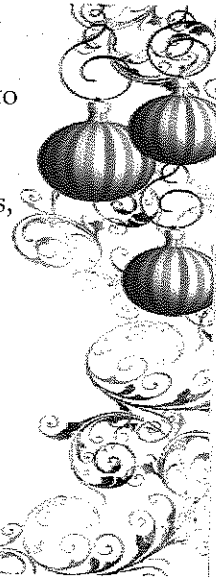
Hidden Valley Lake CSD

During this Holiday Season, our thoughts turn gratefully to those who have helped make our progress possible.

As a way to say thank you to our valued clients and friends, and in effort to make a difference in your community, Coastland has made a charitable donation to the 2016 Lake County Fire Victims Fund on your behalf.



The Lake County Fire Victims Fund was created by Redwood Credit Union's Community Fund in conjunction with the Press Democrat and Senator Mike McGuire.



SDA Research

November 14, 2016

Dear Mr. Cloyd:

Thank you for completing our survey on asset management, maintenance and inspections issues in September. Your input was extremely valuable and will help our client to better serve the industry in the future.

As promised, for completing our survey a \$100 donation to the American Cancer Society was made on behalf of your company on November 10, 2016

Thank you again for your participation in our survey.

Sincerely,



Pat Biggerstaff
President
SDA Research

RECEIVED

NOV 18 2016



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: August 16, 2016**

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

Director Jim Freeman, President	Kirk Cloyd, General Manager
Director Jim Lieberman, Vice President	Alyssa Gordon, Water Resources Specialist
Director Linda Herndon	Penny Cuadras, Administrative Assistant
Director Judy Mirbegian	

Members absent:

Director Carolyn Graham

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 Herndon the Board unanimously approved the agenda. General Manager Kirk Cloyd noted a change in the content of the Board of Directors Meeting packet.

CONSENT CALENDAR

A motion was made by Director Herndon to remove item 5A from the Consent Calendar for discussion. Director Mirbegian seconded the motion, with a request of an amendment to the Emergency Preparedness Committee meeting minutes.

The Board unanimously approved the Emergency Preparedness Committee meeting minutes as amended.

The Board unanimously approved the following remaining Consent Calendar items:

(A) MINUTES: Approval of the minutes for the Board of Directors meeting July 19, 2016

DISBURSEMENTS: Check #033843 - #033929 including drafts and payroll for a total of \$194,110.26

BOARD COMMITTEE REPORTS

Personnel Committee: Director Mirbegan requested staff to schedule a meeting in the upcoming week (8/22-8/26).

Finance Committee: Director Mirbegan requested the 2016-2017 approved Budget be distributed in the normal format. The Board has accepted that this report will be produced by the incoming full charge bookkeeper.

Emergency Preparedness Program Committee: General Manager Kirk Cloyd provided a summary of a recent Emergency Preparedness training that took place earlier in the month, in Fortuna, CA., as well as recent experiences in internet and phone outages.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegan reported that while continuing to participate in ACWA Region 1, she will be stepping down as the Chair to the Board.

ACWA State Legislative Committee: Director Herndon provided a summary of the most recent meeting of the legislative session, highlighting new activities by the little Hoover Commission.

County OES: Director Lieberman reported that the Emergency Operating Center (EOC) meeting will be taking precedence over County OES meetings, as per Dr. Karen Tait.

STAFF REPORTS

Financial Report: Director Mirbegan inquired on a few items in the report, and requested the General Manager present a monthly analysis, moving forward.

Administration/Customer Service Report:

Field Operations Report: Staff responded to inquiries by Director Mirbegan and Director Lieberman.

General Manager's Report: General Manager Kirk Cloyd responded to inquiries on all items to the report. A public hearing will be held by Lake County Planning Commission regarding Wild Diamond Vineyards, later this month. The Board has recommended General Manager Kirk Cloyd appear at the hearing, and confirm groundwater recharge test of Wild Diamond Vineyard wells and baseline monitoring of potential waterways which flow to Hidden Valley Lake will be performed.

DISCUSSION AND POSSIBLE ACTION: **Discuss billing opportunities of misread meters.**

The Board reviewed current documentation, and proposed minor changes prior to delivery. As a result of the discussion it was conveyed to staff to bill and collect the underbilled accounts.

DISCUSSION AND POSSIBLE ACTION:
Approve Resolution 2016-16 to adopt District Billing Recoupment Policy and Procedure.

On motion by Director Mirbegian, and second by Director Lieberman, the Board unanimously approved Resolution 2016-16 authorizing adoption of a Utility Billing Undercharge/Overcharge Policy.

PUBLIC COMMENT

A comment was made regarding the importance of diversifying internet providers, and taking into account the speed of repair.

Another comment thanked the Board for investigating a number of options in Hexavalent Chromium compliance, and well site selection.

BOARD MEMBER COMMENT

Director Herndon discussed the opportunity for all Board members to enroll in continuing education, as well as taking an active part in District policy development.

Director Mirbegian and Director Lieberman will pass on the District's check signing responsibility to Director Freeman, and Director Graham.

ADJOURNMENT

On motion by Director Herndon and second by President Freeman, the Board unanimously voted to adjourn. The meeting was adjourned at 9:01 PM.

Jim Freeman Date
President of the Board

Kirk Cloyd Date
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: November 22, 2016**

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

Director Jim Freeman, President Kirk Cloyd, General Manager
Director Jim Lieberman, Vice President Penny Cuadras, Administrative Assistant
Director Linda Herndon
Director Carolyn Graham
Director Judy Mirbegian

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 Graham and second by Director Herndon the Board unanimously approved the agenda.

PRESENTATIONS

General Manager Kirk Cloyd presented the Personnel Action Form (PAF). The PAF will become part of the Personnel File to be reviewed by GM, Finance and Human Resources for each staff member.

CONSENT CALENDAR

On a motion by Director Mirbegian and second by Director Herndon the Board removed item 5A of the August 16, 2016 Regular Board Meeting from the Consent Calendar for further discussion.

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

- (B) **MINUTES**: Approval of the minutes for the Board of Directors meeting October 18, 2016.
- (C) **DISBURSEMENTS**: Check #034080 - #034135 including drafts and payroll for a total of \$220,316.20

On a motion by Director Mirbegian and second by Director Lieberman, the Board unanimously approved the change to wording on Agenda Item 9 of the August 16, 2016 minutes.

BOARD COMMITTEE REPORTS

Personnel Committee: No meeting held.

Finance Committee: No meeting held.

Emergency Preparedness Program Committee: No meeting held.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 4: Directors Mirbegian, Herndon and Graham, as well as General Manager Kirk Cloyd attended ACWA Region 4 Tour held in Winters on November 7, 2016. Director Mirbegian reported on the replenishment and refurbishment of Lower Putah Creek and the conservation ideas that were discussed. Director Graham reported on the America River restoration and study to monitor fish and track migration patterns due to habitat restoration. Director Herndon noted that similar refurbishment and restoration may benefit Coyote and Gallagher Creeks.

Director Mirbegian reported that Solano Water Agency offered to write a letter of support to the State Water Board regarding the annual discharge to Putah Creek and the Moratorium.

ACWA Region 1 Board: No report.

ACWA State Legislative Committee: Director Herndon reported that the next meeting is scheduled for January 2017.

County OES: General Manager Kirk Cloyd reported on Local Water Agency meeting in General Manager Report.

STAFF REPORTS

Financial Report: Director Mirbegian stated that the Revenue and Expenses report looked good.

Salary savings, new state regulations, underbilled customers, and CPA support were discussed in the context of their financial impact to the District.

Director Mirbegian requested that a copy of Regional Water Board letter be in the December Board Packet.

Director Mirbegian inquired about underbilled amount owed being accrued into accounts receivable, asked that the Board strongly recommend this to be done.

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Kirk Cloyd discussed items in his report, and responded to inquiries regarding billing, road repair, and weed abatement.

DISCUSSION AND POSSIBLE ACTION:
Approval of Resolution 2016-19, Investment of Hidden Valley Lake Community Services District's Monies in Local Agency Investment Fund

On motion by Director Mirbegan, and second by Director Graham, the Board unanimously approved Resolution 2016-19, Investment of Hidden Valley Lake Community Services District's Monies in Local Agency Investment Fund.

DISCUSSION AND POSSIBLE ACTION:
Approval of Resolution 2016-20 Hidden Valley Lake Community Services District Board of Directors Updating the Hidden Valley Lake Community Services District Conflict of Interest Code and Rescinding Resolution Number 2014-12

On motion by Director Herndon and second by Director Mirbegan, the Board unanimously approved Resolution 2016-20, Hidden Valley Lake Community Services District Board of Directors Updating the Hidden Valley Lake Community Services District Conflict of Interest Code and Rescinding Resolution Number 2014-12.

PUBLIC COMMENT

No public comment.

BOARD MEMBER COMMENT

Director Herndon, Mirbegan and President Freeman acknowledged Sr Accounts Representative Marty as a positive addition to the front office staff. The Board also acknowledged the resignations of Paul and Barry.

CLOSED SESSION:
Government Code 54957 (b) Personnel Performance Evaluation – General Manager. GM goal-setting.

ADJOURNMENT

The Board of Directors went into closed session at 8:14 PM and adjourned at 10:37 PM. No reportable action.

Jim Freeman Date
President of the Board

Kirk Cloyd Date
General Manager/Secretary to the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

November, 2016

DISBURSEMENT SUMMARY REPORT

11/1/2016-11/30/2016

Disbursement Summary		
Fund		
120 - Sewer	\$	40,552.36
130 - Water	\$	41,264.40
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
	SUB TOTAL \$	81,816.76
*Payroll	\$	43,452.31
Total Warrants	\$	125,269.07

**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, 2016

DISBURSEMENT DETAIL REPORT

11/1/2016-11/30/2016

DRAFT DATE	TYPE	NUMBER	NAME	DRAFT AMOUNT	STATUS
11/10/2016	BANK-DRAFT	20	NATIONWIDE RETIREMENT SOLUTION	825.00	CLEARED
11/10/2016	BANK-DRAFT	21	STATE OF CALIFORNIA EDD	1106.13	CLEARED
11/10/2016	BANK-DRAFT	22	US DEPARTMENT OF THE TREASURY	3638.86	CLEARED
11/10/2016	BANK-DRAFT	23	NATIONWIDE RETIREMENT SOLUTION	100.00	CLEARED
11/10/2016	BANK-DRAFT	24	STATE OF CALIFORNIA EDD	237.10	CLEARED
11/10/2016	BANK-DRAFT	25	US DEPARTMENT OF THE TREASURY	764.78	CLEARED
11/10/2016	BANK-DRAFT	26	STATE OF CALIFORNIA EDD	276.50	CLEARED
11/10/2016	BANK-DRAFT	27	US DEPARTMENT OF THE TREASURY	863.26	CLEARED
11/23/2016	BANK-DRAFT	28	NATIONWIDE RETIREMENT SOLUTION	825.00	CLEARED
11/23/2016	BANK-DRAFT	29	STATE OF CALIFORNIA EDD	1273.46	CLEARED
11/23/2016	BANK-DRAFT	30	US DEPARTMENT OF THE TREASURY	3878.62	CLEARED
TOTAL				13,788.71	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
11/4/2016	CHECK	34136	OFFICE DEPOT	29.61	CLEARED
11/4/2016	CHECK	34137	ALPHA ANALYTICAL LABORATORIES	580.00	CLEARED
11/4/2016	CHECK	34138	ASSOCIATION OF CALIFORNIA WATER	9,800.00	CLEARED
11/4/2016	CHECK	34139	CLEARLAKE LAVA, INC.	659.55	CLEARED
11/4/2016	CHECK	34140	MARTINE GONZALEZ	50.00	CLEARED
11/4/2016	CHECK	34141	MEDIACOM	427.23	CLEARED
11/4/2016	CHECK	34142	MICHELLE HAMILTON	625.00	CLEARED
11/4/2016	CHECK	34143	PENNY CUADRAS	69.77	CLEARED
11/4/2016	CHECK	34144	REDFORD SERVICES	950.00	CLEARED
11/4/2016	CHECK	34145	SWRCB	3,428.44	CLEARED
11/4/2016	CHECK	34146	TYLER TECHNOLOGY	121.00	CLEARED
11/4/2016	CHECK	34147	ISOLA, ELIZABETH	74.05	CLEARED
11/4/2016	CHECK	34148	GILLHAM, EDGAR G	24.21	CLEARED
11/4/2016	CHECK	34149	PARKER, ANGELA G	113.67	CLEARED
11/10/2016	CHECK	34150	ALPHA ANALYTICAL LABORATORIES	475.00	CLEARED
11/10/2016	CHECK	34151	AT&T	469.36	CLEARED
11/10/2016	CHECK	34152	CALPERS FISCAL SERVICES DIVISI	7,402.02	CLEARED
11/10/2016	CHECK	34153	CARPET MAN	441.53	CLEARED
11/10/2016	CHECK	34154	DATAPROSE	2,817.38	CLEARED
11/10/2016	CHECK	34155	GARDENS BY JILLIAN	200.00	CLEARED
11/10/2016	CHECK	34156	SOUTH LAKE REFUSE COMPANY	356.25	CLEARED
11/10/2016	CHECK	34157	USA BLUE BOOK	1,674.85	CLEARED
11/10/2016	CHECK	34158	CALIFORNIA PUBLIC EMPLOYEES RETIRE	3,844.02	CLEARED
11/10/2016	CHECK	34159	CALIFORNIA PUBLIC EMPLOYEES REITRE	756.60	OUTSTND

CHECK DATE	CHECK TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
11/10/2016	CHECK	34160	CALIFORNIA PUBLIC EMPLOYEES RE	887.48	OUTSTND
11/10/2016	CHECK	34161	CASTELLI, CAREN	224.96	CLEARED
11/18/2016	CHECK	34162	ACWA/JPIA	867.47	CLEARED
11/18/2016	CHECK	34163	ADTS, INC	50.00	OUTSTND
11/18/2016	CHECK	34164	ALPHA ANALYTICAL LABORATORIES	1,161.00	CLEARED
11/18/2016	CHECK	34165	BADGER METER	30.00	CLEARED
11/18/2016	CHECK	34166	BOLD POLISNER MADDOW NELSON &	292.50	CLEARED
11/18/2016	CHECK	34167	CALIFORNIA SPECIAL DISTRICTS A	6,026.00	CLEARED
11/18/2016	CHECK	34168	HARDESTER'S MARKETS & HARDWARE	78.42	CLEARED
11/18/2016	CHECK	34169	JOHN HAMNER	75.00	CLEARED
11/18/2016	CHECK	34170	JOHN HAMNER	75.00	CLEARED
11/18/2016	CHECK	34171	KELLER CANYON LANDFILL	4,465.02	CLEARED
11/18/2016	CHECK	34172	POWER INDUSTRIES, INC	667.60	CLEARED
11/18/2016	CHECK	34173	SAM GARCIA	180.00	CLEARED
11/18/2016	CHECK	34174	STATE WATER RESOURCES CONTROL	230.00	CLEARED
11/18/2016	CHECK	34175	SWRCB - DWOCP	90.00	CLEARED
11/18/2016	CHECK	34176	USA BLUE BOOK	953.34	CLEARED
11/18/2016	CHECK	34177	VERIZON WIRELESS	637.58	CLEARED
11/18/2016	CHECK	34178	WAGNER & BONSIGNORE	2,250.50	CLEARED
11/18/2016	CHECK	34179	WESTGATE PETROLEUM CO., INC.	1,140.36	CLEARED
11/18/2016	CHECK	34180	WIPF CONSTRUCTION	5,108.80	CLEARED
11/18/2016	CHECK	34181	JOHNSON-HAWKINS, CAT	47.04	OUTSTND
11/18/2016	CHECK	34182	LLC GRIFFIN & DAHL	30.11	CLEARED
11/18/2016	CHECK	34183	WOODARD, JON	51.13	CLEARED
11/23/2016	CHECK	34184	ALPHA ANALYTICAL LABORATORIES	325.00	CLEARED
11/23/2016	CHECK	34185	CARDMEMBER SERVICE	1,928.46	CLEARED
11/23/2016	CHECK	34186	PENNY CUADRAS	299.72	OUTSTND
11/23/2016	CHECK	34187	RICOH USA, INC.	405.04	CLEARED
11/23/2016	CHECK	34188	CALIFORNIA PUBLIC EMPLOYEES RETIRE	4,060.98	OUTSTND
TOTAL				68,028.05	

DATE	TYPE	NUMBER	NAME	AMOUNT	STATUS
11/9/2016	MISC.		PAYROLL DIRECT DEPOSIT	3,220.32	CLEARED
11/9/2016	MISC.	1	PAYROLL DIRECT DEPOSIT	3,444.38	CLEARED
11/10/2016	MISC.		PAYROLL DIRECT DEPOSIT	17,471.88	CLEARED
11/23/2016	MISC.		PAYROLL DIRECT DEPOSIT	19,315.73	CLEARED
TOTAL				43,452.31	



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

November, 2016

Financial Report

REVENUE & EXPENSE SEWER REPORT

11/1/2016-11/30/2016

120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL REVENUE	1,066,000.00	82,858.15	473,724.15	592,275.85	44%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	409,227.00	23,025.44	150,771.63	258,455.37	37%
ADMINISTRATION	345,801.26	26,877.78	151,368.12	194,433.14	44%
FIELD	357,298.00	15,873.22	100,202.86	257,095.14	28%
DIRECTORS	50,035.00	163.07	15,564.55	34,470.45	31%
TOTAL	1,162,361.26	65,939.51	417,907.16	744,454.10	36%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	100.00	200.00	300.00	40%
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0%
120-4040 LIEN RECORDING FEES	0.00	0.00	13.12	(13.12)	0%
120-4045 AVAILABILITY FEES	7,000.00	0.00	496.00	6,504.00	7%
120-4050 SALES OF RECLAIMED WATER	90,000.00	166.47	60,512.75	29,487.25	67%
120-4111 COMM SEWER USE	29,900.00	2,496.75	12,483.75	17,416.25	42%
120-4112 GOV'T SEWER USE	550.00	53.12	265.60	284.40	48%
120-4116 SEWER USE CHARGES	936,850.00	79,968.26	399,204.44	537,645.56	43%
120-4210 LATE FEE	0.00	65.53	320.35	(320.35)	0%
120-4300 MISC INCOME	1,000.00	5.64	19.05	980.95	2%
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0%
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0%
120-4550 INTEREST INCOME	200.00	2.38	209.09	(9.09)	105%
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0%
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0%
TOTAL	1,066,000.00	82,858.15	473,724.15	592,275.85	44%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	0.00	10,540.47	1,659.53	86%
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	(685.23)	4,658.65	9,279.35	33%
120-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	0.00	4,800.00	0%
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0%
120-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	570.18	2,279.68	7,720.32	23%
120-5-00-5061 VEHICLE MAINT	7,500.00	4.00	1,553.72	5,946.28	21%
120-5-00-5062 TAXES & LIC	650.00	0.00	292.50	357.50	45%
120-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38	(3,098.38)	122%
120-5-00-5075 BANK FEES	11,000.00	1,285.69	6,197.18	4,802.82	56%
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,300.00	3,013.00	3,093.60	1,206.40	72%
120-5-00-5092 POSTAGE & SHIPPING	5,350.00	919.04	1,558.33	3,791.67	0%
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,113.03	(3,113.03)	0%
120-5-00-5121 LEGAL SERVICES	10,000.00	146.25	1,800.00	8,200.00	18%
120-5-00-5122 ENGINEERING SERVICES	26,400.00	0.00	3,463.55	22,936.45	13%
120-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,693.50	(1,193.50)	180%
120-5-00-5126 AUDIT SERVICES	7,200.00	0.00	0.00	7,200.00	0%
120-5-00-5130 PRINTING & PUBLICATION	7,750.00	489.65	1,297.21	6,452.79	17%
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0%
120-5-00-5145 EQUIPMENT RENTAL	6,700.00	202.52	695.73	6,004.27	10%

120-5-00-5148 OPERATING SUPPLIES	12,300.00	71.82	5,150.63	7,149.37	42%
120-5-00-5150 REPAIR & REPLACE	101,839.00	2,555.17	18,615.86	83,223.14	18%
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	100.00	6,311.91	1,688.09	79%
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	2,775.00	6,825.00	29%
120-5-00-5157 SECURITY	500.00	0.00	214.50	285.50	43%
120-5-00-5160 SLUDGE DISPOSAL	19,000.00	9,643.68	25,768.68	(6,768.68)	136%
120-5-00-5191 TELEPHONE	7,300.00	767.09	3,623.68	3,676.32	50%
120-5-00-5192 ELECTRICITY	19,000.00	0.00	5,806.04	13,193.96	31%
120-5-00-5193 OTHER UTILITIES	2,600.00	178.13	711.98	1,888.02	27%
120-5-00-5194 IT SERVICES	21,800.00	90.00	1,930.70	19,869.30	9%
120-5-00-5195 ENV/MONITORING	34,000.00	2,226.00	14,778.00	19,222.00	43%
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	1,361.25	(1,361.25)	0%
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	180.00	180.00	1,420.00	11%
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0%
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	0.00	1,300.00	0%
120-5-00-5312 TOOLS - FIELD	1,000.00	0.00	406.10	593.90	41%
120-5-00-5315 SAFETY EQUIPMENT	1,900.00	480.95	2,793.27	(893.27)	147%
120-5-00-5545 RECORDING FEES	200.00	0.00	8.50	191.50	4%
120-5-00-5600 CONTINGENCY	22,000.00	0.00	0.00	22,000.00	0%
TOTAL	409,227.00	23,025.44	150,771.63	258,455.37	37%

ADMINISTRATION					
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES	225,718.00	21,949.01	106,964.22	118,753.78	47%
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	594.59	26,248.51	45,598.49	37%
120-5-10-5021 RETIREMENT BENEFITS	39,384.26	3,852.82	16,494.32	22,889.94	42%
120-5-10-5063 CERTIFICATIONS	0	0	0	0	0%
120-5-10-5090 OFFICE SUPPLIES	3,440.00	331.5	706.74	2,733.26	21%
120-5-10-5170 TRAVEL MILEAGE	1,112.00	0	337.47	774.53	30%
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	149.86	587.36	3,412.64	15%
120-5-10-5179 ADM MISC EXPENSES	300	0	29.5	270.5	10%
TOTAL	345,801.26	26,877.78	151,368.12	194,433.14	44%

FIELD	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	237,769.00	12,509.11	65,605.69	172,163.31	28%
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	171.58	20,776.27	50,942.73	29%
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	2,902.44	11,858.53	28,457.47	29%
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0	1,500.00	0	100%
120-5-30-5063 CERTIFICATIONS	750	230	230	520	31%
120-5-30-5090 OFFICE SUPPLIES	560	60.09	157.37	402.63	28%
120-5-30-5170 TRAVEL MILEAGE	684	0	0	684	0%
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0	75	3,925.00	2%
TOTAL	357,298.00	15,873.22	100,202.86	257,095.14	28%

DIRECTORS	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.1	780.5	2,219.50	26%
120-5-40-5020 DIRECTOR BENEFITS	230	6.97	34.85	195.15	15%
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	0.00	14,749.20	31,710.80	32%
120-5-40-5170 TRAVEL MILEAGE	95	0	0	95	0%
120-5-40-5175 EDUCATION / SEMINARS	0	0	0	0	0%
120-5-40-5176 DIRECTOR TRAINING	250	0	0	250	0%
TOTAL	50,035.00	163.07	15,564.55	34,470.45	31%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

October, 2016

Financial Report

REVENUE & EXPENSE **WATER** REPORT

11/1/2016-11/30/2016

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ALL REVENUE	1,635,557.00	155,382.41	728,167.01	907,389.99	45%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	25,178.43	196,670.74	490,123.26	29%
ADMINISTRATION	358,922.00	14,288.19	87,363.05	271,558.95	24%
FIELD	370,669.00	19,997.08	118,650.15	252,018.85	32%
DIRECTORS	51,330.00	294.28	15,740.60	35,589.40	31%
TOTAL	1,467,715.00	59,757.98	418,424.54	1,049,290.46	29%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,555.00	7,345.00	5,655.00	57%
130-4039 WATER METER INST	500.00	340.00	680.00	(180.00)	136%
130-4040 RECORDING FEE	100.00	0.00	13.14	86.86	13%
130-4045 AVAILABILITY FEES	20,000.00	0.00	2,054.00	17,946.00	10%
130-4110 COMM WATER USE	77,913.00	4,978.63	41,205.88	36,707.12	53%
130-4112 GOV'T WATER USE	5,194.00	669.52	2,154.39	3,039.61	41%
130-4115 WATER USE	1,491,050.00	145,142.01	656,490.78	834,559.22	44%
130-4210 LATE FEE	25,000.00	2,431.61	15,165.14	9,834.86	61%
130-4215 RETURNED CHECK FEE	1,000.00	0.00	450.00	550.00	45%
130-4300 MISC INCOME	1,500.00	265.66	2,473.47	(973.47)	165%
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0%
130-4550 INTEREST INCOME	300.00	(0.02)	135.21	164.79	45%
TOTAL REVENUES	1,635,557.00	155,382.41	728,167.01	907,389.99	45%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5024 WORKERS' COMP INSURANC	12,200.00	0.00	10,540.47	1,659.53	86%
130-5-00-5025 RETIREE HEALTH BENEFIT	13,938.00	(1,067.75)	2,356.76	11,581.24	17%
130-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	0.00	4,800.00	0%
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	570.18	2,241.64	7,758.36	22%
130-5-00-5061 VEHICLE MAINT	7,500.00	4.00	1,843.85	5,656.15	25%
130-5-00-5062 TAXES & LIC	1,200.00	0.00	292.50	907.50	24%
130-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38	(3,098.38)	122%
130-5-00-5075 BANK FEES	11,000.00	1,285.66	5,826.80	5,173.20	53%
130-5-00-5080 MEMBERSHIP & SUBSCRIPT	17,300.00	12,813.00	14,014.60	3,285.40	81%
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	919.04	1,558.32	3,791.68	29%
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,122.70	(3,122.70)	-
130-5-00-5121 LEGAL SERVICES	10,000.00	146.25	1,800.00	8,200.00	18%
130-5-00-5122 ENGINEERING SERVICES	44,500.00	2,250.50	24,401.23	20,098.77	55%
130-5-00-5123 OTHER PROFESSIONAL SER	1,500.00	0.00	2,043.50	(543.50)	136%
130-5-00-5124 WATER RIGHTS	85,056.00	0.00	9,123.05	75,932.95	11%
130-5-00-5126 AUDIT SERVICES	7,200.00	0.00	0.00	7,200.00	0%
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	489.65	1,304.39	6,445.61	17%
130-5-00-5135 NEWSLETTER	1,100.00	0.00	0.00	1,100.00	0%
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	202.52	3,337.04	14,312.96	19%
130-5-00-5148 OPERATING SUPPLIES	1,400.00	19.94	665.60	734.40	48%
130-5-00-5150 REPAIR & REPLACE	160,000.00	1,318.35	29,975.57	130,024.43	19%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	100.00	6,311.91	2,088.09	75%

130-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	1,575.00	8,025.00	16%
130-5-00-5157 SECURITY	450.00	0.00	214.50	235.50	48%
130-5-00-5191 TELEPHONE	8,000.00	767.08	3,623.60	4,376.40	45%
130-5-00-5192 ELECTRICITY	96,000.00	0.00	34,370.90	61,629.10	36%
130-5-00-5193 OTHER UTILITIES	2,200.00	178.12	711.94	1,488.06	32%
130-5-00-5194 IT SERVICES	26,100.00	120.00	1,990.70	24,109.30	8%
130-5-00-5195 ENV/MONITORING	21,600.00	315.00	2,935.00	18,665.00	14%
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	3,428.44	3,428.44	16,671.56	17%
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	0.00	2,000.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0%
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	315.96	1,684.04	16%
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	480.95	2,787.89	(1,087.89)	164%
130-5-00-5505 WATER CONSERVATION	9,000.00	50.00	6,850.00	2,150.00	76%
130-5-00-5545 RECORDING FEES	200.00	0.00	8.50	191.50	4%
130-5-00-5600 CONTINGENCY	45,000.00	0.00	0.00	45,000.00	0%
TOTAL	686,794.00	25,178.43	196,670.74	490,123.26	29%

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	10,628.78	50,279.90	185,850.10	21%
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	271.52	24,633.04	47,513.96	34%
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	2,729.70	10,317.24	30,549.76	25%
130-5-10-5090 OFFICE SUPPLIES	4,214.00	331.48	706.70	3,507.30	17%
130-5-10-5170 TRAVEL MILEAGE	1,664.00	0.00	337.46	1,326.54	20%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	326.71	1,059.21	2,540.79	29%
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	29.50	270.50	10%
TOTAL	358,922.00	14,288.19	87,363.05	271,558.95	24%

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	15,803.59	81,875.01	166,860.99	33%
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	171.57	20,776.19	51,241.81	29%
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	3,221.83	13,601.59	28,231.41	33%
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,500.00	0.00	100%
130-5-30-5063 CERTIFICATIONS	600.00	240.00	240.00	360.00	40%
130-5-30-5090 OFFICE SUPPLIES	686.00	60.09	157.36	528.64	23%
130-5-30-5170 TRAVEL MILEAGE	896.00	0.00	0.00	896.00	0%
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	500.00	500.00	3,900.00	11%
TOTAL	370,669.00	19,997.08	118,650.15	252,018.85	32%

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	834.25	2,165.75	28%
130-5-40-5020 DIRECTOR BENEFITS	230.00	7.43	37.15	192.85	16%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	0.00	14,749.20	31,710.80	32%
130-5-40-5170 TRAVEL MILEAGE	640.00	0.00	0.00	640.00	0%
130-5-40-5176 DIRECTOR TRAINING	1,000.00	120.00	120.00	880.00	12%
TOTAL	51,330.00	294.28	15,740.60	35,589.40	31%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**November, 2016
FINANCIAL REPORT
POOLED CASH**

AS OF November 30, 2016

Beginning Balance	337,214.78
Cash Receipts	
Deposit	240,078.58
Transfers	0.00
Total Receipts	240,078.58
Cash Disbursements	
Accounts Payable	81,816.76
Payroll	43,452.31
Bank Fees	2,479.97
Total Disbursements	127,749.04
Ending Balance	449,544.32

TEMPORARY INVESTMENTS

AS OF November 30, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,433.83	41,633.07	109,066.90	109,066.90
130	Water Operating Fund	100,496.04	(431.63)	100,064.41	100,064.42
215	1995-2 Redemption	60,980.44	78,163.01	139,143.45	139,143.44
218	CIEDB Redemption	11,537.53	-	11,537.53	11,537.51
219	USDARUS Solar Loan (Sewer)	821.12	108,353.42	109,174.54	109,174.55
313	Wastewater Cap Fac Reserved	259,254.02	30,408.48	289,662.50	289,662.50
314	Wastewater Cap Fac Unrestricted	261,920.37	290,285.51	552,205.88	552,205.89
319	Solar Reserve	-	35,323.20	35,323.20	35,323.19
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,566.02	-	171,566.02	171,566.02
711	Bond Administration	27,211.79	14,430.86	41,642.65	41,642.66
TOTAL		961,221.16	598,165.93	1,559,387.09	1,559,387.10



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**November, 2016
FINANCIAL REPORT**

**CAPITAL EXPENDITURES
2016-2017 BUDGET**

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	76,100.00	0.00
Complete Revised Sewer System Management Plan	9,000.00	0.00
Install Security Fencing at Lift Station 1 & 4	10,000.00	0.00
New Roof for Admin Building	40,000.00	6,710.00
Preliminary Design-Chlorine Disinfection Facility	45,006.00	0.00
Crazy Creek Land Purchase	0.00	11,765.50
WWTP Sand Filters	25,000.00	0.00
Chlorine Tank Auto shut-off	32,000.00	0.00
Total	237,106.00	18,475.50

Water		Yr to Date Actual
New Roof for Admin Building (not from Capital)		2,110
\$4,600 trsf from 5505 - Water Conservation, \$2,110 fr Operating		4,600
(No planned capital expenditures in FY 2015-2019)		-
Total		6,710

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 12/15/16

RE: Senior Account Representative's Monthly Report

Monthly Billing 11/30/ 2016

Mailed statements: 2,175

Electronic statements: 376

The statement "special message" notified customers of the FY 2016/17 and Drought Stage 2 rates in effect. Office Closure 12 pm – 1 pm on the 3rd Wednesday of each month.

Delinquent Billing 11/22/2016

Delinquent statements for October bills:

Mailed statements: 424

Electronic statements: 87

Courtesy Notification 12/6/2016

Courtesy notices delivered to the customer's property for delinquent October bills: 184

Electronic notices: 26

Phone Notification 12/7/2016

Phone notifications: 104

The phone notification was sent out around 10:30 am resulting in 100 payments received by the office staff during business hours.

Lock Offs 12/08/2016

25 customers were in the lock off process at 5:00 pm on 12/7/2016.

4 payments were made before service orders went out in the field at 9:00 am on 12/08/2016.

A total of 21 customers were locked off for nonpayment.

Throughout lock off day 12 payments were collected and meters unlocked.

At the time of this report only 4 meters remain locked.



Hidden Valley Lake Community Services District

November 2016 Report

F
I
E
L
D

O
P
E
R
A
T
I
O
N
S

Water Connections:		Sewer Connections:	
New (November)	2	New (November)	1
Residential (October)	2433	Residential (October)	1462
Commercial & Govt (October)	35	Commercial & Govt (October)	15
Total (October) :	2470		1478

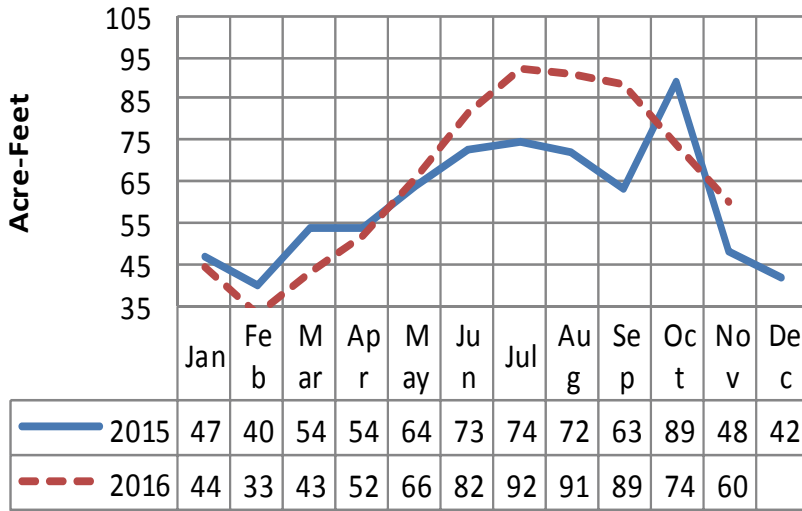
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
3.35	1.48	4.83

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	930.23	924.04	924.46
AG	931.54	OOS	923.62
TP Wells	953.72	947.61	949.12
Grange Rd	936.67	930.59	935.34
American Rock	969.31	OOS	969.11
Spyglass	964.95	962.99	963.41
Luchetti	922.06	917.94	921.02
18th T	941.44	939.11	940.61

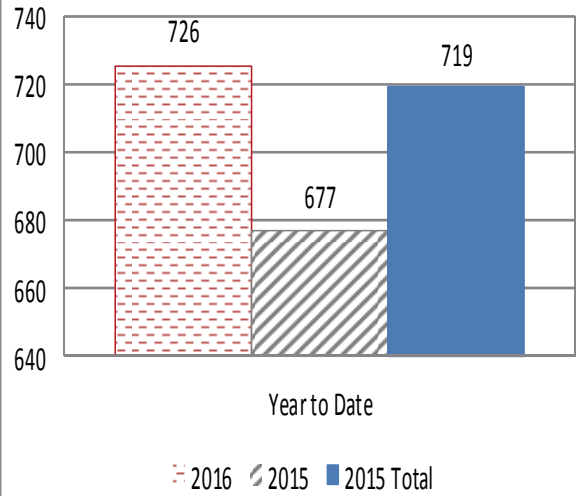
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
94	1106	1424
Overtime Hours	19.25	\$732.32

November 2016 Field Report

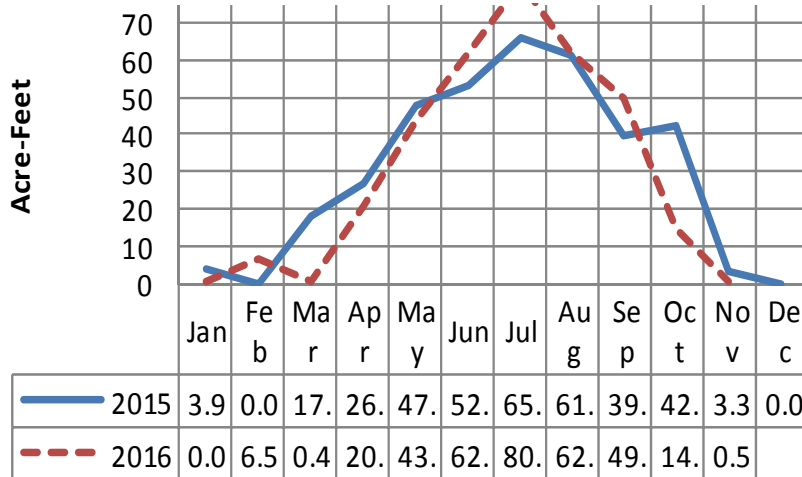
HVLCSD Municipal Well Production



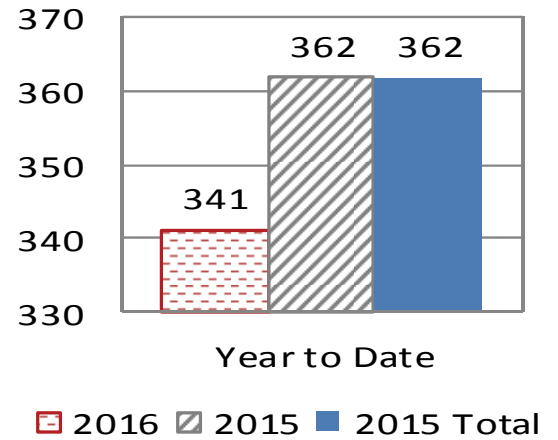
HVLCSD Municipal Well Production



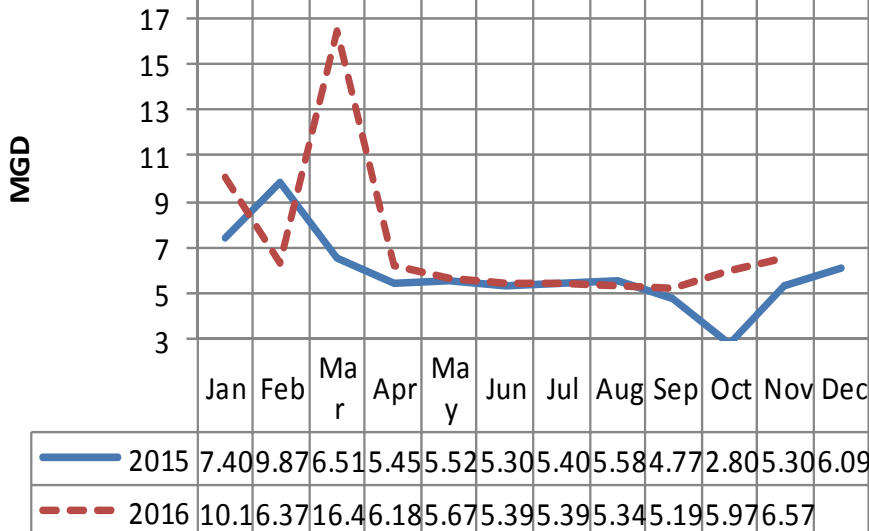
HVLCSD Municipal Reclaimed Water Use



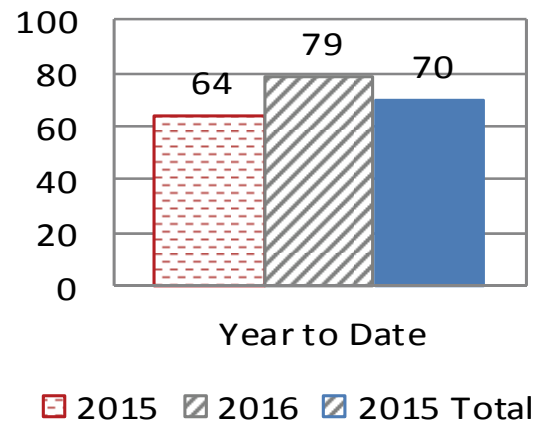
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



November 2016 Field Report

Water Operations and Maintenance Highlights

- 11/7, 11/10 Courtesy notices, lock offs
- 11/7 Leak repair Mtn Meadow S
- 11/22 Hydrant repair, Ravenhill Rd
- Routine operations and maintenance
- 11/28-11/30 Meter reads

Wastewater Operations and Maintenance Highlights

- 11/7, 11/10 Courtesy notices, lock offs
- 11/28-11/30 Meter reads
- 11/2 Respond to sewer backup call
- Routine operations and maintenance

November 2016 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	Non-op
Truck 3	2082
Truck 4	160
Truck 6	611
Truck 7	1636
Truck 8	425
Dump Truck	
Backhoe	1.47
	Non-op
Tractor	(scrap)
New Holland	
Tractor	.52

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	91308.2	20297.8
Fuel Log	277.6	6
November		
Tank Level	423.91	423.91
October		
Tank Level	86.63	386.85

Vehicle Maintenance		
Vehicle	Type of activity	Time
Backhoe	Change fuel pump & filter, and kill switch	2 hrs
Truck 6 & Construction truck	Truck 6—Remove fenders, hood, & passenger side door Construction truck—Remove fender & pas-	9 hrs



Hidden Valley Lake Community Services District

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

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: December 20, 2016
RE: General Manager's Monthly Report

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

Water

As directed by the HVLCSD Board of Directors, I would like to provide an update on the status of the TUPC which is currently in a denied status for the discharge to Putah Creek: The natural flow of the creek did not require the pumping of ground water to meet this obligation for 2016. The District continues to work with Wagner & Bonsignore and Ellison, Schneider & Harris L.L.P. to develop a strategy to address this issue based on environmental concerns, historical water table data, the diversion by local farmers of any water added by HVLCSD, the financial burden to the District and its rate payers, diversion of local ground water with no downstream beneficial results and the lack of credit for groundwater recharge using 100% of the District's tertiary treated water (which is of higher quality than surface water.) Additionally, Wagner & Bonsignore is working with District staff to draft a letter to SWRCB noting the incorrect curtailment for 2014-2015 mentioned in the denial letter.

As directed by the HVLCSD Board of Directors, I would like to provide an update on the status of the Hexavalent Chromium (Cr6) issue: Coastland Engineering has completed the draft feasibility study and engineering report for several well sites. Due to year end reports and the 2015/2016 audit, this report will be reviewed in January and returned to Coastland with the District's comments and questions prior to completion and presentation to the Board.

The district is on track to meet the 10ppb Dec. 31, 2019 deadline and has an annual average of 11.1ppb due to the blending efforts of staff. Compliance to meet the state mandated 10ppb Cr6 level is based on the approval and addition of a new well (possibly at the base of the Hidden Valley Lake dam) whose source water is below the 10ppb limit. This water would be used directly in the system reducing the demand on the current three wells. With a reduction in the demand on the current wells, well 3 (with the lowest Cr6 levels) would be run at a higher rate than wells 2 and 4 (with the highest Cr6 levels) and mixed at the District's blending tank providing water to the system below the mandated 10ppb Cr6 levels. If a well cannot be drilled and installed in an area with low Cr6 levels, then costly treatment may be the only alternative. The District and Coastland



Hidden Valley Lake Community Services District

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

Engineering are looking at the two options (well site and single site treatment at the blending tank) as alternate plans. Costs for the well and infrastructure to connect it to the system is estimated at \$1.5M. Individual site treatment and single site treatment are estimated to be \$6.0M due to the respective size of the treatment systems. Funding options are limited due to the Water Department's financial status. They will include Prop. 1 funding which requires matching funds from the District. This may require the District to locate Federal funds or increase water rates in a 218 vote.

As directed by the HVLCSD Board of Directors, I would like to provide an update on the status of the moratorium: Coastland Engineering has drafted a letter to the Dept. of Dam Safety to get their input on HVLCSD placing a new water well several hundred feet off of the toe of the HVL dam (as mentioned in the Cr6 update above.) The District is using a multifaceted approach to the moratorium and is open to all options and possibilities from Directors and the public. Currently, the District with, the assistance of Wagner & Bonsignore, Ellison, Schneider & Harris L.L.P. and Coastland Engineering, is questioning the validity of the moratorium based on historic ground water levels, the fact that the District returns 100% of the tertiary treated water to the aquifer through ground water recharge at the golf course and the only water loss is through evaporation. The timeline and cost of this effort is unknown as it greatly depends on the state's disposition toward the matter. Additionally, the new well would be located on the north side of Putah Creek and in a different watershed. If the state looks at this as a new water source, completion of this new well would be grounds to have the moratorium lifted. Coastland Engineering has included this in their engineering study and report. The cost of the study and report by Coastland are already in the 2016/2017 budget and the well costs have already been covered. This option is expected to take approx. 24 months to complete due to the District's environmental and permitting obligations.

I fielded two calls from the public to discuss the moratorium, who instated it and the direction the District is going to address the States concerns. This resulted in one follow-up meeting on Dec. 13th at the property owners request so they could obtain additional information.

As directed by the HVLCSD Board of Directors, I would like to provide an update on the status of the state conservation mandates and self-certification with a written current status and forecast. Per the State of California, "...conservation standards are still needed in case this winter was a short reprieve in a longer drought. Proposed changes to the drought emergency water conservation regulation would allow suppliers to define an individualized conservation standard based on their unique water supply and demand conditions. Each water supplier would be required to evaluate its supply portfolio and self-certify the accuracy of its information; the State Water Board would assign each supplier a mandatory conservation standard equal to the percentage deficiency the supplier identifies in its supply under certain specified assumptions...The new conservation standards would...remain in effect until the end of January 2017." HVLCSD chose to hold to the original state conservation standards rather than self-certify due to the uncertainty and length of the drought. If the state makes an official



Hidden Valley Lake Community Services District

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

determination moving forward into February 2017, the District expects to reevaluate its position. If the state does not impose stricter drought measures, it is expected that the District will reduce drought requirements through self-certification. In doing so, water fees related to the drought will also be reviewed and adjusted accordingly.

As an update on the state mandated monitoring of the District's three domestic wells, one Ag well and the lake, staff is on track to have the new equipment for the wells in place by the January 1, 2017 deadline. As for lake monitoring, Wagner & Bonsignore agree with the District's position that the current staff gauge read weekly instead of monthly as we currently do should meet the mandate since the water is not diverted into our potable system. Staff is working with Wagner & Bonsignore to request a variance for this, similar to other districts, in order to ensure compliance. This would be a savings to the District of approx. \$43K.

Sanitary Sewer

No changes in operation or additional update at this time.

Stormwater

As directed by the HVLCSD Board of Directors, I would like to provide an update on the ten year flood plan, prioritizing this project in accordance with the District's charter. The District recognizes possible improvements to the current ten year flood plan and expects to work with Coastland Engineering to review District solutions that have been presented. The current solution would use Prop. 1 funding and matching funds in the form of "in-kind" funding (property donation from a local land owner.) If feasible, the current ten year flood plan would be expanded to a one hundred year flood plan allowing water to flow by gravity to Putah Creek. This would not entirely eliminate but greatly reduce the need for the current stormwater pump station and the annual cost of pumping stormwater to the creek. Additionally, localized flooding would be reduced. Funding for this project would need to be through Prop. 1 and the in-kind property previously mentioned as there isn't a stormwater budget at this time.

Human Resources

HVLCSD welcomes Stephen Amos as our new Utility Worker.

HVLCSD welcomes Craig Shields as our new Operator I.

Eight staff members attended Child & Adult CPR, first aid and AED training. Two staff members already have current certifications that do not expire until 2018 and the last two staff members are scheduled to complete this training on Dec. 27th.



Hidden Valley Lake Community Services District

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

Facilities

No changes in operation or additional update at this time.

Vehicles & Equipment

Backhoe: The starter in the backhoe went out and cannot be rebuilt. A replacement is expected the week of Dec. 19th. In the meantime, a combination truck may be rented to aid in the repairs of leaking water service lines.

General Information

As a reminder, the CSDA will hold their Special District Leadership Academy Conference (SDLA) in Napa July 10th -12th, 2017 with registration and a networking reception the night of Sunday July 9th. This is "A comprehensive Governance Conference for elected and appointed directors and trustees." All Directors are encouraged to attend this conference as it is a benefit to the District at large, the individual Directors and the public they serve. (Please see the attached documents.)

Emergency Preparedness: Administrative Assistant Penny Cuadras attended the Lake County Emergency Preparedness meeting in my absence. Attendees were reminded that the table top training for water agencies would take place via conference call on Thursday Dec. 15th. Please see attached notes for an overview.

Staff completed the required maps of HVLCSD properties for the Konocti Conservation Camp #27 (KCC#27) weed abatement and brush removal. Communication will continue with the crew Captain and once all required information has been provided to KCC#27, an agreement will be presented to the Board for review and approval.

As directed by the HVLCSD Board of Directors, I would like to provide an update on the status of LAFCO's Municipal Service Review (MSR.) The District is currently completing the required documents for LAFCO and an update is expected to be forwarded to LAFCO at the beginning of 2017.

As directed by the HVLCSD Board of Directors, I would like to provide an update on the status of the WWTP access road assessing the damage in writing and implement a mitigation and settlement plan with the owners of Crazy Creek Glider Port whose financial gain was at the expense of HVLCSD property. In order to meet all state and federal laws and requirements pertaining to formal bids for projects over \$30K, HVLCSD is currently attempting to locate an open contract that we can piggyback on to reduce over-all costs which would be passed on to the owners of Crazy Creek Glider Port. If HVLCSD is unable to locate an open and approved contract to piggyback on in a timely manner (mid-January 2017) then state and federal requirements dictate the District go out for formal bid. This will require the inclusion of an engineering firm to complete the bid specs and engineers estimate for repairs followed by a formal bid to include a project manager and licensed inspector. Repair estimates are unknown until bids can be acquired.



Hidden Valley Lake Community Services District

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

As directed by the HVLCSD Board of Directors, I would like to provide a written update on the financial stability of the District: Staff has been working with a CPA firm that is familiar with HVLCSD to address the annual audit. This same CPA firm has provided a proposal to the District for the Boards review and approval. The proposal includes quarterly CPA assistance for the next calendar year, producing quarterly financial statements to inform and be use as a trending and forecasting tool for the Board and Staff. Additionally, it includes staff training so they can assume these duties moving forward and possible assistance with the 2016/2017 year-end audit.

3 opportunities
for training
THROUGHOUT THE STATE!



CSDA's
Special District
Leadership Academy

FEB. 26 - MAR. 1, 2017 - LA JOLLA

APR. 23-26, 2017 - SAN LUIS OBISPO

JULY 9-12, 2017 - NAPA

SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



*A Comprehensive Governance Leadership Conference
for Elected and Appointed Directors/Trustees.*



*presented by
CSDA and
co-sponsored
by SDRMA*



SDLA

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

CSDA has created this conference to provide new board members with immediate training, to offer newly elected board presidents the training they need to lead effectively, and to provide experienced board members with current practices and information about the key concerns facing special districts.



Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA members' annual contribution amount.



Printed on recycled paper.



“As a new board member, I truly enjoyed attending the Governance Foundations workshop. The material was informative, and I recommend this workshop to anyone serving as an elected official.”

– Shiva Frentzen, Director, Cameron Park Community Services District

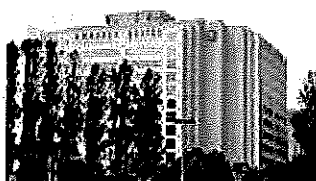
Why attend?

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist. The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Attendees will learn:

- Working as a team: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs that the board must perform.
- How individual values, skills, and knowledge help shape how effective boards operate.
- The importance of moving from “I” to “we” as the governance team.
- The board's role in setting direction for the district.
- The board's role in finance and fiscal accountability.
- Much more!

Where to stay



February 26 – March 1, 2017
Embassy Suites La Jolla
 4550 La Jolla Village Drive
 San Diego, CA 92122

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$159 plus tax, single or double occupancy by calling 1-800-362-2779 and using the group code XLE. The CSDA rate also includes discounted parking and complimentary guest room internet. The room reservation cut-off is January 27, 2017, however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, January 27, 2017.

CANCELLATIONS

Cancellations must be in writing and received by CSDA no later than February 13, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after February 13, 2017. Substitutions are acceptable and must be done in writing no later than February 20 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cstda.net or fax to 916-520-2465.



April 23 – 26, 2017
Embassy Suites San Luis Obispo
 333 Madonna Road
 San Luis Obispo, CA 93405

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$120 plus tax, single or double occupancy by calling 805-549-0800 and using the group code XCO. There is complimentary self-parking at this location. The room reservation cut-off is March 24, 2017, however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, March 24, 2017.

CANCELLATIONS

Cancellations must be in writing and received by CSDA no later than April 10, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after April 10, 2017. Substitutions are acceptable and must be done in writing no later than April 17 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cstda.net or fax to 916-520-2465.



July 9 – 12, 2017
Embassy Suites Napa Valley
 1075 California Blvd.
 Napa, CA 94559

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CAS. The room reservation cut-off is June 9, 2017, however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, June 9, 2017.

CANCELLATIONS

Cancellations must be in writing and received by CSDA no later than June 26, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 26, 2017. Substitutions are acceptable and must be done in writing no later than July 3 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@cstda.net or fax to 916-520-2465.

Demonstrate your commitment to good governance.

During the course of this conference, you will complete the entire Academy.

SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY

8:30 a.m. – 12:30 p.m. *(Break for all attendees from 10:00 - 10:30 a.m.)*

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

In this informational session, the instructor will lay the ground work for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.



“Helped clarify my role as a new director.”

– D. Albright, Director, Greater Vallejo Recreation District

12:30 – 1:30 p.m.

LUNCH PROVIDED *(all attendees)*

1:45 – 4:30 p.m. *(Break for all attendees from 3:00 - 3:30 p.m.)*

FULFILLING YOUR DISTRICT'S MISSION - CHARTING THE COURSE

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals and how to communicate those objectives to your constituents.

This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Join us for a lively evening of networking and refreshments.

Sponsored by Special District Risk Management Authority



You must attend all education sessions to earn your graduation certificate at the conclusion of the conference.

TUESDAY

8:30 – 10:00 a.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:00 p.m.

DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 1

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.

12:00 – 1:00 p.m.

LUNCH PROVIDED (all attendees)

1:15 – 4:00 p.m. (Break for all attendees from 2:45 - 3:00 p.m.)

DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 2

OPEN EVENING

WEDNESDAY

8:30 a.m. – 12:00 p.m. (Break for all attendees from 10:00 - 10:30 a.m.)
SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.

12:00 – 12:30 p.m.

GRADUATION - CERTIFICATE DISTRIBUTION

At the completion of the conference attendees will be awarded a certificate of completion for the Special District Leadership Academy.

Attendees must attend all education sessions to receive credit.



“The workshop on Setting Direction/Community Leadership was out-standing. The instructor defined roles and responsibilities which were essential to productive and conscientious board members. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District



2017 Registration Form
 Special District Leadership Academy Conference

(Use one form per registrant)

Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at leadershipacademy.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment.
 Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrinel@csda.net or call toll-free at the number listed above.

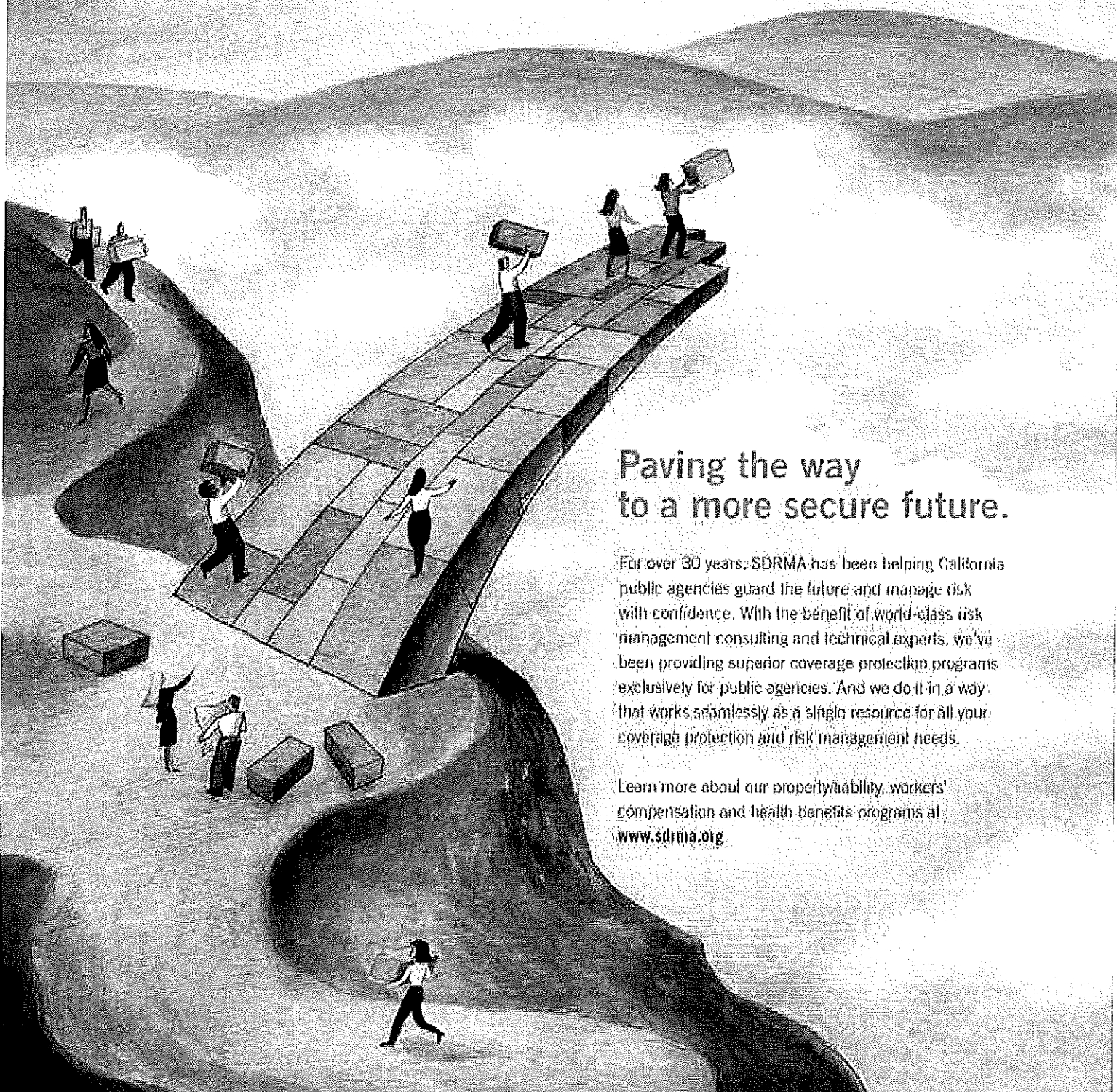
Registration fees include:

- 2.5 days of education and materials
- 2 luncheons
- 2 receptions

Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
FEBRUARY 26 - MARCH 1, 2017 - LA JOLLA EARLY BIRD DISCOUNT: JANUARY 27 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JANUARY 27 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	APRIL 23-26, 2017 - SAN LUIS OBISPO EARLY BIRD DISCOUNT: MARCH 24 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER MARCH 24 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	JULY 9-12, 2017 - NAPA EARLY BIRD DISCOUNT: JUNE 9 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JUNE 9 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975
SEND MORE - SAVE MORE! - SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY



Paving the way to a more secure future.

For over 30 years, SDRMA has been helping California public agencies guard the future and manage risk with confidence. With the benefit of world-class risk management consulting and technical experts, we've been providing superior coverage protection programs exclusively for public agencies. And we do it in a way that works seamlessly as a single resource for all your coverage protection and risk management needs.

Learn more about our property/liability, workers' compensation and health benefits programs at www.sdrma.org.



California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner.

PRSRT STD
U.S. Postage
PAID
Permit No. 316
Sacramento, CA



*A Comprehensive Governance Conference
for Elected and Appointed Directors/Trustees.*

2017 SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

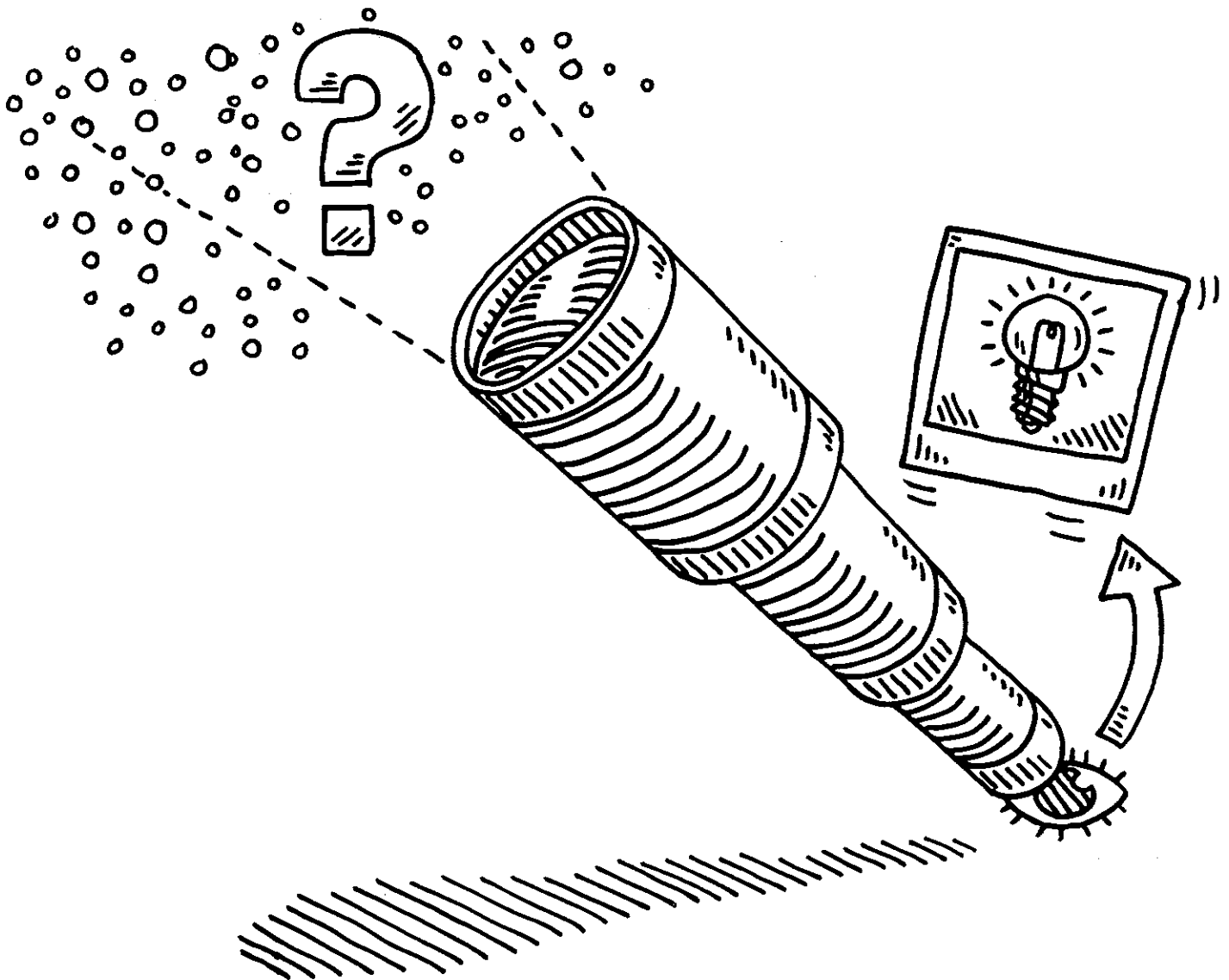


California Special
Districts Association
Districts Stronger Together

New

**BOARD MEMBER
BEST PRACTICES
WORKSHOP**

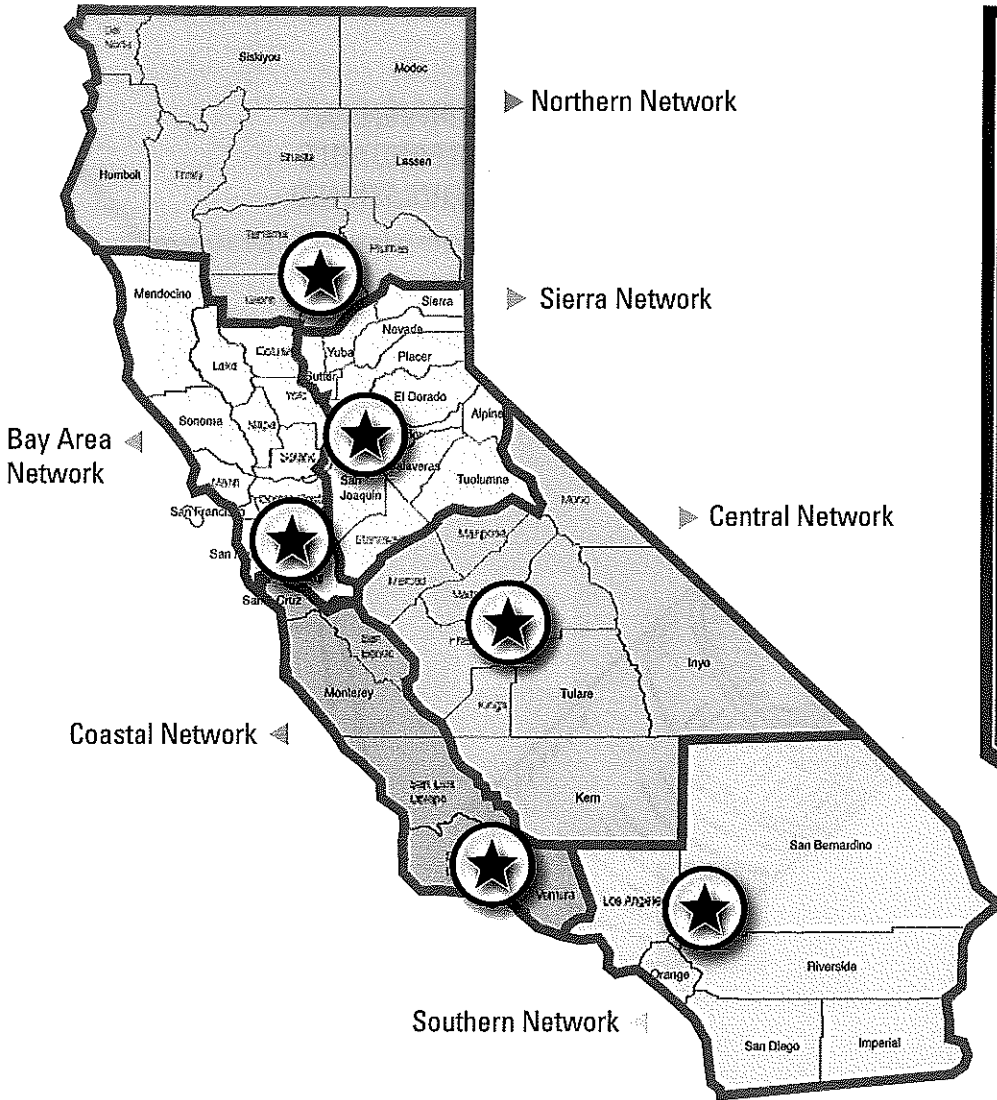
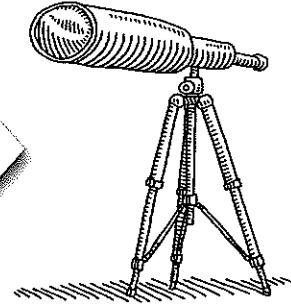
- CONVENIENT
- AFFORDABLE
- EDUCATIONAL



Local

BOARD TRAININGS CLOSE TO HOME!

ONE HELD IN EACH OF CSDA'S DISTRICT NETWORKS for your convenience!



BOARD MEMBER BEST PRACTICES WORKSHOP

MEETS ETHICS TRAINING REQUIREMENT
EARN SDRMA CREDIT INCENTIVE POINTS

AGENDA

8:30 – 9:00 A.M.
REGISTRATION

9:00 A.M. – 12:00 P.M.
WORKSHOP

12:00 – 1:00 P.M.
LUNCH PROVIDED AND
DISTRICT NETWORK DISCUSSION

COST

FREE - SDRMA MEMBER
\$50 - CSDA MEMBER
\$75 - NON-MEMBER

Find one near you!

January 19, 2017 – SOUTHERN NETWORK

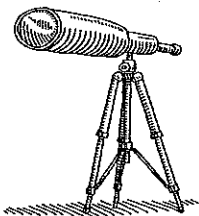
February 9, 2017 – CENTRAL NETWORK

January 26, 2017 – COASTAL NETWORK

February 16, 2017 – BAY AREA NETWORK

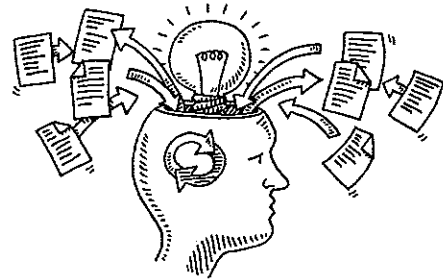
February 3, 2017 – SIERRA NETWORK

February 23, 2017 – NORTHERN NETWORK



Wow

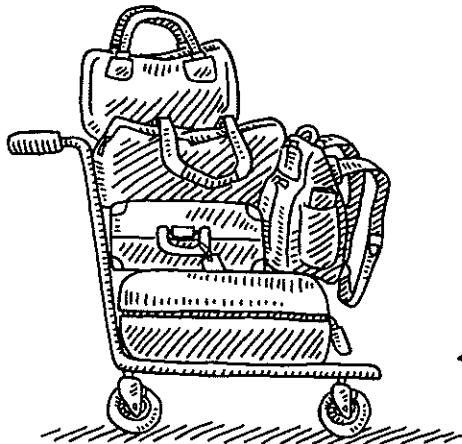
**GREAT BOARDS ARE
MADE UP OF GREAT
BOARD MEMBERS**



GREAT BOARDS ARE MADE UP OF GREAT BOARD MEMBERS: they have a unity of purpose and a shared vision for their district. They may not always agree, but they come together when it counts for the good of the district and their constituents. Get your start, or continue down the path, of being a great board member with the following professional development events tailored to the unique needs of California's special district board members and trustees.

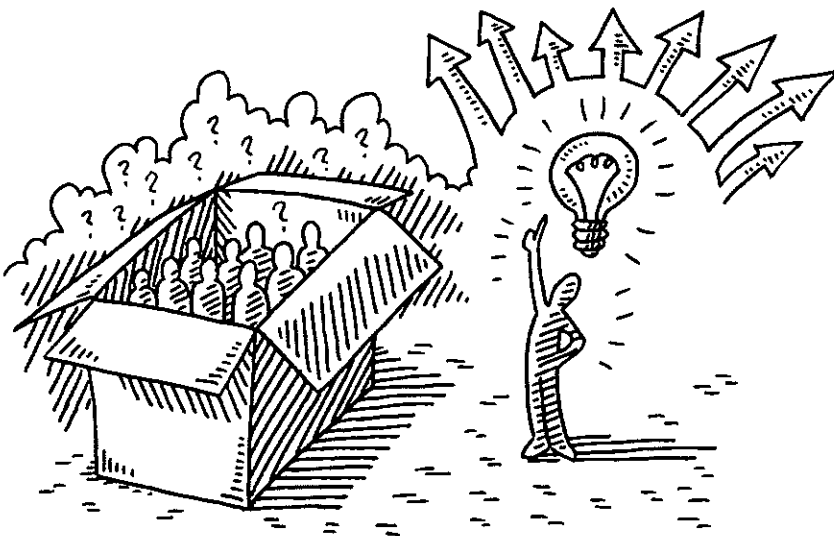
OUR BOARD MEMBER BEST PRACTICES WORKSHOP will get you up to speed quickly and with six workshops – one in each of CSDA's District NetWorks - there is sure to be one close to home.

This **fast-paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district.** As an introduction to CSDA's Special District Leadership Academy, this session will highlight: the roles of board members and staff; policies and procedures your district should consider to ensure effective governance; and general ethics principles related to special districts including an overview of laws affecting special districts (among other important topics).



*No need to bring
your luggage!*

Packaged for you...



January 19, 2017 – SOUTHERN NETWORK – THREE VALLEYS MUNICIPAL WATER DISTRICT: 1021 E. MIRAMAR AVENUE, CLAREMONT, CA 91711

January 26, 2017 – COASTAL NETWORK – SANTA YNEZ COMMUNITY SERVICES DISTRICT: 1070 FARADAY STREET, SANTA YNEZ, CA 93460

February 3, 2017 – SIERRA NETWORK – CSDA TRAINING CENTER, 1112 I STREET, SUITE 250, SACRAMENTO, CA 95814

February 9, 2017 – CENTRAL NETWORK – CLOVIS VETERANS MEMORIAL DISTRICT, 808 4TH STREET, CLOVIS, CA 93612

February 16, 2017 – BAY AREA NETWORK – SANTA CLARA VALLEY WATER DISTRICT, 5750 ALMADEN EXPRESSWAY, SAN JOSE, CA 95118

February 23, 2017 – NORTHERN NETWORK – SHASTA MOSQUITO & VECTOR CONTROL DISTRICT, 19200 LATONA ROAD, ANDERSON, CA 96007

Don't forget!

BOARD MEMBERS AND TRUSTEES ARE REQUIRED TO RECEIVE THE FOLLOWING TRAINING:

Required Ethics AB 1234 Compliance Training – Every two years if you receive compensation or are reimbursed for your expenses. This is a best practice for all board members/trustees.

You can satisfy this requirement one of four ways:

- Live Ethics Compliance webinar: March 16, 2017 from 10:00 a.m. – 12:00 p.m.
- Participating in the Board Member Best Practices workshop.
- On-Demand Ethics Compliance webinar: available on-demand at www.csda.net. You can watch anytime, anywhere, and print your own certificate.
- Ethics Compliance DVD: visit csda.net, click professional development and bookstore.

Required Harassment Prevention Training for District Boards and Staff – Every two years if you receive any type of compensation, salary or stipend. This is a best practices for all board members/trustees.

You can satisfy this requirement one of two ways:

- Live Required Sexual Harassment Prevention webinar: January 24, 2017 from 10:00 a.m. – 12:00 p.m.
- On-Demand Sexual Harassment Prevention webinar: available on-demand at www.csda.net. You can watch anytime, anywhere and print your own certificate.

Other helpful professional development activities for new and experienced board members include:

- CSDA's Special District Leadership Academy Conference
- CSDA webinars – available live or on-demand at www.csda.net
 - Must Have Communication Protocols for Board Members and Staff
 - Brown Act: Principles, Traps, and Avoiding Unintentional Violation
 - Rules of Order Made Easy!
 - Who Does What? Best Practices in Board/Staff Relations
 - Understanding Board Member & District Liability Issues



California Special Districts Association

2017 BOARD MEMBER BEST PRACTICES REGISTRATION

One form per registrant. Please make copies as needed.

Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Email:	
Member status: <input type="checkbox"/> CSDA + SDRMA Member <input type="checkbox"/> CSDA Member <input type="checkbox"/> Non-member		
BOARD MEMBER BEST PRACTICES WORKSHOP		Total
<input type="checkbox"/> January 19, 2017 – Southern Network - Claremont <input type="checkbox"/> January 26, 2017 – Coastal Network - Santa Ynez <input type="checkbox"/> February 3, 2017 – Sierra Network - Sacramento <input type="checkbox"/> February 9, 2017 – Central Network - Clovis <input type="checkbox"/> February 16, 2017 – Bay Area Network - San Jose <input type="checkbox"/> February 23, 2017 – Northern Network - Anderson <input type="checkbox"/> FREE SDRMA Member <input type="checkbox"/> \$50 CSDA Member <input type="checkbox"/> \$75 Non-Member		
BOARD MEMBER BEST PRACTICES WORKSHOP - SUBTOTAL 1:		
REQUIRED AND RECOMMENDED TRAINING WEBINARS		Total
Required Sexual Harassment Prevention Training for Special Districts January 24, 2017 @ 10:00 a.m. – 12:00 p.m. <input type="checkbox"/> Free SDRMA Member <input type="checkbox"/> \$69 CSDA Member <input type="checkbox"/> \$99 Non-Member		
Required Ethics Compliance Training – AB1234 March 16, 2017 @ 10:00 a.m. – 12:00 p.m. <input type="checkbox"/> Free SDRMA Member <input type="checkbox"/> \$69 CSDA Member <input type="checkbox"/> \$99 Non-Member		
WEBINARS - SUBTOTAL 2:		
(COMBINE SUBTOTALS 1 AND 2) ---- TOTAL AMOUNT DUE:		
Cancellations must be made IN WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.		
Payment information		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	

Mail or Fax completed form to:
 CSDA, 1112 I Street, Suite 200
 Sacramento, CA 95814
 f: 916.520.2465

Questions?
 Please contact us toll-free:
 877.924.2732

Visit www.csdanet.net for additional cost-effective and convenient trainings.

LAKE County OES Water Utility Emergency Response Meeting
December 8, 2016

The following was discussed:

1. Vehicle Door Magnets
 - Uniform with Badges
 - \$20-\$25
 - Reflective
 - Use a uniform template (TBD) must be approved by OES
 - Suggested numbering signs to keep track of signs going out
 - Randy Hare of Signs & Graphics (707) 994-9400 in Clearlake mentioned as a local source for signs
2. Badges
 - Per OES/Sheriff Badges to be uniform for all Water districts for Emergency purposes
 - Tracy to confirm in writing
3. Review Map and adjust Area delineations as necessary
 - Each District confirmed correct boundaries
 - Tracy request detailed boundary information be sent to her
4. Water System Facility Information – Resources available for Mutual Aid
 - List of Facility Resources for Mutual Aid available to Tracy by next meeting Tracy to provide a blank Template
 - Resource Liaison
 - Equipment
 - Materials
 - People Name/positon/number of employees in each position available
 - Vehicles
 - Threatened or endangered species
 - Fire hydrants
 - Facility for emergency responders
 - *Note if items are readily available, timeframe; Immediate, Local, Outside sources.
 - Tracy to provide a Blank Map to enter locations of Hydrants, open water sources and pools (HVLCSO has many of their hydrants mapped on a GIS layer. Confirmation is required to ensure all are included.)
 - Suggested reflectors for hydrants (stakes)
5. W/WWP Standard Operating Procedures-Discussion
 - OES W/WW Position should have formal training
 - During Emergency 3-4 per area / 12 hour shifts
 - Review template documents for position and bring comments to the next meeting
6. Golden State Water
 - Willie Sepata plans to offer an ICS Training Class 100/200/700/800 in Jan 2017 Cost of Certificate \$10
7. NEXT MEETING JANUARY 12, 2017 1-3 Location: to be confirmed
 - Edit of documents, submit list of available resources,
 - Example of ERP

NOTE: Dec 15, 2016 Table Top Conference Call

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

DATE: December 20, 2016

AGENDA ITEM: Discussion and possible action: Approval of RESOLUTION 2016-21 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual

RECOMMENDATIONS:

Approve RESOLUTION 2016-21 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual

FINANCIAL IMPACT:

None.

BACKGROUND:

The Directors Policy Manual was derived from SDRMA and has been approved by their legal counsel and Board of Directors.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 20, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

RESOLUTION 2016-21

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2016 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF
DIRECTORS POLICY MANUAL**

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors Policy Manual defines the role of the Board and delineates how the Board will carry out its responsibilities. The 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual and the Bylaws are the primary governing documents for Hidden Valley Lake Community Services District.

WHEREAS, the purpose of the policy manual is to: Make clear Board intent, goals, and aspirations, promote consistency of Board action, clarify Board member's roles, responsibilities, and commitments

WHEREAS, the Board of Directors Policy Manual provides guidance for decision making. A copy of the 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual will be given to each Board member and revisions will be distributed, as appropriate.

WHEREAS, the 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual, is attached.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors hereby approves and adopts the 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual effective December 20, 2016.

PASSED AND ADOPTED on December 20, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Freeman
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors



Hidden Valley Lake CSD
Board of Directors' Policy Manual

TABLE OF CONTENTS

	Page
I. Mission Statement (Core Values & Goals)	3
II. Operating Principles of the Board (Norms).....	4
III. Power of the Board	5
IV. Code of Ethics	5
V. Governing Laws	7
VI. Election of Officers	7
VII. Role of Board Members (Powers, Purposes, Duties and Functions)	7
A. Powers	
B. Primary Duties	
C. Governance Functions	
D. Executive Functions	
E. Judicial Functions	
VIII. Role of Individual Directors.....	8
IX. Meeting of the Board.....	8
A. Time and Place of Meetings	
B. Public Nature of Meetings	
C. Quorum and Voting Requirements	
D. Rules of Decorum for Board Meetings	
E. Board Action	
F. Orderly Discussion	
G. Parliamentary Procedures Affecting Motions	
H. Routine Business	
I. Closed Session	
X. President	11
A. Duties	
B. Responsibilities	
XI. Vice-President	12
XII. Secretary.....	12
A. Duties	
B. Responsibilities	
XIII. Committees	13
XIV. Remuneration, Reimbursement, and other Benefits	13
A. Remuneration	
B. Reimbursement	

TABLE OF CONTENTS, continued



Hidden Valley Lake CSD
Board of Directors' Policy Manual

XV.	Personnel Policies	14
	A. Sexual Harassment	
	B. Nondiscrimination	
	C. Americans With Disabilities Act-Reasonable Accommodation	
XVI.	Conflict of Interest Code	16
XVII.	Attendance.....	16
	A. Board Meetings	
	B. Educational Programs, Conferences and Meetings	
XVIII.	Incompatible Employment	17
XIX.	Directors' Legal Liabilities	17
XX.	General Provisions	18



Hidden Valley Lake CSD
Board of Directors' Policy Manual



Hidden Valley Lake CSD Board of Directors' Policy Manual

I. MISSION STATEMENT

The mission of the Hidden Valley Lake Community Services District is to effectively and innovatively manage the natural resources with which the District is entrusted; to provide reliable, safe, high quality water, wastewater and recycled water services in an economically and environmentally responsible manner.

Core Values

The following core values reflect what is truly important to the District as an organization and are the guiding principles that dictate the Board's actions and the philosophical beliefs the Board value when faced with options and alternatives for the District's future:

- Public Health - To provide safe, reliable drinking water and wastewater treatment;
- Customer Service - To deliver customer-focused service and be responsive to our ratepayers;
- Cost-Effectiveness - To deliver the highest value at the lowest cost to ensure reasonable rates;
- Integrity - To conduct business with high ethical standards, promoting transparency and trust;
- Organizational Excellence - To practice good governance and support District employees to be productive and motivated;
- Reliability - To maintain and update infrastructure to ensure reliable service;
- Stewardship - To protect our natural resources and the environment;
- Innovation - To utilize our assets (infrastructure, natural resources and people) to maximize the value to the community.

Goals

Our overarching goal is to provide affordable, high-quality water and wastewater services to our customers. The ability to achieve this overarching goal is dependent, at least in part, on the District's ability to achieve additional goals pertaining to innovation, financial stability, governance and administrative processes, and education and outreach:

OBJECTIVE 1. Deliver High-Quality Water and Wastewater Services - To continue to deliver the highest quality water and wastewater services.

OBJECTIVE 2. Maintain Financial Stability - We will maintain financial stability and equitable rates.

OBJECTIVE 3. Expand Education and Outreach - We will expand education and outreach programs to enhance customer awareness of District services and to promote government transparency.

OBJECTIVE 4. Offer Innovative Services - We will innovate to maximize value to the community.

OBJECTIVE 5. Refine Governance and Administrative Processes - We will continuously refine our governance and administrative processes to promote efficiency, transparency, and customer service.

Adopted December 20, 2016.



Hidden Valley Lake CSD Board of Directors' Policy Manual

II. OPERATING PRINCIPLES OF THE BOARD (NORMS)

IMPLEMENTATION

- The Board is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.

COMMUNICATION NORMS

- All communication will be accurate and brief.
- We will attempt to describe our behavior before we engage in it, and actively listen when communicated with.
- Check Your Assumptions (C.Y.A.).
- Revisit and display these norms at each Board meeting.

PROCESS NORMS

- The Board needs to address and resolve policy issues and set priorities. The Team is committed to doing this by practicing the building of consensus and orderly implementation.
- The Team is committed to HVLCSD's mission and to work as a team.
- The Team needs to monitor and respond to changes in the industry, market and environment.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- All requests from the Board for information/agenda items will be funneled through the General Manager (G.M.) and distributed to all Board members.

RELATIONSHIP NORMS

- Create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and the public.
- Fundamental agreement that the focus of HVLCSD's mission is its accomplishments and future vision that meets the needs of its members.
- Establish, accept and support common purpose and vision.
- The "Team" includes the Board, Staff, Consultants and Membership.

CAPACITY NORMS

- Continue the process of hiring qualified personnel.
- Expand education for the Board and Staff.
- Expect creative decision-making.
- Maintain competitive advantage by adhering to a policy of updating technology and resources.
- Ensure a cooperative and open work environment.

"Norms" were developed by the Board of Directors of SDRMA and adapted for the use of the HVLCSD Board of Directors. (2016)



Hidden Valley Lake CSD Board of Directors' Policy Manual

III. POWER OF THE BOARD

- A. The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
- B. Individual Directors shall have no power to act for HVLCSO, or the Board, or to direct the staff of HVLCSO, except as authorized by the Board.
- C. The Board sets the policy for the Community Service District (CSD).

The CSD's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the District of the Board by majority vote of the Board members present during duly-convened Board meetings. Members of the Board will deal with matters within the District, and of the District through the General Manager, and not through other District staff. Members of the Board will refrain from making requests directly to District staff (rather than to the District) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from District staff.

IV. CODE OF ETHICS

- A. The proper operation of the District requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Board members and staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.
- B. To conform to the requirements of AB1234, all Board members need to take at least two (2) hours of ethics training every two years and receive a certificate of completion. New Board members need to complete the training within one (1) year of taking office. The District must keep records indicating when each Board member has completed the training and who provided the training for five years.
- C. Except as specifically authorized, a Board member will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require a District employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Board members.
- D. A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
- E. This section does not prohibit a board member from performing any of the following: (1) making a confidential inquiry or complaint to the District's general counsel or grand jury concerning a perceived violation of law, including disclosing facts to the District's general counsel or grand jury that are necessary to establish the alleged illegality of an action taken by the District, (2) expressing an opinion concerning the propriety or



Hidden Valley Lake CSD Board of Directors' Policy Manual

IV. CODE OF ETHICS, continued

legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation. A Board member who willfully and knowingly discloses, confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor.

Board members are prohibited from soliciting political funds or contributions at District facilities. A Board member will not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Board member will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. Board members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the District has, or is likely to have, business dealings. Similarly, Board members must not accept any other preferential treatment under these circumstances because their position with the District might be inclined to, or be perceived to, place them under obligation.

- F. District officials shall not, for a period of one year after leaving [their] office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, that local government agency, or any committee, subcommittee, or present member of that local government agency, or any officer or employee of the local government agency, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.
- G. The G.M. has primary responsibility for (1) ensuring compliance with the District's Personnel Manual, and ensuring that District staff does not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the G.M. is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the District by disclosing to the G.M. to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the G.M.'s responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the G.M. is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the G.M.
- H. A Board member will not directly or indirectly use or attempt to use the District or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the G.M. or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation, waste of District funds, abuse of District, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Board member or District employee.

A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District Board member or District employee who reports or otherwise brings to the attention of the G.M., any Board members or the public any information regarding the subjects described in this section.



Hidden Valley Lake CSD Board of Directors' Policy Manual

IV. CODE OF ETHICS, continued

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the G.M., or (2) a Board member, if the complaint involves the conduct of the G.M., who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the G.M. (or the Board in case of a complaint against the G.M.) will take appropriate action consistent with the District's Personnel Manual and applicable law (Labor Code Section 1102.5 and following, and Government Code Section 53296).

- H. A Board member will not include false or misleading information in a candidate's statement for a general District election.
- I. A perceived violation of this policy by a Board member should be referred to the President of the Board or the full Board for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the District Attorney and/or the grand jury.

V. GOVERNING LAWS

- A. The Board of Directors shall comply with and shall be guided by applicable provisions of the State law, District Rules and Regulations, and the motions, resolutions and ordinances enacted by the Board of Directors.
- B. Motions, resolutions and ordinances may be enacted by the Board in accordance with Title 6, Division 3 of the California Government Code.

VI. ELECTION OF OFFICERS

In accordance with HVLCSD's Rules and Regulations, there shall be three officers: a president, a vice-president and a secretary, the president and vice president shall be members of the HVLCSD Board of Directors and the secretary may be a board member or the General Manager.

Elections shall be held the third Tuesday in November in accordance with state and federal elections. Directors will serve a four-year term. No director of the District shall serve as a director on any other Board of Directors that could be looked upon as a conflict of interest (i.e. The Hidden Valley Lake Association.)

VII. ROLE OF BOARD MEMBERS (POWERS, PURPOSES, DUTIES AND FUNCTIONS)

A. POWERS

The enabling codes established by the California State Legislature empowers the Board to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

The Governing Board is responsible for the general control of the District and to establish policy. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District.

The powers and duties of the Board include governance, executive and judicial functions. These relate to the Board's own operations as a governing body and to all functions of the District.



Hidden Valley Lake CSD Board of Directors' Policy Manual

B. PRIMARY RESPONSIBILITIES

Directors responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all HVLCSD members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.

C. PRIMARY DUTIES

1. Develop a strategic plan for the District.
2. Set written policies for the HVLCSD operation.
3. Take action at legal meetings.
4. Provide Fiduciary oversight for all District finances.
 - a. approve fiscal budget
 - b. monitor the budget spending
5. Set rates and use fees for District services.
6. Personnel, as relates to the G.M.:
 - a. hires and discharges the G.M.
 - b. evaluates the G.M. a minimum of annually
7. Establish written policy on how Board Meetings are conducted.
8. Ratify committee appointments made by the President.
9. Set Director compensation limits.

D. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern HVLCSD activities.

The Board shall consider and approve or disapprove matters submitted to it by a Director, the G.M. or the public.

The Board shall prescribe rules for its own governance which are consistent with its regulations and State and Federal Laws and regulations.

E. EXECUTIVE FUNCTIONS

The Board is authorized to delegate any of its powers and duties to "an officer or employee of HVLCSD." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

F. JUDICIAL FUNCTIONS

The Board believes that HVLCSD employees and citizens have the right to a hearing and a resolution of grievances, complaints and criticisms. In order to maintain positive personnel and public relations, the Board convened shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies.

VIII. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for HVLCSD. Apart from his/her normal function as a part of this unit; Board Members may not commit the District to any policy, act or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board. Board Members do not represent any factional segment of the membership, but are, rather, a part of the body which represents and acts for the membership as a whole.



Hidden Valley Lake CSD Board of Directors' Policy Manual

VIII. ROLE OF INDIVIDUAL DIRECTOR, continued

Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written request to the President of the Board or the G.M. Agenda item requests received after the posting deadline for a specific agenda as set forth in state law will be added to the following agenda.

Board Members will make every effort to attend assigned committee meetings and board meetings; to prepare adequately for each such meeting and to observe the rules of decorum as set forth herein.

When requesting information from staff, Board Members shall contact the G.M. When responding to member entity requests and concerns, Board Members should reroute such inquiries to the G.M.

IX. MEETING OF THE BOARD

A. TIME AND PLACE OF MEETINGS

Unless otherwise specified by action of the Board, meetings shall be held in the Hidden Valley Lake CSD Board Room at the Hidden Valley Lake CSD office, 19400 Hartmann Rd. Hidden Valley Lake CA 95467, on the third Tuesday of each month.

B. PUBLIC NATURE OF MEETINGS

All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under provisions of law. Meetings of standing committees of the Board composed of two or more members of the Board shall be subject to the "open meetings laws and regulations" and shall comply with notification as required by law.

C. QUORUM AND VOTING REQUIREMENTS

A majority of the Board of Directors shall constitute a quorum for the transaction of business. No ordinance, resolution or motion shall be passed without four affirmative votes.

D. RULES OF DECORUM FOR BOARD MEETINGS

1. DECORUM—Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is retained at all times. The presiding officer of the Board, who shall be the President, Vice President, or in their absence, other member so designated by the Board, shall be responsible for maintaining the order and decorum of the meetings.
2. RULES OF DECORUM—While any meeting of the Board is in session, the following rules of order and decorum shall be observed:
 - a. BOARD OF DIRECTORS—The members of the Board shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.
 - b. HVLCSD STAFF MEMBERS—Employees of HVLCSD shall observe the same rules of order and decorum as those which apply to the members of the Board.
 - c. PERSONS ADDRESSING THE BOARD—Public oral communications at the Board meetings should not be a substitute for any item that can be handled during the normal working hours of HVLCSD. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the HVLCSD Board as a whole, for matters that cannot be handled during the regular working hours of HVLCSD.



Hidden Valley Lake CSD Board of Directors' Policy Manual

IX. MEETING OF THE BOARD, continued

Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board or committee meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

- d. MEMBERS OF THE AUDIENCE—No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board Meeting. Any person who conducts him/herself in the afore-mentioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.
3. ADDRESSING THE BOARD—A person wishing to address the Board regarding an item which is on the Board meeting agenda shall submit a request on the form provided prior to the start of the meeting. Persons wishing to discuss a non-agenda item may seek recognition by the presiding officer during the "Public Comment" portion of the meeting. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:
- a. Each person shall state their name and address; the organization, if any, which they represent; and, if occurring during the "Public Comment" portion of the meeting, the subject they wish to discuss.
 - b. During the "Public Comment" portion, any subject which is not deemed relevant by the Board shall be concluded.
 - c. Each person shall confine their remarks to the Board agenda item or approved "Public Comment" subject being discussed.
 - d. Each person shall confine their remarks to five (5) minutes, unless further time is granted by the Board.
 - e. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.
 - f. No question may be asked of a member of the Board or of the District staff without permission of the presiding officer.
4. ENFORCEMENT OF DECORUM—The rules of decorum set forth above shall be enforced in the following manner:
- a. WARNING—The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order said person to leave. If such person does not leave the meeting room, the presiding officer may order any law enforcement officer who is on duty to remove said person from the Board meeting room.



Hidden Valley Lake CSD Board of Directors' Policy Manual

IX. MEETING OF THE BOARD, continued

- b. **DISORDERLY CONDUCT**—Clear Room (Govt. Code 54957.9). In the event that any meeting is willfully interrupted by an individual, group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
 - c. **MOTION TO ENFORCE**—If the presiding officer of the Board fails to enforce the rules set forth above, any member of the Board may move to require the presiding officer to do so. If the presiding officer of the Board fails to carry out the will of a majority of the Board, the majority may designate another member of the Board to act as presiding officer for the limited purpose of enforcing any rule of this section which it wishes to enforce.
 - d. **ADJOURNMENT**—If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the meeting may be adjourned or continued by the presiding officer or a majority of the Board, and any remaining Board business may be considered at the next meeting.
5. **SEVERABILITY**—If any provision of this section is or any reason held unconstitutional or otherwise invalid by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent portion of this section, and such holding shall not affect the validity of the remaining portions of this section.

E. BOARD ACTION

The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Director's present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings, and unless otherwise provided by its own terms, shall become effective upon adoption. All motions, including a motion to adopt an ordinance or to approve a resolution, shall require a second. If a second is not received, the motion shall die without the requirement of a vote. Any member of the Board, excluding the President, can make and second a motion, but the President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the director who made the motion, with the approval of the second, may modify his motion or withdraw it completely. However, after the question has been stated by the President, the motion may be changed only by a motion to amend which is seconded and carried.



Hidden Valley Lake CSD Board of Directors' Policy Manual

IX. MEETING OF THE BOARD, continued

F. ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board, each member shall be recognized by the Chair before speaking. Notwithstanding any provision of this Policy, however, each member of the Board shall have a right to be heard within reason on any issue before the Board. Each member of the Board may seek information or comment by the staff on any question.

G. PARLIAMENTARY PROCEDURES AFFECTING MOTIONS

After a motion has been made and seconded, any member of the Board may make any of the following motions:

1. To continue the motion to a specific time.
2. To table the motion, the effect of which defers further discussion and a vote until the majority of the board again wishes to resume consideration of the motion.
3. To commit or refer the motion to a committee, the effect of which is to defer further consideration until the committee has reported its findings to the Board.
4. To amend the motion to modify its wording before adoption, provided the suggested amendment is germane to the original motion.
5. To propose a substitute motion, which has the effect of disposing of the motion before the Board and eliminating the necessity of a vote on the original motion.

H. ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board and having the President state that without objection the matter will stand approved. If any member should object to such unanimous consent, the President shall then call for a vote.

I. CLOSED SESSION

Except as required by law, all proceedings in Closed Sessions shall remain confidential.

X. PRESIDENT

A. DUTIES

The president shall sit at and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.



Hidden Valley Lake CSD Board of Directors' Policy Manual

B. RESPONSIBILITIES

X. PRESIDENT, Continued

The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the documents as directed by the Board on behalf of the District;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the Agenda with the G.M.;
6. Confer with the G.M. or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board; and
9. Perform other duties as authorized by the Board.

XI. VICE-PRESIDENT

When the President resigns or is absent or disabled, the Vice-President shall perform the President's duties.

When the President disqualifies himself/herself from participating in an agenda item or becomes partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

When the President and Vice-President resign or are absent or disabled, the board shall appoint a remaining Board member to assume the President's duties.

When the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the board shall appoint a remaining Board member to assume the duties of the presiding officer.

XII. SECRETARY

A. DUTIES

The secretary of the Governing Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval;
3. Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary; and
4. Perform any other duties assigned by the Board.



Hidden Valley Lake CSD Board of Directors' Policy Manual

XII. SECRETARY, Continued

B. RESPONSIBILITIES

Note: It is the responsibility of the Secretary to ensure:

1. Open session meetings of the Board of Directors are recorded. These recordings are for use by the Secretary (or their designee) for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board.
2. Minutes of each Board meeting are prepared and maintained;
3. Board records and other documents/reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them.

XIII. COMMITTEES

- A. The Board President may appoint committees, subject to ratification of the Board. The Board may create standing committees and ad hoc committees at its discretion. Unless authority to perform a duty is expressly delegated to a Committee, committee motions and recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board.
- B.
1. Committees shall be appointed by the President, or the Vice President, operating in the President's absence, with the ratification of the Board.
 2. Committees so appointed may be open to non-members of the Board of Directors. Committees shall include at least one (1) member of the Board of Directors, but may not include a majority of the Board of Directors.
 3. The appointing officer shall name the chairperson of each committee, without Board ratification.
 4. Each committee chairperson shall select such staff and consultants as is deemed necessary or appropriate, to facilitate the committee's operations.
 5. Each committee shall meet as needed, either at the call of the committee chairperson, any two-committee members or the G.M.
 6. Committees shall operate in a manner that complies with the Ralph M. Brown Act, its amendments and interpretations.
 7. Any committee may be dissolved by the President, subject to ratification by the Board of Directors.

XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

A. REMUNERATION

It shall be the policy of the HVLCSD Board that each member of the Governing Board elected by the public at large or appointed by the HVLCSD Board of Directors may receive compensation in the amount of one hundred dollars (\$100) for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board. No Member shall receive compensation for more than a total of three (3) days in any calendar month. This shall include travel time up to one day before and after said service. This policy is based, in part, on Section 61047(a) of the California Government Code and HVLCSD Ordinance No. 2015-01.

B. REIMBURSEMENT

The reimbursement of Directors and Directors-elect shall be made in accordance with the following provisions:



Hidden Valley Lake CSD Board of Directors' Policy Manual

Directors shall be reimbursed by HVLCSD for reasonable expenses, including travel, lodging and meals incurred when attending board and committee meetings. All directors shall be reimbursed said expenses when making any trips on official business of HVLCSD when so authorized by the Board. All requests for reimbursement will be made to the HVLCSD Full Charge Bookkeeper within 120 days of the actual expense.

XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS, continued

While driving on HVLCSD business either using their own personal vehicle or a rental vehicle, Directors must meet the following conditions;

1. The Director should obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt.
2. The Director must possess and maintain a valid California driver's license.
3. The Director must provide authorization for HVLCSD to access the Director's driver license record through the California Department of Motor Vehicles Employer Pull Notice Program.
4. Directors who have their driver's license suspended or revoked are required to report these conditions to the HVLCSD G.M. and no longer drive on HVLCSD business.
5. HVLCSD accepts no responsibility for citations issued to a Director by any law enforcement agency while driving a vehicle on HVLCSD business under any circumstance. All liabilities created by any citation will be the sole responsibility of Directors who receive them.
6. Any personal vehicle driven on HVLCSD business must be properly registered with the California Department of Motor Vehicles.

The amount of mileage reimbursement will be consistent with IRS Guidelines. All Board members should keep travel, meals and lodgings costs within reasonable constraints, keeping in mind that these expenses require the use of public monies. Emphasis should be placed on keeping costs to acceptable practices as recognized in the non-privatized water utility industry.

Directors and/or consultants who bring personal guests to dinners, etc. are required to pay for their guest separately at the time of service.

Receipts or other supporting documentation for expenses directly billed to HVLCSD shall be submitted to the District, regardless of the amount.

EXPENSES FOR EDUCATIONAL PROGRAMS AND CONFERENCES – All reasonable expenses, including registration, transportation, meals and lodging shall be arraigned in advance through the District when possible. Any incidental expenses incurred when attending HVLCSD Board approved training seminars, programs, workshops or conferences shall be paid for upon completing the required reimbursement request form and submitting the associated receipts.

If a Board member is issued an HVLCSD credit card while on official district business, **UNDER NO CIRCUMSTANCES MAY PERSONAL EXPENSES BE CHARGED ON AN HVLCSD CREDIT CARD.**

XV. PERSONNEL POLICIES

A. SEXUAL HARASSMENT

Sexual harassment by any Director or employee shall not be tolerated. The Board considers sexual harassment to be a major offense which may result in disciplinary action up to and including dismissal of the offending employee. All Directors are required to attend sexual harassment training and a refresher class every two years.

An employee who feels that he/she is being harassed is strongly encouraged to immediately report such incident to the immediate supervisor of the accused employee or to the G.M. without fear of reprisal.



Hidden Valley Lake CSD Board of Directors' Policy Manual

XV. PERSONNEL POLICIES, Continued

If a supervisor is so notified, the supervisor shall relay such information to the G.M. who will assist in the investigation and resolution of complaints. The G.M. may, in his or her discretion, assign the investigation of the alleged misconduct to an outside party such as an attorney, law firm or private investigator experienced in such matters. If the G.M. is the accused harasser, the employee or supervisor should report such incident to the Board President. Thereafter, the Board President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire board. The Board shall promptly investigate the allegation(s) or assign the investigation to an outside party. Depending on the nature of the allegation(s) and the outcome of the investigation, the Board shall take all appropriate remedial measures.

In the case of a Director harassing an employee, the G.M. should be notified, so that he/she can then notify the President of the Board. Thereafter, the President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire Board. The Board shall assign the investigation of the alleged misconduct to an outside party.

If the Director charged with sexual harassment is the President of the Board, the G.M. shall report the fact and nature of the allegation(s) to the entire Board at its next meeting.

If an allegation of sexual harassment against a Director is investigated and found to be supported, the Board reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of sexual harassment against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

B. NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or veteran status.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against a physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct.

C. AMERICANS WITH DISABILITIES ACT—REASONABLE ACCOMMODATION

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make. . .

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the HVLCSD's Coordinator for Nondiscrimination in Employment (the G.M. shall be designated as the Coordinator). The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.



Hidden Valley Lake CSD Board of Directors' Policy Manual

XV. PERSONNEL POLICIES, Continued

. . . Note: The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district. Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the district. The burden of proving undue hardship rests with the district, and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation...

XVI. CONFLICT OF INTEREST CODE

Government Code Section 87100 states as follows:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

Government Code Section 87101, 87103 and 87103.5 provide explicit language explaining the nature of a "conflict of interest" and disclosure relating to Board responsibilities. Members are required to be in compliance with all Federal and State requirements of the "Conflict Codes".

XVII. ATTENDANCE

A. BOARD MEETINGS

Board members are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, members should be present for scheduled meeting or events whenever possible. The failure of a director to attend three (3) consecutive regular meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness, or except when absent from the State with the prior consent of the Board, as provided by Government Code, Section 1770, shall cause such director's remaining term in office to be considered vacant.

Such vacancies shall be filled for the unexpired term by appointment in accordance with policy established by the Board of Directors. Such appointment will be made by the remaining members of the HVLCSD Board. In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the HVLCSD Board of Directors, after discussion and consideration, shall, when deemed appropriate, do the following:

1. Instruct staff to post the vacancy on the District website and bulletin boards.
 - a. Said notice shall advise eligible personnel of the steps to take to apply for appointment;
2. Establish the closing date for the receipt of applications.
 - a. Applicants shall submit the following, by the date specified in the notice:
 - a letter of interest;
 - a resume, with particular emphasis on the applicant's knowledge of special districts, risk-financing, water, wastewater and environmental practices.



Hidden Valley Lake CSD Board of Directors' Policy Manual

XVII. ATTENDANCE, Continued

3. Interview applicant(s) at the next regularly scheduled meeting of the HVLCSD Board of Directors following the date of closure for applications; and
4. Appoint the selected applicant without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 3) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above.

B. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

In accordance with Objective IV of the MISSION STATEMENT, the Board reconfirms a goal "To develop and maintain a superior level of understanding and competence in Board and Staff and assure the Districts' awareness of the benefits of safe operations and proper claims procedures." In addition, the Board believes it is to the advantage of all Board Member to participate in conferences, meetings and educational programs where said Directors' knowledge of water, wastewater, regulatory compliance, energy resource generation and management and associated matters may be increased, so that the Directors can better perform their duties in accordance with their appointed position. Finally, the Board of Directors employs staff to administer and operate the District, and encourages said staff to continue its education in water, wastewater, regulatory compliance, energy resource generation and management and associated matters and further finds that there is value in networking available through staff attendance at and participation in some conferences and meetings.

As a result of these findings, the Board of Directors has determined that the following provisions shall apply to educational programs, conferences and meetings, except those sponsored/presented by HVLCSD:

1. That Directors of HVLCSD shall attend, on behalf of HVLCSD, such educational programs, conferences and meetings (other than HVLCSD meetings) as have been approved by the Board of Directors prior to such attendance; and
2. That, to the extent possible, staff will, from time to time, present comprehensive lists of conferences, meetings and educational programs so that the Board may consider attendance on a broader than single-event approach, in order to provide a coordinated plan for attendance; and
3. That if a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program; and
4. At the Board meeting following such attendance, or the next reasonable opportunity thereafter, the attendee(s) shall report to the Board on information and ideas learned at the event(s); and
5. The President is exempt from the reporting requirement, unless he/she's the only Director in attendance; and



Hidden Valley Lake CSD Board of Directors' Policy Manual

XVII. ATTENDANCE, Continued

6. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act, when more than two Directors attend the same event.

XVIII. INCOMPATIBLE EMPLOYMENT

Pursuant to the provision of the Government Code, Section 53227, an employee of HVLCSD may not be sworn into office as an elected or appointed member of HVLCSD's Board of Directors unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office.

XIX. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District.

XX. GENERAL PROVISIONS

Any of the within policies not required by law may be suspended by a majority of the Board. Any policy not required by law may be altered, amended, or repealed at a duly noticed meeting by a majority vote of the Board. This policy is meant to be supplementary to, and not exclusive of, other federal, state and local laws with regard to conflicts of interest, etc.

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

DATE: December 20, 2016

AGENDA ITEM: Adoption of Resolution 2016-22 authorizing the General Manager to execute the CPA Services Engagement

RECOMMENDATIONS:

Authorize General Manager Kirk Cloyd to execute Professional Services Agreement between HVLCSO and Pehling & Pehling for CPA services, on a task order basis.

FINANCIAL IMPACT:

No direct financial impact. The Professional Services Agreement provides the contractual framework for the execution of task orders – specific work assignments.

BACKGROUND:

The District occasionally requires CPA Services to provide consulting in accounting matters, internal control, development of accounting policy and procedures, assistance with the annual audit, budget preparation and mid-year revisions. Staff recommends retaining Pehling & Pehling CPA's to provide professional services on an as needed basis. Pehling & Pehling CPA's is a relatively small firm catering to municipalities in Lake County.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on December 20, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

RESOLUTION 2016-22

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AUTHORIZING GENERAL MANAGER KIRK CLOYD TO EXECUTE A CPA SERVICE ENGAGEMENT WITH PEHLING & PEHLING, CPA's

WHEREAS, the Hidden Valley Lake Community Services District (District) occasionally requires accounting expertise to consult, assist and/or train District employees in accounting matters; and

WHEREAS, the District desires to contract for such services with a private consultant; and

WHEREAS, Pehling & Pehling, CPA's is duly licensed and sufficiently experienced in providing such services for municipal corporations and community services districts and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS, the District wishes to retain Pehling & Pehling, CPA's for the performance of such services.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes General Manager Kirk Cloyd to execute a CPA Service Engagement with Pehling & Pehling, CPA's.

PASSED AND ADOPTED on December 20, 2016 by the following vote:

AYES:

NOES:

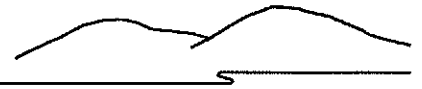
ABSTAIN:

ABSENT:

Jim Freeman
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors



December 14, 2016

Hidden Valley Community Services District
19400 Hartman Road
Hidden Valley Lake, CA 95467

Dear General Manager:

This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

1. We will provide continuing support quarterly, with board meeting presentation. This support will likely consist of reviewing financial transactions for the previous 3 months.
2. Assist with the development of accounting policies and procedures
3. Assist with the development of internal control systems
4. Training of accounting staff
5. Consultations regarding accounting matters
6. Assistance with the Annual Audit
7. Assistance with Budget preparation and any mid-year revisions
8. Assistance with closing the books

We will not audit, review, or compile such financial statements and therefore will not express an opinion or any other form of assurance on them. We also will not issue any kind of report on the financial statements.

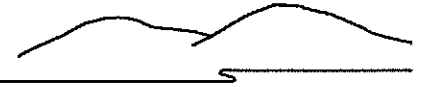
Zach Pehling is the engagement partner for the limited services specified in this letter. His responsibilities include supervising Pehling & Pehling CPAs' services performed as part of this engagement.

Our engagement cannot be relied upon to disclose errors, fraudulent financial reporting, misappropriation of assets, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our engagement that fraud may have occurred. We will also report to the appropriate level of management any evidence or information that comes to our attention regarding illegal acts that may have occurred, unless they are clearly inconsequential. Management is solely responsible for the design and operation of the effective internal controls and for complying with all applicable laws and regulations. By your signature below, you understand that we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You also acknowledge that the services provided do not constitute an arrangement to provide audit, compilation, review, or attest services and you agree to not describe or refer to our limited services as such in your minutes or books of record or to any third parties.

It is our policy to keep records related to this engagement for 3 years. However, Pehling & Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

Pehling & Pehling, CPAs

An Accountancy Corporation



By your signature below, you acknowledge and agree that upon the expiration of the 3-year period Pehling & Pehling CPAs shall be free to destroy our records related to this engagement.

Our fee for these services will be at our standard hourly rate of \$180 plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and travel). If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us.

Sincerely,

Zach Pehling
Pehling & Pehling CPAs

Acknowledged and agreed:

Hidden Valley Community Services District

Date