



Hidden Valley Lake Community Services District

Regular Board Meeting

Tuesday September 15, 2020 – 7:00 PM

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 <https://www.hvlcsd.org> select the September 15, 2020 Board of Directors Meeting and select Join Microsoft Teams Meeting select Join on the web instead.

Members of the public may mail comments to the Board Secretary: Hidden Valley Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467 or email to

pcuadras@hvlcsd.org.

Submitted comments from the public will be acknowledged by the Board President as related to the agenda item.

DATE: September 15, 2020

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) CLOSED SESSION: Government Code Section 545954.5 Consideration and Possible Action, Appointment of a General Manager and Approval of Employment Agreement

RECONVENE TO OPEN SESSION:

- 6) DISCUSSION AND POSSIBLE ACTION: Appointment of a General Manager
- 7) ADMINISTRATION OF OATH OF OFFICE: General Manager
- 8) DISCUSSION AND POSSIBLE ACTION: Approval of Resolution 2020-12 appointing General Manager, Dennis White as Secretary of the Board of Directors
- 9) CONSENT CALENDAR
 - A. MINUTES: Approval of the August 6, 2020 Special Meeting Minutes.
 - B. MINUTES: Approval of the August 15, 2020 Special Meeting Minutes.
 - C. MINUTES: Approval of the August 18, 2020 Finance Committee Meeting Minutes.
 - D. MINUTES: Approval of the August 18, 2020 Regular Board Meeting Minutes.
 - E. MINUTES: Approval of the August 22, 2020 Emergency Meeting Minutes

- F. MINUTES: Approval of the August 23, 2020 Emergency Meeting Minutes
- G. MINUTES: Approval of the August 24, 2020 Emergency Meeting Minutes
- H. MINUTES: Approval of the August 27, 2020 Emergency Meeting Minutes
- I. Committee Charters: Adopt Finance, Personnel and Emergency Preparedness Committee Charters.
- J. DISBURSEMENTS: Check # 037468 - # 037525 including drafts and payroll for a total of \$484,534.25.
- 10) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 Finance Committee
 Personnel Committee
 Emergency Preparedness Committee
 Lake Water Use Agreement-Ad Hoc Committee
 Valley Oaks Project Committee
- 11) STAFF REPORTS (for information only, no action anticipated)
 Financial Report
 Administration/Customer Service Report
 ACWA State Legislative Committee
 Field Operations Report
- 12) BOARD LIST OF PRIORITIES:
 1. ~~Moratorium~~
 2. Tank 9
 3. I&I
 4. SCADA
 5. AMI
 6. Generators
- 13) DISCUSSION AND POSSIBLE ACTION: Consider options for the WWTP Access Road Repair Project
- 14) DISCUSSION AND POSSIBLE ACTION: Consider acceptance and award of contract for the Meadow View Easement Replacement Project
- 15) DISCUSSION AND POSSIBLE ACTION: Authorize staff to submit Request for Qualifications (RFQ) to ESCOs for resilience solutions
- 16) DISCUSSION AND POSSIBLE ACTION: Authorize the purchase of an Aeration Chain Upgrade in the amount of \$35,400.00
- 17) DISCUSSION AND POSSIBLE ACTION: NBS Rate Study Update
- 18) PUBLIC COMMENT
- 19) BOARD MEMBER COMMENT
- 20) 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 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.

RESOLUTION 2020-12

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS DESIGNATING THE GENERAL MANAGER AS THE
SECRETARY TO THE BOARD**

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors will have need for a Secretary to the Board, effective September 15, 2020; and

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors designates, effective September 15, 2020; and until further notice, the General Manager Dennis White as the Secretary to the Board.

PASSED AND ADOPTED on September 15, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman,
President of the Board of Directors



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: AUGUST 6, 2020**

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 Via Teleconference:

Director Jim Lieberman
Director Claude Brown
Director Jim Freeman
Director Gary Graves
Penny Cuadras, Secretary to the Board

Absent: Director Carolyn Graham

CALL TO ORDER

The meeting was called to order at 12:30 PM by Director Lieberman.

APPROVAL OF AGENDA

Moved by Director Freeman to approve the agenda as presented.

Seconded by Director Graves

Roll Call vote;

AYES: (4) Directors, Brown, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Graham

Motion carried 4-0 to approve the Agenda as presented

DISCUSSION AND POSSIBLE ACTION:

Approve proposal for survey of 2.2 acres within remaining parcel of APN 142-301-01

Director Freeman recused himself from the discussion and vote.

Staff provided a detailed update of the process and requirements necessary to move forward with the contract with HVLA.

Legal has recommended the inclusion of "perpetual and exclusive" in the terms and conditions of the contract.

Roll Call Vote;

AYES: (3) Director Brown, Graves and Lieberman

NAYS: (0)

ABSTAIN: (1) Director Freeman

ABSENT: (1) Director Graham

Motion carried 3-0 to approve the proposal for survey of 2.2 acres within remaining parcel of APN 142-301-01.

PUBLIC COMMENT

No Public Comment



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING
CLOSED SESSION MINUTES
MEETING DATE: AUGUST 15, 2020**

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 Lieberman, President
Director Gary Graves
Director Jim Freeman
Director Carolyn Graham
Director Claude Brown

Others Present: Robert DeLoach

CALL TO ORDER

The meeting was called to order at 9:05 AM by Director Lieberman.

APPROVAL OF AGENDA

Director Freeman moved to approve the August 15, 2020 Agenda as presented. Seconded by Director Graves.

ROLL CALL:

AYES: (5) Directors Graham, Brown, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 5-0 to approve the August 15, 2020 Agenda as presented.

CLOSED SESSION:

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Public Employment [Permanent General Manager]

Members of the Board adjourned to closed session at 9:06 AM.

RECONVENE TO OPEN SESSION

Reconvened to open session at 4:35 pm. No reportable Action

PUBLIC COMMENT

No Public Present

BOARD COMMENT

Director Lieberman thanked members of the Board for a signing up for a new term as a Director of the Board of Directors of the Hidden Valley Lake Community Services District.

ADJOURNMENT

Moved by Director Freeman, seconded by Director Graves to adjourn at 4:37 PM.

ROLL CALL:

AYES: (5) Directors Graham, Brown, Freeman, Graves and Lieberman



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: August 18, 2020**

The Hidden Valley Lake Community Services District Finance Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California. Present were:

Director Freeman
Director Graves
Accounting Supervisor, Trish Wilkinson
Administrative Services Manager, Penny Cuadras
Water Resources Specialist, Hannah Davidson

CALL TO ORDER

The meeting was called to order at 12:32 pm by Director Freeman.

APPROVAL OF AGENDA

On a motion made by Director Graves and seconded by Director Freeman the Committee unanimously approved the agenda.

Review And Discuss:

**WWTP Access Road Rebuilding Project In Support Of Disaster Recovery Of February 2019
(Dr 4434) - Solicit Bids**

Committee Recommendation to the Board: Approve staff to solicit Bids for the WWTP Access Road Rebuilding Project In Support Of Disaster Recovery Of February 2019 (Dr 4434). Estimated cost of the project \$99K with a 96% FEMA reimbursement. FEMA Deadline of November 18, 2020 to complete the work. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Project work planned to begin October 15th with a projected completion date of October 30, 2020.

Review And Discuss:

**Meadow View Easement Sewer Replacement Project In Support Of CVRWQCB Abatement
Requests Originating From DR4301 And DR4308 – Solicit Bids**

Committee Recommendation to the Board: Approve staff to solicit Bids for the Meadow View Easement Sewer Replacement Project In Support Of CVRWQCB Abatement Requests Originating From DR4301 And DR4308. Estimated cost of the project of \$133K with a commitment of 50% State grant fund match. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Coastland estimated completion date of November 15, 2020.

Review And Discuss:

OSHA – Next Steps, Industrial Hygienist Sampling, MSA Training

Committee Recommendation to the Board: Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests. This Exposure Monitoring proposal of \$6500 is comprised of two tasks: 1. Chlorine Gas Exposure Assessment, and 2. Chlorine Monitoring Equipment Training. Once the Antea CIH has tested the air, they will be teaching staff how to use existing monitoring equipment to continue the sampling.

Review And Discuss:
Update On Delinquent Accounts

Ninety-seven delinquent notices were mailed this month. Tenants were notified that landlords will begin receiving delinquent statements in 30 days if accounts remain in default. Courtesy lien letters were mailed out to property owners with accounts that exceeded the \$500 delinquent threshold. Staff continues to monitor and work with customers through this unprecedented time.

Review And Discuss:
Update On NBS Rate Study

Staff is working closely with NBS to provide the 18 months of requested data by the end of August. NBS estimates the study to be completed by October/November

Review And Discuss:
Policy #1002 Mobile/Stationary Meter Use Policy And Resolution 2020-10 Adopting Mobile And Stationary Meter Use Fee

The Committees recommendation to the Board: Approve Policy #1002 Mobile/Stationary Meter Use Policy And Resolution 2020-10 Adopting Mobile And Stationary Meter Use Fee Policy and Resolution have been reviewed by legal as well as Greg Clumpner with NBS. Service Order will be opened for field staff to review equipment to confirm acceptable for use. Revenue and Expense accounts have been created by Accounting Supervisor to maintain deposits and refunds.

PUBLIC COMMENT

No public present.

COMMITTEE MEMBER COMMENT

Director Graves inquired about increase in reclaimed water sales
W/C Insurance Annual Reconciliation
IT expense increased due to purchase of Laptops and Standup Desks
Director Freeman asked staff to provide the current W/C-MOD Rate.

Items for Next Agenda:

1. NBS Update
2. Health Benefits update from JPIA
3. HRA/HSA

ADJOURNMENT

The meeting was adjourned at 1:26 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: August 18, 2020**

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 Lieberman, President
Director Claude Brown
Director Jim Freeman
Director Carolyn Graham
Director Gary Graves
Secretary to the Board, Penny Cuadras
Accounting Supervisor, Trish Wilkinson
Water Resources Specialist, Hannah Davidson

Also Attending Via Tele-Conference were:

Water Resources Specialist, Alyssa Gordon

Absent:

Operations Manager, Dennis White

CALL TO ORDER

The meeting was called to order at 7:02 p.m. by President Lieberman.

APPROVAL OF AGENDA

Director Graves moved to approve the Agenda. Seconded by Director Freeman.

Roll Call Vote:

AYES: (5) Directors, Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to approve the agenda as presented.

CONSENT CALENDAR

Director Brown moved to approve the Consent Calendar as presented. Seconded by Director Graham. The Board approved the following Consent Calendar as presented.

- A. MINUTES: Approval of the July 20, 2020 Finance Committee Report
- B. MINUTES: Approval of the July 21, 2020 Regular Board Meeting Minutes
- C. DISBURSEMENTS: Check #37381- # 37467 including drafts and payroll for a total of \$461,140.75.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the Consent Calendar as presented.

BOARD COMMITTEE REPORTS

Finance Committee: Met 8/18/2020 committee will discuss recommendations as addressed in the agenda.

Personnel Committee: Have not met. Meeting scheduled 7/27.

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Have not met.

Valley Oaks Sub-Committee: Have not met.

STAFF REPORTS

Financial Report: Aging report of delinquent accounts provided

Administration/Customer Services Report: Staff have mailed out 100 Delinquent Notices

Field Operation Report: Utility Technician position filled, OSHA required eye wash station has been installed, SCBA to be addressed. Staff are working to address additional OSHA requirements.

ACWA State Legislative Committee: Vacant Position

Operations Manager Report:

PROJECT PRIORITIES:

- Moratorium
- Tank 9
- I&I
- SCADA
- AMI
- Generators

DISCUSSION AND POSSIBLE ACTION:

Authorize Staff to solicit bids for the WWTP Access Road Rebuilding Project in support of disaster recovery of February 2019 (DR 4434)

Director Freeman moved to a authorize staff to solicit Bids for the WWTP Access Road Rebuilding Project In Support Of Disaster Recovery Of February 2019 (Dr 4434).

Seconded by Director Graves.

Recommended for approval by the Finance Committee. Estimated cost of the project \$99K with a 96% FEMA reimbursement. FEMA Deadline of November 18, 2020 to complete the work. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Project work planned to begin October 15th with a projected completion date of October 30, 2020.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Authorize Staff to solicit bids for the WWTP Access Road Rebuilding Project in support of disaster recovery of February 2019 (DR 4434).

DISCUSS AND POSSIBLE ACTION:

Authorize Staff to solicit bids for the Meadow View Easement Sewer Replacement Project in support of CVRWQCB abatement requests originating from DR4301 and DR 4308

Director Freeman moved to Authorize Staff to solicit bids for the Meadow View Easement Sewer Replacement Project in support of CVRWQCB abatement requests originating from DR4301 and DR 4308.

Seconded by Director Graves.

Recommended for approval by the Finance Committee. Estimated cost of the project of \$133K with a commitment of 50% State grant fund match. Opening of Bids will be held on September 10, 2020. Award of contract - September 15th. Coastland estimated completion date of November 15, 2020.

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Authorize Staff to solicit bids for the Meadow View Easement Sewer Replacement Project in support of CVRWQCB abatement requests originating from DR4301 and DR 4308.

DISCUSS AND POSSIBLE ACTION:

Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests

Director Graves moved to Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests.

Seconded by Director Freeman.

Recommended for approval by the Finance Committee. Exposure Monitoring proposal of \$6500 is comprised of two tasks: 1. Chlorine Gas Exposure Assessment, and 2. Chlorine Monitoring Equipment Training.

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Authorize Staff to Accept AnteaGroup Exposure Monitoring Proposal in support of OSHA abatement requests.

DISCUSS AND POSSIBLE ACTION:

Approve Committee Charters

Director Graham moved to approve the Committee Charters.

Seconded by Director Brown.

Director Graham suggested the name of the Safety and Security Committee be changed to the Emergency Preparedness Committee.

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Committee Charters as amended.

DISCUSSION AND POSSIBLE ACTION:

Approve Policy # 1002 Mobile/Stationary Meter Use Policy and Resolution 2020-10 Adopting Mobile and Stationary Meter Use fee

Director Graves moved to Approve Policy # 1002 Mobile/Stationary Meter Use Policy and Resolution 2020-10 Adopting Mobile and Stationary Meter Use fee.

Seconded by Director Freeman

Staff provided background and process of Policy # 1002 Mobile/Stationary Meter Use Policy.

No Further Discussion from the Board.
No Public comments.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman, and Lieberman

NAYS: () Director

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Policy # 1002 Mobile/Stationary Meter Use Policy and Resolution 2020-10 Adopting Mobile and Stationary Meter Use fee.

PUBLIC COMMENT

No Public comment.

BOARD MEMBER COMMENT

Director Graham asked for clarification regarding a customer question; "If customers are paying for the meter, who owns the meter?" Staff will review Standard Drawings and discuss with legal.

Director Lieberman acknowledged staff for continuing to function during COVID-19 and shortage of personnel.

ADJOURNMENT

On a motion made by Director Brown and seconded by Director Freeman the Board voted unanimously to adjourn the meeting by Roll Call Vote.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman, and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously, meeting was adjourned at 8:21 P.M.

Jim Lieberman Date
President of the Board

Penny Cuadras Date
Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
EMERGENCY MEETING MINUTES
MEETING DATE: AUGUST 22, 2020**

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 Via Teleconference:

Director Jim Lieberman
Director Gary Graves
Director Jim Freeman
Director Carolyn Graham
Operations Manager Dennis White
Penny Cuadras, Secretary to the Board

Others Present Via Teleconference:

Alyssa Gordon, Water Resources Specialist
Doug Coty, District Legal Counsel

Absent:

Director Claude Brown

CALL TO ORDER

The meeting was called to order at 1:37 PM by Director Lieberman.

DISCUSSION AND POSSIBLE ACTION:

Approval of Fire Break Behind Ravenhill to Protect District Infrastructure Including Unit 9 Wooden Tank

Board President Jim Lieberman called an emergency meeting to discuss CalFire request of HVLCSO/HVLA to put in a fire suppression line in and around the subdivision to protect critical infrastructure. District staff provided a proposal to contract with Kevin Smith Construction in the amount of \$20K per day, estimated to take 3 days.

District Staff to provide the following items:

1. Contract for Services to include fire break map
2. Proclamation of Emergency to be reviewed by legal

Director Freeman moved to authorize Dennis White, Operations Manager to enter into a contract with Kevin Smith Construction to build a Fire Break Behind Ravenhill to Protect District Infrastructure Including Unit 9 Wooden tank in the amount of \$20K per day.

Seconded by Director Graves

Roll Call Vote:

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Brown

Motion carried 4-0 to approve the Fire Break Behind Ravenhill to District Infrastructure Including Unit 9 Wooden Tank



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
EMERGENCY MEETING
PURSUANT TO GOV CODE 54956.5
MEETING MINUTES DATE: AUGUST 23, 2020**

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 Via Teleconference:

Director Jim Lieberman
Director Claude Brown
Director Jim Freeman
Director Gary Graves
Dennis White, Operations Manager
Penny Cuadras, Secretary to the Board

Also Present:

Doug Coty, District legal Counsel
Alyssa Gordon Water Resources Specialist
Trish Wilkinson Accounting Supervisor
Hannah Davidson Water Resources Specialist
Randy Murphy, General Manager HVLA

Absent: Director Graham

CALL TO ORDER

The meeting was called to order at 2:33 PM by Director Lieberman.

APPROVAL OF AGENDA

Director Freeman moved to approve the August 23, 2020 Agenda Emergency Meeting Pursuant Gov Code 54956.5. Seconded by Director Graves.

Roll Call vote;

AYES: (4) Directors, Brown, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Graham

Motion carried 4-0 to approve the August 23, 2020 Agenda Emergency Meeting Pursuant Gov Code 54956.5 Agenda as presented

DISCUSSION AND POSSIBLE ACTION:

Fire Break Behind Ravenhill to Protect District Infrastructure Including Unit 9 Wooden tank

Board President Jim Lieberman called an emergency meeting to clarify cost and discuss CalFire request of HVLCD/HVLA to put in a fire suppression line in and around the subdivision to protect critical infrastructure.

Operations Manager, Dennis White confirmed proposal to contract with Kevin Smith Construction in the amount of \$20K per day, three days projected to complete the line break.

Director Freeman moved to authorize Dennis White, Operations Manager to enter into a contract with Kevin Smith Construction to build a Fire Break Behind Ravenhill to Protect District Infrastructure Including Unit 9 Wooden tank in the amount of \$20K per day.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
EMERGENCY MEETING
PURSUANT TO GOV CODE 54956.5
MEETING MINUTES DATE: AUGUST 24, 2020**

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 Via Teleconference:

Director Jim Lieberman
Director Claude Brown
Director Jim Freeman
Director Gary Graves
Director Carolyn Graham
Dennis White, Operation Manager
Penny Cuadras, Secretary to the Board

Others Present Via Teleconference:

Doug Coty, District legal Counsel
Alyssa Gordon Water Resources Specialist
Trish Wilkinson Accounting Supervisor
Hannah Davidson Water Resources Specialist
Randy Murphy, General Manager HVLA

CALL TO ORDER

The meeting was called to order at 1:04 PM by Director Lieberman.

APPROVAL OF AGENDA

Director Freeman moved to approve the agenda as presented. Seconded by Director Brown

Roll Call vote;

AYES: (4) Directors, Brown, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Graham

Motion carried 4-0 to approve the Agenda as presented

DISCUSSION AND POSSIBLE ACTION:

**Approve an Amendment to the initial Fire Break Scope, to include
All Protective Measures necessary not to exceed a total expenditure of \$100k**

Scope of work by Kevin Smith has been completed sooner than projected, the District will be invoiced for a total cost of \$7,500K for the work. Kevin Smith was called off the site to complete work for CAL Fire.

Staff request the Boards approval for Operations Manager to take all protective measures to protect the District infrastructure not to exceed a total expenditure of \$100K.

Roll Call Vote;

AYES: (3) Director Brown, Freeman, Graves and Lieberman

NAYS: (1) Director Graham

ABSTAIN: (0)

ABSENT: (0)



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: AUGUST 27, 2020**

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 Via Teleconference:

Director Jim Lieberman
Director Claude Brown
Director Graham
Director Jim Freeman
Director Gary Graves
Dennis White, Operations Manager
Penny Cuadras, Secretary to the Board

Also Present:

Doug Coty, District legal Counsel
Alyssa Gordon, Water Resources Specialist
Trish Wilkinson, Accounting Supervisor
Hannah Davidson, Water Resources Specialist

CALL TO ORDER

The meeting was called to order at 3:31 PM by Director Lieberman.

APPROVAL OF AGENDA

Director Freeman moved to approve the August 27, 2020 Agenda. Seconded by Director Graves.

Roll Call vote;

AYES: (5) Directors, Brown, Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to approve the August 27, 2020 Special Meeting Agenda as presented

DISCUSSION AND POSSIBLE ACTION:

**Approval of Resolution 2020-11 Resolution Of The Hidden Valley Lake
Community Services District Emergency Declaration Proclaiming The Existence Of A Local
Emergency Resulting From Wildfires As Of August 19, 2020**

Director Freeman moved to Approve Resolution 2020-11 Resolution Of The Hidden Valley Lake Community Services District Emergency Declaration Proclaiming The Existence Of A Local Emergency Resulting From Wildfires As Of August 19, 2020.

Seconded by Director Graves.

Roll Call Vote:

Ayes: (5) Directors Brown, Graham, Graves, Freeman and Lieberman.

Nay: (0)

Absent: (0)

Abstain: (0)



Committee Charter

Name of Committee	Hidden Valley Lake CSD Emergency Preparedness Committee
Date of last revision	08/15/2020
Purpose (Summary)	The primary functions of the Emergency Preparedness Committee is to review and oversee District policies as they relate to the safety, security, and reliability of the District's business in accordance with the laws governing California, public agencies and with the District's Strategic Plan.
Specific responsibilities	<ol style="list-style-type: none"> 1. Receive and review reports of the District's key safety and security performance indicators and trends, as well as any significant incidents or events including the adequacy of corrective actions. 2. Review the results of major inspections and evaluations by external oversight and regulatory organizations, as well as management's response and implementation plan with respect to those evaluations. 3. Periodically review strategies designed to prevent or address catastrophic operational interruption due to material facility outages and property damage caused by natural disasters, cyber-attacks, acts of terrorism or otherwise. 4. Monitor significant environmental policy and planning issues relevant to the District, federal or state environmental, health or safety regulatory agencies and 5. Monitor compliance with relevant environmental laws and regulations, health and safety laws and regulations and reliability standards. 6. Conduct an annual tour of District facilities and properties to review existing safety and security systems and practices. 7. Discuss, deliberate and make recommendations on all Safety and Security issues impacting the District as brought to the Committee by the General Manager or the Board. 8. Review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Board for approval.

Any specific Decisions Delegated to the Committee By the Board	None
Meeting schedule (regular date, time, place)	Monthly, prior to the Regular Board Meeting at the District Administration Office
Composition (number and type – board members, or others?)	One Board Member, General Manager, Administrative Services Manager The Committee may ask others to attend Committee meetings and to provide pertinent information, as necessary.
Other important details	The Committee will report on its meetings to the Board and recommendations of the Committee are to be referred to the Board for approval.

Adopted on September 15, 2020



Committee Charter

Name of Committee	Hidden Valley Lake CSD Finance Committee
Date of last revision	08/15/2020
Purpose (Summary)	The Finance Committee provides ongoing review of the financial status of the District for the purpose of ensuring continued economic stability in accordance with the laws governing California, public agencies and with the District's Strategic Plan
Specific responsibilities	<ol style="list-style-type: none"> 1. Review monthly financial reports and compare monthly figures to projected budget 2. Initiate an annual Financial Audit or review and recommend auditor 3. Review investments and make investment recommendation to the Board 4. Review and recommend annual Budget 5. Review and recommend budget adjustments 6. Review Insurance coverage on an annual basis to ensure adequate coverage 7. Discuss, deliberate and make recommendation on all financial issues impacting the District as brought to the committee by the General Manager and or Board of Directors
Meeting schedule (regular date, time, place)	Monthly, prior to the Regular Board Meeting at the District Administration Office
Composition (number and type - board members, or others?)	Two Board Members, General Manager, Full Charge Bookkeeper
Other important details	<p>Directors assigned to the Finance Committee are responsible for:</p> <ol style="list-style-type: none"> 1. The signing of the checks/Accounts Payable on a weekly basis 2. Monthly review of Bank Statements

Adopted on September 15, 2020



Committee Charter

Name of Committee	Hidden Valley Lake CSD Personnel Committee
Date of last revision	08/15/2020
Purpose (Summary)	The purpose of the Personnel Committee is to oversee District personnel policy and related issues on behalf of the Board and make recommendations to the Board of Directors for appropriate action.
Specific responsibilities	<ol style="list-style-type: none"> 1. Review and recommend updates of the District Employee Handbook to the Board of Directors annually for compliance with District Policy 2. Ensure all policies in the District Employee Handbook comply with state and federal law 3. Ensure job descriptions, District Organization chart and staffing plan are current 4. Monitor the timely, accurate reporting of annual District salary information to the State Controller and verify that the changes appear on the State Controllers' website. 5. Recommend potential policy changes to the Board of Directors for adoption 6. Report current activities to the Board at its regular monthly meeting
Any specific Decisions Delegated to the Committee By the Board	None
Meeting schedule (regular date, time, place)	Monthly, prior to the Regular Board Meeting at the District Administration Office
Composition (number and type – board members, or others?)	Two Board Member, General Manager, Administrative Services Manager
Other important details	The Committee will report on its meetings to the Board and recommendations of the Committee are to be referred to the Board for approval.

Adopted on September 15, 2020

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	181.46
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	8.31
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,071.02
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	360.44
01-1531	CALIFORNIA RURAL WATER AS			N		FUND TOTAL FOR VENDOR	589.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	254.42
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,559.42
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	2,761.51
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	2,544.66
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,022.79
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	11,801.91
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	74.61
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	90.41
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	6.48
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	34.75
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	131.84
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	90.81
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	1,085.00
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	454.51
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	22.78
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,293.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	132.50
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	187.50
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	125.00
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	158.50

VENDOR SET: 01 Hidden Valley Lake
VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	10.77
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	17.65
01-2944	AQUATIC HARVESTING			N		FUND TOTAL FOR VENDOR	50,000.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	2,719.64
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	231.76
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	2,000.00
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	793.11
01-2992	BACKGROUNDS ONLINE			N		FUND TOTAL FOR VENDOR	9.75
01-2997	DELOACH AND ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	625.00
01-3009	CODY LOCKWOOD			N		FUND TOTAL FOR VENDOR	20.13
01-3010	MAURILIO RODRIGUEZ			N		FUND TOTAL FOR VENDOR	2.88
01-3011	FLOOR KING/DAISY FRESH			N		FUND TOTAL FOR VENDOR	266.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	129.74
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00
*** FUND TOTALS ***							97,242.56

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	12,450.37
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	181.48
01-1023	HACH COMPANY			N		FUND TOTAL FOR VENDOR	369.71
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	8.30
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,239.22
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	160.43
01-1531	CALIFORNIA RURAL WATER AS			N		FUND TOTAL FOR VENDOR	589.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	254.40
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	1,012.50
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,559.42
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,131.99
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	2,374.74
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,801.62
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	9,506.82
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	110.06
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	6.47
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	34.75
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	131.84
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	90.80
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	250.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	177.00
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	454.51
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	22.78
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	478.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	132.50

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	187.50
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	306.00
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	158.50
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	10.76
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	17.64
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	2,719.63
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	260.30
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	2,000.00
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	793.10
01-2992	BACKGROUNDS ONLINE			N		FUND TOTAL FOR VENDOR	9.75
01-2997	DELOACH AND ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	625.00
01-3004	TERRACON CONSTRUCTORS, IN			N		FUND TOTAL FOR VENDOR	7,641.23
01-3009	CODY LOCKWOOD			N		FUND TOTAL FOR VENDOR	20.12
01-3010	MAURILIO RODRIGUEZ			N		FUND TOTAL FOR VENDOR	2.87
01-3011	FLOOR KING/DAISY FRESH			N		FUND TOTAL FOR VENDOR	266.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	129.74
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00
*** FUND TOTALS ***							66,050.35

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-2893	U.S. BANK			N	FUND TOTAL FOR VENDOR	236,181.75
*** FUND TOTALS ***						236,181.75
*** REPORT TOTALS ***			399,474.66			399,474.66

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	231.76
120 2088	SURVIVOR BENEFITS - PERS	10.05
120 2090	PERS PAYABLE	1,734.51
120 2091	FIT PAYABLE	1,964.16
120 2092	CIT PAYABLE	713.96
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	383.13
120 2095	S D I PAYABLE	263.30
120 2099	DEFERRED COMP - 457 PLAN	187.50
120 5-00-5020	EMPLOYEE BENEFITS	489.26
120 5-00-5025	RETIREE HEALTH BENEFITS	1,175.55
120 5-00-5060	GASOLINE, OIL & FUEL	799.10
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	689.00
120 5-00-5092	POSTAGE & SHIPPING	110.00
120 5-00-5123	OTHER PROFESSIONAL SERVICES	2,634.75
120 5-00-5145	EQUIPMENT RENTAL	10.77
120 5-00-5148	OPERATING SUPPLIES	270.13
120 5-00-5150	REPAIR & REPLACE	12,505.86
120 5-00-5155	MAINT BLDG & GROUNDS	241.48
120 5-00-5156	CUSTODIAL SERVICES	1,351.50
120 5-00-5165	TERTIARY POND MAINTENANCE	50,000.00
120 5-00-5191	TELEPHONE	490.18
120 5-00-5193	OTHER UTILITIES	254.42
120 5-00-5194	IT SERVICES	506.75
120 5-00-5195	ENV/MONITORING	1,293.00
120 5-00-5311	EQUIPMENT - OFFICE	2,273.39
120 5-00-5315	SAFETY EQUIPMENT	2,010.01
120 5-00-5545	RECORDING FEES	66.00
120 5-10-5010	SALARIES & WAGES	213.84

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5020	EMPLOYEE BENEFITS	3,623.39
120 5-10-5021	RETIREMENT BENEFITS	1,261.44
120 5-10-5090	OFFICE SUPPLIES	191.91
120 5-10-5170	TRAVEL MILEAGE	96.05
120 5-30-5010	SALARIES & WAGES	165.73
120 5-30-5020	EMPLOYEE BENEFITS	5,673.20
120 5-30-5021	RETIREMENT BENEFITS	1,016.79
120 5-30-5063	CERTIFICATIONS	125.00
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	11.50
120 5-40-5030	DIRECTOR HEALTH BENEFITS	2,169.54
	** FUND TOTAL **	97,242.56
130 1052	ACCTS REC WATER USE	9,950.37
130 2075	AFLAC	260.30
130 2088	SURVIVOR BENEFITS - PERS	11.34
130 2090	PERS PAYABLE	2,042.47
130 2091	FIT PAYABLE	2,219.42
130 2092	CIT PAYABLE	842.35
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	440.83
130 2095	S D I PAYABLE	303.13
130 2099	DEFERRED COMP - PLAN 457 PAYAB	187.50
130 5-00-5020	EMPLOYEE BENEFITS	489.26
130 5-00-5025	RETIREE HEALTH BENEFITS	1,175.55
130 5-00-5060	GASOLINE, OIL & FUEL	799.10
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	689.00
130 5-00-5092	POSTAGE & SHIPPING	110.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	2,634.75
130 5-00-5124	WATER RIGHTS	1,012.50
130 5-00-5145	EQUIPMENT RENTAL	10.76
130 5-00-5148	OPERATING SUPPLIES	437.05
130 5-00-5150	REPAIR & REPLACE	10,365.66
130 5-00-5155	MAINT BLDG & GROUNDS	241.47
130 5-00-5156	CUSTODIAL SERVICES	516.50
130 5-00-5191	TELEPHONE	290.17
130 5-00-5193	OTHER UTILITIES	254.40
130 5-00-5194	IT SERVICES	812.75
130 5-00-5195	ENV/MONITORING	478.00
130 5-00-5311	EQUIPMENT - OFFICE	2,273.38
130 5-00-5315	SAFETY EQUIPMENT	2,010.00
130 5-00-5505	WATER CONSERVATION	2,500.00
130 5-00-5545	RECORDING FEES	66.00
130 5-10-5010	SALARIES & WAGES	213.81
130 5-10-5020	EMPLOYEE BENEFITS	3,623.37
130 5-10-5021	RETIREMENT BENEFITS	1,261.35
130 5-10-5090	OFFICE SUPPLIES	191.91

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-10-5170	TRAVEL MILEAGE	96.04
130 5-30-5010	SALARIES & WAGES	223.33
130 5-30-5020	EMPLOYEE BENEFITS	5,673.20
130 5-30-5021	RETIREMENT BENEFITS	1,486.46
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITS	11.50
130 5-40-5030	DIRECTOR HEALTH BENEFITS	2,169.54
130 5-70-7205	MMN WTR MAIN	7,641.23
	** FUND TOTAL **	66,050.35
215 5-00-5522	INTEREST ON LONG-TERM DEBT	51,181.75
215 5-00-5599	PRINCIPAL PMT	185,000.00
	** FUND TOTAL **	236,181.75

** TOTAL ** 399,474.66

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 Hidden Valley Lake
 VENDOR: ALL
 BANK: ALL
 VENDOR CLASS(ES): ALL CLASSES

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	8/01/2020 THRU 8/31/2020	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: FUND
 G/L EXPENSE DISTRIBUTION: YES
 CHECK RANGE: 000000 THRU 999999

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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>1,798,153.00</u>	<u>222,691.42</u>	<u>356,740.95</u>	<u>1,441,412.05</u>	<u>19.84</u>
TOTAL REVENUES	<u>1,798,153.00</u>	<u>222,691.42</u>	<u>356,740.95</u>	<u>1,441,412.05</u>	<u>19.84</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	777,716.00	169,144.59	259,991.44	517,724.56	33.43
ADMINISTRATION	402,258.00	23,799.70	51,524.97	350,733.03	12.81
FIELD	417,256.00	20,479.27	49,432.09	367,823.91	11.85
DIRECTORS	44,530.00	2,341.71	4,683.42	39,846.58	10.52
SPECIAL PROJECTS	178,782.00	0.00	0.00	178,782.00	0.00
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,820,542.00</u>	<u>215,765.27</u>	<u>365,631.92</u>	<u>1,454,910.08</u>	<u>20.08</u>
REVENUES OVER/(UNDER) EXPENDITURES	(22,389.00)	6,926.15	(8,890.97)	(13,498.03)	39.71

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2020

120-SEWER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	100.00	400.00	20.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	447.60	447.60	5,052.40	8.14
120-4050 SALES OF RECLAIMED WATER	110,000.00	24,001.22	49,024.53	60,975.47	44.57
120-4111 COMM SEWER USE	43,113.00	3,625.15	7,229.56	35,883.44	16.77
120-4112 GOV'T SEWER USE	900.00	64.94	129.88	770.12	14.43
120-4116 SEWER USE CHARGES	1,217,940.00	102,931.76	206,130.26	1,011,809.74	16.92
120-4210 LATE FEE	20,000.00 (63.56)	1,728.49	18,271.51	8.64
120-4300 MISC INCOME	2,500.00	0.50	0.50	2,499.50	0.02
120-4310 OTHER INCOME	0.00	2,902.00	2,902.00 (2,902.00)	0.00
120-4320 FEMA/CalOES Grants	396,000.00	88,776.00	88,776.00	307,224.00	22.42
120-4505 LEASE INCOME	1,700.00	0.00	0.00	1,700.00	0.00
120-4550 INTEREST INCOME	0.00	5.81	272.13 (272.13)	0.00
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	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	1,798,153.00	222,691.42	356,740.95	1,441,412.05	19.84
	=====	=====	=====	=====	=====

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: AUGUST 31ST, 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	489.26	489.26 (489.26)	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	1,584.53	12,990.53	2,009.47	86.60
120-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	587.77	1,175.54	12,824.46	8.40
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	799.10	799.10	19,200.90	4.00
120-5-00-5061 VEHICLE MAINT	18,000.00	0.00	0.00	18,000.00	0.00
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	54,065.85	0.15	100.00
120-5-00-5075 BANK FEES	21,000.00	1,925.88	3,724.01	17,275.99	17.73
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	689.00	1,623.01	5,876.99	21.64
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	109.73	109.73	6,890.27	1.57
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	275.50	275.50	19,724.50	1.38
120-5-00-5122 ENGINEERING SERVICES	50,000.00	0.00	0.00	50,000.00	0.00
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	2,634.75	7,034.75	42,965.25	14.07
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	0.00	0.00	5,000.00	0.00
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	10.77	203.92	4,796.08	4.08
120-5-00-5148 OPERATING SUPPLIES	48,000.00	270.13	270.13	47,729.87	0.56
120-5-00-5150 REPAIR & REPLACE	145,000.00	12,505.44	14,437.67	130,562.33	9.96
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	241.48	1,198.48	6,801.52	14.98
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,351.50	1,351.50	15,148.50	8.19
120-5-00-5157 SECURITY	500.00	0.00	0.00	500.00	0.00
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	0.00	45,000.00	0.00
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	50,000.00	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	490.18	1,365.12	9,634.88	12.41
120-5-00-5192 ELECTRICITY	65,000.00	0.00	4,167.53	60,832.47	6.41
120-5-00-5193 OTHER UTILITIES	2,600.00	254.42	254.42	2,345.58	9.79
120-5-00-5194 IT SERVICES	36,500.00	506.75	7,583.03	28,916.97	20.78
120-5-00-5195 ENV/MONITORING	35,000.00	1,293.00	2,993.00	32,007.00	8.55
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	1,136.70	1,136.70 (136.70)	113.67
120-5-00-5311 EQUIPMENT - OFFICE	1,000.00	1,136.69	1,713.16 (713.16)	171.32
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	1,500.00	2,010.01	2,187.50 (687.50)	145.83
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	66.00	66.00	184.00	26.40
120-5-00-5580 TRANSFERS OUT	0.00	88,776.00	88,776.00 (88,776.00)	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: AUGUST 31ST, 2020

120-SEWER ENTERPRISE FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	777,716.00	169,144.59	259,991.44	517,724.56	33.43

AS OF: AUGUST 31ST, 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	14,960.43	34,986.10	217,888.90	13.84
120-5-10-5020 EMPLOYEE BENEFITS	91,844.00	3,623.39	7,459.78	84,384.22	8.12
120-5-10-5021 RETIREMENT BENEFITS	47,189.00	4,927.92	8,680.67	38,508.33	18.40
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	191.91	302.37	3,697.63	7.56
120-5-10-5170 TRAVEL MILEAGE	1,500.00	96.05	96.05	1,403.95	6.40
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	402,258.00	23,799.70	51,524.97	350,733.03	12.81

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	11,595.00	30,772.81	224,682.19	12.05
120-5-30-5020 EMPLOYEE BENEFITS	106,340.00	5,673.20	11,712.48	94,627.52	11.01
120-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,086.07	6,821.80	39,839.20	14.62
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	0.00	1,800.00	0.00
120-5-30-5063 CERTIFICATIONS	1,500.00	125.00	125.00	1,375.00	8.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
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	0.00	4,000.00	0.00
TOTAL FIELD	417,256.00	20,479.27	49,432.09	367,823.91	11.85

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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	538.30	2,461.70	17.94
120-5-40-5020 DIRECTOR BENEFITS	230.00	11.50	23.00	207.00	10.00
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000.00	2,061.06	4,122.12	31,877.88	11.45
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	4,683.42	39,846.58	10.52

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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	178,782.00	0.00	0.00	178,782.00	0.00
TOTAL SPECIAL PROJECTS	178,782.00	0.00	0.00	178,782.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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	0.00	0.00	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	0.00	0.00	0.00
TOTAL EXPENDITURES	1,820,542.00	215,765.27	365,631.92	1,454,910.08	20.08
REVENUES OVER/(UNDER) EXPENDITURES	(22,389.00)	6,926.15	(8,890.97)	(13,498.03)	39.71

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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>206,076.75</u>	<u>423,152.91</u>	<u>1,752,416.09</u>	<u>19.45</u>
TOTAL REVENUES	<u>2,175,569.00</u>	<u>206,076.75</u>	<u>423,152.91</u>	<u>1,752,416.09</u>	<u>19.45</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,303,635.00	30,390.16	162,473.03	1,141,161.97	12.46
ADMINISTRATION	432,258.00	23,799.59	51,524.90	380,733.10	11.92
FIELD	387,856.00	24,856.10	64,620.21	323,235.79	16.66
DIRECTORS	51,820.00	2,341.67	4,683.34	47,136.66	9.04
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>7,641.23</u>	<u>7,641.23</u>	<u>(7,641.23)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,175,569.00</u>	<u>89,028.75</u>	<u>290,942.71</u>	<u>1,884,626.29</u>	<u>13.37</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	117,048.00	132,210.20	(132,210.20)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	0.00	329.00	658.00 (658.00)	0.00
130-4040 LIEN RECORDING FEES	1,200.00	478.87	478.87	721.13	39.91
130-4045 AVAILABILITY FEES	22,000.00	1,790.40	1,790.40	20,209.60	8.14
130-4110 COMM WATER USE	95,295.00	4,754.68	15,483.28	79,811.72	16.25
130-4112 GOV'T WATER USE	6,000.00	365.62	828.15	5,171.85	13.80
130-4115 WATER USE	1,968,074.00	195,381.79	396,901.13	1,571,172.87	20.17
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 (106.67)	3,201.50	28,798.50	10.00
130-4215 RETURNED CHECK FEE	1,000.00	0.00	0.00	1,000.00	0.00
130-4300 MISC INCOME	3,000.00	130.50	260.50	2,739.50	8.68
130-4310 OTHER INCOME	1,500.00	2,902.00	2,902.00 (1,402.00)	193.47
130-4320 FEMA/CalOES Grants	30,000.00	0.00	0.00	30,000.00	0.00
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	50.56	444.08	3,055.92	12.69
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	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	206,076.75	423,152.91	1,752,416.09	19.45
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REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: AUGUST 31ST, 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	489.26	489.26 (489.26)	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	1,584.52	12,990.51	2,009.49	86.60
130-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	587.78	1,175.56	12,824.44	8.40
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	799.10	799.10	19,200.90	4.00
130-5-00-5061 VEHICLE MAINT	12,500.00	0.00	0.00	12,500.00	0.00
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	54,065.84 (10.84)	100.02
130-5-00-5075 BANK FEES	21,000.00	1,955.85	3,753.96	17,246.04	17.88
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600.00	689.00	1,623.00	22,977.00	6.60
130-5-00-5092 POSTAGE & SHIPPING	6,500.00	109.72	109.72	6,390.28	1.69
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	275.50	275.50	19,724.50	1.38
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	0.00	60,000.00	0.00
130-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	2,634.75	7,034.75	42,965.25	14.07
130-5-00-5124 WATER RIGHTS	50,000.00	1,012.50	1,012.50	48,987.50	2.03
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	0.00	0.00	7,500.00	0.00
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	10.76	203.90	44,796.10	0.45
130-5-00-5148 OPERATING SUPPLIES	5,000.00	437.05	437.05	4,562.95	8.74
130-5-00-5150 REPAIR & REPLACE	125,000.00	10,361.70	12,244.61	112,755.39	9.80
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	241.47	1,198.47	10,801.53	9.99
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	516.50	516.50	3,683.50	12.30
130-5-00-5157 SECURITY	5,000.00	0.00	0.00	5,000.00	0.00
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	290.17	1,165.11	9,834.89	10.59
130-5-00-5192 ELECTRICITY	150,000.00	0.00	18,878.21	131,121.79	12.59
130-5-00-5193 OTHER UTILITIES	2,500.00	254.40	254.40	2,245.60	10.18
130-5-00-5194 IT SERVICES	36,500.00	812.75	7,889.02	28,610.98	21.61
130-5-00-5195 ENV/MONITORING	17,000.00	478.00	820.00	16,180.00	4.82
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	1,136.70	1,136.70 (136.70)	113.67
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	1,136.68	1,713.14 (713.14)	171.31
130-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	1,500.00	2,010.00	2,187.49 (687.49)	145.83
130-5-00-5505 WATER CONSERVATION	9,000.00	2,500.00	2,500.00	6,500.00	27.78
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	66.00	66.00	184.00	26.40
130-5-00-5580 TRANSFERS OUT	467,830.00	0.00	27,932.73	439,897.27	5.97
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: AUGUST 31ST, 2020

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,303,635.00	30,390.16	162,473.03	1,141,161.97	12.46

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	14,960.44	34,986.22	247,888.78	12.37
130-5-10-5020 EMPLOYEE BENEFITS	91,844.00	3,623.37	7,459.76	84,384.24	8.12
130-5-10-5021 RETIREMENT BENEFITS	47,189.00	4,927.83	8,680.53	38,508.47	18.40
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	191.91	302.35	3,697.65	7.56
130-5-10-5170 TRAVEL MILEAGE	2,000.00	96.04	96.04	1,903.96	4.80
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
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	23,799.59	51,524.90	380,733.10	11.92

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	15,627.16	44,660.69	180,794.31	19.81
130-5-30-5020 EMPLOYEE BENEFITS	106,340.00	5,673.20	11,712.48	94,627.52	11.01
130-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,555.74	8,247.04	38,413.96	17.67
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	0.00	1,800.00	0.00
130-5-30-5063 CERTIFICATIONS	600.00	0.00	0.00	600.00	0.00
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
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	24,856.10	64,620.21	323,235.79	16.66

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	538.20	2,461.80	17.94
130-5-40-5020 DIRECTOR BENEFITS	120.00	11.50	23.00	97.00	19.17
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000.00	2,061.07	4,122.14	37,877.86	9.81
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	4,683.34	47,136.66	9.04

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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	0.00	0.00	0.00
130-5-70-7205 MMN WTR MAIN	0.00	7,641.23	7,641.23 (7,641.23)	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	7,641.23	7,641.23 (7,641.23)	0.00
TOTAL EXPENDITURES	2,175,569.00	89,028.75	290,942.71	1,884,626.29	13.37
REVENUES OVER/(UNDER) EXPENDITURES	0.00	117,048.00	132,210.20 (132,210.20)	0.00

*** END OF REPORT ***



**Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of August 31, 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	\$ 337,219	\$ 1,341,091	\$ 624,345	\$ 176,394	\$ 2,479,049
Cash Receipts					
Utility Billing Deposits	\$ 437,006	\$ 12,230	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 71	\$ -	\$ 1	
Total Cash Receipts	\$ 437,006	\$ 12,301	\$ -	\$ 176,395	
Cash Disbursements					
Accounts Payable Checks issued	\$ 381,575	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 54,122	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 44,956	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,882	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
Total Disbursements	\$ 484,534	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ 236,182	\$ -	\$ -	\$ -	
Transfers Out	\$ 88,776	\$ 260,937	\$ -	\$ -	
Total Transfers Between Accounts	\$ 324,958	\$ 260,937	\$ -	\$ -	
Ending Balances in General Ledger	\$ 437,097	\$ 1,092,455	\$ 624,345	\$ 176,395	\$ 2,330,292
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 512,322	\$ 1,092,455	\$ 624,345	\$ 176,395	\$ 2,405,517

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	189,538	68,975	72,118	-	330,630
130 Water Operating	229,447	48,157	107,476	-	385,080
140 Flood Enterprise	(162)	-	-	-	(162)
215 2016 Sewer Refinancing Bond	-	130,495	94,318	176,395	401,207
218 2002 CIEDB Loan	18,274	-	12,339	-	30,613
219 2012 USDA Solar COP	-	7,762	878	-	8,640
313 Wastewater Operating Reserve	-	43,105	58,746	-	101,851
314 Wastewater CIP	-	358,679	94,987	-	453,666
319 2012 USDA Solar COP Reserve	-	31,308	-	-	31,308
320 Water CIP	-	148,595	-	-	148,595
325 Water Operating Reserve	-	150,287	-	-	150,287
350 2002 CIEDB Loan Reserve	-	-	183,483	-	183,483
711 2016 Bond Administration	-	-	-	-	-
712 Bond Revolving	-	105,094	-	-	105,094
Total Ending Balances in General Ledger	437,097	1,092,455	624,345	176,395	2,330,292

[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

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 8/01/2020 THRU 8/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	8/03/2020	BANK-DRAFT	080320	USDA SOLAR P&I PMT	24,755.00CR	CLEARED	G	8/04/2020
1010	8/14/2020	BANK-DRAFT	000486	AFLAC	246.03CR	OUTSTND	A	0/00/0000
1010	8/14/2020	BANK-DRAFT	000487	CALIFORNIA PUBLIC EMPLOYEES RE	4,224.48CR	CLEARED	A	8/17/2020
1010	8/14/2020	BANK-DRAFT	000488	NATIONWIDE RETIREMENT SOLUTION	187.50CR	CLEARED	A	8/14/2020
1010	8/14/2020	BANK-DRAFT	000489	STATE OF CALIFORNIA EDD	1,222.63CR	CLEARED	A	8/14/2020
1010	8/14/2020	BANK-DRAFT	000490	US DEPARTMENT OF THE TREASURY	3,122.00CR	CLEARED	A	8/14/2020
1010	8/28/2020	BANK-DRAFT	000491	STATE OF CALIFORNIA EDD	1,087.61CR	CLEARED	A	8/28/2020
1010	8/28/2020	BANK-DRAFT	000492	US DEPARTMENT OF THE TREASURY	2,771.50CR	CLEARED	A	8/28/2020
1010	8/28/2020	BANK-DRAFT	000493	CALIFORNIA PUBLIC EMPLOYEES RE	4,599.93CR	CLEARED	A	8/31/2020
1010	8/28/2020	BANK-DRAFT	000494	NATIONWIDE RETIREMENT SOLUTION	187.50CR	CLEARED	A	8/28/2020
1010	8/28/2020	BANK-DRAFT	000495	AFLAC	246.03CR	OUTSTND	A	0/00/0000
CHECK:								
1010	8/07/2020	CHECK	037468	ALPHA ANALYTICAL LABORATORIES	1,119.00CR	CLEARED	A	8/12/2020
1010	8/07/2020	CHECK	037469	VOID CHECK	0.00	CLEARED	A	8/12/2020
1010	8/07/2020	CHECK	037470	AMAZON CAPITAL SERVICES, INC.	35.29CR	CLEARED	A	8/13/2020
1010	8/07/2020	CHECK	037471	APPLIED TECHNOLOGY SOLUTIONS	5,439.27CR	CLEARED	A	8/18/2020
1010	8/07/2020	CHECK	037472	AQUATIC HARVESTING	50,000.00CR	CLEARED	A	8/13/2020
1010	8/07/2020	CHECK	037473	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	8/13/2020
1010	8/07/2020	CHECK	037474	BADGER METER	306.00CR	CLEARED	A	8/12/2020
1010	8/07/2020	CHECK	037475	CODY LOCKWOOD	40.25CR	CLEARED	A	8/07/2020
1010	8/07/2020	CHECK	037476	DELOACH AND ASSOCIATES, INC	1,250.00CR	CLEARED	A	8/12/2020
1010	8/07/2020	CHECK	037477	FAHRENHEIT HEATING & AIR CONDI	317.00CR	CLEARED	A	8/19/2020
1010	8/07/2020	CHECK	037478	GARDENS BY JILLIAN	265.00CR	CLEARED	A	8/14/2020
1010	8/07/2020	CHECK	037479	LAKE COUNTY MILERS	2,500.00CR	CLEARED	A	9/01/2020
1010	8/07/2020	CHECK	037480	LAYNE PAVING & TRUCKING, INC.	181.61CR	CLEARED	A	8/17/2020
1010	8/07/2020	CHECK	037481	MAURILIO RODRIGUEZ	5.75CR	CLEARED	A	9/04/2020
1010	8/07/2020	CHECK	037482	MEDIACOM	520.87CR	CLEARED	A	8/11/2020
1010	8/07/2020	CHECK	037483	MENDO MILL CLEARLAKE	90.41CR	CLEARED	A	8/13/2020
1010	8/07/2020	CHECK	037484	MICHELLE HAMILTON	1,335.00CR	CLEARED	A	8/17/2020
1010	8/07/2020	CHECK	037485	NAPA AUTO PARTS	44.72CR	CLEARED	A	8/18/2020
1010	8/07/2020	CHECK	037486	OFFICE DEPOT	80.05CR	CLEARED	A	8/14/2020
1010	8/07/2020	CHECK	037487	PACE SUPPLY CORP	173.46CR	CLEARED	A	8/12/2020
1010	8/07/2020	CHECK	037488	PETTY CASH REIMBURSEMENT	362.94CR	CLEARED	A	8/10/2020
1010	8/07/2020	CHECK	037489	REDWOOD COAST FUELS	1,586.21CR	CLEARED	A	8/11/2020
1010	8/07/2020	CHECK	037490	STREAMLINE	200.00CR	CLEARED	A	8/11/2020
1010	8/07/2020	CHECK	037491	TERRACON CONSTRUCTORS, INC.	7,641.23CR	CLEARED	A	8/14/2020
1010	8/07/2020	CHECK	037492	TYLER TECHNOLOGY	121.00CR	CLEARED	A	8/11/2020
1010	8/07/2020	CHECK	037493	USA BLUE BOOK	4,919.40CR	CLEARED	A	8/14/2020
1010	8/07/2020	CHECK	037494	BROWN, JIM & KATHY	5.99CR	CLEARED	A	8/24/2020
1010	8/07/2020	CHECK	037495	MENSHEK, THERESA M	2.19CR	CLEARED	A	8/24/2020
1010	8/07/2020	CHECK	037496	PETRIE, MICHELLE	18.50CR	CLEARED	A	8/24/2020
1010	8/07/2020	CHECK	037497	RODGERS, BRIAN & VAL	313.48CR	CLEARED	A	8/26/2020
1010	8/07/2020	CHECK	037498	SWAFFAR, GREGORY R	1.07CR	CLEARED	A	8/14/2020

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 8/01/2020 THRU 8/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	8/07/2020	CHECK	037499	TURO, BETHANY	66.80CR	CLEARED	A	8/25/2020
1010	8/07/2020	CHECK	037500	WALTERS, DANIEL	37.24CR	CLEARED	A	8/12/2020
1010	8/14/2020	CHECK	037501	ADTS, INC	69.50CR	CLEARED	A	9/04/2020
1010	8/14/2020	CHECK	037502	ALPHA ANALYTICAL LABORATORIES	652.00CR	CLEARED	A	8/21/2020
1010	8/14/2020	CHECK	037503	AT&T	259.48CR	CLEARED	A	8/21/2020
1010	8/14/2020	CHECK	037504	BACKGROUNDS ONLINE	19.50CR	CLEARED	A	8/26/2020
1010	8/14/2020	CHECK	037505	CALIFORNIA RURAL WATER ASSOCIA	1,178.00CR	CLEARED	A	8/19/2020
1010	8/14/2020	CHECK	037506	COUNTY OF LAKE SOLID WASTE	12.95CR	CLEARED	A	8/25/2020
1010	8/14/2020	CHECK	037507	FLOOR KING/DAISY FRESH	533.00CR	CLEARED	A	8/31/2020
1010	8/14/2020	CHECK	037508	FOSTER MORRISON CONSULTING, LT	4,000.00CR	CLEARED	A	8/25/2020
1010	8/14/2020	CHECK	037509	HACH COMPANY	369.71CR	CLEARED	A	8/19/2020
1010	8/14/2020	CHECK	037510	HARDESTER'S MARKETS & HARDWARE	184.67CR	CLEARED	A	8/25/2020
1010	8/14/2020	CHECK	037511	OFFICE DEPOT	183.63CR	CLEARED	A	8/21/2020
1010	8/14/2020	CHECK	037512	RAINBOW AGRICULTURAL SERVICES	16.61CR	CLEARED	A	8/19/2020
1010	8/14/2020	CHECK	037513	RAY MORGAN COMPANY	21.53CR	CLEARED	A	8/19/2020
1010	8/14/2020	CHECK	037514	SOUTH LAKE REFUSE COMPANY	508.82CR	CLEARED	A	8/18/2020
1010	8/14/2020	CHECK	037515	SPECIAL DISTRICT RISK MANAGEME	25,118.84CR	CLEARED	A	8/19/2020
1010	8/14/2020	CHECK	037516	ST HELENA HOSPITAL dba JOBCARE	909.02CR	CLEARED	A	8/31/2020
1010	8/14/2020	CHECK	037517	STATE WATER RESOURCES CONTROL	125.00CR	CLEARED	A	8/24/2020
1010	8/14/2020	CHECK	037518	TELSTAR INSTRUMENTS, INC	21,308.73CR	CLEARED	A	8/21/2020
1010	8/14/2020	CHECK	037519	U S POSTMASTER	220.00CR	CLEARED	A	8/21/2020
1010	8/14/2020	CHECK	037520	U.S. BANK	236,181.75CR	CLEARED	A	8/31/2020
1010	8/14/2020	CHECK	037521	WAGNER & BONSIGNORE CCE	1,012.50CR	CLEARED	A	8/24/2020
1010	8/14/2020	CHECK	037522	PACE, GORDON	16.63CR	CLEARED	A	8/31/2020
1010	8/14/2020	CHECK	037523	PEREZ, DAVID	6.54CR	OUTSTND	A	0/00/0000
1010	8/14/2020	CHECK	037524	TURO, THOMAS AND KIM	15.93CR	CLEARED	A	8/24/2020
1010	8/14/2020	CHECK	037525	HOSKINS, LESTER D	9,466.00CR	CLEARED	A	8/14/2020

DEPOSIT:								
1010	8/03/2020	DEPOSIT		CREDIT CARD 8/03/2020	7,996.46	CLEARED	C	8/03/2020
1010	8/03/2020	DEPOSIT	000001	CREDIT CARD 8/03/2020	1,223.59	CLEARED	C	8/04/2020
1010	8/03/2020	DEPOSIT	000002	CREDIT CARD 8/03/2020	1,792.05	CLEARED	C	8/05/2020
1010	8/03/2020	DEPOSIT	000003	REGULAR DAILY POST 8/03/2020	11,994.29	CLEARED	C	8/04/2020
1010	8/03/2020	DEPOSIT	080320	DEPOSIT FROM FUND 219-1130	24,755.00	CLEARED	G	8/04/2020
1010	8/04/2020	DEPOSIT		CREDIT CARD 8/04/2020	3,381.14	CLEARED	C	8/05/2020
1010	8/04/2020	DEPOSIT	000001	REGULAR DAILY POST 8/04/2020	88,776.00	CLEARED	C	8/05/2020
1010	8/04/2020	DEPOSIT	000002	CREDIT CARD 8/04/2020	1,978.38	CLEARED	C	8/06/2020
1010	8/04/2020	DEPOSIT	000003	REGULAR DAILY POST 8/04/2020	701.85	CLEARED	C	8/05/2020
1010	8/05/2020	DEPOSIT		CREDIT CARD 8/05/2020	1,610.24	CLEARED	C	8/06/2020
1010	8/05/2020	DEPOSIT	000001	CREDIT CARD 8/05/2020	2,372.83	CLEARED	C	8/07/2020
1010	8/05/2020	DEPOSIT	000002	REGULAR DAILY POST 8/05/2020	961.52	CLEARED	C	8/06/2020
1010	8/06/2020	DEPOSIT		CREDIT CARD 8/06/2020	2,131.18	CLEARED	C	8/07/2020
1010	8/06/2020	DEPOSIT	000001	CREDIT CARD 8/06/2020	1,168.26	CLEARED	C	8/10/2020
1010	8/06/2020	DEPOSIT	000002	REGULAR DAILY POST 8/06/2020	388.20	CLEARED	C	8/07/2020

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 8/01/2020 THRU 8/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	8/07/2020	DEPOSIT		CREDIT CARD 8/07/2020	1,355.95	CLEARED	C	8/10/2020
1010	8/07/2020	DEPOSIT	000001	CREDIT CARD 8/07/2020	2,336.63	CLEARED	C	8/10/2020
1010	8/07/2020	DEPOSIT	000002	REGULAR DAILY POST 8/07/2020	3,763.95	CLEARED	C	8/10/2020
1010	8/08/2020	DEPOSIT		CREDIT CARD 8/08/2020	3,712.11	CLEARED	C	8/10/2020
1010	8/09/2020	DEPOSIT		CREDIT CARD 8/09/2020	1,495.19	CLEARED	C	8/10/2020
1010	8/10/2020	DEPOSIT		CREDIT CARD 8/10/2020	2,896.93	CLEARED	C	8/11/2020
1010	8/10/2020	DEPOSIT	000001	CREDIT CARD 8/10/2020	2,585.54	CLEARED	C	8/12/2020
1010	8/10/2020	DEPOSIT	000002	REGULAR DAILY POST 8/10/2020	12,617.03	CLEARED	C	8/11/2020
1010	8/11/2020	DEPOSIT		CREDIT CARD 8/11/2020	3,176.86	CLEARED	C	8/12/2020
1010	8/11/2020	DEPOSIT	000001	CREDIT CARD 8/11/2020	978.67	CLEARED	C	8/13/2020
1010	8/11/2020	DEPOSIT	000002	REGULAR DAILY POST 8/11/2020	8,011.45	CLEARED	C	8/12/2020
1010	8/12/2020	DEPOSIT		CREDIT CARD 8/12/2020	3,059.78	CLEARED	C	8/13/2020
1010	8/12/2020	DEPOSIT	000001	CREDIT CARD 8/12/2020	799.01	CLEARED	C	8/14/2020
1010	8/12/2020	DEPOSIT	000002	REGULAR DAILY POST 8/12/2020	10,045.60	CLEARED	C	8/13/2020
1010	8/13/2020	DEPOSIT		CREDIT CARD 8/13/2020	1,939.49	CLEARED	C	8/14/2020
1010	8/13/2020	DEPOSIT	000001	CREDIT CARD 8/13/2020	3,956.92	CLEARED	C	8/17/2020
1010	8/13/2020	DEPOSIT	000002	REGULAR DAILY POST 8/13/2020	7,376.36	CLEARED	C	8/14/2020
1010	8/13/2020	DEPOSIT	081320	US BANK P & I PMT FUND 215	236,181.75	CLEARED	G	8/13/2020
1010	8/14/2020	DEPOSIT		CREDIT CARD 8/14/2020	3,889.84	CLEARED	C	8/17/2020
1010	8/14/2020	DEPOSIT	000001	CREDIT CARD 8/14/2020	1,668.72	CLEARED	C	8/17/2020
1010	8/14/2020	DEPOSIT	000002	REGULAR DAILY POST 8/14/2020	12,379.18	CLEARED	C	8/17/2020
1010	8/14/2020	DEPOSIT	000003	DRAFT POSTING	15,112.22	CLEARED	U	8/17/2020
1010	8/14/2020	DEPOSIT	000004	CC DRAFT POSTING	20,053.96	CLEARED	U	8/18/2020
1010	8/15/2020	DEPOSIT		CREDIT CARD 8/15/2020	5,785.79	CLEARED	C	8/17/2020
1010	8/16/2020	DEPOSIT		CREDIT CARD 8/16/2020	10,468.70	CLEARED	C	8/18/2020
1010	8/17/2020	DEPOSIT		CREDIT CARD 8/17/2020	2,453.57	CLEARED	C	8/18/2020
1010	8/17/2020	DEPOSIT	000001	CREDIT CARD 8/17/2020	3,460.19	CLEARED	C	8/19/2020
1010	8/17/2020	DEPOSIT	000002	REGULAR DAILY POST 8/17/2020	58,153.90	CLEARED	C	8/18/2020
1010	8/18/2020	DEPOSIT		CREDIT CARD 8/18/2020	4,854.37	CLEARED	C	8/19/2020
1010	8/19/2020	DEPOSIT		CREDIT CARD 8/19/2020	3,456.26	CLEARED	C	8/20/2020
1010	8/19/2020	DEPOSIT	000001	REGULAR DAILY POST 8/19/2020	6,243.45	CLEARED	C	8/19/2020
1010	8/19/2020	DEPOSIT	000002	CREDIT CARD 8/19/2020	5,343.22	CLEARED	C	8/20/2020
1010	8/26/2020	DEPOSIT		CREDIT CARD 8/26/2020	4,545.40	CLEARED	C	8/21/2020
1010	8/26/2020	DEPOSIT	000001	CREDIT CARD 8/26/2020	7,604.77	CLEARED	C	8/21/2020
1010	8/26/2020	DEPOSIT	000002	CREDIT CARD 8/26/2020	1,798.69	CLEARED	C	8/24/2020
1010	8/26/2020	DEPOSIT	000003	CREDIT CARD 8/26/2020	1,072.61	CLEARED	C	8/24/2020
1010	8/26/2020	DEPOSIT	000004	CREDIT CARD 8/26/2020	605.54	CLEARED	C	8/24/2020
1010	8/26/2020	DEPOSIT	000005	CREDIT CARD 8/26/2020	288.66	CLEARED	C	8/26/2020
1010	8/26/2020	DEPOSIT	000006	CREDIT CARD 8/26/2020	875.10	CLEARED	C	8/27/2020
1010	8/26/2020	DEPOSIT	000007	CREDIT CARD 8/26/2020	44.24	CLEARED	C	8/31/2020
1010	8/26/2020	DEPOSIT	000008	CREDIT CARD 8/26/2020	2,682.85	CLEARED	C	8/31/2020
1010	8/26/2020	DEPOSIT	000009	REGULAR DAILY POST 8/26/2020	6,152.18	CLEARED	C	8/25/2020
1010	8/28/2020	DEPOSIT		CREDIT CARD 8/28/2020	1,444.69	CLEARED	C	8/31/2020
1010	8/28/2020	DEPOSIT	000001	CREDIT CARD 8/28/2020	1,258.85	CLEARED	C	8/31/2020

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 8/01/2020 THRU 8/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	8/28/2020	DEPOSIT	000002	CREDIT CARD 8/28/2020	2,134.85	CLEARED	C	8/31/2020
1010	8/28/2020	DEPOSIT	000003	REGULAR DAILY POST 8/28/2020	11,490.26	CLEARED	C	8/31/2020
1010	8/31/2020	DEPOSIT		CREDIT CARD 8/31/2020	1,579.03	CLEARED	C	8/31/2020
1010	8/31/2020	DEPOSIT	000001	CREDIT CARD 8/31/2020	1,366.84	CLEARED	C	8/31/2020
1010	8/31/2020	DEPOSIT	000002	CREDIT CARD 8/31/2020	1,488.22	CLEARED	C	9/01/2020
1010	8/31/2020	DEPOSIT	000003	CREDIT CARD 8/31/2020	5,467.37	CLEARED	C	9/02/2020
1010	8/31/2020	DEPOSIT	000004	REGULAR DAILY POST 8/31/2020	10,444.62	CLEARED	C	9/01/2020
EFT:								
1010	8/14/2020	EFT	081420	CalPERS UAL 26384 August	175.95CR	CLEARED	G	8/31/2020
1010	8/14/2020	EFT	081421	CalPERS UAL 1739 August	8,101.17CR	CLEARED	G	8/17/2020
1010	8/28/2020	EFT	082820	CalPERS Emp # 01-1002	3,194.40CR	CLEARED	G	8/31/2020
MISCELLANEOUS:								
1010	8/06/2020	MISC.	080620	FEMA 4308 TO MM FUND 314	88,776.00CR	CLEARED	G	9/01/2020
1010	8/14/2020	MISC.		PAYROLL DIRECT DEPOSIT	20,082.89CR	CLEARED	P	8/14/2020
1010	8/28/2020	MISC.		PAYROLL DIRECT DEPOSIT	24,872.83CR	CLEARED	P	8/28/2020
SERVICE CHARGE:								
1010	8/03/2020	SERV-CHG		MERCHANT FEE 27	1,810.57CR	CLEARED	G	8/03/2020
1010	8/03/2020	SERV-CHG	000001	MERCHANT FEE 25	1,293.69CR	CLEARED	G	8/03/2020
1010	8/03/2020	SERV-CHG	000002	MERCHANT FEE 29	432.88CR	CLEARED	G	8/03/2020
1010	8/17/2020	SERV-CHG		July 2020 Analysis Fees	344.59CR	CLEARED	G	8/17/2020
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	381,575.07CR		
				DEPOSIT	TOTAL:	673,188.35		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	133,731.72CR		
				SERVICE CHARGE	TOTAL:	3,881.73CR		
				EFT	TOTAL:	11,471.52CR		
				BANK-DRAFT	TOTAL:	42,650.21CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	381,575.07CR		
				DEPOSIT	TOTAL:	673,188.35		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	133,731.72CR		
				SERVICE CHARGE	TOTAL:	3,881.73CR		
				EFT	TOTAL:	11,471.52CR		
				BANK-DRAFT	TOTAL:	42,650.21CR		



MEMO

To: Board of Directors

From: Trish Wilkinson, Accounting Supervisor

Date: September 9, 2020

RE: Office & Administrative Staff Overtime Monthly Report

August 2020

Overtime:

Administrative Services Manager: 11.00 hours

Water Resources Specialist II: - hours

Accounting Supervisor: - hours

Senior Accounts Representative: - hours

Accounts Representative: - hours

Total Overtime: 11.00 hours

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020 - 2021 DEBT SERVICE

AUGUST 2020

	DEBT SERVICE REVENUE	FUND	AMOUNT
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 300,224
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	170,746
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	1,864 07/02/2020
	COUNTY COLLECTION FEES	215	3,500	-
	CSD ADMIN COSTS	215	4,270	-
			\$ 300,224	\$ 238,046
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	\$ 290,734

FY 20-21 Utility Billing Aging Report

Year	Month	Current	+1	+2	+3	+4	Balance	
2020	31-Jul	\$ 285,960	\$ 40,153	\$ 19,266	\$ 12,354	\$ 46,551	\$ 404,285	N-42-20
2020	31-Aug	\$ 308,355	\$ 52,019	\$ 22,759	\$ 14,236	\$ 51,063	\$ 448,432	N-42-20
2020	30-Sep							
2020	31-Oct							
2020	30-Nov							
2020	31-Dec							
2021	31-Jan							
2021	29-Feb							
2021	31-Mar							
2021	30-Apr							
2021	31-May							
2021	30-Jun							

Residential Aging Report - Fiscal Year Comparison

Billing Year	Billing Month	Billing Revenue	Past Due +1 Month	Past Due +2 Months	Past Due +3 Months	Past Due +4 Months	Fiscal Year End TOTAL PAST DUE AMT
2020	Aug 2020	\$ 308,355	\$ 52,019	\$ 22,759	\$ 14,236	\$ 51,063	\$ 140,076
2019	Aug 2019	\$ 293,153	\$ 37,274	\$ 3,532	\$ 1,333	\$ 17,838	\$ 59,977
Percentage Difference:		5%	40%	544%	968%	186%	134%
Delinquency Difference:			\$ (14,744.60)	\$ (19,227.16)	\$ (12,902.93)	\$ (33,224.54)	\$ (80,099.23)

FY 19-20 Utility Billing Aging Report

Year	Month	Current	+1	+2	+3	+4	Balance	
2019	31-Jul	\$ 295,883	\$ 36,766	\$ 1,925	\$ 935	\$ 19,891	\$ 355,401	
2019	31-Aug	\$ 293,153	\$ 37,274	\$ 3,532	\$ 1,333	\$ 17,838	\$ 353,133	
2019	30-Sep	\$ 274,248	\$ 51,092	\$ 3,515	\$ 2,165	\$ 18,013	\$ 349,033	
2019	31-Oct	\$ 248,736	\$ 42,438	\$ 9,316	\$ 2,570	\$ 19,669	\$ 322,730	
2019	30-Nov	\$ 224,059	\$ 53,330	\$ 3,567	\$ 3,129	\$ 21,784	\$ 305,870	
2019	31-Dec	\$ 220,403	\$ 38,310	\$ 3,431	\$ 1,562	\$ 23,915	\$ 287,623	
2020	31-Jan	\$ 216,057	\$ 33,745	\$ 2,846	\$ 2,441	\$ 24,804	\$ 279,895	
2020	29-Feb	\$ 218,104	\$ 43,077	\$ 15,243	\$ 2,201	\$ 24,866	\$ 303,492	SB 998
2020	31-Mar	\$ 231,486	\$ 38,864	\$ 15,867	\$ 9,990	\$ 25,446	\$ 321,656	N-42-20
2020	30-Apr	\$ 233,212	\$ 36,973	\$ 16,365	\$ 10,399	\$ 32,419	\$ 329,367	N-42-20
2020	31-May	\$ 244,276	\$ 42,493	\$ 18,546	\$ 11,598	\$ 39,861	\$ 356,774	N-42-20
2020	30-Jun	\$ 291,551	\$ 42,860	\$ 19,524	\$ 12,197	\$ 44,504	\$ 410,638	N-42-20

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 09/11/2020

RE: Senior Account Representative's Monthly Report

Monthly Billing 08/31/2020

Mailed statements: 2,116

Electronic statements: 537

The statement "SPECIAL MESSAGE"

THE WATER MORATORIUM HAS BEEN LIFTED! The 2019 Consumer Confidence Report is now available on our website. At Hidden Valley Lake CSD the health & safety of our customers & employees is our top priority. With the COVID-19 State of emergency: the customer service lobby is closed to the public; Payments: By phone during business hours, online at www.hvlcsd.org or dropped in payment box located in the front of the office. Check the district website for COVID-19 related updates.

Delinquent Billing 08/20/2020

Delinquent statements for August bills:

Mailed statements: None mailed due to evacuation

Electronic statements: None emailed due to evacuation

As of 09/11/2020 there are 172 past due accounts

Courtesy Notification

No Courtesy notices delivered due to COVID-19.

No Electronic notices due to COVID-19.

Phone Notification

No Phone notifications due to COVID-19.

Lock Offs

No Lock Offs due to COVID-19.



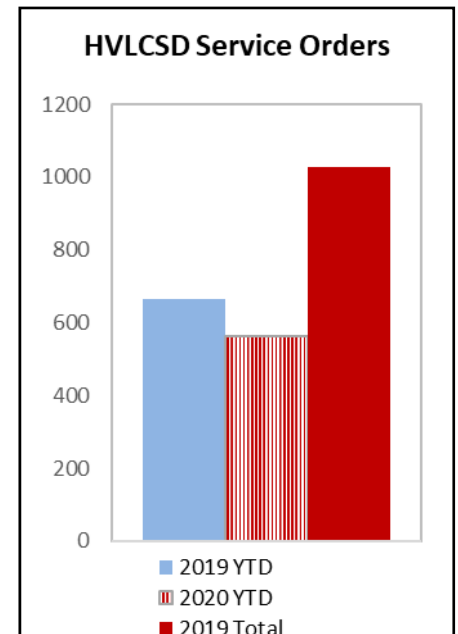
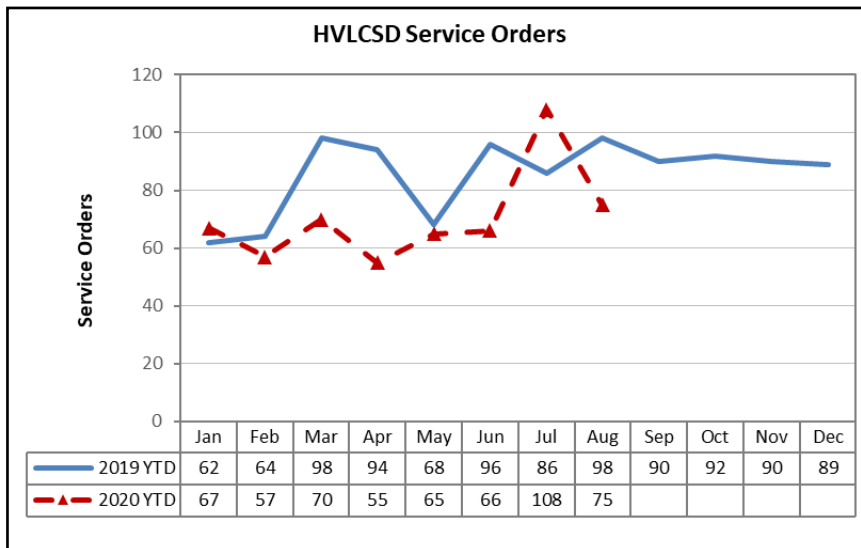
Hidden Valley Lake Community Services District

August 2020 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (This month)	2	New (This month)	0
Residential (Last month)	2448	Residential (Last month)	1465
Commercial & Govt (Last month)	39	Commercial & Govt (Last month)	16
Total :	2489		1481

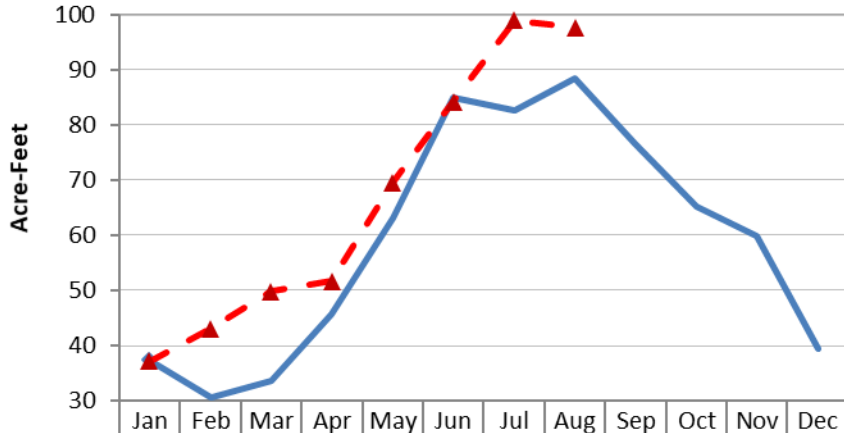
Rainfall		
This month	Last year	Historical
0.04	0	0.06



Hours		
Overtime Hours	56	\$1,989.64

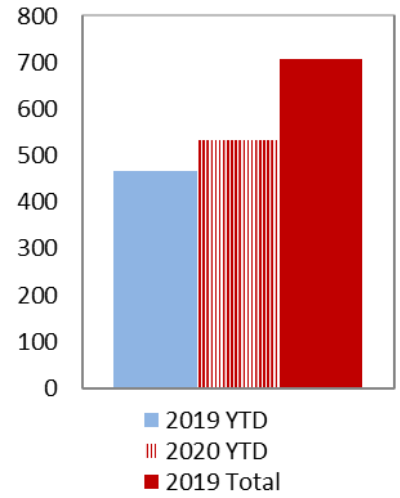
August 2020 Field Report

HVLCSD Municipal Well Production

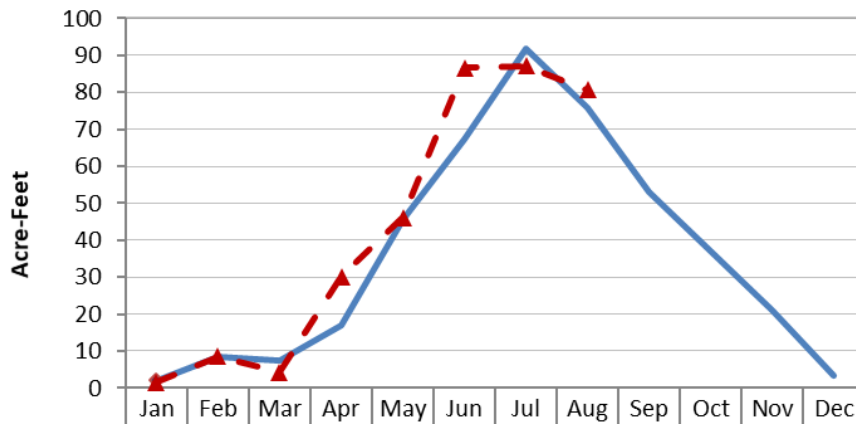


— 2019	37.2	30.7	33.6	45.7	63.0	84.8	82.6	88.4	76.6	65.2	59.8	39.3
-▲- 2020	37.1	43.0	49.7	51.6	69.5	84.1	98.9	97.6				

HVLCSD Municipal Well Production (AF)

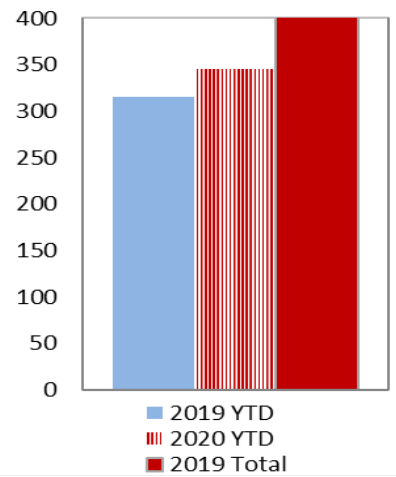


HVLCSD Municipal Reclaimed Water Use

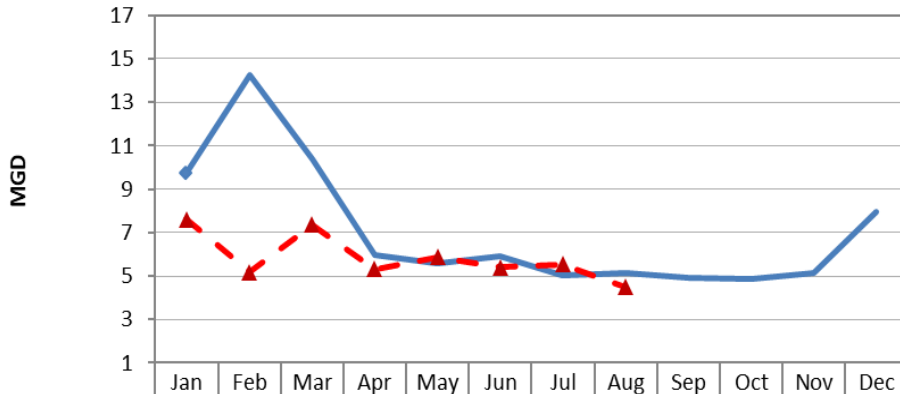


— 2019	1.87	8.57	7.38	16.8	45.4	67.4	91.8	75.8	53.0	36.9	20.9	3.37
-▲- 2020	1.55	8.59	4.27	30.2	46.1	86.6	87.1	80.7				

HVLCSD Municipal Reclaimed Water (AF)

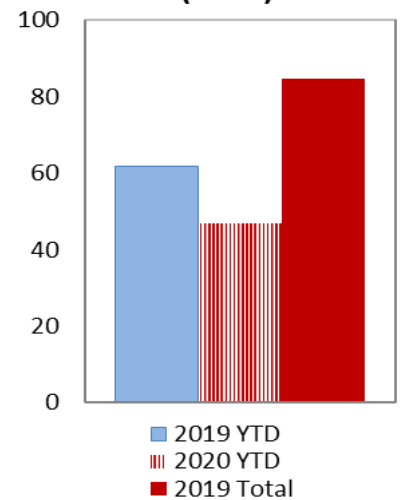


HVLCSD Municipal Wastewater Influent



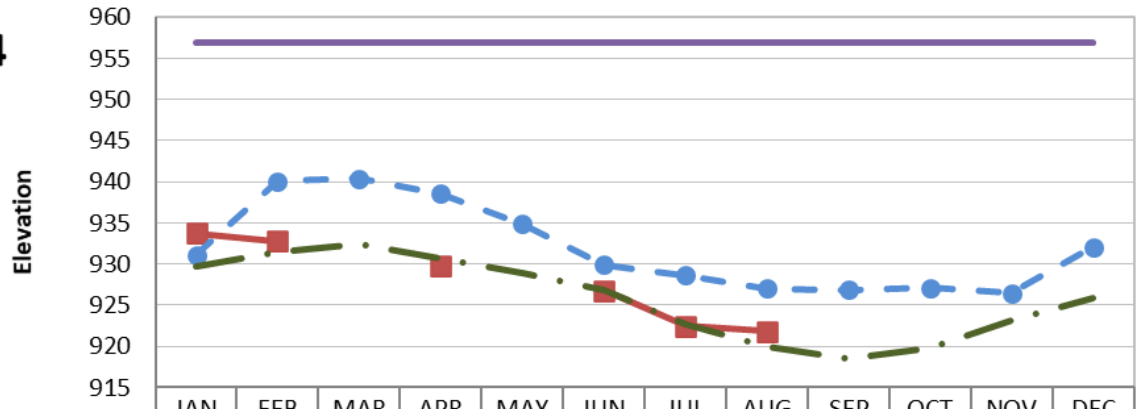
— 2019	9.71	14.23	10.40	5.95	5.56	5.92	5.05	5.12	4.91	4.88	5.14	7.97
-▲- 2020	7.6	5.19	7.36	5.33	5.86	5.39	5.55	4.49				

HVLCSD Municipal Wastewater Influent (MGD)



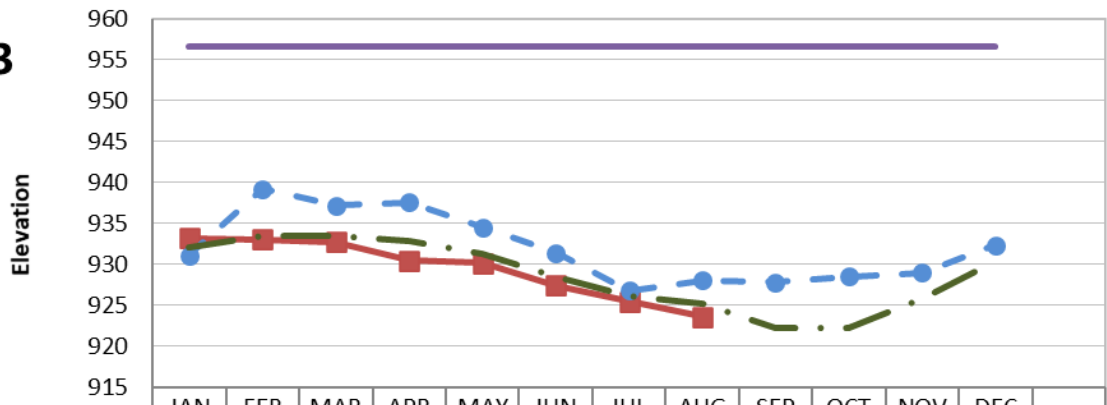
August 2020 Field Report

Well 4



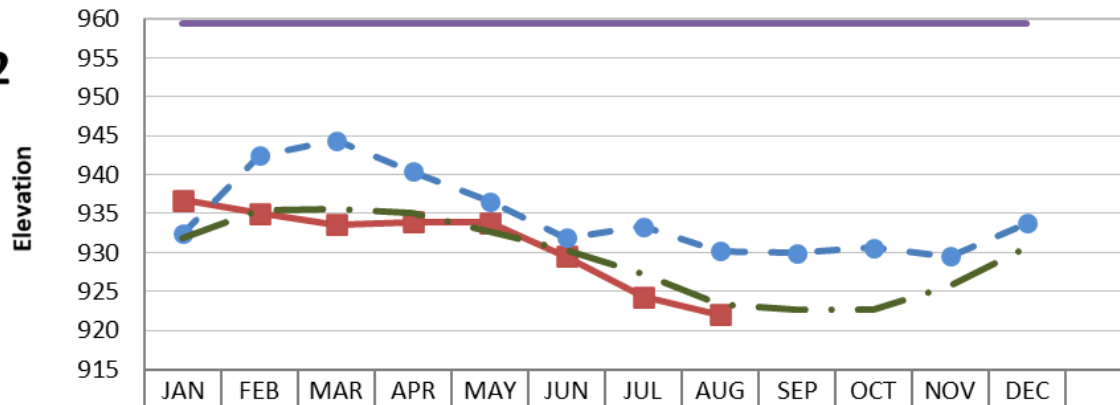
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 4 2020	933.7	932.8		929.7		926.8	922.4	921.8				
Top of Casing	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9
Well 4 2019	931.1	940.0	940.3	938.5	934.8	929.8	928.6	927.0	926.8	927.1	926.4	932.0
Historicals	929.6	931.5	932.4	930.6	928.9	926.8	922.6	919.9	918.5	919.8	923.1	925.8

Well 3



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 3 2020	933.1	933.0	932.6	930.4	930.1	927.4	925.4	923.6				
Top of Casing	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7
Well 3 2019	931.1	939.1	937.1	937.6	934.5	931.3	926.7	928.0	927.7	928.5	928.9	932.3
Historicals	932.0	933.4	933.4	932.8	931.2	928.5	926.0	925.1	922.2	922.1	925.8	930.3

Well 2



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 2 2020	936.7	935.0	933.6	933.9	933.8	929.5	924.3	922.0				
Top of Casing	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4
Well 2 2019	932.4	942.4	944.3	940.3	936.5	931.8	933.3	930.1	929.9	930.6	929.5	933.7
Historicals	931.9	935.4	935.5	935.1	932.7	930.3	927.2	923.4	922.6	922.7	925.7	930.7

Projects Update

FEMA Projects

RP DR4434-138 (Access Road Repair - 2019 February Rains)

9/10 No bids received by the deadline; are working with Coastland to determine next steps.

HMGP DR4382 Project 112 (Unit 9 Tank)

8/27 Legal description submitted to Doug Coty to include in Easement Contract

Projects Update

Non_FEMA projects

I & I

9/10 Opening of Bids revealed apparent lowest bidder

9/15 Consider acceptance and award contract

OSHA

8/21 Submitted response to 8-7-20 Findings email

8/21 OSHA clarified and added new requests

8/28 Submitted response to most recent requests

9/2 OSHA clarified and added new requests

9/3 New eyewash station complete (See attached)

9/9 Existing eyewash stations re-painted

9/18 Exposure Monitoring by Professional Industrial Hygienist rescheduled
due to evacuation order

Rate Study

8/18 Correspondence from NBS regarding preliminary figures

8/19 Delivered Residential portion of data request

9/8 Data review meeting rescheduled due to evacuation order

9/9 New schedule established to meet Prop 218 requirements

SCADA

8/20 Attended ACWA sponsored webinar regarding potential SCADA rebates

9/1 Discussion with Enersponse regarding District eligibility for rebates

VALLEY OAKS

8/14 Coastland completed plan check and provided response to KimCo on
requirements

9/4 Clarification request from Coastland regarding storm drains

TRANE

Discussed energy and water supply solutions

8/24 Reached out to RCRC for guidance on Request and Qualifications

August 2020 Field Report

Water Operations and Maintenance Highlights

- **8/17 & 8/31 Emergency lab eye wash station installment**
- **8/19 Picked up generators in Sacramento (CalWARN)**
- **8/20 Picked up generator in Sacramento (CalWARN)**
- **LNU fire emergency work**
- **Meter reads 8/26—8/28**
- **Routine maintenance and operations**

Wastewater Operations and Maintenance Highlights

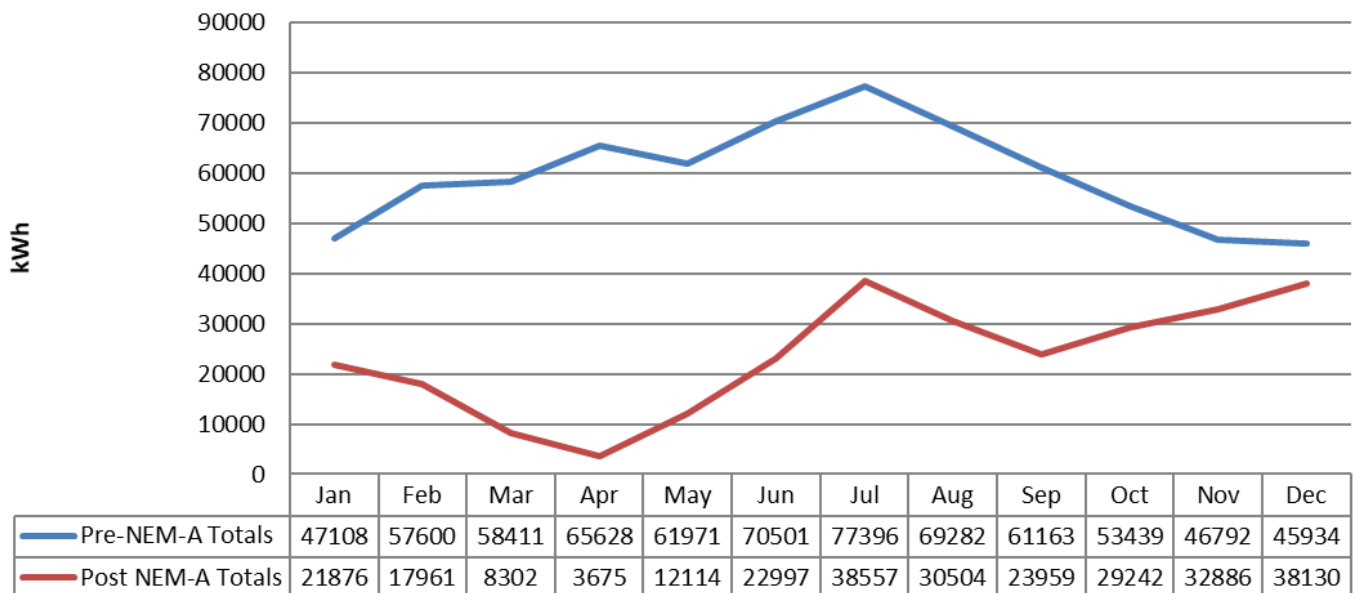
- **8/10 Emergency lab eye wash station installment**
- **8/12 Vegetation clean up around WWTP**
- **8/17 Power outage at 7:05 A.M.; monitored lift station generators**
- **8/19 Picked up generators in Sacramento (CalWARN)**
- **LNU fire emergency work**
- **Routine maintenance and operations**

August 2020 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	10
Truck 2 (new construction truck)	2,249
Truck 3	1,888
Truck 4	1,005
Truck 6	3,292
Truck 7	1,460
Truck 8	197
Dump Truck	352
Backhoe	7.28 hrs
New Holland Tractor	19.00 hrs
Vac Truck	37

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	247.00	262.30
Fuel Log	245.60	261.90

PG&E Net Payable







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MEMO

To: Board of Directors
From: Dennis White
Date: September 15, 2020
RE: Assistant General Manager's Report

Below is a shortened version of activities on various tasks.

COVID-19 Response: Director, Employee and Customer health and safety

- Instituted the motto in this crisis: We provide Safe reliable drinking water and wastewater services to insure protecting the health of our Directors, Employees and Customers.
- We are relieved to hear that the two employees that felt under the weather last month have tested negative for COVID19 and have returned to work.
- The administrative office has re-opened to the public, effective Tuesday, September 8th. We continue to keep our customers informed regarding our hours of operations, and how we have continued to operate during this pandemic with articles on our website. Staff made some fantastic upgrades to our lobby to help keep our customers safe. Stanchions, arrows on the floor, and a sanitizer station have all been added to this area to encourage safe distancing, and disinfection.
- As mentioned in my previous report, in the protective interest of Directors, we encourage Directors to participate in meetings remotely whenever possible.

Management of the Day to Day Operations

- Day to Day Operations were disrupted this month due to the LNU Lightning Complex fire. The Mandatory Evacuation order extended from 8/19 thru 8/27. Field operators were on-site conducting fire-preparation activities. Administrative staff interacted with emergency personnel, and vendors to support the field staff. This was an extremely stressful time for all, and I would personally like to thank staff for remaining calm, reasonable, and above all safe during those trying times. Some of us may have been through similar situations in the past, but it doesn't seem to get any easier. I'd like to think these experiences bring us together as a District in the common interest of preparedness, prevention, and response.
- Some delays to Operations resulted from this evacuation order, but not meter reads and monthly billing. Kudos to staff for making that happen.



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Fiscal

- As you know the aging report has been added to the Board packet. Both the SB998 enactment, and the COVID19 Executive order have prohibited the District from shutoffs. We are currently at \$140k in past due accounts.
- Billing staff delivered 117 courtesy lien notices from 7/29 thru 9/9 to delinquent tenants, homeowners, and landlords. Staff recorded the fourth round of liens on 9 delinquent accounts. This is currently our only recourse for recouping those costs.
- The annual audit remains scheduled for 9/21 and 9/22. Diligently working through all requirements, Trish plans to meet her deadline to deliver the Trial Balance to Smith and Newell by 9/14 (my guess is she will probably send it early!).
- After a review of August's water consumption figures, there appears to be a slight increase in consumption
- The NBS Data Request was completed and sent on 8/17, and NBS sent preliminary data for discussion on 8/18. The evacuation order delayed this discussion but did ultimately take place on Tuesday 9/8. The results of this discussion have been agenda-ized and will be accompanied by a staff report summarization later in this board packet.

Personnel: Plus -Recruitment, Job Descriptions, Total Compensations Study etc.

- In an effort to protect the District's greatest assets, our staff, we hope to move forward with finalizing some open items on the personnel front. There are two (2) new job descriptions that have been pending Board approval since late July. The compensation study was completed and approved by the Board with a 7% lag on 6/16 at the Regular Board Meeting. Would it be prudent to conclude this open item of business after the Compensation Study has been approved, and before the new rates are potentially adopted on January 1?
- Our new Utility Technician, Russell Murphy has jumped in with both feet! He had his first meter reading experience a few weeks ago, and field staff are grateful for the help.
- The Operator II position was advertised on 8/31, and interviews are planned for next week.
- I think it is safe to say, we look forward to having a full staff, with clear job descriptions, and a fair compensation package to boot. We can move forward with much needed infrastructure strengthening activities.

Major Projects

- Valley Oaks
 - KimCo has been presented with a bill for the use of the construction meter for the previous eight (8) months. The water use from this point



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- forward will reflect the recently adopted Meter Use Policy, application and procedure.
- On 8/14 Coastland presented KimCo with their findings regarding Oak Meadow Drive Improvements. In short, Coastland submitted six (6) general comments, and twenty-eight (28) comments specific to a particular item in the plan. We look forward to hearing of KimCo's progress on these items.
 - On 9/4 Coastland asked for clarification on Valley Oaks storm drain responsibility.
- **Moratorium**
 - While the District is pleased and relieved that the meter moratorium has been lifted, we agree with the Engineering firm of Wagner & Bonsignore recommendation that the District continue monitoring groundwater levels at our production and monitoring wells. Monthly well drawdown activities continue, and we plan to assemble the annual Groundwater Report in January as usual.
 - It has also been advised that the District establish themselves as their own Groundwater Sustainability Agency (GSA). The Sustainable Groundwater Management Act of 2014 provides a path for agencies to preserve their authority in the management of their local aquifer.
 - **Tank 9 –**
 - The legal description of the 2.18-acre parcel within Association land was completed and delivered to Mr. Doug Coty. This will assist him in the development of the easement contract.
 - The survey team arrived on 9/4 and completed their on-site recordings.
 - **OSHA**
 - Much has been accomplished by staff to meet OSHA's abatement requests. A third eyewash station was built adjacent to the chlorine room, complete with a dedicated water line, and fresh concrete. The two existing eyewash stations received a fresh coat of paint. The Cylinder change-out process has been re-written to include the use of SCBAs. The What-If portion of the Process Hazard Analysis (PHA) has been re-written to include a risk matrix scoring system. The air monitoring test is scheduled for 9/18. A new chlorine sensor has been installed, training completed, and a maintenance schedule begun. Air ventilation test has been scheduled for 9/16. Three sets of OSHA clarification/requests and District responses have occurred since the writing of the last GM report.
 - **WWTP Access Road Repair**
 - The deadline for receiving bids for this project was 11am on 9/10. No bids were delivered. Three requests for documents were received by Coastland, but unfortunately none arrived by bid opening. We will look to Coastland and FEMA for advice on next steps.
 - **I & I: Meadow View Easement**



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- The deadline for receiving bids for this project was 11:30am on 9/10. One bid was received. Please refer to the agenda item in this packet for further information and recommendations

- SCADA, AMI, Generators
 - We are currently reviewing the District's eligibility for rebates related to SCADA purchases that may help this project move along.
 - Activity on these projects are pending the results of the NBS Revised Rate Study, the Prop 218 process, and the consequential rate changes.

- Water Supply and Wildfire Mitigation
 - The District has reached out to the Rural County Representative of California (RCRC) for assistance in moving forward. The resulting RFQ agenda item in this Board packet is the result of this assistance.

- After-Action: LNU Lightning Complex fire
 - Would there be interest in a board workshop that highlights the actions taken and lessons learned from the recent fire response?
 - In response to your request of firebreak-related Infiltration and Inflow (I&I), there have been no noticeable effects on pumping demands.

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

DATE: September 15, 2020

AGENDA ITEM: WWTP Access Road Improvements Project – Authorization for Staff to Award Contract

RECOMMENDATIONS: Provide direction to Staff.

FINANCIAL IMPACT:

The contract cost for this project is currently unknown. Costs for this project have been authorized for reimbursement through grant funding through FEMA.

BACKGROUND: The WWTP Access Road Improvements Project consists of the grading and double chip-sealing of 2,040 feet of access road between Grange Road and the WWTP entrance gate. The road is in a rutted and poor condition. On June 16, 2020, the District authorized Coastland Engineering to prepare construction documents for the project.

In August, the project was advertised for bids in accordance with the requirements of the California Public Contract Code. On September 10, 2020, District staff conducted the bid opening but no bids were received.

Based on provisions in the Public Contract Code Section 22038(c), if no bids are received, the project may be negotiated with a contractor without having to go through another formal bid process. Based on these provisions, staff is requesting that the Board authorize staff to negotiate with a contractor for the work. If the cost estimated by a contractor comes it at or less than the Engineer’s Estimate (\$76,234), staff is requesting that the Board authorize the acting General Manager to award a construction contract. If a contract cannot be negotiated for the Engineer’s estimate or less, then the item will be brought back to the Board for approval.

If a contract can be successfully negotiated with a contractor for the work, staff recommends that the Board authorize an overall budget that includes a 10% contingency and provisions for construction management and inspection. The maximum budget anticipated would be:

Construction:	\$76,234
Contingency:	\$ 7,623
CM/Inspection:	<u>\$10,000</u>
Total Maximum budget:	\$ 93,857

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I 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 September 15, 2020.

Ayes:

Noes:

Abstain:

Absent:

Secretary of the Board

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

DATE: September 15, 2020

AGENDA ITEM: Consideration of Award of Contract to Piazza Construction in the amount of \$152,036 for the Meadow View Easement Sewer Rehabilitation Project.

RECOMMENDATIONS: Approve the attached resolution which takes the following actions regarding the Meadow View Easement Sewer Rehabilitation Project:

1. Authorize the Board of Directors to approve a construction contract with Piazza Construction for the Meadow View Easement Sewer Rehabilitation Project based on their submitted bid of \$152,036.
2. Approve the overall Estimated Construction Budget of \$200,240, which includes the construction cost, a 10% contingency and monies for construction management and inspection.
3. Determining the project to be exempt from the requirements of the California Environmental Quality Act.

FINANCIAL IMPACT: Based on the recommended award amount, staff is proposing the following overall budget:

Construction	\$152,036
Construction Contingency (10%)	\$ 15,204
<u>Estimated Construction Management & Inspection</u>	<u>\$ 33,000</u>
Total Estimated Project Construction Budget	\$200,240

Costs associated with this project will be paid from District capital reserve funds. The District is likely to receive 50% reimbursement from State IRWM implementation grant funding.

BACKGROUND: The Meadow View Easement Sewer Rehabilitation Project consists of the replacement of 352 feet of 6-inch asbestos-cement sewer pipe with HDPE pipe using pipe-bursting methods. The pipe is located in an easement between Meadow View Drive and Deer Hill Road and is in poor condition. It has been repaired at least twice recently. On June 16, 2020, the District authorized Coastland Engineering to prepare construction documents for the project.

In August, the project was advertised for bids in accordance with the requirements of the California Public Contract Code. On September 10, 2020, District staff conducted the bid opening and one (1) bid was received. The bid was from Piazza Construction for \$152,036. The engineer’s estimate for the project was \$115,390.

The District Engineer reviewed Piazza Construction’s bid documents and found them to be responsive and complete.

The award of the contract is to be based on the lowest responsive and responsible base bid received. Based on information received, staff is recommending that the District award the contract to Piazza Construction for \$152,036 and approve the overall budget for the project.

If approved, the work is estimated to start in October and be completed by November 5, 2020.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I 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 September 15, 2020.

Ayes:

Noes:

Abstain:

Absent:

RESOLUTION NO. 2020-13



A RESOLUTION APPROVING THE PRESIDENT OF THE BOARD TO
SIGN A CONTRACT WITH PIAZZA CONSTRUCTION FOR THE
MEADOW VIEW EASEMENT SEWER REHABILITATION PROJECT AND
ESTABLISH AN OVERALL BUDGET

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

WHEREAS, the sewer pipe in an easement between Meadow View Drive and Deer Hill Road is known to be in poor condition and has been repaired on multiple occasions; and

WHEREAS, contract bid documents were prepared for the replacement of this sewer pipe and the project was advertised for public bidding in accordance with the regulations of the California Public Contract Code; and

WHEREAS, bids for the project were publicly opened on September 10, 2020, in accordance with Section 4104.5 of the California Public Contract Code and other applicable laws; and

WHEREAS, one bid was received for \$152,036 from Piazza Construction; and

WHEREAS, staff has determined that the bid from Piazza Construction satisfies the bidding requirements for the Project; and

WHEREAS, staff has verified that Piazza Construction possesses a valid California Contractor's License under the requested Class A, number 406456 (expires 6/30/21) as required to qualify to perform the Project; and

WHEREAS, the Project has been found to be exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15301(b) as it consists of replacement of existing facilities of both investor and publicly-owned utilities used to provide electric power, natural gas, sewerage, or other public utility services.

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

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the Board of Directors of the Hidden Valley Community Services District.
2. In accordance with the California Public Contract Code Section 20160 *et seq.*, and other applicable laws, the Board of Directors of the Hidden Valley Lake Community Services District hereby finds the bid of Piazza Construction for the Meadow View Easement Sewer Rehabilitation Project to be the lowest, responsive bid and waives any irregularities in such bid in accordance with applicable law.
3. The contract for the Meadow View Easement Sewer Rehabilitation Project is hereby awarded to Piazza Construction in the amount of \$152,036.00 conditioned on Piazza Construction's timely executing the Project contract and submitting all required documents, including, but

not limited to, executed bonds/surety, certificates of insurance, and endorsements, in accordance with the Project bid documents.

4. The President of the Board is hereby authorized and directed to execute upon submission by Piazza Construction all documents required pursuant to the Project bid documents for performance of the Project.
5. The overall construction budget for the Project be established at \$200,240.00.
6. District staff are hereby directed to issue a Notice of Award to Piazza Construction for the project.
7. This Resolution shall become effective immediately.
8. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The Board of Directors of the Hidden Valley Lake Community Services District hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 15th day of September, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Lieberman
President of the Board

Dennis White,
General Manager/Secretary to the Board

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

DATE: September 15, 2020

AGENDA ITEM: Discussion and Possible Action: Authorize staff to submit Request for Qualifications (RFQ) to ESCOs for resilience solutions

RECOMMENDATIONS: Authorize staff to submit Request for Qualifications (RFQ) to ESCOs for resilience solutions

FINANCIAL IMPACT: None

BACKGROUND:

The Wikipedia definition of ESCO, acronym for Energy Service Company is “a business that provides a broad range of energy solutions including designs and implementation of energy savings projects, retrofitting, energy conservation, energy infrastructure outsourcing, power generation and energy supply, and risk management.”

In 2017 the District engaged an ESCO (Schneider Electric) to help provide support for the Advanced Metering Infrastructure (AMI) project. In 2018, staff attended a seminar hosted by another ESCO (Trane) at the Laguna Wastewater Treatment Plant in Santa Rosa. In 2020, the California Public Utilities Commission’s (CPUC) Self-Generation Incentive Program (SGIP) was revised to allow for a broader base of eligible participants. This program offers participants rebates for energy storage solutions to communities at an elevated risk of wildfire.

“The “Equity” and “Equity Resiliency” SGIP rebates lower the cost of energy storage technology to almost, if not completely, free of cost. Depending on which category a customer is eligible for, they can receive \$850 per kilowatt hour under the “Equity” Category or \$1,000 per kilowatt-hour under the “Equity Resilience” Category. Both of these amounts would mean an energy storage system for the home or facility would be almost, to potentially completely, free of cost. “

Given the number of service providers that can help facilitate these energy storage solutions, staff would like to formally reach out to them via the Request for Qualifications process. This will provide the District with an understanding of the available candidates for energy storage solutions, what ideas they might have, and their level of experience.

Modification to recommendation and/or other actions:

I, Dennis White, 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 September 15, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

Hidden Valley Lake Community Services District
REQUEST FOR QUALIFICATIONS

Resilience RFQ



Contract Services

For

Resilience Related Energy Services

Deadline for Submission: 1:30 p.m. Wednesday, September 30th, 2020

Issued by:
Hidden Valley Lake Community Services District
19400 Hartman Rd.
Hidden Valley Lake, CA. 95467
(707) 987-9201

Hidden Valley Lake Community Services District

RESILIENCE REQUEST FOR QUALIFICATIONS

Resilience Related Energy Services

PROJECT DESCRIPTION SUMMARY

The Hidden Valley Lake is a community of approximately 7,000 people in rural Lake County California. Hidden Valley Lake Community Services District (“The District”) provides water and wastewater service to the homes, recreational facilities, and businesses in its service territory. To provide these services the District operates wells, a water treatment facility, booster pumps and water storage tanks to distribute drinking water, as well as a wastewater collection system including several lift stations and a tertiary treatment water reclamation plant, and all the associated appurtenances for both.

While beautiful, the area where Hidden Valley Lake is located is regularly subject to disruptive impacts from fire and weather related events. Meeting the definition of a Wildland Urban Interface (WUI), fire is a very real threat that has been realized on a number of occasions. Having lost 73 homes in the 2015 Valley Fire, and this year’s LNU Lightning Complex fires reaching as close as 2 miles from the community perimeter, resilience against natural disaster is of paramount concern. Public Safety Power Shutoff (PSPS) events have also become regular features of life in the District, which add to the normal risk of winter storm-induced power loss. Rolling blackouts are a recently re-introduced threat that also must be considered. In addition, some elements of the District’s energy consuming infrastructure is also approaching the end of useful life.

In light of these challenges, the District is seeking to retain the services of highly qualified Professional Energy Service Company (or companies) (ESCO) to partner with in finding, evaluating, and executing beneficial resilience related energy projects. This Request For Qualifications (RFQ) invites ESCOs to prepare and submit to the District professional qualifications for resilience related energy project(s) so that staff may evaluate different providers and select the company best suited to meeting our needs. The District’s goal is to select and develop a long-term relationship with a qualified company to perform the District’s resilience related energy projects as needed throughout the course of the contract term. This relationship and any subsequent projects during the contract term will remain subject to the best interests of the District.

It is anticipated that one firm will be selected to perform all services related to the Resilience RFQ in collaboration with District staff, but multiple firms could be selected if found to be advantageous to the District. No plans or formal engineering specifications shall be issued as part of this solicitation. The District reserves the right to terminate this project prior to selection of a qualified Respondent as well as reject any and all qualifications submitted.

BACKGROUND

On September 15th, 2020 the Hidden Valley Lake Community Services District Board of Directors held a public meeting authorizing staff to issue an RFQ for Resilience Related Energy Services. Given travel restrictions that many potential ESCO partners are under, a traditional pre-proposal site walk will not be held. Because of this, in addition to submitting qualifications and experience, respondents to this RFQ are encouraged to demonstrate the range of potentially applicable facility improvement measures that could be considered in a preliminary review. The purpose is to identify the most qualified company for resilience related energy projects that best match project scope,

size, location, and other opportunities present in the Hidden Valley Lakes service territory so the District can fully evaluate potential ESCO partners.

All work implemented shall be done in accordance with Government Code Sections 4217.10 through 4217.18, District policies and all other applicable laws.

SCOPE OF WORK/SERVICES

The District is interested in contracting for a full range of resilience related energy services and energy-related improvements, as well as other work that the District, in its sole discretion, believes to be beneficial and efficient to include in the resilience related ESCO contract. The work proposed by the selected ESCO will be financed through a mechanism to be proposed by the ESCO, and will include the guaranteed system performance needed to meet finance obligations as appropriate to the measures eventually selected. Processes anticipated to be undertaken in this project may include, but are not limited to: an investment grade energy audit or formal assessment, design, engineering, acquisition, installation, taxes, bonds, insurance, permits, shipping, transportation, disposal, equipment, materials, appurtenant facilities, modifications, maintenance and training in the operation of existing and new equipment. This project is anticipated to increase resilience, reduce energy costs, avoid equipment replacement capital expenses, or otherwise economically benefit the District.

In accordance with law, no contract shall exceed statutory limits in duration and must comply with applicable statutes, regulations, and procurement laws. The economic benefits achieved by the project measures must be sufficient to cover all project costs, including annual maintenance and monitoring fees (if any), for the duration of the contract term, and be advantageous to the District. The contract must provide that the economic benefits in any year are guaranteed to the extent necessary to make payments under the contract during that year.

NON-MANDATORY INFORMATIONAL MEETING

On **Monday, September 20th, 2020** District staff will conduct an online briefing for interested Respondent's at **11:00 a.m.** The presentation will include basic information on the energy infrastructure of the District that may be of interest to candidates. After the presentation, an opportunity to answer questions (Q&A) will be provided to all interested parties at one time. To receive an invitation to this presentation, a request must be sent to Alyssa Gordon (agordon@hvlcsd.org) by **5 p.m. Friday, September 18th, 2020.**

THE DISTRICT'S ROLE

Hidden Valley Lake Community Services District staff will provide coordination and oversight of the work. District management will also serve as a resource in a collaborative effort with the successful respondent.

COMPENSATION AND REIMBURSEMENT OF EXPENSES

Compensation for the services listed in responses shall not exceed the total projected costs for the work. The successful respondents shall submit for review and approval invoices detailing the services provided during each invoice period. The invoice shall utilize a simple, easy to understand format that has been approved by the District. The California Constitution requires that any District contract that extends beyond the current fiscal year must be subject to future appropriations.

QUALIFICATION CONTENT

In order for the District to compare and evaluate qualifications effectively and efficiently, all responses shall be organized in the specific format outlined below. Failure to comply with this requirement may cause disqualification. Responses shall include the following as a minimum:

1. **Cover Page:** Business name, title of RFQ, and date of response.
2. **Transmittal Letter:** Shall include the legal name of the agency or organization submitting a response, business address, name, title, address (mailing and physical), email address, and telephone number of person(s). The letter shall be signed by a principal or officer authorized to make commitments on behalf of the business.
3. **Executive Summary:** An overview of the entire ESCO process anticipated for use in this project, describing its most important elements. This section should include
 - a. A discussion of the potential project elements to be included in the evaluation phase that show
 - i. The candidate's understanding of the specific needs of Hidden Valley Lake,
 - ii. Opportunities available to the District, and
 - iii. Any anticipated constraints.
 - b. The candidate's scope of services, objectives and intended results of the project.
 - c. When in the process any expenditures are required by the District
 - d. When in the process would the District take on any contractually binding financial obligations
 - e. How the response meets the RFQ requirements and why the candidate is best qualified to perform the required work.
 - f. When the candidate can begin work and difficulties this may present with current or future work.
4. **Minimum Qualifications.** The following are minimum qualifications required to respond to this RFQ. All qualifications listed below must be discussed with a response by respondents in writing:
 - a. The respondent must demonstrate that it has implemented ESCO scopes of work with no less than three (3) California public sector clients in the past five years.
 - b. The respondent must have established operations (physical office location) within the State of California.
5. **Global Statement of Experience and Qualifications:** Description of the nature of the respondent's present work and how that could relate to potential measures to adopt in a project with the District. Include evidence of any special licensing or qualifications required to perform the specific measures that may be considered.
6. **Specific Experience and Qualifications:** Discuss your approach to resilience related energy contracting projects in California:

- a) Management strategies and approach to projects.
- b) Objective and subjective criteria used for assessments.
- c) Knowledge and methods used in planning, including CEQA or other regulatory regimes
- d) Contract structures appropriate to conceived measures
- e) Design capabilities, including unique and/or sustainable design approaches
- f) Training for District staff and/or outside maintenance approaches
- g) Experience specifically with financing and funding of energy projects
- h) Include your knowledge of working with local agency implemented or sponsored projects.
- k) Past experience with energy contracting under Government Code Sections 4217.10 through 4217.18 and how they may apply or be used for this project.
- l) Provide an outline of your version of the ESCO process and;
- m) Provide two examples of ESCO contracts and/or agreements you have entered into with public sector clients within the last five (5) years in California.

RFQ SUBMITTAL:

Responses submitted must meet the following criteria to be acceptable for consideration regarding this project:

1. Submit **four (4)** bound copies and **one (1)** electronic copy (CD or flash drive) in Microsoft Word no later than **1:30 p.m. Wednesday, September 30th, 2020** to:

Hidden Valley Lake Community Services District 19400 Hartman Rd., Hidden Valley Lake Calif., 95467.

Normal business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. and staff can be reached at (707) 987-9201.

2. The RFQ must be submitted in an envelope clearly marked with the name and title of the respondent, and **Resilience RFQ; Resilience Related Energy Services**. The Respondent's return address and Resilience RFQ must appear on the outside of the envelope.
3. Responses received incomplete or late, for any reason, may not be accepted.
4. All responses submitted shall become the property of the District and will not be returned. The District reserves the right to make use of any information or ideas contained in the responses. The response itself shall not constitute a contract, but will, if accepted, be incorporated into the contract between the District and the selected candidate.
5. Responses submitted to the District become public documents subject to disclosure once the RFQ is awarded. If respondents consider any portion of their response to be confidential, the respondent must label each and every page of the confidential portions as: "Trade Secret", "Confidential" or "Proprietary." Respondents must also list the confidential material at the beginning of their responses and provide justification for not making such material public. The District shall have the sole discretion to disclose or not disclose such material, subject to any protective order that the respondent may obtain, but it is incumbent on the respondent to assert its rights to confidentiality.

Please note: The successful respondent shall be expected to fully meet all representations made in its response, including the requirements outlined in this RFQ.

6. Respondents may withdraw their qualifications at any time prior to the RFQ submission deadline. A signed withdrawal request by the Respondent's duly authorized representative must be provided to General Services Administration.

EXCHANGE OF INFORMATION & CONFLICTS OF INTEREST

Exchanges of information between interested Respondents and the District is encouraged to improve the understanding of the requirements set forth in this RFQ. Questions concerning the project and/or RFQ requirements should be directed to **Alyssa Gordon** or by phone at (707) 987-9201 for assistance.

Respondents are specifically directed not to communicate with any District staff or directors during the time between the submission of this response and the selection of a partner by the District. Any attempts to influence any members of the District's Evaluation Committee or other department representatives involved in the selection of an ESCO partner during the evaluation process could create an appearance of conflict of interest or unfair advantage. Failure to adhere to this instruction may result in disqualification of the Respondent.

EVALUATION OF RESPONSES

The selection of a competent ESCO is vital to the success of this project. The project will require ESCO to demonstrate their experience, qualifications, concepts and abilities regarding resilience related energy projects.

1. Responses shall be opened and examined to ensure that each complies with the requirements of the RFQ. The absence of required information may render the response non-responsive and may be cause for rejection.
2. Prior to final selection, a short list of qualified and responsive candidates may be developed depending upon the number and relative strength of the responses received. If a short list is developed, select candidates requested to participate in an online interview and/or be asked to submit additional information for clarification. The purpose of the interview will be to provide an opportunity for staff to delve deeper into the response of each respondent in order to clarify any questions that the District may have regarding the respondent's concept. If any interviews are to be held, the time of the interview will be arranged by staff with the prospective attendees.
3. Following receipt of any additional information obtained from the candidates, District staff will identify the top ranked candidate and make a recommendation to the Board for formal selection or rejection.
4. After selection of an ESCO a process definition and services agreement will be negotiated. If an agreement cannot be reached with the top ranked candidate, the District will then contact the next highest scored candidate and attempt to negotiate a contract as described above. This process will be continued until a contract is successfully negotiated, or until the District determines to cease negotiations with any candidate.

5. The District is an Equal Opportunity/Affirmative Action Employer and the successful respondent will be required to comply with the provisions of Federal Executive Order 11246 and applicable state and federal laws. Respondents should be familiar with the Employers' Practical Guide to Reasonable Accommodations Under the Americans with Disabilities Act as published by the Job Accommodation Network, a service of the U.S. Department of Labor's Office of Disability Employment Policy.
6. All responses are evaluated to determine whether or not they met all the requirements of the RFQ. Responses are individually scored as assigned to a category. Individual scores are averaged and entered into that category column. Each category is assigned a weight and the result is a weighted score. Each category is assigned a point range of **0 to 20** (0 = Non-existent 4 = Poor 8 = Marginal 12 = Acceptable 16 = Very Good 20 = Excellent).
7. The rating scale establishes standards by which points are assigned to responses, and it ensures that the District evaluates each response with consistency.
8. The total points available for this RFQ are **one hundred (100)** points.

<u>CATEGORIES</u>	Possible Points	Weight
Quality and Responsiveness of the Response	20	10%
Executive Summary	20	10%
Global Experience and Qualifications	20	20%
Specific Experience and Qualifications	20	35%
Specific Applicability to Hidden Valley Lake CSD	20	25%
	Total	100 100%

TERMS OF REQUEST FOR QUALIFICATIONS

1. **Acceptance of Responses:** The District reserves the right to reject any and all responses and to waive any informality, technical defect, or clerical error in any response and to request additional information from all respondents should it be deemed by the District to be in its interest. This RFQ is not an offer to contract. The District reserves the right to request clarification of any information submitted, interview candidates and/or request additional information during interviews. The District further reserves the right to enter into negotiations with one or more respondents and/or enter into multiple contracts and/or not award a contract.
2. **Oral Communications:** Any oral communication between the District and the respondent is not binding, nor will it modify the RFQ in any way.
3. **Amendments and/or Addendums:** We expect that you may have questions as you prepare your response to the RFQ and/or changes may be necessary. To handle questions or changes most

effectively and to ensure that everyone has the same information, we request that you promptly send your question(s) to Alyssa Gordon at agordon@hvlcsd.org.

4. **RFQ Cost:** The cost of developing the response is the sole responsibility of the respondent; the District is not liable for any costs incurred by those submitting responses.
5. **Response Submission:** Respondents may submit responses by any means (e.g., U.S. Mail, Fed Ex, courier, etc.). Responses must be received at the physical address noted by the deadline.
6. **Basis for Responses:** The RFQ and any amendments to it represent the most definitive statement the District will make concerning information upon which responses are to be based. Respondents will be assumed to have thoroughly examined these documents.
7. **Right to Negotiate:** The District reserves the right to negotiate any fee or any provision, accept any part, or all parts of any and all responses whichever is in the best interest of the District. The District intends to negotiate only with those candidates whose responses meet the requirements of the District.
8. **Verbal Agreement or Conversation:** No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of District shall affect or modify any terms or obligations of this RFQ, or any contract resulting from this RFQ.
9. **Background Check:** The District reserves the right to conduct a background inquiry of each respondent, which may include collection of appropriate criminal history information, contractual and business associations, business practices, employment histories, and reputation in the business community. By submitting a response to the District, the respondent consents to such an inquiry and agrees to make available to the District such books and records the District deems necessary to conduct the inquiry.

PROTEST PROCEDURE

1. Respondents may file a written protest with the Hidden Valley Lake Community Services District General Manager no later than **five (5)** working days after the date of **evaluation notification by the General Manager or his designee which may be by telephone, letter and/or email.**
2. The protest shall be delivered or sent by registered mail to the General Manager.
3. The protest filed with the General Manager shall:
 - a. Include the name, address, and business telephone number of the protestor and;
 - b. Identify the project under protest by RFQ name, and RFQ date and;
 - c. Contain a concise statement of the grounds for protest including alleged violations of Federal, State, or local law; provided, however, RFQ process and procedures, including evaluation criteria, shall not be proper grounds for protest and concerns related to those

issues should be raised and addressed, if at all prior to the response opening date to allow adjustments before evaluation of responses and;

- d. Provide all supporting documentation, if any. Documentation submitted after filing the protest will not be considered during review of the protest or during any appeal.

PROTEST REVIEW

1. Upon receipt of a protest, the General Manager shall review all the submitted materials and shall create and retain a written record of the review. The General Manager shall respond in writing at least generally to each material issue raised in the protest no later than **fifteen (15)** working days after receipt of the protest.
2. If the protested procurement involves Federal or State funds, the General Manager shall give notice to the interested party that he or she has the right to appeal to the appropriate Federal or State agency which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within **five (5)** working days of the dispatch of notification to the interested party(ies).
3. General Manager decisions may be appealed in writing to the Hidden Valley Lake Community Services District Board of Directors prior to the award date, which is given in the notification. The Board of Directors shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the General Manager. The appealing party may be represented by legal counsel if desired. Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation. The decision of the Board of Directors shall be final unless the protested procurements are obtained in whole or in part with Federal or State funds.



Budget Proposal

NUMBER:

DATE: April 22, 2019

TO: Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467

REF.: Hidden Valley, CA

Attn: Dennis White
Tel: 707-533-3498
Fax: 707-987-3237
E-Mail: info@hiddenvalleylakecsd.com

Parkson Corporation is pleased to provide this quotation for the following:

ITEM 1 ONE (1) BIOLAC® Aeration Chain Upgrade (Parkson reference #BL-371)

1.A Equipment Description:

1. 4" diameter HDPE pipe for Two (2) BioFlex® moving aeration chains, in 20 ft sections to be fusion-welded on site, complete with adaptor ends and endcaps. Pipe must be cut to final length, drilled to accept supplied diffuser downcomer hose adapters and fusion welded on site by others.
2. Two (2) pieces of high temperature 4" diameter flexible hose for connection of the HDPE BioFlex moving aeration chains to the existing stainless-steel adapter at the edge of the basin on one side and HDPE pipe listed above on other end.
3. A total of sixteen (16) BioFuser® model 2205 diffuser units, with downcomer hose and fittings, manifolds, steel counterweights and diffusers complete with frame, sheath and marine-grade stainless steel clamps. Components are to be assembled on site by others (diffuser tubes supplied with sheath installed).
4. Two (2) complete set of 304 stainless steel restraining cable and 304 stainless steel hardware. Cables must be cut to proper length and assembled on site by others. This restraining cable will be attached to the existing embedded post and anchor.
5. Following components are existing and will be reused
 - 4" stainless steel adaptor
 - 4" butterfly valve.

ITEM 2 SERVICES

2.A Drawings and Installation, Operation and Maintenance (IO&M) Manuals:

1. Approval Drawings: Not required
2. Certified Drawings: Not required
3. IO&M Manuals: Not required

Additional manuals are available for \$75 USD at time of order.

2.B Start-Up Assistance:

Parkson will furnish one factory representative for 4 days during 1 trip to assist in installation inspection, start-up supervision, and operator training. Dates of service to be scheduled upon Buyer's written request.



PURCHASE PRICE:

All of the above for **\$35,400.00** USD
F.O.B. Point of Manufacture, freight included, taxes excluded.

VALIDITY:

Purchase Price is valid for thirty (30) calendar days from Quotation date, for shipment of Equipment within the timetable stated below.

PAYMENT TERMS:

90% net 30 days upon shipment of parts to site, 10% upon rebuild completion, not to exceed 90 days after shipment of parts should rebuild be delayed by other than Parkson. Payment terms for parts only without any field service is 100% net 30 days from shipment.

TIMETABLE GUIDELINE:

Submittal Phase: NA.
Shipment Phase: 6-8 weeks.

Dates are subject to confirmation upon receipt of written Purchase Order.

TERMS AND CONDITIONS:

This Quotation is governed by and subject to Parkson's Standard Conditions of Sale, which are incorporated by reference and accessible at: <http://www.parkson.com/files/documents/AFM-terms.pdf>.

PATENTS:

The Equipment and/or process quoted herein may operate under one or more U.S. patents. The Purchase Price includes a one-time royalty payment (if any), which provides the Buyer with immunity to operate the Equipment specified in the Quotation under any applicable patents.

BUYER/OWNER RESPONSIBILITY:

- On-shore piping; main air header.
- Embedded posts and anchors; anchors on basin walls, if applicable.
- Any assembly, cutting, drilling, fusion welding or installation of components as detailed under item 1.A Equipment Description.
- Unloading, uncrating, installation and installation supervision. Installation will, at minimum, require a forklift and possibly a crane/hoist.
- Readiness of the Equipment before requesting start-up service. Non-readiness may incur additional charges.
- Compatibility of Equipment materials of construction with process environment.
- Electrical connection and interconnecting wiring.
- Interconnecting piping; piping connections, platforms, gratings and railings unless stated otherwise.
- Any other auxiliary equipment or service not detailed above.



Please return one signed copy of this Quotation, or your Purchase Order, to Parkson Corporation at the address below. Refer to this Quotation, date, and related correspondence.

Issued By: Marty Unger
PARKSON CORPORATION

Accepted By: (Herein called the Buyer)

Marty Unger

Name: Marty Unger
Title: Regional Sales Manager
Phone: 954-383-1757
Fax: 817-599-9725
E-Mail: munger@parkson.com
Date: April 22, 2019

Name
Title:
Date:

Enclosures:

Local Rep: Brad Leidecker
Coombs-Hopkins Co.
Phone: 925-947-6733
Fax: 925-947-6784

cc: Edna Sugden, Brad Linsey

BL-L Biolac 4/7/17 Supersedes 3/19/09

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

DATE: September 15, 2020

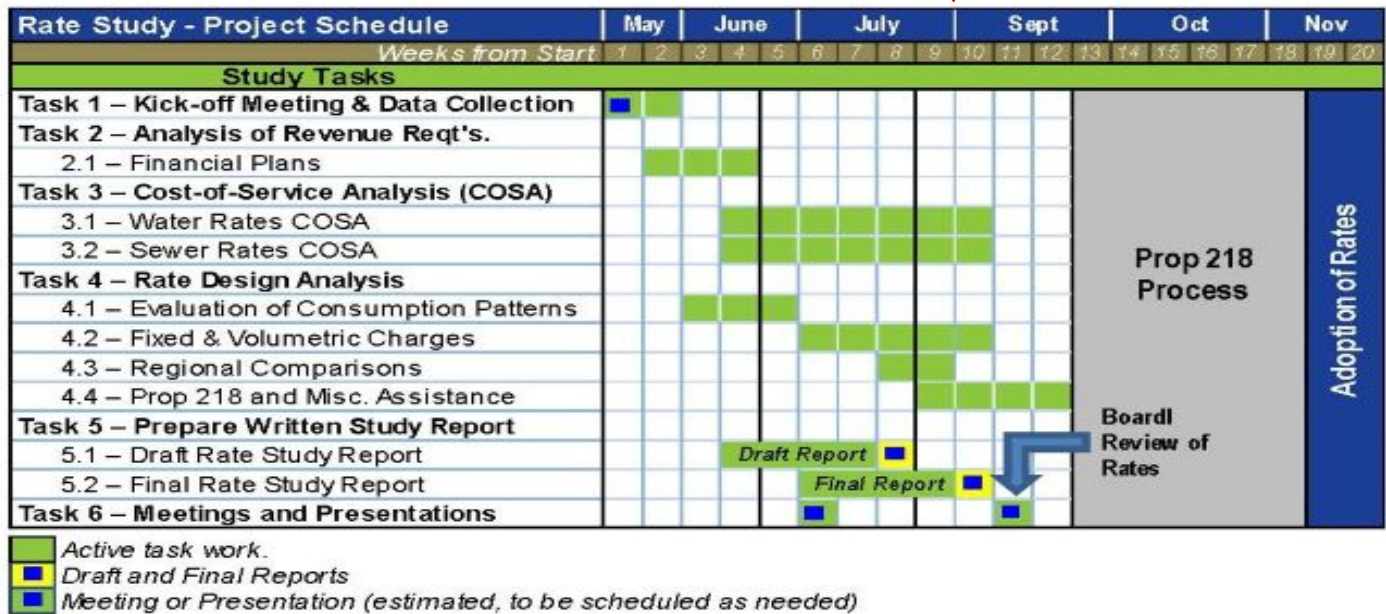
AGENDA ITEM: Discussion and Possible Action: NBS Rate Study Update

RECOMMENDATIONS: For discussion

FINANCIAL IMPACT: N/A

BACKGROUND:

The Revised NBS Rate Study Proposal was approved by the Board of Directors on 5/19/20. In that proposal, a project schedule was presented (pg 12), that offered a tentative date of mid-September for the Board to review rates. Interestingly enough, that same project does not account for activities during the month of August.



The NBS Data request was completed by staff on 8/17, and NBS was able to provide a preliminary model to staff on 8/18. A meeting to discuss this model was postponed by the mandatory evacuation order, but did take place on 9/8. The team first discussed timelines, and the targeted date of rate adoption. Consensus at that time was that all rates, both sewer and water, to be potentially adopted on January 1, 2021. In order to properly plan for that date, the team also reached a consensus on milestone dates leading up to January 1, 2021.

DATE	TASK
9/22/2020	Draft Report for Staff Review
9/29/2020	Draft Report to Board Members for Review
10/6/2020	Board Workshop Draft Review
10/20/2020	Board Meeting Approval of Study and Authorize Public Notice for Prop 218
10/21,22/2020	Post Public Notice of 218
12/15/2020	Public Hearing for Board Approval and Formal Adoption
1/2021	Water/Sewer Rates Effective
7/2021	

NBS will be taking the next 2 weeks to work on different scenarios suggested by staff and getting final financial figures from the Accounting Supervisor.

In summary, NBS took Paul Kelley’s CIP plan into account when building the rate structure with slight variations. NBS also incorporated the recently approved budget, and compensation study. When looking at the overall consumption pattern for the last 18 months, NBS suggested applying 60% of revenues to fixed rate costs, and 40% to volumetric rates. Discussions regarding drought rates and conservation factor, and method for calculating percentages remain to be ironed out amongst other minor details.

By 9/29, the draft will be made available to the Board of Directors. With a week’s time to analyze this data, there will be enough time for a Board workshop on 10/6 with NBS before the October Board of Directors meeting on 10/20.

On 10/21, pending approval, and in accordance with Proposition 218 public hearing regulations, a notice of potential rate adoption will be mailed to residents.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Dennis White, 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 September 15, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board