



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: March 20, 2018
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) EMPLOYEE RECOGNITION
- 6) PRESENTATIONS:
Merit increases and COLA's
- 7) CONSENT CALENDAR
 - A. MINUTES: Approval of the Board of Directors Regular Board Meeting minutes for February 20, 2018
 - B. MINUTES: Approval of the Emergency Preparedness Committee Meeting minutes for February 22, 2018
 - C. MINUTES: Approval of the Finance Committee Meeting minutes for February 23, 2018
 - D. MINUTES: Approval of the Valley Oaks Project Committee Meeting minutes for February 27, 2018
 - E. MINUTES: Approval of the Finance Committee Meeting minutes for March 1, 2018
 - F. DISBURSEMENTS: Check # 35247 - # 35283 including drafts and payroll for a total of \$245,279.15.
- 8) BOARD COMMITTEE REPORTS
(for information only, no action anticipated)

Personnel Committee
Finance Committee

Emergency Preparedness Committee
Lake Water Use Agreement-Ad Hoc Committee
Valley Oaks Project Committee

- 9) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS
(for information only, no action anticipated)

Other meetings attended

- 10) STAFF REPORTS
(for information only, no action anticipated)

ACWA State Legislative Committee
Financial Report
Administration/Customer Service Report
Field Operations Report
General Manager's Report

- 11) DISCUSSION AND POSSIBLE ACTION: Discuss and accept CPS HR Consulting Salary Survey Report.
- 12) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the purposed Mid-year Budget adjustments.
- 13) PUBLIC HEARING and discussion of Ordinance 59.1 Waste Discharge and Sewer Use. Set the date of the second reading of Ordinance 59.1 Waste Discharge and Sewer Use at the next scheduled Regular Board Meeting
- 14) CLOSE PUBLIC HEARING Ordinance 59.1 Waste Discharge and Sewer Use.
- 15) PUBLIC COMMENT
- 16) BOARD MEMBER COMMENT
- 17) ADJOURNMENT

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.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: February 20, 2018**

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 Carolyn Graham, President
Director Linda Herndon, Vice President
Director Jim Freeman
Director Jim Lieberman
Kirk Cloyd, General Manager
Penny Cuadras, Administrative Assistant

Absent:

Director Judy Mirbegian (Excused)

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by President Graham.

APPROVAL OF AGENDA

On a motion made by Director Lieberman and second by Director Herndon the Board unanimously approved the agenda.

EMPLOYEE RECOGNITION

The Board recognized Penny Cuadras for locating and pursuing the USBR grant.

PRESENTATIONS

Alyssa Gordon provided an overview of the 2017 Ground Water Monitoring Report.

CONSENT CALENDAR

On a motion made by Director Herndon and second by Director Lieberman the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of the Board of Directors Regular Board Meeting minutes for January 23, 2018
- (B) MINUTES: Approval of the Valley Oaks Project Committee Meeting minutes for January 30, 2018
- (C) MINUTES: Approval of the Personnel Committee Meeting minutes for February 13, 2018.
- (D) MINUTES: Approval of the Valley Oaks Project Committee minutes for February 13, 2018.

(E) DISBURSEMENTS: Check # 35147 - # 35215 including drafts and payroll for a total of \$523,620.37.

BOARD COMMITTEE REPORTS

Personnel Committee: Met Feb 13

Finance Committee: Scheduled to meet Feb 23

Emergency Preparedness Program Committee: Scheduled to meet Feb 22

Lake Water Use Agreement-Ad Hoc Committee: No Meeting Held

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

(for information only, no action anticipated)

STAFF REPORTS

(for information only, no action anticipated)

Financial Report:

Administration/Customer Services Report:

Field Operation Report:

ACWA State Legislative Committee: Alyssa Gordon provided an update on SB623

General Manager's Report: The General Manager discussed items in his report, and responded to all inquiries.

DISCUSSION:

Verizon Wireless Cell Tower update

Lake County Planning Commission will require Verizon Wireless to piggyback on the AT&T Cell Tower that is planned for Wild Diamond Vineyard. At this time Verizon Wireless will not be placing a Cell Tower on HVLCSD property. Members of the public expressed their support of the county's decision.

DISCUSSION AND POSSIBLE ACTION:

District gift policy

Staff are to develop a District Gift Policy and bring back to the Board for review and approval.

DISCUSSION AND POSSIBLE ACTION:

Adoption of Resolution 2018-01 authorizing HVLCSD to enter into a financial assistance agreement with the USBR, and designating a representative to execute the agreement.

On motion by Director Herndon and second by Director Freeman the Board unanimously approved Resolution 2018-01 authorizing HVLCSD to enter into a financial assistance agreement with the USBR, and designating General Manager Kirk Cloyd or his designee as the District representative to execute the agreement, by roll call vote.

No public comment.

Roll Call Vote:

AYES: (4) Directors Graham, Herndon, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Mirbegian

DISCUSSION AND POSSIBLE ACTION:

Director Benefit's Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

On motion by Director Herndon and second by Director Lieberman the Board unanimously approved to postpone indefinitely by roll call vote.

No public comment

Roll Call Vote:

AYES: (4) Directors Graham, Herndon, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Mirbegian

PUBLIC COMMENT

Members of the public acknowledged the newly appointed District Board President for a job well done for her first meeting.

BOARD MEMBER COMMENT

Members of the Board thanked staff for attending a scheduled meeting with Assemblymember Aguiar-Curry at the State Capitol.

CLOSED SESSION: The Board will call to order and recess to Closed Session to discuss the following item:

PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957.6: Review of the General Manager's contract provisions.

ADJOURNMENT

The Board of Directors went into closed session at 8: PM and adjourned at 9:16 PM. There was no reportable action.

Carolyn Graham, Date
President of the Board

Kirk Cloyd, Date
General Manager/Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
EMERGENCY PREPAREDNESS COMMITTEE REPORT
MEETING DATE: FEBRUARY 22, 2018**

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 Graham
Kirk Cloyd, GM
Penny Cuadras, Admin Assistant

CALL TO ORDER

The meeting was called to order at 1:06 PM by Director Graham.

APPROVAL OF AGENDA

Agenda was approved by Director Graham.

Discuss: 2018 Kick-Off Meeting

- A) Update New Committee on current status**
- B) Discuss future needs**

Staff discussed the Safety and Security concerns of the Administrative Office and Infrastructure of the District.

Staff provided an update regarding the Notice of Interests filed with Lake County HMGP.

Other items discussed:

- A. Concerns with the Bus Stop-Staff will contact Lake County Sheriff and the transit agency to bring additional information to this committee.
- B. Staff safety in golf carts while reading meters-Staff will research ways to make the golf carts more visible during meter reading and bring solutions to this committee.

PUBLIC COMMENT

There was no public comment

ADJOURNMENT

On a motion made by Director Graham the meeting was adjourned at 2:05 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: FEBRUARY 23, 2018**

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

Director Judy Mirbegian
Director Jim Freeman
General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Admin Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:01 PM by Director Mirbegian.

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Freeman the Committee unanimously approved the agenda.

Discuss Finance Committee Charter

Committee reviewed purposed Draft Committee Charter and recommend the following items be added as duties of the appointed Finance Committee Members;

- Primary signers of District Checks supported by the GM and other Directors
- Bank reconciliation to be the responsibility of the Finance Committee members and is to be alternated on a monthly basis

Discuss Mid-Year Budget

Following review and discussion the Committee recommend the purposed Mid-Year Budget be brought before the Board for approval.

Discuss CPS HR Consulting Draft Base Salary Report

Following review and discussion the Committee recommend the Draft Base Salary Report be presented to the full Board with the General Managers suggestion for adjustments to the Utility technician pay rate. Staff discussed succession planning and purposed two positions to be added to the budget.

PUBLIC COMMENT

No public present

BOARD MEMBER COMMENT

No Board comments

ADJOURNMENT

The meeting was adjourned at 1:19 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
VALLEY OAKS PROJECT SUB- COMMITTEE REPORT
MEETING DATE: February 27, 2018**

The Hidden Valley Lake Community Services District Valley Oaks Project Sub -Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present were:

Director Herndon
Kirk Cloyd, GM
Penny Cuadras, Administrative Assistant
Ken Porter, Developer

CALL TO ORDER

The meeting was called to order at 10:10 AM by Director Herndon.

APPROVAL OF AGENDA

Agenda was unanimously approved by Committee Members

DISCUSS:

Meet with Valley Oaks Engineer, Clifford Ruzicka

The Committee reviewed and discussed the maps of recycled water with Mr. Ruzicka and Mr. Porter. Clarification of layout and location was provided.

PUBLIC COMMENT

No Public present.

ITEMS FOR NEXT AGENDA

Next Scheduled Meeting: Tuesday March 27, 2018 at 10:00 AM

Items for discussion:

- Coastland cost analysis for easement and design
- Comparison of Golf Course need vs. Valley Oaks generated volume
- Water Balance Report

ADJOURNMENT

The meeting was adjourned at 11:59 am.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: March 1, 2018**

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

Director Judy Mirbegan
Director Jim Freeman
General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Admin Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:16 PM by Director Mirbegan.

APPROVAL OF AGENDA

On a motion made by Director Mirbegan and second by Director Freeman the Committee unanimously approved the agenda.

Discuss CPS HR Consulting Final Base Salary Study

Following discussion and review the Committee recommend to accept the CPS HR Consulting Final Base Salary Study, with the following suggested amendments;

- Exclude the General Manger from the Rate Study
- Water Resources Specialist Job Description by 4/30/2018

PUBLIC COMMENT

No public present

COMMITTEE MEMBER COMMENT

Director Mirbegan request the General Manger to provide a presentation on Merit Increases and COLA's at the next Regular Board Meeting

ADJOURNMENT

The meeting was adjourned at 1:21 p.m.

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	129.38
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,164.20
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	221.28
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	187.66
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,929.21
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,396.74
01-1723	ADVANCED ELECTRONIC SECUR			N		FUND TOTAL FOR VENDOR	132.00
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	442.50
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	409.24
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	797.50
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,321.51
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,372.09
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	487.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	55.44
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	396.09
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	2,461.67
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	109.11
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	365.14
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	950.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	6,389.96
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	123.00
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	104.66
01-2776	REAL GOODS SOLAR INC			N		FUND TOTAL FOR VENDOR	1,173.20
01-2788	GHD			N		FUND TOTAL FOR VENDOR	23,195.00

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
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,411.00
01-2817	MIKSIS SERVICES, INC.			N		FUND TOTAL FOR VENDOR	7,165.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,836.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.46
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	765.00
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	387.11
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	98.63
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,097.88
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	223.62
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	965.41
01-2927	TELEDYNE INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	4,591.37
01-2931	ARTISAN ELECTRIC			N		FUND TOTAL FOR VENDOR	550.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	186.38
01-82	E & M ELECTRIC & MACHINER			N		FUND TOTAL FOR VENDOR	530.89
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	2,054.37

*** FUND TOTALS ***

94,095.35

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#: 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	293.13
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	129.37
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,452.55
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	221.28
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	187.66
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	1,000.30
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,929.21
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,962.16
01-1723	ADVANCED ELECTRONIC SECUR			N		FUND TOTAL FOR VENDOR	132.00
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	442.50
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	409.23
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,897.06
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,372.07
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	607.00
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	487.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	27.77
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	396.09
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	61.67
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	109.11
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	365.10
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,765.97
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	123.00
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	104.66
01-2776	REAL GOODS SOLAR INC			N		FUND TOTAL FOR VENDOR	1,173.20

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
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,485.26
01-2819	SWRCB - DWOCP			N		FUND TOTAL FOR VENDOR	60.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,470.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.45
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	765.00
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	387.11
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	98.63
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,097.87
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	99.00
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	223.61
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2925	LIQUIVISION TECHNOLOGY IN			N		FUND TOTAL FOR VENDOR	9,002.25
01-2931	ARTISAN ELECTRIC			N		FUND TOTAL FOR VENDOR	550.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	186.37
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	6,691.20
*** FUND TOTALS ***							64,684.48

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#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-9	PACIFIC GAS & ELECTRIC CO			N	FUND TOTAL FOR VENDOR	123.52
*** FUND TOTALS ***						123.52

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	56,488.87
*** FUND TOTALS ***						56,488.87
*** REPORT TOTALS ***			215,392.22			215,392.22

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS	9.68
120 2090	PERS PAYABLE	1,971.32
120 2091	FIT PAYABLE	2,558.80
120 2092	CIT PAYABLE	923.64
120 2094	MEDICARE PAYABLE	418.94
120 2095	S D I PAYABLE	288.93
120 2099	DEFERRED COMP - 457 PLAN	765.00
120 5-00-5025	RETIREE HEALTH BENEFITS	1,745.73
120 5-00-5060	GASOLINE, OIL & FUEL	1,097.88
120 5-00-5061	VEHICLE MAINT	213.77
120 5-00-5074	INSURANCE	3,182.78
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	927.26
120 5-00-5122	ENGINEERING SERVICES	8,885.75
120 5-00-5123	OTHER PROFESSIONAL SERVICES	442.50
120 5-00-5130	PRINTING & PUBLICATION	470.21
120 5-00-5145	EQUIPMENT RENTAL	2,593.15
120 5-00-5148	OPERATING SUPPLIES	1,210.28
120 5-00-5150	REPAIR & REPLACE	2,957.18
120 5-00-5155	MAINT BLDG & GROUNDS	649.17
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5157	SECURITY	132.00
120 5-00-5191	TELEPHONE	803.75
120 5-00-5192	ELECTRICITY	2,054.37
120 5-00-5193	OTHER UTILITIES	187.66
120 5-00-5194	IT SERVICES	625.89
120 5-00-5195	ENV/MONITORING	2,836.00
120 5-00-5310	EQUIPMENT - FIELD	65.13
120 5-00-5312	TOOLS - FIELD	23.38

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 5-00-5315	SAFETY EQUIPMENT	516.00
120 5-00-5545	RECORDING FEES	104.00
120 5-10-5010	SALARIES & WAGES	269.40
120 5-10-5020	EMPLOYEE BENEFITS	6,275.44
120 5-10-5021	RETIREMENT BENEFITS	3,592.48
120 5-10-5090	OFFICE SUPPLIES	392.40
120 5-10-5170	TRAVEL MILEAGE	147.70
120 5-10-5175	EDUCATION / SEMINARS	1,478.70
120 5-10-5179	ADM MISC EXPENSES	102.96
120 5-30-5010	SALARIES & WAGES	149.60
120 5-30-5020	EMPLOYEE BENEFITS	2,947.68
120 5-30-5021	RETIREMENT BENEFITS	2,900.49
120 5-30-5090	OFFICE SUPPLIES	98.82
120 5-40-5020	DIRECTOR BENEFITS	3,261.45
120 5-60-6006	PW LKHVF83	32,455.58
	** FUND TOTAL **	94,095.35
130 1052	ACCTS REC WATER USE	293.13
130 2088	SURVIVOR BENEFITS - PERS	10.78
130 2090	PERS PAYABLE	2,225.16
130 2091	FIT PAYABLE	3,030.00
130 2092	CIT PAYABLE	1,101.45
130 2094	MEDICARE PAYABLE	466.11
130 2095	S D I PAYABLE	321.45
130 2099	DEFERRED COMP - PLAN 457 PAYAB	765.00
130 5-00-5025	RETIREE HEALTH BENEFITS	1,745.73
130 5-00-5060	GASOLINE, OIL & FUEL	1,097.87
130 5-00-5061	VEHICLE MAINT	213.77
130 5-00-5074	INSURANCE	3,182.78
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
130 5-00-5092	POSTAGE & SHIPPING	927.24
130 5-00-5123	OTHER PROFESSIONAL SERVICES	442.50
130 5-00-5124	WATER RIGHTS	1,000.30
130 5-00-5130	PRINTING & PUBLICATION	470.20
130 5-00-5145	EQUIPMENT RENTAL	193.14
130 5-00-5148	OPERATING SUPPLIES	199.20
130 5-00-5150	REPAIR & REPLACE	14,102.20
130 5-00-5155	MAINT BLDG & GROUNDS	649.17
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5157	SECURITY	132.00
130 5-00-5191	TELEPHONE	7,494.94
130 5-00-5193	OTHER UTILITIES	187.66
130 5-00-5194	IT SERVICES	194.00
130 5-00-5195	ENV/MONITORING	1,470.00
130 5-00-5310	EQUIPMENT - FIELD	65.13
130 5-00-5312	TOOLS - FIELD	23.37
130 5-00-5315	SAFETY EQUIPMENT	515.98

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	: 2/01/2018 THRU 2/28/2018	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: FEBRUARY 28TH, 2018

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,279,509.00	248,093.75	981,998.43	297,510.57	76.75
TOTAL REVENUES	1,279,509.00	248,093.75	981,998.43	297,510.57	76.75
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	520,588.00	24,467.93	373,797.87	146,790.13	71.80
ADMINISTRATION	447,486.00	30,837.44	235,834.95	211,651.05	52.70
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	262,904.80	16,412.90	158,646.77	104,258.03	60.34
DIRECTORS	43,356.00	3,406.45	29,848.83	13,507.17	68.85
TOTAL EXPENDITURES	1,274,334.80	75,124.72	798,128.42	476,206.38	62.63
REVENUES OVER/(UNDER) EXPENDITURES	5,174.20	172,969.03	183,870.01	(178,695.81)	3,553.59

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

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	700.00 (200.00)	140.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	7,000.00	4,405.65	4,405.65	2,594.35	62.94
120-4050 SALES OF RECLAIMED WATER	90,000.00	1,364.88	93,116.72 (3,116.72)	103.46
120-4111 COMM SEWER USE	26,868.00	2,459.80	21,853.62	5,014.38	81.34
120-4112 GOV'T SEWER USE	590.00	58.77	523.28	66.72	88.69
120-4116 SEWER USE CHARGES	1,153,051.00	85,617.28	683,341.24	469,709.76	59.26
120-4210 LATE FEE	0.00	0.00	50.20 (50.20)	0.00
120-4300 MISC INCOME	1,000.00	18,626.88	19,195.59 (18,195.59)	1,919.56
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4320 FEMA/CalOES Grants	0.00	0.00	0.00	0.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	500.00	5.39	417.83	82.17	83.57
120-4580 TRANSFERS IN	0.00	135,555.10	158,394.30 (158,394.30)	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	1,279,509.00	248,093.75	981,998.43	297,510.57	76.75
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	16.86 (16.86)	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	0.00	11,103.95 (1,603.95)	116.88
120-5-00-5025 RETIREE HEALTH BENEFITS	10,500.00	872.85	6,711.54	3,788.46	63.92
120-5-00-5026 COBRA Health & Dental	0.00	0.00 (33.72)	33.72	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	8,000.00	1,097.88	5,614.64	2,385.36	70.18
120-5-00-5061 VEHICLE MAINT	7,500.00	213.77	7,207.25	292.75	96.10
120-5-00-5062 TAXES & LIC	500.00	0.00	708.68 (208.68)	141.74
120-5-00-5074 INSURANCE	18,000.00	3,182.78	23,794.18 (5,794.18)	132.19
120-5-00-5075 BANK FEES	13,400.00	1,247.32	9,383.29	4,016.71	70.02
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	5,000.00	870.80	5,907.61 (907.61)	118.15
120-5-00-5092 POSTAGE & SHIPPING	5,000.00	926.51	4,283.46	716.54	85.67
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	10,000.00	0.00	2,700.00	7,300.00	27.00
120-5-00-5122 ENGINEERING SERVICES	27,000.00	8,885.75	15,002.98	11,997.02	55.57
120-5-00-5123 OTHER PROFESSIONAL SERVICE	90,000.00	442.50	17,578.77	72,421.23	19.53
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,800.00	1,700.00	77.33
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	470.21	2,341.63	2,658.37	46.83
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 (7,169.75)	9,740.08 (4,740.08)	194.80
120-5-00-5148 OPERATING SUPPLIES	18,000.00	1,210.28	14,746.12	3,253.88	81.92
120-5-00-5150 REPAIR & REPLACE	100,000.00	2,957.18	52,483.35	47,516.65	52.48
120-5-00-5155 MAINT BLDG & GROUNDS	10,000.00	649.17	3,275.05	6,724.95	32.75
120-5-00-5156 CUSTODIAL SERVICES	15,150.00	1,262.50	10,100.00	5,050.00	66.67
120-5-00-5157 SECURITY	5,000.00	132.00	396.00	4,604.00	7.92
120-5-00-5160 SLUDGE DISPOSAL	26,000.00	0.00	27,664.58 (1,664.58)	106.40
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	8,500.00	803.75	7,547.13	952.87	88.79
120-5-00-5192 ELECTRICITY	37,888.00	2,054.37	70,295.25 (32,407.25)	185.53
120-5-00-5193 OTHER UTILITIES	2,600.00	187.66	1,303.56	1,296.44	50.14
120-5-00-5194 IT SERVICES	24,500.00	625.89	27,860.03 (3,360.03)	113.71
120-5-00-5195 ENV/MONITORING	32,000.00	2,836.00	20,913.70	11,086.30	65.36
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	1,722.00	278.00	86.10
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	65.13	112.86	1,387.14	7.52
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	148.13	1,151.87	11.39
120-5-00-5312 TOOLS - FIELD	1,000.00	23.38	23.38	976.62	2.34
120-5-00-5315 SAFETY EQUIPMENT	2,500.00	516.00	3,118.03 (618.03)	124.72
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	104.00	227.50	22.50	91.00
120-5-00-5580 TRANSFERS OUT	0.00	0.00	4,000.00 (4,000.00)	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	10,000.00	0.00	0.00	10,000.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	520,588.00	24,467.93	373,797.87	146,790.13	71.80

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

120-SEWER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	311,436.00	18,686.22	146,423.79	165,012.21	47.02
120-5-10-5020 EMPLOYEE BENEFITS	74,000.00	6,436.98	53,684.55	20,315.45	72.55
120-5-10-5021 RETIREMENT BENEFITS	51,500.00	3,592.48	30,475.97	21,024.03	59.18
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	392.40	2,517.60	1,482.40	62.94
120-5-10-5170 TRAVEL MILEAGE	1,200.00	147.70	478.66	721.34	39.89
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	1,478.70	2,067.69	2,932.31	41.35
120-5-10-5179 ADM MISC EXPENSES	350.00	102.96	186.69	163.31	53.34
TOTAL ADMINISTRATION	447,486.00	30,837.44	235,834.95	211,651.05	52.70

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

120-SEWER ENTERPRISE FUND
OFFICE
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	170,302.80	10,465.91	100,304.12	69,998.68	58.90
120-5-30-5020 EMPLOYEE BENEFITS	48,304.00	2,947.68	28,945.79	19,358.21	59.92
120-5-30-5021 RETIREMENT BENEFITS	35,498.00	2,900.49	24,960.44	10,537.56	70.32
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,227.86	572.14	68.21
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	435.00	1,065.00	29.00
120-5-30-5090 OFFICE SUPPLIES	2,000.00	98.82	339.20	1,660.80	16.96
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	509.36 (9.36)	101.87
120-5-30-5175 EDUCATION / SEMINARS	3,000.00	0.00	1,925.00	1,075.00	64.17
TOTAL FIELD	262,904.80	16,412.90	158,646.77	104,258.03	60.34

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

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	145.00	1,237.70	1,762.30	41.26
120-5-40-5020 DIRECTOR BENEFITS	100.00	0.00	34.15	65.85	34.15
120-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,261.45	28,144.35	10,411.65	73.00
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	132.63	67.37	66.32
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	300.00	1,200.00	20.00
TOTAL DIRECTORS	43,356.00	3,406.45	29,848.83	13,507.17	68.85
TOTAL EXPENDITURES	1,274,334.80	75,124.72	798,128.42	476,206.38	62.63
REVENUES OVER/(UNDER) EXPENDITURES	5,174.20	172,969.03	183,870.01	(178,695.81)	3,553.59

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,677,221.00	140,040.68	982,177.26	695,043.74	58.56
TOTAL REVENUES	1,677,221.00	140,040.68	982,177.26	695,043.74	58.56
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	762,170.00	38,436.58	413,665.83	348,504.17	54.27
ADMINISTRATION	298,266.40	30,362.43	236,355.37	61,911.03	79.24
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	304,030.80	20,165.89	183,982.54	120,048.26	60.51
DIRECTORS	43,656.00	3,416.45	29,935.96	13,720.04	68.57
TOTAL EXPENDITURES	1,408,123.20	92,381.35	863,939.70	544,183.50	61.35
REVENUES OVER/(UNDER) EXPENDITURES	269,097.80	47,659.33	118,237.56	150,860.24	43.94

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	2,070.00	9,315.00	3,685.00	71.65
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	0.00	340.00	660.00	34.00
130-4040 RECORDING FEE	100.00	0.00	405.86 (305.86)	405.86
130-4045 AVAILABILITY FEES	25,000.00	18,514.35	18,514.35	6,485.65	74.06
130-4110 COMM WATER USE	84,081.00	5,193.05	64,770.12	19,310.88	77.03
130-4112 GOV'T WATER USE	6,101.00	374.56	3,606.79	2,494.21	59.12
130-4115 WATER USE	1,516,739.00	92,930.52	843,564.99	673,174.01	55.62
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	28,000.00	2,269.65	20,754.62	7,245.38	74.12
130-4215 RETURNED CHECK FEE	1,200.00	50.00	700.00	500.00	58.33
130-4300 MISC INCOME	1,500.00	18,626.88	19,600.63 (18,100.63)	1,306.71
130-4310 OTHER INCOME	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	500.00	11.67	604.90 (104.90)	120.98
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	1,677,221.00	140,040.68	982,177.26	695,043.74	58.56
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HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	16.86 (16.86)	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	0.00	11,103.94 (1,603.94)	116.88
130-5-00-5025 RETIREE HEALTH BENEFITS	10,400.00	872.88	10,045.00	355.00	96.59
130-5-00-5026 COBRA Health & Dental	0.00	0.00 (33.72)	33.72	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	6,000.00	1,097.87	4,545.42	1,454.58	75.76
130-5-00-5061 VEHICLE MAINT	7,500.00	213.77	7,022.96	477.04	93.64
130-5-00-5062 TAXES & LIC	1,200.00	0.00	708.65	491.35	59.05
130-5-00-5074 INSURANCE	25,000.00	3,182.78	23,794.19	1,205.81	95.18
130-5-00-5075 BANK FEES	13,400.00	1,247.30	9,383.14	4,016.86	70.02
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	21,000.00	3,339.20	20,634.00	366.00	98.26
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	926.49	4,283.41	1,716.59	71.39
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	0.00	2,700.00	7,300.00	27.00
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	297.50	59,702.50	0.50
130-5-00-5123 OTHER PROFESSIONAL SERVICE	35,000.00	442.50	17,578.74	17,421.26	50.22
130-5-00-5124 WATER RIGHTS	70,000.00	1,000.30	2,397.80	67,602.20	3.43
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,800.00	1,700.00	77.33
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	470.20	2,341.58	5,408.42	30.21
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	17,500.00	193.14	1,935.50	15,564.50	11.06
130-5-00-5148 OPERATING SUPPLIES	1,400.00	199.20	2,248.69 (848.69)	160.62
130-5-00-5150 REPAIR & REPLACE	185,000.00	14,102.20	96,942.51	88,057.49	52.40
130-5-00-5155 MAINT BLDG & GROUNDS	8,509.00	649.17	10,872.75 (2,363.75)	127.78
130-5-00-5156 CUSTODIAL SERVICES	3,750.00	312.50	2,500.00	1,250.00	66.67
130-5-00-5157 SECURITY	5,000.00	132.00	396.00	4,604.00	7.92
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	9,100.00	7,494.94	14,238.21 (5,138.21)	156.46
130-5-00-5192 ELECTRICITY	107,711.00	0.00	90,314.59	17,396.41	83.85
130-5-00-5193 OTHER UTILITIES	2,200.00	187.66	1,303.70	896.30	59.26
130-5-00-5194 IT SERVICES	24,500.00	194.00	27,797.07 (3,297.07)	113.46
130-5-00-5195 ENV/MONITORING	15,000.00	1,470.00	7,844.44	7,155.56	52.30
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	25,488.50	4,511.50	84.96
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	65.13	112.86	1,887.14	5.64
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	2,000.00	23.37	23.37	1,976.63	1.17
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	515.98	1,912.47	587.53	76.50
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	6,888.20	2,111.80	76.54
130-5-00-5545 RECORDING FEES	250.00	104.00	227.50	22.50	91.00
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
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	45,000.00	0.00	0.00	45,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	762,170.00	38,436.58	413,665.83	348,504.17	54.27

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	166,418.40	18,686.37	147,606.57	18,811.83	88.70
130-5-10-5020 EMPLOYEE BENEFITS	70,000.00	6,436.93	53,434.59	16,565.41	76.34
130-5-10-5021 RETIREMENT BENEFITS	40,498.00	3,592.42	29,908.06	10,589.94	73.85
130-5-10-5063 CERTIFICATIONS	0.00	0.00	80.00 (80.00)	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	392.36	2,466.30	1,533.70	61.66
130-5-10-5170 TRAVEL MILEAGE	3,000.00	147.70	478.63	2,521.37	15.95
130-5-10-5175 EDUCATION / SEMINARS	5,000.00	1,003.69	2,194.56	2,805.44	43.89
130-5-10-5179 ADM MISC EXPENSES	350.00	102.96	186.66	163.34	53.33
130-5-10-5505 WATER CONSERVATION	9,000.00	0.00	0.00	9,000.00	0.00
TOTAL ADMINISTRATION	298,266.40	30,362.43	236,355.37	61,911.03	79.24

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

130-WATER ENTERPRISE FUND
OFFICE
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	211,538.80	13,760.21	124,762.14	86,776.66	58.98
130-5-30-5020 EMPLOYEE BENEFITS	39,094.00	3,025.72	29,397.00	9,697.00	75.20
130-5-30-5021 RETIREMENT BENEFITS	46,498.00	3,221.15	27,871.23	18,626.77	59.94
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,227.83	572.17	68.21
130-5-30-5063 CERTIFICATIONS	600.00	60.00	145.00	455.00	24.17
130-5-30-5090 OFFICE SUPPLIES	1,000.00	98.81	290.49	709.51	29.05
130-5-30-5170 TRAVEL MILEAGE	500.00	0.00	171.38	328.62	34.28
130-5-30-5175 EDUCATION / SEMINARS	3,000.00	0.00	117.47	2,882.53	3.92
TOTAL FIELD	304,030.80	20,165.89	183,982.54	120,048.26	60.51

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2018

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	155.00	1,322.95	1,677.05	44.10
130-5-40-5020 DIRECTOR BENEFITS	100.00	0.00	36.05	63.95	36.05
130-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,261.45	28,144.35	10,411.65	73.00
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	500.00	0.00	132.61	367.39	26.52
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	300.00	1,200.00	20.00
TOTAL DIRECTORS	43,656.00	3,416.45	29,935.96	13,720.04	68.57
TOTAL EXPENDITURES	1,408,123.20	92,381.35	863,939.70	544,183.50	61.35
REVENUES OVER/(UNDER) EXPENDITURES	269,097.80	47,659.33	118,237.56	150,860.24	43.94

*** END OF REPORT ***

TEMPORARY INVESTMENTS

AS OF February 28, 2018

	Fund	LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	68,222.13	52,195.27	120,417.39	120,417.39
130	Water Operating Fund	101,670.82	42,808.40	144,479.23	144,479.23
215	1995-2 Redemption	61,693.29	199,611.80	261,305.09	261,305.09
218	CIEDB Redemption	11,672.40	(0.01)	11,672.39	11,672.39
219	USDARUS Solar Loan (Sewer)	830.72	79,174.15	80,004.87	80,004.87
313	Wastewater Cap Fac Reserved	262,284.66	65,652.75	327,937.41	327,937.41
314	Wastewater Cap Fac Unrestricted	264,982.18	63,390.47	328,372.65	328,372.65
319	Solar Reserve	-	31,253.03	31,253.03	31,253.03
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	173,571.60	-	173,571.60	173,571.60
711	Bond Administration	27,529.89	4,757.56	32,287.45	32,287.45
	TOTAL	972,457.69	538,843.43	1,511,301.12	1,511,301.12

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

CHECK DATE: 2/01/2018 THRU 2/28/2018
 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	2/01/2018	BANK-DRAFT		Solar Interest	8,242.50	CLEARED	G	2/05/2018
1010	2/01/2018	BANK-DRAFT000001		Solar Interest Payment	8,242.50	CLEARED	G	2/05/2018
1010	2/02/2018	BANK-DRAFT000153		CALIFORNIA PUBLIC EMPLOYEES RE	4,607.13CR	CLEARED	A	2/05/2018
1010	2/02/2018	BANK-DRAFT000154		NATIONWIDE RETIREMENT SOLUTION	765.00CR	CLEARED	A	2/02/2018
1010	2/02/2018	BANK-DRAFT000155		STATE OF CALIFORNIA EDD	2,498.02CR	CLEARED	A	2/02/2018
1010	2/02/2018	BANK-DRAFT000156		US DEPARTMENT OF THE TREASURY	3,782.63CR	CLEARED	A	2/02/2018
1010	2/16/2018	BANK-DRAFT000157		CALIFORNIA PUBLIC EMPLOYEES RE	4,611.44CR	CLEARED	A	2/20/2018
1010	2/16/2018	BANK-DRAFT000158		NATIONWIDE RETIREMENT SOLUTION	765.00CR	CLEARED	A	2/16/2018
1010	2/16/2018	BANK-DRAFT000159		STATE OF CALIFORNIA EDD	2,118.73CR	CLEARED	A	2/16/2018
1010	2/16/2018	BANK-DRAFT000160		US DEPARTMENT OF THE TREASURY	3,576.27CR	CLEARED	A	2/16/2018
1010	2/28/2018	BANK-DRAFT		Adj Mo End Fed Tax payment	45.90	CLEARED	G	2/28/2018
CHECK:								
1010	2/02/2018	CHECK	035216	ALPHA ANALYTICAL LABORATORIES	507.00CR	CLEARED	A	2/07/2018
1010	2/02/2018	CHECK	035217	ALYSSA GORDON	30.84CR	CLEARED	A	2/06/2018
1010	2/02/2018	CHECK	035218	AT&T	64.64CR	CLEARED	A	2/08/2018
1010	2/02/2018	CHECK	035219	GHD	1,284.50CR	CLEARED	A	2/07/2018
1010	2/02/2018	CHECK	035220	MEDIACOM	442.56CR	CLEARED	A	2/14/2018
1010	2/02/2018	CHECK	035221	OFFICE DEPOT	143.46CR	CLEARED	A	2/13/2018
1010	2/02/2018	CHECK	035222	SPECIAL DISTRICT RISK MANAGEME	6,365.56CR	CLEARED	A	2/08/2018
1010	2/09/2018	CHECK	035223	U.S. BANK	56,488.87CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035224	ACTION SANITARY, INC.	123.34CR	CLEARED	A	2/14/2018
1010	2/09/2018	CHECK	035225	ACWA/JPIA	818.47CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035226	ALPHA ANALYTICAL LABORATORIES	858.00CR	CLEARED	A	2/14/2018
1010	2/09/2018	CHECK	035227	ALYSSA GORDON	166.42CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035228	ARMED FORCE PEST CONTROL, INC.	975.00CR	CLEARED	A	2/20/2018
1010	2/09/2018	CHECK	035229	ARTISAN ELECTRIC	1,100.00CR	CLEARED	A	2/12/2018
1010	2/09/2018	CHECK	035230	BADGER METER	99.00CR	CLEARED	A	2/15/2018
1010	2/09/2018	CHECK	035231	BARTLEY PUMP, INC.	797.50CR	CLEARED	A	2/14/2018
1010	2/09/2018	CHECK	035232	E & M ELECTRIC & MACHINERY, IN	530.89CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035233	GHD	14,309.25CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035234	HARDESTER'S MARKETS & HARDWARE	83.21CR	CLEARED	A	2/14/2018
1010	2/09/2018	CHECK	035235	GARDENS BY JILLIAN	200.00CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035236	NAPA AUTO PARTS	209.32CR	CLEARED	A	2/14/2018
1010	2/09/2018	CHECK	035237	NBS GOVERNMENT FINANCE GROUP	885.00CR	CLEARED	A	2/16/2018
1010	2/09/2018	CHECK	035238	OFFICE DEPOT	372.54CR	CLEARED	A	2/21/2018
1010	2/09/2018	CHECK	035239	PACE SUPPLY CORP	59.11CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035240	PACIFIC GAS & ELECTRIC COMPANY	8,869.09CR	CLEARED	A	2/14/2018
1010	2/09/2018	CHECK	035241	SOUTH LAKE REFUSE COMPANY	375.32CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035242	SPECIAL DISTRICT RISK MANAGEME	25,492.86CR	CLEARED	A	2/15/2018
1010	2/09/2018	CHECK	035243	STREAMLINE	200.00CR	CLEARED	A	2/14/2018
1010	2/09/2018	CHECK	035244	TELSTAR INSTRUMENTS, INC	607.00CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035245	THATCHER COMPANY, INC.	965.41CR	CLEARED	A	2/13/2018
1010	2/09/2018	CHECK	035246	DIKLICH, BRIAN P	77.31CR	CLEARED	A	2/26/2018

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

CHECK DATE: 2/01/2018 THRU 2/28/2018
 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	2/09/2018	CHECK	035247	ROWSER, AARON D	4.51CR	CLEARED	A	3/06/2018
1010	2/09/2018	CHECK	035248	BOYD, MATTHEW	76.99CR	CLEARED	A	2/15/2018
1010	2/16/2018	CHECK	035249	ADVANCED ELECTRONIC SECURITY S	264.00CR	OUTSTND	A	0/00/0000
1010	2/16/2018	CHECK	035250	ALPHA ANALYTICAL LABORATORIES	1,050.00CR	CLEARED	A	2/22/2018
1010	2/16/2018	CHECK	035251	VOID CHECK	0.00	CLEARED	A	2/16/2018
1010	2/16/2018	CHECK	035252	AT&T	308.11CR	CLEARED	A	2/21/2018
1010	2/16/2018	CHECK	035253	CALIFORNIA PUBLIC EMPLOYEES FI	8,304.91CR	CLEARED	A	2/22/2018
1010	2/16/2018	CHECK	035254	CARDMEMBER SERVICE	4,896.26CR	CLEARED	A	2/23/2018
1010	2/16/2018	CHECK	035255	DATAPROSE	2,744.16CR	CLEARED	A	2/21/2018
1010	2/16/2018	CHECK	035256	GHD	1,331.00CR	CLEARED	A	2/21/2018
1010	2/16/2018	CHECK	035257	PACE SUPPLY CORP	8,096.82CR	CLEARED	A	2/21/2018
1010	2/16/2018	CHECK	035258	PETTY CASH REIMBURSEMENT	258.75CR	CLEARED	A	2/16/2018
1010	2/16/2018	CHECK	035259	ST HELENA HOSPITAL dba JOBCARE	246.00CR	CLEARED	A	2/21/2018
1010	2/16/2018	CHECK	035260	TELEDYNE INSTRUMENTS, INC.	4,591.37CR	CLEARED	A	2/21/2018
1010	2/16/2018	CHECK	035261	WAGNER & BONSIGNORE	1,000.30CR	CLEARED	A	2/22/2018
1010	2/16/2018	CHECK	035262	WESTGATE PETROLEUM CO., INC.	2,195.75CR	CLEARED	A	2/21/2018
1010	2/16/2018	CHECK	035263	WALLENSTEIN, DAVID I	8.08CR	CLEARED	A	2/22/2018
1010	2/23/2018	CHECK	035264	ACTION SANITARY, INC.	2,400.00CR	CLEARED	A	3/01/2018
1010	2/23/2018	CHECK	035265	ALPHA ANALYTICAL LABORATORIES	1,891.00CR	CLEARED	A	2/28/2018
1010	2/23/2018	CHECK	035266	B & G TIRES OF MIDDLETOWN	218.22CR	CLEARED	A	3/07/2018
1010	2/23/2018	CHECK	035267	BENNETT SOLUTIONS	447.23CR	CLEARED	A	3/02/2018
1010	2/23/2018	CHECK	035268	GHD	6,270.25CR	CLEARED	A	2/28/2018
1010	2/23/2018	CHECK	035269	LIQUIVISION TECHNOLOGY INC.	9,002.25CR	CLEARED	A	2/28/2018
1010	2/23/2018	CHECK	035270	MICHELLE HAMILTON	625.00CR	OUTSTND	A	0/00/0000
1010	2/23/2018	CHECK	035271	MIKSIS SERVICES, INC.	7,165.00CR	CLEARED	A	2/26/2018
1010	2/23/2018	CHECK	035272	OFFICE DEPOT	214.24CR	CLEARED	A	3/06/2018
1010	2/23/2018	CHECK	035273	REAL GOODS SOLAR INC	2,346.40CR	CLEARED	A	2/28/2018
1010	2/23/2018	CHECK	035274	REDFORD SERVICES	950.00CR	OUTSTND	A	0/00/0000
1010	2/23/2018	CHECK	035275	RICOH USA, INC.	386.29CR	CLEARED	A	3/01/2018
1010	2/23/2018	CHECK	035276	SMITH CONSTRUCTION	774.22CR	OUTSTND	A	0/00/0000
1010	2/23/2018	CHECK	035277	SWRCB - DWCP	60.00CR	CLEARED	A	3/05/2018
1010	2/23/2018	CHECK	035278	TYLER TECHNOLOGY	121.00CR	CLEARED	A	3/01/2018
1010	2/23/2018	CHECK	035279	VERIZON WIRELESS	792.18CR	CLEARED	A	3/02/2018
1010	2/23/2018	CHECK	035280	EARL, JOHN A	12.74CR	OUTSTND	A	0/00/0000
1010	2/23/2018	CHECK	035281	FELCHER, LONNIE	96.02CR	CLEARED	A	3/06/2018
1010	2/23/2018	CHECK	035282	LUSSEN, RICHARD	2.61CR	OUTSTND	A	0/00/0000
1010	2/23/2018	CHECK	035283	MURPHY, BRENDAN	14.87CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	2/01/2018	DEPOSIT		CREDIT CARD 2/01/2018	1,525.32	CLEARED	C	2/05/2018
1010	2/01/2018	DEPOSIT	000001	CREDIT CARD 2/01/2018	299.55	CLEARED	C	2/05/2018
1010	2/01/2018	DEPOSIT	000002	REGULAR DAILY POST 2/01/2018	2,343.04	CLEARED	C	2/02/2018
1010	2/02/2018	DEPOSIT		CREDIT CARD 2/02/2018	2,645.71	CLEARED	C	2/05/2018
1010	2/02/2018	DEPOSIT	000001	REGULAR DAILY POST 2/02/2018	3,687.00	CLEARED	C	2/02/2018

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

CHECK DATE: 2/01/2018 THRU 2/28/2018
 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	2/02/2018	DEPOSIT	000002	REGULAR DAILY POST 2/02/2018	13,406.00	CLEARED	C	2/05/2018
1010	2/02/2018	DEPOSIT	000003	CREDIT CARD 2/02/2018	1,474.77	CLEARED	C	2/05/2018
1010	2/02/2018	DEPOSIT	000004	REGULAR DAILY POST 2/02/2018	1,396.58	CLEARED	C	2/05/2018
1010	2/05/2018	DEPOSIT		CREDIT CARD 2/05/2018	1,448.75	CLEARED	C	2/05/2018
1010	2/05/2018	DEPOSIT	000001	CREDIT CARD 2/05/2018	1,171.68	CLEARED	C	2/06/2018
1010	2/05/2018	DEPOSIT	000002	CREDIT CARD 2/05/2018	699.39	CLEARED	C	2/07/2018
1010	2/05/2018	DEPOSIT	000003	CREDIT CARD 2/05/2018	2,298.36	CLEARED	C	2/08/2018
1010	2/05/2018	DEPOSIT	000004	REGULAR DAILY POST 2/05/2018	7,734.56	CLEARED	C	2/06/2018
1010	2/06/2018	DEPOSIT		CREDIT CARD 2/06/2018	1,380.41	CLEARED	C	2/08/2018
1010	2/06/2018	DEPOSIT	000001	CREDIT CARD 2/06/2018	4,081.28	CLEARED	C	2/09/2018
1010	2/06/2018	DEPOSIT	000002	REGULAR DAILY POST 2/06/2018	3,153.80	CLEARED	C	2/07/2018
1010	2/06/2018	DEPOSIT	000003	CREDIT CARD 2/06/2018	254.48	CLEARED	C	2/09/2018
1010	2/07/2018	DEPOSIT		CREDIT CARD 2/07/2018	1,474.02	CLEARED	C	2/09/2018
1010	2/07/2018	DEPOSIT	000001	CREDIT CARD 2/07/2018	6,046.86	CLEARED	C	2/12/2018
1010	2/07/2018	DEPOSIT	000002	REGULAR DAILY POST 2/07/2018	9,217.42	CLEARED	C	2/08/2018
1010	2/07/2018	DEPOSIT	000003	CREDIT CARD 2/07/2018	3,498.03	CLEARED	C	2/12/2018
1010	2/08/2018	DEPOSIT		CREDIT CARD 2/08/2018	467.11	CLEARED	C	2/12/2018
1010	2/08/2018	DEPOSIT	000001	CREDIT CARD 2/08/2018	1,308.02	CLEARED	C	2/12/2018
1010	2/08/2018	DEPOSIT	000002	REGULAR DAILY POST 2/08/2018	6,572.58	CLEARED	C	2/09/2018
1010	2/09/2018	DEPOSIT		CREDIT CARD 2/09/2018	2,154.20	CLEARED	C	2/12/2018
1010	2/09/2018	DEPOSIT	000001	CREDIT CARD 2/09/2018	380.92	CLEARED	C	2/12/2018
1010	2/09/2018	DEPOSIT	000002	REGULAR DAILY POST 2/09/2018	5,644.59	CLEARED	C	2/12/2018
1010	2/09/2018	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	92.30CR	CLEARED	U	2/13/2018
1010	2/09/2018	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	102.07CR	CLEARED	U	2/26/2018
1010	2/09/2018	DEPOSIT	000005	DAILY PAYMENT POSTING	102.07	CLEARED	U	2/26/2018
1010	2/12/2018	DEPOSIT		CREDIT CARD 2/12/2018	1,135.43	CLEARED	C	2/13/2018
1010	2/12/2018	DEPOSIT	000001	CREDIT CARD 2/12/2018	834.95	CLEARED	C	2/13/2018
1010	2/12/2018	DEPOSIT	000002	CREDIT CARD 2/12/2018	777.27	CLEARED	C	2/14/2018
1010	2/12/2018	DEPOSIT	000003	Transfer MM to Checking	56,488.87	CLEARED	G	2/12/2018
1010	2/12/2018	DEPOSIT	000004	Transfer G.Simpson payable	117,555.10	CLEARED	G	2/13/2018
1010	2/12/2018	DEPOSIT	000005	CREDIT CARD 2/12/2018	849.43	CLEARED	C	2/15/2018
1010	2/12/2018	DEPOSIT	000006	REGULAR DAILY POST 2/12/2018	13,792.01	CLEARED	C	2/13/2018
1010	2/12/2018	DEPOSIT	000007	DAILY PAYMENT POSTING - ADJ	45.87CR	CLEARED	U	2/27/2018
1010	2/12/2018	DEPOSIT	000008	DAILY PAYMENT POSTING	45.87	CLEARED	U	2/27/2018
1010	2/13/2018	DEPOSIT		CREDIT CARD 2/13/2018	772.55	CLEARED	C	2/15/2018
1010	2/13/2018	DEPOSIT	000001	CREDIT CARD 2/13/2018	1,276.93	CLEARED	C	2/16/2018
1010	2/13/2018	DEPOSIT	000002	REGULAR DAILY POST 2/13/2018	1,903.37	CLEARED	C	2/14/2018
1010	2/14/2018	DEPOSIT		CREDIT CARD 2/14/2018	900.66	CLEARED	C	2/16/2018
1010	2/14/2018	DEPOSIT	000001	CREDIT CARD 2/14/2018	1,067.84	CLEARED	C	2/20/2018
1010	2/14/2018	DEPOSIT	000002	REGULAR DAILY POST 2/14/2018	4,665.00	CLEARED	C	2/15/2018
1010	2/15/2018	DEPOSIT		CREDIT CARD 2/15/2018	990.72	CLEARED	C	2/20/2018
1010	2/15/2018	DEPOSIT	000001	To cover Teledyne/PACE AP	18,000.00	CLEARED	G	2/15/2018
1010	2/15/2018	DEPOSIT	000002	CREDIT CARD 2/15/2018	1,937.69	CLEARED	C	2/20/2018
1010	2/15/2018	DEPOSIT	000003	REGULAR DAILY POST 2/15/2018	5,107.95	CLEARED	C	2/16/2018

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

CHECK DATE: 2/01/2018 THRU 2/28/2018
 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	2/15/2018	DEPOSIT	000004	DRAFT POSTING	9,769.35	CLEARED	U	2/16/2018
1010	2/15/2018	DEPOSIT	000005	CC DRAFT POSTING	14,268.88	CLEARED	U	2/20/2018
1010	2/16/2018	DEPOSIT		CREDIT CARD 2/16/2018	2,476.98	CLEARED	C	2/20/2018
1010	2/16/2018	DEPOSIT	000001	CREDIT CARD 2/16/2018	4,150.95	CLEARED	C	2/20/2018
1010	2/16/2018	DEPOSIT	000002	REGULAR DAILY POST 2/16/2018	7,914.61	CLEARED	C	2/20/2018
1010	2/20/2018	DEPOSIT		CREDIT CARD 2/20/2018	1,912.38	CLEARED	C	2/20/2018
1010	2/20/2018	DEPOSIT	000001	CREDIT CARD 2/20/2018	1,374.59	CLEARED	C	2/20/2018
1010	2/20/2018	DEPOSIT	000002	CREDIT CARD 2/20/2018	1,125.22	CLEARED	C	2/21/2018
1010	2/20/2018	DEPOSIT	000003	CREDIT CARD 2/20/2018	4,950.22	CLEARED	C	2/22/2018
1010	2/20/2018	DEPOSIT	000004	CREDIT CARD 2/20/2018	2,535.45	CLEARED	C	2/23/2018
1010	2/20/2018	DEPOSIT	000005	CREDIT CARD 2/20/2018	87.02	CLEARED	C	2/23/2018
1010	2/20/2018	DEPOSIT	000006	CREDIT CARD 2/20/2018	5,398.93	CLEARED	C	2/23/2018
1010	2/20/2018	DEPOSIT	000007	REGULAR DAILY POST 2/20/2018	25,124.30	CLEARED	C	2/21/2018
1010	2/21/2018	DEPOSIT		CREDIT CARD 2/21/2018	986.08	CLEARED	C	2/23/2018
1010	2/21/2018	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	54.31CR	CLEARED	U	2/21/2018
1010	2/21/2018	DEPOSIT	000002	CREDIT CARD 2/21/2018	1,016.68	CLEARED	C	2/26/2018
1010	2/21/2018	DEPOSIT	000003	REGULAR DAILY POST 2/21/2018	1,323.82	CLEARED	C	2/22/2018
1010	2/21/2018	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	285.16CR	CLEARED	U	2/27/2018
1010	2/22/2018	DEPOSIT		CREDIT CARD 2/22/2018	1,366.39	CLEARED	C	2/26/2018
1010	2/22/2018	DEPOSIT	000001	REGULAR DAILY POST 2/22/2018	47,110.00	CLEARED	C	2/23/2018
1010	2/22/2018	DEPOSIT	000002	CREDIT CARD 2/22/2018	726.39	CLEARED	C	2/26/2018
1010	2/22/2018	DEPOSIT	000003	REGULAR DAILY POST 2/22/2018	1,917.63	CLEARED	C	2/23/2018
1010	2/23/2018	DEPOSIT		CREDIT CARD 2/23/2018	1,115.39	CLEARED	C	2/26/2018
1010	2/23/2018	DEPOSIT	000001	REGULAR DAILY POST 2/23/2018	171,306.00	CLEARED	C	2/23/2018
1010	2/23/2018	DEPOSIT	000002	CREDIT CARD 2/23/2018	1,229.75	CLEARED	C	2/26/2018
1010	2/23/2018	DEPOSIT	000003	REGULAR DAILY POST 2/23/2018	1,360.77	CLEARED	C	2/26/2018
1010	2/26/2018	DEPOSIT		CREDIT CARD 2/26/2018	1,168.49	CLEARED	C	2/27/2018
1010	2/26/2018	DEPOSIT	000001	CREDIT CARD 2/26/2018	790.26	CLEARED	C	2/27/2018
1010	2/26/2018	DEPOSIT	000002	CREDIT CARD 2/26/2018	99.73	CLEARED	C	2/28/2018
1010	2/26/2018	DEPOSIT	000003	CREDIT CARD 2/26/2018	867.18	CLEARED	C	3/01/2018
1010	2/26/2018	DEPOSIT	000004	REGULAR DAILY POST 2/26/2018	2,404.97	CLEARED	C	2/27/2018
1010	2/26/2018	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	110.27CR	CLEARED	U	2/28/2018
1010	2/27/2018	DEPOSIT		CREDIT CARD 2/27/2018	546.90	CLEARED	C	3/01/2018
1010	2/27/2018	DEPOSIT	000001	CREDIT CARD 2/27/2018	447.83	CLEARED	C	3/02/2018
1010	2/27/2018	DEPOSIT	000002	REGULAR DAILY POST 2/27/2018	817.25	CLEARED	C	2/28/2018
1010	2/28/2018	DEPOSIT		CREDIT CARD 2/28/2018	852.75	CLEARED	C	3/02/2018
1010	2/28/2018	DEPOSIT	000001	REGULAR DAILY POST 2/28/2018	37,294.46	CLEARED	C	3/01/2018
1010	2/28/2018	DEPOSIT	000002	DAILY PAYMENT POSTING - ADJ	89.57CR	CLEARED	U	2/27/2018
1010	2/28/2018	DEPOSIT	000003	CREDIT CARD 2/28/2018	1,165.38	CLEARED	C	3/05/2018
1010	2/28/2018	DEPOSIT	000004	REGULAR DAILY POST 2/28/2018	1,367.36	CLEARED	C	3/01/2018
1010	2/28/2018	DEPOSIT	000005	Bank Feb 28 Incode March 2	45.90CR	CLEARED	G	2/28/2018

MISCELLANEOUS:								
1010	2/01/2018	MISC.		Solar Interest	8,242.50CR	CLEARED	G	2/05/2018

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

CHECK DATE: 2/01/2018 THRU 2/28/2018
 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
MISCELLANEOUS:								
1010	2/01/2018	MISC.	000001	Solar Interest Payment	8,242.50CR	CLEARED	G	2/05/2018
1010	2/02/2018	MISC.		PAYROLL DIRECT DEPOSIT	23,180.34CR	CLEARED	P	2/02/2018
1010	2/16/2018	MISC.		PAYROLL DIRECT DEPOSIT	22,960.44CR	CLEARED	P	2/16/2018
1010	2/28/2018	MISC.		PAYROLL DIRECT DEPOSIT	277.05CR	CLEARED	P	2/28/2018
1010	2/28/2018	MISC.	000001	Adj Mo End Fed Tax payment	45.90CR	CLEARED	G	2/28/2018
SERVICE CHARGE:								
1010	2/02/2018	SERV-CHG		January 2018 ETS Fee 7	952.23CR	CLEARED	G	2/02/2018
1010	2/02/2018	SERV-CHG	000001	January 2018 ETS Fee-5	792.56CR	CLEARED	G	2/02/2018
1010	2/02/2018	SERV-CHG	000002	January 2018 ETS Fees-9	374.15CR	CLEARED	G	2/02/2018
1010	2/15/2018	SERV-CHG		JANUARY 2018 ANALYSIS FEE	375.68CR	CLEARED	G	2/15/2018

TOTALS FOR ACCOUNT 1010

CHECK	TOTAL:	192,668.00CR
DEPOSIT	TOTAL:	671,513.03
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	62,948.73CR
SERVICE CHARGE	TOTAL:	2,494.62CR
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	6,193.32CR

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	192,668.00CR
DEPOSIT	TOTAL:	671,513.03
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	62,948.73CR
SERVICE CHARGE	TOTAL:	2,494.62CR
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	6,193.32CR



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
February 2018
FINANCIAL REPORT

CAPITAL EXPENDITURES
 2017 - 2018 BUDGET

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

Water	Revenue	Yr to Date Actual
FUND 320 Water Use Capital (7% Water Use Revenue)	106,000	75,092
Total	106,000	75,092

MEMO

To: Board of Directors
From: Marty Rodriguez
Date: 03/09/2018
RE: Senior Account Representative's Monthly Report

Monthly Billing 02/28/2018

Mailed statements: 2,147
Electronic statements: 440

The statement "SPECIAL MESSAGE"
Reflected on this bill, the FY 2017/2018 rates apply. The new volumetric rate is \$.0230 per cubic foot as listed on the reverse side of this bill. The District office will be closed from 12pm – 1pm on the 3rd Wednesday of each month.

Delinquent Billing 2/20/2018

Delinquent statements for January bills:
Mailed statements: 473
Electronic statements: 77

Courtesy Notification 03/06/2018

Courtesy notices delivered to the customer's property for delinquent December bill: 184
Electronic notices: 26

Phone Notification 03/07/2018

Phone notifications: 107
The phone notification was sent out around 10:30 am resulting in 84 payments received by the office staff during business hours.

Lock Offs 03/08/2018

23 Customers were in the Lock Off Process at 5:00 pm on 03/07/2018.
8 payments were made before service orders went out in the field at 9:00 am on 03/08/2018.

A total of 15 customers were Locked Off for nonpayment.
Throughout Lock off day 8 payments were collected and meters unlocked.
At the time of this report only 7 meters remain locked.



Hidden Valley Lake Community Services District

February 2018 Report

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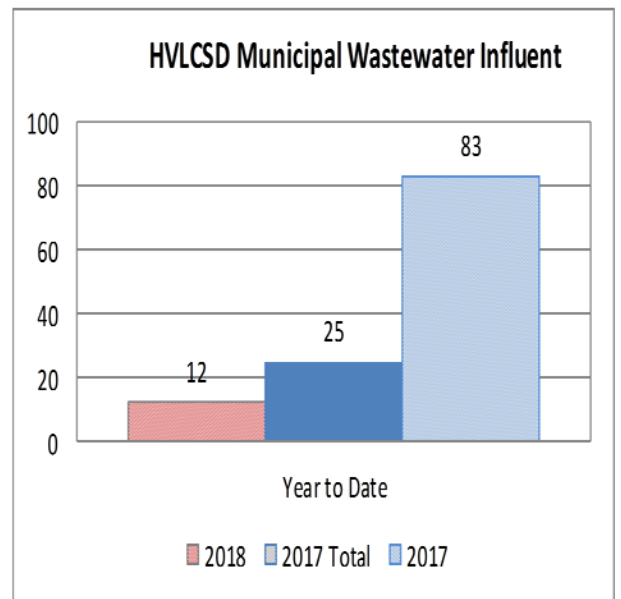
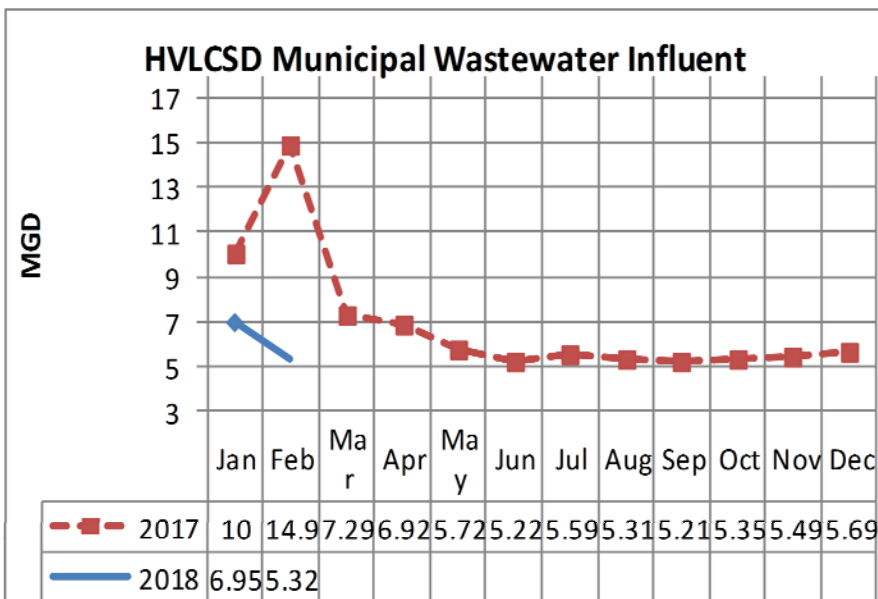
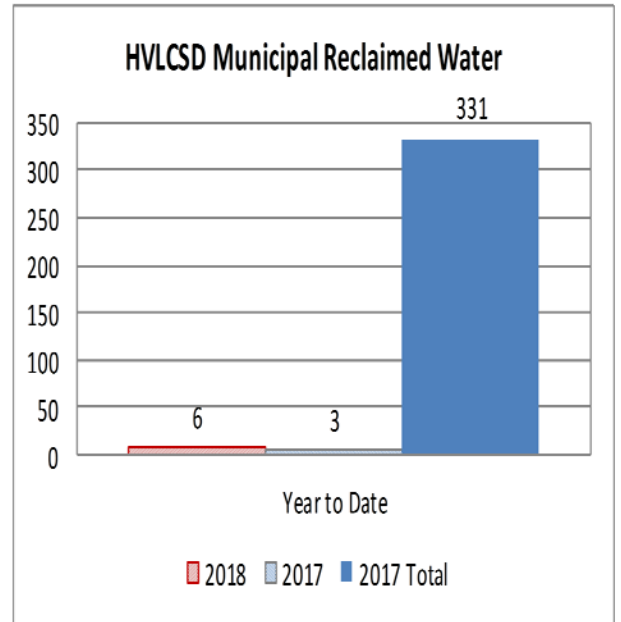
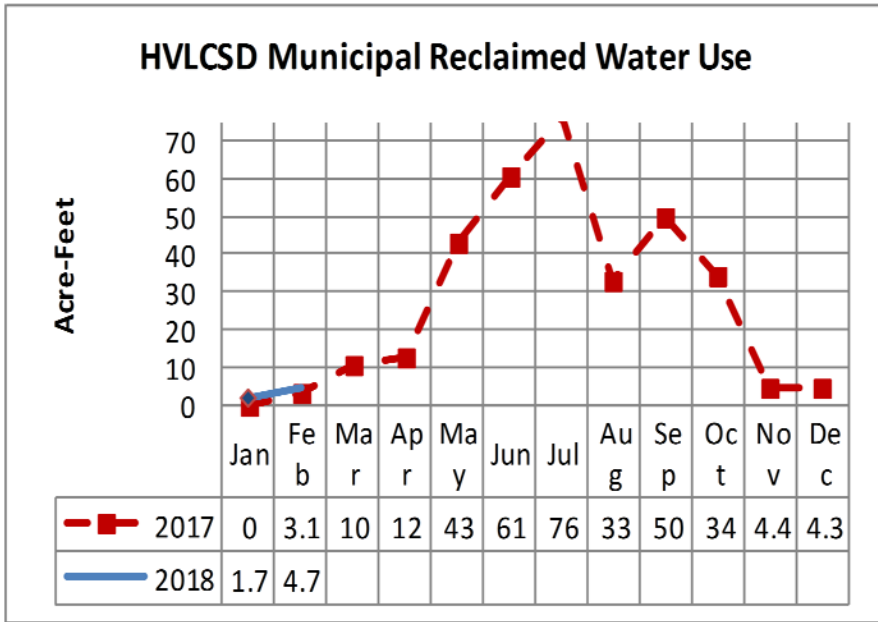
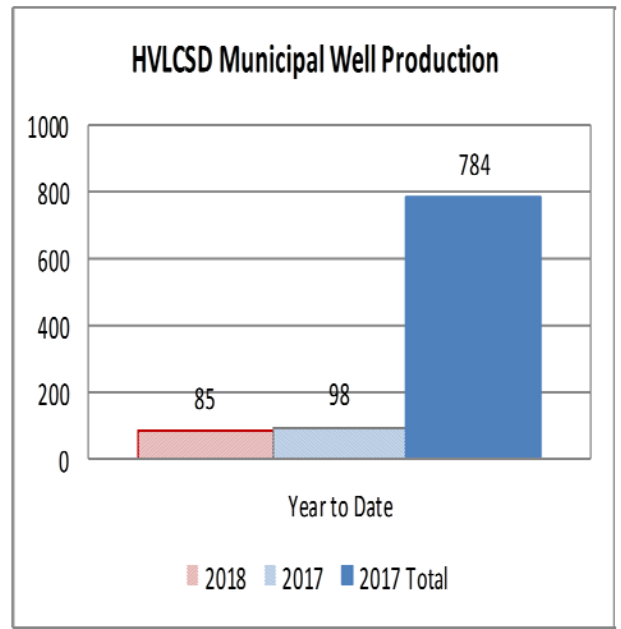
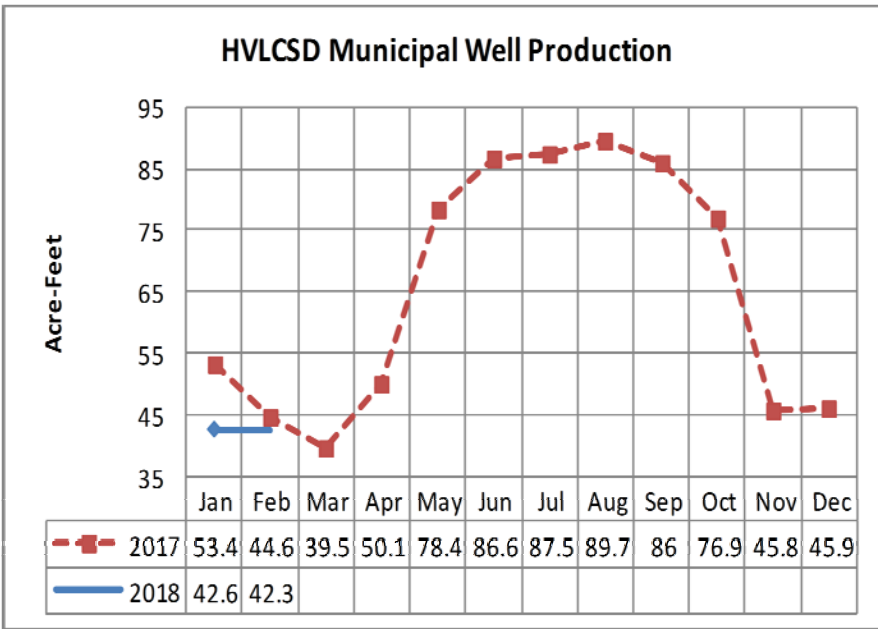
Water Connections:		Sewer Connections:	
New (February)	0	New (February)	2
Residential (January)	2440	Residential (January)	1468
Commercial & Govt (January)	39	Commercial & Govt (January)	15
Total (November) :	2479		1485

Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.26	19.02	7.67

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	931.06	943.70	931.02
AG	934.29	948.29	935.28
TP Wells	955.19	956.58	954.96
Grange Rd	938.26	942.34	938.51
American Rock	970.19	978.10	972.12
Spyglass	965.36	973.86	967.68
Luchetti	922.19	929.69	924.04
18th T	941.52	947.61	944.28

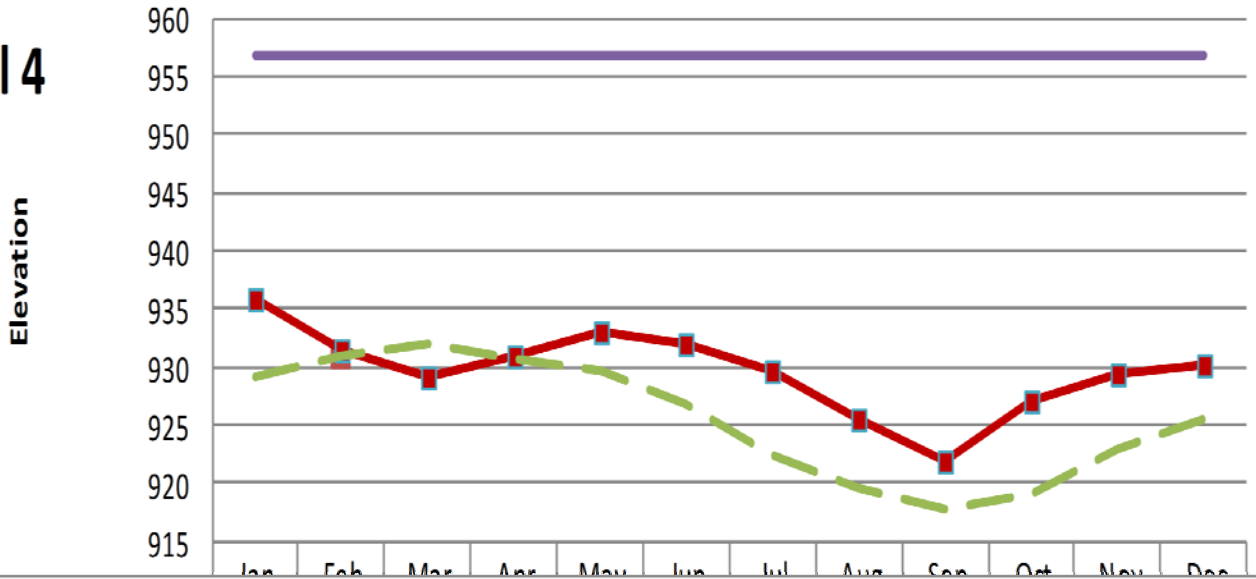
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
74	160	1321
Overtime Hours	27.5	\$1042.881

February 2018 Field Report

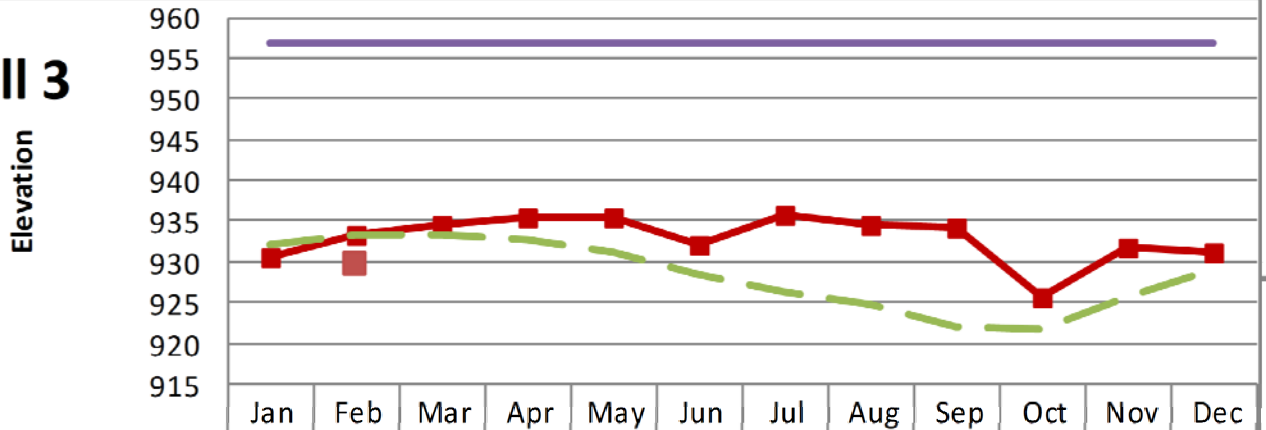


February 2018 Field Report

Well 4

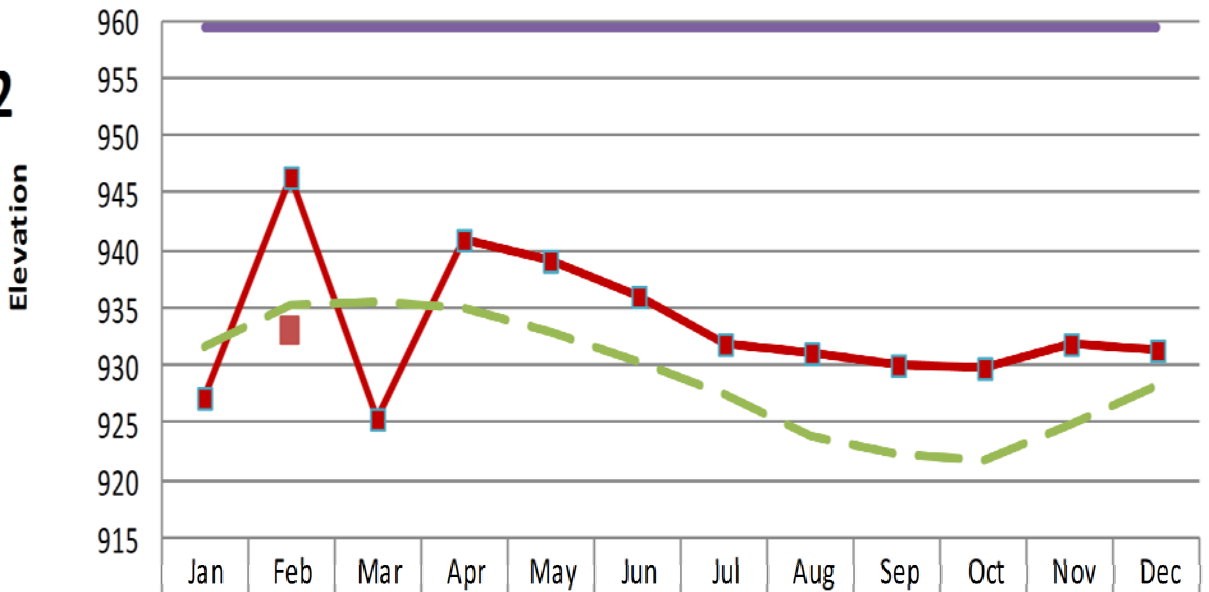


Well 3



Well 3 2018	929.52
Well 3 2017	930.60 933.39 934.52 935.44 935.44 932.19 935.62 934.53 934.13 925.72 931.69 931.3
Well 3 Historical	932.08 933.18 933.32 932.72 931.30 928.44 926.15 924.69 922.07 921.57 925.69 928.93
Top of Casing	956.69 956.69 956.69 956.69 956.69 956.69 956.69 956.69 956.69 956.69 956.69 956.69

Well 2



Well 2 2018	932.78
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FEMA Projects Update

- LKHVA01(DR-4301)
 - \$218,416 received from FEMA & CalOES
- I/I Workplan
 - Continue to gather data from temporary flow meters
 - Developing I/I Assessment document
 - Scheduling manholes replacement plan
 - Agendized SSMP & I/I Workplan for April BOD meeting
- Revised Water Balance Report
 - Coordinating flow tests at WWTP LS
- Hazard Mitigation projects
 - Scheduled applicant briefing
 - Planning for 25% match obligation and application deadline of 7/1/2018

Non-FEMA projects

- AMI
 - Revising SRF application per recommendations
 - Setup of USBR electronic access (SAM, ASAP, Grants.gov)
 - Correlating data for application with SRF data
- Cloud SCADA
 - Developing XIO SCADA proposal
- Groundwater Monitoring Rpt presentation
- "Water Tax" budget trailer bill opposition lobbying

February 2018 Field Report

Water Operations and Maintenance Highlights

- 2/6,2/8 Courtesy notices, lockoffs
- 2/5 Leak repair, Powderhorn
- 2/1-2/12 Troubleshooting connection on N. Shore
- 2/13 Leak repair on N. Shore
- 2/20 Annual fire extinguisher calibration
- Troubleshooting well sonar
- Regular maintenance and operations
- 2/22,2/26,2/27 Meter reads
- Routine operations and maintenance

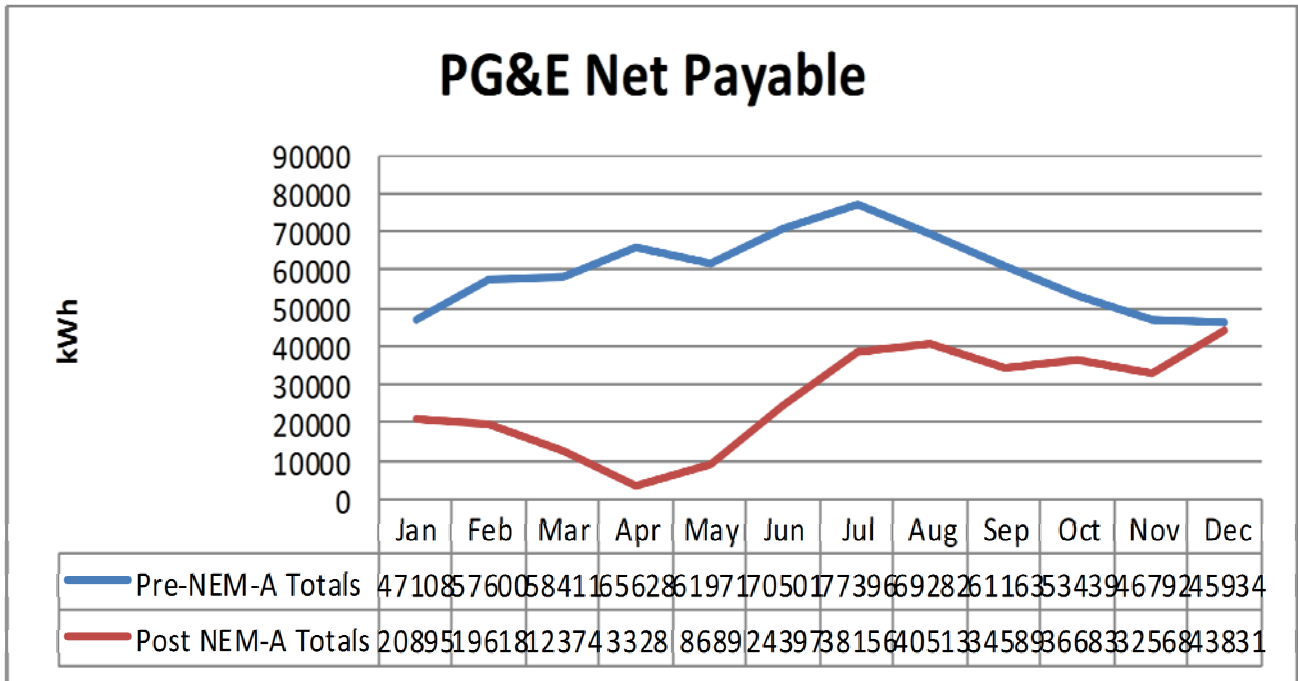
Wastewater Operations and Maintenance Highlights

- 2/6,2/8 Courtesy notices, lockoffs
- 2/2 Aeration basin maintenance
- 2/2 Blower oil change
- 2/5 CCTV of North Shore Ct lateral
- 2/12 Sewer blockage repair at North Shore
- 2/14 Bartley pump removed debris from LS pumps
- Telstar pump calibration & flow test
- Regular maintenance and operations
- 2/22,2/26,2/27 Meter reads

February 2018 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	47
Truck 3	1978
Truck 4	181
Truck 6	402
Truck 7	
Truck 8	680
Dump Truck	111
Backhoe	12.85

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	96490.7	21123
Fuel Log	301	55
February		
Tank Level	380.43	413.04
January		
Tank Level	489.13	478.26





Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
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MEMO

To: Board of Directors
From: Kirk Cloyd
Date: March 20, 2018
RE: General Manager's Monthly Report

Good evening, the following report discusses items Hidden Valley Lake CSD completed over the past month. This report is intended to provide the Board and public with an update on the progression of projects and current status of relevant issues.

Water

1. Staff met with Assemblymember Agular-Curry at her office during this reporting period to discuss SB 623 (now a trailer bill) known as a tax on water. The Assemblymember was leaning toward supporting the bill when we arrived. After hearing HVLCSD's concerns, she and her staff agreed to look deeper into the issues we raised and why HVLCSD has taken the position of Opposed-Unless-Amended.
2. Moratorium update: As previously mentioned, staff met with Assemblymember Agular-Curry at her office during this reporting period. We were granted additional time to discuss the meter moratorium. The Assemblymember and her advisory counsel agreed that the meter moratorium should be reviewed and likely lifted, stating that they would contact the State Water Board Chair, Felicia Marcus directly with their concerns.
3. Staff gave testimony in Sacramento at the State Assembly Budget Subcommittee No. 3 hearing and the Senate Budget Subcommittee No. 2 hearing for SB 623 (now a trailer bill). On September 12, 2012, AB 685 recognized a human right to water, stating, "every human being has the right to safe, clean, affordable, and accessible water." If this bill passes in its current format, it will be the first ever tax on water, a human right.
4. Staff continues to work on the required applications and associated paperwork for Prop. 1, a Federal Grant and SRF Loan for the AMI Meter replacement project. Progress has been made and appears to be promising.

Sanitary Sewer

1. Our CivicSparks have completed the state required SSMP (Sanitary Sewer Maintenance Program) and a preliminary review has been completed by Guy Childs,



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P.G. Engineering Geologist for the WDR Compliance and Enforcement Section. Very minor improvements are being incorporated based on Mr. Childs comments and the SSMP is expected to be brought to the Board in April.

2. Inspect HVLA spill containment at the Community Center pool. Current required corrections have been made.

Stormwater

1. At the time of this report, during a rain event, the Guenoc Gauging Station had 900 CF per second flowing past it.

Human Resources

1. HVLCSD hired a temporary worker to fill the current vacancy of a Utility Tech. Once the salary survey conducted by CPS HR Consulting is accepted by the Board, the base salary schedule will be implemented for that position and HVLCSD will begin the process of advertising, interviewing and hiring someone to fill this full-time position previously known as Utility Worker I/II.
2. The Personnel Committee is in the process of rewriting the Employee Handbook.
3. The District held interviews of staff from a temporary agency to fill the vacant position of Utility Technician until such time as a salary is approved for this new position by the Board of Directors. It is the District's desire to have CPS HR Consulting's Salary Survey Final Report accepted by the Board at the March Board Meeting, as amended for this position by District staff, so the Utility Technician position can be filled as a permanent, full-time position.
4. Staff attended the SDRMA Safety/Claims Education Day in Sacramento on 3-20-18.

Facilities

1. The Konocti Conservation Crew #27 conducted weed abatement along both sides of the dirt access road to the RWRP all the way to the glider port gate.

Vehicles & Equipment

Nothing to report

General Information

1. Staff began working on the current Lien Policy to reflect new laws and were able to confirm exemption from several fees if the exemption is incorporated correctly. This will be incorporated into the new Rate Schedule and presented to the Board for review and approval in a future Board meeting.



Hidden Valley Lake Community Services District

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2. The District has worked with Coastland Engineering to draft a scope of work for engineering services related to the Valley Oaks Development. Once an estimate for services is drafted based on the scope of work, Coastland Engineering will provide the District with a quote for the over-all project. Valley Oaks will be required to place funds in an escrow account for the District to draw on for engineering services rendered directly related to the Valley Oaks Development. This will ensure that District funds paid for by current constituents will not pay for the Valley Oaks Development.
3. Staff continues to develop a Fee Schedule to replace Ordinances 56 (Water Rates) and 58 (Sewer rates) to be approved by Resolution. It is expected to be brought to the April Board meeting. District legal council is advising staff on the proper procedure for this improved process making fees clear to customers, staff and the Board.
4. Staff continues to work with LAFCO to coordinate the Valley Oaks Development annexation into the District. Currently Valley Oaks has been tasked to provide LAFCO with maps and additional information.
5. The G.M. completed CSDA's free Webinar on evaluating the G.M.
6. Staff met with HVLA's Director of Operations to discuss several projects that are mutually beneficial and welcomed Mr. Russ back from his most recent tour of duty.

Emergency Preparedness

1. The Committee Chair pointed out that while reading water meters, staff uses four golf carts that are hard to see and are not always able to pull out of the roadway. Additionally, she noted that staff did not have high visibility shirts or vests on as they exited the golf carts to read the water meters. Solutions were discussed and staff will wear either a high visibility vest, shirt or jacket while reading water meters and a battery powered LED beacon was located and purchased. Since the golf carts are not the property of HVLCSO, the beacons cannot be permanently mounted. A method to temporarily mount the beacons is currently under review and is expected to be available for the next meter reading period. Staff intends to have before and after photos available upon request at the Board Meeting.
2. A brief review of the District's V.A. was started. This document is required to be reviewed annually. Much of the data was found to be out dated and in need of attention. The District will work toward drafting an update for review and approval by the Emergency Preparedness Committee.
3. Staff attended the South Lake County Fire Safe Council Monthly Meeting.

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

DATE: March 20, 2018

AGENDA ITEM: Discussion and Possible Action: Discuss and accept CPS HR Consulting Salary Survey Report.

RECOMMENDATIONS: Accept CPS HR Consulting Salary Survey Report dated February 22, 2018.

FINANCIAL IMPACT: Pre-approved contracted amount

BACKGROUND:

Pursuant to Board direction, staff retained CPS HR Consulting (CPS) of Sacramento, California to conduct a “base salary” survey of staff positions that were last surveyed September 30, 2013. The Personnel Committee and the Finance Committee have reviewed the draft base salary study report prepared by CPS and shortly thereafter staff forwarded review comments to CPS for incorporation into the final report. CPS has addressed the comments provided by staff and the Board in the attached final report dated February 22, 2018. Staff is recommending the Board formally accept the final report. By doing so, complete the contractual obligation with CPS and approving the salary for the new Utility Technician position as amended.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on March 20, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

February 22, 2018

Hidden Valley Lake Community Services District

Final Base Salary Report

Submitted By:
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I. Introduction

CPS HR Consulting (CPS HR) was retained by the Hidden Valley Lake Community Services District (HVLCSO) to conduct a base salary study of nine (9) benchmark classifications within their established labor market of eleven (11) public sector agencies.

The objective of the study was to determine how competitive HVLCSO is within its labor market by collecting and analyzing maximum monthly base salary data. This Final Base Salary Report outlines the project scope, the methodologies utilized in data collection and analysis, and presentation of the results of the survey.

This report presents the salary data collected from HVLCSO established labor market with an effective date October 1, 2017.

II. Project Scope and Work Plan

To-date, the following tasks have been completed:

1. Review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed.
2. Development of the compensation survey parameters and data collection instrument, and collection of the survey data across HVLCSO's labor market agencies.
3. CPS HR consultants collected base salary data and contacted each labor market agency requesting clarification on any issues to ensure data was accurate.
4. Review of all comparable classifications with HVLCSO to ensure appropriate job matches.
5. Preparation and delivery of this Draft Base Salary Report for HVLCSO's review and comments.
6. Review of HVLCSO's comments and/or questions with the draft report, and if necessary, discussion with HVLCSO for any changes and/or recommendations to the report.
7. Preparation and delivery of the Final Base Salary Report.

III. Compensation Study Parameters

The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters include:

- The agency's compensation policy
- Labor market agencies
- Survey classifications

HVLCSD's Compensation Policy

A compensation policy defines the agency's goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct business. The selection of labor market agencies and the labor market position (the point in the labor market at which the agency wishes to set its salaries, e.g., market median¹, mean, or another percentile) are two important policy decisions when conducting a base salary study.

The labor market analysis for this report has been performed relative to the mean which is HVLCSD's established practice. The data sheets presented in Appendix A provide comparison to the labor market mean and median; CPS HR includes the comparison to median of the market for additional reference.

Labor Market Agencies

HVLCSD has an established labor market that provides an appropriate reflection of comparable classes among other similar public agencies in which it competes for labor.

¹ The labor market **median**, or 50th percentile, is the data point at which half of the complete range of data (excluding HVLCSD's data) is higher, and half of the complete range of data (excluding HVLCSDs data) is lower.

The eleven (11) public sector agencies that comprise the labor market are listed below.

- City of Calistoga
- City of Healdsburg
- City of Lakeport
- City of Napa
- City of Santa Rosa
- City of Sonoma
- Clearlake Oaks County Water District
- County of Lake
- North Marin Water District
- Town of Windsor
- Valley of the Moon Water District

Survey Classifications

Base salary data was collected for the following nine (9) benchmark classifications listed below.

- Administrative Assistant
- Full Charge Bookkeeper
- General Manager
- Senior Accounts Representative
- Utility Operator I
- Utility Operator II
- Utility Supervisor
- Utility Technician
- Water Resources Specialist

Comparable Classification Methodology

When conducting a salary survey, the intent is to provide general market trends for the survey classifications by comparing the span of control, duties and responsibilities, and knowledge, skill, and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

In most studies, it is common to have some benchmark classifications for which limited market data exists. There are many reasons a classification may not have enough comparable data including:

- Differences in the delivery of services
- Differences in span of control
- Differences in organizational structure
- Differences in operational size
- The classification is not commonly found in other agencies
- Agency does not provide that service

CPS HR's best practice is that survey classifications have a minimum of four (4) comparable classifications to be analyzed. All classifications included in this report had at least nine (9) or more matches in the labor market with the exception of the Water Resources Specialist classification which had only three (3) matches. Because a compensation plan is developed through the analysis of external market data and internal relationships, the absence of sufficient labor market data for a particular classification does not mean that no salary recommendation can be developed, since many salary recommendations are ultimately based upon internal equity with other classes.

The information presented in this report was based on an effective date of October 1, 2017.

IV. Survey Results

As indicated in the previous section, the survey involved the collection of base salary data for HVLCSD's survey classifications from each of the labor market agencies. Detailed results for each classification are presented in Appendix A which is organized alphabetically by survey classification title. If an agency did not have a comparable classification, the designation of "No Comparable Class" was utilized.

A summary of base salary data for each classification, and HVLCSD's standing overall, is presented in Table 1. Table 1 includes the following for each classification:

- The title of HVLCSD's survey classification
- HVLCSD's current maximum hourly salary for the survey classification
- The number of comparable classes identified within the analysis
- Base Salary Labor Market Median and Market Position
 - Base Salary Labor Market Mean – This calculation is based upon the maximum monthly base salary for each of the comparable classes (excluding HVLCSD's data).
 - Base Salary Labor Market Median – This calculation is based upon the maximum monthly base salary for each of the comparable classes (excluding HVLCSD's data).
 - Market Position (% Above or Below Labor Market Mean and Median) – The percentage HVLCSD's maximum monthly base salary for the survey classification is above (shown as a positive percentage) or below (shown as a negative percentage) the mean and the median of the labor market; this number indicates what percentage of HVLCSD's salary is required to move it up or down to match the market median.

Table 1: 2017 Base Salary Results

Salary data effective as of October 1, 2017 (hourly compensation based on 2080 hours worked annually)

Classification	# of Matches	HVLCSD Maximum Hourly Base Salary	Labor Market Hourly Mean (Maximum)	HVLCSD % Above/Below Labor Market Hourly Mean	Labor Market Hourly Median (Maximum)	HVLCSD % Above/Below Labor Market Hourly Median
Administrative Assistant	9	\$31.16	\$33.00	-5.89%	\$31.21	-0.16%
Full Charge Bookkeeper	8	\$36.00	\$38.41	-6.70%	\$37.98	-5.49%
General Manager	10	\$69.71	\$86.09	-23.50%	\$92.79	-33.10%
Senior Accounts Representative	9	\$29.15	\$28.42	2.50%	\$29.72	-1.96%
Utility Operator I	9	\$26.25	\$28.11	-7.07%	\$28.14	-7.20%
Utility Operator II	11	\$31.16	\$34.91	-12.05%	\$36.17	-16.08%
Utility Supervisor	11	n/a	\$44.96	N/A	\$42.92	N/A
Utility Technician	9	n/a	\$25.61	N/A	\$28.34	N/A
Water Resources Specialist	3	\$36.00	Insufficient number of matches	N/A	N/A	N/A
			<i>Average</i>	<i>-8.79%</i>	<i>Average</i>	<i>-10.66%</i>

Analysis of the market data presented in Table 1 indicates that, on average, for all surveyed classifications HVLCSD is **8.79% below** the labor market *mean* base salary. There is no current salary data from HVLCSD for the Utility Supervisor and Utility Technician classifications as these are newly created classifications.

Utility Supervisor and Utility Technician Classifications

Prior to conducting this salary study, HVLCSD created two (2) new classifications, Utility Supervisor and Utility Technician. These classifications were created to replace Lead Operator and Utility Worker I/II respectively. The classification specifications for the new positions were provided to CPS HR and used as the basis for identifying comparable classifications within HVLCSD’s labor market. Table 2 presents the previous maximum hourly base salary for Lead Operator and Utility Worker I/II as compared to the labor market median for the recently created Utility Supervisor and Utility Technician classifications.

**Table 2: Lead Operator and Utility I/II Compared to Utility Supervisor and Utility Technician
(maximum hourly base salary)**

Previous Classification	Previous Maximum Hourly Base Salary	New Classification	Labor Market Hourly Mean (maximum)
Lead Operator	\$39.65	Utility Supervisor	\$44.96
Utility Worker I	\$25.26	Utility Technician	\$25.61
Utility Worker II	\$28.40		

Table 2 shows a 13% increase from the maximum hourly base salary of Lead Operator to Utility Supervisor and just a slight increase in the maximum hourly base salary of Utility Technician from Utility Worker I. Utility Worker II was utilized as an additional level and created significant overlap with the Operator I and II classification base salaries. The additional level that Utility Worker II created has been eliminated with the development of the Utility Technician classification.

Notes on Comparable Classifications

Classification matches from each labor market agency for each of HVLCSD’s classifications were sent to HVLCSD on 12/5/2017 for review. HVLCSD reviewed the matches internally and provided feedback to CPS HR on the appropriateness of the matches on 1/12/2018. HVLCSD requested CPS HR re-evaluate job matches for the Utility Operator I/II and Water Resources Specialist classifications.

Evaluation of Utility Operator I/II job matches

The Utility Operator I and II classifications at HVLCSO perform both water and wastewater duties. The combination of these duties can vary from agency to agency. That is, agencies may choose to have two (2) (or more) classifications that perform water and wastewater duties separately, while other agencies will have a single classification that is responsible for performing duties in both areas. HVLCSO wanted to ensure that the comparable classifications for Utility Operator I and II in this study performed both water and wastewater duties. The Utility Operator I and II job matches are all responsible for water and waste water duties except for the Town of Windsor where the duties are split. For the Town of Windsor, it was agreed to match to the Wastewater System Operator classification as is it compensated at a higher rate than the Water System Operator classification.

Evaluation of Water Resources Specialist job matches

Only three (3) job matches were identified for the Water Resources Specialist classification. Three (3) matches is below the minimum number of matches needed to determine a reliable estimate for a market rate. Furthermore, after discussion with HVLCSO's General Manager, CPS HR was informed that this classification has changed significantly over time to include less water conservation duties and broader project management responsibilities. Currently, the Water Resources classification is compensated at the same level as the Full Charge Bookkeeper. For purposes of maintaining internal equity, CPS HR recommends using the Full Charge Bookkeeper benchmark to determine pay adjustments to the Water Resources Specialist classification. That is, Water Resources Specialist pay should be adjusted by the same amount that Full Charge Bookkeeper is adjusted. Going forward, CPS HR recommends a review of the Water Resources Specialist classification and updates to the classification specification so HVLCSO has an accurate representation of what the classification's duties and responsibilities are. This will provide a better opportunity for HVLCSO to find appropriate job matches for this classification in future salary studies.

Salary Recommendations

Based on the labor market means shown in Table 1, Table 3 presents salary recommendations for each of HVLCSO's classifications. CPS HR used the labor market mean to set the hourly maximum and maintained HVLCSO's average range width of 22% to determine the hourly minimum. That is, the percent difference from the minimum to the maximum for each classification is 22%. Except for General Manager, which has no range. CPS HR also maintained HVLCSO's 5% increase between steps. Classifications are listed based on their hourly maximum from highest to lowest.

Table 3: HVLCSD Salary Recommendations

(Hourly compensation based on 2080 hours worked annually)

Classification	Step A	Step B	Step C	Step D	Step E
General Manager	\$86.09	N/A	N/A	N/A	\$86.09
Utility Supervisor	\$36.85	\$38.70	\$40.63	\$42.66	\$44.96
Full Charge Bookkeeper	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41
Water Resources Specialist	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41
Utility Operator II	\$28.61	\$30.05	\$31.55	\$33.13	\$34.91
Administrative Assistant	\$27.05	\$28.40	\$29.82	\$31.31	\$33.00
Senior Accounts Representative	\$23.30	\$24.46	\$25.68	\$26.97	\$28.42
Utility Operator I	\$23.04	\$24.19	\$25.40	\$26.67	\$28.11
Utility Technician	\$20.99	\$22.04	\$23.14	\$24.30	\$25.61

Scheduled Salary Increases

In addition to base salary data, CPS HR collected data related to scheduled salary increases. Agencies were asked to provide the date and the amount of their next scheduled increase for each comparable classification. Table 4, on the following page, presents the responses of the agencies that provided that data. Five (5) of the labor market agencies did not provide any data and are listed below.

Agencies that did not provide data on scheduled increases:

1. City of Lakeport
2. City of Santa Rosa
3. City of Sonoma
4. Clearlake Oaks County Water District
5. Valley of the Moon Water District

Table 4: Scheduled Salary Increases

Classification	City of Calistoga	City of Healdsburg	City of Napa	County of Lake	North Marin Water District	Town of Windsor
Administrative Assistant	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Full Charge Bookkeeper	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	Date not determined At least 3%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
General Manager	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Senior Accounts Representative	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Operator I	1/1/2018 3%	No Comparable Class	1/1/2018 3.5%	In negotiations 5%	No Comparable Class	7/1/2018 Between 2.70% and 2.75%
Utility Operator II	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	In negotiations 5%	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Supervisor	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	Date not determined At least 3%	In negotiations 5%	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Technician	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	In negotiations 5%	No Comparable Class	7/1/2018 Between 2.70% and 2.75%
Water Resources Specialist	1/1/2018 3%	No Comparable Class	1/1/2018 3.5%	No scheduled increase	No Comparable Class	No Comparable Class

Summary

This Final Base Salary Report provides detailed information concerning the scope of the project, the methodology used to complete the base salary study, and the results of the study which show where HVLCS D stands in comparison to their selected labor market. Should you require any further information or have questions and comments with respect to this final report, please contact Justin Tucker at 916-471-3385 or via email at jtucker@csphr.us.

Appendix A –Base Salary Data Sheets

Hidden Valley Lake Community Services District
FINAL Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Administrative Assistant	\$25.64	\$31.16
City of Calistoga	Administrative Assistant	\$25.10	\$30.50
City of Healdsburg	Administrative Specialist	\$31.88	\$38.89
City of Lakeport	Administrative Specialist II	\$17.74	\$22.48
City of Napa	Administrative Secretary	\$30.51	\$36.84
City of Santa Rosa	Administrative Secretary	\$25.73	\$31.21
City of Sonoma	Administrative Assistant	\$25.58	\$31.10
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	Administrative Assistant	\$17.98	\$21.85
North Marin Water District	District Secretary	\$42.30	\$52.88
Town of Windsor	Administrative Assistant	\$24.99	\$31.21
Valley of the Moon Water District	No Response from Agency		
		Base Salary Median	\$31.21
		Base Salary Mean	\$33.00
		Percentage Above or Below Median	-0.16%
		Percentage Above or Below Mean	-5.89%
		Base Salary 25th Percentile	\$30.50
		Base Salary 75th Percentile	\$36.84
		Percentage Above or Below 25th Percentile	2.12%
		Percentage Above or Below 75th Percentile	-18.23%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Full Charge Bookkeeper	\$29.32	\$36.00
City of Calistoga	Accountant	\$27.00	\$32.82
City of Healdsburg	Accounting Supervisor	\$38.89	\$47.46
City of Lakeport	No Comparable Class		
City of Napa	Accountant	\$35.26	\$42.60
City of Santa Rosa	Accounting Technician	\$26.94	\$32.70
City of Sonoma	Accountant	\$32.01	\$38.91
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	Accountant II	\$20.81	\$25.30
North Marin Water District	Senior Accountant	\$42.91	\$50.48
Town of Windsor	Accounting Technician	\$29.65	\$37.04
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$38
Base Salary Mean			\$38
Percentage Above or Below Median			-5.49%
Percentage Above or Below Mean			-6.70%
Base Salary 25th Percentile			\$33
Base Salary 75th Percentile			\$44
Percentage Above or Below 25th Percentile			8.92%
Percentage Above or Below 75th Percentile			-21.71%

Labor Market Agency	Job Match (link to matching class spec if available)	Monthly Min	Monthly Max
Hidden Valley Lake	General Manager	\$12,083.33	\$12,083.33
City of Calistoga	City Manager	\$14,166.66	\$14,166.66
City of Healdsburg	City Manager	\$14,798.61	\$17,987.46
City of Lakeport	City Manager	\$9,583.33	\$9,583.33
City of Napa	City Manager	\$15,298.16	\$18,483.58
City of Santa Rosa	City Manager	\$18,342.00	\$18,342.00
City of Sonoma	City Manager	\$15,500.00	\$15,500.00
Clearlake Oaks County Water District	General Manager	\$6,666.67	\$10,000.00
County of Lake	County Administrative Officer	\$9,339.00	\$11,352.00
North Marin Water District	General Manager	\$16,666.00	\$16,666.00
Town of Windsor	Town Manager	\$17,149.01	\$17,149.01
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$16,083
Base Salary Mean			\$14,923
Percentage Above or Below Median			-33.10%
Percentage Above or Below Mean			-23.50%
Base Salary 25th Percentile			\$12,056
Base Salary 75th Percentile			\$17,778
Percentage Above or Below 25th Percentile			0.23%
Percentage Above or Below 75th Percentile			-47.13%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Senior Accounts Representative	\$23.98	\$29.15
City of Calistoga	Accounting Assistant	\$23.32	\$28.34
City of Healdsburg	Accounting Clerk II	\$24.86	\$30.33
City of Lakeport	No Comparable Class		
City of Napa	Account Clerk II	\$24.09	\$29.10
City of Santa Rosa	Accounting Assistant	\$24.49	\$29.72
City of Sonoma	Accounting Technician	\$27.97	\$33.99
Clearlake Oaks County Water District	Customer Service Rep III	\$21.05	\$26.59
County of Lake	Accounting Technician	\$14.43	\$17.54
North Marin Water District	Account Credit Clerk	\$25.67	\$29.72
Town of Windsor	Administrative Operation Assistant II	\$23.80	\$30.47
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$30
Base Salary Mean			\$28
Percentage Above or Below Median			-1.96%
Percentage Above or Below Mean			2.50%
Base Salary 25th Percentile			\$28
Base Salary 75th Percentile			\$30
Percentage Above or Below 25th Percentile			2.78%
Percentage Above or Below 75th Percentile			-4.05%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Operator I	\$21.60	\$26.25
City of Calistoga	Plant Operator I	\$26.35	\$32.03
City of Healdsburg	No Comparable Class		
City of Lakeport	Utility Operator II	\$15.08	\$19.08
City of Napa	Water Treatment Facility Operator Trainee	\$31.11	\$37.57
City of Santa Rosa	Utilities Systems Operator I	\$23.12	\$28.14
City of Sonoma	Maintenance Worker I (Water)	\$23.14	\$28.13
Clearlake Oaks County Water District	Operator I	\$14.53	\$18.94
County of Lake	Water-Wastewater Treatment Plant Operator I	\$17.98	\$21.85
North Marin Water District	No Comparable Class		
Town of Windsor	Wastewater System Operator I	\$27.56	\$34.42
Valley of the Moon Water District	Water Distribution System Operator II	\$27.00	\$32.80
Base Salary Median			\$28.14
Base Salary Mean			\$28.11
Percentage Above or Below Median			-7.20%
Percentage Above or Below Mean			-7.07%
Base Salary 25th Percentile			\$22
Base Salary 75th Percentile			\$33
Percentage Above or Below 25th Percentile			16.76%
Percentage Above or Below 75th Percentile			-24.95%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Operator II	\$25.64	\$31.16
City of Calistoga	Plant Operator II	\$29.76	\$36.17
City of Healdsburg	Utility Operator	\$39.29	\$47.94
City of Lakeport	Utility Operator III	\$18.51	\$23.45
City of Napa	Water Treatment Facility Operator	\$36.94	\$44.63
City of Santa Rosa	Utility Systems Operator II	\$26.29	\$31.97
City of Sonoma	Maintenance Worker II (Water)	\$25.50	\$30.99
Clearlake Oaks County Water District	Operator II	\$18.02	\$26.04
County of Lake	Water-Wastewater Treatment Plant Operator II	\$19.82	\$24.09
North Marin Water District	Water Distribution and Treatment Plant Operator	\$36.05	\$41.73
Town of Windsor	Wastewater System Operator II	\$31.14	\$38.89
Valley of the Moon Water District	Water Distribution System Operator III	\$31.39	\$38.16
Base Salary Median			\$36
Base Salary Mean			\$35
Percentage Above or Below Median			-16.08%
Percentage Above or Below Mean			-12.05%
Base Salary 25th Percentile			\$29
Base Salary 75th Percentile			\$40
Percentage Above or Below 25th Percentile			8.49%
Percentage Above or Below 75th Percentile			-29.36%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Supervisor	n/a	n/a
City of Calistoga	Chief Water Plant Operator	\$35.31	\$42.92
City of Healdsburg	Water & Wastewater Operations Superintendent	\$47.46	\$57.91
City of Lakeport	Utilities Superintendent I	\$24.76	\$37.59
City of Napa	Water Treatment Manager	\$48.10	\$58.11
City of Santa Rosa	Utility System Supervisor	\$37.67	\$44.87
City of Sonoma	Water Supervisor	\$32.71	\$39.76
Clearlake Oaks County Water District	Chief Plant Operator/Supervisor	\$24.87	\$31.05
County of Lake	Utility Area Superintendent	\$26.56	\$32.29
North Marin Water District	Treatment and Distribution Plant Supervisor	\$48.54	\$59.00
Town of Windsor	Water System Supervisor	\$34.33	\$42.88
Valley of the Moon Water District	Operations and Maintenance Supervisor	\$39.63	\$48.17
Base Salary Median			\$43
Base Salary Mean			\$45
Percentage Above or Below Median			
Percentage Above or Below Mean			
Base Salary 25th Percentile			\$39
Base Salary 75th Percentile			\$53
Percentage Above or Below 25th Percentile			
Percentage Above or Below 75th Percentile			

Hidden Valley Lake Community Services District
FINAL Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Technician	n/a	n/a
City of Calistoga	Maintenance Technician I (Public Works)	\$23.32	\$28.34
City of Healdsburg	Utility Worker I	\$24.86	\$30.33
City of Lakeport	Utility Operator I	\$16.98	\$21.53
City of Napa	Water Facilities Worker I	\$23.52	\$28.41
City of Santa Rosa	Maintenance Worker	\$21.15	\$25.07
City of Sonoma	No Comparable Class		
Clearlake Oaks County Water District	Operator in Training	\$14.50	\$15.50
County of Lake	Water-Wastewater Treatment Plant Operator Trainee	\$15.53	\$18.88
North Marin Water District	No Comparable Class		
Town of Windsor	Utility Maintenance Worker I	\$24.39	\$33.60
Valley of the Moon Water District	Water Distribution System Operator I	\$23.72	\$28.83
Base Salary Median			\$28
Base Salary Mean			\$26
Percentage Above or Below Median			
Percentage Above or Below Mean			
Base Salary 25th Percentile			\$22
Base Salary 75th Percentile			\$29
Percentage Above or Below 25th Percentile			
Percentage Above or Below 75th Percentile			

Labor Market Agency	Job Match	Hourly Min	Hourly Max
Hidden Valley Lake	Water Resources Specialist	\$29.32	\$36.00
City of Calistoga	<u>Water Conservation Specialist</u>	\$15.00	\$18.23
City of Healdsburg	No Comparable Class		
City of Lakeport	No Comparable Class		
City of Napa	<u>Water Conservation Specialist</u>	\$31.49	\$38.04
City of Santa Rosa	No Comparable Class		
City of Sonoma	No Comparable Class		
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	<u>Water Resources Technician</u>	\$23.51	\$28.57
North Marin Water District	No Comparable Class		
Town of Windsor	No Comparable Class		
Valley of the Moon Water District	No Comparable Class		
Base Salary Median			\$29
Base Salary Mean			\$28
Percentage Above or Below Median			20.64%
Percentage Above or Below Mean			21.44%
Base Salary 25th Percentile			\$23
Base Salary 75th Percentile			\$33
Percentage Above or Below 25th Percentile			35.00%
Percentage Above or Below 75th Percentile			7.49%

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

DATE: March 20, 2018

AGENDA ITEM: Discussion and Possible Approval: Discuss and approve the proposed Mid-year Budget adjustments.

RECOMMENDATIONS: In an effort to work within the current budget and not request funds from 313 or 314, staff requests the Board of Directors approve the following Mid-Year Budget Adjustments:

Reduce "Legal Services" (120-5-00-5121) by \$5K leaving the total budgeted amount for the fiscal year at \$10K; of which \$7,300 has been spent.

Reduce "Engineering Services" (120-5-00-5122) by \$15K leaving the total budgeted amount for the fiscal year at \$12K; of which \$8,732.73 has been spent.

Reduce Wastewater "Repair & Replace" (120-5-00-5150) by \$25K leaving the total budgeted amount for the fiscal year at \$75K; of which \$49,076.96 has been spent.

Use the \$10K set aside in Wastewater "Contingency" (120-5-00-5600).

The total of these reductions would provide \$55K, of which, \$5K would be moved to "Equipment Rental (120-5-00-5145) and the remaining \$50K would be moved to "Electricity" (120-5-00-5192).

Staff believes this to be the cleanest way to address these short falls without requesting additional funding and within the existing approved 2017/18 Budget.

FINANCIAL IMPACT: Within the financial boundaries established in the 2017/18 Budget.

BACKGROUND: A failure in the solar array equipment and the District not having a maintenance contract led to an "End of year true-up" with PG&E that is expected to exceed the current budget for "Electricity" (120-5-00-5192) in the amount of \$50K. Misinformation and mis-coding of Wastewater "Equipment Rental" funds (120-5-00-5145) by Field Staff in the 2016/17 budget year indicated that the then budgeted funds were not needed and therefore the 2017/18 Budget reflected a reduced request for funds (\$5K). Now that Field Staff has a better understanding of what is expected of them to track these expenses, actual costs are being charged to "Equipment Rental" and expected to exceed the 2017/18 Budget of \$5K by an additional \$5K.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on March 20, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Advertising Order Confirmation

Lake County RECORD-BEE

02/21/18 10:12:02AM
Page 1

<u>Ad Order Number</u> 0006110496	<u>Customer</u> HIDDEN VALLEY LAKE CSD	<u>Payor Customer</u> HIDDEN VALLEY LAKE CSD	<u>PO Number</u>
<u>Sales Representative</u> Molly Morandi/LCRB	<u>Customer Account</u> 2110207	<u>Payor Account</u> 2110207	<u>Ordered By</u>
<u>Order Taker</u> Molly Morandi	<u>Customer Address</u> PENNY CUADRAS 19400 HARTMANN RD HIDDEN VALLEY LAKE, CA 95467-8371	<u>Payor Address</u> PENNY CUADRAS 19400 HARTMANN RD HIDDEN VALLEY LAKE, CA 95467-8371	<u>Customer Fax</u>
<u>Order Source</u> Select Source	<u>Customer Phone</u> 707-987-9201	<u>Payor Phone</u> 707-987-9201	<u>Customer EMail</u> pcuadras@HVLCSO.org
<u>Current Queue</u> Ready	<u>Invoice Text</u>		
<u>Tear Sheets</u> 0	<u>Affidavits</u> 0	<u>Blind Box</u>	<u>Materials</u>
		<u>Promo Type</u>	<u>Special Pricing</u>

<u>Ad Number</u> 0006110496-01	<u>Color</u>	<u>Production Color</u>	<u>Ad Attributes</u>	<u>Production Method</u> AdBooker	<u>Production Notes</u>
<u>External Ad Number</u>	<u>Pick Up</u>	<u>Ad Type</u> Legal Liner	<u>Released for Publication</u>		

RB19169

NOTICE OF PUBLIC HEARING
PLEASE TAKE NOTICE that on March 20, 2018, beginning at 7:00 p.m., at Hidden Valley Lake Community Services District, 19400 Hartman Road, Hidden Valley Lake, California, the Board of Directors of Hidden Valley Lake Community Services District will open the public hearing on proposed Ordinance 59.1; Sewer Use Ordinance.

The proposed ordinance will set forth the rules and regulation for sanitary sewer use for the Hidden Valley Lake Community Services District (District).

At the hearing, any interested person, including persons owning property within the District, may appear and be heard as to the proposed ordinance, and as to such matters on whether the proposed ordinance is discriminatory, excessive, or will not be sufficient to meet the District's obligations, or will not otherwise comply with any other provision of law.

Kirk Cloyd, G.M.
Secretary to the Board
Publish: 3/8/2018

<u>Product</u> Lake County Record-Bee	<u>Requested Placement</u> Legals CLS NC	<u>Requested Position</u> General Legal NC - 1076~	<u>Run Dates</u> 03/08/18	<u># Inserts</u> 1
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Advertising Order Confirmation

Lake County
RECORD-BEE

02/21/18 10:12:02AM
Page 2

Order Charges:

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
92.96	0.00	92.96	0.00	\$92.96

Please note: If you pay by bank card, your card statement will show "CAL NEWSPAPER ADV" or "CALIFORNIA NEWSPAPER ADVERTISING SERVICES", depending on the type of card used.



DRAFT
Regulations
for
Waste Discharge
and
Sewer Use

Ordinance 59.1

ADOPTED BY THE BOARD OF DIRECTORS
OF HIDDEN VALLEY LAKE COMMUNITY
SERVICES DISTRICT

April 17, 2018

ORDINANCE NO. 59.1

"REGULATIONS FOR WASTE DISCHARGE AND SEWER USE"

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT RESCINDING THE PROVISIONS OF ORDINANCE 56, "AN ORDINANCE ADOPTING WATER USER FEES" AND ORDINANCE 57 "AN ORDINANCE ADOPTING SEWER USER FEES" RESPECTIVLY, AS AMENDED BY ORDINANCE 59.1 OF SAID BOARD OF DIRECTORS

BE IT ORDAINED by the Board of Directors of the Hidden Valley Lake Community Services District (HVLCS D) in an adjourned Regular Session, assembled this 17th day of April, 2018, a majority of Directors being present and concurring, that the "Regulations for Waste Discharge and Sewer Use' Ordinance No. 59.1, which is attached hereto, be the same are hereby approved and adopted.

BE IT FINALLY ORDAINED that the effective date of the Ordinance and its provisions is May 17, 2018.

PASSED AND ADOPTED ON April 17, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carolyn Graham, President
Board of Directors
Hidden Valley Lake
Community Services District

ATTEST:

Secretary to the Board of Directors
Kirk Cloyd

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ARTICLE 1

GENERAL PROVISIONS

1.1 INTENT

It is the intent of this Ordinance to protect from any actual or threatened discharge which reasonably appears to present an imminent or substantial danger to the health or welfare of any Person or to the environment, or which reasonably appears to present imminent or substantial interference with the Public Owned Treatment Works (POTW), or which reasonably may cause Hidden Valley Lake Community Services District (District) to violate any condition of its regulatory permits.

1.2 PURPOSE

- A. The purpose of this Ordinance is to set forth:
1. Conditions and limitations on the use of the POTW;
 2. Specific enforcement provisions to resolve noncompliance with the District's Ordinance, thereby allowing the District to:
 - a. Comply with the laws, regulations, and rules imposed upon it by Regulatory Agencies; and
 - b. Ensure that the POTW is protected from pass-through and/or interference and is able to operate with the highest degree of efficiency; and
 - c. Protect the beneficial use of recycled water and municipal sludge; and
 - d. Protect the public health and environment.

1.3 POLICY

- A. This Ordinance shall be interpreted in accordance with the definitions set forth in Article 2. The provisions of this Ordinance shall apply to the direct and indirect discharge of all wastes to the POTW.
- B. The District shall seek the cooperation of the Users of the POTW to ensure compliance with this Ordinance. Reasonable approaches shall be utilized when applying applicable regulations without compromising the intent, purpose, and policies of this Ordinance.
- C. The District shall adopt more stringent quality requirements on wastewater discharges regulated by 40 Code of Federal Regulations (CFR), Chapter I, Subchapter N, Parts 405-471, in the event that more stringent quality requirements are necessary to protect beneficial use of recycled water and municipal sludge or meet additional requirements set in permits issued to the

District.

- D. The District shall encourage conservation and pollution prevention through General strategies, which reduce the amount of pollutants entering the environment, prior to recycling, Pretreatment, or disposal.
- E. The District shall use the revenues derived from the application of this Ordinance to defray the cost of regulating sewer usage to include, but not be limited to, administration, monitoring, permitting, reporting, and enforcement.
- F. All costs and expenses incurred by the plan check procedures of the District's General Manager of their designee shall be paid by the applicant. Plan check fees shall be in an amount adopted in Resolution No. 2018-XX, and any amendments thereto.
- G. The District shall ensure that all parties are afforded due process of law. An applicant or User shall be given written notice of rejection of an application, or Violation of this Ordinance, or any enforcement action. Such notice shall include a statement of reasons in support thereof and proposed actions to be taken, if any. Affected applicants or Users shall have the right to a hearing. Decisions/determinations may be appealed as set forth in Article 6.
- H. The District, at its discretion, may utilize any one, combination, or all enforcement remedies provided in Section 1.6 in response to any Violation.

1.4 SCOPE

The provisions of these Regulations shall apply, but are not limited to sewer construction, use, maintenance, discharge, deposit, or disposal of Wastewater, both directly and indirectly, into the POTW.

1.5 APPLICABILITY

This "Regulations for Waste Discharge and Sewer Use" Ordinance applies to all Users who discharge or have the potential to discharge Non-Domestic Wastewater to the POTW and are subject to regulation and enforcement.

1.6 POWERS

- A. The General Manager is authorized to:
 - 1. Issue, modify, and reissue Waste Discharge Permits, Authorizations, Waivers and Special Agreements;
 - 2. Suspend, terminate and revoke Waste Discharge Permits, Authorizations, Waivers and Special Agreements;
 - 3. Require the installation and maintenance of Pretreatment Facilities and/or monitoring facilities and equipment;

4. Require installation of equipment necessary to protect the POTW from possible discharges (i.e., spill, rain);
 5. Conduct inspections of facilities, including, but not limited to, inspecting and copying records;
 6. Require monitoring and reporting of discharges to the POTW;
 7. Monitor the quality of Wastewater entering the sewer system;
 8. Require the development of Spill Containment Plans and reporting of accidental discharges;
 9. Require the development of a Slug Control Plan (per 40 CFR 403.8);
 10. Deny, approve, or approve with conditions, new or increased discharges or change in the quantity or characteristics of discharges, when such discharges do not meet applicable pretreatment requirements as specified in 40 CFR 403.8.
 11. Take enforcement actions against those who violate or cause violation of this Ordinance or discharge permit conditions. These actions may include, but are not limited to the following:
 - a. Issuing letters;
 - b. Issuing Notices of Violation;
 - c. Issuing Administrative Orders;
 - d. Issuing Emergency Suspensions;
 - e. Initiating and conducting non-compliance meetings;
 - f. Initiating and conducting administrative hearings;
 - g. Petitioning the courts for injunctions or civil penalties;
 - h. Signing criminal complaints;
 - i. Terminating services;
 - j. Requiring payment of violation charges;
 - k. Revoking and/or suspending the Waste Discharge Permit, Authorization, or Special Agreement.
 - l. To hear and rule on appeals.
 12. Establish Policies and Standards applicable for discharges or potential discharges of Non-Domestic Wastewater.
 13. Establish Best Management Practices applicable as Local Limits or individually.
- B. The General Manager is authorized to delegate authority to a designated representative any power granted to or the carrying out of any duty imposed upon the General Manager pursuant to this Ordinance.

1.7 ACCESS

The District shall be permitted to enter all properties from which wastes or wastewaters are being or are capable of being discharged into a POTW for purposes of inspecting,

observing, measuring, sampling, and testing pertinent to the discharge of wastes or wastewaters to ascertain whether the intent of this Ordinance is being met and the User is complying with all requirements. The District shall have access at reasonable times to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling. The District shall have the right to set up on the User's property such devices as are necessary to conduct sampling or metering operations. Where a User has security measures in force, the User shall make necessary arrangements so that personnel from the District will be permitted to enter without delay for the purpose of performing their specific responsibilities.

1.8 INFORMATION REQUIRED

- A. To provide for fair and equitable use of POTW, the District shall have the unqualified right to require a User to provide information necessary to insure compliance with all rules, regulations, and provisions of this Ordinance.
- B. All information and data on a User shall be available to the unless the User specifically requests and is able to demonstrate to the satisfaction of the District that the release of such information would divulge information, processes, or methods which would be detrimental to the User's competitive position. The demonstration of the need for confidentiality made by the User must meet the burden necessary for holding such information from the general public under applicable State and Federal law.
- C. In any event, the District shall not limit Environmental Protection Agency (EPA) or the Regional Water Quality Control Board's (RWQCB) access to any information provided by the User.
- D. In any event, information concerning Wastewater quality and quantity will not be deemed confidential. Such information may include, but is not limited to:
 - 1. Wastewater discharge peak flow rates and volume over a specified time period;
 - 2. Physical, chemical, bacteriological, or radiological analysis of Wastewater;
 - 3. Site and process flow diagrams and information on raw materials, processes, and products;
 - 4. Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials;
 - 5. Details of Wastewater Pretreatment Facilities and their operation and maintenance;
 - 6. Details of systems to prevent and control the losses of materials through spills to the POTW;
 - 7. Detailed plumbing plans indicating all sources discharging to on and off-site Sewer Laterals;
 - 8. A Slug control program, per 40 CFR 403.8;

9. Notification of discharges of a listed hazardous waste (Section 3001 of Resource Conservation Recovery Act (RCRA)) to the sewer system per 40 CFR 403.12;
10. Baseline monitoring reports per 40 CFR 403.12;
11. Compliance progress reports in accordance with all provisions listed in 40 CFR 403.12;
12. Notification of potential problems, including Slugs in accordance with all provisions listed in 40 CFR 403.12;
13. Prompt notification of substantial changes in volume or character of Pollutants discharged in accordance with all provisions listed in 40 CFR 403.12;
14. Monitoring and analysis reports demonstrating continued compliance in accordance with all provisions listed in 40 CFR 403.12.

1.9 AUTHORITY

The District is regulated by several agencies of the United States Government and the State of California, pursuant to the provisions of Federal and State Law. Federal and State Laws (including, but not limited to: 1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. § 1251 *et seq.*); 2) California Porter Cologne Water Quality Act (California Water Code § 13000 *et seq.*); 3) California Health & Safety Code sections 25100-25250; 4) Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901 *et seq.*); and 5) California Government Code sections 54739-54740) grant to the District the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of permits, authorizations, and special agreements, the discharge of any waste, directly or indirectly, to the POTW. Said authority includes the right to establish limits, conditions, and prohibitions; to establish flow rates or prohibit flows discharged to the POTW; to require the development of compliance schedules for the installation of equipment, systems and materials by all Users; and to take all actions necessary to enforce its authority, whether within or outside the District boundaries, including those Users that are tributary to the District or within areas for which the District has contracted to provide sewerage services.

ARTICLE2
DEFINITIONS

2.1 DEFINITIONS

- A. Where definitions contained within this document, conflict with definitions found in other documents or regulations, the definitions found herein shall take precedence and apply to discharges to HVLCSD POTW.
- B. The following abbreviations, when used in this Ordinance, shall have the designated meanings:
1. BMP - Best Management Practice
 2. BMR - Baseline Monitoring Report
 3. BOD - Biological Oxygen Demand
 4. CFR - Code of Federal Regulations
 5. EPA - Environmental Protection Agency
 6. GPO- Gallons Per Day
 7. HVLCSD- Hidden Valley Lake Community Services District (District)
 8. LWH - Liquid Waste Hauler
 9. mg/L - Milligram Per Liter
 10. NAICS- North American Industry Classification System
 11. NPDES - National Pollutant Discharge Elimination System
 12. NSCIU- Non-significant Categorical Industrial User
 13. POTW- Public Owned Treatment Works
 14. RCRA-Resource Conservation Recovery Act
 15. RV - Recreational Vehicle
 16. RWRf - Regional Water Reclamation Facility
 17. SIC- Standard Industrial Classification
 18. SIU – Significant Industrial User
 19. SNC- Significant Non-Compliance
 20. TDS- Total Dissolved Solids
 21. TSS- Total Suspended Solids
- C. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Ordinance, shall have the meanings designated.
1. Applicant- Any Person(s) who has applied for permission to discharge to the POTW.
 2. Authorization - See Waste Discharge Authorization.
 3. Authorized Representative:
 - a. Responsible officer, if the User is a corporation or limited liability company, where that officer is the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including have the

explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for Control Mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

- b. By a general partner or proprietor if the User is a partnership or sole proprietorship respectively.
 - c. If the User is a Federal, State, or local governmental entity or their agents, the principal executive officer or director having responsibility for the overall operation of the discharging facility.
 - d. By a duly authorized representative of the individual designated in paragraph (a), (b), or (c) of this definition if:
 - 1.) The authorization is made in writing by the individual described in paragraph (a), (b), or (c);
 - 2.) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility or having overall responsibility for environmental matters for the company.
4. Batch Discharge – The District approved intermittent discharge of Pollutants from sources such as, but not limited to, process tanks, holding tanks, rinse tanks, or treatment systems.
5. Best Management Practices (BMPs)- Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions in Article 3. BMPs include treatment requirements, operating procedures, and practices to control plant/site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.
6. Biochemical Oxygen Demand (BOO) - Quantity of oxygen, expressed in mg/L, required to biologically oxidize material in a waste or wastewater sample measured under approved laboratory methods for 5 days at 20°C.
7. Board- The Board of Directors of Hidden Valley Lake Community Services District (District).
8. Categorical Pretreatment Standards - The final regulations promulgated and adopted by EPA (as outlined in 40 CFR 403, and 40 CFR, Chapter I, Subchapter N, 405-471) for each standard industrial classification (SIC)

or subcategory containing pollutant discharge limits.

9. Categorical User - Any User whose process(es) are subject to Categorical Pretreatment Standards.
10. Categorical Wastewater - Wastewater subject to Categorical Pretreatment Standards.
11. Cesspool - A lined excavation in the ground which receives the discharge of a sewage drainage system, or part thereof, so designed as to retain the solids and organic matter, but permitting liquids to seep out.
12. Code of Federal Regulations (CFR)- The codification of the general and permanent rules published in the United States Federal Register by the Executive departments and agencies of the Federal Government to include but not limited to the Environmental Protection Agency.
13. Collection System - The combined pipes, conduits, manholes, pumping stations and other structures, above and below ground, whose purpose is to convey wastewater to a District RWRf.
14. Combined Wastestream Formula - Formula as outlined in the General Pretreatment Regulations of the Clean Water Act, Title 40 Code of Federal Regulations for determining wastewater discharge limitations for Categorical Users and Significant Industrial Users whose effluent is a mixture of regulated, unregulated and dilution wastewater as defined in the formula.
15. Compatible or Conventional Pollutant - A combination of BOD, Total Suspended Solids, pH, fecal coliform bacteria, plus other Pollutants that the District's RWRf is designed to accept, treat, and/or remove. Some compatible pollutants may be considered incompatible when discharged in quantities that have an adverse effect on the collection, treatment, disposal systems and/or discharge permit regulating the RWRfs causing Interference or Pass Through.
16. Compliance Schedule - An enforceable time schedule containing increments of progress called milestones or deadlines. These milestones shall be for the commencement and/or completion of major actions leading to the construction and operation of additional pretreatment facilities or the implementation of policies, procedures, or operational management techniques required for the User to comply with all applicable Federal, State or local environmental regulations which may directly or indirectly affect the quality of the User's Wastewater effluent.
17. Composite Sample - A sample that is collected over time, either by continuous sampling or by mixing a minimum of four (4) discrete sample aliquots representative of the discharge during a twenty-four (24) hour period. The composite sample may be either as a time composite sample, composed of discrete sample aliquots collected in one (1) containment at constant time intervals, providing representative samples irrespective or

stream flow; or as a flow proportional composite sample collected as a constant sample volume at timed intervals proportional to stream flow.

18. Control Mechanism - Waste Discharge Permit, Water Discharge Authorization or Special Agreement.
19. Designee - Person duly designated by the General Manager to direct and perform the duties as specified in this Ordinance.
20. Dilution - Increase in use of process water, potable water or any other means to dilute a discharge as a partial or complete substitute for adequate treatment to achieve discharge requirements.
21. Direct User - Any User who discharges, causes a discharge, or has a potential to discharge a Non-Domestic Wastewater to the Collection System.
22. Discharge Requirements - The requirements of Federal (as listed in 40 CFR 403), State, or local public agencies having jurisdiction over the effluent discharges from District RWRP.
23. District- Hidden Valley Lake Community Services District (HVLCSO).
24. Domestic Wastewater- The liquid and solid waterborne wastes derived from the ordinary living processes of humans of such character as to permit satisfactory disposal, without special treatment, into the public sewer or by means of a private disposal system.
25. Effluent - Treated wastewater flowing from a POTW or a User's Pretreatment Facilities.
26. General Manager - The General Manager of Hidden Valley Lake Community Services District or their designee.
27. Grab Sample- A sample taken from a waste stream without regard to the flow of the waste stream and over a period of time not to exceed fifteen (15) minutes.
28. Hearing Officer – The Person designated by the General Manager to conduct an administrative hearing.
29. Incompatible or Non-Conventional Pollutant- Any Pollutant which is not a Compatible Pollutant as defined herein.
30. Indirect User- Any User who discharges or has a potential to discharge Wastewater to a Septic Tank, Cesspool, chemical toilet, or private sewer system which, from time to time, is serviced by a Liquid Waste Hauler permitted by the District to discharge to a designated POTW.

31. Infectious Agent – A type of microorganism, bacteria, mold, parasite, or virus, including, but not limited to, organisms managed as Biosafety Level II, III, or IV by the Federal Centers for Disease Control and Prevention, that normally cause, or significantly contributes to the cause of, increased morbidity or mortality of human being. (California Health and Safety Code, Section 117675)
32. Inspector – Any representative of the District authorized by the General Manager to inspect any establishment directly or indirectly discharging or anticipating discharge to the POTW.
33. Interceptor – The District approved equipment to remove floatable and settleable material from Wastewater prior to discharge.
34. Interference - A discharge by a User which, alone or in conjunction with discharges by other sources, inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal; and which is a cause of a violation of any requirement of the RWRF's discharge order and/or NPDES Permit (including an increase in the magnitude or duration of a violation), or of the prevention of sewage sludge use or disposal in compliance with applicable Federal, State, and local regulations (per 40 CFR 403.3 (I)).
35. Liquid Waste Hauler (LWH) - Any pumper that is permitted by the County of Lake as a Non-Hazardous Liquid Waste Hauler, discharging domestic and sanitary wastewater only. This may also mean septic tank pumper.
36. Local Limits - A set of technically based, enforceable, discharge limits implemented by the District for Pollutants that may cause Interference, Pass Through, sludge contamination, or worker health and public safety problems if discharged in excess to a POTW.
37. Mass Emission Rate - The weight of material discharged to the sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of particular constituent or combination of constituents.
38. Milestone – Deadline established in a Compliance Schedule for specified increments. No increment shall exceed nine (9) months.
39. Monitoring Facilities - Structure(s) and equipment approved by The District and provided at the User's expense for The District or the User to measure and record Wastewater Pollutant levels, flow and collect representative Wastewater samples.
40. NAICS - North American Industry Classification System published by the Executive Office of the President of the United States, Office of Management and Budget.

41. New Source - Any building, structure, facility, or installation from which there is or may be a discharge of Pollutants, the construction of which commenced after the publication of proposed Categorical Pretreatment Standards under section 307c of the Act. (40 CFR 403.3K Definitions)
42. Non-Domestic Wastewater - All Wastewater other than Domestic Wastewater.
43. Non-Significant Categorical Industrial User (NSCIU) – Categorical Users who discharge less than 100 gallons day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the Categorical Pretreatment Standard), including zero discharging Categorical Users.
44. Oil and Grease - Any petroleum derived products (e.g., oils, fuels, lubricants, solvents, cutting oils, mineral oils), any vegetable derived products (e.g., oils, shortenings, water soluble cutting oils, etc.) or any animal derived products (e.g., fats, greases, oils, etc.) in part or in combination.
45. Pass Through - The discharge of pollutants through the RWRF in quantities or concentrations which are a cause in whole or in part of a violation of any requirement of the RWRF's discharge order including an increase in the magnitude or duration of a violation (40 CFR 403.3).
46. Permitted User - User regulated by a permit.
47. Permittee - A User who has applied for and received a permit to discharge into a POTW and is subject to the requirements and conditions established by the District.
48. Person - Any individual, partnership, firm, association, corporation, tribe, or public agency, including the State of California and the United States of America.
49. Pollutant - Any constituent or characteristic of Wastewater on which a discharge limitation or prohibition may be imposed either by the District or the regulatory agencies empowered to regulate the District.
50. Publicly Owned Treatment Works (POTW) - Means the treatment works owned by HVLCSO and all pumping stations, sewers, pipes, and other conveyances owned by public entities, including but not limited to cities, other agencies, and tribes connected to the treatment works.
51. Pretreatment - The reduction of the amount of Pollutants, the elimination of Pollutants, or the alteration of the nature of Pollutant properties in Wastewater prior to, or in lieu of, introducing such Pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the Pollutants unless allowed by an applicable Categorical Pretreatment Standard.

52. Pretreatment Facilities – Any works or devices for the treatment or flow control of Wastewater prior to discharge.
53. Pretreatment Requirements - Any requirement related to Pretreatment imposed on a User, other than a Pretreatment Standard.
54. Pretreatment Standard or Standards - Prohibited discharge standards, Categorical Pretreatment Standards, and local limits.
55. Priority Pollutants - The listing of toxic pollutants as identified in 40 CFR 401.15.
56. Public Agency - Any Federal, State or local authority.
57. Public Nuisance - Anything which: (1) is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, and (2) affects at the same time an entire community or neighborhood, or any number of Persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal, and (3) occurs during or as a result of the treatment or disposal of waste to the POTW.
58. Qualified Professional - Any Person who by virtue of education, training, or experience is qualified to evaluate and assess Pollutant discharges and violations of this Ordinance.
59. RCRA - Resource Conservation and Recovery Act of 1976, and its regulations as found in 40 CFR Parts 260-266 and Part 270 as amended.
60. Recreational Vehicle (RV) – Recreational Vehicle as defined in Health and Safety Code section 18010.
61. Regional Water Quality Control Boards (RWQCB) – Develops and enforce water quality objectives and implementation plans that will best protect the beneficial uses of the State's waters. The RWQCB issue HVLCS D a wastewater treatment and disposal Permit. The Central Valley RWQCB (Sacramento Office) RWQCB regulates this Permit and any future pretreatment program administered by HVLCS D.
62. Regional Water Reclamation Facility (RWRF) - The District sewage treatment plant designed to serve a specific area of the District.
63. Regeneration Cycle - Liquid used to exchange the chemistry in an ion exchange unit.
64. Regulatory Agencies - Those agencies having oversight of the operation of the District, including but not limited to the following:
 - a. United States Environmental Protection Agency (EPA);
 - b. California Environmental Protection Agency (Cal-EPA);
 - c. California State Water Resources Control Board (SWRCB);
 - d. California Regional Water Quality Control Board, Central Valley (Sacramento Office);

- e. California Department of Public Health (CDPH);
 - f. Lake County Department of Environmental Health.
65. RV Holding Tanks - A RV tank designed to hold Domestic Wastewater.
 66. Sample Aliquot – A portion of a total amount of a solution or media used for analytical testing.
 67. Sanitary Wastewater - Domestic Wastewater from other than a dwelling unit.
 68. Self-Monitoring - Wastewater samples taken by a User or User's contracted laboratory, consultant, engineer, or similar entity.
 69. Septic Tank - A watertight receptacle which receives the discharge from a sewer system and is designed and constructed to retain solids, digest organic matter through a period of detention, and allows the liquids to discharge for disposal.
 70. Sewer Lateral - POTW owned piping and appurtenances extending from the sewer pipeline to the private sewer system at the boundary line of the User's property or POTW's easement.
 71. Significant Industrial User (SIU):
 - a. A User subject to Categorical Pretreatment Standards; or;
 - b. A User that:
 - 1.) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, non-contact cooling, and boiler blowdown wastewater);
 - 2.) Contributes a process wastewater which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the RWRf; or
 - 3.) Is designated as such by the District on the basis that it has a reasonable potential for adversely affecting the RWRf's operation or for violating any Pretreatment Standard or Pretreatment Requirement.
 - c. Upon a finding that a User meeting the criteria in subsection b.3. has no reasonable potential for adversely affecting the RWRf's operation or for violating any Pretreatment Standard or Pretreatment Requirement, the District may at any time, on its own initiative or in response to a petition received from a User,

and in accordance with procedures in 40 CFR 403.8, determine that such User should not be considered a Significant Industrial User.

72. Significant Non-Compliance (SNC)

- Any SIU with compliance violations which meet one or more of the following criteria:

- a. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all of the measurements taken for the same pollutant parameter during a six-month (6) period exceed (by any magnitude) a numeric Pretreatment Standard or Pretreatment Requirement, including instantaneous limits, as defined by 40 CFR 403.3;
- b. Technical review criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of all of the measurements taken for the same pollutant parameter during a six-month (6) period equal or exceed the product of the numeric Pretreatment Standard or Pretreatment Requirement, including instantaneous limits, as defined by 40 CFR 403.3, multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH);
- c. Any other violation of a Pretreatment Standard or Pretreatment Requirement as defined by 40 CFR 403.3 (daily maximum, long-term average, instantaneous limit, or narrative Standard) that the General Manager determines has caused, alone or in combination with other discharges, Interference or Pass Through (including endangering the health of District personnel or the general public);
- d. Any discharge of a Pollutant that has caused imminent endangerment to human health or welfare or to the environment or has resulted in the District's exercise of its emergency authority to halt or prevent such a discharge;
- e. Failure to meet, by ninety (90) days or more after the schedule date, a Milestone contained in a local Control Mechanism or enforcement order, for starting construction, completing construction, or attaining final compliance;
- f. Failure to provide, within forty-five (45) days after the due date, required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with Compliance Schedules;
- g. Failure to accurately report non-compliance;
- h. Any other Violation or group of Violations, which may include violation of BMPs, which the General Manager determines will adversely affect the operation or implementation of a local Pretreatment program.

73. Single Pass Cooling Water - Water that is used solely for the purpose of cooling and is used only once before being discharged.
74. Slug - Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way contribute to the POTW violating any requirements.
75. General Officer – The Person duly designated by the General Manager (Generally the Water Resources Specialist) to develop and implement the District's Regulations for Waste Discharge and Sewer Use and performs the duties as specified in this Ordinance and the Enforcement Response Plan for this Ordinance.
76. Special Agreement(s) - A short term revocable permission to discharge Wastewater to the POTW, subject to Ordinance 59 and policies and standards established by the Board of Directors.
77. Spill Containment - A protection system installed by the User and at the users expense, to prohibit the accidental discharge of Pollutants to the sewer.
78. Standard Industrial Classification (SIC) - The system of classifying industries issued by the U.S. Office of Management and Budget.
79. Total Dissolved Solids (TDS) - The unfilterable residue of the combined content of all inorganic and organic substances contained in a liquid.
80. Total Inorganic Nitrogen (TIN) – The summation of inorganic nitrogen including ammonia nitrogen, nitrate nitrogen, and nitrite nitrogen.
81. Total Suspended Solids (TSS) - The total amount of residue retained by laboratory filtration and dried at 103-105° C.
82. Toxic Pollutants - Those Pollutants, or combinations of Pollutants, including disease-causing agents, which after discharge and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will, on the basis of information available to the General Manager, cause death, disease, behavioral abnormalities, cancer, genetic mutations, physiological malfunctions (including malfunctions in reproduction), or physical deformations, in such organisms or their offspring.
83. User - Any Person who discharges or has a potential to discharge Non-Domestic Wastewater directly or indirectly to a POTW.
84. Violation - Failure by a User to comply with this Ordinance or any Waste Discharge Permit, Waste Discharge Authorization, Special Agreement, and/or policies and standards established by the District.
85. Waste(s) - Any discarded solid, semi-solid, liquid or gaseous material.

86. Waste Discharge Authorization (WDA) - The revocable permission to discharge Wastewater to the POTW, subject to this Ordinance and policies and standards established by the District.
87. Waste Discharge Permit (WDP) - The periodically renewable, revocable permission to discharge Wastewater to the POTW, subject to technically based limits on wastewater constituents and characteristics.
88. Wastewater - Liquid and water-carried wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

2.2 OTHER MEANINGS

Words used in this Ordinance in the singular shall include the plural and the plural the singular. Use of masculine shall also mean feminine and use of feminine shall also mean masculine. Shall is mandatory; may is permissive or discretionary.

ARTICLE 3

GENERAL SEWER USE REQUIREMENTS

3.1 PROHIBITED DISCHARGE STANDARDS

A. General Prohibitions

No User shall introduce or cause to be introduced into the POTW any Pollutant or Wastewater, which, alone or in conjunction with other substances, causes Interference or Pass Through. These general prohibitions apply to all Users whether or not they are subject to Categorical Pretreatment Standards or any other Federal, State or local Pretreatment Standards or Pretreatment Requirements.

B. Specific Prohibitions

No User shall introduce or cause to be introduced into the POTW (The POTW includes the sanitary sewer collection system) the following Pollutants, substances or Wastewater:

1. Pollutants which create a fire or explosive hazard in the POTW including, but not limited to Wastewater with a closed-cup flashpoint of less than 140° F (60° C) using the test methods specified in 40 CFR 261.21;
2. Wastewater having a pH less than 5.0 or more than 11.0 or otherwise causing corrosive structural damage to the POTW;
3. Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in blockage or interference, but in no case solids greater than 3/8 inches in any dimension; (e.g. construction debris, corn meal, dirt, sand, gravel, oil, grease, etc.)
4. Pollutants, including oxygen-demanding Pollutants (BOD, etc.), released in a discharge at a flow rate and/or Pollutant concentration which, either singly or by interaction with other Pollutants, will cause Interference with the POTW;
5. Wastewater having a temperature greater than 140° F (60° C), or which will inhibit biological activity in the RWRF resulting in Interference, but in no case Wastewater which causes the temperature at the introduction into the RWRF to exceed 104° F (40° C);
6. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through;
7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;

8. Noxious or malodorous liquids, gases, solids, or other Wastewater which, either singly or by interaction with other wastes, are sufficient to create a Public Nuisance or a hazard to life or to prevent entry into the sewers for maintenance or repair;
9. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the RWRf's effluent;
10. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable State or Federal regulations;
11. Sludge's, screening, or other residues from the Pretreatment of industrial wastes;
12. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
13. Wastewater required to be manifested under RCRA.
14. Infectious agents as defined in the California Health and Safety Code.

C. Other Prohibitions

1. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, deionized water, Single Pass Cooling Water and Wastewater free of Pollutants, unless specifically authorized by the General Manager.
2. Pollutants, substances, or Wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.
3. Trucked or hauled Pollutants except at discharge points designated by the General Manager; provided, however, RV wastes may be discharged to User-owned sewer facilities.
4. Any procedure, chemical addition, or physical modification that will result in bypass or pass-through of required pretreatment equipment.

3.2 CATEGORICAL PRETREATMENT STANDARDS

- A. The Categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.
- B. Where a Categorical Pretreatment Standard is expressed only in terms of either the mass or the concentration of a Pollutant in Wastewater, the General Manager may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6.

- C. When Wastewater subject to a Categorical Pretreatment Standard is mixed with Wastewater not regulated by the same standard, the General Manager shall impose an alternate limit using the combined waste stream formula, and requirements in 40 CFR 403.6.
- D. A User may obtain a variance from a Categorical Pretreatment Standard if the User can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the Categorical Pretreatment Standard.
- E. A User may obtain a net gross adjustment to a Categorical Pretreatment Standard in accordance with 40 CFR 403.15.

3.3 LOCAL LIMITS

- A. No Permitted User shall discharge or cause to be introduced directly or indirectly into the District's or contributing agency's collection system, a quantity or quality of Wastewater which exceeds the Local Limits on discharges to the POTW established by the District. Once Local Limits are established, they will be set forth by Resolution as amended.
- B. Local Limits apply at the point where the Wastewater is discharged to the POTW, except for BMPs, which are applied at the end of the process and any subsequent treatment. The General Manager may impose limitations based on concentrations of Pollutants in milligrams per liter or as an amount of Pollutants in pounds per day.

3.4 BEST MANAGEMENT PRACTICES

No User shall discharge wastewater to the POTW contrary to the BMPs established by the District.

3.5 POLICIES AND STANDARDS

No User shall discharge Wastewater to the POTW contrary to the policies and standards established by the District.

3.6 LIMITATIONS OF TOTAL DISSOLVED SOLIDS (TDS)

- A. The General Manager may limit the total loading of TDS to preserve the beneficial use of recycled water or to comply with environmental or regulatory requirements issued to the District by:
 - 1. Prohibiting Users from discharging the regeneration cycle from any water-conditioning appliance, including but not limited to water softeners or conditioners, to the POTW;
 - 2. Regulating the residential use of water softeners or water conditioners in accordance with California law, including California Health and Safety Code sections 116775-116795; and

3. Issuing permits, applying BMPs, or implementing policies and standards for any Wastewater discharges regulated by this Ordinance.

3.7 RIGHT OF REVISION

The District reserves the right to establish, by ordinance or in Waste Discharge Permits, Waste Discharge Authorizations, and Special Agreements, more stringent requirements on discharges to the POTW.

3.8 DILUTION

No User shall ever increase the use of process water or, in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Pretreatment Requirement. The General Manager may impose mass limitations on the amount, in pounds per day, of pollutants discharged by Users who are using dilution to meet applicable Pretreatment Standards or Pretreatment Requirements, or in other cases when the imposition of mass limitations is appropriate.

3.9 CESSPOOL. SEPTIC TANK. HOLDING TANK AND. HAULED WASTES

- A. Hauled waste from Cesspools, Septic Tanks, portable toilets, and holding tanks (excluding RV's containing only domestic and/or sanitary wastes) will be accepted only at District-designated locations.
- B. The General Manager may accept other hauled waste at District-designated locations.
- C. No Liquid Waste Hauler discharging septic waste or sanitary waste shall discharge constituents in excess of the limits specified in the respective Waste Discharge Permit based on the limits for Liquid Waste Haulers discharging domestic waste as set forth in local, state and/or federal rules or regulations as amended.

3.10 ACCESS TO DISTRICT FACILITIES

No Person shall access, enter, break, damage, destroy, uncover, deface, tamper with, or discharge to any temporary or permanent structure, equipment, or appurtenance, which is part of the POTW without prior approval by the General Manager.

ARTICLE 4

WASTE DISCHARGE PERMIT AND PERMIT REPORTING REQUIREMENTS

4.1 GENERAL REQUIREMENTS

A. Wastewater Analysis

When requested by the General Manager, a User shall submit information on the nature and characteristics of its Wastewater and other associated and pertinent information within sixty (60) days of the request. The General Manager is authorized to require Users to update this information periodically.

B. Waste Discharge Permit Requirements

1. No Significant Industrial User (SIU) shall discharge Wastewater into the POTW without first obtaining a Waste Discharge Permit.
2. A Significant Industrial User that has filed a timely application pursuant to Section 4.1.D of this Ordinance may continue to discharge for the time period specified therein.
3. The General Manager may require other Users to obtain a Waste Discharge Permit as necessary to carry out the purposes of this Ordinance.
4. Any violation of the terms and conditions of a Waste Discharge Permit shall be deemed a violation of this Ordinance and subject the User to the sanctions set out in Article 6 of this Ordinance. Obtaining a Waste Discharge Permit does not relieve the User of its obligation to comply with all Federal and State Pretreatment Standards or Pretreatment Requirements or with any other requirements of Federal, State and local law.
5. The District may determine that a User subject to Categorical Pretreatment Standards is a Non-Significant Categorical Industrial User (NSCIU) rather than a Significant Industrial User on a finding that the User never discharges more than 100 gpd of total Categorical Wastewater (excluding sanitary, non-contact cooling and boiler blow down, unless specifically included in the Pretreatment Standards) and the following conditions are met:
 - a. The User, prior to POTW finding, has consistently complied with all applicable Categorical Pretreatment Standards and Pretreatment Requirements; and
 - b. The User annually submits the certification statement required in Section 4.3.J together with any additional information necessary to support the certification statement; and

- c. The User never discharges any untreated concentrated Wastewater.
6. Upon a finding that a User meeting the criteria above has no reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Pretreatment Requirement, the District may at any time, on its own initiative or in response to a petition received from a User, and in accordance with procedures in 40 CFR 403.8, determine that such User should not be considered a Significant Industrial User.

C. Issuing Waste Discharge Permits: New Connections

Users who propose to begin or restart a discharge to the POTW must apply for a Waste Discharge Permit at least sixty (60) days prior to any discharge.

D. Issuing Waste Discharge Permits: Existing Connections

Any User required to obtain a Waste Discharge Permit due to requirements in this Ordinance who was discharging Wastewater into the POTW prior to the effective date of the requirements and who wishes to continue such discharges in the future, shall, within ninety (90) days after said date, apply for a Waste Discharge Permit in accordance with Section 4.1.E of this Ordinance, and shall not cause or allow discharges to the POTW to continue after one hundred twenty (120) days of the effective date of the Ordinance except in accordance with a Waste Discharge Permit issued by the General Manager.

E. Waste Discharge Application Contents

1. All Users required to obtain a Waste Discharge Permit must submit a Waste Discharge Application. The General Manager may require any User to submit as a part of an application the following information:
 - a. All information required in Section 4.3.A.2 of this Ordinance;
 - b. Physical, chemical, bacteriological, radiological analysis of Wastewater;
 - c. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are or could accidentally or intentionally be discharged to the POTW;
 - d. Number and type of employees, hours of operation, and proposed or actual hours of operation;
 - e. Each product produced by type, amount, process or processes, and rate of production;
 - f. (1) Type and amount of raw materials processed (average and maximum per day); (2) quantity, disposition, and method of disposal of specific liquid, sludge, oil, solvent, or other material;

- g. (1) Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge; (2) details of Wastewater; (3) details of Pretreatment Facilities and their operation and maintenance; (4) details of systems to prevent and control the losses of materials through spills to the POTW;
 - h. (1) Time and duration of discharges; (2) detailed plumbing plans indicating all sources discharging to the on or off-site Sewer Lateral;
 - i. Any other information as may be deemed necessary by the General Manager to evaluate the Waste Discharge Application.
2. Incomplete or inaccurate applications will not be processed and will be returned to the User for revision.

F. Signatories and Certification

All Waste Discharge Applications, BMP's, NSCIU Reports, and Categorical Standard Compliance Deadline Reports must be signed by an Authorized Representative of the User and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

G. Waste Discharge Permit Decisions

The General Manager will evaluate the data furnished by the User and may require additional information. Within thirty (30) days of receipt of a complete Waste Discharge Application, the General Manager will determine whether or not to issue a Waste Discharge Permit. The General Manager may deny any application for a Waste Discharge Permit.

4.2 WASTE DISCHARGE PERMIT ISSUANCE PROCESS

A. Waste Discharge Permit Duration

A Waste Discharge Permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the Waste Discharge Permit. A Waste Discharge Permit may be issued for a period less than five (5) years, at the discretion of the General Manager. Each Waste Discharge Permit will indicate a specific date upon which it will expire.

B. Waste Discharge Permit Contents

1. Waste Discharge Permits shall contain:
 - a. A statement that indicates Waste Discharge Permit duration, which in no event shall exceed five (5) years;
 - b. A statement that the Waste Discharge Permit is non-transferable without prior notification to the District in accordance with Section 4.2.E of this Ordinance, and provisions for furnishing the new owner or operator with a copy of the existing Waste Discharge Permit;
 - c. Effluent limits, including BMPs, based on applicable general Pretreatment Standards in 40 CFR 403, Categorical Pretreatment Standards, Local Limits, and State and local law;
 - d. Self-monitoring, sampling, reporting, notification, record keeping requirements, an identification of the Pollutants to be monitored (including the process for seeking a waiver for a Pollutant neither present nor expected to be present in the discharge in accordance with 40 CFR 403.12, or a specified waived Pollutant in the case of an individual Waste Discharge Permit), sampling location, sampling frequency, and sample type, based on the applicable general Pretreatment Standards in 40 CFR 403, Categorical Pretreatment Standards, Local Limits, and State and local law;
 - e. A statement of applicable civil and criminal penalties for Violations of Pretreatment Standards and Pretreatment Requirements, and any applicable Compliance Schedule. Such Compliance Schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law;
 - f. Requirements to control Slugs.
2. Waste Discharge Permits may contain, but need not be limited to, the following conditions:
 - a. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
 - b. Requirements for the Installation and maintenance of pretreatment technology, pollution control, or construction of appropriate containment devices designed to reduce, eliminate or prevent the introduction of Pollutants into the POTW;
 - c. Requirements for the development and implementation of spill control plans or other special conditions including management

practices necessary to adequately prevent accidental, unanticipated, or routine discharges;

- d. Development and implementation of waste minimization plans to reduce the amount of Pollutants discharged to the POTW;
- e. Requirements for installation and maintenance of inspection and monitoring facilities and equipment;
- f. A statement that compliance with the Waste Discharge Permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the Waste Discharge Permit; and
- g. Other conditions as deemed appropriate by the General Manager to ensure compliance with this Ordinance and Federal, State, and local laws, rules and regulations.

C. Waste Discharge Permit Appeals

- 1. Any Person, including the User, may petition the General Manager to reconsider the provisions of a Waste Discharge Permit within thirty (30) days of notice of its issuance.
 - a. In its petition, the appealing party shall indicate the Waste Discharge Permit provisions objected to, the reasons for objection, and the alternative provisions, if any, it seeks to place in the Waste Discharge Permit.
 - b. The effectiveness of the Waste Discharge Permit shall not be stayed pending the appeal.
- 2. Failure to submit a timely petition for reconsideration shall be deemed to be a waiver of the administrative appeal.
- 3. If the General Manager fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied.
- 4. Any person, including the User, may petition the Board of Directors to reconsider the decision of the General Manager.
- 5. If the Board of Directors fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied. Decisions not to issue a Waste Discharge Permit, not to reconsider the provisions of a Waste Discharge Permit, or not to modify the provisions of a Waste Discharge Permit shall be considered final administrative actions for the purposes of judicial review.

6. Any party aggrieved by a final Waste Discharge Permit action may obtain review of the action by filing in court a petition for writ of mandate within ninety (90) days following the effective date of the action. If no aggrieved party petitions for writ of mandate within the time provided by this section, a final Waste Discharge Permit administrative action shall not be subject to review by any court or agency. The evidence before the court shall consist of the record before the General Manager, and any other relevant evidence, which in the judgment of the court, should be considered to effectuate and implement the policies of this Ordinance. Except as otherwise provided in this section, subdivisions (e) and (f) of Code of Civil Procedure section 1094.5 shall govern proceedings pursuant to this section.

D. Waste Discharge Permit Modification

1. The General Manager may modify a Waste Discharge Permit for good cause including, but not limited to, the following reasons:
 - a. To incorporate any new or revised Federal, State or local Pretreatment Standards or Pretreatment Requirements;
 - b. To address significant alterations or additions to the User's operation processes, or Wastewater volume or character since the time of Waste Discharge Permit issuance;
 - c. A change in the POTW that requires either a temporary or permanent reduction or elimination of the permitted discharge;
 - d. Information indicating that the permitted discharge poses a threat to the POTW, POTW personnel, the receiving water, or the public;
 - e. Violation of any terms or conditions of the Waste Discharge Permit;
 - f. Misrepresentation or failure to fully disclose all relevant facts in the Waste Discharge Application or in any required reporting;
 - g. Revision of or a grant of variance from such Categorical Pretreatment Standards pursuant to 40 CFR 403.13;
 - h. Correction of typographical or other errors in the Waste Discharge Permit; or
 - i. To reflect a transfer of the facility ownership or operation to a new owner or operator.

E. Waste Discharge Permit Transfer

1. Waste Discharge Permits may be transferred to a new owner or operator only if the permittee gives at least thirty (30) days advance notice to the General Manager and the General Manager approves the Waste

Discharge Permit transfer. The notice to the General Manager must include a written certification by the new owner or operator which:

- a. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
 - b. Identifies the specific date on which the transfer is to occur;
 - c. Acknowledges full responsibility for complying with the existing Waste Discharge Permit; and
 - d. States that the new owner and/or operator has obtained a copy of the existing Waste Discharge Permit.
2. Failure to provide advance notice of a transfer renders the Waste Discharge Permit void as of the date of facility transfer.

F. Waste Discharge Permit Revocation

1. A Waste Discharge Permit may be revoked for good cause including, but not limited to the following reasons:
 - a. Failure to notify the General Manager of significant changes to the Wastewater prior to the changed discharge;
 - b. Failure to provide prior notification to the General Manager of changed conditions pursuant to Section 4.3.E of this Ordinance;
 - c. Misrepresentation or failure to fully disclose all relevant facts in the Waste Discharge Application;
 - d. Falsifying self-monitoring reports;
 - e. Tampering with monitoring equipment;
 - f. Refusing to allow the General Manager timely access to the facility premises and records;
 - g. Failure to meet effluent limitations;
 - h. Failure to pay penalties;
 - i. Failure to pay sewer charges;
 - j. Failure to meet Compliance Schedules;
 - k. Failure to complete a Wastewater survey or the Waste Discharge Application;
 - l. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or

- m. Violation of any Pretreatment Standard or Pretreatment Requirement, or any terms of the Waste Discharge Permit or this Ordinance.
- 2. Waste Discharge Permits shall be voidable upon cessation of operations.
- 3. A Waste Discharge Permit issued to a particular User is void when the new Waste Discharge Permit to that User becomes effective.
- 4. Waste Discharge Permit revocation is subject to appeal as set forth in Section 6.4.

G. Waste Discharge Permit Reissuance

A User with an expiring Waste Discharge Permit shall apply for Waste Discharge Permit re-issuance by submitting a complete Waste Discharge Application (or a statement signed by the Authorized Representative that there are no changes to the application previously submitted), in accordance with Section 4.1.E of this Ordinance, at least sixty (60) days prior to the expiration of the User's existing Waste Discharge Permit.

4.3 REPORTING REQUIREMENTS

A. Baseline Monitoring Reports

- 1. Baseline Monitoring Requirements
 - a. Within the later of (1) one hundred eighty (180) days after the effective date of a Categorical Pretreatment Standard, or (2) the final administrative decision on a category determination under 40 CFR 403.6, existing Categorical Users currently discharging to or scheduled to discharge to the POTW shall submit to the General Manager a report which contains the information listed in Section 4.3.A.2. At least ninety (90) days prior to commencement of their discharge, New Sources, and sources that become Categorical Users subsequent to the promulgation of an applicable Categorical Pretreatment Standard, shall submit to the General Manager a report, which contains the information listed in Section 4.3.A.2. A New Source shall report the method of Pretreatment it intends to use to meet applicable Categorical Pretreatment Standards. A New Source shall also give estimates of its anticipated flow and quantity of Pollutants to be discharged.
 - b. The Baseline Monitoring Report shall indicate the time, date, and place of sampling and the methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected Pollutant discharges to the POTW.
 - c. The General Manager may allow the submission of a Baseline Monitoring Report, which utilizes only historical data so long as

the data provides information sufficient to determine the need for industrial pretreatment measures.

2. Users described above shall submit the information set forth below.
 - a. Identifying information - The name and address of the facility, including the name of the operator and owner.
 - b. Environmental Permits - A list of any environmental control permits held by or for the facility.
 - c. Description of Operations - A brief description of the nature, average rate of production, and SIC numbers or NAICS numbers of the operation(s) carried out by such User. This description should include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.
 - d. Flow Measurement - Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR403.6
 - e. Measurement of Pollutants
 1. The Categorical Pretreatment Standards applicable to each regulated process.
 2. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Categorical Pretreatment Standard or by the General Manager, of the regulated Pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 4.3.0 of this Ordinance.
 3. Sampling shall be performed in accordance with procedures set out in Section 4.3.0 of this Ordinance.
 - f. Certification - A statement, reviewed by the User's Authorized Representative and certified by a qualified professional, indicating whether Categorical Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional Pretreatment is required to meet the Pretreatment Standards and Pretreatment Requirements.

- g. Compliance Schedule – If additional Pretreatment and/or O&M will be required to meet the Pretreatment Standards, the Compliance Schedule is the shortest schedule by which the User will provide such additional Pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. A Compliance Schedule pursuant to this section must meet the requirements set out in Section 4.3.B of this Ordinance.
- h. Signature and Certification- All Baseline Monitoring Reports must be signed and certified in accordance with Section 4.1.F of this Ordinance.

B. Compliance Schedule Progress Reports

The following conditions shall apply to the Compliance Schedule required by Section 4.3.A.2.g of this Ordinance:

- 1. The Compliance Schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional Pretreatment required for the User to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- 2. No increment referred to above shall exceed nine (9) months;
- 3. The User shall submit a progress report to the General Manager no later than fourteen (14) days following each date in the Compliance Schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established Compliance Schedule; and in no event shall more than nine (9) months elapse between such progress reports to the General Manager.

C. Reports on Compliance with Categorical Pretreatment Standard Deadline

Within ninety (90) days following the date for final compliance with applicable Categorical Pretreatment Standards, or in case of a New Source following commencement of the introduction of Wastewater into the POTW, any User subject to such Pretreatment Standards and Pretreatment Requirements shall submit to the General Manager a report containing the information described in Section 4.3.A.2 of this Ordinance. For Users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6, this report shall contain a reasonable measure of the User's long-term production rate. For all other Users subject to Categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the User's

actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 4.1.F of this Ordinance.

D. Periodic Compliance Reports

1. If a Permitted User monitors any Pollutant using the procedures prescribed in Sections B and C of this Section, the results of this monitoring shall, at a frequency determined by the General Manager but in no case less than every six-months (6), be reported. The report shall indicate the nature and concentration of Pollutants in the discharge, which are limited, by Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. All such reports must be signed and certified in accordance with Section 4.1.F of this Ordinance.
2. All Pollutant analyses, including sampling techniques, to be submitted as part of a Waste Discharge Application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable Categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, an analysis must be performed in accordance with procedures approved by the US EPA.
3. Users must show compliance with Federal, State, and local regulations using appropriate sampling methods, in which data coming from the collection methods are representative of conditions occurring during the reporting period. The User is required to monitor at a frequency allowing for assessment and assurance of full compliance with applicable Pretreatment Standards and Pretreatment Requirements. Twenty-four (24) hour composite samples must be obtained through flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the General Manager. Where time-proportional composite sampling or grab sampling is authorized by the General Manager, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil & grease the samples may be composites in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the General Manager.

E. Reports of Changed Conditions

1. Each User must notify the General Manager of any planned significant changes to the User's operations or system, which might alter the nature, quality, or volume of its Wastewater at least thirty (30) days before the change.

2. The General Manager may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a Waste Discharge Application under Section 4.1.E of this Ordinance.
3. The General Manager may issue a Waste Discharge Permit under Section 4.2.8 of this Ordinance or modify an existing Waste Discharge Permit under Section 4.2.D of this Ordinance in response to changed conditions or anticipated changed conditions.
4. For purposes of this section, significant changes include, but are not limited to, flow increases of twenty percent (20%) or greater, and the discharge of any previously unreported Pollutants.

F. Reports of Potential Problems

1. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, or a Slug, that may cause potential problems for the POTW, the User shall immediately notify the General Manager of the incident. This notification shall include the location of the discharge, type of waste, concentration, and volume, if known, and corrective actions taken by the User.
2. Within five (5) days following such discharge, the User shall, unless waived by the General Manger, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability, which may be Incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any penalties, or other liabilities, which may be imposed pursuant to this Ordinance.

G. Reports from Unpermitted Users

All Users not required to obtain a Waste Discharge Permit shall provide appropriate reports to the General Manager as the General Manager may require.

H. Maintenance Plan

Any User with an Interceptor discharging to the sewer shall complete an approved maintenance plan, which includes but is not limited to:

1. Procedures to adequately maintain the Interceptor using a licensed and permitted waste hauler.
2. Determination of User staff responsible for maintenance of the Interceptor.

3. Procedures for spill response.

I. Reports of Sampling Violations/Repeat Sampling

If sampling performed by a User indicates a Violation, the User shall notify the General Manager within twenty-four (24) hours of becoming aware of the Violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the General Manager within thirty (30) days after becoming aware of the Violation. The User is not required to resample if the District monitors at the User's facility at least once a month, or if the District samples between the User's initial sampling and when the User receives the results of this sampling.

J. Certification for Non-Significant Categorical Industrial Users

A facility determined to be a Non-Significant Categorical Industrial User by POTW must submit the following certification statement signed and certified in accordance with the signatory requirements in Section 4.1.F as required by 40 CFR403;

"Based on my inquiry of the person or persons directly responsible for managing compliance with the Categorical Pretreatment Standards under 40 CFR _____, I certify that, to the best of my knowledge and belief that during the period from _____ to _____ [months, days, year]:

1. The facility described as _____ [facility name] met the definition of a Non-Significant Categorical Industrial User as described in Section 2.1.C.42;
2. The facility complied with all applicable Pretreatment Standards and requirements during this reporting period; and
3. The facility never discharged more than 100 gallons of total categorical wastewater on any given day during this reporting period.

This compliance certification is based on the following information:

" _____ "

K. Timing

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

L. Record Keeping

Users subject to the reporting requirements of this Ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the District, or where the User has been specifically notified of a longer retention period by the General Manager.

ARTICLE 5

WASTE DISCHARGE AUTHORIZATIONS and SPECIAL AGREEMENTS

5.1 GENERAL REQUIREMENTS

A. Wastewater Information

When requested by the General Manager, a User shall submit information on the nature and characteristics of its Wastewater and other associated and pertinent information within sixty (60) days of the request. The General Manager is authorized to require Users to update this information periodically.

B. Authorization/Special Agreement Requirement

1. No User shall discharge Wastewater into the POTW without first obtaining a determination of need for an Authorization and/or Special Agreement except that a User that has filed a timely application pursuant to Section 5.1.C of this Ordinance may continue to discharge for the time period specified therein.
2. Any violation of the terms and conditions of an Authorization/Special Agreement shall be deemed a Violation of this Ordinance and subject the User to the sanctions set out in Article 6 of this Ordinance. Obtaining an Authorization and/or Special Agreement does not relieve the User of its obligation to comply with all Federal and State Pretreatment Standards or Pretreatment Requirements or with any other requirements of Federal, State, and local law.

C. Issuing Authorizations/Special Agreement: New Connections

Users who propose to begin or restart a discharge to the POTW must apply for an Authorization and/or Special Agreement at least sixty (60) days prior to any discharge.

D. Issuing Authorizations/Special Agreements: Existing Connections that must meet New Requirements

Any User required to obtain an Authorization and/or Special Agreement due to requirements in this Ordinance who was discharging Wastewater into the POTW prior to the effective date of the requirements and who wishes to continue such discharges in the future, shall, within ninety (90) days after said date, apply for an Authorization and/or Special Agreement in accordance with Section 5.1.E of this Ordinance, and shall not cause or allow discharges to the POTW to continue after one hundred twenty (120) days of the effective date of this Ordinance except in accordance with an Authorization and/or Special Agreement issued by the General Manager.

E. Waste Discharge Application Contents

1. All Users required to obtain an Authorization and/or Special Agreement shall submit a Waste Discharge Application. The General Manager may require all Users to submit as part of an application the following information:
 - a. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are or could accidentally or intentionally be discharged to the POTW;
 - b. Number and type of employees, hours of operation, and proposed or actual hours of operation;
 - c. Each product produced by type, amount, process or processes, and rate of production;
 - d. Type and amount of raw materials processed (average and maximum per day); quantity, disposition, and method of disposal of specific liquid, sludge, oil, solvent, or other material;
 - e. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge; details of Pretreatment Facilities and their operation and maintenance; details of systems to prevent and control the losses of materials through spills to the POTW;
 - f. Time and duration of discharges; detailed plumbing plans indicating all sources discharging to the on-site or off-site Sewer Lateral;
 - g. Any other information as may be deemed necessary by the General Manager to evaluate the Waste Discharge Application.
2. Incomplete or inaccurate applications will not be processed and will be returned to the User for revision.

F. Signatories and Certification

All Waste Discharge Applications and Reports must be signed by an Authorized Representative of the User and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting

false information, including the possibility of fine and imprisonment for knowing violations."

G. Authorization/Special Agreement Decisions

The General Manager will evaluate the data furnished by the User and may require additional information. Within thirty (30) days of receipt of a complete Waste Discharge Application, the General Manager will determine whether or not to issue an Authorization and/or Special Agreement. The General Manager may deny any application for an Authorization and/or Special Agreement.

5.2 AUTHORIZATION/SPECIAL AGREEMENT ISSUANCE PROCESS

A. Authorization/Special Agreement Duration

1. A Waste Discharge Authorization shall be issued for an indefinite time period, subject to review and reconsideration at the discretion of the General Manager.
2. A Special Agreement shall be issued for a specified time period, set forth in the terms of the Special Agreement.

B. Authorization/Special Agreement Contents

1. Waste Discharge Authorizations/Special Agreements shall include such conditions as are deemed reasonably necessary by the General Manager to prevent Pass Through or Interference or damage to the POTW, protect the quality of the water body receiving the POTW's effluent, protect public and worker health and safety, facilitate sludge management and disposal as required in 40 CFR 403.8, and protect against damage to the POTW.

Waste Discharge Authorizations/Special Agreements may contain:

- a. Notification and record-keeping requirements;
- b. Requirements for the development and implementation of plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or routine discharges;
- c. Requirements for the development and implementation of waste minimization plans to reduce the amount of Pollutants discharged to the POTW;
- d. A statement that compliance with the Waste Discharge Authorization/Special Agreement does not relieve the User of responsibility for compliance with all applicable Federal and State Pretreatment Standards.

- e. Other conditions as deemed appropriate by the General Manager to ensure compliance with this Ordinance, and State and Federal laws, rules, and regulations;

C. Waste Discharge Authorization/Special Agreement Appeals

1. Any Person, including the User, may petition the General Manager to reconsider the provisions of a Waste Discharge Authorization/Special Agreement within thirty (30) days of notice of its issuance.
 - a. In its petition, the appealing party shall indicate the Waste Discharge Authorization/Special Agreement provisions objected to, the reasons for objection, and the alternative provisions, if any, it seeks to place in the Waste Discharge Authorization/Special Agreement.
 - b. The effectiveness of the Waste Discharge Authorization/Special Agreement shall not be stayed pending the appeal.
2. Failure to submit timely a petition for reconsideration shall be deemed to be a waiver of the administrative appeal.
3. If the General Manager fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied.
4. Any person, including the User, may petition the Board of Directors to reconsider the decision of the General Manager.
5. If the Board of Directors fails to act within thirty (30) days of the filing of a petition for reconsideration, the petition for reconsideration shall be deemed denied. Decisions not to issue a Waste Discharge Authorization/Special Agreements, not to reconsider the provisions of a Waste Discharge Authorization/Special Agreements, or not to modify the provisions of a Waste Discharge Authorization/Special Agreements shall be considered final administrative actions for the purposes of judicial review.
6. Any party aggrieved by a final Waste Discharge Authorization/Special Agreement administrative action may obtain review of the action in the superior court by filing in the court a petition for writ of mandate within ninety (90) days following the effective date of the action. If no aggrieved party petitions for writ of mandate within the time provided by this section, a final Waste Discharge Authorization/Special Agreement administrative action shall not be subject to review by any court or agency. The evidence before the court shall consist of the record before the General Manager, and any other relevant evidence which, in the judgment of the court, should be considered to effectuate and implement the policies of this Ordinance. Except as otherwise provided in this section, subdivisions (e) and (f) of Code of Civil Procedure section 1094.5 shall govern proceedings pursuant to this section.

D. Waste Discharge Authorization/Special Agreement Revocation

1. A Waste Discharge Authorization/Special Agreement may be revoked for good cause including, but not limited to the following reasons:
 - a. Failure to notify the General Manager of significant changes to the Wastewater prior to the changed discharge;
 - b. Misrepresentation or failure to fully disclose all relevant facts in the Waste Discharge Application;
 - c. Refusing to allow the General Manager timely access to the facility premises and records;
 - d. Failure to pay penalties;
 - e. Failure to pay sewer charges;
 - f. Failure to comply with HVLCSD's policies and standards.
 - g. Violation of any terms of the Waste Discharge Authorization/Special Agreement or this Ordinance.
2. Waste Discharge Authorizations and Special Agreements shall be voidable upon cessation of operations.
3. A determination may be made to issue a Waste Discharge Permit in the event the Waste Discharge Authorization or Special Agreement is revoked for good cause, including but not limited to all of the above.
4. A Waste Discharge Authorization or Special Agreement is void when a new Waste Discharge Permit, Waste Discharge Authorization, or Special Agreement to that User becomes effective.
5. Waste Discharge Authorization or Special Agreement revocation is subject to appeal as set forth in Section 6.4.

5.3 REPORTING REQUIREMENTS

A. Plan Requirements

1. Any User with an Interceptor discharging to the sewer shall have on file an approved maintenance plan which includes but is not limited to:
 - a. Procedures to adequately maintain the Gravity Interceptor using a licensed and permitted waste hauler;
 - b. Determination of User staff responsible for maintenance of the Gravity Interceptor;
 - c. Procedures for spill response.

2. Users with potential impact to the POTW shall have on file an approved management plan.

B. Timing

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

C. Record Keeping

Users subject to the reporting requirements of this Ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the District, or where the User has been specifically notified of a longer retention period by the General Manager.

ARTICLE 6
ENFORCEMENT

6.1 ENFORCEMENT ACTIONS

Notice of Violations shall be issued by the General Manager or his designee. All other enforcement actions shall be issued by the General Manager or management at a higher level (e.g., Environmental and Regulatory Compliance Department Director). The District, at its discretion, may utilize any one, combination of, or all enforcement remedies provided in Article 6 in response to any Violation.

A. Notice of Violation

When a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization, or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the Source Control Manager or his designee may issue a written Notice of Violation.

B. Administrative Orders

1. CONSENT ORDERS

The General Manager may enter into Consent Orders, assurances of compliance, or other documents establishing an agreement with any User responsible for noncompliance. Such documents shall include specific action(s) to be taken by the User to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as Compliance Orders and shall be judicially enforceable.

2. COMPLIANCE ORDERS

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the General Manager may issue a Compliance Order to the User responsible for the discharge directing that the User come into compliance within a specified time. A Compliance Order shall include specific action(s) to be taken by the User to correct the noncompliance within a time period specified by the Compliance Order. A Compliance Order shall be judicially enforceable. If the User does not come into compliance within the time provided, sewer service may be discontinued unless required Pretreatment Facilities, devices, or other related appurtenances are installed and properly operated. A Compliance Order also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the

amount of Pollutants discharged to the sewer. A Compliance Order may not extend the deadline for compliance established for a Pretreatment Standard or Pretreatment Requirement, nor does a Compliance Order relieve the User of liability for any Violation, including any continuing Violation.

3. SHOW CAUSE ORDERS

The General Manager may issue a Show Cause Order directing a User which has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement to appear before a Hearing Officer and show cause why the proposed enforcement action(s) should not be taken. Notice shall be served on the User specifying the time and place for the hearing, the proposed enforcement action(s), the reasons for the action(s) and an order that the User show cause why the proposed enforcement should not be taken. The notice of the hearing shall be served personally or by registered or certified mail (return receipt requested) at least fifteen (15) days prior to the hearing. Such notice may be served on any Authorized Representative of the User.

C. Emergency Suspensions

The General Manager may suspend immediately a User's discharge, without prior notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present an imminent or substantial danger to the health or welfare of Persons or to the environment, or which reasonably appears to present an imminent or substantial interference with the POTW, or which reasonably may cause the District to violate any condition of its NPDES permit.

Any User notified of an emergency suspension of its discharge shall immediately stop or eliminate its discharge. In the event of a User's failure to immediately comply voluntarily with the emergency suspension order, the General Manager may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW or its collection system, or endangerment to any Persons or to the environment. The General Manager may allow the User to recommence its discharge when the User has demonstrated that the period of endangerment has passed, unless the termination proceedings in Sections 6.1.E or Section 6.1.F of this Ordinance are initiated against the User.

Nothing in this Section shall be interpreted as requiring a hearing prior to any Emergency Suspension under this Section.

D. Permit/Authorization/Special Agreement Termination

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste

Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the General Manager may terminate the Waste Discharge Permit, Waste Discharge Authorization, or Special Agreement of said User.

E. Termination of Wastewater Service

In addition to the provisions for Emergency Suspensions, the General Manager may order any User who has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement to cease immediately discharge of wastewater to the POTW, and may suspend Wastewater disposal and treatment service for such User in order to stop an actual or threatened discharge which presents or may present an imminent or substantial danger to the health or welfare of Persons or to the environment, or which presents or may present an imminent or substantial interference with the POTW, or which causes or may cause the District to violate any condition of its NPDES permit, or if the User has failed to obtain a valid Waste Discharge Permit. If the User fails to comply voluntarily with the termination order, the District will take such steps as deemed necessary, including immediate severance of the Sewer Lateral connection, to give effect to the termination order. All costs for terminating service shall be paid by the User. All costs for reestablishing service shall be paid by the User.

Such User shall be notified of the proposed termination of its discharge service and offered an opportunity to show cause under Section 6.1.8.3 of this Ordinance why the proposed action(s) should not be taken.

F. Termination of Water Service

When a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, water service to the User may be terminated. Water service shall only recommence after the User has demonstrated satisfactorily its ability to comply. All costs for terminating water service shall be paid by the User. All costs for reestablishing water service shall be paid by the User.

Such User shall be notified of the proposed termination of its water service and offered an opportunity to show cause under Section 6.1.8.3 of this Ordinance why the proposed action(s) should not be taken.

G. Administrative Penalties

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, the Source Control Manager may impose an administrative penalty on such

User, as provided in Section 54740.5 of the Government Code, in an amount determined in accordance with Resolution 2963 as amended. Administrative penalties shall be assessed on a per-Violation, per-day basis. In the case of monthly or other long-term average discharge limits, administrative penalties shall be assessed for each day during the period of Violation. Unpaid charges and administrative penalties shall, after 30 calendar days, be assessed an additional penalty in accordance with Resolution 2963 as amended, and interest shall accrue thereafter in accordance with Resolution 1643 as amended. A lien against the User's property may be sought for unpaid charges and administrative penalties.

H. Injunctive Relief

When the General Manager finds that a User has violated, or continues to violate, any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Requirement, the District may petition the Superior Court of the County of Riverside for the issuance of a temporary restraining order, preliminary injunction, and/or permanent injunction, as appropriate, to enjoin or compel the specific performance of the activities of the User causing such violation. The District may also seek such other action as appropriate for legal and/or equitable relief, including a requirement for the User to conduct environmental remediation.

I. Civil Liability

The General Manager may utilize the procedures and seek civil penalties, payment of excess costs, and imposition of a lien upon User's real property, as provided in Sections 54739, 54740, 54740.5, and 54740.6 of the Government Code, as may be amended from time to time, for violations of any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement.

J. Criminal Penalties

Any User who willfully or knowingly violates any provision of this Ordinance, any Waste Discharge Permit, any Waste Discharge Authorization or Special Agreement, any order issued under this Ordinance, or any other Pretreatment Standard or Pretreatment Requirement, shall, upon conviction, be guilty of an infraction punishable by a fine not to exceed fifty dollars (\$50) for a first conviction, one hundred dollars (\$100) for a second conviction within a period of one (1) year, and two hundred fifty dollars (\$250) for a third or any subsequent conviction within a period of one (1) year. Each violation and each day in which a violation occurs shall constitute a separate violation and shall be subject to the penalties contained herein.

6.2 PUBLISHED NOTICES FOR SIGNIFICANT NON-COMPLIANCE

In accordance with 40 CFR 403.8, the District shall at least annually cause to be published the names of all Users which, at any time during the previous twelve (12)

months, were in Significant Non-Compliance. Publication shall be made in a newspaper of general circulation that provides meaningful public notice in the District's service area.

6.3 REMEDIES NON-EXCLUSIVE

The enforcement remedies for this Ordinance are nonexclusive. The General Manager may take any, all, or any combination of these remedies against a noncompliant User. The General Manager may take more than one (1) enforcement action against any noncompliant User, and no enforcement action shall be deemed a prohibition or a prerequisite for taking any other enforcement action(s) against the User. Enforcement of violations will generally be in accordance with the District's Enforcement Response Plan, however, the Source Control Manager may take alternative actions against a User when the circumstances warrant.

6.4 APPEALS

- A. Either the District or any User affected by and dissatisfied with any decision, order, or enforcement action made by the General Manager or a Hearing Officer interpreting or implementing the provisions of this Ordinance or any Waste Discharge Permit, Waste Discharge Authorization, or Special Agreement may file with the General Manager or Hearing Officer a written appeal requesting reconsideration of such decision, order, or enforcement action within thirty (30) calendar days from the receipt of the notice of such decision, order, or enforcement action. The party requesting reconsideration shall state in detail the facts supporting the request for reconsideration. The General Manager or Hearing Officer shall render a ruling on the request for reconsideration, in writing, within ten (10) calendar days from receipt of the request. Submission of such a request for reconsideration in no way relieves the User of liability for any Violations occurring before or after receipt of the decision, order, or enforcement action, nor stays the requirements of achieving or maintaining compliance.
- B. If the ruling on the request for reconsideration made by the General Manager or Hearing Officer is unsatisfactory to the District or to the User, either party may, within thirty (30) calendar days after receipt of notice of the General Manager's or Hearing Officer's ruling, file a written appeal with the General Manager. The written appeal shall be heard by the General Manager within thirty (30) calendar days from the date of filing. The General Manager shall make a ruling on the appeal within thirty (30) calendar days from the date of the hearing.
- C. If the ruling on the appeal made by the General Manager is unsatisfactory to the District or to the User, either party may, within thirty (30) calendar days after receipt of notice of the General Manager's ruling, file a written appeal with the District's Board, lodging such appeal with the Secretary of the Board. The written appeal shall be heard by the Board within thirty (30) calendar days from the date of filing. The Board shall make a ruling on the appeal within thirty (30) calendar days from the date of the hearing, and shall give notice to the User that the time within which judicial review must be sought is governed by Code of Civil Procedure section 1094.6.

- D. The Board's final ruling shall be deemed a final decision, order, or enforcement action by the District which any Person adversely affected by such decision, order, or enforcement action may appeal to the appropriate court in the County of Riverside. No Person may obtain judicial review of any decision, order, or enforcement action by the District under this Ordinance without first having exhausted all administrative remedies set forth in this Section.

ARTICLE 7
SEVERABILITY

7.1 SEVERABILITY

If any provision of this Ordinance or the application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of such provision to other persons or other circumstances shall not be affected.

ARTICLE 8

REPEAL

8.1 REPEAL

The Ordinance No. 57 is hereby repealed on the effective date hereof and all Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with the provisions of this Ordinance.

ARTICLE 9
EFFECTIVE DATE

9.1 EFFECTIVE DATE

The effective date of this Ordinance shall be May 17, 2018.