

Fiscal Year 2015-2016

Budget



Adopted June 16, 2015

Board of Directors:

Jim Freeman, President

Jim Lieberman, Vice President

Linda Herndon

Judy Mirbegian

Carolyn Graham

General Manager:

Roland Sanford

Introduction

The Hidden Valley Lake Community Services District (District) is an independent special district serving the Hidden Valley Lake Community in southern Lake County, California. The District, which consists of 12 full-time employees, provides municipal water to approximately 2,300 homes and 20 businesses, and sewer services to approximately 1,600 within its three square mile service area.

Mission Statement

The mission of the Hidden Valley Lake Community Services District is to provide, maintain and protect our community's water.

History

The Stonehouse Mutual Water Company was established in 1968 and supplied water to the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Service District was established in 1984. A sewer system controversy led to a lawsuit between the two agencies in 1988; the suit was dismissed in the spring of 1989.

Stonehouse Mutual Water Company's problems led to discussions of a merge with Hidden Valley Lake Community Services District. It was evident that combining the two stand alone providers into one utility company would result in a tremendous cost savings. The merge also provided additional protection to the community via State oversight as well as access to grants and low cost loans. With the passage of AB 1504, the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

Board of Directors

The Board of Directors of the Hidden Valley Lake CSD consists of five elected officials who are tasked with representing the general interest of those in the Hidden Valley Lake community. Directors must live within the boundaries of the water or sewer district, ensuring that they fully understand the intricacies of the community and are enlisted in services provided. Each member serves a four year term. Elections are held in November of odd numbered years, and Director terms are staggered to mitigate disruption.

The Board of Directors sets goals and creates policies that guide District operations. The Board appoints a General Manager to handle the day to day operations of the District and to carry out the goals and policies. It is the General Manager's responsibility to ensure that District procedures are in line with the District's mission. Beyond the General Manager, the Board also appoints legal counsel and financial auditors.

The HVLCSO Board of Directors is committed to transparency. Board meetings are held in accordance to the Brown Act and are noticed as such. Regular board meetings are held on the third Tuesday of the month at 7:00 p.m. at the District's business office, 19400 Hartmann Rd., Hidden Valley Lake. The board also assigns standing and ad hoc committees that meet throughout the year to assist in the development of policy. Committee meetings are also held at the District's business office; times and dates vary by committee. Each meeting ends with a call for public comment, and community members are encouraged to attend and voice concerns.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2015-2016 BUDGET

SEWER ENTERPRISE FUND

	2014-2015 BUDGET	2015-2016 PROPOSED
REVENUE		
120-4020 PERMIT & INSPECTION FEES	300	300
120-4036 DEVELOPER SEWER FEES	-	-
120-4045 AVAILABILITY FEES	10,200	8,800
120-4050 SALES OF RECLAIMED WATER	95,000	90,000
120-4111 COMMERCIAL SEWER USE	18,400	19,370
120-4112 GOVERNMENT SEWER USE	600	580
120-4116 SEWER USE CHARGES	862,000	969,100
120-4210 LATE FEE 10%	15,500	19,093
120 4300 MISC INCOME	100	39,600
120-4505 LEASE INCOME	4,200	2,600
120-4550 INTEREST INCOME	-	-
120-4591 INCOME APPLICABLE TO PRIOR	-	-
TOTAL REVENUE	1,006,300	1,149,443

EXPENSES		
120-5010 SALARY & WAGES	421,213	458,725
120-5020 EMPLOYEE BENEFITS	99,398	119,078
120-5021 RETIREMENT BENEFITS	77,261	76,462
120-5022 CLOTHING ALLOWANCE	2,000	1,300
120-5024 WORKERS' COMP INSURANCE	4,815	21,700
120-5025 RETIREE HEALTH BENEFITS	5,027	7,211
120-5030 DIRECTOR HEALTH BENEFITS	42,022	34,793
120-5040 ELECTION EXPENSE	-	-
120-5060 GASOLINE, OIL & FUEL	14,200	8,790
120-5061 VEHICLE MAINT	10,357	11,012
120-5062 TAXES & LICENSE	1,100	619

120-5063 CERTIFICATIONS	800	400
120-5074 INSURANCE	16,285	14,735
120-5075 BANK FEES	7,000	12,750
120-5080 MEMBERSHIP & SUBSCRIPTIONS	6,000	4,520
120-5090 OFFICE SUPPLIES	6,600	7,540
120-5092 POSTAGE & SHIPPING	1,500	1,300
120-5110 CONTRACTUAL SERVICES	36,210	40,000
120-5121 LEGAL SERVICES	12,500	9,500
120-5122 ENGINEERING SERVICES	15,000	34,000
120-5123 OTHER PROFESSIONAL SERVICE	27,750	51,000
120-5130 PRINTING & PUBLICATION	500	1,500
120-5135 NEWSLETTER	1,000	1,000
120-5145 EQUIPMENT RENTAL	-	990
120-5148 OPERATING SUPPLIES	12,000	11,699
120-5150 REPAIR & REPLACE	50,452	53,614
120-5155 MAINT BLDG & GROUNDS	5,300	8,400
120-5156 CUSTODIAL SERVICES	9,450	9,600
120-5157 SECURITY	2,000	460
120-5160 SLUDGE DISPOSAL	23,000	13,660
120-5170 TRAVEL & MEETINGS	1,100	1,880
120-5175 EDUCATION/SEMINARS	6,600	8,000
120-5176 DIRECTOR TRAINING	200	200
120-5179 ADM MISC EXPENSE	500	300
120-5191 TELEPHONE	9,000	6,960
120-5192 ELECTRICITY	18,400	17,291
120-5193 OTHER UTILITIES	1,800	2,600
120-5195 ENV/MONITORING	25,000	33,000
120-5196 RISK MANAGEMENT	17,800	15,000
120-5198 ANNUAL OPERATING FEES	3,000	1,600
120-5310 EQUIPMENT - FIELD	1,000	1,149
120-5311 EQUIPMENT - OFFICE	2,800	1,271
120-5312 TOOLS - FIELD	1,100	524
120-5315 SAFETY EQUIPMENT	4,100	1,874
120-5510-SEWER OUTREACH	5,000	-
120-5545 RECORDING FEES	160	200
120-5585 FLOOD CONTROL	-	-
120-5591 EXPENSES APPLICABLE TO P/Y		-
120-5600 CONTINGENCY		40,636
120-5650 OPERATING RESERVES		
TOTAL EXPENDITURES	1,008,300	1,148,843

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2015-2016 BUDGET
WATER ENTERPRISE FUND

	2014-2015 BUDGET	2015-2016 PROPOSED
REVENUE		
130-4035 RECONNECT FEES	10,000	13,000
130-4038 COMM WATER CONNECTIONS	-	-
130-4039 WATER METER INSTALLATION	300	300
130-4040 RECORDING FEE INCOME	100	110
130-4045 AVAILABILITY FEES	40,000	35,000
130-4110 COMMERCIAL WATER USE	14,000	27,400
130-4112 GOVERNMENT WATER USE	800	844
130-4115 WATER USE CHARGES	863,000	970,200
130-4117 WATER OVERAGE USE FEE	167,000	53,900
130-4118 WATER OVERAGE COMMERCIAL	11,000	5,200
130-4119 WATER OVERAGE GOV'T	-	-
130-4210 LATE FEE 10%	22,000	25,014
130 4215 RETURNED CHECK FEE	800	700
130-4300 MISC INCOME	100	1,100
130-4310 OTHER INCOME	-	
130-4505 LEASE INCOME	4,200	5,800
130-4550 INTEREST INCOME	800	-
130-4591 INCOME APPL TO PRIOR YRS		
TOTAL REVENUE	1,134,100	1,138,568

EXPENSES		
130-5010 SALARY & WAGES	447,553	458,725
130-5020 EMPLOYEE BENEFITS	99,398	119,078
130-5021 RETIREMENT BENEFITS	77,261	76,462
130-5022 CLOTHING ALLOWANCE	2,000	1,900
130-5024 WORKERS' COMP INSURANCE	4,815	21,700

130-5025 RETIREE HEALTH BENEFITS	5,027	7,211
130-5030 DIRECTOR HEALTH BENEFITS	42,022	34,793
130-5040 ELECTION EXPENSE	-	-
130-5060 GASOLINE, OIL & FUEL	12,500	8,788
130-5061 VEHICLE MAINT	12,500	3,521
130-5062 TAXES & LICENSE	1,600	1,153
120-5063 CERTIFICATIONS	800	220
130-5074 INSURANCE	16,285	14,735
130-5075 BANK FEES	7,000	12,750
130-5080 MEMBERSHIP & SUBSCRIPTIONS	17,200	17,641
130-5090 OFFICE SUPPLIES	6,600	7,540
130-5092 POSTAGE & SHIPPING	1,500	1,300
130-5110 CONTRACTUAL SERVICES	49,650	43,650
130-5121 LEGAL SERVICES	12,500	9,445
130-5122 ENGINEERING SERVICES	15,000	37,500
130-5123 OTHER PROFESSIONAL SERVICE	144,750	73,200
130-5124 WATER RIGHTS	10,000	10,428
130-5130 PRINTING & PUBLICATION	500	1,500
130-5135 NEWSLETTER	1,000	1,000
130-5145 EQUIPMENT RENTAL	-	-
130-5148 OPERATING SUPPLIES	10,000	1,107
130-5150 REPAIR & REPLACE	52,000	62,888
130-5155 MAINT BLDG & GROUNDS	5,300	8,400
130-5156 CUSTODIAL SERVICES	9,450	10,000
130-5157 SECURITY	2,000	460
130-5170 TRAVEL & MEETINGS	1,300	2,835
130-5175 EDUCATION/SEMINARS	7,500	8,000
130-5176 DIRECTOR TRAINING	200	800
130-5179 ADM MISC EXPENSE	500	300
130-5191 TELEPHONE	9,000	6,958
130-5192 ELECTRICITY	165,000	132,166
130-5193 OTHER UTILITIES	1,800	2,627
130-5195 ENV/MONITORING	25,000	24,000
130-5196 RISK MANAGEMENT	-	300
130-5198 ANNUAL OPERATING FEES	27,000	22,400
130-5310 EQUIPMENT - FIELD	1,000	1,149
130-5311 EQUIPMENT - OFFICE	2,200	1,271
130-5312 TOOLS - FIELD	800	1,681
130-5315 SAFETY EQUIPMENT	4,100	1,531
130-5505 WATER CONSERVATION	15,000	10,000
130-5545 RECORDING FEES	160	200
130-5580 TRANSFERS OUT	-	-
130-5585 FLOOD CONTROL	-	-
130-5591 EXPENSES APPLICABLE TO P/Y	-	-
130-5600 CONTINGENCY		50,000
130-5650 OPERATING RESERVES	-	-
TOTAL EXPENDITURES	1,326,771	1,313,313