



Hidden Valley Lake Community Services District

WORKSHOP

DATE: June 13, 2017
TIME: 5:30 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) DISCUSSION AND POSSIBLE ACTION: Review of the FY 2017-18 Budget
- 6) PUBLIC COMMENT
- 7) BOARD MEMBER COMMENT
- 8) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hiddenvallaylakecsd.com. Click on the "Board Packet" link on the Agenda tab.

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

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

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 PRELIMINARY BUDGET:
SEWER ENTERPRISE FUND**

2017-2018 BUDGET WORKSHEET

	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	6/2/2017 2016-2017 TO DATE		Proposed 2017-2018 BUDGET
REVENUE						
120-4020 PERMIT & INSPECTION FEES	300	300	300	300	100%	500
120-4036 DEVELOPER SEWER FEES	-	-	-	0	0%	-
120-4045 AVAILABILITY FEES	8,800	8,600	7,000	7,112	102%	7,000
120-4050 SALES OF RECLAIMED WATER	90,000	102,705	90,000	73,821	82%	90,000
120-4111 COMMERCIAL SEWER USE	19,370	26,654	29,900	26,916	90%	26,828
120-4112 GOVERNMENT SEWER USE	580	577	550	584	106%	590
120-4116 SEWER USE CHARGES	969,100	638,673	936,850	878,121	94%	1,153,051
120-4210 LATE FEE 10%	19,093	11,196	-	451	0%	-
120 4300 MISC INCOME	39,600	78,336	1,000	5,042	504%	1,000
120-4310 OTHER INCOME	2,600	56,967	-	-	0%	-
120-4550 INTEREST INCOME	-	600	200	467	234%	500
TOTAL REVENUE	1,149,443	924,607	1,065,800	992,815	93%	1,279,469
EXPENSES						
120-5010 SALARY & WAGES	458,725	440,640	466,487	372,591	80%	484,739
120-5020 EMPLOYEE BENEFITS	119,078	99,736	143,800	111,889	78%	122,404
120-5021 RETIREMENT BENEFITS	76,462	88,055	79,700	69,661	87%	86,996
120-5022 CLOTHING ALLOWANCE	1,300	600	1,500	1,750	117%	1,800
120-5024 WORKERS' COMP INSURANCE	21,700	11,672	12,200	10,540	86%	9,500
120-5025 RETIREE HEALTH BENEFITS	7,211	19,330	13,938	10,498	75%	10,500
120-5030 DIRECTOR HEALTH BENEFITS	34,793	34,072	46,460	36,059	78%	38,556
120-5040 ELECTION EXPENSE	-	-	4,800	55	1%	-
120-5060 GASOLINE, OIL & FUEL	8,790	14,804	10,000	6,254	63%	8,000
120-5061 VEHICLE MAINT	11,012	8,676	7,500	8,922	119%	7,500
120-5062 TAXES & LICENSE	619	501	650	404	62%	500
120-5063 CERTIFICATIONS	400	703	750	230	31%	1,500
120-5074 INSURANCE	14,735	15,890	14,000	17,131	122%	18,000
120-5075 BANK FEES	12,750	11,479	11,000	12,906	117%	13,400
120-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520	3,104	4,300	4,915	114%	5,000
120-5090 OFFICE SUPPLIES	7,540	4,453	4,000	3,378	84%	6,000
120-5092 POSTAGE & SHIPPING	1,300	653	5,350	4,682	88%	5,000
120-5110 CONTRACTUAL SERVICES	40,000	42,933	-	3,569	-	-
120-5121 LEGAL SERVICES	9,500	10,910	10,000	2,599	26%	10,000
120-5122 ENGINEERING SERVICES	34,000	25,699	26,400	27,818	105%	27,000
120-5123 OTHER PROFESSIONAL SERVICE	51,000	53,045	1,500	2,736	182%	90,000
120-5126 AUDIT SERVICES	-	-	7,200	8,629	120%	7,500
120-5130 PRINTING & PUBLICATION	1,500	1,513	7,750	2,930	38%	5,000
120-5135 NEWSLETTER	1,000	-	500	-	0%	500
120-5145 EQUIPMENT RENTAL	990	2,867	6,700	2,105	31%	5,000
120-5148 OPERATING SUPPLIES	11,699	11,988	12,300	18,561	151%	18,000
120-5150 REPAIR & REPLACE	53,614	63,348	101,839	255,587	251%	100,000
120-5155 MAINT BLDG & GROUNDS	8,400	13,434	8,000	7,629	95%	10,000

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 PRELIMINARY BUDGET:
SEWER ENTERPRISE FUND**

2017-2018 BUDGET WORKSHEET

	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	6/2/2017 2016-2017 TO DATE		Proposed 2017-2018 BUDGET
120-5156 CUSTODIAL SERVICES	9,600	10,352	9,600	7,676	80%	15,150
120-5157 SECURITY	460	147	500	773	155%	5,000
120-5160 SLUDGE DISPOSAL	13,660	19,349	19,000	25,769	136%	26,000
120-5170 TRAVEL & MEETINGS	1,880	1,456	1,900	932	49%	1,900
120-5175 EDUCATION/SEMINARS	8,000	6,536	8,000	4,966	62%	8,000
120-5176 DIRECTOR TRAINING	200	240	250	-	0%	1,500
120-5179 ADM MISC EXPENSE	300	965	300	238	79%	350
120-5191 TELEPHONE	6,960	9,141	7,300	9,056	124%	8,500
120-5192 ELECTRICITY	17,291	32,570	19,000	33,778	178%	37,888
120-5193 OTHER UTILITIES	2,600	2,337	2,600	1,823	70%	2,600
120-5194 IT SERVICES			26,100	20,134	77%	24,500
120-5195 ENV/MONITORING	33,000	36,413	34,000	30,148	89%	32,000
120-5196 RISK MANAGEMENT	15,000	8,220	-	-	0%	-
120-5198 ANNUAL OPERATING FEES	1,600	1,199	1,600	1,924	120%	2,000
120-5310 EQUIPMENT - FIELD	1,149	905	1,500	-	0%	1,500
120-5311 EQUIPMENT - OFFICE	1,271	60	1,300	-	0%	1,300
120-5312 TOOLS - FIELD	524	799	1,000	412	41%	1,000
120-5315 SAFETY EQUIPMENT	1,874	2,612	1,900	8,095	426%	2,500
120-5545 RECORDING FEES	200	158	200	58	29%	250
120-5590 NON-OPERATING OTHER	-	38	-	-	0%	-
120-5591 EXPENSES APPLICABLE TO PY	-	-	-	-	0%	-
120-5600 CONTINGENCY	40,636	2701	22,000	-	0%	10,000
140-5192 ELECTRICITY - FLOOD CONTROL	-	-	-	-	-	4,000
TOTAL EXPENDITURES	1,148,843	1,116,303	1,166,674	1,149,810	99%	1,278,332.80
						1,136

USDA SOLAR LOAN

REVENUE

219-1130 USDA SOLAR LOAN	105,957	(no longer receiving PGE rebate payments)
319 -1130 SOLAR RESERVE	35,334	Loan Balance 565,000

EXPENSE

219-5522 INTEREST ON LONG-TERM DEBT	16,718
219-5599 PRINCIPAL PMT	15,500
TOTAL EXPENDITURES	32,218

Balance does not include Solar Reserve Funds **73,739**

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 PRELIMINARY BUDGET:
WATER ENTERPRISE FUND**

2017-2018 BUDGET WORKSHEET

	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	6/2/17 2016-2017 TO DATE		Proposed 2017-2018 BUDGET
REVENUE						
130-4035 RECONNECT FEES	13,000	14,570	13,000	16,240	125%	13,000
130-4038 COMM WATER CONNECTIONS	-	-	-	-	125%	
130-4039 WATER METER INSTALLATION	300	850	500.00	1,650.00	330%	1,000
130-4040 RECORDING FEE INCOME	100	66	100.00	328.02	328%	100
130-4045 AVAILABILITY FEES	35,000	35,612	20,000.00	29,059.25	145%	25,000
130-4110 COMMERCIAL WATER USE	32,600	49,230	77,850.00	75,439	97%	84,081
130-4112 GOVERNMENT WATER USE	844	3,858	5,100.00	6,088	119%	6,101
130-4115 WATER USE CHARGES	1,024,100	1,117,689	1,491,050.00	1,224,489	82%	1,516,739
130-4210 LATE FEE 10%	25,014	25,224	25,000.00	29,849	119%	28,000
130 4215 RETURNED CHECK FEE	700	1,125	1,000.00	1,100	110%	1,200
130-4300 MISC INCOME	1,100.00	6,229.97	1,500.00	8,455	564%	1,500
130-4310 OTHER INCOME	5,800	99,265	-	-		
130-4550 INTEREST INCOME	-	358	-	509	125%	500
TOTAL REVENUE	1,138,558	1,354,076	1,635,400	1,393,205	77%	1,677,222
EXPENSES						
130-5010 SALARY & WAGES	458,725	461,471	487,886	291,820	60%	380,957
130-5020 EMPLOYEE BENEFITS	119,078	102,394	144,400	107,680	75%	109,194
130-5021 RETIREMENT BENEFITS	232,837	340,218	82,700	60,650	73%	86,996
130-5022 CLOTHING ALLOWANCE	1,900	600	1,500	1,750	117%	1,800
130-5024 WORKERS' COMP INSURANCE	21,700	25,075	12,200	10,540	86%	9,500
130-5025 RETIREE HEALTH BENEFITS	7,211	7,093	13,938	9,513	68%	10,400.00
130-5030 DIRECTOR HEALTH BENEFITS	34,793	33,887	46,460	36,059	78%	38,556.00
130-5040 ELECTION EXPENSE	-	-	4,800	55	1%	-
130-5060 GASOLINE, OIL & FUEL	8,788	10,485	10,000	6,152	62%	6,000
130-5061 VEHICLE MAINT	3,521	6,521	7,500	8,839	118%	7,500
130-5062 TAXES & LICENSE	1,153	423	1,200	404	34%	1,200
130-5063 CERTIFICATIONS	220	283	600	919	153%	600
130-5074 INSURANCE	14,735	16,134	14,000	17,131	122%	25,000
130-5075 BANK FEES	12,750	11,464	11,000	12,536	114%	13,400
130-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641	16,700	17,300	20,387	118%	21,000
130-5090 OFFICE SUPPLIES	7,900	3,979	4,900	3,378	69%	5,000
130-5092 POSTAGE & SHIPPING	1,300	651	5,350	4,682	88%	6,000
130-5110 CONTRACTUAL SERVICES	43,650	48,680	-	3,617	0%	
130-5121 LEGAL SERVICES	9,445	15,404	10,000	2,599	26%	10,000
130-5122 ENGINEERING SERVICES	37,500	7,884	44,500	53,294	120%	60,000
130-5123 OTHER PROFESSIONAL SERVICE	73,200	164,060	1,500	2,086	139%	35,000
130-5126 AUDIT SERVICES			7,200	8,629	120%	7,500
130-5124 WATER RIGHTS	10,428	37,280	85,056	12,129	14%	70,000
130-5130 PRINTING & PUBLICATION	1,500	1,513	7,750	2,524	33%	7,750
130-5135 NEWSLETTER	1,000	-	1,100	-	0%	500

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 PRELIMINARY BUDGET:
WATER ENTERPRISE FUND**

2017-2018 BUDGET WORKSHEET

	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	6/2/17 2016-2017 TO DATE		Proposed 2017-2018 BUDGET
130-5145 EQUIPMENT RENTAL	-	40,588	17,650	4,746	27%	17,500
130-5148 OPERATING SUPPLIES	1,107	2,297	1,400	1,145	82%	1,400
130-5150 REPAIR & REPLACE	62,888	217,314	160,000	154,992	97%	185,000
130-5155 MAINT BLDG & GROUNDS	8,400	7,102	8,400	7,414	88%	8,509
130-5156 CUSTODIAL SERVICES	10,000	10,349	9,600	6,477	67%	3,750
130-5157 SECURITY	460	147	450	479	106%	5,000
130-5170 TRAVEL & MEETINGS	3,200	2,012	3,200	1,264	39%	4,000
130-5175 EDUCATION/SEMINARS	8,000	2,889	8,000	7,184	90%	8,000
130-5176 DIRECTOR TRAINING	800	295	1,000	1,156	116%	1,500
130-5179 ADM MISC EXPENSE	300	239	300	238	79%	350
130-5191 TELEPHONE	6,958	6,709	8,000	9,055	113%	9,100
130-5192 ELECTRICITY	132,166	135,970	96,000	81,776	85%	107,711
130-5193 OTHER UTILITIES	2,627	1,425	2,200	1,823	83%	2,200
130-5194 IT SERVICES	-	-	21,800	22,935	105%	24,500
130-5195 ENV/MONITORING	24,000	15,364	21,600	8,965	42%	15,000
130-5196 RISK MANAGEMENT	300	-	-	-	0%	-
130-5198 ANNUAL OPERATING FEES	22,400	19,107	20,100	29,463	147%	30,000
130-5310 EQUIPMENT - FIELD	1,149	-	2,000	-	0%	2,000
130-5311 EQUIPMENT - OFFICE	1,271	49	1,000	-	0%	1,000
130-5312 TOOLS - FIELD	1,681	737	2,000	322	16%	2,000
130-5315 SAFETY EQUIPMENT	1,531	2,346	1,700	6,495	382%	2,500
130-5505 WATER CONSERVATION	10,000	5,208	9,000	5,567	62%	9,000
130-5545 RECORDING FEES	200	158	200	58	29%	250
130-5600 CONTINGENCY	50,000	43,071	45,000		0%	45,000
218-5522 INTEREST LONG TERM DEBT				69,942		66,600
218-5595 CIEDB LOAN ANNUAL FEE				6,029		5,741
218-5599 PRINCIPAL PMT				95,989		99,330
320-Water Capital Fund (7% Water Rev)						106,000
TOTAL EXPENDITURES	1,470,413	1,825,574	1,463,440	1,200,886	82%	1,676,795
						427

Loan Payment:

Annual Payment - CIEDB	171,672	
Fund 218 Balance	38,286	(15.08% of monthly Water revenue)
Fund 350 Reserve	172,183	
Loan Balance	1,814,480	



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017-2018 Preliminary Budget

CAPITAL

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	40,000.00	
Preliminary Design-Chlorine Disinfection Facility	45,000.00	
Install Security Fencing at Lift Station 1 & 4	10,000.00	
Chlorine Tank Auto shut-off	32,000.00	
Total	127,000.00	-

Water	Revenue	Yr to Date Actual
FUND 320 Water Capital Fund (7% Water Use Revenue)	106,000	
Total	106,000	-