



Hidden Valley Lake Community Services District
Finance Committee Meeting
AGENDA
December 14, 2020
12:30 p.m.

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the www.hvlcsd.org select the December 14, 2020 Finance Committee Meeting select **Join Microsoft Teams Meeting** Select **Join on the web** instead.

Please submit your comments to pcuadras@hvlcsd.org or mail comments to the attention of: Penny Cuadras, Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Committee Chair as related to the agenda item or during Public Comment.

DATE: December 14, 2020

TIME: 12:30 pm

PLACE: Hidden Valley Lake CSD
Administration Office, GM Office
19400 Hartmann Road
Hidden Valley Lake, CA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. REVIEW AND DISCUSS: Monthly Financial Reports & Disbursements
6. REVIEW AND DISCUSS: Projects Update
7. DISCUSS: All possibilities for erosion control in the firebreak area
8. DISCUSS: What the District is currently doing and ideas of what we might be able to do to assist customers that are suffering financially due to the COVID-19 situation?
9. REVIEW AND DISCUSS: The new Project Manager Position and Salary
10. PUBLIC COMMENT
11. COMMITTEE MEMBER COMMENT
12. ITEMS FOR NEXT AGENDA
13. ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/Meetings. 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 (707)987-9201 at least 48 hours prior to the scheduled meeting. Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,490,929.00</u>	<u>252,763.98</u>	<u>855,031.97</u>	<u>635,897.03</u>	<u>57.35</u>
TOTAL REVENUES	<u>1,490,929.00</u>	<u>252,763.98</u>	<u>855,031.97</u>	<u>635,897.03</u>	<u>57.35</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	777,716.00	56,431.30	519,459.13	258,256.87	66.79
ADMINISTRATION	402,258.00	28,790.58	131,674.99	270,583.01	32.73
FIELD	417,256.00	24,203.67	121,886.99	295,369.01	29.21
DIRECTORS	44,530.00	2,341.71	11,708.55	32,821.45	26.29
SPECIAL PROJECTS	0.00	0.00	8,473.64 (8,473.64)	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>0.00</u>	<u>10,254.60</u> (<u>10,254.60)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,641,760.00</u>	<u>111,767.26</u>	<u>803,457.90</u>	<u>838,302.10</u>	<u>48.94</u>
REVENUES OVER/(UNDER) EXPENDITURES	(150,831.00)	140,996.72	51,574.07 (202,405.07)	34.19-

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	300.00	400.00	100.00	80.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	1,977.00 (1,977.00)	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	0.00	447.60	5,052.40	8.14
120-4050 SALES OF RECLAIMED WATER	110,000.00	3,451.12	77,943.77	32,056.23	70.86
120-4111 COMM SEWER USE	43,113.00	3,495.56	17,562.34	25,550.66	40.74
120-4112 GOV'T SEWER USE	900.00	64.94	324.70	575.30	36.08
120-4116 SEWER USE CHARGES	1,217,940.00	102,835.54	515,303.95	702,636.05	42.31
120-4210 LATE FEE	20,000.00	2,348.58	8,169.10	11,830.90	40.85
120-4300 MISC INCOME	2,500.00	4.00	524.00	1,976.00	20.96
120-4310 OTHER INCOME	0.00	0.00	2,902.00 (2,902.00)	0.00
120-4320 FEMA/CalOES Grants	88,776.00	1,350.00	90,126.00 (1,350.00)	101.52
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,700.00	0.00	437.27	1,262.73	25.72
120-4580 TRANSFERS IN	0.00	138,914.24	138,914.24 (138,914.24)	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,490,929.00	252,763.98	855,031.97	635,897.03	57.35
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REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	15,000.00	0.00	12,990.53	2,009.47	86.60
120-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	525.62	2,876.70	11,123.30	20.55
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	976.22	4,845.19	15,154.81	24.23
120-5-00-5061 VEHICLE MAINT	18,000.00	0.00	1,735.83	16,264.17	9.64
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	54,066.00	0.00	59,153.86 (5,087.86)	109.41
120-5-00-5075 BANK FEES	21,000.00	2,028.21	9,390.65	11,609.35	44.72
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	471.25	3,870.76	3,629.24	51.61
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	518.51	2,361.72	4,638.28	33.74
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	20,000.00	0.00	4,464.75	15,535.25	22.32
120-5-00-5122 ENGINEERING SERVICES	50,000.00	5,211.50	18,584.33	31,415.67	37.17
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	7,149.89	25,772.20	24,227.80	51.54
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	266.41	1,404.14	3,595.86	28.08
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	341.44	1,459.67	3,540.33	29.19
120-5-00-5148 OPERATING SUPPLIES	48,000.00	3,560.11	12,009.43	35,990.57	25.02
120-5-00-5150 REPAIR & REPLACE	145,000.00	32,340.46	108,826.19	36,173.81	75.05
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	100.00	3,791.22	4,208.78	47.39
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	0.00	3,126.50	13,373.50	18.95
120-5-00-5157 SECURITY	500.00	132.00	590.52 (90.52)	118.10
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	16,087.50	28,912.50	35.75
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	11,000.00	774.71	4,437.31	6,562.69	40.34
120-5-00-5192 ELECTRICITY	65,000.00	0.00	18,039.08	46,960.92	27.75
120-5-00-5193 OTHER UTILITIES	2,600.00	251.69	1,014.95	1,585.05	39.04
120-5-00-5194 IT SERVICES	36,500.00	452.50	26,152.78	10,347.22	71.65
120-5-00-5195 ENV/MONITORING	35,000.00	1,133.00	12,987.00	22,013.00	37.11
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	0.00	2,000.00	0.00
120-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
120-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	1,938.37 (938.37)	193.84
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	10.70	1,489.30	0.71
120-5-00-5315 SAFETY EQUIPMENT	1,500.00	197.78	13,067.17 (11,567.17)	871.14
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	133.50	116.50	53.40
120-5-00-5580 TRANSFERS OUT	0.00	0.00	97,199.88 (97,199.88)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	777,716.00	56,431.30	519,459.13	258,256.87	66.79

AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

ADMINISTRATION

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	252,875.00	21,421.73	89,910.39	162,964.61	35.56
120-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,773.60	22,289.09	69,554.91	24.27
120-5-10-5021 RETIREMENT BENEFITS	47,189.00	2,324.61	18,067.56	29,121.44	38.29
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	270.64	1,095.10	2,904.90	27.38
120-5-10-5170 TRAVEL MILEAGE	1,500.00	0.00	225.35	1,274.65	15.02
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	87.50	3,912.50	2.19
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	402,258.00	28,790.58	131,674.99	270,583.01	32.73

AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	255,455.00	15,045.89	71,465.60	183,989.40	27.98
120-5-30-5020 EMPLOYEE BENEFITS	106,340.00	7,234.01	34,466.11	71,873.89	32.41
120-5-30-5021 RETIREMENT BENEFITS	46,661.00	1,741.45	15,040.53	31,620.47	32.23
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	177.12	479.11	1,320.89	26.62
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	125.00	1,375.00	8.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	5.20	167.11	832.89	16.71
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	0.00	500.00	0.00
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	143.53	3,856.47	3.59
TOTAL FIELD	417,256.00	24,203.67	121,886.99	295,369.01	29.21

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	1,345.75	1,654.25	44.86
120-5-40-5020 DIRECTOR BENEFITS	230.00	11.50	57.50	172.50	25.00
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000.00	2,061.06	10,305.30	25,694.70	28.63
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	44,530.00	2,341.71	11,708.55	32,821.45	26.29

AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

SPECIAL PROJECTS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	0.00	0.00	0.00	0.00	0.00
120-5-60-6009 ACCESS RD	0.00	0.00	8,473.64 (8,473.64)	0.00
120-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
120-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	8,473.64 (8,473.64)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
120-5-70-7201 I & I	0.00	0.00	10,254.60 (10,254.60)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	0.00	10,254.60 (10,254.60)	0.00
TOTAL EXPENDITURES	1,641,760.00	111,767.26	803,457.90	838,302.10	48.94
REVENUES OVER/(UNDER) EXPENDITURES	(150,831.00)	140,996.72	51,574.07 (202,405.07)	34.19-

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,175,569.00</u>	<u>166,630.16</u>	<u>985,502.27</u>	<u>1,190,066.73</u>	<u>45.30</u>
TOTAL REVENUES	<u>2,175,569.00</u>	<u>166,630.16</u>	<u>985,502.27</u>	<u>1,190,066.73</u>	<u>45.30</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,303,635.00	20,611.10	469,625.67	834,009.33	36.02
ADMINISTRATION	432,258.00	28,790.52	131,718.74	300,539.26	30.47
FIELD	387,856.00	22,933.93	142,001.00	245,855.00	36.61
DIRECTORS	51,820.00	2,341.67	11,708.35	40,111.65	22.59
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>0.00</u>	<u>42,216.23</u>	<u>(42,216.23)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,175,569.00</u>	<u>74,677.22</u>	<u>797,269.99</u>	<u>1,378,299.01</u>	<u>36.65</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	91,952.94	188,232.28	(188,232.28)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	0.00	205.00	11,795.00	1.71
130-4036 DEVELOPER FEES WATER	0.00	0.00	1,977.00 (1,977.00)	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	0.00	987.00	1,645.00 (1,645.00)	0.00
130-4040 LIEN RECORDING FEES	1,200.00	0.00	776.92	423.08	64.74
130-4045 AVAILABILITY FEES	22,000.00	0.00	1,790.40	20,209.60	8.14
130-4110 COMM WATER USE	95,295.00	3,358.09	27,772.62	67,522.38	29.14
130-4112 GOV'T WATER USE	6,000.00	371.99	2,012.33	3,987.67	33.54
130-4115 WATER USE	1,968,074.00	149,628.19	922,052.04	1,046,021.96	46.85
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	32,000.00	3,843.39	14,543.93	17,456.07	45.45
130-4215 RETURNED CHECK FEE	1,000.00	100.00	100.00	900.00	10.00
130-4300 MISC INCOME	3,000.00	469.00	1,174.00	1,826.00	39.13
130-4310 OTHER INCOME	1,500.00	0.00	2,902.00 (1,402.00)	193.47
130-4320 FEMA/CalOES Grants	30,000.00	1,350.00	1,350.00	28,650.00	4.50
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	3,500.00	0.00	678.53	2,821.47	19.39
130-4580 TRANSFER IN	0.00	6,522.50	6,522.50 (6,522.50)	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,175,569.00	166,630.16	985,502.27	1,190,066.73	45.30
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REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	15,000.00	0.00	12,990.51	2,009.49	86.60
130-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	525.62	2,876.74	11,123.26	20.55
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	976.18	4,953.56	15,046.44	24.77
130-5-00-5061 VEHICLE MAINT	12,500.00	0.00	1,735.81	10,764.19	13.89
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	54,055.00	0.00	59,153.84 (5,098.84)	109.43
130-5-00-5075 BANK FEES	21,000.00	2,028.19	9,430.54	11,569.46	44.91
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600.00	471.25	3,870.75	20,729.25	15.73
130-5-00-5092 POSTAGE & SHIPPING	6,500.00	518.50	2,361.66	4,138.34	36.33
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	20,000.00	0.00	5,644.75	14,355.25	28.22
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	3,079.37	56,920.63	5.13
130-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	7,149.89	25,772.20	24,227.80	51.54
130-5-00-5124 WATER RIGHTS	50,000.00	0.00	1,231.25	48,768.75	2.46
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	266.40	1,404.12	6,095.88	18.72
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	45,000.00	1,372.11	2,790.28	42,209.72	6.20
130-5-00-5148 OPERATING SUPPLIES	5,000.00	142.58	1,347.07	3,652.93	26.94
130-5-00-5150 REPAIR & REPLACE	125,000.00	4,717.72	58,474.17	66,525.83	46.78
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	100.00	7,699.79	4,300.21	64.16
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	0.00	985.25	3,214.75	23.46
130-5-00-5157 SECURITY	5,000.00	132.00	590.51	4,409.49	11.81
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	774.70	4,237.25	6,762.75	38.52
130-5-00-5192 ELECTRICITY	150,000.00	0.00	78,160.37	71,839.63	52.11
130-5-00-5193 OTHER UTILITIES	2,500.00	251.68	1,014.88	1,485.12	40.60
130-5-00-5194 IT SERVICES	36,500.00	758.50	27,376.77	9,123.23	75.00
130-5-00-5195 ENV/MONITORING	17,000.00	228.00	4,181.00	12,819.00	24.59
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	32,000.00	0.00	0.00	32,000.00	0.00
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	1,938.35 (938.35)	193.84
130-5-00-5312 TOOLS - FIELD	1,500.00	0.00	10.70	1,489.30	0.71
130-5-00-5315 SAFETY EQUIPMENT	1,500.00	197.78	5,594.25 (4,094.25)	372.95
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	2,600.00	6,400.00	28.89
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	250.00	0.00	133.50	116.50	53.40
130-5-00-5580 TRANSFERS OUT	467,830.00	0.00	136,849.73	330,980.27	29.25
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	1,303,635.00	20,611.10	469,625.67	834,009.33	36.02

AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

ADMINISTRATION

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	282,875.00	21,421.74	89,910.67	192,964.33	31.78
130-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,773.60	22,289.07	69,554.93	24.27
130-5-10-5021 RETIREMENT BENEFITS	47,189.00	2,324.57	18,111.20	29,077.80	38.38
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	270.61	1,094.98	2,905.02	27.37
130-5-10-5170 TRAVEL MILEAGE	2,000.00	0.00	225.32	1,774.68	11.27
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	87.50	3,912.50	2.19
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	432,258.00	28,790.52	131,718.74	300,539.26	30.47

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	225,455.00	13,926.51	89,842.27	135,612.73	39.85
130-5-30-5020 EMPLOYEE BENEFITS	106,340.00	7,234.01	34,466.07	71,873.93	32.41
130-5-30-5021 RETIREMENT BENEFITS	46,661.00	1,591.09	16,966.47	29,694.53	36.36
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	177.12	479.10	1,320.90	26.62
130-5-30-5063 CERTIFICATIONS	600.00	0.00	80.00	520.00	13.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	5.20	167.09	832.91	16.71
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	0.00	2,000.00	0.00
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	387,856.00	22,933.93	142,001.00	245,855.00	36.61

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	1,345.50	1,654.50	44.85
130-5-40-5020 DIRECTOR BENEFITS	120.00	11.50	57.50	62.50	47.92
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000.00	2,061.07	10,305.35	31,694.65	24.54
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	51,820.00	2,341.67	11,708.35	40,111.65	22.59

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
SPECIAL PROJECTS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
130-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 GENERATORS	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 TANK 9	0.00	0.00	6,522.50 (6,522.50)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	0.00	35,693.73 (35,693.73)	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	0.00	42,216.23 (42,216.23)	0.00
TOTAL EXPENDITURES	2,175,569.00	74,677.22	797,269.99	1,378,299.01	36.65
REVENUES OVER/(UNDER) EXPENDITURES	0.00	91,952.94	188,232.28 (188,232.28)	0.00

*** END OF REPORT ***



**Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of November 30, 2020
(Rounded and Unaudited)**

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 416,300	\$ 1,281,524	\$ 625,671	\$ 176,397	\$ 2,499,892
Cash Receipts					
Utility Billing Deposits	\$ 336,300	\$ 28,611	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 73	\$ -	\$ 1	
Total Cash Receipts	\$ 336,300	\$ 28,684	\$ -	\$ 176,398	
Cash Disbursements					
Accounts Payable Checks issued	\$ 152,859	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 25,954	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 51,271	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,056	\$ -	\$ -	\$ -	
Other Disbursements		\$ -	\$ -	\$ -	
Total Disbursements	\$ 234,141	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ 148,269	\$ -	\$ -	\$ -	
Transfers Out		\$ 148,269		\$ -	
Total Transfers Between Accounts	\$ 148,269	\$ 148,269	\$ -	\$ -	
Ending Balances in General Ledger	\$ 666,728	\$ 1,161,939	\$ 625,671	\$ 176,398	\$ 2,630,735
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 658,335	\$ 1,161,939	\$ 625,671	\$ 176,398	\$ 2,622,343

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	264,570	68,987	72,271	-	405,828
130 Water Operating	374,844	13,028	107,705	-	495,576
140 Flood Enterprise	(97)	-	-	-	(97)
215 2016 Sewer Refinancing Bond	-	127,685	94,518	176,398	398,601
218 2002 CIEDB Loan	27,411	71,282	12,365	-	111,059
219 2012 USDA Solar COP	-	15,863	880	-	16,743
313 Wastewater Operating Reserve	-	43,113	58,871	-	101,984
314 Wastewater CIP	-	308,615	95,189	-	403,803
319 2012 USDA Solar COP Reserve	-	31,313	-	-	31,313
320 Water CIP	-	184,363	-	-	184,363
325 Water Operating Reserve	-	192,577	-	-	192,577
350 2002 CIEDB Loan Reserve	-	-	183,872	-	183,872
712 Bond Revolving	-	105,113	-	-	105,113
Total Ending Balances in General Ledger	666,728	1,161,939	625,671	176,398	2,630,735

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District and US Bank is the Bond Trustee for the the 2016 Refunding >>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2020 - 2021 CAPITAL IMPROVEMENT PLAN
NOVEMBER 2020**

FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance
314 WASTEWATER CAPITAL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 127,212			\$ 127,212
	Transfers In To Date	\$ 415,473			\$ 542,685
	Regulatory Compliance/I&I Mitigation		\$ 100,000	\$ 10,255	\$ 532,430
	Disaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 532,430
	Diaster Recovery/WWTP Access Road Repair		\$ 50,000	\$ 128,660	\$ 403,770
	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 50,000	\$ -	\$ 403,770
	Risk Management Plan/Chlorine Tank Auto Shut-Off FY 21-22		\$ -	\$ -	\$ 403,770
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 403,770
	Stormwater Master Planning/Mitigation		\$ 10,000	\$ -	\$ 403,770
	Transfers Out To Date			\$ 138,915	
ENDING FUND BALANCE				\$ 403,770	
FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance
320 WATER CAPITAL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 148,578			\$ 148,578
	Transfers In To Date	\$ 42,261			\$ 190,839
	Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks		\$ 360,000	\$ 6,523	\$ 184,317
	Disaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 184,317
	Reliable Water Supply/Automatic Metering Infrastructure		\$ 200,000	\$ -	\$ 184,317
	Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply		\$ 50,000	\$ -	\$ 184,317
	Reliable Water Supply/Leak Repair Mini-Excavator		\$ 50,000	\$ -	\$ 184,317
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 184,317
	Transfers Out To Date			\$ 6,523	
	ENDING FUND BALANCE				\$ 184,317

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020 - 2021 DEBT SERVICE

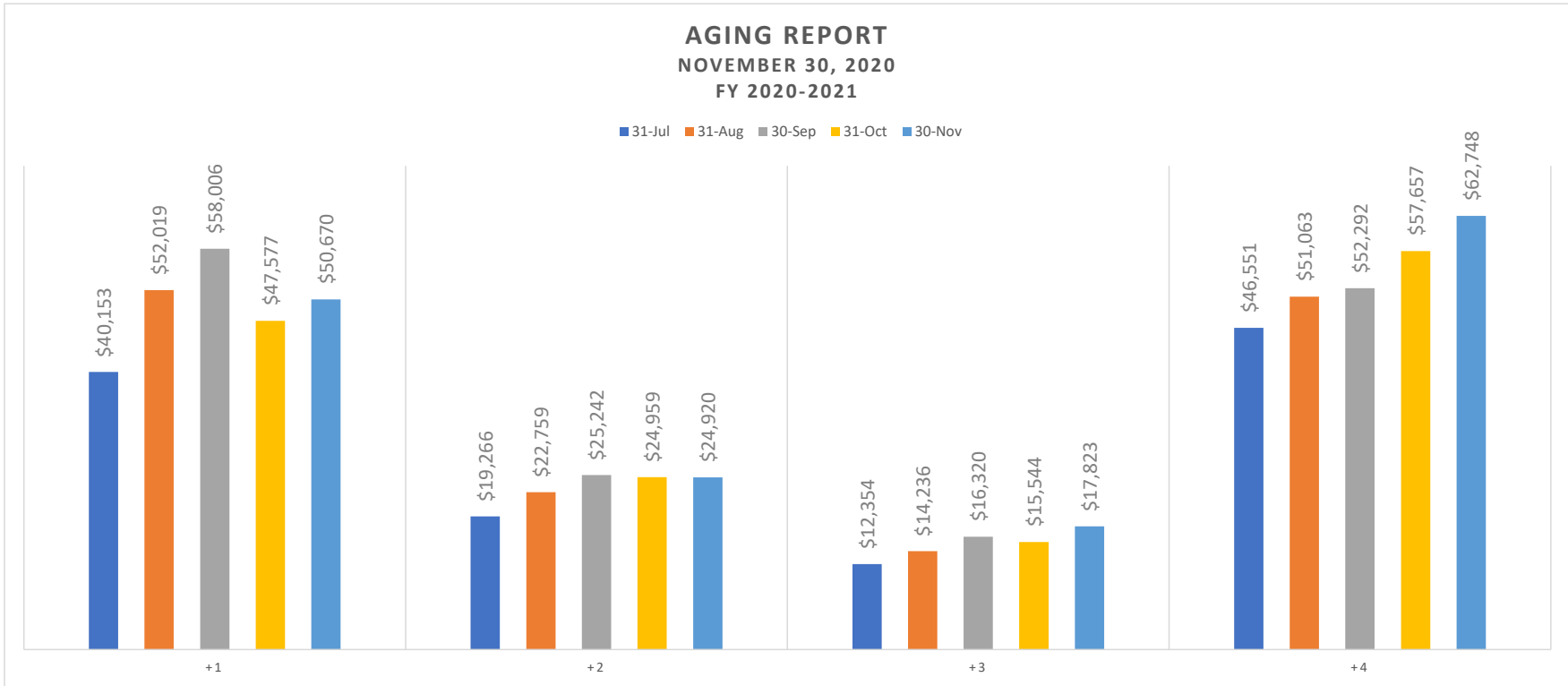
NOVEMBER 2020

	DEBT SERVICE REVENUE	FUND	AMOUNT
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 300,224
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	152,472
	CIEDB LOAN - WATER CAPACITY FEE	218	18,274
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,255
	TOTAL DEBT SERVICE REVENUE		\$ 503,225

	DEBT SERVICE EXPENSE	FUND	DEBT AMOUNT	PAID TO DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000	\$ 185,000 08/14/2020
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994	51,182 08/14/2020
	BOND ADMINISTRATION (ANNUAL FEE)	215	7,460	5,697 11/30/2020
	COUNTY COLLECTION FEES	215	3,500	-
	CSD ADMIN COSTS	215	4,270	-
			\$ 300,224	\$ 241,879
2)	CIEDB (PRINCIPAL)	218	\$ 110,065	\$ -
	CIEDB (INTEREST)	218	55,865	27,933 07/17/2020
	CIEDB (ANNUAL FEE)	218	4,816	-
			\$ 170,746	\$ 27,933
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 17,000	\$ 17,000 08/03/2020
	USDA RUS LOAN (INTEREST)	219	15,255	7,755 08/03/2020
			\$ 32,255	\$ 24,755
	TOTAL DEBT SERVICE EXPENSE		\$ 503,225	\$ 294,566

AGING REPORT
NOVEMBER 30, 2020
FY 2020-2021

■ 31-Jul ■ 31-Aug ■ 30-Sep ■ 31-Oct ■ 30-Nov



	Less than \$100	\$100-\$200	\$200-\$300	\$300-\$400	\$400-\$500	\$500-\$600	\$600-\$700	\$700-\$800	\$800-\$900	\$900-\$1000	\$1000+	TOTAL:
Accounts	109	133	40	32	28	19	14	8	3	3	39	428
Amount	\$4,592	\$19,306	\$9,775	\$11,147	\$12,854	\$10,379	\$9,148	\$5,773	\$2,538	\$2,900	\$63,229	\$151,642

Disaster Reimbursements (Federal & State)						
Year of event	Disaster	Project	Description	Completion	Reimbursed?	Reimbursements
2017	4301	LHHVA01	Pump&Dump	100%	100%	\$ 214,133.04
2017	4301	LKHVB01	Repair&Labor	100%	100%	\$ 16,748.90
2017	4308	LKHVA81	Pump&Dump	100%	100%	\$ 390,533.63
2017	4308	LKHVB81	Repair&Labor	100%	100%	\$ 5,317.17
2017	4308	LKHVF83	Repair&Labor	100%	100%	\$ 652,310.53
2019	4434	100063	Pump&Dump	100%	100%	\$ 916,723.31
2019	4434	100118	Repair	100%	100%	\$ 13,101.71
2019	4434	100126	Repair&Labor	100%	100%	\$ 39,032.81
2019	4434	101502	Repair&Labor	100%	100%	\$ 33,321.19
2019	4434	100138	Repair: Chip seal the WWTP Access Road	100%	0%	\$ 123,034.54
2020	4482 COVID-19	138890	Materials: Purchased for disinfection, and infection prevention methods	100%	0%	\$ 10,401.87
2020	4558 LNU Complex Fire	Cat A	Debris Removal -FireBreak -Chipping&Spreading	50%	0%	\$ 86,129.02
2020	4558 LNU Complex Fire	Cat B	Continuity of Operations - Generators - Smoke Soot and Ash	50%	0%	\$ 70,649.72

Totals:	\$ 2,571,437.44
Actual:	\$ 2,281,222.29

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP: Writing the Plan	100%	95%	\$ 77,104.00
4382	112	Unit 9 Tank: Replacing this tank	0%	0%	\$ 1,300,000.00
4407	57	Generators: Installing at Booster Stations	0%	0%	\$ 1,900,000.00
4558	398	Fuels Reduction: Creating defensible space	0%	0%	\$ 500,000.00
4558	404	Tank 4: Replacing the tank	0%	0%	\$ 1,000,000.00
4558	428	Distribution: Replacing water mains, etc.	0%	0%	\$ 20,000,000.00

Totals:	\$ 24,777,104.00
Actual:	\$ 77,104.00

State Funded projects (Prop 1, Prop 68)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	205	I & I	25%	0%	\$ -
DWR/IRWM	206	Unit 9 Tank	5%	0%	\$ -

Totals:	\$ -
Actuals:	\$ -

Potential projects (LHMP)

Priority	Funding Agency	Project	Description	Costs	Notes
1	HMGP (FEMA)	SCADA	Technology refresh	\$ 1,000,000	Initial Feasibility discussions underway, Joined Demand Response program to qualify for rebates.
1	HMGP (FEMA)	Tanks	Replace wooden tanks	\$ 5,400,000	Subapplication submitted for Unit 9 Tank - 4382-112(\$1.8M). Submitted NOI 4558 - 404 for Tank 4 for \$1M.
1	HMPG (FEMA)	I & I	Pipe-bursting	\$ 1,000,000	Grant funds awarded for first pipe-bursting
1		RRP, ERP	Requirement of AWIA of 2018	\$ 200,000	Due 6/21, attending EPS webinars
1	HMGP (FEMA)	Water	Correlators, AirVacs, Lines, Meters	\$ 5,500,000	ESCOs can support energy savings projects. Potential for \$20M project. Submitted NOI 4558 - 428.
2		WMP	Water Master Plan	\$ 100,000	This is 20 years old. Is a reference document for grant applications
2	HMGP (FEMA)	WWTP	EQ Basin, Sludge Beds	\$ 6,000,000	Every flooding disaster in the last 4 years has damaged a portion of the WWTP. Possible developed contributions.
2		SWP	Stormwater Master Plan	\$ 200,000	This is 20 years old. Opportunity for regional benefits.
2		Stormwater	Implement Stormwater Master Plan Improvements	\$ 10,000,000	Phase 1 - Culverts in the Flood detention basin, previous NOI accepted for this activity
2	HMGP (FEMA)	Well	Drill a new well	\$ 4,000,000	Water Resilience, Contamination Mitigation, possible developer assistance
2	FMAG (FEMA)	Fuels Mitigation	Defensible Space, Concrete detention basin, masonry buildings	\$ 400,000	Submitted NOI 4558-404 for \$.5M
2	FMAG (FEMA)	Hydrants	Improvements	\$ 4,100,000	Previous NOI accepted for this activity
2	PDM (FEMA)	GIS	Fully develop database, O&M	\$ 400,000	Management, maintenance, and communications tool
3		PAP	Public Awareness Program	\$ 200,000	Disaster preparedness, response and recovery
3	HMGP (FEMA)	CL2 valve	Automatic shut-off valve	\$ 50,000	Operator Safety, RMP improvement list
3	HMGP (FEMA)	CL2 Analyzers	Chlorination Basin improvements	\$ 100,000	Flow-based treatment process will streamline WWTP
3	HMGP (FEMA)	Earthquake	Retrofits	\$ 5,000,000	
3		Levee	Certification	TDB	Opportunity for regional benefits, flood insurance
3		Dam	Inundation Mitigation	TDB	Infrastructure improvements



Project Manager

Hidden Valley Lake Community Services District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SALARY RANGE

	Hourly Salary				
Reports to: General Manager					
Status: Non-Exempt	Step A	Step B	Step C	Step D	Step E
Effective Date:	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67
Approved Date:					

DEFINITION:

The Project Manager develops, plans, organizes, coordinates and administers assigned projects for the District and performs administrative and budgeting duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Collects compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts
- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.
- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.*

Education and/or Experience:

Three years of increasing responsibility at the professional level, with public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, Environmental Science, or closely related field.

Licenses/Certificates:

A Project Manager Professional (PMP) certification is desirable.

KNOWLEDGE/SKILLS/ABILITIES: *The following are a representative sample of the KSA's necessary to perform essential duties of the position.*

Knowledge of:

- Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.
- Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services and funding report requirements.
- Analytical techniques including data collection and presentation methods.
- Principles, practices, procedures, laws, and regulations related to the assigned project/department.

Ability to:

- Plan, and conduct analytical studies related to specific assignments.
- Review and install changes in work methods, systems and procedures, understand, interpret and explain laws, regulations and policies governing program operations. Organize complex information into manageable parts.
- Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking. Prepare spreadsheets and documents.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare funding proposals and narrative and statistical reports.
- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

Other Duties:

Perform other related duties as requested by the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date