



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday November 22, 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) Personnel Action Form (PAF)
- 6) CONSENT CALENDAR
 - (A) MINUTES: Approval of the Board of Directors meeting Minutes for August 16, 2016. After review of the recorded minutes section 1:30:46 from the August 16, 2016 Board Meeting, no change to the meeting minutes were made. No action was taken on Board Meeting Agenda Item # 9 as it was only discussed.
 - (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
- 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 2016-19
Investment of Hidden Valley Lake Community Services District's Monies in Local Agency Investment Fund
- 11) DISCUSSION AND POSSIBLE ACTION: Approve 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
- 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.

PERSONNEL ACTION FORM (PAF)

IDENTIFYING INFORMATION

Date Processed:	Personnel #
Employee Name	Last 4 digits of Social Security #
CURRENT POSITION	NEW POSITION
Salary: _____ Range/Step: _____	Salary: _____ Range/Step: _____
Position Title:	Position Title:
Supervisor:	Supervisor:

1. NEW HIRE/ REINSTATEMENT/QUICK ENTRY

Effective Date: _____

Type of appointment: Probationary Supplemental (Temporary) Student
 Permanent Trainee Retiree
 Full-Time Part-Time-Hrs/Wk Work Against

REQUESTED SALARY: \$ _____

BUDGETED SALARY: \$ _____

SALARY RESERVE NEEDED: \$ _____

2. SALARY CHANGES

Effective Date: _____

Career Progression Leave W/Pay
 Range Increase Salary Adjustment (COLA)
 Step Increase Cancel Salary Adjustment (COLA)
 Demotion Suspension (Leave W/O Pay)

3. CHANGE IN STATUS

Effective Date: _____ Leave W/O Pay

Appointment Change Suspension: Conduct Performance Gross Inefficiency

Probationary to Permanent Other (Type) from: _____ To: _____

Change in Hours From: _____ To: _____

Exempt Non-Exempt

4. LEAVE OF ABSENCE

Effective Date: _____

Type of leave: Medical Workers Compensation Short Term Disability
 Personal 60 day waiting period*
 Military
 Other *From Date: _____ *To Date: _____
 Reinstate from LOA

Last Day Worked: _____ Anticipated Return Date: _____

5. SEPARATIONS (Please notify HR of separations immediately.)

Effective Date: _____ Last Work Day: _____

Resigned Reason: _____

Dismissed Reason: Performance of Duties Personal Conduct

Probationary Appoint. Terminated

Retired

Temporary Appointment Ended

Reduction in Force

Death - Date _____

7. JUSTIFICATION/EXPLANATION

APPROVAL FOR HUMAN RESOURCES

Immediate Supervisor:	_____	Date:	_____
Finance Dept. signature	_____	Date:	_____
General Manager:	_____	Date:	_____
HR Manager:	_____	Date:	_____

Please submit original of this form to Human Resources and a copy to the Timekeeping Section.

PERSONNEL ACTION FORM (PAF) INSTRUCTIONS

ATTENTION SUPERVISOR: Please complete applicable information listed on the "PAF" Checklist

Identifying Information:

Please complete the employee's name, personnel number (if known) and last four (4) digits of social security number. (Date processed will be completed by the Human Resources Office).

Current Position: Please complete the information for the position the employee currently occupies

New Position: Please indicate the information the new position the employee will be transferring to (e.g., promotion, etc.), if appropriate.

Personnel Actions:

1. **New Hire/Reinstatement/Quick Entry:** Action to activate an employee into INCODE.
 - New Hire - the initial employment of an individual to a position.
 - Reinstatement - the reemployment of a former employee after a 31calendar day break in service.
 - Quick Entry – Typically used to enter contractors (Temp. Workers) into the INCODE system. The person is not paid by INCODE.

2. **Salary Change:** Action represents an increase or decrease in the employee's salary.
 - Range Revision - any change in a salary range approved by the Board of Directors and resulting from changes in the labor market or a promotion to an existing but vacant position approved by the General Manager.
 - Step Revision – General Manager approved change in career-step rates based on employee evaluation.
 - Demotion - a change in pay which results from inefficiency in performance or as a disciplinary action.
 - Career Progression – pay factors support a salary adjustment and/or competency level adjustment within the pay range of the employee's career-banded class, in conjunction with the employee's attainment and demonstrated use of competencies in same position.
 - Salary Adjustment (COLA) - an increase in an employee's salary within the current position.
 - Cancel Salary Adjustment (COLA) – cancel increase given.

3. **Change in Status-** the change in employee's type of appointment.
 - Appointment Change - such as permanent, probation, time-limited, time-limited probationary, trainee, etc.
 - Change in Hours – this action is used to change the number of hrs per week of a part-time position (less than 40 per week) which does not change the appointment type.
 - Exempt/Non-Exempt - this action is used to identify if the employee will be Exempt or Exempt.
 - Leave with pay – to investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the work place and/or to protect the safety of persons or property. Please complete Estimated End Date.
 - Leave without pay (Suspension) – the removal of an employee from work for disciplinary reasons without paying the employee. Please check whether the reason is due to conduct, performance, or gross inefficiency. Please complete Estimated End Date.

4. **Leave of Absence (LOA)** - used when an employee is out of work on paid or unpaid leave.

- Medical - Employee is on medical-related leave for self or immediate family member (e.g., Family Medical Leave or extended illness).
- Personal - Employee is out for personal reasons (not medically related).
- Military - Employee has been placed on Military Leave which could include Reserve Active Duty or RAD (exhausting leave), RAD (30 days) employee is placed
 - On leave 30 days with Active Duty Orders (Calendar days), RAD – employee is placed on RAD Active Duty on 31st
 - Day, Extended Military,
- Other - No other reason is applicable.
- Reinstated from LOA - Employee is reinstated to work after being on LOA.
- Workers Compensation - Employee is placed on Worker's Compensation after satisfying 7 day waiting period.
- Short Term Disability (STD) - Employee has been out for more than 60 days, eligible for benefits on the 61st day.
- 60 day waiting period - Employee is satisfying 60 day waiting period before going on STD. Include from and to dates in blanks on front of form.

6. **Separation** - from HVLCS D service occurs when an employee leaves the payroll for the following reasons: Resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.

JUSTIFICATION/EXPLANATION: Please explain the reason for the request.

APPROVAL FOR HR TO REVIEW: Please secure required signatures before submission to HR. Please ensure the appropriate documentation is attached to expedite this request.

Personnel Action Form (PAF) Form Checklist

Please attach the following to the PAF and Checklist when your recruitment packet is submitted to HR

New Hire, Promotion:

- Personnel Action Form (PAF) form
- The original signed employment application
- Health Care Registry Form, if applicable
- Certification/Licensure/Registration forms
- Letter to offer employment

Suspension: Leave Without Pay

- Personnel Action Form (PAF)
- Copy of suspension letter to employee

Transfer within HVLCSD (from one position to a different position)

- Personnel Action Form (PAF)
- Previous and New Range & Step information required.

Leave of Absence (LOA)

- Personnel Action Form (PAF)
- Certification of Health Care Provider (If required)
- Written request and approval for Extended Leaves (with or without pay) attached to PAF
- Request for FMLA, etc.

Reinstatement from Leave of Absence

- Personnel Action Form (PAF)

Separation

- Personnel Action Form (PAF)
- Letter of resignation, dismissal, retirement, etc. from employee
- Exit Interview (if warranted)
- HVLCSD Acceptance of Resignation letter



**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.

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: October 18, 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 Mirbegian and second by Director Graham the Board unanimously approved the agenda as amended.

PRESENTATIONS

General Manager Kirk Cloyd presented the first draft of the Directors Policy Manual. At the December 20, 2016 Regular Board Meeting, an additional Policy document will be presented.

CONSENT CALENDAR

Director Mirbegian requested that the meeting minutes from Regular Board Meeting August 16, 2016 be pulled from the Consent Calendar for further discussion.

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

(B) MINUTES: Approval of the minutes for the Board of Directors meeting September 20, 2016.

(C) MINUTES: Approval of the minutes for the Personnel Committee Meeting September 15, 2016.

(D) DISBURSEMENTS: Check #033988 - #034079 including drafts and payroll for a total of \$233,177.69

Director Mirbegian requested an amendment to the Regular Board Meeting minutes of August 16, 2016 regarding agenda item 9.

BOARD COMMITTEE REPORTS

Personnel Committee: Director Herndon provided a review of the recent meeting held on 10/11/16. The committee plans to meet in March 2017 in order to align with the 2017-2018 Budget.

Finance Committee: No meeting held.

Emergency Preparedness Program Committee: No meeting held.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported on an upcoming Region 4 tour. Directors Mirbegian, Herndon, and Graham, as well as General Manager Kirk Cloyd plan on attending.

ACWA State Legislative Committee: Director Herndon reported that the next meeting is scheduled for October 21, 2016.

County OES: Director Lieberman reported a meeting had not yet been held, but referred to an OES utility manager's meeting that took place October 5, 2016, that was attended by Penny Cuadras.

STAFF REPORTS

Financial Report: Director Mirbegian noted cautious optimism in first quarter budget to actual comparisons. Director Freeman requested a copy be provided of the Revenue & Expense report for Sewer Operations. General Manager Kirk Cloyd also indicated this portion of the financial report would be posted on the website.

Administration/Customer Service Report: Board President Jim Freeman acknowledged and thanked Norman Rogers for finding and repairing a leak at his meter.

Field Operations Report: Director Mirbegian noted groundwater elevations, as related to statewide drought conditions.

General Manager's Report: General Manager Kirk Cloyd responded to inquiries on all items to the report. Mr. Cloyd also answered questions regarding a potential contract with a CPA firm, and progress on the Grange road repair project.

The results of recent internal interviews were announced, and the upcoming schedule of external interviews.

DISCUSSION AND POSSIBLE ACTION:
Approval of Resolution 2016-18, the District's Uninstall Meter Policy

On motion by Director Mirbegian, and second by Director Lieberman, the Board unanimously approved Resolution 2016-18, the District's Uninstall Meter Policy.

PUBLIC COMMENT

Members offered thanks for doing a good job. A member also recollected specifics of the board meeting that took place on August 16, 2016.

BOARD MEMBER COMMENT

None.

CLOSED SESSION:

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

ADJOURNMENT

The Board of Directors went into closed session at 8:11PM and adjourned at 9:15PM. There was 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

October, 2016

DISBURSEMENT SUMMARY REPORT

10/1/2016-10/31/2016

Disbursement Summary

Fund		
120 - Sewer	\$	104,031.52
130 - Water	\$	74,873.87
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	1,996.67
	SUB TOTAL \$	180,902.06
*Payroll	\$	39,413.54
Total Warrants	\$	220,315.60

**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

October, 2016

DISBURSEMENT DETAIL REPORT

10/1/2016-10/31/2016

DRAFT DATE	TYPE	NUMBER	NAME	DRAFT AMOUNT	STATUS
10/4/2016	BANK-DRAFT		Corr Fed Deposit 9/21/16	0.60	CLEARED
10/14/2016	BANK-DRAFT	14	NATIONWIDE RETIREMENT SOLUTION	925.00	CLEARED
10/14/2016	BANK-DRAFT	15	STATE OF CALIFORNIA EDD	1179.06	CLEARED
10/14/2016	BANK-DRAFT	16	US DEPARTMENT OF THE TREASURY	3956.24	CLEARED
10/27/2016	BANK-DRAFT	17	NATIONWIDE RETIREMENT SOLUTION	925.00	CLEARED
10/27/2016	BANK-DRAFT	18	STATE OF CALIFORNIA EDD	1237.39	CLEARED
10/27/2016	BANK-DRAFT	19	US DEPARTMENT OF THE TREASURY	4128.27	CLEARED
TOTAL				12,351.56	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
10/7/2016	CHECK	34080	ACWA/JPIA	744.57	CLEARED
10/7/2016	CHECK	34081	ALPHA ANALYTICAL LABORATORIES	789.00	CLEARED
10/7/2016	CHECK	34082	COYOTE VALLEY ELEM. PTO	2100.00	CLEARED
10/7/2016	CHECK	34083	DELL MARKETING	7496.37	CLEARED
10/7/2016	CHECK	34084	ELLISON, SCHNEIDER & HARRIS L.	325.00	CLEARED
10/7/2016	CHECK	34085	FOUR CORNER BUILDING SUPPLY	76.19	CLEARED
10/7/2016	CHECK	34086	JAMES DAY CONSTRUCTION, INC.	148.05	CLEARED
10/7/2016	CHECK	34087	MEDIACOM	427.39	CLEARED
10/7/2016	CHECK	34088	MICHELLE HAMILTON	665.00	CLEARED
10/7/2016	CHECK	34089	MIKE WILSON	55.73	CLEARED
10/7/2016	CHECK	34090	OFFICE DEPOT	360.28	CLEARED
10/7/2016	CHECK	34091	PACE SUPPLY CORP	5504.48	CLEARED
10/7/2016	CHECK	34092	REDFORD SERVICES	910.00	CLEARED
10/7/2016	CHECK	34093	SPECIAL DISTRICT RISK MANAGEME	342.73	CLEARED
10/7/2016	CHECK	34094	TELSTAR INSTRUMENTS, INC	3677.17	CLEARED
10/7/2016	CHECK	34095	WESTGATE PETROLEUM CO., INC.	798.47	CLEARED
10/7/2016	CHECK	34096	WONDERWARE	56.10	CLEARED
10/7/2016	CHECK	34097	TELSTAR INSTRUMENTS, INC	50700.88	CLEARED
10/14/2016	CHECK	34098	ADVANCED ELECTRONIC SECURITY S	264.00	CLEARED
10/14/2016	CHECK	34099	ALPHA ANALYTICAL LABORATORIES	594.00	CLEARED
10/14/2016	CHECK	34100	ANALYTICAL SCIENCES	1710.00	CLEARED
10/14/2016	CHECK	34101	ARMED FORCE PEST CONTROL, INC.	195.00	CLEARED
10/14/2016	CHECK	34102	BADGER METER	30.00	CLEARED

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
10/14/2016	CHECK	34103	CALIFORNIA PUBLIC EMPLOYEES FI	7402.02	CLEARED
10/14/2016	CHECK	34104	DATAPROSE	1576.34	CLEARED
10/14/2016	CHECK	34105	HACH COMPANY	213.45	CLEARED
10/14/2016	CHECK	34106	HARDESTER'S MARKETS & HARDWARE	296.79	CLEARED
10/14/2016	CHECK	34107	GARDENS BY JILLIAN	200.00	CLEARED
10/14/2016	CHECK	34108	KAOS SHEEP OUTFIT	4000.00	CLEARED
10/14/2016	CHECK	34109	NBS GOVERNMENT FINANCE GROUP	1996.67	CLEARED
10/14/2016	CHECK	34110	OFFICE DEPOT	75.96	CLEARED
10/14/2016	CHECK	34111	PACE SUPPLY CORP	2229.01	CLEARED
10/14/2016	CHECK	34112	POWER INDUSTRIES, INC	76.53	CLEARED
10/14/2016	CHECK	34113	SOUTH LAKE REFUSE COMPANY	355.89	CLEARED
10/14/2016	CHECK	34114	SPECIAL DISTRICT RISK MANAGEME	26373.66	CLEARED
10/14/2016	CHECK	34115	TYLER TECHNOLOGY	1534.30	CLEARED
10/14/2016	CHECK	34116	WAGNER & BONSIGNORE	1790.55	CLEARED
10/14/2016	CHECK	34117	CALIFORNIA PUBLIC EMPLOYEES RE	4265.27	CLEARED
10/14/2016	CHECK	34118	MCEWEN, KEVIN D	31.63	CLEARED
10/21/2016	CHECK	34119	ALPHA ANALYTICAL LABORATORIES	901.00	CLEARED
10/21/2016	CHECK	34120	AT&T	469.44	CLEARED
10/21/2016	CHECK	34121	CALIFORNIA PUBLIC EMPLOYEES RE	1.15	CLEARED
10/21/2016	CHECK	34122	PACE SUPPLY CORP	354.71	CLEARED
10/21/2016	CHECK	34123	RICOH USA, INC.	415.48	CLEARED
10/21/2016	CHECK	34124	USA BLUE BOOK	473.84	CLEARED
10/21/2016	CHECK	34125	VERIZON WIRELESS	638.31	CLEARED
10/21/2016	CHECK	34126	JURGENSEN, DONALD	45.28	OUTSTND
10/28/2016	CHECK	34127	ALPHA ANALYTICAL LABORATORIES	477.00	CLEARED
10/28/2016	CHECK	34128	CARDMEMBER SERVICE	3938.94	OUTSTND
10/28/2016	CHECK	34129	COASTLAND CIVIL ENGINEERING, I	11557.50	CLEARED
10/28/2016	CHECK	34130	ELLISON, SCHNEIDER & HARRIS L.	422.50	CLEARED
10/28/2016	CHECK	34131	GHD	1590.50	CLEARED
10/28/2016	CHECK	34132	LAKE COUNTY TAX COLLECTOR	585.00	OUTSTND
10/28/2016	CHECK	34133	PACIFIC GAS & ELECTRIC COMPANY	11557.95	CLEARED
10/28/2016	CHECK	34134	UPPER PUTAH CREEK WATERSHED W	468.75	OUTSTND
10/27/2016	CHECK	34135	CALIFORNIA PUBLIC EMPLOYEES RE	4265.27	CLEARED
TOTAL				168,551.10	

DATE	TYPE	NAME	AMOUNT	STATUS
10/14/2016	MISC.	PAYROLL DIRECT DEPOSIT	19,329.65	CLEARED
10/28/2016	MISC.	PAYROLL DIRECT DEPOSIT	20,083.89	CLEARED
TOTAL			39,413.54	



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**October, 2016
Financial Report**

REVENUE & EXPENSE **SEWER** REPORT
10/1/2016-10/31/2016

120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL REVENUE	1,066,000.00	84,688.63	390,866.00	675,134.00	37%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	409,227.00	26,946.31	99,821.58	309,405.42	24%
ADMINISTRATION	345,801.26	30,035.77	123,263.65	222,537.61	36%
FIELD	357,298.00	16,303.67	80,142.08	277,155.92	22%
DIRECTORS	50,035.00	3,112.91	12,451.64	37,583.36	25%
TOTAL	1,162,361.26	76,398.66	315,678.95	846,682.31	27%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500	0	100	400	20%
120-4036 DEVELOPER SEWER FEES	0	0	0	0	0%
120-4040 LIEN RECORDING FEES	0	0	13.12	-13.12	0%
120-4045 AVAILABILITY FEES	7,000.00	0	496	6,504.00	7%
120-4050 SALES OF RECLAIMED WATER	90,000.00	4,184.13	60,346.28	29,653.72	67%
120-4111 COMM SEWER USE	29,900.00	2,496.75	9,987.00	19,913.00	33%
120-4112 GOV'T SEWER USE	550	53.12	212.48	337.52	39%
120-4116 SEWER USE CHARGES	936,850.00	77,782.02	319,236.18	617,613.82	34%
120-4210 LATE FEE	0	65.53	254.82	-254.82	0%
120-4300 MISC INCOME	1,000.00	2.12	13.41	986.59	1%
120-4310 OTHER INCOME	0	0	0	0	0%
120-4505 LEASE INCOME	0	0	0	0	0%
120-4550 INTEREST INCOME	200	104.96	206.71	-6.71	103%
120-4580 TRANSFERS IN	0	0	0	0	0%
120-4591 INCOME APPLICABLE TO PRIOR YRS	0	0	0	0	0%
TOTAL	1,066,000.00	84,688.63	390,866.00	675,134.00	37%

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	179.09	12,020.91	1%
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	873.39	1,574.23	12,363.77	11%
120-5-00-5040 ELECTION EXPENSE	4,800.00	0	0	4,800.00	0%
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	465.74	1,671.46	8,328.54	17%
130-5-00-5061 VEHICLE MAINT	7,500.00	526.36	1,839.85	5,660.15	25%
130-5-00-5062 TAXES & LIC	1,200.00	292.5	292.5	907.5	24%
130-5-00-5074 INSURANCE	14,000.00	1,385.43	1,385.43	12,614.57	10%
130-5-00-5075 BANK FEES	11,000.00	1,039.71	4,541.14	6,458.86	41%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	0	1,201.60	16,098.40	7%
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	514.6	639.28	4,710.72	12%
130-5-00-5110 CONTRACTUAL SERVICES	0	0	3,122.70	-3,122.70	0%
130-5-00-5121 LEGAL SERVICES	10,000.00	0	1,653.75	8,346.25	17%
130-5-00-5122 ENGINEERING SERVICES	44,500.00	11,557.50	22,150.73	22,349.27	50%
130-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0	2,043.50	-543.5	136%
130-5-00-5124 WATER RIGHTS	85,056.00	1,216.25	9,591.80	75,464.20	11%
130-5-00-5126 AUDIT SERVICES	7,200.00	0	0	7,200.00	0%
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	273.56	814.74	6,935.26	11%
130-5-00-5135 NEWSLETTER	1,100.00	0	0	1,100.00	0%
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	207.74	3,134.52	14,515.48	18%

130-5-00-5148 OPERATING SUPPLIES	1,400.00	0	645.66	754.34	46%
130-5-00-5150 REPAIR & REPLACE	160,000.00	15,616.86	28,657.22	131,342.78	18%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	2,197.50	6,211.91	2,188.09	74%
130-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.5	787.5	8,812.50	8%
130-5-00-5157 SECURITY	450	132	214.5	235.5	48%
130-5-00-5191 TELEPHONE	8,000.00	767.56	2,856.52	5,143.48	36%
130-5-00-5192 ELECTRICITY	96,000.00	9,893.85	34,370.90	61,629.10	36%
130-5-00-5193 OTHER UTILITIES	2,200.00	177.94	533.82	1,666.18	24%
130-5-00-5194 IT SERVICES	26,100.00	854.7	1,870.70	24,229.30	7%
130-5-00-5195 ENV/MONITORING	21,600.00	385	2,620.00	18,980.00	12%
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	0	0	20,100.00	0%
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0	0	2,000.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0	0	1,000.00	0%
130-5-00-5312 TOOLS - FIELD	2,000.00	0	315.96	1,684.04	16%
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	0	2,306.94	-606.94	136%
130-5-00-5505 WATER CONSERVATION	9,000.00	2,100.00	6,800.00	2,200.00	76%
130-5-00-5545 RECORDING FEES	200	0	8.5	191.5	4%
130-5-00-5600 CONTINGENCY	45,000.00	0	0	45,000.00	0%
TOTAL	686,794.00	51,265.69	144,036.45	542,757.55	21%

ADMINISTRATION

EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES	225,718.00	21,124.26	85,015.21	140,702.79	38%
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	4,643.39	24,427.23	47,419.77	34%
120-5-10-5021 RETIREMENT BENEFITS	39,384.26	3,797.67	12,641.50	26,742.76	32%
120-5-10-5063 CERTIFICATIONS	0	0	0	0	0%
120-5-10-5090 OFFICE SUPPLIES	3,440.00	147.76	375.24	3,064.76	11%
120-5-10-5170 TRAVEL MILEAGE	1,112.00	10.19	337.47	774.53	30%
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	312.5	437.5	3,562.50	11%
120-5-10-5179 ADM MISC EXPENSES	300	0	29.5	270.5	10%
TOTAL	345,801.26	30,035.77	123,263.65	222,537.61	36%

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	237,769.00	10,438.29	53,096.58	184,672.42	22%
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	3,173.21	16,417.13	55,301.87	23%
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	2,679.89	8,956.09	31,359.91	22%
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0	1,500.00	0	100%
120-5-30-5063 CERTIFICATIONS	750	0	0	750	0%
120-5-30-5090 OFFICE SUPPLIES	560	12.28	97.28	462.72	17%
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	16,303.67	80,142.08	277,155.92	22%

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.1	624.4	2,375.60	21%
120-5-40-5020 DIRECTOR BENEFITS	230	6.97	27.88	202.12	12%
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	2,949.84	11,799.36	34,660.64	25%
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	3,112.91	12,451.64	37,583.36	25%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

October, 2016

Financial Report

REVENUE & EXPENSE **WATER** REPORT

10/1/2016-10/31/2016

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ALL REVENUE	1,635,557.00	123,759.75	572,662.13	1,062,894.87	35%

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	51,265.69	144,036.45	542,757.55	21%
ADMINISTRATION	358,922.00	17,269.37	71,848.18	287,073.82	20%
FIELD	370,669.00	19,841.67	94,465.52	276,203.48	25%
DIRECTORS	51,330.00	3,124.12	12,496.48	38,833.52	24%
TOTAL	1,467,715.00	91,500.85	322,846.63	1,144,868.37	22%

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,755.00	5,790.00	7,210.00	45%
130-4039 WATER METER INST	500	0	340	160	68%
130-4040 RECORDING FEE	100	0	13.14	86.86	13%
130-4045 AVAILABILITY FEES	20,000.00	0	2,054.00	17,946.00	10%
130-4110 COMM WATER USE	77,913.00	7,858.32	35,841.55	42,071.45	46%
130-4112 GOV'T WATER USE	5,194.00	395.76	1,484.87	3,709.13	29%
130-4115 WATER USE	1,491,050.00	110,009.95	511,612.00	979,438.00	34%
130-4210 LATE FEE	25,000.00	3,474.15	12,733.53	12,266.47	51%
130-4215 RETURNED CHECK FEE	1,000.00	200	450	550	45%
130-4300 MISC INCOME	1,500.00	2.13	2,207.81	-707.81	147%
130-4310 OTHER INCOME	0	0	0	0	0%
130-4550 INTEREST INCOME	300	64.44	135.23	164.77	45%
TOTAL REVENUES	1,635,557.00	123,759.75	572,662.13	1,062,894.87	35%

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	0	179.09	12,020.91	1%
130-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	873.39	1,574.23	12,363.77	11%
130-5-00-5040 ELECTION EXPENSE	4,800.00	0	0	4,800.00	0%
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	465.74	1,671.46	8,328.54	17%
130-5-00-5061 VEHICLE MAINT	7,500.00	526.36	1,839.85	5,660.15	25%
130-5-00-5062 TAXES & LIC	1,200.00	292.5	292.5	907.5	24%
130-5-00-5074 INSURANCE	14,000.00	1,385.43	1,385.43	12,614.57	10%
130-5-00-5075 BANK FEES	11,000.00	1,039.71	4,541.14	6,458.86	41%
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	0	1,201.60	16,098.40	7%
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	514.6	639.28	4,710.72	12%
130-5-00-5110 CONTRACTUAL SERVICES	0	0	3,122.70	-3,122.70	-
130-5-00-5121 LEGAL SERVICES	10,000.00	0	1,653.75	8,346.25	17%
130-5-00-5122 ENGINEERING SERVICES	44,500.00	11,557.50	22,150.73	22,349.27	50%
130-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0	2,043.50	-543.5	136%
130-5-00-5124 WATER RIGHTS	85,056.00	1,216.25	9,591.80	75,464.20	11%
130-5-00-5126 AUDIT SERVICES	7,200.00	0	0	7,200.00	0%
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	273.56	814.74	6,935.26	11%
130-5-00-5135 NEWSLETTER	1,100.00	0	0	1,100.00	0%
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	207.74	3,134.52	14,515.48	18%
130-5-00-5148 OPERATING SUPPLIES	1,400.00	0	645.66	754.34	46%
130-5-00-5150 REPAIR & REPLACE	160,000.00	15,616.86	28,657.22	131,342.78	18%
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	2,197.50	6,211.91	2,188.09	74%
130-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.5	787.5	8,812.50	8%
130-5-00-5157 SECURITY	450	132	214.5	235.5	48%
130-5-00-5191 TELEPHONE	8,000.00	767.56	2,856.52	5,143.48	36%
130-5-00-5192 ELECTRICITY	96,000.00	9,893.85	34,370.90	61,629.10	36%

130-5-00-5193 OTHER UTILITIES	2,200.00	177.94	533.82	1,666.18	24%
130-5-00-5194 IT SERVICES	26,100.00	854.7	1,870.70	24,229.30	7%
130-5-00-5195 ENV/MONITORING	21,600.00	385	2,620.00	18,980.00	12%
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	0	0	20,100.00	0%
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0	0	2,000.00	0%
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0	0	1,000.00	0%
130-5-00-5312 TOOLS - FIELD	2,000.00	0	315.96	1,684.04	16%
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	0	2,306.94	-606.94	136%
130-5-00-5505 WATER CONSERVATION	9,000.00	2,100.00	6,800.00	2,200.00	76%
130-5-00-5545 RECORDING FEES	200	0	8.5	191.5	4%
130-5-00-5600 CONTINGENCY	45,000.00	0	0	45,000.00	0%
TOTAL	686,794.00	51,265.69	144,036.45	542,757.55	21%

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	9,804.03	39,651.12	196,478.88	17%
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	4,320.31	23,134.84	49,012.16	32%
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	2,674.58	7,587.54	33,279.46	19%
130-5-10-5090 OFFICE SUPPLIES	4,214.00	147.77	375.22	3,838.78	9%
130-5-10-5170 TRAVEL MILEAGE	1,664.00	10.18	337.46	1,326.54	20%
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	312.5	732.5	2,867.50	20%
130-5-10-5179 ADM MISC EXPENSES	300	0	29.5	270.5	10%
TOTAL	358,922.00	17,269.37	71,848.18	287,073.82	20%

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	13,656.87	66,071.42	182,664.58	27%
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	3,173.20	16,417.07	55,600.93	23%
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	2,999.32	10,379.76	31,453.24	25%
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0	1,500.00	0	100%
130-5-30-5063 CERTIFICATIONS	600	0	0	600	0%
130-5-30-5090 OFFICE SUPPLIES	686	12.28	97.27	588.73	14%
130-5-30-5170 TRAVEL MILEAGE	896	0	0	896	0%
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	0	0	4,400.00	0%
TOTAL	370,669.00	19,841.67	94,465.52	276,203.48	25%

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	667.4	2,332.60	22%
130-5-40-5020 DIRECTOR BENEFITS	230	7.43	29.72	200.28	13%
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	2,949.84	11,799.36	34,660.64	25%
130-5-40-5170 TRAVEL MILEAGE	640	0	0	640	0%
130-5-40-5176 DIRECTOR TRAINING	1,000.00	0	0	1,000.00	0%
TOTAL	51,330.00	3,124.12	12,496.48	38,833.52	24%



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

October, 2016

**FINANCIAL REPORT
POOLED CASH**

AS OF October 31, 2016

Beginning Balance	302,500.10
Cash Receipts	
Deposit	257,011.84
Transfers	0.00
Total Receipts	257,011.84
Cash Disbursements	
Accounts Payable	180,902.06
Payroll	39,413.54
Bank Fees	2,450.31
Total Disbursements	222,765.91
Ending Balance	336,746.03

TEMPORARY INVESTMENTS

AS OF October 31, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,433.83	41,630.68	109,064.51	109,064.52
130	Water Operating Fund	100,496.04	(431.61)	100,064.43	100,064.44
215	1995-2 Redemption	60,980.44	78,158.54	139,138.98	139,138.97
218	CIEDB Redemption	11,537.53	-	11,537.53	11,537.51
219	USDARUS Solar Loan (Sewer)	821.12	98,923.55	99,744.67	99,744.68
313	Wastewater Cap Fac Reserved	259,254.02	22,806.74	282,060.76	282,060.76
314	Wastewater Cap Fac Unrestricted	261,920.37	290,268.89	552,189.26	552,189.27
319	Solar Reserve	-	35,321.18	35,321.18	35,321.17
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,566.02	-	171,566.02	171,566.02
711	Bond Administration	27,211.79	14,430.03	41,641.82	41,641.83
TOTAL		961,221.16	581,108.01	1,542,329.17	1,542,329.19



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**October, 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: 11/16/16

RE: Senior Account Representative's Monthly Report

Monthly Billing October 31, 2016

Mailed statements: 2,177

Electronic statements: 369

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 10/20/2016

Delinquent statements for September bills:

Mailed statements: 535

Electronic statements: 83

Courtesy Notification 11/8/2016

Courtesy notices delivered to the customer's property for delinquent Sept. bills: 183

Electronic notices: 24

Phone Notification 11/9/2016

Phone notifications: 126

The phone notification was sent out around 10:30 am resulting in 91 payments received by the office staff during business hours.

Lock Offs 11/10/2016

35 customers were in the lock off process at 5:00 pm on 11/9/2016.

13 payments were made before service orders went out in the field at 9:00 am on 11/10/2016.

A total of 22 customers were locked off for nonpayment.

Throughout lock off day 14 payments were collected and meters unlocked.

At the time of this report only 8 meters remain locked.



Hidden Valley Lake Community Services District

October 2016 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (October)	0	New (October)	1
Residential (September)	2432	Residential (September)	1462
Commercial & Govt (September)	35	Commercial & Govt (September)	15
Total (October) :	2467		1478

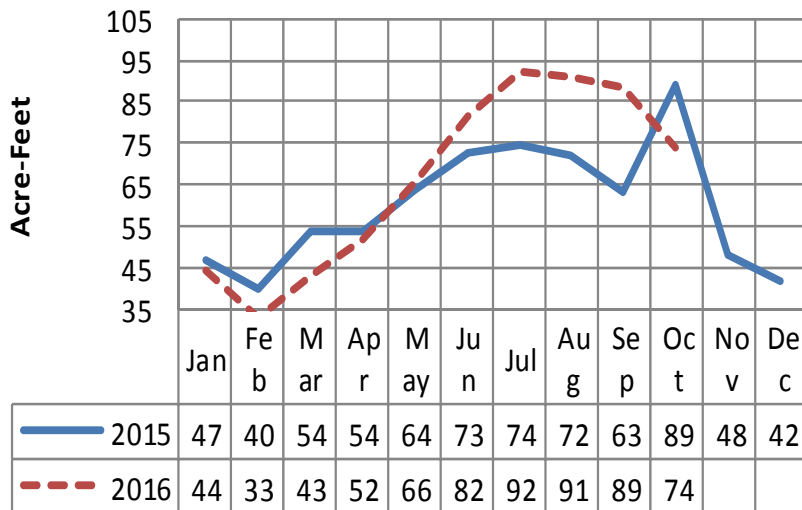
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
8.56	.05	4.83

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	928.79	923.47	920.44
AG	930.12	OOS	919.74
TP Wells	950.44	948.3	949.83
Grange Rd	936.22	930.84	933.88
American Rock	968.39	OOS	968.25
Spyglass	963.12	963.20	962.94
Luchetti	920.85	915.65	920.06
18th T	940.02	939.19	940.08

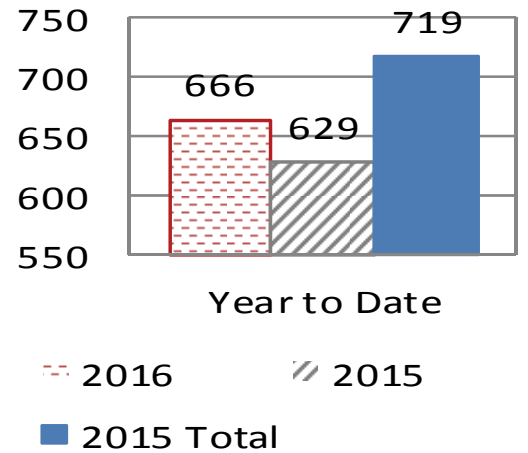
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
90	1005	1424
Overtime Hours	28	\$1072.63

October 2016 Field Report

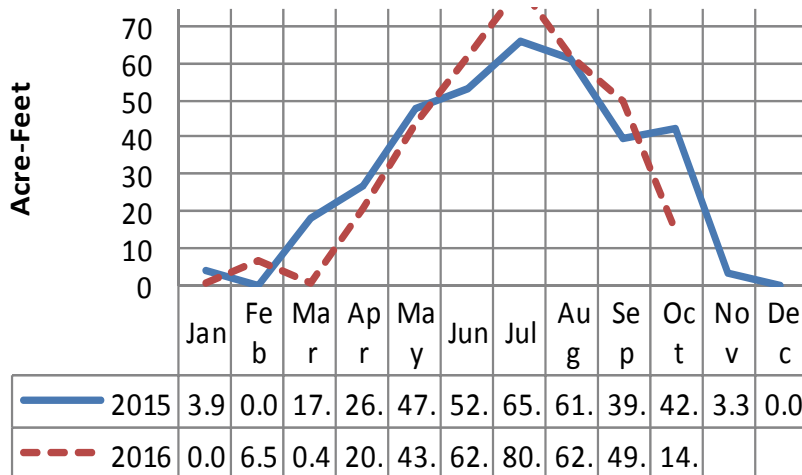
HVLCSD Municipal Well Production



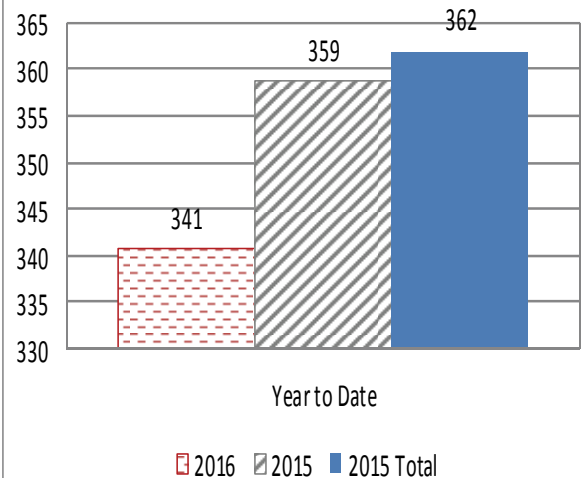
HVLCSD Municipal Well Production



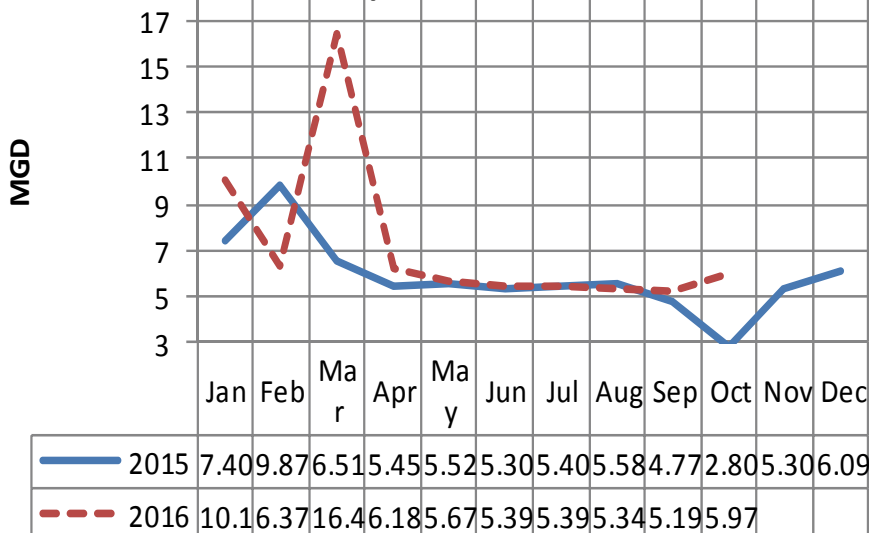
HVLCSD Municipal Reclaimed Water Use



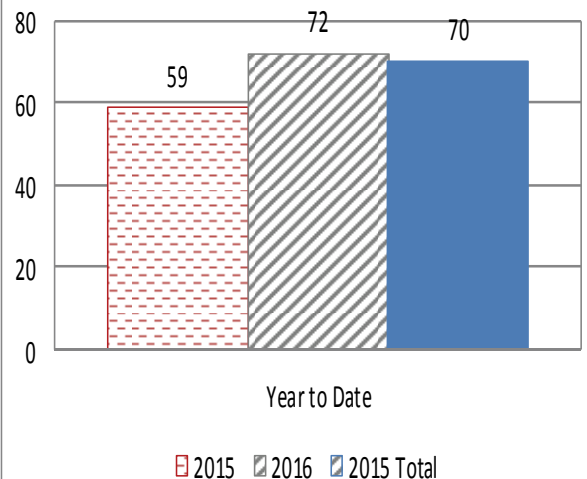
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



October 2016 Field Report

Water Operations and Maintenance Highlights

- 10/11, 10/13 Courtesy notices, lock offs
- Service line replacement Donkey Hill
- Replaced fuse in Unit 9 booster pump
- Troubleshooting WWTP booster pump
- AirVac maintenance at Spruce Grove Rd & Powderhorn
- PRV repair at Spruce Grove Rd, Knollview & Powderhorn
- Leak repair at Hidden Valley Rd & Donkey Hill
- Routine operations and maintenance
- 10/25-10/28 Meter reads

Wastewater Operations and Maintenance Highlights

- 10/11, 10/13 Courtesy notices, lock offs
- Troubleshooting filters at WWTP
- Sludge maintenance
- Calibrating Cl₂ analyzer
- 10/25-10/28 Meter reads
- Routine operations and maintenance

October 2016 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	Non-op
Truck 3	2165
Truck 4	0
Truck 6	682
Truck 7	646
Truck 8	1577
Dump Truck	22
Backhoe	
Tractor	Non-op (scrap)
New Holland Tractor	9.1

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	91029.9	20291.80
Fuel Log	326.2	113.1
October		
Tank Level	86.63	386.85
September		
Tank Level	320.65	429.35

Vehicle Maintenance		
Vehicle	Type of activity	Time
None	None	None

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

DATE: November 22, 2016

AGENDA ITEM: Approve Resolution 2016-19 Investment of Hidden Valley Lake Community Services District's Monies in Local Agency investment Fund

RECOMMENDATIONS:

Approve Resolution 2016-19 Investment of Hidden Valley Lake Community Services District's Monies in Local Agency investment Fund, to include General Manager Kirk Cloyd as an authorized officer.

FINANCIAL IMPACT: NA

BACKGROUND: Pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer.

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 November 22, 2016 by the following vote:

Ayes:

Absent:

Noes:

Abstain:

Secretary of the Board

RESOLUTION 2016-19

A RESOLUTION AUTHORIZING INVESTMENT OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT'S
MONIES IN LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the Hidden Valley Lake Community Services District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interest of the Hidden Valley Lake Community Services District.

NOW THEREFORE, BE IT RESOLVED, THAT the Board of Directors of the Hidden Valley Lake Community Services District does hereby authorize the deposit and withdrawal of Hidden Valley Lake Community Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following Hidden Valley Lake Community Services District's officers or their successors in the office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

James Freeman, President

James Lieberman, Vice President

Linda Herndon, Director

Judith Mirbegian, Director

Carolyn Graham, Director

Kirk Cloyd, General Manager

PASSED AND ADOPTED, by the Hidden Valley Lake Community Services District's Board of Directors, County of Lake of the state of California on November 22, 2016.

Resolution approved as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

James Freeman, President of the Board

Kirk Cloyd, Secretary to the Board

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

DATE: November 22, 2016

AGENDA ITEM: Adoption of Resolution 2016-20 Updating District Conflict of Interest Code and Rescinding District Resolution 2014-12

RECOMMENDATIONS:

Update the District’s Conflict of Interest Code via adoption of Resolution 2016-20

FINANCIAL IMPACT:

None

BACKGROUND:

Pursuant to the Political Reform Act (Act), all public agencies are required to adopt a Conflict-of-Interest Code (Code). Among other things, the code designates positions within the agency that must file Statements of Economic Interest (Form 700) and the associated types (disclosure categories) of interests to be reported. The District Code was last updated in 2014. Since then, titles and responsibilities have changed and the Full Charge Bookkeeper position now performs the functions of the Treasurer to the Board. The above changes are considered significant by the Fair Political Practices Commission and therefore necessitate adoption of an updated District Code.

The proposed District Code would supplant the existing District Code adopted in 2014 and like its predecessor, consist of the two following components:

- (1) California Government Code Section 18730
- (2) Exhibit A (list of designated positions and respective disclosure categories)

The updated District Code is created via adoption of Resolution 2016-20. Copies of California Government Code 18730, Exhibit A and Resolution 2016-20 are attached.

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 November 20, 2016 by the following vote:

Ayes:

Absent:

Noes:

Abstain:

Secretary of the Board

RESOLUTION 2016-20

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS UPDATING THE HIDDEN VALLEY COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE AND RESCINDING RESOLUTION NUMBER 2014-12

WHEREAS, the Political Reform Act, California Government Code Section 81000, *et seq.*, requires State and local government agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, California Government Code Section 18730 provides a model Conflict of Interest Code, suitable for adoption by a local agency, and;

WHEREAS, the Hidden Valley Lake Community Services District (District) previously adopted Resolution 2014-12, adopting by reference the model Conflict of Interest Code set forth in California Government Code Section 18730; and

WHEREAS, the Political Reform Act requires every local government agency to periodically review, and if deemed necessary, update its Conflict of Interest Code to reflect changed circumstances; and

WHEREAS, the title and/or responsibilities of certain staff positions subject to the District's Conflict of Interest Code has changed since adoption of Resolution 20014-12, thereby necessitating revisions to the District's current Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED by the Hidden Valley Lake Community Services District Board of Directors:

Section 1. Rescind Resolution Number 2014-12

Resolution Number 2014-12 is hereby rescinded.

Section 2. Adoption of Conflict of Interest Code

California Government Code Section 18730 and any amendments duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Exhibit A in which public officials and employees are designated and in which disclosure categories are set forth, constitute the Conflict of Interest Code of the Hidden Valley Lake Community Services District. Adoption of this Conflict of Interest Code is subject to the approval of the Board of Supervisors of the County of Lake.

Section 3. Annual Disclosure Statements

Persons holding designated positions shall file an annual statement no later than April 1st. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar

year; provided however, that the period covered by an employee's first annual statement shall begin on the effective date of the Conflict of Interest Code or the date of assuming office, whichever is later.

Section 4. Code Reviewing Body

The Secretary to the Board is hereby directed to submit a copy of the updated Conflict of Interest Code to the Board of Supervisors of the County of Lake and to request that the Board of Supervisors approve the updated Conflict of Interest Code of the Hidden Valley Lake Community Services District in accordance with California Government Code Section 87303.

PASSED AND ADOPTED on November 22, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Freeman
President of the Board of Directors

ATTEST:

Kirk Cloyd
General Manager / Secretary to the Board of Directors

EXHIBIT "A"
RESOLUTION NUMBER 2016-20
DESIGNATED POSITIONS

(The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.)

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORY</u>
Board of Directors	I
General Manager/ Secretary to the Board	I
Full Charge Bookkeeper	I
District Engineer	I
District Counsel	I
Consultants	I