



**Hidden Valley Lake Community Services District**  
**Regular Board Meeting**  
**Tuesday, June 20, 2023 – 7:00 PM**  
**19400 Hartmann Road, Hidden Valley Lake, CA.**

To join the meeting by teleconference, go to [www.hvclsd.org](http://www.hvclsd.org) select the June 20, 2023, Regular Board Meeting and select the Microsoft teams link, select open Microsoft teams, select join now.

This meeting is being recorded for live streaming and broadcasting purposes.

**Attending Remotely:**

Director Jim Freeman  
1310 Cascade St  
Pittsfield Ma. 01201

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **CONSENT CALENDAR**
  - A. **MINUTES**: Approval of the May 11, 2023, Finance Committee Meeting Minutes.
  - B. **MINUTES**: Approval of the May 16, 2023, Regular Board of Directors Meeting Minutes.
  - C. **DISBURSEMENTS**: Check #001707 - #001778 including drafts and payroll for a total of \$307,379.70.
- 6) **BOARD COMMITTEE REPORTS** (for information only, no action anticipated)
  - Finance Committee
  - Personnel Committee
  - Emergency Preparedness Committee
  - Lake Water Use Agreement-Ad Hoc Committee
  - Trane Ad-Hoc Committee
  - Valley Oaks Project Sub-Committee
- 7) **BOARD LIST OF PRIORITIES:**
  - Underground Infrastructure – Water Mainlines
  - I&I
  - Tank 9
  - Generators
  - SCADA
- 8) **STAFF REPORTS** (for information only, no action anticipated)

Financial Report  
Administration/Customer Service Report  
ACWA State Legislative Committee  
Field Operations Report  
Projects Update  
General Managers Report

- 9) **DISCUSSION AND POSSIBLE ACTION:** Adopt the FY 2023-24 Budget and Investment Policy
  - A. Open Public Hearing to receive comment on proposed FY 2023-24 Budget
  - B. Close Public Hearing to receive comment on proposed FY 2023-24 Budget
  - C. Approve Resolution 2023-04 Adopting the FY 2023-24 Budget
  - D. Approve Resolution 2023-05 Approving and Adopting the Investment Policy for FY 2023-24
- 10) **DISCUSSION AND POSSIBLE ACTION:** Provide Direction on Financing Structure and Terms as Presented by NHA
- 11) **DISCUSSION AND POSSIBLE ACTION:** Approve a 5.2% Cost- Of-Living Adjustment for all Non-Contracted District Employees Effective July 1, 2023
- 12) **DISCUSSION AND POSSIBLE ACTION:** Authorize the General Manager to Proceed with the Lining of Tank 1-A
- 13) **DISCUSSION AND POSSIBLE ACTION:** Approve Policy #2105 Vehicle and Equipment Replacement Policy
- 14) **DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt the District SSMP
- 15) **PUBLIC COMMENT**
- 16) **BOARD MEMBER COMMENT**
- 17) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at [www.hvlcsd.org/meetings](http://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. Members of the 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  
FINANCE COMMITTEE  
Tuesday May 11, 2023 – 12:30 P.M.  
Meeting Minutes**

The Hidden Valley Lake Community Services District Finance Committee was conducted in the District Boardroom at 19400 Hartmann Road, Hidden Valley Lake, California.

Present were:

Director Jim Freeman  
Director Gary Graves  
Penny Cuadras, Administrative Services Manager  
Trish Wilkinson, Accounting Supervisor  
Alyssa Gordon, Project Manager  
Jacob Lampert, CivicSpark Fellow

Also Present:

Leslie Bloom, Vice President, NHA Advisor  
Craig Hill, Managing Principal, NHA Advisor

**CALL TO ORDER**

The meeting was called to order at 12:31 p.m. by Director Graves.

**APPROVAL OF AGENDA**

Motion by Director Freeman to approve the Tuesday, April 12, 2023, Finance Committee agenda as presented. Seconded by Director Graves

Roll Call:

Ayes: (2) Directors Graves, and Freeman

Nays: (0)

Abstain: (0)

Absent: (0)

Tuesday, April 12, 2023, Finance Committee Agenda approved by roll call vote.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Recommend the Authorization of GM to Engage NHA Advisors in the Pursuit of Bond Financing**

Committee recommendation to the Board: Approve Engagement with NHA Advisors in the Pursuit of Bond Financing, Based on NHA Presentation of Model

Discussion: NHA \$5M Bond Financing

NHA will begin with assumption of shortest repayment option as possible, based on what can fit into the budget on the projected year. A 10-30 year pay back less with anticipated interest rates of 4-5%.

No work will begin until engagement is authorized by the board. There will be no out of pocket expense to the District until or if NHA is able to deliver funds. Payments to NHA will come

from the bond when issued. This will be an update to the work started in 2022, once the model has been updated several options will be presented for consideration. Should the Board authorize engagement in May, it is anticipated a series of alternatives for the district can be presented in the June Board Meeting.

**REVIEW AND POSSIBLE RECOMMENDATION:**  
**Monthly Financial Reports & Disbursements**

The Committee reviewed and discussed the financial reports for the period ending April 30, 2023. Staff addressed inquiries as presented by the committee.

**REVIEW AND POSSIBLE RECOMMENDATION:**  
**Draft FY 2023-2024 Budget**

The Committee reviewed the proposed budget, The committee recommendation to bring to the Board in May for approval, to be presented before NHA Advisors presentation.

**REVIEW AND POSSIBLE RECOMMENDATION:**  
**Projects Update**

Updates provided by Alyssa Gordon; inquiries addressed as presented by the committee.

**DISCUSSION AND POSSIBLE RECOMENDATION:**  
**Recommend the Proposed 7% Salary Adjustment**

Tabled

**DISCUSSION AND POSSIBLE RECOMMENDATION:**  
**Recommend the Proposed Realignment of Field Staff**

The realignment of staff falls within the scope of the General Manager's direction. No further action is needed by the committee or the board.

**DISCUSSION:**  
**Health Benefit Options for Directors**

The Committee discussed health plan options.

**PUBLIC COMMENT**

No Public Comment

**COMMITTEE MEMBER COMMENT**

Members of the expressed appreciation of staff and taking an early initiative on the budget.

**ADJOURNMENT**

Meeting adjourned at 2:24 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: Tuesday, May 16, 2023– 7:00 PM**

The Regular Meeting of the Hidden Valley Lake Community Services District (District) Board of Directors was conducted in the District Boardroom at 19400 Hartmann Road Hidden Valley Lake, California.

**Directors Present:**

Director Claude Brown, President  
Director Sean Millerick, Vice President  
Director Gary Graves  
Director Jim Freeman  
Director Jim Lieberman

**Staff Present:**

Dennis White, General Manager,  
Penny Cuadras, Administrative Services Manager  
Trish Wilkinson, Accounting Supervisor

**Via Teleconference**

Alyssa Gordon, Project Manager  
Jacob Lampert, CivicSpark Fellow

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Director Brown.

**APPROVAL OF AGENDA**

Motion by Director Graves to approve the May 16, 2023, Regular Board Agenda.  
Seconded by Director Millerick.

**Roll Call Vote:**

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to approve the May 16, 2023, Regular Board Agenda.

**CONSENT CALENDAR**

Moved by Director Lieberman and seconded by Director Millerick to approve the Consent Calendar as presented as written.

- A. **MINUTES**: Approval of the April 12, 2023, Finance Committee Meeting Minutes
- B. **MINUTES**: Approval of the April 18, 2023, Regular Board of Directors Meeting Minutes
- C. **MINUTES**: Approval of the April 26, 2023, Personnel Committee Meeting Minutes
- D. **DISBURSEMENTS**: Check #001614 - #001706 including drafts and payroll for a total of \$541,680.22.

No Further Discussion.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to approve the Consent Calendar as presented.

### **BOARD COMMITTEE REPORTS**

Finance Committee: Met on April 12, will discuss as agenda

Personnel Committee: Met on April 26, discussed COLA's

Emergency Preparedness Committee: Have not met.

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

Valley Oaks Sub-Committee: Have not met.

Trane Energy Resilience Ad Hoc Committee: Have not met. Director Brown informed the Board the County has approved the subdivided parcels.

### **STAFF REPORTS**

Financial Report: No discussion

Administration/Customer Services Report: Inquiries addressed by staff.

Field Operation Report: No Discussion

ACWA State Legislative Committee: Updates provided by Hannah Davidson

Projects Update: Update provided by Jacob Lampert, CivicSpark Fellow

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

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Review FY 2023-2024 Draft Budget**

The Board discussed the Budget as presented; Staff addressed all inquiries from the Board.

### **DISCUSSION AND POSSIBLE ACTION:**

#### **Authorize the General Manager to Engage NHA Advisors in the Pursuit of Bond Financing**

Motion by Director Millerick to Authorize the General Manager to Engage NHA Advisors in the Pursuit of Bond Financing. Seconded by Director Freeman.

No further Discussion

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to Authorize the General Manager to Engage NHA Advisors in the Pursuit of Bond Financing.

### **PUBLIC COMMENT**

Members of the public inquired about flushing of hydrants; staff addressed inquiries as presented.

Members of the public expressed appreciation to all staff.



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	47.85
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	327.40
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,353.75
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	89.90
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	248.60
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	279.46
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,320.58
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,561.23
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	2,660.88
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	441.38
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,561.63
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	960.46
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	1,367.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	183.79
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	639.31
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	10.00
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	53.56
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	7.21
01-2788	GHD			N		FUND TOTAL FOR VENDOR	4,648.50
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	13,688.68
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	4,511.50
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,399.99
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	232.50
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	718.97
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	879.59
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	266.42

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
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	950.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	2,614.50
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	2,779.14
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	107.94
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	4,293.00
01-2961	BODEAN COMPANY			N		FUND TOTAL FOR VENDOR	258.91
01-3014	NIKOLAUS HENDRICKS			N		FUND TOTAL FOR VENDOR	187.01
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	206.00
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	183.95
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	225.00
01-3027	DONNA MAHONEY			N		FUND TOTAL FOR VENDOR	32.75
01-3039	PIAZZA CONSTRUCTION			N		FUND TOTAL FOR VENDOR	12,396.53
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	638.25
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	16.38
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	485.41
01-3068	WILLETTA CALLAGHAN			N		FUND TOTAL FOR VENDOR	32.76
01-3071	BARTKIEWICZ, KRONICK & SH			N		FUND TOTAL FOR VENDOR	150.00
01-3085	WEST YOST & ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	5,821.62
01-3088	JACOB LAMPERT			N		FUND TOTAL FOR VENDOR	4.71
01-8	AT&T			N		FUND TOTAL FOR VENDOR	504.00
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	2,677.88
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	126.00
*** FUND TOTALS ***							97,352.38

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#: 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	1,814.45
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	47.85
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	327.39
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,332.05
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	89.90
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	248.59
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	279.46
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	423.75
01-1666	AQUA TECH COMPANY			N		FUND TOTAL FOR VENDOR	3,264.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,320.55
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,545.41
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	889.41
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	441.37
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,422.03
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	960.46
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	1,367.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	317.91
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	639.31
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	10.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	806.55
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	53.56
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	7.20
01-2788	GHD			N		FUND TOTAL FOR VENDOR	10,988.89
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	12,898.51
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,662.50
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,400.01



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
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	14,473.31
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	718.96
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	879.59
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	1,282.49
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	266.41
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	950.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	2,779.13
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	107.94
01-2961	BODEAN COMPANY			N		FUND TOTAL FOR VENDOR	258.91
01-3014	NIKOLAUS HENDRICKS			N		FUND TOTAL FOR VENDOR	187.00
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	205.99
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	183.96
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	225.00
01-3027	DONNA MAHONEY			N		FUND TOTAL FOR VENDOR	32.75
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	638.25
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	16.37
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	485.41
01-3068	WILLETTA CALLAGHAN			N		FUND TOTAL FOR VENDOR	32.74
01-3071	BARTKIEWICZ, KRONICK & SH			N		FUND TOTAL FOR VENDOR	225.00
01-3081	BENNETT ENGINEERING SERVI			N		FUND TOTAL FOR VENDOR	26,232.25
01-3085	WEST YOST & ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	5,821.63
01-3088	JACOB LAMPERT			N		FUND TOTAL FOR VENDOR	4.71
01-8	AT&T			N		FUND TOTAL FOR VENDOR	503.99
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	11,353.44
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	126.00

\*\*\* FUND TOTALS \*\*\*

135,749.84

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 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	78.61
*** FUND TOTALS ***						78.61

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	2,289.80
*** FUND TOTALS ***						2,289.80
*** REPORT TOTALS ***			235,470.63			235,470.63

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	107.94
120 2088	SURVIVOR BENEFITS - PERS	13.91
120 2090	PERS PAYABLE	2,863.95
120 2091	FIT PAYABLE	2,292.74
120 2092	CIT PAYABLE	946.57
120 2093	SOCIAL SECURITY PAYABLE	19.77
120 2094	MEDICARE PAYABLE	614.39
120 2095	S D I PAYABLE	381.32
120 2099	DEFERRED COMP - 457 PLAN	1,399.99
120 5-00-5025	RETIREE HEALTH BENEFITS	1,470.84
120 5-00-5060	GASOLINE, OIL & FUEL	926.28
120 5-00-5061	VEHICLE MAINT	496.12
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	1,420.00
120 5-00-5092	POSTAGE & SHIPPING	756.33
120 5-00-5121	LEGAL SERVICES	788.25
120 5-00-5122	ENGINEERING SERVICES	4,648.50
120 5-00-5130	PRINTING & PUBLICATION	490.42
120 5-00-5145	EQUIPMENT RENTAL	183.95
120 5-00-5148	OPERATING SUPPLIES	7,856.79
120 5-00-5150	REPAIR & REPLACE	5,513.60
120 5-00-5155	MAINT BLDG & GROUNDS	2,470.33
120 5-00-5191	TELEPHONE	1,391.91
120 5-00-5192	ELECTRICITY	2,677.88
120 5-00-5193	OTHER UTILITIES	279.46
120 5-00-5194	IT SERVICES	548.50
120 5-00-5195	ENV/MONITORING	4,511.50
120 5-00-5315	SAFETY EQUIPMENT	349.10
120 5-00-5545	RECORDING FEES	40.00
120 5-10-5010	SALARIES & WAGES	340.36

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T   R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5020	EMPLOYEE BENEFITS	7,008.58
120 5-10-5021	RETIREMENT BENEFITS	2,069.63
120 5-10-5090	OFFICE SUPPLIES	702.26
120 5-10-5170	TRAVEL MILEAGE	1,183.46
120 5-10-5179	ADM MISC EXPENSES	166.22
120 5-30-5010	SALARIES & WAGES	274.82
120 5-30-5020	EMPLOYEE BENEFITS	6,261.75
120 5-30-5021	RETIREMENT BENEFITS	1,614.14
120 5-30-5090	OFFICE SUPPLIES	152.63
120 5-30-5170	TRAVEL MILEAGE	760.64
120 5-30-5175	EDUCATION / SEMINARS	75.00
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	5.75
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,255.32
120 5-70-7201	REGULATORY COMPLIANCE	19,950.07
120 5-70-7202	DISASTER MITIGATION	5,821.62
120 5-70-7206	RECORDS RETENTION	2,230.64
	** FUND TOTAL **	97,352.38
130 1052	ACCTS REC WATER USE	1,764.45
130 2075	AFLAC	107.94
130 2088	SURVIVOR BENEFITS - PERS	13.99
130 2090	PERS PAYABLE	2,813.86
130 2091	FIT PAYABLE	2,296.98
130 2092	CIT PAYABLE	930.96
130 2093	SOCIAL SECURITY PAYABLE	19.78
130 2094	MEDICARE PAYABLE	604.52
130 2095	S D I PAYABLE	375.25
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,400.01
130 5-00-5025	RETIREE HEALTH BENEFITS	1,470.84
130 5-00-5060	GASOLINE, OIL & FUEL	926.28
130 5-00-5061	VEHICLE MAINT	496.11
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	109.99
130 5-00-5092	POSTAGE & SHIPPING	756.33
130 5-00-5121	LEGAL SERVICES	788.25
130 5-00-5123	OTHER PROFESSIONAL SERVICES	423.75
130 5-00-5130	PRINTING & PUBLICATION	490.42
130 5-00-5145	EQUIPMENT RENTAL	270.83
130 5-00-5148	OPERATING SUPPLIES	160.63
130 5-00-5150	REPAIR & REPLACE	9,243.43
130 5-00-5155	MAINT BLDG & GROUNDS	2,470.33
130 5-00-5191	TELEPHONE	1,391.89
130 5-00-5192	ELECTRICITY	11,353.44
130 5-00-5193	OTHER UTILITIES	279.46
130 5-00-5194	IT SERVICES	1,830.99
130 5-00-5195	ENV/MONITORING	1,662.50
130 5-00-5315	SAFETY EQUIPMENT	349.09

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5505	WATER CONSERVATION	50.00
130 5-00-5545	RECORDING FEES	40.00
130 5-10-5010	SALARIES & WAGES	340.28
130 5-10-5020	EMPLOYEE BENEFITS	7,008.55
130 5-10-5021	RETIREMENT BENEFITS	2,069.64
130 5-10-5090	OFFICE SUPPLIES	702.25
130 5-10-5170	TRAVEL MILEAGE	1,183.41
130 5-10-5179	ADM MISC EXPENSES	166.24
130 5-30-5010	SALARIES & WAGES	264.75
130 5-30-5020	EMPLOYEE BENEFITS	6,261.73
130 5-30-5021	RETIREMENT BENEFITS	1,524.54
130 5-30-5090	OFFICE SUPPLIES	152.62
130 5-30-5170	TRAVEL MILEAGE	760.62
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITS	5.75
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,255.31
130 5-70-7201	REGULATORY COMPLIANCE	7,321.04
130 5-70-7202	DISASTER MITIGATION	5,821.63
130 5-70-7204	RELIABLE WATER SUPPLY	51,769.45
130 5-70-7206	RECORDS RETENTION	2,230.63
	** FUND TOTAL **	135,749.84
140 5-00-5192	ELECTRICITY	78.61
	** FUND TOTAL **	78.61
215 5-00-5123	OTHER PROFESSIONAL SERVICES	2,289.80
	** FUND TOTAL **	2,289.80

-----  
 \*\* TOTAL \*\* 235,470.63

NO ERRORS

SELECTION CRITERIA

-----

VENDOR SET: 01 Hidden Valley Lake

VENDOR: ALL

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

-----

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 5/01/2023 THRU 5/31/2023	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: MAY 31ST, 2023

120-SEWER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,110,648.00</u>	<u>168,111.22</u>	<u>1,940,462.14</u>	<u>170,185.86</u>	<u>91.94</u>
TOTAL REVENUES	<u>2,110,648.00</u>	<u>168,111.22</u>	<u>1,940,462.14</u>	<u>170,185.86</u>	<u>91.94</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	973,522.00	38,132.32	873,879.55	99,642.45	89.76
ADMINISTRATION	457,701.00	34,835.31	413,804.72	43,896.28	90.41
FIELD	492,852.00	28,280.28	445,779.50	47,072.50	90.45
DIRECTORS	34,159.00	3,380.22	31,267.30	2,891.70	91.53
SPECIAL PROJECTS	0.00	0.00	1,080.00 (	1,080.00)	0.00
CAPITAL PROJECTS & EQUIP	<u>532,500.00</u>	<u>28,002.33</u>	<u>337,481.16</u>	<u>195,018.84</u>	<u>63.38</u>
TOTAL EXPENDITURES	<u>2,490,734.00</u>	<u>132,630.46</u>	<u>2,103,292.23</u>	<u>387,441.77</u>	<u>84.44</u>
REVENUES OVER/ (UNDER) EXPENDITURES	( 380,086.00)	35,480.76	( 162,830.09)	( 217,255.91)	42.84

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	1,000.00	0.00	400.00	600.00	40.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	39.00	7,220.40 (	1,720.40)	131.28
120-4050 SALES OF RECLAIMED WATER	154,542.00	4,782.89	95,040.51	59,501.49	61.50
120-4111 COMM SEWER USE	85,538.00	7,319.89	71,612.55	13,925.45	83.72
120-4112 GOV'T SEWER USE	1,200.00	109.14	1,091.40	108.60	90.95
120-4116 SEWER USE CHARGES	1,836,418.00	153,338.74	1,692,392.01	144,025.99	92.16
120-4210 LATE FEE	22,000.00	2,477.53	33,132.69 (	11,132.69)	150.60
120-4300 MISC INCOME	2,500.00	4.00	382.90	2,117.10	15.32
120-4310 OTHER INCOME	1,450.00	40.03	2,215.00 (	765.00)	152.76
120-4320 FEMA/Caloes GRANTS	0.00	0.00	1,969.00 (	1,969.00)	0.00
120-4325 GRANTS	0.00	0.00	25,670.51 (	25,670.51)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	500.00	0.00	1,285.81 (	785.81)	257.16
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	8,049.36 (	8,049.36)	0.00
<b>TOTAL REVENUES</b>	<b>2,110,648.00</b>	<b>168,111.22</b>	<b>1,940,462.14</b>	<b>170,185.86</b>	<b>91.94</b>



120-SEWER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	12,000.00	0.00	10,023.65	1,976.35	83.53
120-5-00-5025 RETIREE HEALTH BENEFITS	8,452.00	735.42	7,034.86	1,417.14	83.23
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	31.17	2,468.83	1.25
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	926.28	18,331.94	11,668.06	61.11
120-5-00-5061 VEHICLE MAINT	26,415.00	496.12	32,013.53 (	5,598.53)	121.19
120-5-00-5062 TAXES & LIC	800.00	0.00	152.38	647.62	19.05
120-5-00-5074 INSURANCE	104,000.00	0.00	104,101.25 (	101.25)	100.10
120-5-00-5075 BANK FEES	30,000.00	2,048.13	22,903.15	7,096.85	76.34
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000.00	1,420.00	13,388.57 (	2,388.57)	121.71
120-5-00-5092 POSTAGE & SHIPPING	9,000.00	756.33	7,355.92	1,644.08	81.73
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	12,000.00	788.25	17,349.50 (	5,349.50)	144.58
120-5-00-5122 ENGINEERING SERVICES	49,000.00	4,648.50	52,579.32 (	3,579.32)	107.30
120-5-00-5123 OTHER PROFESSIONAL SERVICE	10,000.00	0.00	7,622.75	2,377.25	76.23
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,225.00	1,275.00	83.00
120-5-00-5130 PRINTING & PUBLICATION	6,000.00	490.42	5,483.71	516.29	91.40
120-5-00-5135 NEWSLETTER	1,000.00	0.00	292.50	707.50	29.25
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	183.95	6,360.72 (	1,360.72)	127.21
120-5-00-5148 OPERATING SUPPLIES	50,000.00	7,856.79	80,237.16 (	30,237.16)	160.47
120-5-00-5150 REPAIR & REPLACE	180,000.00	5,513.45	96,573.54	83,426.46	53.65
120-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	2,470.33	9,528.32	2,471.68	79.40
120-5-00-5156 CUSTODIAL SERVICES	17,500.00	0.00	8,792.17	8,707.83	50.24
120-5-00-5157 SECURITY	1,000.00	0.00	858.00	142.00	85.80
120-5-00-5160 SLUDGE DISPOSAL	35,000.00	0.00	42,082.36 (	7,082.36)	120.24
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	15,000.00	1,391.91	14,574.80	425.20	97.17
120-5-00-5192 ELECTRICITY	155,000.00	2,677.88	111,026.90	43,973.10	71.63
120-5-00-5193 OTHER UTILITIES	3,500.00	279.46	2,776.51	723.49	79.33
120-5-00-5194 IT SERVICES	35,000.00	548.50	28,192.61	6,807.39	80.55
120-5-00-5195 ENV/MONITORING	40,000.00	4,511.50	47,943.25 (	7,943.25)	119.86
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	7,500.00	0.00	23,968.00 (	16,468.00)	319.57
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	0.00	60.10	1,139.90	5.01
120-5-00-5311 EQUIPMENT - OFFICE	1,200.00	0.00	1,556.76 (	356.76)	129.73
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	349.10	5,448.75 (	1,948.75)	155.68
120-5-00-5317 COVID-19	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	40.00	310.00 (	60.00)	124.00
120-5-00-5580 TRANSFERS OUT	32,205.00	0.00	38,700.40 (	6,495.40)	120.17

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

120-SEWER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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
120-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>973,522.00</b>	<b>38,132.32</b>	<b>873,879.55</b>	<b>99,642.45</b>	<b>89.76</b>

120-SEWER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	289,065.00	23,515.53	275,404.70	13,660.30	95.27
120-5-10-5020 EMPLOYEE BENEFITS	93,926.00	7,198.21	71,850.40	22,075.60	76.50
120-5-10-5021 RETIREMENT BENEFITS	59,860.00	2,069.63	55,814.44	4,045.56	93.24
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	702.26	3,428.54	571.46	85.71
120-5-10-5170 TRAVEL MILEAGE	5,000.00	1,183.46	3,493.11	1,506.89	69.86
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	0.00	2,867.80	2,132.20	57.36
120-5-10-5179 ADM MISC EXPENSES	350.00	166.22	945.73 (	595.73)	270.21
<b>TOTAL ADMINISTRATION</b>	<b>457,701.00</b>	<b>34,835.31</b>	<b>413,804.72</b>	<b>43,896.28</b>	<b>90.41</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

120-SEWER ENTERPRISE FUND  
 FIELD  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	302,326.00	19,226.49	271,709.75	30,616.25	89.87
120-5-30-5020 EMPLOYEE BENEFITS	122,616.00	6,451.38	112,285.68	10,330.32	91.58
120-5-30-5021 RETIREMENT BENEFITS	57,910.00	1,614.14	53,161.35	4,748.65	91.80
120-5-30-5022 CLOTHING ALLOWANCE	2,500.00	0.00	1,864.33	635.67	74.57
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	266.00	1,234.00	17.73
120-5-30-5090 OFFICE SUPPLIES	1,000.00	152.63	812.16	187.84	81.22
120-5-30-5170 TRAVEL MILEAGE	1,000.00	760.64	2,676.39 (	1,676.39)	267.64
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	75.00	3,003.84	996.16	75.10
<b>TOTAL FIELD</b>	<b>492,852.00</b>	<b>28,280.28</b>	<b>445,779.50</b>	<b>47,072.50</b>	<b>90.45</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

120-SEWER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	2,960.65	39.35	98.69
120-5-40-5020 DIRECTOR BENEFITS	230.00	5.75	69.25	160.75	30.11
120-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629.00	3,105.32	28,096.04 (	2,467.04)	109.63
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	141.36	1,358.64	9.42
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
<b>TOTAL DIRECTORS</b>	<b>34,159.00</b>	<b>3,380.22</b>	<b>31,267.30</b>	<b>2,891.70</b>	<b>91.53</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

120-SEWER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6008 RAINS 2023	0.00	0.00	1,080.00 (	1,080.00)	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	1,080.00 (	1,080.00)	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

120-SEWER ENTERPRISE FUND  
CAPITAL PROJECTS & EQUIP  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 REGULATORY COMPLIANCE	385,000.00	19,950.07	323,264.52	61,735.48	83.96
120-5-70-7202 DISASTER MITIGATION	100,000.00	5,821.62	11,355.87	88,644.13	11.36
120-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
120-5-70-7205 RISK MANAGEMENT	22,500.00	0.00	0.00	22,500.00	0.00
120-5-70-7206 RECORDS RETENTION	25,000.00	2,230.64	2,860.77	22,139.23	11.44
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>532,500.00</b>	<b>28,002.33</b>	<b>337,481.16</b>	<b>195,018.84</b>	<b>63.38</b>
<b>TOTAL EXPENDITURES</b>	<b>2,490,734.00</b>	<b>132,630.46</b>	<b>2,103,292.23</b>	<b>387,441.77</b>	<b>84.44</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 380,086.00)</b>	<b>35,480.76</b>	<b>( 162,830.09)</b>	<b>( 217,255.91)</b>	<b>42.84</b>

\*\*\* END OF REPORT \*\*\*

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>3,084,096.00</u>	<u>395,771.05</u>	<u>2,899,227.59</u>	<u>184,868.41</u>	<u>94.01</u>
TOTAL REVENUES	<u>3,084,096.00</u>	<u>395,771.05</u>	<u>2,899,227.59</u>	<u>184,868.41</u>	<u>94.01</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,223,181.00	173,992.05	2,130,825.64	( 907,644.64)	174.20
ADMINISTRATION	455,901.00	34,835.43	413,954.73	41,946.27	90.80
FIELD	492,952.00	27,413.45	431,118.11	61,833.89	87.46
DIRECTORS	35,559.00	3,380.16	31,531.57	4,027.43	88.67
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>1,050,000.00</u>	<u>67,142.75</u>	<u>690,051.48</u>	<u>359,948.52</u>	<u>65.72</u>
TOTAL EXPENDITURES	<u>3,257,593.00</u>	<u>306,763.84</u>	<u>3,697,481.53</u>	<u>( 439,888.53)</u>	<u>113.50</u>
REVENUES OVER/ (UNDER) EXPENDITURES	( 173,497.00)	89,007.21	( 798,253.94)	624,756.94	460.10



130-WATER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	5,000.00	1,620.00	14,110.00 (	9,110.00)	282.20
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	3,290.00	832.00	4,935.00 (	1,645.00)	150.00
130-4040 LIEN RECORDING FEES	1,200.00	794.88	1,941.48 (	741.48)	161.79
130-4045 AVAILABILITY FEES	22,000.00	96.00	28,761.60 (	6,761.60)	130.73
130-4110 COMM WATER USE	144,786.00	7,039.87	68,842.87	75,943.13	47.55
130-4111 BULK WATER SALES	7,500.00	6,292.11	52,980.67 (	45,480.67)	706.41
130-4112 GOV'T WATER USE	6,500.00	747.73	8,037.31 (	1,537.31)	123.65
130-4115 WATER USE	2,848,200.00	229,682.49	2,471,151.82	377,048.18	86.76
130-4210 LATE FEE	32,000.00	3,595.29	50,893.87 (	18,893.87)	159.04
130-4215 RETURNED CHECK FEE	500.00	0.00	950.00 (	450.00)	190.00
130-4300 MISC INCOME	1,500.00	4.00	2,017.06 (	517.06)	134.47
130-4310 OTHER INCOME	100.00	2.62	3,460.39 (	3,360.39)	3,460.39
130-4320 FEMA/CalOES GRANTS	0.00	138,195.06	174,143.19 (	174,143.19)	0.00
130-4325 GRANTS	0.00	0.00	0.00	0.00	0.00
130-4330 HYDRANT METER USE DEPOSIT	9,720.00	3,240.00	3,240.00	6,480.00	33.33
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	1,800.00	0.00	2,083.98 (	283.98)	115.78
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	3,629.00	11,678.35 (	11,678.35)	0.00
<b>TOTAL REVENUES</b>	<b>3,084,096.00</b>	<b>395,771.05</b>	<b>2,899,227.59</b>	<b>184,868.41</b>	<b>94.01</b>

130-WATER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	10,500.00	0.00	10,023.66	476.34	95.46
130-5-00-5025 RETIREE HEALTH BENEFITS	8,452.00	735.41	7,034.87	1,417.13	83.23
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	31.18	2,468.82	1.25
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	926.28	18,331.90	11,668.10	61.11
130-5-00-5061 VEHICLE MAINT	25,000.00	496.11	25,706.04 (	706.04)	102.82
130-5-00-5062 TAXES & LIC	1,200.00	0.00	211.38	988.62	17.62
130-5-00-5074 INSURANCE	104,000.00	0.00	104,367.70 (	367.70)	100.35
130-5-00-5075 BANK FEES	30,000.00	2,048.13	22,903.04	7,096.96	76.34
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000.00	109.99	30,662.59 (	2,662.59)	109.51
130-5-00-5092 POSTAGE & SHIPPING	7,500.00	756.33	7,355.84	144.16	98.08
130-5-00-5110 CONTRACTUAL SERVICES	60,000.00	0.00	18,256.69	41,743.31	30.43
130-5-00-5121 LEGAL SERVICES	30,000.00	788.25	20,767.00	9,233.00	69.22
130-5-00-5122 ENGINEERING SERVICES	65,000.00	0.00	8,464.51	56,535.49	13.02
130-5-00-5123 OTHER PROFESSIONAL SERVICE	15,000.00	423.75	10,609.89	4,390.11	70.73
130-5-00-5124 WATER RIGHTS	15,000.00	0.00	1,163.94	13,836.06	7.76
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,225.00	1,275.00	83.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	490.42	5,549.23	1,950.77	73.99
130-5-00-5135 NEWSLETTER	1,200.00	0.00	292.50	907.50	24.38
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	270.83	6,012.81	28,987.19	17.18
130-5-00-5148 OPERATING SUPPLIES	7,500.00	160.63	5,779.74	1,720.26	77.06
130-5-00-5150 REPAIR & REPLACE	225,000.00	9,163.16	117,152.57	107,847.43	52.07
130-5-00-5155 MAINT BLDG & GROUNDS	15,000.00	2,470.33	9,528.33	5,471.67	63.52
130-5-00-5156 CUSTODIAL SERVICES	5,000.00	0.00	3,282.83	1,717.17	65.66
130-5-00-5157 SECURITY	5,000.00	0.00	456.00	4,544.00	9.12
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	15,000.00	1,391.89	14,574.63	425.37	97.16
130-5-00-5192 ELECTRICITY	200,000.00	11,353.44	170,994.46	29,005.54	85.50
130-5-00-5193 OTHER UTILITIES	3,600.00	279.46	2,776.42	823.58	77.12
130-5-00-5194 IT SERVICES	55,000.00	1,830.99	40,227.15	14,772.85	73.14
130-5-00-5195 ENV/MONITORING	20,000.00	1,662.50	10,957.50	9,042.50	54.79
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	40,000.00	0.00	19,073.88	20,926.12	47.68
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	60.10	939.90	6.01
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	0.00	0.00	2,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	5,000.00	349.09	5,448.73 (	448.73)	108.97
130-5-00-5317 COVID-19	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5505 WATER CONSERVATION	5,000.00	50.00	196.96	4,803.04	3.94
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	0.00	0.00	0.00
130-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	250.00	40.00	310.00 (	60.00)	124.00
130-5-00-5580 TRANSFERS OUT	96,979.00	138,195.06	1,426,036.57 (	1,329,057.57)	1,470.46

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

130-WATER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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
130-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	30,000.00	0.00	0.00	30,000.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,223,181.00</b>	<b>173,992.05</b>	<b>2,130,825.64 (</b>	<b>907,644.64)</b>	<b>174.20</b>

130-WATER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	289,065.00	23,515.71	275,550.79	13,514.21	95.32
130-5-10-5020 EMPLOYEE BENEFITS	93,926.00	7,198.18	71,853.91	22,072.09	76.50
130-5-10-5021 RETIREMENT BENEFITS	59,860.00	2,069.64	55,814.21	4,045.79	93.24
130-5-10-5063 CERTIFICATIONS	200.00	0.00	0.00	200.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	702.25	3,429.31	570.69	85.73
130-5-10-5170 TRAVEL MILEAGE	4,000.00	1,183.41	3,493.01	506.99	87.33
130-5-10-5175 EDUCATION / SEMINARS	4,500.00	0.00	2,867.80	1,632.20	63.73
130-5-10-5179 ADM MISC EXPENSES	350.00	166.24	945.70 (	595.70)	270.20
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>455,901.00</b>	<b>34,835.43</b>	<b>413,954.73</b>	<b>41,946.27</b>	<b>90.80</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

130-WATER ENTERPRISE FUND  
 FIELD  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	302,326.00	18,524.32	257,497.43	44,828.57	85.17
130-5-30-5020 EMPLOYEE BENEFITS	122,616.00	6,451.35	112,263.21	10,352.79	91.56
130-5-30-5021 RETIREMENT BENEFITS	57,910.00	1,524.54	51,748.18	6,161.82	89.36
130-5-30-5022 CLOTHING ALLOWANCE	2,500.00	0.00	1,864.25	635.75	74.57
130-5-30-5063 CERTIFICATIONS	600.00	0.00	711.00 (	111.00)	118.50
130-5-30-5090 OFFICE SUPPLIES	1,000.00	152.62	1,128.47 (	128.47)	112.85
130-5-30-5170 TRAVEL MILEAGE	2,000.00	760.62	3,702.65 (	1,702.65)	185.13
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,202.92	1,797.08	55.07
<b>TOTAL FIELD</b>	<b>492,952.00</b>	<b>27,413.45</b>	<b>431,118.11</b>	<b>61,833.89</b>	<b>87.46</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

130-WATER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	2,960.10	39.90	98.67
130-5-40-5020 DIRECTOR BENEFITIS	230.00	5.75	69.25	160.75	30.11
130-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629.00	3,105.31	28,095.86 (	2,466.86)	109.63
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	265.00 (	65.00)	132.50
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	141.36	1,358.64	9.42
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
<b>TOTAL DIRECTORS</b>	<b>35,559.00</b>	<b>3,380.16</b>	<b>31,531.57</b>	<b>4,027.43</b>	<b>88.67</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

130-WATER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-60-6008 RAINS 2023	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

130-WATER ENTERPRISE FUND  
CAPITAL PROJECTS & EQUIP  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7201 REGULATORY COMPLIANCE	75,000.00	7,321.04	65,006.47	9,993.53	86.68
130-5-70-7202 DISASTER MITIGATION	200,000.00	5,821.63	11,725.88	188,274.12	5.86
130-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 RELIABLE WATER SUPPLY	700,000.00	51,769.45	608,901.63	91,098.37	86.99
130-5-70-7205 RISK MANAGEMENT	50,000.00	0.00	0.00	50,000.00	0.00
130-5-70-7206 RECORDS RETENTION	25,000.00	2,230.63	4,417.50	20,582.50	17.67
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>1,050,000.00</b>	<b>67,142.75</b>	<b>690,051.48</b>	<b>359,948.52</b>	<b>65.72</b>
<b>TOTAL EXPENDITURES</b>	<b>3,257,593.00</b>	<b>306,763.84</b>	<b>3,697,481.53</b>	<b>( 439,888.53)</b>	<b>113.50</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 173,497.00)</b>	<b>89,007.21</b>	<b>( 798,253.94)</b>	<b>624,756.94</b>	<b>460.10</b>

\*\*\* END OF REPORT \*\*\*



HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

215-RECA REDEMPTION 1995-2  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>295,368.00</u>	<u>1,202.81</u>	<u>204,698.65</u>	<u>90,669.35</u>	<u>69.30</u>
TOTAL REVENUES	<u>295,368.00</u>	<u>1,202.81</u>	<u>204,698.65</u>	<u>90,669.35</u>	<u>69.30</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>295,368.00</u>	<u>2,289.80</u>	<u>297,703.15</u>	<u>( 2,335.15)</u>	<u>100.79</u>
TOTAL EXPENDITURES	<u>295,368.00</u>	<u>2,289.80</u>	<u>297,703.15</u>	<u>( 2,335.15)</u>	<u>100.79</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 1,086.99)	( 93,004.50)	93,004.50	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

215-RECA REDEMPTION 1995-2  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-4525 PRO-RATA BOND PAYMENT FEE	1,994.00	0.00	0.00	1,994.00	0.00
215-4530 TAXES, ASSMT & BOND PROCEEDS	275,000.00	1,202.81	156,974.77	118,025.23	57.08
215-4540 DELINQUENT ASSESSMENTS	7,124.00	0.00	20,431.79 (	13,307.79)	286.80
215-4541 DELINQ PENALTY & INTEREST	5,520.00	0.00	21,714.77 (	16,194.77)	393.38
215-4542 DELINQ ASSMT MONTHLY PENALTY	4,530.00	0.00	0.00	4,530.00	0.00
215-4550 INTEREST INCOME	1,200.00	0.00	5,577.32 (	4,377.32)	464.78
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	295,368.00	1,202.81	204,698.65	90,669.35	69.30

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

215-RECA REDEMPTION 1995-2  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
215-5-00-5123 OTHER PROFESSIONAL SERVICE	9,640.00	2,289.80	11,975.15 (	2,335.15)	124.22
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	86,728.00	0.00	86,728.00	0.00	100.00
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	199,000.00	0.00	199,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>295,368.00</b>	<b>2,289.80</b>	<b>297,703.15 (</b>	<b>2,335.15)</b>	<b>100.79</b>
<b>TOTAL EXPENDITURES</b>	<b>295,368.00</b>	<b>2,289.80</b>	<b>297,703.15 (</b>	<b>2,335.15)</b>	<b>100.79</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00 (</b>	<b>1,086.99)</b>	<b>( 93,004.50)</b>	<b>93,004.50</b>	<b>0.00</b>

\*\*\* END OF REPORT \*\*\*

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

218-CIEDB REDEMPTION FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>170,075.00</u>	<u>0.00</u>	<u>118,362.58</u>	<u>51,712.42</u>	<u>69.59</u>
TOTAL REVENUES	<u>170,075.00</u>	<u>0.00</u>	<u>118,362.58</u>	<u>51,712.42</u>	<u>69.59</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>170,075.00</u>	<u>0.00</u>	<u>170,074.51</u>	<u>0.49</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>170,075.00</u>	<u>0.00</u>	<u>170,074.51</u>	<u>0.49</u>	<u>100.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	( 51,711.93)	51,711.93	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

218-CIEDB REDEMPTION FUND  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-4030 WATER CAPACITY FEES	72,696.00	0.00	27,411.00	45,285.00	37.71
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	400.00	0.00	3,110.07 (	2,710.07)	777.52
218-4580 TRANSFERS IN	96,979.00	0.00	87,841.51	9,137.49	90.58
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>170,075.00</b>	<b>0.00</b>	<b>118,362.58</b>	<b>51,712.42</b>	<b>69.59</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2023

218-CIEDB REDEMPTION FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	48,072.00	0.00	48,071.66	0.34	100.00
218-5-00-5560 BAD DEBT	0.00	0.00	0.00	0.00	0.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	4,144.00	0.00	4,144.11 (	0.11)	100.00
218-5-00-5599 PRINCIPAL PMT	117,859.00	0.00	117,858.74	0.26	100.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	170,075.00	0.00	170,074.51	0.49	100.00
TOTAL EXPENDITURES	170,075.00	0.00	170,074.51	0.49	100.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	( 51,711.93)	51,711.93	0.00

\*\*\* END OF REPORT \*\*\*

219-USDA SOLAR LOAN  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,205.00</u>	<u>0.00</u>	<u>32,225.45</u>	( <u>20.45</u> )	<u>100.06</u>
TOTAL REVENUES	<u>32,205.00</u>	<u>0.00</u>	<u>32,225.45</u>	( <u>20.45</u> )	<u>100.06</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,205.00</u>	<u>0.00</u>	<u>32,205.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>32,205.00</u>	<u>0.00</u>	<u>32,205.00</u>	<u>0.00</u>	<u>100.00</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	20.45	( 20.45)	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

219-USDA SOLAR LOAN  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-4300 MISC INCOME	0.00	0.00	0.00	0.00	0.00
219-4550 INTEREST INCOME	12.00	0.00	20.45 (	8.45)	170.42
219-4580 TRANSFERS IN	32,193.00	0.00	32,205.00 (	12.00)	100.04
TOTAL REVENUES	32,205.00	0.00	32,225.45 (	20.45)	100.06
	=====	=====	=====	=====	=====



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 31ST, 2023

219-USDA SOLAR LOAN  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	14,205.00	0.00	14,205.00	0.00	100.00
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	18,000.00	0.00	18,000.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	32,205.00	0.00	32,205.00	0.00	100.00
TOTAL EXPENDITURES	32,205.00	0.00	32,205.00	0.00	100.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	20.45 (	20.45)	0.00

\*\*\* END OF REPORT \*\*\*



**Hidden Valley Lake Community Services District**  
**Financial Activity, Cash and Investment Summary**  
**As of May 31, 2023**  
**(Rounded and Unaudited)**

	<b>Operating Checking</b>	<b>Money Market</b>	<b>LAIF</b>	<b>Bond Trustee</b>	<b>Total All Cash/Investment Accounts</b>
	<b>West America Bank 1010</b>	<b>West America Bank 1130</b>	<b>State Treasurer 1133</b>	<b>US Bank 1200</b>	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	\$ 460,328	\$ 2,648,358	\$ 640,007	\$ 147,759	\$ 3,896,452
<b>Cash Receipts</b>					
Utility Billing Deposits	\$ 544,967	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 1,514	\$ -	\$ 514	
<b>Total Cash Receipts</b>	<b>\$ 544,967</b>	<b>\$ 1,514</b>	<b>\$ -</b>	<b>\$ 148,273</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	\$ 211,777	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 26,550	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 64,600	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,453	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
<b>Total Disbursements</b>	<b>307,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>					
Transfers In	\$ -	\$ 138,195	\$ -	\$ -	
Transfers Out	\$ 138,195	\$ -	\$ -	\$ -	
<b>Total Transfers Between Accounts</b>	<b>\$ 138,195</b>	<b>\$ 138,195</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 560,077</b>	<b>\$ 2,788,067</b>	<b>\$ 640,007</b>	<b>\$ 148,273</b>	<b>\$ 4,136,424</b>
<b>Financial Institution Ending Balances</b>	<b>\$ 597,829</b>	<b>\$ 2,788,067</b>	<b>\$ 640,007</b>	<b>\$ 148,273</b>	<b>\$ 4,174,176</b>

**Ending Balances General Ledger Distribution by District Funds**

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	226,440	9,918	73,927	-	310,284
<b>130</b> Water Operating	202,487	55,523	110,172	-	368,183
<b>140</b> Flood Enterprise	(79)	-	-	-	(79)
<b>215</b> 2016 Sewer Refinancing Bond	(2,290)	287,517	97,183	148,273	530,684
<b>218</b> 2002 CIEDB Loan	-	68,457	15,614	-	84,071
<b>219</b> 2012 USDA Solar COP	-	8,380	900	-	9,280
<b>313</b> Wastewater Operating Reserve	133,518	11,314	60,220	-	205,051
<b>314</b> Wastewater CIP	-	485,344	97,370	-	582,713
<b>319</b> 2012 USDA Solar COP Reserve	-	31,371	-	-	31,371
<b>320</b> Water CIP	-	1,650,074	-	-	1,650,074
<b>325</b> Water Operating Reserve	-	180,170	-	-	180,170
<b>350</b> 2002 CIEDB Loan Reserve	-	-	184,621	-	184,621
<b>Total Ending Balances in General Ledger</b>	<b>560,077</b>	<b>2,788,067</b>	<b>640,007</b>	<b>148,273</b>	<b>4,136,424</b>

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

[2] See Reconciliation Detail Summary for details

6/06/2023 2:01 PM  
 COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 1  
 CHECK DATE: 5/01/2023 THRU 5/31/2023  
 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	5/05/2023	BANK-DRAFT	000867	AFLAC	107.94CR	CLEARED	A	5/09/2023
1010	5/05/2023	BANK-DRAFT	000868	CALIFORNIA PUBLIC EMPLOYEES RE	6,470.23CR	CLEARED	A	5/08/2023
1010	5/05/2023	BANK-DRAFT	000869	NATIONWIDE RETIREMENT SOLUTION	1,400.00CR	CLEARED	A	5/05/2023
1010	5/05/2023	BANK-DRAFT	000870	STATE OF CALIFORNIA EDD	1,327.91CR	CLEARED	A	5/05/2023
1010	5/05/2023	BANK-DRAFT	000871	US DEPARTMENT OF THE TREASURY	3,511.92CR	CLEARED	A	5/05/2023
1010	5/05/2023	BANK-DRAFT	050523	STATE OF CALIF EDD Q1	758.51CR	CLEARED	G	5/05/2023
1010	5/19/2023	BANK-DRAFT	000872	AFLAC	107.94CR	OUTSTND	A	0/00/0000
1010	5/19/2023	BANK-DRAFT	000873	CALIFORNIA PUBLIC EMPLOYEES RE	6,338.79CR	CLEARED	A	5/22/2023
1010	5/19/2023	BANK-DRAFT	000874	NATIONWIDE RETIREMENT SOLUTION	1,400.00CR	CLEARED	A	5/19/2023
1010	5/19/2023	BANK-DRAFT	000875	STATE OF CALIFORNIA EDD	1,219.50CR	CLEARED	A	5/19/2023
1010	5/19/2023	BANK-DRAFT	000876	US DEPARTMENT OF THE TREASURY	3,232.46CR	CLEARED	A	5/19/2023
1010	5/26/2023	BANK-DRAFT	000880	CALIFORNIA PUBLIC EMPLOYEES RE	174.64CR	CLEARED	A	6/05/2023
1010	5/26/2023	BANK-DRAFT	000881	STATE OF CALIFORNIA EDD	138.39CR	CLEARED	A	5/26/2023
1010	5/26/2023	BANK-DRAFT	000882	US DEPARTMENT OF THE TREASURY	362.26CR	CLEARED	A	5/25/2023

CHECK:								
ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
1010	5/05/2023	CHECK	001707	ALPHA ANALYTICAL LABORATORIES	1,180.00CR	CLEARED	A	5/10/2023
1010	5/05/2023	CHECK	001708	ALYSSA GORDON	1,437.93CR	CLEARED	A	5/12/2023
1010	5/05/2023	CHECK	001709	APPLIED TECHNOLOGY SOLUTIONS	5,558.27CR	CLEARED	A	5/15/2023
1010	5/05/2023	CHECK	001710	ARMED FORCE PEST CONTROL, INC.	2,530.00CR	CLEARED	A	5/10/2023
1010	5/05/2023	CHECK	001711	B & G TIRES OF MIDDLETOWN	20.00CR	CLEARED	A	5/19/2023
1010	5/05/2023	CHECK	001712	BADGER METER	1,282.49CR	CLEARED	A	5/15/2023
1010	5/05/2023	CHECK	001713	DONNA MAHONEY	32.75CR	CLEARED	A	5/09/2023
1010	5/05/2023	CHECK	001714	GHD	10,988.89CR	CLEARED	A	5/09/2023
1010	5/05/2023	CHECK	001715	HANNAH DAVIDSON	21.60CR	CLEARED	A	5/18/2023
1010	5/05/2023	CHECK	001716	HARDESTER'S MARKETS & HARDWARE	501.70CR	CLEARED	A	5/10/2023
1010	5/05/2023	CHECK	001717	JACOB LAMPERT	9.42CR	CLEARED	A	5/08/2023
1010	5/05/2023	CHECK	001718	MEDIACOM	497.19CR	CLEARED	A	5/12/2023
1010	5/05/2023	CHECK	001719	MIDDLETOWN COPY & PRINT	300.30CR	CLEARED	A	5/22/2023
1010	5/05/2023	CHECK	001720	NIKOLAUS HENDRICKS	374.01CR	CLEARED	A	5/05/2023
1010	5/05/2023	CHECK	001721	ODP BUSINESS SOLUTIONS, LLC	231.96CR	CLEARED	A	5/11/2023
1010	5/05/2023	CHECK	001722	PACE SUPPLY CORP	268.14CR	CLEARED	A	5/09/2023
1010	5/05/2023	CHECK	001723	PIAZZA CONSTRUCTION	12,396.53CR	CLEARED	A	5/10/2023
1010	5/05/2023	CHECK	001724	RAINBOW AGRICULTURAL SERVICES	654.79CR	CLEARED	A	5/16/2023
1010	5/05/2023	CHECK	001725	RGW GROUNDSKEEPING, LLC	1,900.00CR	CLEARED	A	5/11/2023
1010	5/05/2023	CHECK	001726	STREAMLINE	200.00CR	CLEARED	A	5/10/2023
1010	5/05/2023	CHECK	001727	USA BLUE BOOK	541.22CR	CLEARED	A	5/26/2023
1010	5/05/2023	CHECK	001728	WELLS FARGO FINANCIAL LEASING	367.91CR	CLEARED	A	5/12/2023
1010	5/05/2023	CHECK	001729	WESTGATE PETROLEUM CO., INC.	1,534.86CR	CLEARED	A	5/09/2023
1010	5/05/2023	CHECK	001730	WILLETTA CALLAGHAN	32.75CR	CLEARED	A	5/11/2023
1010	5/05/2023	CHECK	001731	PETTEY-TORRES, ALISA	40.38CR	OUTSTND	A	0/00/0000
1010	5/05/2023	CHECK	001732	KAEMMERLING, PAUL	1,139.55CR	CLEARED	A	5/18/2023
1010	5/05/2023	CHECK	001733	LAND DEVELOP, VALLEY	249.14CR	CLEARED	A	5/10/2023
1010	5/05/2023	CHECK	001734	PELTON, TED	113.94CR	CLEARED	A	5/11/2023

6/06/2023 2:01 PM  
 COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2  
 CHECK DATE: 5/01/2023 THRU 5/31/2023  
 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	5/12/2023	CHECK	001735	ACWA/JPIA	882.75CR	CLEARED	A	5/19/2023
1010	5/12/2023	CHECK	001736	ADVENTIST HEALTH ST HELENA - J	107.12CR	CLEARED	A	5/17/2023
1010	5/12/2023	CHECK	001737	ALESHIRE & WYNDER, LLP	1,276.50CR	CLEARED	A	5/16/2023
1010	5/12/2023	CHECK	001738	ALPHA ANALYTICAL LABORATORIES	1,807.50CR	CLEARED	A	5/17/2023
1010	5/12/2023	CHECK	001739	VOID CHECK	0.00	CLEARED	A	5/11/2023
1010	5/12/2023	CHECK	001740	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	5/18/2023
1010	5/12/2023	CHECK	001741	AT&T	1,007.99CR	CLEARED	A	5/18/2023
1010	5/12/2023	CHECK	001742	BODEAN COMPANY	517.82CR	CLEARED	A	5/16/2023
1010	5/12/2023	CHECK	001743	CAROLYN W GRAHAM	50.00CR	CLEARED	A	5/24/2023
1010	5/12/2023	CHECK	001744	DATAPROSE, LLC	1,920.92CR	CLEARED	A	5/18/2023
1010	5/12/2023	CHECK	001745	GHD	4,648.50CR	CLEARED	A	5/16/2023
1010	5/12/2023	CHECK	001746	HANNAH DAVIDSON	19.00CR	CLEARED	A	5/18/2023
1010	5/12/2023	CHECK	001747	GARDENS BY JILLIAN	200.00CR	OUTSTND	A	0/00/0000
1010	5/12/2023	CHECK	001748	LAKE COUNTY RECORD BEE	179.80CR	CLEARED	A	5/18/2023
1010	5/12/2023	CHECK	001749	NAPA AUTO PARTS	14.12CR	CLEARED	A	5/19/2023
1010	5/12/2023	CHECK	001750	SMALLCOMB, LISA	32.75CR	CLEARED	A	5/15/2023
1010	5/12/2023	CHECK	001751	SPECIAL DISTRICT RISK MANAGEME	34,641.13CR	CLEARED	A	5/17/2023
1010	5/12/2023	CHECK	001752	U.S. BANK	2,289.80CR	CLEARED	A	5/18/2023
1010	5/12/2023	CHECK	001753	USA BLUE BOOK	586.78CR	CLEARED	A	5/31/2023
1010	5/12/2023	CHECK	001754	WEST YOST & ASSOCIATES, INC.	11,643.25CR	CLEARED	A	5/16/2023
1010	5/12/2023	CHECK	001755	WESTGATE PETROLEUM CO., INC.	224.32CR	CLEARED	A	5/16/2023
1010	5/19/2023	CHECK	001756	ALPHA ANALYTICAL LABORATORIES	1,531.50CR	CLEARED	A	5/24/2023
1010	5/19/2023	CHECK	001757	AQUA TECH COMPANY	3,136.00CR	CLEARED	A	5/24/2023
1010	5/19/2023	CHECK	001758	BARTKIEWICZ, KRONICK & SHANAHA	375.00CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001759	BENNETT ENGINEERING SERVICES	26,232.25CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001760	CARDMEMBER SERVICE	26,587.19CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001761	HANNAH DAVIDSON	371.39CR	CLEARED	A	5/24/2023
1010	5/19/2023	CHECK	001762	JENFITCH, LLC	4,293.00CR	CLEARED	A	6/02/2023
1010	5/19/2023	CHECK	001763	JL MECHANICAL	450.00CR	CLEARED	A	5/31/2023
1010	5/19/2023	CHECK	001764	ODP BUSINESS SOLUTIONS, LLC	108.05CR	CLEARED	A	5/25/2023
1010	5/19/2023	CHECK	001765	PACE SUPPLY CORP	522.28CR	CLEARED	A	5/23/2023
1010	5/19/2023	CHECK	001766	SOUTH LAKE REFUSE & RECYCLING	558.92CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001767	U S POSTMASTER	252.00CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001768	USA BLUE BOOK	2,422.29CR	OUTSTND	A	0/00/0000
1010	5/19/2023	CHECK	001769	VERIZON WIRELESS	1,043.58CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001770	VERIZON WIRELESS	235.04CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001771	WAGNER & BONSIGNORE CCE	423.75CR	CLEARED	A	5/26/2023
1010	5/19/2023	CHECK	001772	WILLETTA CALLAGHAN	32.75CR	CLEARED	A	5/24/2023
1010	5/19/2023	CHECK	001773	CARDANO, DOMENICO	150.96CR	OUTSTND	A	0/00/0000
1010	5/19/2023	CHECK	001774	REINKE, RYAN & KENDR	70.48CR	CLEARED	A	5/24/2023
1010	5/19/2023	CHECK	001775	CALLAGHAN, WILLETTA L	2,178.60CR	CLEARED	P	5/24/2023
1010	5/26/2023	CHECK	001776	ALPHA ANALYTICAL LABORATORIES	1,655.00CR	CLEARED	A	6/01/2023
1010	5/26/2023	CHECK	001777	AQUA TECH COMPANY	64.00CR	OUTSTND	A	0/00/0000
1010	5/26/2023	CHECK	001778	COASTLAND CIVIL ENGINEERING, I	14,705.81CR	CLEARED	A	6/01/2023

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

CHECK DATE: 5/01/2023 THRU 5/31/2023  
 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	5/26/2023	CHECK	001779	DONNA MAHONEY	32.75CR	CLEARED	A	6/01/2023
1010	5/26/2023	CHECK	001780	MIDDLETOWN COPY & PRINT	232.53CR	OUTSTND	A	0/00/0000
1010	5/26/2023	CHECK	001781	ODP BUSINESS SOLUTIONS, LLC	630.81CR	CLEARED	A	5/31/2023
1010	5/26/2023	CHECK	001782	PACIFIC GAS & ELECTRIC COMPANY	14,109.93CR	CLEARED	A	6/01/2023
1010	5/26/2023	CHECK	001783	PETTY CASH REIMBURSEMENT	95.70CR	OUTSTND	A	0/00/0000
1010	5/26/2023	CHECK	001784	THATCHER COMPANY, INC.	2,614.50CR	CLEARED	A	5/31/2023
DEPOSIT:								
1010	5/01/2023	DEPOSIT		CREDIT CARD 5/01/2023	503.81	CLEARED	C	5/03/2023
1010	5/01/2023	DEPOSIT	000001	CREDIT CARD 5/01/2023	1,516.38	CLEARED	C	5/02/2023
1010	5/01/2023	DEPOSIT	000002	REGULAR DAILY POST 5/01/2023	725.67	CLEARED	C	5/02/2023
1010	5/01/2023	DEPOSIT	000003	CREDIT CARD 5/01/2023	1,249.22	CLEARED	C	5/03/2023
1010	5/01/2023	DEPOSIT	000004	CREDIT CARD 5/01/2023	2,709.19	CLEARED	C	5/03/2023
1010	5/01/2023	DEPOSIT	000005	CREDIT CARD 5/01/2023	1,138.89	CLEARED	C	5/02/2023
1010	5/01/2023	DEPOSIT	000006	CREDIT CARD 5/01/2023	318.06	CLEARED	C	5/03/2023
1010	5/01/2023	DEPOSIT	000007	CREDIT CARD 5/01/2023	549.12	CLEARED	C	5/03/2023
1010	5/01/2023	DEPOSIT	000008	CREDIT CARD 5/01/2023	911.64	CLEARED	C	5/02/2023
1010	5/01/2023	DEPOSIT	000009	CREDIT CARD 5/01/2023	4,092.96	CLEARED	C	5/03/2023
1010	5/01/2023	DEPOSIT	000010	CREDIT CARD 5/01/2023	147.89	CLEARED	C	5/03/2023
1010	5/01/2023	DEPOSIT	000011	CREDIT CARD 5/01/2023	1,366.25	CLEARED	C	5/04/2023
1010	5/01/2023	DEPOSIT	000012	REGULAR DAILY POST 5/01/2023	5,037.12	CLEARED	C	5/02/2023
1010	5/02/2023	DEPOSIT		CREDIT CARD 5/02/2023	12,994.75	CLEARED	C	5/03/2023
1010	5/02/2023	DEPOSIT	000001	REGULAR DAILY POST 5/02/2023	478.87	CLEARED	C	5/03/2023
1010	5/02/2023	DEPOSIT	000002	CREDIT CARD 5/02/2023	927.21	CLEARED	C	5/03/2023
1010	5/02/2023	DEPOSIT	000003	CREDIT CARD 5/02/2023	969.33	CLEARED	C	5/03/2023
1010	5/02/2023	DEPOSIT	000004	CREDIT CARD 5/02/2023	3,928.29	CLEARED	C	5/05/2023
1010	5/02/2023	DEPOSIT	000005	REGULAR DAILY POST 5/02/2023	1,641.23	CLEARED	C	5/03/2023
1010	5/03/2023	DEPOSIT		CREDIT CARD 5/03/2023	6,697.24	CLEARED	C	5/04/2023
1010	5/03/2023	DEPOSIT	000001	REGULAR DAILY POST 5/03/2023	585.71	CLEARED	C	5/04/2023
1010	5/03/2023	DEPOSIT	000002	CREDIT CARD 5/03/2023	1,633.10	CLEARED	C	5/04/2023
1010	5/03/2023	DEPOSIT	000003	CREDIT CARD 5/03/2023	434.65	CLEARED	C	5/04/2023
1010	5/03/2023	DEPOSIT	000004	CREDIT CARD 5/03/2023	1,564.02	CLEARED	C	5/08/2023
1010	5/03/2023	DEPOSIT	000005	REGULAR DAILY POST 5/03/2023	3,612.49	CLEARED	C	5/04/2023
1010	5/04/2023	DEPOSIT		CREDIT CARD 5/04/2023	3,160.55	CLEARED	C	5/05/2023
1010	5/04/2023	DEPOSIT	000001	REGULAR DAILY POST 5/04/2023	644.95	CLEARED	C	5/05/2023
1010	5/04/2023	DEPOSIT	000002	CREDIT CARD 5/04/2023	1,510.15	CLEARED	C	5/05/2023
1010	5/04/2023	DEPOSIT	000003	CREDIT CARD 5/04/2023	1,164.92	CLEARED	C	5/09/2023
1010	5/04/2023	DEPOSIT	000004	REGULAR DAILY POST 5/04/2023	2,395.16	CLEARED	C	5/05/2023
1010	5/05/2023	DEPOSIT		CREDIT CARD 5/05/2023	4,278.56	CLEARED	C	5/08/2023
1010	5/05/2023	DEPOSIT	000001	REGULAR DAILY POST 5/05/2023	209.01	CLEARED	C	5/08/2023
1010	5/05/2023	DEPOSIT	000002	CREDIT CARD 5/05/2023	1,366.05	CLEARED	C	5/08/2023
1010	5/05/2023	DEPOSIT	000003	CREDIT CARD 5/05/2023	660.63	CLEARED	C	5/08/2023
1010	5/05/2023	DEPOSIT	000004	CREDIT CARD 5/05/2023	1,825.83	CLEARED	C	5/10/2023
1010	5/05/2023	DEPOSIT	000005	REGULAR DAILY POST 5/05/2023	4,923.60	CLEARED	C	5/08/2023

6/06/2023 2:01 PM  
 COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 4  
 CHECK DATE: 5/01/2023 THRU 5/31/2023  
 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	5/08/2023	DEPOSIT		CREDIT CARD 5/08/2023	5,105.84	CLEARED	C	5/09/2023
1010	5/08/2023	DEPOSIT	000001	REGULAR DAILY POST 5/08/2023	913.48	CLEARED	C	5/09/2023
1010	5/08/2023	DEPOSIT	000002	CREDIT CARD 5/08/2023	1,987.28	CLEARED	C	5/10/2023
1010	5/08/2023	DEPOSIT	000003	CREDIT CARD 5/08/2023	100.00	CLEARED	C	5/10/2023
1010	5/08/2023	DEPOSIT	000004	CREDIT CARD 5/08/2023	1,252.74	CLEARED	C	5/10/2023
1010	5/08/2023	DEPOSIT	000005	CREDIT CARD 5/08/2023	2,083.02	CLEARED	C	5/09/2023
1010	5/08/2023	DEPOSIT	000006	CREDIT CARD 5/08/2023	1,171.66	CLEARED	C	5/10/2023
1010	5/08/2023	DEPOSIT	000007	CREDIT CARD 5/08/2023	634.84	CLEARED	C	5/09/2023
1010	5/08/2023	DEPOSIT	000008	CREDIT CARD 5/08/2023	967.91	CLEARED	C	5/10/2023
1010	5/08/2023	DEPOSIT	000009	CREDIT CARD 5/08/2023	356.65	CLEARED	C	5/10/2023
1010	5/08/2023	DEPOSIT	000010	CREDIT CARD 5/08/2023	909.53	CLEARED	C	5/10/2023
1010	5/08/2023	DEPOSIT	000011	REGULAR DAILY POST 5/08/2023	152,712.55	CLEARED	C	5/09/2023
1010	5/09/2023	DEPOSIT		CREDIT CARD 5/09/2023	305.00	CLEARED	C	5/15/2023
1010	5/09/2023	DEPOSIT	000001	CREDIT CARD 5/09/2023	4,347.01	CLEARED	C	5/10/2023
1010	5/09/2023	DEPOSIT	000002	REGULAR DAILY POST 5/09/2023	268.86	CLEARED	C	5/10/2023
1010	5/09/2023	DEPOSIT	000003	CREDIT CARD 5/09/2023	348.66	CLEARED	C	5/10/2023
1010	5/09/2023	DEPOSIT	000004	CREDIT CARD 5/09/2023	1,784.03	CLEARED	C	5/10/2023
1010	5/09/2023	DEPOSIT	000005	CREDIT CARD 5/09/2023	73.21	CLEARED	C	5/10/2023
1010	5/09/2023	DEPOSIT	000006	CREDIT CARD 5/09/2023	1,690.39	CLEARED	C	5/12/2023
1010	5/09/2023	DEPOSIT	000007	REGULAR DAILY POST 5/09/2023	3,407.92	CLEARED	C	5/10/2023
1010	5/10/2023	DEPOSIT		CREDIT CARD 5/10/2023	4,425.49	CLEARED	C	5/11/2023
1010	5/10/2023	DEPOSIT	000001	REGULAR DAILY POST 5/10/2023	3,356.43	CLEARED	C	5/11/2023
1010	5/10/2023	DEPOSIT	000002	CREDIT CARD 5/10/2023	988.40	CLEARED	C	5/11/2023
1010	5/10/2023	DEPOSIT	000003	CREDIT CARD 5/10/2023	1,272.31	CLEARED	C	5/15/2023
1010	5/10/2023	DEPOSIT	000004	REGULAR DAILY POST 5/10/2023	5,998.50	CLEARED	C	5/11/2023
1010	5/10/2023	DEPOSIT	000005	CREDIT CARD 5/10/2023	5,018.53	CLEARED	C	5/12/2023
1010	5/10/2023	DEPOSIT	000006	REGULAR DAILY POST 5/10/2023	298.79	CLEARED	C	5/12/2023
1010	5/10/2023	DEPOSIT	000007	CREDIT CARD 5/10/2023	3,270.14	CLEARED	C	5/12/2023
1010	5/10/2023	DEPOSIT	000008	CREDIT CARD 5/10/2023	156.91	CLEARED	C	5/12/2023
1010	5/11/2023	DEPOSIT		CREDIT CARD 5/11/2023	1,791.47	CLEARED	C	5/12/2023
1010	5/11/2023	DEPOSIT	000001	REGULAR DAILY POST 5/11/2023	366.54	CLEARED	C	5/12/2023
1010	5/11/2023	DEPOSIT	000002	CREDIT CARD 5/11/2023	1,492.39	CLEARED	C	5/16/2023
1010	5/11/2023	DEPOSIT	000003	REGULAR DAILY POST 5/11/2023	8,860.17	CLEARED	C	5/12/2023
1010	5/12/2023	DEPOSIT		CREDIT CARD 5/12/2023	3,430.72	CLEARED	C	5/15/2023
1010	5/12/2023	DEPOSIT	000001	REGULAR DAILY POST 5/12/2023	685.47	CLEARED	C	5/15/2023
1010	5/12/2023	DEPOSIT	000002	CREDIT CARD 5/12/2023	2,211.50	CLEARED	C	5/15/2023
1010	5/12/2023	DEPOSIT	000003	CREDIT CARD 5/12/2023	575.60	CLEARED	C	5/15/2023
1010	5/12/2023	DEPOSIT	000004	CREDIT CARD 5/12/2023	436.53	CLEARED	C	5/17/2023
1010	5/12/2023	DEPOSIT	000005	REGULAR DAILY POST 5/12/2023	6,748.83	CLEARED	C	5/15/2023
1010	5/15/2023	DEPOSIT		CREDIT CARD 5/15/2023	1,556.67	CLEARED	C	5/16/2023
1010	5/15/2023	DEPOSIT	000001	REGULAR DAILY POST 5/15/2023	400.35	CLEARED	C	5/16/2023
1010	5/15/2023	DEPOSIT	000002	CREDIT CARD 5/15/2023	2,548.71	CLEARED	C	5/17/2023
1010	5/15/2023	DEPOSIT	000003	REGULAR DAILY POST 5/15/2023	69.35	CLEARED	C	5/17/2023
1010	5/15/2023	DEPOSIT	000004	CREDIT CARD 5/15/2023	11,164.14	CLEARED	C	5/17/2023

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

CHECK DATE: 5/01/2023 THRU 5/31/2023  
 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	5/15/2023	DEPOSIT	000005	REGULAR DAILY POST 5/15/2023	1,035.82	CLEARED	C	5/17/2023
1010	5/15/2023	DEPOSIT	000006	CREDIT CARD 5/15/2023	1,613.59	CLEARED	C	5/16/2023
1010	5/15/2023	DEPOSIT	000007	CREDIT CARD 5/15/2023	699.24	CLEARED	C	5/17/2023
1010	5/15/2023	DEPOSIT	000008	CREDIT CARD 5/15/2023	492.57	CLEARED	C	5/17/2023
1010	5/15/2023	DEPOSIT	000009	CREDIT CARD 5/15/2023	755.68	CLEARED	C	5/16/2023
1010	5/15/2023	DEPOSIT	000010	CREDIT CARD 5/15/2023	1,078.18	CLEARED	C	5/17/2023
1010	5/15/2023	DEPOSIT	000011	CREDIT CARD 5/15/2023	69.44	CLEARED	C	5/17/2023
1010	5/15/2023	DEPOSIT	000012	CREDIT CARD 5/15/2023	797.61	CLEARED	C	5/18/2023
1010	5/15/2023	DEPOSIT	000013	REGULAR DAILY POST 5/15/2023	10,205.58	CLEARED	C	5/16/2023
1010	5/15/2023	DEPOSIT	000014	DRAFT POSTING	18,376.46	CLEARED	U	5/16/2023
1010	5/16/2023	DEPOSIT		CREDIT CARD 5/16/2023	20,525.89	CLEARED	C	5/17/2023
1010	5/16/2023	DEPOSIT	000001	REGULAR DAILY POST 5/16/2023	1,854.98	CLEARED	C	5/17/2023
1010	5/16/2023	DEPOSIT	000002	CREDIT CARD 5/16/2023	719.92	CLEARED	C	5/17/2023
1010	5/16/2023	DEPOSIT	000003	CREDIT CARD 5/16/2023	850.32	CLEARED	C	5/19/2023
1010	5/16/2023	DEPOSIT	000004	REGULAR DAILY POST 5/16/2023	7,387.79	CLEARED	C	5/17/2023
1010	5/17/2023	DEPOSIT		CREDIT CARD 5/17/2023	4,844.87	CLEARED	C	5/18/2023
1010	5/17/2023	DEPOSIT	000001	REGULAR DAILY POST 5/17/2023	133.14	CLEARED	C	5/18/2023
1010	5/17/2023	DEPOSIT	000002	CREDIT CARD 5/17/2023	570.36	CLEARED	C	5/18/2023
1010	5/17/2023	DEPOSIT	000003	CREDIT CARD 5/17/2023	616.12	CLEARED	C	5/18/2023
1010	5/17/2023	DEPOSIT	000004	CREDIT CARD 5/17/2023	1,428.50	CLEARED	C	5/22/2023
1010	5/17/2023	DEPOSIT	000005	REGULAR DAILY POST 5/17/2023	7,565.73	CLEARED	C	5/18/2023
1010	5/18/2023	DEPOSIT		CREDIT CARD 5/18/2023	5,380.38	CLEARED	C	5/19/2023
1010	5/18/2023	DEPOSIT	000001	REGULAR DAILY POST 5/18/2023	971.91	CLEARED	C	5/19/2023
1010	5/18/2023	DEPOSIT	000002	CREDIT CARD 5/18/2023	459.68	CLEARED	C	5/19/2023
1010	5/18/2023	DEPOSIT	000003	CREDIT CARD 5/18/2023	526.09	CLEARED	C	5/19/2023
1010	5/18/2023	DEPOSIT	000004	CREDIT CARD 5/18/2023	1,703.05	CLEARED	C	5/23/2023
1010	5/18/2023	DEPOSIT	000005	REGULAR DAILY POST 5/18/2023	3,834.16	CLEARED	C	5/19/2023
1010	5/19/2023	DEPOSIT		CREDIT CARD 5/19/2023	6,515.59	CLEARED	C	5/22/2023
1010	5/19/2023	DEPOSIT	000001	REGULAR DAILY POST 5/19/2023	360.77	CLEARED	C	5/22/2023
1010	5/19/2023	DEPOSIT	000002	CREDIT CARD 5/19/2023	2,497.79	CLEARED	C	5/22/2023
1010	5/19/2023	DEPOSIT	000003	CREDIT CARD 5/19/2023	1,301.05	CLEARED	C	5/22/2023
1010	5/19/2023	DEPOSIT	000004	CREDIT CARD 5/19/2023	2,643.35	CLEARED	C	5/24/2023
1010	5/19/2023	DEPOSIT	000005	REGULAR DAILY POST 5/19/2023	6,356.92	CLEARED	C	5/22/2023
1010	5/22/2023	DEPOSIT		CREDIT CARD 5/22/2023	12,606.49	CLEARED	C	5/23/2023
1010	5/22/2023	DEPOSIT	000001	REGULAR DAILY POST 5/22/2023	1,598.20	CLEARED	C	5/23/2023
1010	5/22/2023	DEPOSIT	000002	CREDIT CARD 5/22/2023	3,302.77	CLEARED	C	5/24/2023
1010	5/22/2023	DEPOSIT	000003	REGULAR DAILY POST 5/22/2023	519.49	CLEARED	C	5/24/2023
1010	5/22/2023	DEPOSIT	000004	CREDIT CARD 5/22/2023	5,915.47	CLEARED	C	5/24/2023
1010	5/22/2023	DEPOSIT	000005	REGULAR DAILY POST 5/22/2023	163.76	CLEARED	C	5/24/2023
1010	5/22/2023	DEPOSIT	000006	CREDIT CARD 5/22/2023	2,549.93	CLEARED	C	5/23/2023
1010	5/22/2023	DEPOSIT	000007	CREDIT CARD 5/22/2023	1,319.72	CLEARED	C	5/24/2023
1010	5/22/2023	DEPOSIT	000008	CREDIT CARD 5/22/2023	508.30	CLEARED	C	5/24/2023
1010	5/22/2023	DEPOSIT	000009	CREDIT CARD 5/22/2023	1,775.32	CLEARED	C	5/23/2023
1010	5/22/2023	DEPOSIT	000010	CREDIT CARD 5/22/2023	1,578.92	CLEARED	C	5/24/2023

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

CHECK DATE: 5/01/2023 THRU 5/31/2023  
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
<b>DEPOSIT:</b>								
1010	5/22/2023	DEPOSIT	000011	CREDIT CARD 5/22/2023	3,156.57	CLEARED	C	5/26/2023
1010	5/22/2023	DEPOSIT	000012	REGULAR DAILY POST 5/22/2023	37,555.31	CLEARED	C	5/23/2023
1010	5/23/2023	DEPOSIT		CREDIT CARD 5/23/2023	3,758.87	CLEARED	C	5/24/2023
1010	5/23/2023	DEPOSIT	000001	REGULAR DAILY POST 5/23/2023	684.70	CLEARED	C	5/24/2023
1010	5/23/2023	DEPOSIT	000002	CREDIT CARD 5/23/2023	4,760.25	CLEARED	C	5/24/2023
1010	5/23/2023	DEPOSIT	000003	CREDIT CARD 5/23/2023	915.06	CLEARED	C	5/26/2023
1010	5/23/2023	DEPOSIT	000004	REGULAR DAILY POST 5/23/2023	2,692.44	CLEARED	C	5/24/2023
1010	5/24/2023	DEPOSIT		CREDIT CARD 5/24/2023	2,011.41	CLEARED	C	5/25/2023
1010	5/24/2023	DEPOSIT	000001	CREDIT CARD 5/24/2023	1,130.18	CLEARED	C	5/25/2023
1010	5/24/2023	DEPOSIT	000002	CREDIT CARD 5/24/2023	599.93	CLEARED	C	5/25/2023
1010	5/24/2023	DEPOSIT	000003	CREDIT CARD 5/24/2023	311.34	CLEARED	C	5/26/2023
1010	5/24/2023	DEPOSIT	000004	REGULAR DAILY POST 5/24/2023	934.54	CLEARED	C	5/25/2023
1010	5/25/2023	DEPOSIT		CREDIT CARD 5/25/2023	1,240.81	CLEARED	C	5/26/2023
1010	5/25/2023	DEPOSIT	000001	REGULAR DAILY POST 5/25/2023	342.03	CLEARED	C	5/26/2023
1010	5/25/2023	DEPOSIT	000002	CREDIT CARD 5/25/2023	561.70	CLEARED	C	5/26/2023
1010	5/25/2023	DEPOSIT	000003	CREDIT CARD 5/25/2023	132.35	CLEARED	C	5/26/2023
1010	5/25/2023	DEPOSIT	000004	CREDIT CARD 5/25/2023	70.37	CLEARED	C	5/31/2023
1010	5/25/2023	DEPOSIT	000005	REGULAR DAILY POST 5/25/2023	250.00	CLEARED	C	5/26/2023
1010	5/26/2023	DEPOSIT		CREDIT CARD 5/26/2023	665.71	CLEARED	C	5/30/2023
1010	5/26/2023	DEPOSIT	000001	CREDIT CARD 5/26/2023	306.45	CLEARED	C	5/30/2023
1010	5/26/2023	DEPOSIT	000002	CREDIT CARD 5/26/2023	186.60	CLEARED	C	5/30/2023
1010	5/26/2023	DEPOSIT	000003	CREDIT CARD 5/26/2023	84.14	CLEARED	C	6/01/2023
1010	5/26/2023	DEPOSIT	000004	REGULAR DAILY POST 5/26/2023	2,072.40	CLEARED	C	5/26/2023
1010	5/30/2023	DEPOSIT		CREDIT CARD 5/30/2023	752.04	CLEARED	C	5/31/2023
1010	5/30/2023	DEPOSIT	000001	CREDIT CARD 5/30/2023	382.01	CLEARED	C	6/01/2023
1010	5/30/2023	DEPOSIT	000002	CREDIT CARD 5/30/2023	351.43	CLEARED	C	6/01/2023
1010	5/30/2023	DEPOSIT	000003	CREDIT CARD 5/30/2023	507.60	CLEARED	C	6/01/2023
1010	5/30/2023	DEPOSIT	000004	CREDIT CARD 5/30/2023	875.57	CLEARED	C	5/31/2023
1010	5/30/2023	DEPOSIT	000005	CREDIT CARD 5/30/2023	475.50	CLEARED	C	6/02/2023
1010	5/30/2023	DEPOSIT	000006	REGULAR DAILY POST 5/30/2023	1,821.59	CLEARED	C	5/31/2023
1010	5/31/2023	DEPOSIT		CREDIT CARD 5/31/2023	1,116.84	CLEARED	C	6/01/2023
1010	5/31/2023	DEPOSIT	000001	REGULAR DAILY POST 5/31/2023	200.00	CLEARED	C	6/01/2023
1010	5/31/2023	DEPOSIT	000002	CREDIT CARD 5/31/2023	435.90	CLEARED	C	6/01/2023
1010	5/31/2023	DEPOSIT	000003	CREDIT CARD 5/31/2023	516.75	CLEARED	C	6/01/2023
1010	5/31/2023	DEPOSIT	000004	CREDIT CARD 5/31/2023	92.94	CLEARED	C	6/01/2023
1010	5/31/2023	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	168.38CR	CLEARED	U	5/31/2023
1010	5/31/2023	DEPOSIT	000006	DAILY PAYMENT POSTING	168.38	CLEARED	U	5/31/2023
1010	5/31/2023	DEPOSIT	000007	CREDIT CARD 5/31/2023	656.47	CLEARED	C	6/05/2023
1010	5/31/2023	DEPOSIT	000008	REGULAR DAILY POST 5/31/2023	931.43	CLEARED	C	6/01/2023
<b>MISCELLANEOUS:</b>								
1010	5/05/2023	MISC.		PAYROLL DIRECT DEPOSIT	32,454.59CR	CLEARED	P	5/05/2023
1010	5/09/2023	MISC.	050923	TRANSFER TO MM FUND 320	138,195.06CR	CLEARED	G	5/09/2023
1010	5/16/2023	MISC.		APRIL ACCOUNT ANALYSIS FEES	356.45	CLEARED	G	5/18/2023



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

CHECK DATE: 5/01/2023 THRU 5/31/2023  
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	5/19/2023	MISC.		PAYROLL DIRECT DEPOSIT	32,145.08CR	CLEARED	P	5/19/2023
-----								
SERVICE CHARGE:								
1010	5/03/2023	SERV-CHG		MONTH CHASE FEES	3,296.55CR	CLEARED	G	5/03/2023
1010	5/03/2023	SERV-CHG	000001	APRIL CHASE FEES	412.16CR	CLEARED	G	5/03/2023
1010	5/05/2023	SERV-CHG		April AMX FEES	31.00CR	CLEARED	G	5/05/2023
1010	5/16/2023	SERV-CHG		APRIL ACCOUNT ANALYSIS FEES	356.45CR	CLEARED	G	5/18/2023
1010	5/16/2023	SERV-CHG	000001	APRIL ACCOUNT ANALYSIS FEES	356.55CR	CLEARED	G	5/16/2023
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	211,776.83CR		
				DEPOSIT	TOTAL:	544,967.15		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	202,438.28CR		
				SERVICE CHARGE	TOTAL:	4,452.71CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	26,550.49CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	211,776.83CR		
				DEPOSIT	TOTAL:	544,967.15		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	202,438.28CR		
				SERVICE CHARGE	TOTAL:	4,452.71CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	26,550.49CR		





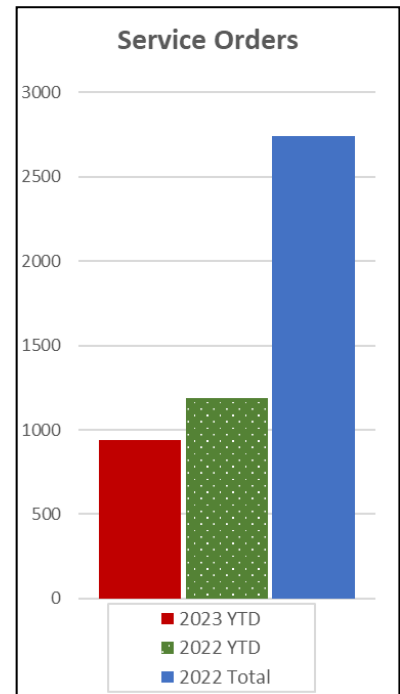
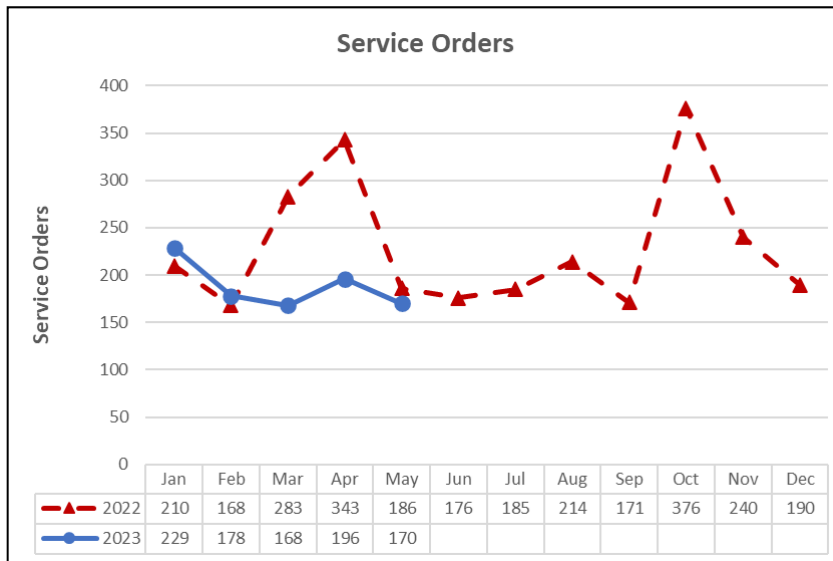
# Hidden Valley Lake Community Services District

## Field Operations Report

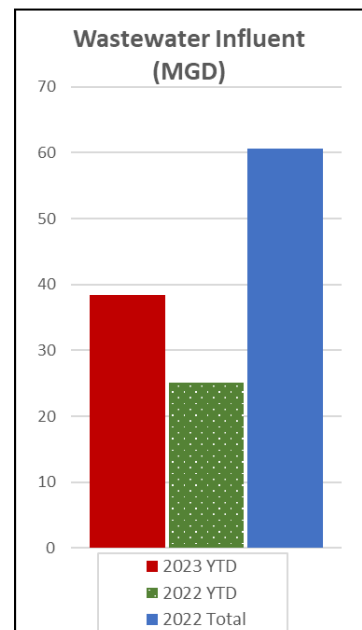
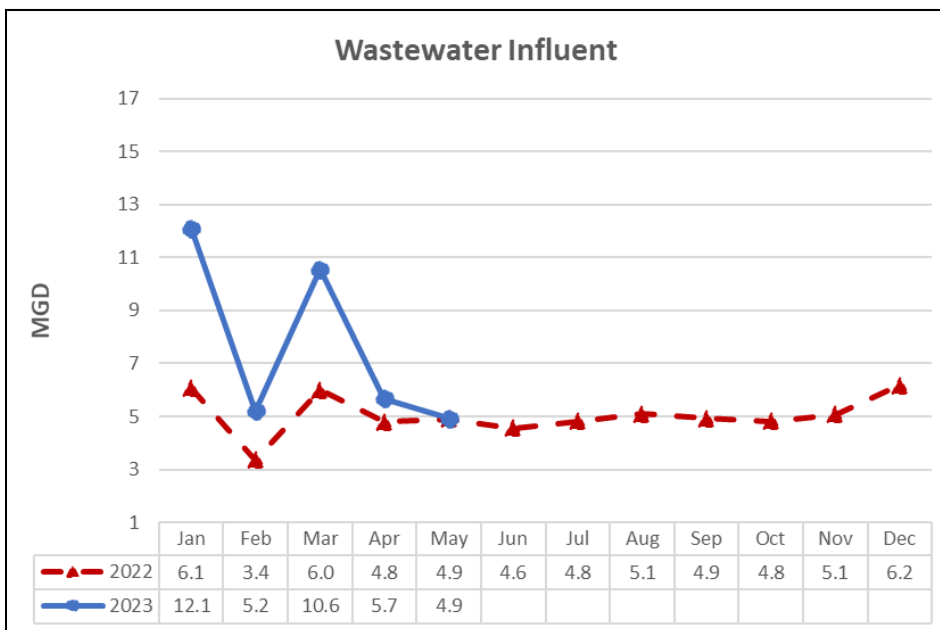
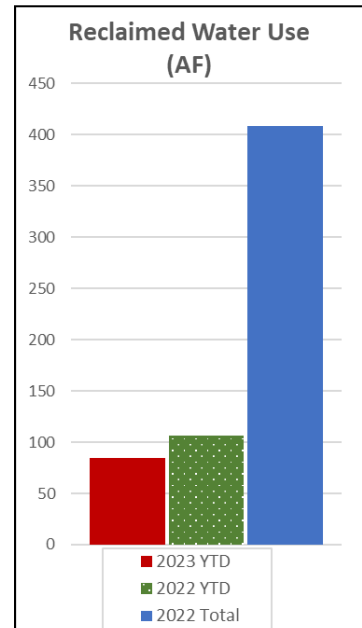
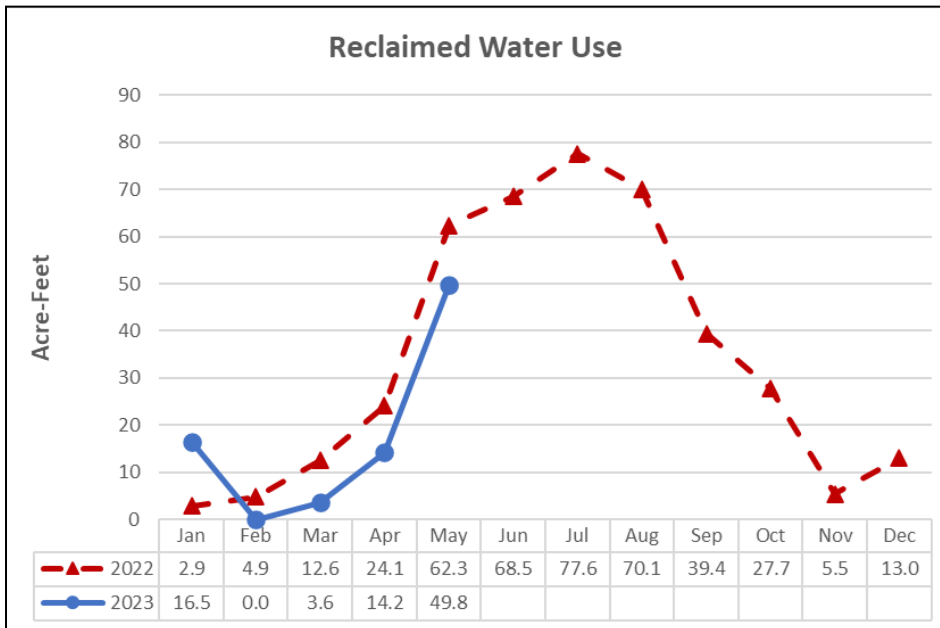
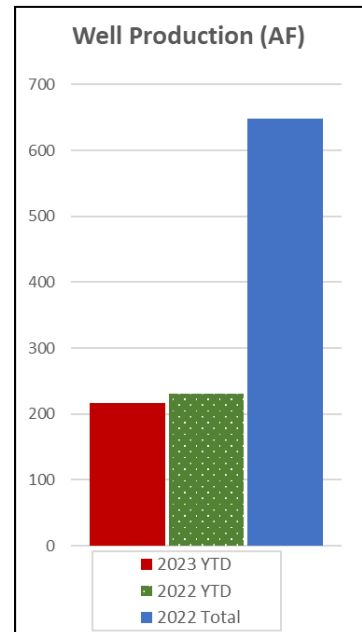
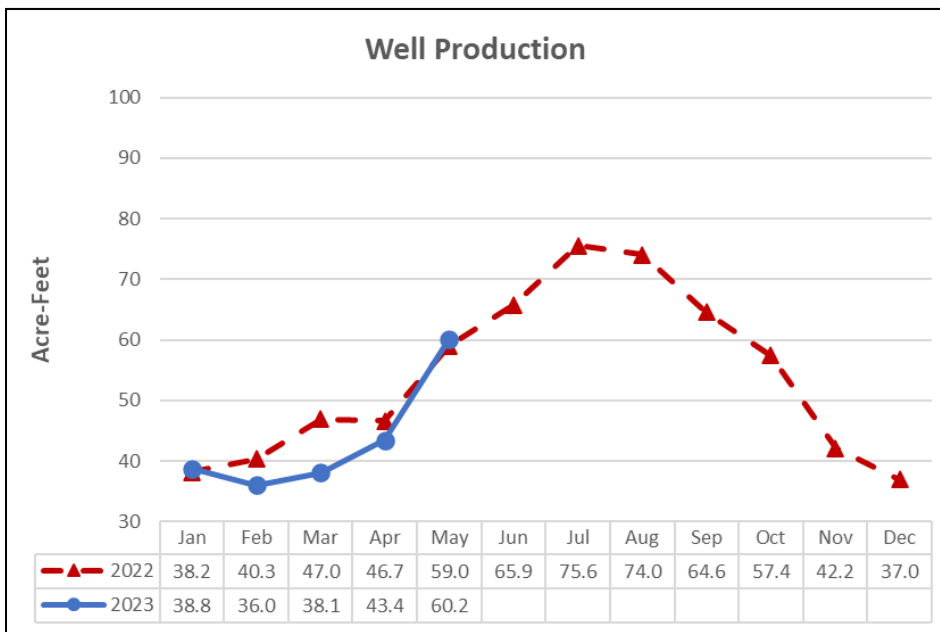
May 2023

Water Connections		Wastewater Connections	
New (current month)	0	New (current month)	0
Residential (previous month)	2474	Residential (previous month)	1482
Commercial & Govt (previous month)	35	Commercial & Govt (previous month)	15
<b>Total Water Connections:</b>	<b>2511</b>	<b>Total Wastewater Connections:</b>	<b>1497</b>

Precipitation		
May	Previous Year May	Historical
1.06 in	0.17 in	1.38 in

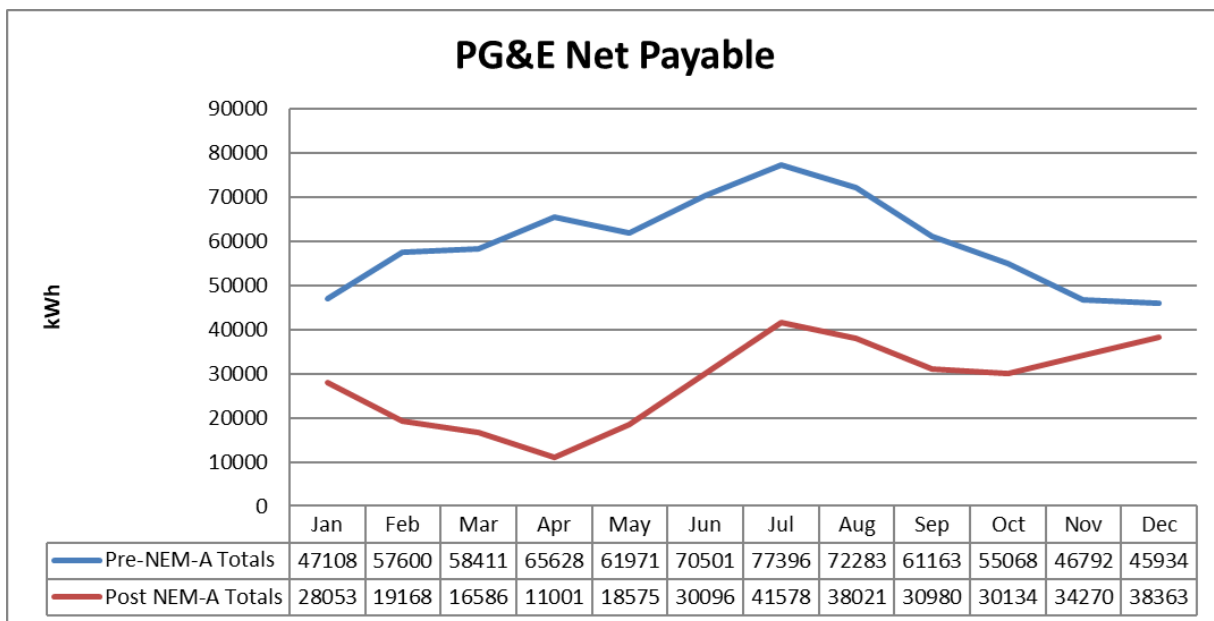


Hours		
<b>Overtime Hours:</b>	32.5	\$1,237.68

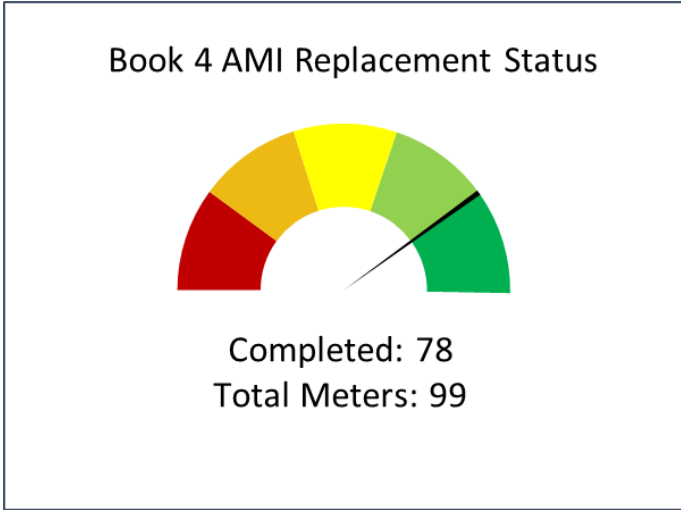
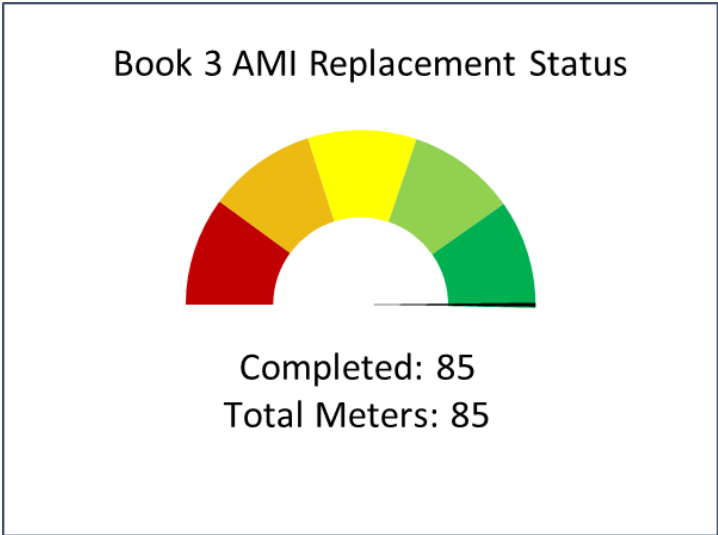
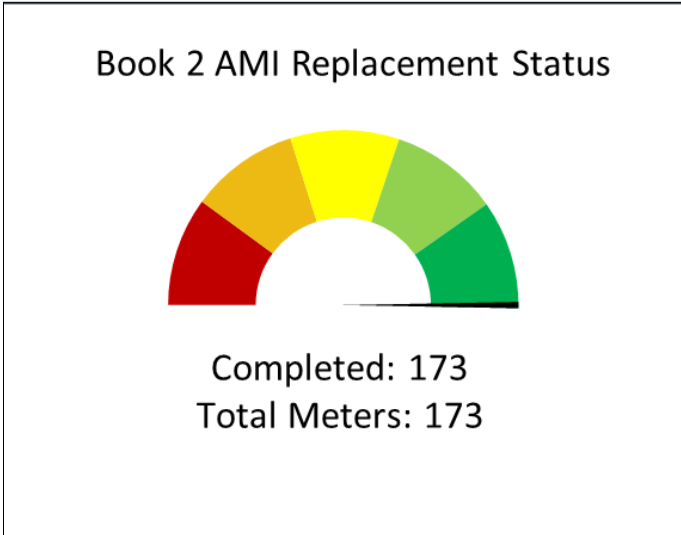
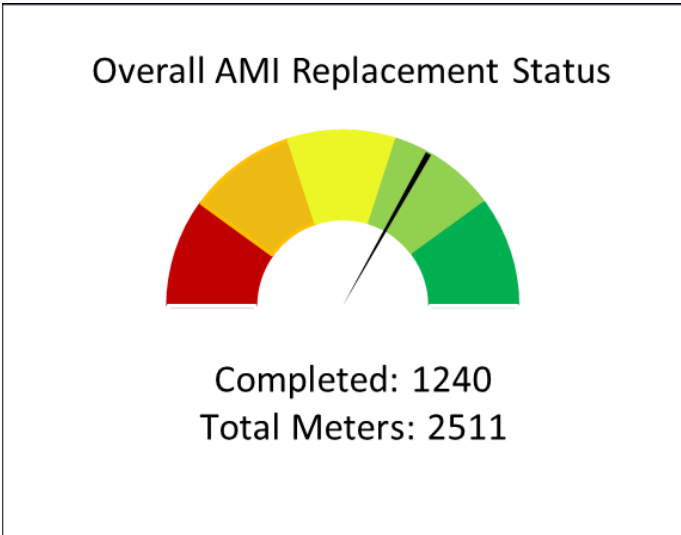


Vehicle Mileage	
Vehicle	Mileage
Truck 2	1,067
Truck 3	473
Truck 4	1,411
New Truck 6	1,130
Truck 7	2,154
Truck 8	-
Truck 9	158
Tractor	8.10 hours
Vac Truck	44.00
Excavator	3.40 hours
Skid Steer	9.70 hours

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	378.80	213.60
Fuel Log	377.90	213.50



# AMI Project Status



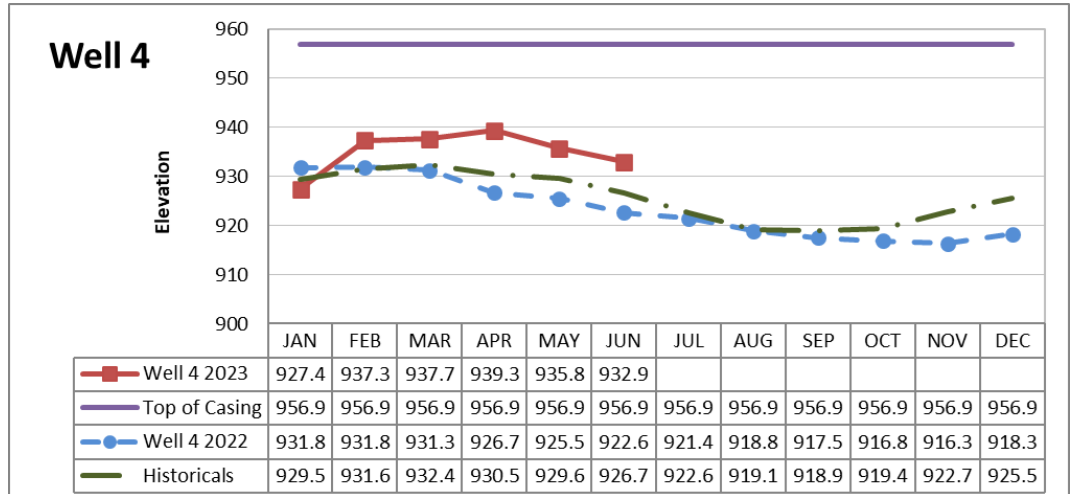
# Groundwater Data

## Drawdown

## Recharge Rate

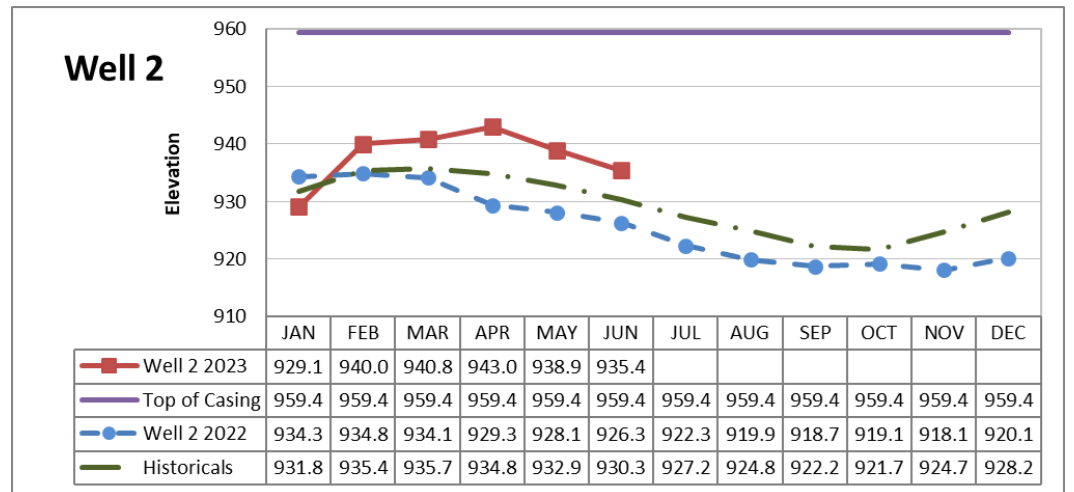
May: 103%

June: 106%



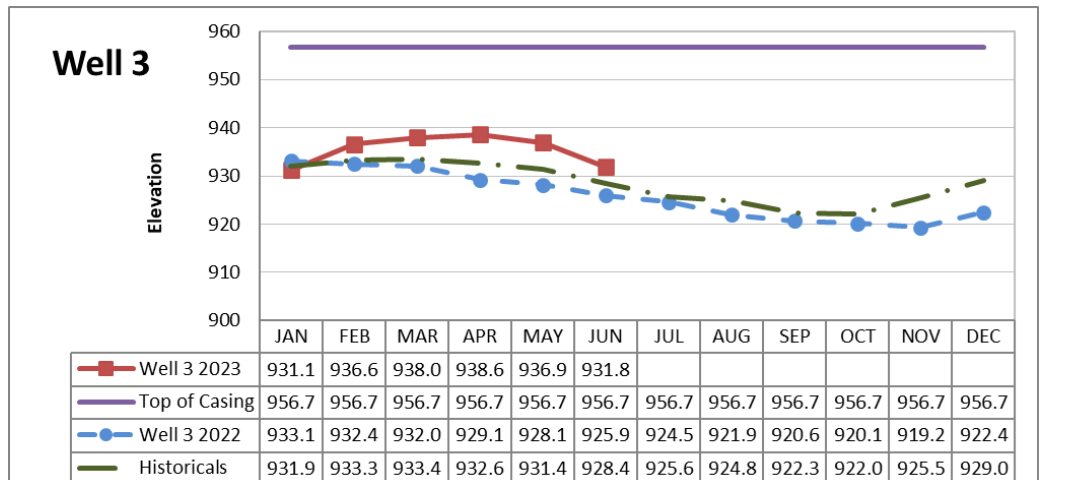
May: 104%

June: 101%



May: 105%

June: 101%



## Water System Highlights

- Service line repairs on Knollview Dr, Powder Horn Rd, North Shore Dr, and Spyglass Rd.
- PVR repairs on Hidden Valley Rd, Deer Hill Rd, and Unit 9 tank.
- AMI meter installations
- Meter reads 5/24—5/26 & 5/30
- Routine maintenance and operations

## Wastewater System Highlights

- Camera-inspected Fishhook Ct during wet weather; no I/I found.
- Routine maintenance and operations

## Water Resources Specialist Highlights

- Submitted Central Valley Regional Water Quality Control Board (CVRWQCB) quarterly I/I report.
- Presented Water Shortage Contingency Plan to Westside Sacramento Integrated Regional Water Management committee.
- Updated Sewer System Management Plan
- Completed and distributed 2022 Consumer Confidence Report.
- I/I flow monitor maintenance and data collection
- Scanning and digitizing maps/documents
- Completed A.S. Water and Wastewater Technology program at Woodland Community College
- Lead Service Line Inventory (LSLI) 15% complete
- Database maintenance, reports, and SOP development



## Association of California Water Agencies—Committee Highlights

### **Water Quality Committee**

#### Hexavalent Chromium (Cr(VI))

In March of 2022 the SWRCB released the new proposed hexavalent chromium Maximum Contaminant Level (MCL) of 10 ppb from the previous 50 ppb. If approved, a compliance period of 3 years (January 1, 2027) could be expected. A Standardized Regulatory Impact Assessment (SRIA) found that economically, the proposed regulation would “result in direct costs to [Public Water Systems (PWS)], which will likely have spillover effects to individuals and business that purchase water from [PWS that are impacted by the new MCL]...The direct costs to PWS and higher water bills result in direct and induced costs to the economy statewide.” Average monthly water bills are expected to increase between \$20.46—\$463.21 and SWRCB staff predict that affected ratepayers are those already paying disproportionately higher water bills since they are in rural or farming communities that are unable to benefit from economies of scale. The total impact, by 2028, to households is therefore predicted to be \$218,660,175 in the form of higher water bills.

ACWA submitted a letter to the Office of Environmental Health Hazard Assessment (OEHHA), which establishes public health goals (PHG) for contaminants, expressing concerns that a full review of Cr (VI) has not been conducted in compliance with state law. OEHHA is requesting additional comments and information that may validate updating the PHG of 0.2 ppb.

The regulation was pulled back due to pending litigation and is still pending to be reinstated.

#### Per- and Polyfluoroalkyl Substances (PFAS)

On March 14, 2023 the U.S. Environmental Protection Agency (EPA) proposed the first national primary drinking water standards for six PFAS. The proposal includes monitoring requirements for water systems, among others, including quarterly monitoring (with the potential for reduced monitoring). ACWA provided verbal comments to EPA highlighting issues with the compliance deadline and cost assessment which underestimates the cost of compliance. EPA anticipates finalizing the regulation by the end of 2023.

### **Water Management Committee**

No updates.

## Association of California Water Agencies—Committee Highlights

### **State Legislative Committee 5/26**

#### **AB 1637: *Watch***—Local government: internet websites and email addresses

Existing law under the California Public Records Act requires a local agency to make public records available for inspection, which can be satisfied by posting the records on its website and directing members of the public to the website. Originally AB 1637 would have required, by January 1, 2025, a local agency that maintains public email addresses to ensure that each email address provided to employees utilize a “.gov” or “.ca.gov” domain name.

This was originally a concern to the District due to the unknown IT costs upon implementation and the questionable ease in transition. On May 18th the bill was amended to limit the scope to only cities and counties; special districts have been removed from the bill completely.

## Additional Legislative Updates

### **PFAS Liability Exemption**

U.S. Senator Cynthia Lummis introduced five bills to ensure industries and municipalities are not subject to liability claims if the U.S. EPA designates PFAS compounds a hazardous substance. The covered entities in these bills either do not contribute to PFAS contamination or are required to use PFAS-containing substances due to regulations (such as airports that are required to use fire suppression foams that contain PFAS).

Should the EPA regulation pass without the support of these bills, entities such as water treatment plants, would be held liable for PFAS contamination they are not responsible for.

### **U.S. EPA’s Consumer Confidence Report Revision Proposal, “don’t say safe”**

The American Water Works Association (AWWA) submitted written comments the U.S. EPA raising concerns about the proposed determination that calling drinking water “safe” is a violation of the revised Consumer Confidence Rule and provides a “false or misleading statement” to consumers. This conflicts with water-related federal programs that utilize the definition of “safe” without assuming the absence of any risk, and conflicts with the Safe Drinking Water Act’s title and purpose.



# Hidden Valley Lake Community Services District

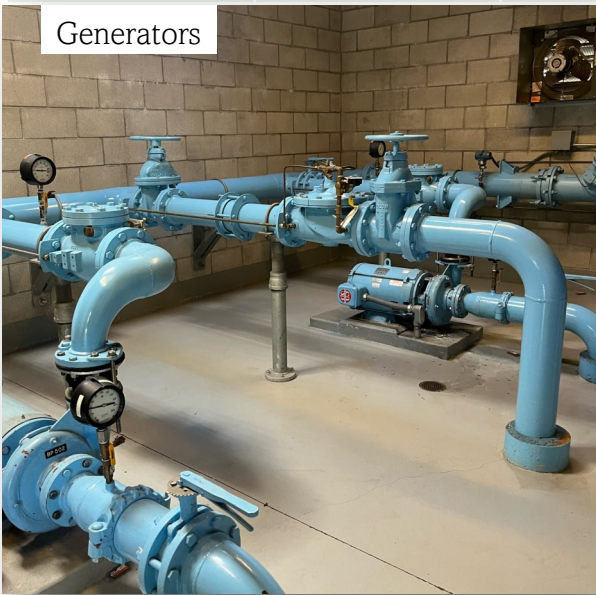
## Projects Update Report

### May/June 2023

#### Backup Power Reliability Project

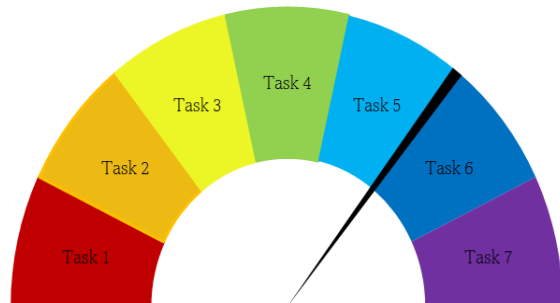
- 5/9 Received Technical Memorandum from GHD
- 5/17 Received 60% design
- 5/19 Submitted comments to the 60% design
- 6/7 Reviewed comments to 60% design
- 6/8 Updated Expense tracking forecast spreadsheet

Expense Period	Request Date	Request Amount	NOP Amount	Warrant	Difference
Q3 2022	10/15/2022	\$370.62	\$250.14	01/31/2023	108 Days
Q4 2022	01/10/2023	\$2,240.97	\$1,512.45	02/14/2023	35 Days
Q1 2023	4/7/2023	\$3,397.21	\$2,292.81	05/05/2023	28 Days



- Task 1: Surveying
- Task 2: Soils Investigation
- Task 3: Utility Company Investigation
- Task 4: Environmental and Permitting Review
- Task 5: Basis of Design Technical Memorandum
- Task 6: Engineering Design Package
- Task 7: Bidding Support

Design Status



# Defensive Space and Ignition Resistant Construction Project

- 5/31 Received Technical Memorandum regarding project cost increase
- 6/1 Began potholing at Tank 4 site
- 6/2 Received 95% design
- 6/7 Requested feedback from SLCFD regarding Fuels Management Memo
- 6/7 Submitted OPCC to NHA Advisors
- 6/8 Submitted comments to 95% design documents
- 6/8 Updated Expense tracking forecast spreadsheet

Expense Period	Request Date	Request Amount	NOP Amount	Warrant	Difference
Q3 2022	10/06/2022	\$2,501.64	\$1,688.38	01/23/2023	109 Days
Q4 2022	01/10/2023	\$3,981.15	\$2,686.92	02/03/2023	24 Days
Q1 2023	04/10/2023	\$100,002.50	\$67,492.69	05/05/2023	25 Days



Unit 4 Tank



Little Peak Vegetation

Design Status



- Task 1: Geotechnical and Survey Field Work
- Task 2: Geotechnical Report
- Task 3: 35% Engineering Design Package
- Task 4: 65% Engineering Design Package
- Task 5: 95% PS&E
- Task 6: CEQA Initial Study/Mitigated Negative Declarations



# Water System Storage Reliability Project

- 5/11 New Plan of Study for DWSRF50924
- 5/12 100% Design PLANS received
- 5/12 RFP for CMI advertised
- 5/22 Submitted request for extension from 8/4/24 to 2/4/25
- 5/26 Developing Town Hall presentation
- 6/7 Submitted answers on RFP to 5 potential proposers
- 6/9 100% Design SPECIFICATIONS received

Expense Period	Request Date	Request Amount	NOP Amount	Warrant	Difference
Pre-Award	10/21/2022	\$19,076.17	\$12,876.41	12/02/2022	42 Days
Q3 2022	10/21/2022	\$4,350.45	\$2,936.55	12/02/2022	42 Days
Q4 2022	01/06/2023	\$15,995.73	\$10,594.62	01/23/2023	17 Days
Q1 2023	04/11/2023	\$64,128.44	\$43,286.70	05/05/2023	24 Days

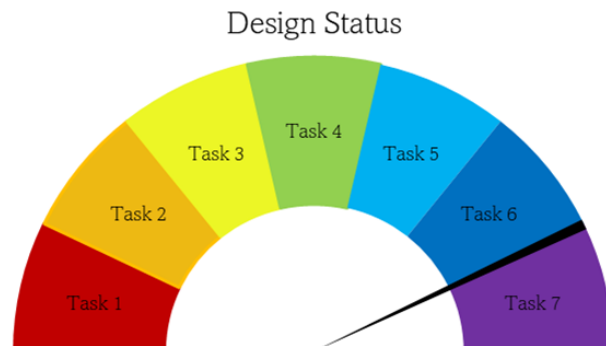


Close-up Unit 9 Tank



Unit 9 Tank

- Task 1: Project Kick-off Meeting
- Task 2: Geotechnical Report
- Task 3: Basis of Design Tech Memo
- Task 4: 35% Engineering Design Package
- Task 5: 60% Engineering Design Package
- Task 6: Final Engineering Design Package
- Task 7: Bidding Support



# Water Distribution Reliability Project

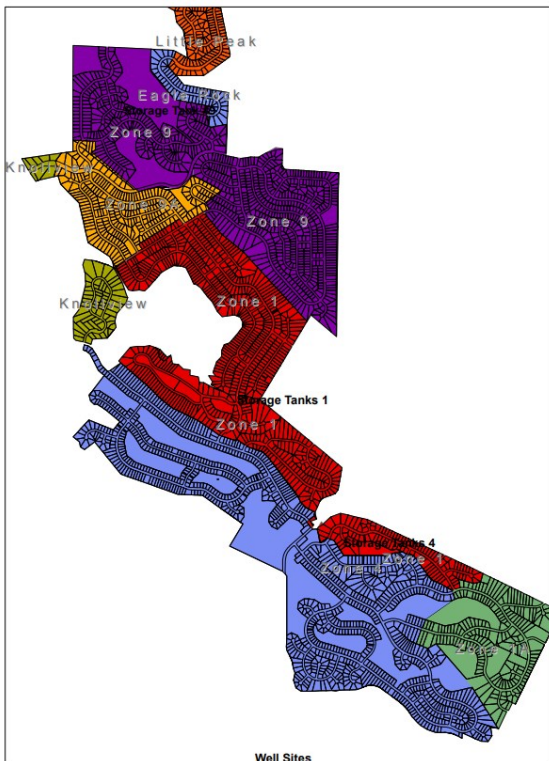
5/25 Condition Summary Technical Memorandum scheduled

5/26 Troubleshooting Arrow GNSS

5/31 Developing preventative maintenance SOP

6/8 Developing Water Loss Map

Expense Period	Request Date	Request Amount	NOP Amount	Warrant	Difference
Q4 2022	01/10/2023	\$1,450.49	\$978.95	02/14/2023	35 Days
Q1 2023	04/08/2023	\$34,543.03	\$23,313.44	05/05/2023	27 Days



Design Status

- Task 1: Kick-off Meeting, Field Review, and Topographic Survey
- Task 2: Geotechnical Study and Seismic Hazard Assessment
- Task 3: Environmental Investigations and Document Preparation
- Task 4: 30% Engineering Design Package
- Task 5: 65% Engineering Design Package
- Task 6: Benefit Cost Analysis
- Task 7: Final Project Reports and Memorandum





## Other Project Updates

### **Advanced Metering Infrastructure (AMI) Project**

- 5/24 Troubleshooting legacy handheld devices
- 5/31 Developing SOP for AMI Meter change
- 6/7 Planning radio troubleshooting
- 6/8 RMA sent

### **FLASHES Project**

- 6/2 OCED response to concept paper, “discourage”
- New DOE OCED FOA 3045 offering \$.5M—\$5M

### **SCADA**

- 5/23 Implementation plan meeting
- 5/30 Received preliminary project cost estimate
- 6/7 Submitted cost estimate to NHA Advisors

### **I & I**

- 5/4 Submitted quarterly request for reimbursement
- 5/5 Final retainage check to contractor
- 6/1 Project closeout activities

### **Other Activities**

- WaterWorth Scenario Development
- Brambles Design development
- Budget
- Newsletter



**Hidden Valley Lake  
Community Services District**  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
[www.hvlcsd.org](http://www.hvlcsd.org)

## MEMO

To: Board of Directors  
From: Dennis White  
Date: June 20, 2023  
RE: General Manager's Report

---

Below is a shortened version of activities on various tasks.

### **Management of the Day-to-Day Operations**

#### **Budget 2023/2024**

This month has been all about finalizing our operating and capital budget plan. Our Accounting Supervisor has put together a plan we have all had our eyes on and ready to accept at this month's Board meeting.

- Thanks to the Directors for one final look over at the May 16<sup>th</sup> Board meeting. Your feedback and contribution is greatly appreciated and has helped finalize this budget.
- As you will see later in the agenda, we will be finally adopting this budget. We are poised and ready to meet the terms of this new budget just as soon as it is approved!
- As presented in this budget you will see a cost of living for all staff. Exempt and None-Exempt Employees

#### **Water System Capital Projects Funding**

- NHA Advisors will be presenting a final Plan which ties into our capital projects. This allows the Districts to meet its financing needs for our top four grant funded capital projects in the FY 23/24 – 24/25
- Some project our contingent on the Board approving the bond issuance. Once approved and bonds are issued staff will amend the budget mid-cycle.
- **Personnel, etc.**
- We are bringing policy #2105 Vehicle and Equipment Replacement for an open discussion, approval and adoption if it meets the criteria of the Board.
- We have received feedback from the finance committee to start reviewing (Policy) Handbook staff will address these changes, and plan to present to the Personnel Committee in July after the June Board meeting. The first revised Policy will be the C.O.L.A

#### **Field**

- Field operations have mainly focused on just field operation but also continue to move forward on the AMI project and the replacement of manhole lids.





**Hidden Valley Lake  
Community Services District**  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
[www.hvlcsd.org](http://www.hvlcsd.org)

### **Staffing**

- Hannah Davidson has been featured in the ACWA Newsletter; she continues to be the Rock Star of the District. Congratulations Hannah!
- Dominic Hernandez is our newest certification recipient with a D2 in Water Distribution. Congrats Dominic!
- Jacob McClure is our newest certification recipient with a T2 in Water Distribution. Congrats Jacob!

### **Fiscal**

- Trish will begun the preparations for the audit of this fiscal year. She wastes no time, and we can always count on her to meet her deadlines.
- We have recorded 0 liens this month and have had 1 lien released. Staff will continue the process.

### **Mainlines**

- As we are aware we have been working on our underground infrastructure I attended a no-dig conference in Portland Oregon (Trenchless Technologies). Looking towards the horizon of our most critical infrastructure we have been working with Coastland Engineering. They are currently working on their final condition assessment report. Nathan and Alex will be out in our area Wednesday I have also requested Steve Donovan from Underground Solutions to meet with Nathan and myself, I believe it is important that coastland understand The Districts need. Both financial and ability.

### **Tank 1-A**

- As you will see later in the Agenda we are recommending Board approval for the lining of Tank 1-A. We are looking to fund this project under Repair and Replace. With its added 20-year life expectancy the lining will provide. Staff will start looking towards putting a percentage towards capital improvement cost for replacing tank 1-A in the future.

### **Major Projects**

- In an effort to streamline communications, I ask that you refer to the Projects Update report for detail on Major Projects.



**Left:** Attendees network between programs at the ACWA 2023 Spring Conference & Expo. **Center:** Delta Watermaster and Thursday keynote speaker Jay Ziegler pauses for a photo with ACWA President Pamela Tobin and Vice President Cathy Green. **Right:** State Water Resources Control Board Chair E. Joaquin Esquivel speaks during the Wednesday Opening Breakfast.

## ACWA Returns to Monterey for 2023 Spring Conference & Expo

ACWA hosted more than 1,570 attendees in Monterey for the association's 2023 Spring Conference & Expo May 9-11, which featured panel discussions on key issues affecting the California water community as well as keynote addresses from state water leaders.

State Water Resources Control Board Chair E. Joaquin Esquivel delivered the Wednesday Opening Breakfast keynote address, followed the next day with an address from newly appointed Delta Watermaster Jay Ziegler.

Overall, the three-day conference included more than 20 programs, forums and round table discussions

on a wide range of topics, from the effects of climate extremes on water management to water rights legislation, infrastructure funding and the latest tactics in media relations. In addition, the conference included networking opportunities and receptions along with an Exhibit Hall with nearly 80 water industry vendors.

Selected audio recordings of conference programs will be available to registrants, or for purchase, through [www.acwa.com](http://www.acwa.com).

The below summaries highlight just a few of the programs held during the conference.

*CONFERENCE continued on page 9*



## ACWA Advocacy Influencing Bill Outcomes

ACWA advocacy is in high gear with staff tracking and monitoring many bills on a wide range of issues. Some bills are quickly making their way to floor votes ahead of the June 2 deadline for each house of the Legislature to pass bills introduced in that house.

Below are summaries and updates on some of the bills in which ACWA staff is engaging.

### Water Rights

ACWA has an oppose position on the following three bills and is part of a coalition of more than 90 water agencies and associations representing agricultural and business interests that have

*CAPITOL CORNER continued on page 4*

**ACWA News** is a publication of the Association of California Water Agencies

Periodicals postage paid at Sacramento, CA.

**POSTMASTER:**

Send address changes and subscription requests to  
ACWA News,  
980 9th Street, Suite 1000  
Sacramento, CA  
95814-3514

916.441.4545  
www.acwa.com

**Executive Director**  
Dave Eggerton

**Director of Communications**  
Heather Engel

**Editor**  
Will Holbert

**Staff Writers**  
Caroline Meade  
Ellen Martin

**Graphic Design**  
Katherine Causland

Copyright 2023. All Rights Reserved. Call ACWA for Permission to Reprint.

USPS 334030

## Access ACWA News Online

ACWA members, associates and affiliates can access ACWA News online even if they currently do not receive the ACWA News subscription. Current and past issues are available at [www.acwa.com/newsroom](http://www.acwa.com/newsroom). Member Login required.

Connect with us online:

 [facebook.com/acwawater](https://facebook.com/acwawater)

 [twitter.com/acwawater](https://twitter.com/acwawater)

 [linkedin.com/company/acwa](https://linkedin.com/company/acwa)

 [instagram.com/acwawater](https://instagram.com/acwawater)

EXECUTIVE DIRECTOR COLUMN  
DAVE EGGERTON

## United Water Community Key to Answering Bills on Water Rights



If enacted, water rights legislation pending in the Legislature could put water management in chaos and hobble future progress toward a more reliable and resilient water future.

Bills in the Assembly and Senate threaten to undermine the basic foundation of water management and water delivery in California by drastically changing the longstanding legal framework governing the right to use water in this state. Stopping these bills is a top priority for ACWA, which is leading a broad coalition that extends beyond the water community. Vital to all our work is the water community remaining united, because this may well become the most consequential legislative session of our careers.

It's easy to see why.

California's water rights priority system plays an essential role in supporting the state's economy. It serves as the basis for which billions of dollars have been invested to capture, store and deliver water throughout the state. Undermining this system would severely impact not only local water management, but the state's housing market, jobs, water affordability and our economy overall.

The reasons are simple.

California's cities, communities, businesses and farms came into being and continue to exist in reliance on access to water rights. Local water agencies across the state depend on the certainty of water rights to invest in new water supply infrastructure. The credit worthiness of water agencies may be at risk if one of their community's most precious assets, their rights to use water, become uncertain or unreliable. This can translate into higher interest rates on financing for water supply infrastructure,

increasing project costs. Project costs relate to water affordability. As costs climb, projects may be delayed or canceled, which impedes the ability of water agencies to provide reliable water supplies and prepare for the future.

Not surprisingly, credit-rating agencies have begun to ask how these pending legislative proposals to change the water rights system could affect the reliability of an agency's water supplies as they look to publicly finance essential, new projects.

Undermining California's water rights system could also exacerbate the state's housing crisis by unnecessarily constraining the water supplies of urban water purveyors. California's water rights system ensures flexible water management, which allows water agencies to responsibly and proactively steward local supplies for current and future needs, both human and environmental. These bills work against sound water management to the detriment of the state.

There is a better way. Administration of the current water rights system certainly has room for improvement, primarily by investing in more stream gauges and better data and tougher enforcement to prevent illegal diversions. As the local water community, we must do everything in our power to convey to the Legislature and Gov. Gavin Newsom the critical importance of not putting water management into chaos by changing the water rights priority system.

ACWA, its members, and its coalition partners must stand united to be successful in convincing the Legislature how important the water rights system is to all Californians. You can learn more about how you can engage your local legislator at [www.acwa.com/water-rights](http://www.acwa.com/water-rights). ♦



## QuenchCA Continues Progress and Wins Awards

ACWA's award-winning statewide public education campaign, Quench California, is continuing to offer a paid partnership program to help member agencies take advantage of the campaign's branding and website while amplifying the importance of investing in water infrastructure in their communities.

QuenchCA was developed to educate Californians about the importance of investing in water infrastructure. Through the new partnership, the campaign will create customized digital ads to run within an agency's service area.

In addition, member agencies are encouraged to continue utilizing toolkit items, including customizable social media posts and graphics, campaign logos, handouts and four videos in three different lengths and with Spanish subtitles, to complement local outreach efforts and help increase the visibility of the campaign.



The toolkits and videos are available to members at [www.acwa.com/resources](http://www.acwa.com/resources). More information on the campaign is available at [www.QuenchCA.com](http://www.QuenchCA.com).

The California Association of California Public Information Officials honored the campaign and video series earlier this month with Awards of Distinction. The

campaign previously was honored by the Public Relations Society of America's Los Angeles chapter.

To learn more about the paid partnership program, contact ACWA Director of Communications Heather Engel at [heathere@acwa.com](mailto:heathere@acwa.com). ♦

## ACWA Foundation Growing and Raising Funds

The new ACWA Foundation is now connecting with key partners, raising funds and creating opportunities for involvement.

The nonprofit foundation was created by the ACWA Board of Directors to advance workforce and leadership development in the water industry by promoting diversity, equity and inclusion. The ACWA

Foundation now operates separately and independently from ACWA.

The ACWA Foundation's Board of Trustees held its first meeting in December 2022 and quickly acted to establish foundational and operational policies, create working committees and develop a strategic plan with guiding principles and 2023-'25 goals. Plans include collaborating

with others to provide outreach, scholarships and training to attract, prepare, and maintain a future workforce.

For more information about ACWA Foundation, including making a financial contribution or joining a committee, visit [www.acwa-foundation.org](http://www.acwa-foundation.org).

## June 16 Deadline Approaching to Declare Candidacy for ACWA President, Vice President, Region Boards

Each member agency must also designate one voting representative for the Board officers' election by **June 16**. More information on how to be a candidate and how to vote is available at [www.acwa.com/elections](http://www.acwa.com/elections).



major concerns with the impact these bills would have on the reliability of existing water rights. Members of the opposition coalition are actively contacting their legislators to convey the coalition's concerns and are advocating for "No" votes when the bills are heard on the Assembly and Senate floors.

**AB 460**, introduced by Assembly Water, Parks, and Wildlife Committee Chair Rebecca Bauer-Kahan (D-Orinda), recently advanced out of the Assembly Appropriations Committee and is now headed to the Assembly Floor.

AB 460 would authorize the State Water Resources Control Board to issue interim relief orders against water diverters and users. The State Water Board would be able to issue interim relief orders to force compliance with a broad set of standards, including to enforce the reasonable use doctrine of Article X, Section 2 of the California Constitution, water quality standards, and more. The bill would require the State Water Board to provide the water right holder subject to the interim relief order with a hearing prior to issuing the order – unless, it finds that immediate compliance is necessary to prevent imminent or irreparable injury to other legal users of water, or to instream beneficial uses, in which case no hearing would be required.

The Appropriations Committee amended AB 460, in particular by removing the Public Trust Doctrine as an enforcement standard for issuing an interim relief order. ACWA continues to have significant concerns and is part of a large coalition in opposition to the bill.

**AB 1337**, authored by Assembly Member Buffy Wicks (D-Oakland), has also advanced out of the Assembly Appropriations Committee and is headed to the Assembly Floor.

AB 1337 would significantly expand the State Water Board's authority to issue curtailments in any water year, which would essentially result in an overhaul of water management in California.

**SB 389**, authored by Senator Ben Allen (D-Santa Monica), which would authorize the State Water Board to investigate and determine the scope and validity of any water right claim, has advanced out of the Senate Appropriations Committee and is headed to the Senate Floor.

Under SB 389, a water right holder brought into a proceeding to evaluate the basis of its right would have the burden of proving by a preponderance of evidence the elements of the basis of right. The bill would also require the water right holder to submit substantial amounts of evidence to defend their claimed water right.

ACWA has an oppose position and serious concerns with authorizing the State Water Board to drag water right holders before the board to prove their claims.

### Permit Streamlining

**SB 23**, an ACWA-sponsored bill authored by Senator Anna Caballero (D-Merced), proposed to streamline the regulatory permitting process for water supply and flood risk reduction projects, but did not advance out of the Senate Appropriations Committee.

SB 23 had proposed specific actions to help critical water projects overcome known sources of permitting delays. ACWA formed a diverse coalition of supporters, which included ACWA members, business interests, labor, and more. While SB 23 will not continue moving forward this year, Gov. Gavin Newsom recently signed an Executive Order and announced plans to introduce a package of budget trailer bills aimed at streamlining the delivery of critical projects throughout the state, including water infrastructure projects.

### Water Bond

ACWA continues to work proactively to advance having a natural resources general obligation bond on a ballot in 2024. Part of the advocacy is working with stakeholders from labor, environmental and business groups behind the scenes on issues such as timing (Primary vs General

Election in 2024) and size of the measure. ACWA also has met with the governor's staff and members of his Administration about ACWA's suggestions for the bond.

At the Legislature, ACWA has been advocating with a support-if-amended position on four separate bond proposals, SB 867, SB 638, AB 1567, and AB 305, introduced by four legislators. In part, due to ACWA's advocacy, the legislative proposals focus on water infrastructure funding in addition to the funding of other natural resources issues.

While discussions are still ongoing regarding the content and precise timing of a bond, with four bills moving through the Legislature there is clearly significant momentum to place a bond before the voters in 2024.

### Water Use Efficiency

**AB 1072**, introduced by Assembly Member Wicks, would have required all urban water suppliers to implement water efficiency rebate programs and ensure that 40% of funding in these programs go to low-income or disadvantaged communities, among other provisions. ACWA adopted a not-favor-unless-amended position on the bill and has been working with the author's office and sponsors on the bill, while continuing to express opposition to the bill.

During the Assembly Suspense hearing on May 18, AB 1072 was made a two-year bill and will not be moving this year.

**AB 1572/AB 1573**, introduced by Assembly Member Laura Friedman (D-Glendale), were related to water use efficiency, with AB 1572 proposing to ban the irrigation of nonfunctional turf with potable water for commercial, industrial, and institutional properties, while AB 1573 proposes to amend the Model Water Efficient Landscape Ordinance (MWELO).

ACWA developed significant suggested amendments for AB 1572 and has had productive conversations with the author's office and sponsors on the bill. The most

# New Program Helps Small Agencies Write Grant Applications

The California Alliance for Jobs (CAJ) has launched the Build Better Communities grant writing assistance program to provide small agencies with free research, writing and submission support.

ACWA has partnered with CAJ to help promote and support the pilot program. ACWA member agencies who meet the program qualifications are encouraged to apply now.

“Too many California public entities miss grant funding opportunities because of limited staff, bandwidth, or financial resources,” said CAJ Executive Director Michael Quigley. “Our new program provides free grant research, writing, and submission support so they can leverage opportunities to invest in their community’s infrastructure.”



The program targets small California municipalities with a population of 10,000 to 49,999 and special districts providing critical infrastructure, including water districts and authorities, irrigation districts, community services districts and reclamation and flood control districts, as well as rural counties.

More information about the program, including a fact sheet and eligibility requirements, is available at [www.BuildBetterGrants.com](http://www.BuildBetterGrants.com). The website also includes a list of some state grant opportunities for water infrastructure projects. ♣

---

## CAPITOL CORNER *continued from page 4*

recent amendments to the bill address all but one remaining concern of ACWA members.

ACWA’s State Legislative Committee adopted a not-favor-unless-amended position on AB 1573 in April and has suggested several amendments to improve the bill. The May 18 amendments made to the bill would address some of the issues ACWA raised; specifically, the bill no longer includes a new plant factor of 0.3. However, the bill now requires a percent of plants on nonresidential properties subject to MWELo as follows: 25% by 2026, 50% by 2030, and 75% by 2035. While ACWA and its members are supportive of the use of native plants, these plants are not always readily available in all parts of the state and

can be cost-prohibitive. Both of these bills are headed to the Assembly Floor.

**AB 754** by Assembly Member Diane Papan (D-San Mateo) would require urban and agricultural water agencies to develop water supply storage curves for reservoirs that constitute more than 50% of their total water supply within their water shortage contingency plan (urban) or drought plan (agriculture).

ACWA continues to oppose this bill as it is duplicative of existing reporting and planning requirements, fails to account for the multi-purpose nature of reservoirs, and dilutes the effectiveness of calls for conservation when they are truly needed. This bill is headed to the Assembly Floor. ♣



# CARB Adopts Clean Fleet Regulation

The California Air Resources Board (CARB) on April 28 adopted the Advanced Clean Fleets (ACF) regulation.

The ACF regulation requires California fleet owners and operators, including all public agencies – such as ACWA member agencies – to start purchasing zero-emission vehicles in 2024, with the goal to move California’s medium- and heavy-duty trucks to zero emission, where feasible, by 2045.

The regulation specifically requires public agencies to purchase 50% of new medium- and heavy-duty trucks as zero-emission vehicles starting Jan. 1, 2024 and to purchase 100% starting Jan. 1, 2027. As an alternative, fleet managers may choose CARB’s milestone option instead which establishes a commitment to convert portions of the fleet by target dates specified by CARB.

ACWA and its coalition partners have engaged with CARB staff and board members on this process for several years. This advocacy has focused on ensuring that the regulation enables public water agencies to maintain critical public services and consider concerns about access to zero-emission vehicles and charging infrastructure, as well as develop a fair exemption process where compliance with the ACF regulation is infeasible. ♣



Scan code with your phone to view the ACWA Member Directory





## Newsom Calls for Faster Completion of Infrastructure Projects

Gov. Gavin Newsom on May 19 signed an Executive Order and announced plans to release a package of budget trailer bills aimed at streamlining the delivery of critical projects throughout the state, including water infrastructure projects.

According to a news release from the Governor's Office, his actions aim to speed up construction; expedite court review; streamline permitting; address cumbersome California Environmental Quality Act processes; and maximize federal dollars.

"ACWA applauds the governor's leadership today in announcing actions aimed at streamlining the delivery of

infrastructure projects – actions which will help ensure critical water infrastructure projects are built at the pace and scale needed to respond to the growing impacts of climate change," said ACWA Executive Director Dave Eggerton.

"ACWA members have been on the front lines of preparing for a changing climate through continued investments in critical water infrastructure. That's why ACWA has made permit streamlining a priority issue. Permit decisions can and must be made more efficiently, while protecting the environment," Eggerton said.

This year, ACWA sponsored SB 23 (Caballero), which identified specific

opportunities to improve and streamline the regulatory permitting process, while preserving established environmental protections.

While the Senate Appropriations Committee held SB 23, and the bill will not be moving forward this year, ACWA supports the governor's leadership in making this issue a priority for the state. ACWA staff is reviewing the Executive Order and will advocate for permit streamlining in the context of the Newsom Administration's implementation of the Order. ACWA staff will also review and engage on the budget trailer bills as soon as they are released. ♣

## Latest DWR Snow Survey Results Soar Past Average

The Department of Water Resources (DWR) on May 1 conducted the fifth snow survey of the season at Phillips Station. The manual survey recorded 59 inches of snow depth and a snow water equivalent of 30 inches, which is 241% of average for this location for the date.

DWR's electronic readings from 130 snow sensors placed throughout the state indicate the statewide snowpack's snow water equivalent is 49.2 inches, or 254% of average for May 1.

The last time there was measurable snow at the Phillips snow course on May 1 was 2020, when only 1.5 inches of snow and 0.5 inches of snow water equivalent was measured.

According to historical records, only the April 1 measurements from the years 1952, 1969, 1983 and this year were above 200%, although it is difficult to directly compare individual years across the decades due to changes in the number of snow courses measured over time.

Due to the impact of climate change on California's snowpack, since 2021, snowpack averages have been calculated



Photo courtesy of DWR

using a timeframe of 1991 through 2020 so that results better reflect the current climate conditions.

DWR is maximizing the amount of water that can be stored and diverted from this record snowpack.

In April, DWR announced a 100% allocation of requested supplies from

the State Water Project, which delivers water to 29 public water agencies that serve 27 million Californians and 750,000 acres of farmland. The last time the SWP allocated 100% was in 2006. DWR is also maximizing the amount of water that can be diverted towards recharging groundwater basins so more water is stored for future use in underground reservoirs. ♣



## THIS MONTH IN ACWA HISTORY

A May 1993 “Citizens Siege of Sacramento” drew an estimated 1,000 people to the State Capitol to protest state raids on local property tax revenues.

### 10 years ago

Best practices for reducing energy consumption and real-world case studies on water district consolidations were highlighted as top issues during ACWA’s Spring Conference & Exhibition in Sacramento.

### 20 years ago

U.S. Senators Dianne Feinstein and Barbara Boxer introduced legislation to authorize federal participation in the CALFED Bay-Delta Program from 2004 to 2007. ACWA encouraged members to continue support for the legislation, which proposed \$880 million for projects

such as building Sites Reservoir, enlarging Los Vaqueros Reservoir and raising Shasta Dam.

### 30 years ago

The “Citizens Siege of Sacramento” drew an estimated 1,000 people who rallied at the State Capitol to protest state raids on local property tax revenues. ACWA member agencies were among local government entities that would be affected through an estimated loss of \$150 million.

### 40 years ago

The ACWA Spring Legislative Workshop Conference set an attendance record for

spring conferences with 1,378 people joining the association in South Lake Tahoe. R&B artist Lou Rawls headlined a Thursday night entertainment show.

### 50 years ago

ACWA announced the retirement of Executive Director Robert T. “Bob” Durbrow, naming the association’s General Council John P. Fraser as the new Executive Director. Durbrow had led the Irrigation Districts Association of California, renamed ACWA that year, since 1946. ♦

## ACWA Urging State Water Board to Include VA on Tuolumne River

The State Water Resources Control Board is considering an amendment to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary, or Bay-Delta Plan, that would incorporate a proposed Tuolumne River Voluntary Agreement.

ACWA has long supported the Voluntary Agreements (VAs) as a collaborative, modern and holistic approach in the Bay-Delta and its tributaries to help native fish and wildlife species while supporting water supply reliability.

On May 18, ACWA staff provided oral comments on the issue to the State Water

Board during a virtual public scoping meeting.

“ACWA strongly encourages the State Water Board to amend the Bay-Delta Plan to incorporate the Tuolumne River Voluntary Agreement,” said ACWA State Relations Advocate Stephen Pang during the meeting. “The Voluntary Agreements, relative to the unimpaired flows approach, are the superior alternative to achieving the coequal goals of the Delta. They represent a collaborative and holistic approach to helping native fish and wildlife species in the Delta watershed, and the Tuolumne River Voluntary

Agreement is a critical step towards accomplishing this goal.”

ACWA will also submit written comments to the State Water Board.

The Tuolumne River Voluntary Agreement proposes a comprehensive suite of actions, including both flow and non-flow measures, that would be a critical step toward achieving the coequal goals of protecting, restoring, and enhancing the Bay-Delta ecosystem while increasing water supply reliability throughout California.

For background on the VAs, visit [www.voluntaryagreements.org](http://www.voluntaryagreements.org). ♦





**Left:** State Water Resources Control Board Chair E. Joaquin Esquivel delivers the Wednesday Opening Breakfast keynote address. **Right:** newly appointed Delta Watermaster Jay Ziegler provides an overview of issues affecting the Sacramento-San Joaquin Bay-Delta.

## Keynotes Recognize Progress, Collaboration and Climate Change

Two keynote addresses during the ACWA 2023 Spring Conference & Expo offered a broad overview of collaborative work between state agencies and local public water agencies, while also giving attendees a close look at issues within the Sacramento-San Joaquin Bay-Delta.

### Chair Esquivel

At the May 10 Opening Breakfast, State Water Resources Control Board Chair E. Joaquin Esquivel delivered the keynote address, reflecting on progress and challenges since he last delivered an ACWA conference keynote address four years ago. He shared insights on a wide range of topics, including COVID-19 pandemic response, climate extremes and achievements with the Safe and Affordable Drinking Water Fund, the creation of which ACWA supported.

Esquivel praised water agencies for quickly suspending water shutoffs for nonpayment during the early stages of the pandemic, in many cases acting ahead of the state requirement. Meanwhile, funding through the Safe and Affordable Funding for Equity and Resilience (SAFER) has allowed California to bring 185 water

systems back into compliance with drinking water standards over the last three years, while the state has doubled the amount of construction dollars going to disadvantaged communities, Esquivel said.

He also noted that his six-year term on the State Water Board has seen dramatic swings in climate extremes, from dry conditions to wet years such as in 2017 and the recent storms that left behind a massive snowpack.

“For many of us in this room, the term ‘once in a generation’ just doesn’t mean what it means anymore,” Esquivel said, adding that counting on wet years to alleviate structural deficits across the state’s watersheds “is a fantasy that we can’t really be bothered to entertain anymore.”

### Delta Watermaster Ziegler

Delta Watermaster Jay Ziegler delivered a keynote presentation at the May 11 luncheon that outlined issues connected to the Sacramento-San Joaquin Bay-Delta. Earlier this year, the State Water Board appointed Ziegler to a four-year term in the position. He previously served as

Director of External Affairs and Policy for The Nature Conservancy for 12 years.

As Delta Watermaster, he advises the State Water Board and Delta Stewardship Council on matters relating to water rights, water quality, habitat and land use across the estuary. He emphasized the importance of healthy headwaters to the Bay-Delta and called out ACWA’s leadership in collaborating with state, federal and non-governmental organizations in that area.

Despite the many challenges facing the Bay-Delta, Ziegler said he was optimistic about the future, especially through advances in technology. That included advances in collecting water data and science-based decision making on water use.

“My challenge for all of you would be, we’ve just got to get more creative about bringing best practices and science to the fore and putting more resources behind them, and working together, because we are against a race of challenges imposed by a shifting climate,” Ziegler said. ♡

CONFERENCE continued from page 1

## Show Me the Money

**Panelists:** (Moderator) Adam Quiñonez, Director of State Relations, ACWA; E. Joaquin Esquivel, Chair, State Water Resources Control Board; Craig Miller, General Manager, Western Municipal Water District; Ellen Hanak, Vice President and Director of the Water Policy Center, Public Policy Institute of California.

**Key Issue(s):** Panelists discussed the best path forward in conceiving, planning and funding critical infrastructure investments as California experiences climate change extremes. Topics included recent historic state and federal investments, the possibility of a water bond on a future ballot, how funding is getting to water agencies and why “big picture” perspectives are more important than ever in overcoming challenges facing the state in updating its water infrastructure.

**Esquivel quote:** “We’re going to need to continue to make sure that the state is contributing to affordability through these infrastructure programs.”

**Miller quote:** “How do you catch a year like this, with the facilities we have? You can’t do it. You have to build enormous



Tony Meyers, Executive Director for Delta Conveyance at the Department of Water Resources, speaks during a panel discussion on the critical role of conveyance throughout California’s water system.

capture capacity and transport capacity to fill all of our groundwater basins so we can survive these dry periods, and it’s going to take a major change in the way we do water.”

## Advancing Conveyance

**Panelists:** (Moderator) Dave Pederson, General Manager, Las Virgenes Municipal Water District; Kristin Sicke, General Manager, Yolo County Flood Control and Water Conservation District; Pablo Arroyave, Chief Operating Officer, San Luis & Delta-Mendota Water Authority; Tony Meyers, Executive Director, Delta Conveyance, Department of Water Resources.

**Key Issue(s):** Conveyance plays a critical role in California’s statewide management of water resources, yet is sometimes viewed as an afterthought compared to water storage. However, it is fundamental to moving water for multiple purposes, ranging from groundwater recharge to flood control and connecting water agencies with different supply sources. Panelists discussed the need for additional investment in conveyance and its role in building long-term climate resilience.

**Arroyave quote:** “All of our members know, that in order to deal with SGMA implementation challenges, there has to

CONFERENCE continued on page 11



CONF ATTENDED  
**20+**

REGION  
**7**

### THOMAS MCCARTHY

General Manager, Kern County Water Agency

“I’m looking forward to being able to network in person with my peers from throughout the state.”



CONF ATTENDED  
**2**

REGION  
**1**

### HANNAH DAVIDSON

Water Resources Specialist  
 Hidden Valley Lake Community Services District

“Representing a small agency, I benefit from hearing ACWA’s insight and learning valuable information on important topics, especially regulatory issues.”

What’s been the most enjoyable or interesting part of conference so far?





1



2



10



9



8



7



6

## ACWA 2023 Spring Conference & Expo

1. Woodard & Curran hosted its second annual Water Circuit Fun Run/Walk serving as this year's Wellness Sponsor.
2. ACWA President Pamela Tobin poses for a photo with past association presidents (l-r top row) Paul Kelley, Randy Record, Brent Hastey, Steve LaMar, Randy Fiorini, current Vice President Cathy Green, (l-r bottom row) Kathy Tieg, Glen Peterson and Bette Boatman.
3. The Exhibit Hall proved a popular gathering place during conference.
4. ACWA Business Development Representative Joe Ramos presents a \$100 check to Mojave Water Agency's Melody Bailey as part of the ACWA Mobile App Scavenger Hunt.
5. ACWA Executive Director Dave Eggerton pauses for a photo with Groundwater Committee Chair John Woodling.
6. The ACWA Foundation Board of Trustees provided an update on the foundation's formation and goals. Pictured are seven of the 10 trustees, including (l-r) Marwan Khalifa, Steve Blumenshine, Vice Chair Jennifer Persike, Chair John Varela, Kari D. Shively, Sue Stephenson and Joone Lopez.
7. Trabuco Canyon Water District Director Don Chadd, his wife Bonnie Chadd and General Manager Fernando Paludi attend the Opening Breakfast.
8. Water Replenishment District of Southern California General Manager Stephan Tucker provides an update during a Region Membership Meeting.
9. Connecting with other water professionals is always a valuable part of the ACWA conference experience.
10. The conference connected attendees with nearly 80 vendors servicing the water industry.



3



4



5





**Left:** Jessica Diaz, Attorney, Brownstein, Hyatt, Farber & Schreck LLP, speaks during a panel discussion on modernizing water rights. **Right:** A Federal Issues Forum included panelists (l-r) Brian Garcia, Warning Coordination Meteorologist, National Weather Service; Casey DeShong, Office of the Regional Administrator, Federal Emergency Management Agency; Jennifer Eberlien, Pacific Southwest Regional Forester, U.S. Forest Service; and moderator Jim Peifer, Executive Director, Regional Water Authority.

*CONFERENCE continued from page 9*

be additional conveyance. Groundwater recharge is going to require larger areas of land to be made available for recharge, ideally adjacent to disadvantaged communities.”

**Sicke quote:** “The success of a lot of these projects is going to come down to the urgency being there, and the willingness among the landowners and the partners to say it’s important and to work together. And we can only move at the speed of trust.”

**First Kill All the Lawyers? Varying Perspectives on Water-Right Modernization**

**Panelists:** (Moderator) Felicia Marcus, Landreth Visiting Fellow, Stanford University; Ryan Bezerra, Attorney, Bartkiewicz, Kronick & Shanahan; Redgie Collins, Director, California Trout; Jessica Diaz, Attorney, Brownstein, Hyatt, Farber & Schreck LLP; Erik Ekdahl, Deputy Director, Division of Water Rights, State Water Resources Control Board

**Key Issue(s):** The panel presented and discussed a variety of perspectives on how to make the water rights system function better in light of what we have learned during the droughts of the last 10 years. Topics included reasonable use doctrine, common interests, enforcement that would discourage illegal diversions and the need for consistent, reliable and timely data.

**Ekdahl quote:** “Enforcement doesn’t stop people from taking water that they aren’t authorized to take.”

**Bezerra quote:** “We need to be figuring out how to manage the priority system better, that works for everyone.”

**Marcus quote:** “It is hard to have the conversations without consistent, shared data.”

**Federal Issues Forum**

**Panelists:** (Moderator) Jim Peifer, Executive Director, Regional Water Authority; Casey DeShong, Office of the Regional Administrator, Federal Emergency Management Agency; Jennifer Eberlien, Pacific Southwest Regional Forester, U.S. Forest Service; Brian Garcia, Warning Coordination Meteorologist, National Weather Service.

**Key Issue(s):** Panelists from key federal agencies focusing on California water priorities discussed topics such as Bipartisan Infrastructure Law implementation, drought, available funding and disaster preparedness and response. An analysis of last winter’s incredible stretch of atmospheric rivers was provided and panelists discussed challenges and opportunities from increased snowpack and runoff.

**Eberlien quote:** “Climate change, drought, insects, disease, are all impacting forests in California. We are working to mitigate that risk and plan for the future.”

**Wildfire Preparedness: Lessons Learned & Investments Made to Mitigate Future Risk**

**Panelists:** (Moderator) Josh Watkins, Water Utility Manager, City of Redding Public Works; Kevin Phillips, Director of

*CONFERENCE continued on page 13*



Kevin Phillips, Director of Member Outreach for ACWA JPIA and previous Paradise Town Manager, discussed recovery efforts made by the community since the Camp Fire during the Region 2 Issue Forum.



Audio recordings will be available online at [www.acwa.com](http://www.acwa.com).



**Left:** ACWA President Pamela Tobin and Vice President Cathy Green present the Clair A. Hill Award to SCV Water for its Valley Center Well Groundwater Treatment Facility. **Center:** President Pamela Tobin presents the Excellence in Innovation Award to Orange County Water District for its Groundwater Replenishment System. **Right:** President Pamela Tobin presents the Excellence in Water Leadership Award to Vallecitos Water District's Operations and Maintenance Manager Ed Pedrazzi.

## ACWA Awards and Scholarships Recognize Innovation, Excellence and Leadership

ACWA presented several awards and \$24,500 in scholarships to outstanding recipients during its 2023 Spring Conference & Expo May 9-11 in Monterey.

### Excellence in Innovation Award

ACWA presented its second annual Excellence in Innovation Award to Orange County Water District for its Groundwater Replenishment System (GWRS).

OCWD expanded its GWRS to be able to recycle 100% of Orange County Sanitation District's reclaimable wastewater flows, which produces up to 130 million gallons of drinking water a day, serving nearly one million people in north and central Orange County. The award is sponsored by CDM Smith.

### Excellence in Water Leadership

ACWA presented its 2023 Excellence in Water Leadership Award to Vallecitos Water District Operations and Maintenance Manager Ed Pedrazzi for his collaborative spirit and mentorship.

Pedrazzi played an instrumental role in researching technologies to help with algae issues and in the construction of the district's Overflow Emergency Response Training Center. He has mentored the next generation of water professionals for more than 20 years and served as Program Coordinator for the Water/Wastewater Program at Palomar College for 15 years.

The award is sponsored by Black & Veatch Corporation.

### Clair Hill Award

The Clair A. Hill Water Agency Award for Excellence was presented to SCV Water for its Valley Center Well Groundwater Treatment Facility. SCV Water completed this ambitious facility to restore water affected by per- and polyfluoroalkyl (PFAS) substances and to provide a local, reliable drought-proof groundwater source for its customers.

The annual award program recognizes outstanding achievements by public water agencies.

### Jerry Gladbach Scholarship

The new Edward G. "Jerry" Gladbach Scholarship, sponsored by SCV Water, was established in 2022 to honor the late Jerry Gladbach, a past ACWA President and SCV Water Vice President. The \$2,500 scholarship was awarded to Elizabeth Pena, an environmental policy analysis and planning student at University of California, Davis.

### Clair Hill Scholarship

The \$5,000 Clair A. Hill Scholarship, sponsored by Jacobs, was awarded to Maggie Usher, a bioresource and agriculture engineering student at Cal Poly San Luis Obispo.

### Diversity Scholarship

The Arthur L. Littleworth Best Best & Krieger Diversity Scholarship, sponsored by BB&K, was awarded to Mallory Sutherland, an agricultural business student at California State University, Fresno. The \$10,000 scholarship will be distributed over four years and include a mentorship component.

### ACWA Scholarships

Two \$3,500 ACWA Scholarships were awarded to Riley Milligan, a civil engineering student at California State University, Long Beach and Joseph Silvi, an environmental engineering student at University of California, Berkeley.

### ACWA Fellowship



ACWA presented its fourth annual John P. Fraser Water Leaders Fellowship to Utica Water and Power Authority

General Manager Joel Metzger.

The John P. Fraser Water Leaders Fellowship was created to honor former ACWA Executive Director John P. Fraser for his 22 years of service to the association.

For more information about ACWA's awards programs, please visit [www.acwa.com/awards](http://www.acwa.com/awards).



CONFERENCE continued from page 11

Member Outreach, ACWA JPIA; Mickey Rich, Assistant District Manager, Paradise Irrigation District.

**Key issue(s):** Phillips and Rich examined the recovery efforts that have been made by Paradise since the 2018 Camp Fire and shared that disaster recovery is a 10- to 20-year process, but there are things that agencies can do now to prepare ahead of time. Agencies can take some water samples ahead of a disaster to have baseline numbers for funding, such as from FEMA, collect customer phone numbers so that communication is easier, as well as store and keep data offsite — somewhere outside the region being served.

**Phillips quote:** “We don’t know what the worst is anymore. . . . never did we think (the Camp Fire) could get to this point. . . . so plan for the worst and then multiply it by 10.”

**Rich quote:** “We started getting requests for water a week after the fire — if even that — so the challenges are. . . rebuilding



ACWA Excellence in Innovation Award finalists share their groundbreaking technologies and projects during the Innovation Forum on Thursday afternoon.

and replacing infrastructure while serving the customer.”

### Excellence in Innovation: Water Agencies Driving California into the Future 🎤

**Panelists:** (Moderator) Grant Davis, General Manager, Sonoma County Water Agency; Robert Grantham, General Manager, Rancho Water; Sandy Scott-Roberts, Groundwater Replenishment System Program Manager, Orange County Water District; Jeremy Shepard, Director of Technical Services, Placer County Water Agency; William Vanderwaal,

Deputy General Manager of Reclamation District #108.

**Key issue(s):** Water agencies continue to implement unique technologies, programs and practices to ensure a sustainable water supply for future generations. As the panelists noted, getting support from leadership is key, as well as being able to commit to trying something new knowing that it might be a long-term investment.

**Grantham quote:** “It’s going to take the larger agencies to start the process to really make a difference and trickle down (innovative) technology.”

CONFERENCE continued on page 14



CONF ATTENDED  
**50+**

REGION  
**6**

**MIKE M. YOSHIMOTO**  
Board Director  
Kings River Conservation District

“What I find most enjoyable is learning new things. You know, the mind is always hungry for new things. Otherwise, you get stale. So whenever you’re learning, that means to me that I’m getting fresh, I’m getting a challenge, and that’s living.”



CONF ATTENDED  
**1**

REGION  
**5**

**LUCY DONG**  
Finance Manager  
San Mateo County Flood and Sea Level Rise Resiliency District

“I really enjoyed the Attorney and Finance programs, especially the one on capital project funding. There is always lots to learn and lots of great exhibitors. I’m also looking forward to our Region Membership Meeting.”

What’s been the most enjoyable or interesting part of conference so far?

**Shepard quote:** “You’re going to invest in something without knowing if you’re going to get a return. . . . don’t wait for perfection before you jump in.”

### Reporter’s Notebook: An Insider’s Guide to Working with News Media 🗣️

**Panelists:** (Moderator) Nick Janes, President, J Comm Inc.; Kurtis Alexander, reporter for San Francisco Chronicle; Lois Henry, editor of SJV Water; Steve Large, reporter for CBS13 in Sacramento; Mackenzie Shuman, reporter for San Luis Obispo Tribune.

**Key issue(s):** The panel of working journalists explained how today’s newsrooms work, provided tips for pitching stories, and explained the benefits and draw backs of press releases. They also shared the importance of building relationships with reporters and discussed current and future trends in media relations, including artificial intelligence and the use of TikTok to deliver news.

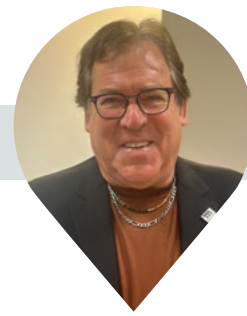
**Shuman quote:** When deciding which articles to write, “I have a small community that I report to, so I look for stories that are localized. It can be a statewide matter, but it has to trickle down and have an impact on my community.”

**Alexander quote:** “We want stories that are unique and provide content that’s not provided by other news outlets. . . . If it’s a local project, how it plays into the larger picture.”

**Henry quote:** “Local is key, big money is key and big impacts are key. . . .I’m not going to rely on a PIO to necessarily tell me what the impact is.”

### Roundtable - Removing Barriers to Groundwater Recharge

**Moderator:** John Woodling, Vice President/Principal Geologist, GEI Consulting.



CONF ATTENDED  
4

REGION  
10

### BILL MOORHEAD

Director  
Moulton Niguel Water District

“The fact that it is in Monterey! I also really enjoy the continuing education opportunities. Even as an elected official, I keep my licenses up and this is a great opportunity to do so.”

What’s been the most enjoyable or interesting part of conference so far?



**Top:** The “Reporter’s Notebook” discussion on working with news media featured (l-r) Lois Henry, Kurtis Alexander, Mackenzie Shuman, Steve Large and Nick Janes. **Bottom:** Roundtable Talks explored topics ranging from groundwater recharge, climate change messaging and empowering executive leadership.



## Carmichael Water District Breaks Ground on ASR Project

Carmichael Water District (CWD), alongside project funding partners, U.S. Bureau of Reclamation (Reclamation) and the California Department of Water Resources (DWR), held a groundbreaking ceremony on April 14 to celebrate the construction of the new La Sierra Aquifer Storage and Recovery (ASR) Project.

Over the past decade, climate change driven drought conditions have severely affected CWD's surface water supplies through curtailment orders in 2014, 2015, 2021 and 2022. The curtailments resulted in a 100% reduction in surface water supply for CWD.

Utilizing advanced ASR capabilities, the La Sierra ASR Well will enhance the district's conjunctive use capabilities to better manage both surface water and groundwater supplies for increased water reliability and environmental sustainability.

U.S. Rep. Ami Bera (D-CA) joined the groundbreaking event and highlighted the critical need for partnerships in water management and drought resilience projects. Speaking directly to Reclamation, DWR, and CWD's collaborative approach, Bera stated that the project demonstrates "great coordination between the state government, federal government, and local water districts."



(l to r) Carmichael Water District Board members Ron Greenwood, Mark Emmerson, Jeff Nelson and Paul Selsky, CWD General Manager Cathy Lee, U.S. Rep. Ami Bera, CWD Board President Ronald Davis, Department of Water Resources, Division of Regional Assistance Manager, Arthur Hinojosa and U.S. Bureau of Reclamation, Deputy Area Manager Lee Mao. *Photo courtesy of Carmichael Water District*

Project funding includes \$2 million in grant funding through Reclamation's WaterSMART Drought Response Program and \$4 million in funding through the Department of Water Resources' Urban and Multibenefit Drought Relief Grant program.

"That key funding is important," said CWD Board President Ron Davis. "It means we are not going to have to ask our ratepayers to pay for the project out of their own pockets."

The addition of the ASR well to CWD's portfolio will provide 1,500 gallons per minute (gpm) groundwater production capacity, 750 gpm recharge capacity, and access for up to 1,210 acre-feet of banked groundwater. The project supports co-equal goals of building long-term resilience to drought and reducing the impacts of emergency response actions on customers. ♣

*CONFERENCE continued from page 14*

**Key issue(s):** Participants discussed how their districts and agencies have increased groundwater recharge in recent years, which has included partnering with state agencies, stormwater capture projects and capturing floodwater. Participants also agreed that some of the greatest barriers are that recharge itself is not a designated

benefit and also discussed contaminant issues such as PFOA and PFAS.

### Roundtable - Empowering Executive Leadership

**Moderator:** Betsy Miller, General Manager, San Bernardino Valley Water Conservation District.

**Key issue(s):** Participants discussed the pressing issues that keep leaders awake at night and shared advice for building a support network, the importance of mentoring and knowing when to embrace change for your organization. ♣



## First-Ever Tri-County Water Infrastructure Summit in Southern California Finds Common Ground

The Water Infrastructure Networking Summit (WINS) recently brought more than 250 leaders and experts from water and regional agencies in Los Angeles, Orange, and San Diego counties together to address the mounting crisis facing regional water sources and California's water infrastructure.

Metropolitan Water District of Southern California Chair Adán Ortega kicked things off by emphasizing the historic moment that California and the West face.

“The Colorado River’s steady decline over the last 20 years has left us with a footprint of climate change that is unmistakable,” Ortega said. “This means that we have assets and infrastructure built for a different time that we need to leverage.”

### Agencies Must ‘Row in the Same Direction’

Former Los Angeles Mayor and current Infrastructure Advisor for California Antonio Villaraigosa served as the keynote speaker and emphasized that in order to secure more resources, agencies must “row in the same direction” to help maximize the amount of resources we can secure from state and federal sources.

“Get everybody in the region that’s impacted by this together and now you’re talking about a formidable coalition,” Villaraigosa said. “That’s why the seeds of what you’re doing here are so important. You’re not going to do it with San Diego by themselves, Orange County by themselves or even LA County by itself. When you all go in together, you can all get more resources.”

A panel of 14 regional leaders and water policy experts engaged in a vibrant discussion about water and how to use this crisis moment in California to make progress.



The event featured a mega-panel of 14 regional leaders and water policy experts from throughout the state who engaged in a vibrant discussion about water and how to use this crisis moment in California to make progress.

*Photo courtesy of Moulton Niguel Water District*

Joone Kim-Lopez, General Manager & CEO of Moulton Niguel Water District, moderated the panel and began with a discussion about whether the California Environmental Quality Act (CEQA) should be reformed and the best options for protecting the environment while still moving projects forward.

“I think what we’re going to hear from all panelists today is we need to streamline the process. We need to bring projects online sooner,” said Mike Markus, General Manager of Orange County Water District. “If we could have some sort of reform on CEQA, particularly on the legal end, that would be helpful, but we must do what’s right for the environment.”

There was widespread agreement for the need to streamline permitting processes and increase communication across agencies and departments to help speed up projects. Toward the end of the nearly two-hour panel conversation, the focus turned to the importance of early engagement in the community to create greater buy-in and avoid costly delays.

Panelists also acknowledged the current crisis facing the state’s water resources and

agreed that now is not the time to take their foot off the gas.

“(Without the recent) atmospheric rivers, we were two or three months from a major crisis in the state of California,” said Sandra Kerl, General Manager for the San Diego County Water Authority. “And we have got to come to terms with the fact that this state’s quality of life and economy is dependent on having sufficient water resources and if it takes 15-20 years to build a project that isn’t going to work.”

The tri-county Summit was organized by Founding Sponsors Moulton Niguel Water District, Orange County Water District, San Diego County Water Authority, Los Angeles Department of Water and Power, Metropolitan Water District of Southern California, California Forward, Los Angeles Area Chamber of Commerce and Brownstein and Cordoba Corporation. In addition, there were also 18 co-hosting agencies that helped sponsor the event.

For additional information about the Water Infrastructure Networking Summit, visit [www.mnwd.com/wins](http://www.mnwd.com/wins). ♡

## Yuba Water, State, Federal Agencies Partnering on Watershed Recovery Project to Help Native Fishery

A framework agreement announced recently between Yuba Water Agency and state and federal agencies details one of the most ambitious watershed recovery efforts in California, which will also safeguard water supplies from the Yuba River for decades to come.

The agreement was announced during a joint press conference held on the lower Yuba River in Yuba County with Gov. Gavin Newsom, Department of Natural Resources Secretary Wade Crowfoot, Department of Fish and Wildlife Director Chuck Bonham, Yuba Water General Manager Willie Whittlesey and National Oceanic and Atmospheric Assistant Regional Administrator Cathy Marcinkevage.

The comprehensive restoration agreement for the Yuba River includes a unique project to help salmon and other threatened fish get around Daguerre Point Dam in the lower Yuba River. Major actions to help recover imperiled fish include:

- Construction of a new fishway – a channel resembling a natural river that salmon, steelhead, sturgeon and lamprey can follow to get around the U.S. Army Corps of Engineers’ Daguerre Point Dam to reach healthy spawning habitat in the lower Yuba River.
- Construction of a modernized water diversion at Daguerre Point Dam to supply irrigation water south of the lower Yuba River.



The construction of a fishway around Daguerre Point Dam on the Yuba River would enhance access to spawning and rearing habitat.

- Initiation of a comprehensive reintroduction program to support recovery efforts of spring-run Chinook salmon with a goal of returning them to their original habitat in the North Yuba River above New Bullards Bar Reservoir as soon as 2025.

“As I’ve worked with our state and federal partners, I think we’re redefining the way we work together,” Whittlesey said. “Yuba Water Agency is not sitting back, waiting for the regulatory process to define the work we do. We’re engaging with resource agency leadership, looking each other in the eye, and asking ourselves what can we do? What should we do?”

The parties also agreed to future coordination related to ongoing federal

license proceedings for Yuba Water’s existing hydropower facilities and to support the agency’s Lower Yuba River Accord instream flow proposal. That will provide more reliable and consistent river flows, increasing the chances the species will again spawn and rear in the habitat.

“California is taking action to restore vital habitats and return fish to their historic home,” Newsom said. “This is one of many projects this state has been working on and is advancing. This is a big commitment – \$60 million project. We hope to get done in the next few years. Permitting will be our principal challenge, but that’s also man-made and so it can be addressed through new actions and new intentionality and determination to get this project actually complete.” ♦

California is taking action to restore vital habitats and return fish to their historic home. – Gov. Gavin Newsom



## SFPUC Celebrates O'Shaughnessy Dam Centennial

San Francisco Mayor London N. Breed and Bay Area and federal officials joined the San Francisco Public Utilities Commission (SFPUC) at a May event to commemorate the centennial of the O'Shaughnessy Dam construction. The dam's reservoir provides high-quality drinking water to 2.7 million residents and thousands of businesses in four Bay Area counties.

"The Hetch Hetchy Regional Water System has been a proven model of sustainability, and O'Shaughnessy Dam has been the keystone of that system for 100 years," said SFPUC General Manager Dennis Herrera. "The system and the protected Tuolumne River watershed within Yosemite National Park provide clean drinking water for 2.7 million people using the most sustainable force around: gravity. It is also a clean energy trailblazer, generating 100% greenhouse-gas-free electricity that powers an airport, transit system, schools, libraries, and many

other parts of everyday life in our world-renowned city."

Held by O'Shaughnessy Dam, water sourced from the Hetch Hetchy Reservoir travels through hydroelectric powerhouses before entering the San Joaquin Pipelines, the Tesla Ultraviolet Treatment Facility, and the Coast Range Tunnel on its journey to the Bay Area. Currently, the Hetch Hetchy Power system provides nearly 20% of the electricity used in San Francisco.

The story of the Hetch Hetchy Reservoir dates to the early 20th century when San Francisco faced a pressing need for a reliable water supply. The 1906 earthquake and subsequent fire exposed the vulnerability of the city's existing water infrastructure. City leaders, including engineer Michael M. O'Shaughnessy, seized the opportunity to pursue the creation of a water system that would not only meet the needs of a growing city, but also handle future growth and challenges.



SFPUC General Manager Dennis Herrera speaks at an event celebrating the centennial of O'Shaughnessy Dam with San Francisco Mayor London N. Breed in the background.

*Photo courtesy of SFPUC*

The dam's construction began in 1914 under O'Shaughnessy's leadership and supervision and was completed nearly a decade later, in 1923. ♦



Darcy Burke

### EVMWD's Burke Appointed to EPA Committee

Elsinore Valley Municipal Water District (EVMWD) Director **Darcy Burke** was recently appointed to the U.S. Environmental Protection Agency's Local Government Advisory Committee.

Established in 1993, the committee provides guidance on a wide range of environmental

policies and programs. Composed of local elected officials and appointed representatives from across the country, it helps ensure that the voices of local communities are heard in the development of national environmental policies.

Burke has served on the EVMWD Board of Directors since 2018. ♦



Adnan Anabtawi

### MWA Promotes Anabtawi to GM

The Mojave Water Agency recently named **Adnan Anabtawi** as General Manager. He had previously served as Assistant General Manager.

Hired as the agency's Senior Engineer in July of 2019, Anabtawi also served as Imported Water and Engineering Manager. Before joining MWA, he worked at Stantec/MWH Global as a Senior and Professional Engineer. Anabtawi is a registered

Professional Engineer in the State of California and currently serves on the board for the Delta Conveyance Design and Construction Authority.

He earned a Bachelor of Science degree in civil engineering from University of California, Irvine, and a Master of Science in Civil and Environmental Engineering at Stanford University. ♦



Rick Gilmore

## OBITUARY

**BBID Mourns Loss of Longtime GM Gilmore**

Past ACWA Board of Directors member and Byron-Bethany Irrigation District (BBID) General Manager **Rick Gilmore**, of Stockton, passed away on May 14. He was 61.

Known as a titan of California's water industry, Gilmore's tenacity and devotion to protect agriculture and multigenerational farmers made significant, lasting impacts not only in the Tracy area, but across the state.

He joined BBID in 1983 as a ditch tender, rising through the ranks to become BBID General Manager in 1999. He led the district until March 2022, when he went on a medical leave of absence.

In addition to ACWA, Gilmore was active in a number of water-related organizations including the San Luis & Delta Mendota Water Authority. In 2017, ACWA honored Gilmore and the BBID Board with its annual Excellence in Water Leadership Award.

"Sadly, the water community lost a great friend and giant in our business with the passing of Rick Gilmore," said ACWA President Pamela Tobin. "Rick was a dedicated public servant who made an immeasurable contribution to the well-being of the people and agriculture of California. We miss him greatly and are honored to have worked side-by-side with Rick on some of the most important water issues facing our state and nation. He will never be forgotten."

ACWA will purchasing a grove of five trees on behalf of ACWA and member agencies in Gilmore's memory. ♣



Ed Franciosa

## RETIREMENT

**Franciosa Retiring from MID**

The Modesto Irrigation District's (MID) General Manager **Ed Franciosa** announced his retirement in late April after leading day-to-day district operations and guiding close to 450 employees for more than a year.

Franciosa joined MID in 1997. He served as MID's Assistant General Manager of Transmission and Distribution from 2014 to 2022, overseeing the electric engineering, substation, metering, line construction, line maintenance and trouble departments. He also served as Interim General Manager in 2020 at the onset of the pandemic. He was appointed General Manager in March 2022. ♣



TWITTER CHATTER

Follow Us @ACWAWater

**MWD of SoCal @MWDH20 May 9**

• Metropolitan's Teresa Gonzalez-Robertson discussed our water conservation campaign at @ACWAWater's Communications Committee meeting today. She highlighted the many ways that Metropolitan is conveying the #bewaterwise message to #SoCal.

**ACWA JPIA @ACWAJPIA - May**

**10** • Stop by the @acwajpia booth in the @ACWAWater Exhibit Hall today through 6:00 pm. ACWA JPIA staff will be available to answer questions about our programs. Look for booths 212 & 214 #acwaconf #cawater #acwajpia

**Western Canal Water District****@WCWDwebcam - May 10** •

Kristin Sicke, GM for Yolo Water 💧 Speaking to modernization and GW recharge #ACWAConf #cawater #SacValley #RockStar ★

**Placer County Water Agency @****PlacerWater May 11** • PCWA's

Director of Technical Services Jeremy Shepard presented at the #ACWAConf today, to share insights and lessons learned with fellow #cawater leaders. The program was an Excellence in Innovation award finalist!

**Vallecitos Water District @****VallecitosWater May 12** • 🌟

🌍 Congrats to VWD's O&M Manager, Ed Pedrazzi, who recently received the 2023 "Excellence in Water Leadership Award" by @ACWAWater for thinking outside the box to improve operations/protect the 🌍 & mentoring the next gen of water/wastewater professionals! <http://bit.ly/44U8ApA>

# ADVERTISE HERE!

For full details, visit  
[www.acwa.com/about/  
advertising](http://www.acwa.com/about/advertising) or contact  
Joseph Ramos at  
[josephr@acwa.com](mailto:josephr@acwa.com).

Association of California Water Agencies  
980 9th Street, Suite 1000  
Sacramento, CA 95814-3577

Periodicals Postage  
**PAID**  
Sacramento, CA

## Time Valued Material

## UPCOMING EVENTS

Visit [www.acwa.com/events](http://www.acwa.com/events)  
for complete listing and registration

JUNE 2023  
7 - 8

### SGMA IMPLEMENTATION SUMMIT & WORKSHOP

Groundwater Resources Assoc. | Sacramento

This is a once-a-year GSA and stakeholder get-together to foster progress on SGMA implementation, collaborating with ACWA members and implementers and GRA technical experts.

JUNE 2023  
29

### ACWA REGION 10 PROGRAM & TOUR

ACWA | Oceanside

Save the date! ACWA Region 10 will be hosting an event in Oceanside. More details available soon.

## MOST CLICKED

Subscribe to ACWA's eNews to receive the latest association news by email each week. Visit [www.acwa.com/newsletters/ACWA-eNews](http://www.acwa.com/newsletters/ACWA-eNews) for more information. Here are a few of the most clicked stories on ACWA's website during the past month.

DWR Conducts May 1 Snow Survey – May 1

Tri-County Water Infrastructure Summit in Southern California Finds Common Ground – May 5

PWD Awarded \$5 Million Grant to Convert Palmdale Ditch & Reduce Water Loss – April 26

Steelhead Get Boost in Alameda Creek Thanks to Restoration Efforts – April 24

Legislature Advances Water Rights Bills to Appropriations Committees – April 26

JULY 2023  
13

### ACWA REGION 8 PROGRAM & TOUR

ACWA | El Segundo

Save the date! ACWA Region 8 will be hosting an event at West Basin Municipal Water District. More details available soon.

JULY 2023  
15

### WATER CONSERVATION SHOWCASE

EBMWD | San Ramon

The showcase will be back to an in-person event at the San Ramon Valley Conference Center. Topics will include groundwater recharge, urban microgrid, water supply, climate-wise commercial landscape, water-energy nexus, efficient water use and more.

AUG 2023  
10-11

### ACWA REGION 1 EVENT

ACWA | Eureka

Save the date! ACWA Region 1 will be hosting an event in the North Bay. More details available soon.

SEPT 2023  
13, 20 & 27

### ACWA CLE VIRTUAL WORKSHOP SERIES

ACWA | Virtual

Save the date! This virtual workshop offers continuing legal education for water professionals and updates leaders on the hottest industry trends. One hour of general MCLE credit will be offered for each live session attended.



RESOLUTION NO 2023 - 04  
A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE HIDDEN VALLEY COMMUNITY SERVICES DISTRICT  
ADOPTING FISCAL YEAR 2023-2024 BUDGET

**WHEREAS**, the General Manager of Hidden Valley Lake Community Services District (District) has prepared and submitted to the Board of Directors of Hidden Valley Lake Community Services District (Board) a proposed budget for Fiscal Year 2023-2024.

**WHEREAS**, the Board has received on June 20, 2023, and reviewed the proposed budget; and

**WHEREAS**, the Board considered approval of the Proposed Budget at the June 20, 2023, Board meeting, where all interested persons were heard; and

**WHEREAS**, the Board has considered the Proposed Budget and comments thereon and has determined it is necessary for the efficient management of the District that certain sums of revenue be appropriated as set forth in said budget.

**NOW THEREFORE, THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT HEREBY FIND, DETERMINE, ORDER AND RESOLVE AS FOLLOWS.**

Section 1.

The Board adopts the Budget for Fiscal Year 2023-2024, a copy of which is attached and made part of this Resolution.

Section 2. That the balance on hand as of June 30, 2023, in each of the funds of the District shall be reserved for use by the District during the fiscal year 2023-2024.

Section 3.

The District's General Manager is authorized to take all necessary actions to implement provisions of the Budget as adopted by the Resolution.

Adopted this 20<sup>th</sup> day of June 2023.

By: \_\_\_\_\_  
Claude Brown, President

**ATTEST:**

I, DENNIS WHITE, Secretary of the Board of the Hidden Valley Lake Community Services District, hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 20<sup>th</sup> day of June 2023, by the following Roll Call Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Dennis White, General Manager  
Secretary of the Board





RESOLUTION NO. 2023-05  
A RESOLUTION APPROVING AND ADOPTING  
INVESTMENT POLICY FOR PUBLIC FUNDS FOR FISCAL YEAR 2023-2024  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**WHEREAS**, the Board of Directors of the Hidden Valley Lake Community Services District (District) desires to maintain a formal policy regarding the investment of public funds pursuant to the requirements of Government Code 5921 and 53600 et seq.; and

**WHEREAS**, the Board of Directors of the District has employed qualified staff to invest those funds in accordance with the law and the terms of the District's investment policy, as well as in a manner that advances the District's investment objectives of safety, liquidity, and yields; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the District that the Hidden Valley Lake Community Services District Investment Policy attached hereto as Exhibit "A" and incorporated in full herein by this reference is hereby adopted as the formal investment policy of the District; and

**BE IT FURTHER RESOLVED** that the General Manager and the Accounting Supervisor of the District are hereby authorized and directed to invest the District's funds in a manner consistent with the terms hereof and in accordance with any further directions of the District's Board of Directors; and

**BE IT FURTHER RESOLVED** that this Resolution supersedes Resolution 2022-04 adopted by the Board of Director's on June 21<sup>st</sup>, 2022.

This Resolution shall take effect July 1, 2023.

Adopted the 20<sup>th</sup> day of June 2023.

By: \_\_\_\_\_  
Claude Brown, President

**ATTEST:**

I, DENNIS WHITE, Secretary of the Board of the Hidden Valley Lake Community Services District, hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 20<sup>th</sup> day of June 2023, by the following Roll Call Vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Dennis White, General Manager  
Secretary of the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
INVESTMENT POLICY  
FY 2023-2024

Except for immediate cash requirement or pursuant to specific action by the Board of Directors, the District shall invest all of its surplus funds with the Local Agency Investment Fund, administered by the Treasurer of the State of California, or in a money market fund held with the District's Service Bank to assure in priority order; Safety; Liquidity and Yield with minimum risk and administrative cost.

Upon a positive vote by the Board, the District may invest in other securities and instruments as noted in Appendix A within the limitations indicated.

Reporting

District Staff shall prepare a monthly report titled "Investment Report", for review by the Board at its regular monthly meetings. This report shall display:

1. Monthly investments by the District
2. Rate of return and yield by item
3. Total interest income for the period

Total interest income earned for the period shall agree with the District's monthly financial reports.

The report shall include the type of investment, issuer, and account balance. For investments in the Local Agency Investment Fund, in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, or in a county investment pool, the report may instead attach the most recent statement received from the institutions. The monthly report shall state that the portfolio complies with this Investment Policy or the manner in which the portfolio is not in compliance. Monies not required for immediate needs shall be considered surplus funds and shall be invested to provide the highest yield and liquidity at the minimum level of risk, until needed for payment of District obligations.

The Accounting Supervisor, or designee, shall present the Investment Report to the Board of Directors for consideration at the District's regular monthly meetings.

Service Bank

The Board shall designate a State or Federally chartered bank, operating within the State of California, to serve as the District's primary service bank, and the District shall use said bank as a clearing house for all funds.

Safekeeping Account

When practical all negotiable securities shall be held in a safekeeping account at the Trust Department of the designated District Service Bank.



### Investment Documentation and Review

Each investment transaction must be duly documented. All dealer and safekeeping confirmations are to be reviewed by a person other than the person initiating the transaction. Any discrepancies must be resolved immediately, and a new confirmation issued.

### Audit

The Board shall establish an annual process of independent review by an external auditor. This review shall provide internal control by assuring compliance with policies and procedures.

The external auditor shall submit a report of his/her findings for consideration by the Board.

Upon deliberation, the Board shall consider the report and by official action accept or reject it.

### Policy Review

The Hidden Valley Lake Community Services District's Investment Policy shall be adopted by resolution of the Board of Directors on an annual basis. This Investment Policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation to principal, liquidity and yield, and its compliance with current law and relation to financial and economic trends. Any amendments to the policy shall be forwarded to the Board of Directors for approval.

### Standard of Care (Prudent Investor Standard)

The standard of care to be used in investing District funds shall be the prudent investor standard described in Government Code section 53600.3 and shall be applied in the context of managing an overall portfolio. The Board, acting in accordance with written procedures and this Investment Policy, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### Legislative Changes

Any State of California legislative action that further restricts allowable maturities, investment type or percentage allocations will be incorporated into the Hidden Valley Lake Community Services District's Investment Policy and supersedes any and all previous applicable language.

### Interest Earnings

All monies earned and collected from investments authorized in this policy shall be allocated monthly to various fund accounts based on the cash balance in each fund as a percentage of the entire pooled portfolio.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
INVESTMENT POLICY

APPENDIX A

AUTHORIZED INVESTMENTS

Investments of District Funds are governed by the California Government Code Sections 53600 et seq. Within the context of those limitations, the following investments are authorized as further limited herein:

<u>INSTRUMENT</u>	<u>PERCENTAGE OF PORTFOLIO</u>
Repurchase Agreements	0 to 100%
Local Agency Investment Fund	0 to 100%
U.S. Treasury Bonds/Notes/Bills	0 to 100%
U.S. Government Agency Obligations	0 to 100%
Bankers' Acceptances	0 to 40%
Commercial Paper	0 to 15%
Negotiable Certificates of Deposit	0 to 30%
Time Certificates of Deposit	0 to 25%
Reverse Repurchase Agreements	0 to 20%

1. United States Treasury Bills, Bonds, Notes, or certificates of indebtedness or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank Board (FHLB), the Federal Farm Credit System (FFCB), and the Federal Home Loan Mortgage Association (FHLMC). There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

Investments detailed in items 3 through 10 are further restricted to the percentage of the cost value of the portfolio in any one issuer to a maximum of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity limitation is applicable unless further restricted by this policy.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise as Bankers' Acceptances. Bankers' Acceptances purchased may not exceed 270 days maturity or 40% of the cost value of the portfolio. Bankers' Acceptances may only be purchased from the top 100 Banks of the World as compiled by American Banker from Merrill Lynch.

4. Commercial paper ranked P1 by Moody's Investor Services or A1+ by Standard & Poor's and issued by domestic corporations having assets in excess of \$500,000,000 and having an AA or better rating on its' long-term debentures as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed 180 days to maturity nor represent more than 10% of the outstanding paper if the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio.

5. Negotiable Certificates of Deposit will be issued by nationally or state-chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of five years is applicable.

6. Repurchase agreements which specify terms and conditions may be transacted with banks and broker dealers. The maturity of the repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement.

7. Reverse repurchase agreements which specify terms and conditions may be transacted with broker dealers and financial institutions but cannot exceed 20% of the portfolio value on the date entered into. The District may enter into reverse repurchase agreements only to fund short-term liquidity needs. The term of reverse repurchase agreements may not exceed 92 days. Prior approval by the Board is required. The underlying securities must have been owned by the District at least 30 days before sale.

8. Local Agency Investment Fund (LAIF), which is a State of California managed investment pool may be used up to the maximum permitted by California State Law.

9. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

10. Moneys held by a trustee or fiscal agent and pledged to the payment or security of notes, bonds, or other indebtedness, or obligations under a lease, installment sale, or other agreement, or certificates of participation in such obligations (collectively "debt obligation"), may be invested in accordance with the statutory provisions governing the issuance of those debt obligations or in accordance with the ordinance, resolution, indenture, or agreement providing for their issuance.

#### AUTHORIZED BROKERS

Purchases and sales of securities shall be made through firms designated as Primary Dealers by the Federal Reserve Board; furthermore, the firm must operate from an office within this state.

#### INVESTMENT PURCHASES

Purchases shall attempt to be made in minimum amounts of \$1,000, par value. When practical, a minimum of three bids shall be obtained to insure competitive pricing. Investments shall be held in the safekeeping account with the exception that Time Certificates of Deposit shall be delivered to the District's vault and held until maturity. All transactions will be settled on payment vs. delivery.

#### INVESTMENT SALES

Securities may be sold prior to maturity to provide for cash flow needs. Securities shall not be sold for less than cost plus accrued interest without prior approval of the Board. Three bids should, when possible, be obtained to insure competitive pricing. Settlement shall be on a payment vs. delivery basis.

## SWAP TRADES

The concurrent sale of an owned investment and purchase of a substitute investment may be performed provided the transaction results in a minimum gain of \$600.00. Normally, the maturity of the new investment should be within two weeks in either direction of the maturity of the security sold.

## REPURCHASE AGREEMENT

Repos shall be collateralized by Government Securities, Bankers' Acceptance, Commercial Paper or Negotiable Certificates of Deposit. Collateral will be included in percentage limitations under authorized investments. The market value plus accrued interest of the collateral must equal or exceed 102% of the repo cost at all times. All collateral shall be delivered to the safekeeping account or to the District.

## REVERSE REPURCHASE AGREEMENT

Securities may be sold under an agreement to repurchase only, when necessary, to fund short-term cash flow needs. However, each such transaction must be approved in advance by the Board. Securities sold under such an agreement to repurchase shall at no time be in excess of \$300,000, nor for a longer period than 92 days.

## CREDIT REQUIREMENTS

For the purpose of this Policy, all Domestic Banks are limited to those with a current Thomson Bank Watch Inc. rating of "B/C" or better and a TBW-1 short term rating. The Investment Group is granted the authority to specify approved California Banks with a Thomson Bank Watch Inc. rating of "C" or better and TBW-2 rating where appropriate. Foreign Banks with domestic licensed offices must be AAA for country risk and "B" or better and a TBW-1 short term for the company by Thomson Bank Watch Inc. Domestic Savings Banks must be rated "B/C" or better and a TBW-1 short term rating by Thomson Bank Watch Inc.

***Fiscal Year 2023-2024***

***Draft Budget***



***Pending Approval June 20, 2023***

***Board of Directors:***

*Claude Brown, President*

*Sean Millerick, Vice President*

*Jim Freeman*

*Gary Graves*

*Jim Lieberman*

***General Manager:***

*Dennis White*

## Table of Contents

Introduction	1
Revenue and Expense Trends and Forecast	3
Operating Budget	5
Capital Projects Budget	16
Debt Service Budget	18

DRAFT

## **Introduction**

The Hidden Valley Lake Community Services District (District) is an independent special district serving the Hidden Valley Lake Community in southern Lake County, California. The District, which consists of 15 full-time employees, and 1 part-time employee, provides municipal water to over 2,500 homes and 5 distinct businesses, and sewer services to nearly 1,500 within its three square mile service area.

### **Mission Statement**

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

### **History**

The Stonehouse Mutual Water Company was established in 1968 and supplied water to the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Service District was established in 1984. In the early 1990’s discussions of a merger between Stonehouse Mutual Water Company, and Hidden Valley Lake Community Services District began. It was evident that combining the two stand-alone providers into one utility company would result in a tremendous cost savings. The merge also provided additional protection to the community via State oversight as well as access to grants and low cost loans. With the passage of AB 1504, the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

### **Board of Directors**

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

The Board of Directors sets goals and creates policies that guide District operations. The Board appoints a General Manager to handle the day-to-day operations of the District and to carry out the goals and policies. It is the General Manager’s responsibility to ensure that District



procedures are in line with the District's mission. Beyond the General Manager, the Board also appoints legal counsel and financial auditors.

The HVLCSD Board of Directors is committed to transparency. Board meetings are held in accordance with the Brown Act and are noticed as such. Regular board meetings are held on the third Tuesday of the month at 7:00 p.m. at the District's business office, 19400 Hartmann Rd., Hidden Valley Lake. An exception was made during the height of the pandemic, where board meetings were held virtually in the interest of public, employee and director safety. The board also assigns standing and ad hoc committees that meet throughout the year to assist in the development of policy. Committee meetings are also held at the District's business office; times and dates vary by committee and can be found on the District website, [www.hvllcsd.org](http://www.hvllcsd.org). Each meeting ends with a call for public comment, and community members are encouraged to attend and voice concerns or share accolades.

## **Revenue and Expense Trends and Forecast**

### **Water & Wastewater Overview**

The years 2015 – 2020 were survival years. Significant effort has been underway to make 2021 – 2025 the recovery and growth years. In years past, natural disasters caused expensive damage, and the battle to overcome the impacts to deferred capital improvement projects will be long. To that end, incremental improvements continue to accumulate. Despite enduring extreme weather events such as drought and intense rains, the District is experiencing water and sewer use revenues that meet the rising demands of operational expenses as well as improvements to infrastructure. The upcoming fiscal year 23/24 will follow the path originally developed in the rate study conducted by NBS in 2020.

The epidemiological events of the last few years have also been challenging, to say the least. A few positive changes, however, can be attributed to the multi-year experience. As is likely the case for most businesses and individuals of this nation, new protective measures have been implemented to enhance the safety of our employees, and ratepayers. Despite the new requirement to carry an increased accounts receivable liability, the District has been able to procure a full administrative staff to manage this additional responsibility.

The performance and progress of both the Water and Sewer Funds are uniquely nuanced and are detailed below.

### **Water Fund**

Average water consumption has plateaued, but the annual number of new connections has slowed. This speaks to the strong demand of the existing customer base and the robust availability of the Coyote Valley Basin. While expenditures have marginally increased over budget expectations, revenue is increasing at a higher rate. Grant funding and a growing sphere of influence are key factors in this growth.

## **Wastewater Fund**

Expenses and Revenues are proving to be commensurate with budget estimates. The Rate Study adopted in December 2020 provided the framework that was enacted by a seasoned and very informed staff.

New tools, vehicles and equipment are making a positive contribution to the battle against aging infrastructure. Looking to the future, this investment in tangible capital is a step towards increasing the skill level of the workforce. Job satisfaction can be an output of increased skills and considered an intangible asset. The plan to build tangible and intangible assets together brings longer retention and a more sustainable operational model.

## **Final Thoughts:**

Resilience and sustainability are making their way back to the District. From capital projects to day-to-day operations, every collaborative decision made is a step closer to the big picture of safety and affordability. The goal is to become more resilient by increasing the useful life of critical infrastructure. An improved critical infrastructure also ensures self-reliance, but so does a skilled work force and job satisfaction. Managerial staff are working daily to improve work pride and reduce attrition. On the job training, procedural documentation, and learning new skills, helps build pride in one's work. This type of capital, intellectual, remains the lynchpin to the continued success of the District. If we can keep the skills level high, and the cost of capital projects low, we are winning that battle, and are better positioned to provide a safe and affordable drinking water environment to the community of Hidden Valley Lake.

Looking to the longer-term future, it is important to consider growth. Without adapting and keeping pace with change, one can be considered falling behind. Hidden Valley Lake, and in fact the immediate region is showing signs of growth. New annexations, businesses and increased meter sales are a testimony to the direction of South Lake County's economy. Today's plans are built with sustainable growth in mind. The District's maintenance and updates to the Local Hazard Mitigation Plan, the Strategic Plan, the Water Shortage Contingency Plan, as well as the Risk Management Plan will steer the District to success in managing growth within the public infrastructure domain.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
2023-2024 PROPOSED BUDGET  
SEWER ENTERPRISE FUND**

<b>REVENUE</b>	
120-4020 PERMIT & INSPECTION FEES	<b>1,000</b>
120-4045 AVAILABILITY FEES	<b>7,181</b>
120-4050 SALES OF RECLAIMED WATER	<b>168,451</b>
120-4111 COMMERCIAL SEWER USE	<b>85,538</b>
120-4112 GOVERNMENT SEWER USE	<b>1,200</b>
120-4116 SEWER USE CHARGES	<b>1,913,136</b>
120-4210 LATE FEE	<b>25,000</b>
120 4300 MISC INCOME	<b>500</b>
120-4310 OTHER INCOME	<b>2,000</b>
120-4320 FEMA/CalOES GRANTS	<b>-</b>
120-4325 GRANTS	<b>-</b>
120-4550 INTEREST INCOME	<b>1,200</b>
120-4580 TRANSFER IN	<b>176,733</b>
<b>TOTAL REVENUE</b>	<b>2,381,939</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
2023-2024 PROPOSED BUDGET  
SEWER ENTERPRISE FUND**

**OPERATING EXPENDITURES**

120-5010 SALARY & WAGES	<b>575,704</b>
120-5020 EMPLOYEE BENEFITS	<b>226,163</b>
120-5021 RETIREMENT BENEFITS	<b>116,631</b>
120-5022 CLOTHING ALLOWANCE	<b>2,500</b>
120-5024 WORKERS COMP INSURANCE	<b>18,000</b>
120-5025 RETIREE HEALTH BENEFITS	<b>18,533</b>
120-5030 DIRECTOR HEALTH BENEFITS	<b>44,242</b>
120-5040 ELECTION EXPENSE	<b>2,500</b>
120-5060 GASOLINE, OIL & FUEL	<b>30,000</b>
120-5061 VEHICLE MAINT	<b>26,415</b>
120-5062 TAXES & LICENSE	<b>800</b>
120-5063 CERTIFICATIONS	<b>2,000</b>
120-5074 PROPERTY/LIABILITY INSURANCE	<b>129,000</b>
120-5075 BANK FEES	<b>35,000</b>
120-5080 MEMBERSHIP & SUBSCRIPTIONS	<b>12,000</b>
120-5090 OFFICE SUPPLIES	<b>5,000</b>
120-5092 POSTAGE & SHIPPING	<b>9,000</b>
120-5121 LEGAL SERVICES	<b>20,000</b>

120-5122 ENGINEERING SERVICES	75,000
120-5123 OTHER PROFESSIONAL SERVICES	12,000
120-5125 OPEB OBLIGATION	12,500
120-5126 AUDIT SERVICES	7,500
120-5130 PRINTING & PUBLICATION	8,000
120-5135 NEWSLETTER	1,000
120-5145 EQUIPMENT RENTAL	6,500
120-5148 OPERATING SUPPLIES	85,000
120-5150 REPAIR & REPLACE	180,000
120-5155 MAINT BLDG & GROUNDS	12,000
120-5156 CUSTODIAL SERVICES	17,500
120-5157 SECURITY	1,000
120-5160 SLUDGE DISPOSAL	42,000
120-5165 TERTIARY POND MAINT	50,000
120-5170 TRAVEL & MEETINGS	10,200
120-5175 EDUCATION/SEMINARS	10,500
120-5176 DIRECTOR TRAINING	3,600
120-5179 ADM MISC EXPENSE	800
120-5191 TELEPHONE	18,000
120-5192 ELECTRICITY	155,000
120-5193 OTHER UTILITIES	3,500
120-5194 IT SERVICES	35,000

120-5195 ENV/MONITORING	50,000
120-5198 ANNUAL OPERATING FEES	26,000
120-5310 EQUIPMENT - FIELD	1,200
120-5311 EQUIPMENT - OFFICE	1,200
120-5312 TOOLS - FIELD	1,500
120-5315 SAFETY EQUIPMENT	3,500
120-5317 COVID-19	7,500
120-5545 RECORDING FEES	250
120-5580 TRANSFER OUT – FUND 219 USDA SOLAR DEBT	32,200

<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,143,439</b>
-------------------------------------	------------------



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
2022-2023 PROPOSED BUDGET  
WATER ENTERPRISE FUND**

<b>REVENUE</b>	
130-4035 RECONNECT FEES	<b>12,000</b>
130-4039 WATER CONNECTION FEE (METER)	<b>1,645</b>
130-4040 LIEN RECORDING FEES	<b>1,200</b>
130-4045 AVAILABILITY FEES	<b>28,000</b>
130-4110 COMMERCIAL WATER USE	<b>142,776</b>
130-4111 BULK WATER SALES	<b>32,000</b>
130-4112 GOVERNMENT WATER USE	<b>6,500</b>
130-4115 WATER USE CHARGES	<b>2,865,024</b>
130-4210 LATE FEE 10%	<b>57,000</b>
130-4320 FEMA/CalOES GRANTS	<b>2,389,985</b>
130-4325 GRANTS	<b>413,689</b>
130-4215 RETURNED CHECK FEE	<b>1,000</b>
130-4300 MISC INCOME	<b>1,500</b>
130-4310 OTHER INCOME	<b>100</b>
130-4580 TRANSFER IN – FUND 320 CIP	<b>840,000</b>
130-4550 INTEREST INCOME	<b>1,816</b>
<b>TOTAL REVENUE</b>	
	<b>7,094,234</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
2023-2024 PROPOSED BUDGET  
WATER ENTERPRISE FUND**

**OPERATING EXPENDITURES**

130-5010 SALARY & WAGES	<b>575,704</b>
130-5020 EMPLOYEE BENEFITS	<b>226,163</b>
130-5021 RETIREMENT BENEFITS	<b>116,631</b>
130-5022 CLOTHING ALLOWANCE	<b>2,500</b>
130-5024 WORKERS' COMP INSURANCE	<b>18,000</b>
130-5025 RETIREE HEALTH BENEFITS	<b>18,533</b>
130-5030 DIRECTOR HEALTH BENEFITS	<b>44,242</b>
130-5040 ELECTION EXPENSE	<b>2,500</b>
130-5060 GASOLINE, OIL & FUEL	<b>30,000</b>
130-5061 VEHICLE MAINT	<b>25,000</b>
130-5062 TAXES & LICENSE	<b>1,200</b>
130-5063 CERTIFICATIONS	<b>1,000</b>
130-5074 PROPERTY/LIABILITY INSURANCE	<b>129,000</b>
130-5075 BANK FEES	<b>35,000</b>
130-5080 MEMBERSHIP & SUBSCRIPTIONS	<b>32,000</b>
130-5090 OFFICE SUPPLIES	<b>5,000</b>
130-5092 POSTAGE & SHIPPING	<b>8,500</b>
130-5110 CONTRACTUAL SERVICES	<b>60,000</b>

130-5121 LEGAL SERVICES	30,000
130-5122 ENGINEERING SERVICES	100,000
130-5123 OTHER PROFESSIONAL SERVICES	15,000
130-5124 GSA - GROUNDWATER SUSTAINABILITY	15,000
130-5125 OPEB OBLIGATION	12,500
130-5126 AUDIT SERVICES	7,500
130-5130 PRINTING & PUBLICATION	7,500
130-5135 NEWSLETTER	1,200
130-5145 EQUIPMENT RENTAL	35,000
130-5148 OPERATING SUPPLIES	7,500
130-5150 REPAIR & REPLACE	140,000
130-5155 MAINT BLDG & GROUNDS	15,000
130-5156 CUSTODIAL SERVICES	5,000
130-5157 SECURITY	5,000
130-5170 TRAVEL & MEETINGS	10,200
130-5175 EDUCATION/SEMINARS	10,000
130-5176 DIRECTOR TRAINING	5,000
130-5179 ADM MISC EXPENSE	800
130-5191 TELEPHONE	17,000
130-5192 ELECTRICITY	220,000
130-5193 OTHER UTILITIES	3,600
130-5194 IT SERVICES	62,000

130-5195 ENV/MONITORING	20,000
130-5198 ANNUAL OPERATING FEES	40,000
130-5310 EQUIPMENT - FIELD	1,000
130-5311 EQUIPMENT - OFFICE	1,000
130-5312 TOOLS - FIELD	2,000
130-5315 SAFETY EQUIPMENT	5,000
130-5317 COVID-19	7,500
130-5505 WATER CONSERVATION	5,000
130-5545 RECORDING FEES	250
130-5580 TRANSFER OUT-218 CIEDB DEBT	132,273
130-5580 TRANSFER OUT-CIP EXPENSES	840,000
130-5600 CONTINGENCY	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,109,797</b>

## **Significant Changes**

**Salaries and Benefits** An adjustment to employee pay rates will align the District to the Consumer Price Index (CPI) as a measure of cost of living. The policy for Other Post-Employment Benefits (OPEB) investments has been modified. Employees continue to be rewarded for their years of service, and now are collaboratively investing in the District's post-employment benefits 115 Trust Fund.

### **Insurance**

Liability insurance was reviewed with no changes to report. The premium for Workers Compensation and Liability Insurance has increased 33%.

### **Repair/Replace**

The Water repair/replace budget has decreased 46%. This represents a shift from "repair" to "improve" as funds are allocated to Capital Improvement Projects. The Sewer Repair/Replace account will have no increases this year.

### **Electricity**

Energy rates continue to increase, the District's grandfathered pricing has expired. This budget item for water and sewer electric charges has increased by 9% and 0%, resp.

### **Engineering Services**

Proper planning for future growth requires engineering studies. These include but are not limited to, Feasibility, Technical Memorandum, Basis of Design, Designs, Plans & Specifications, and Construction Management & Inspection. This budget item has increased by 53% to accommodate for this planning.

## Capital Additions

The five (5) year Capital Improvement Plan adopted in December of 2020 remains in effect. Project definitions remain hierarchical to better align with the District's overall goals.

### **Water**

A proposed \$5M (net) revenue bond, secured by future District water sales revenue will be used to facilitate the local cost share required to support the unprecedented District obligations resulting from four water reliability projects being awarded grant funding simultaneously.

### **Disaster Mitigation: \$23,500**

SCADA (\$23,500) - This project is designed to mitigate against disaster by fortifying the District's Supervisory Control And Data Acquisition (SCADA) system. Funding is split between both the sewer and water fund as this system supports both. The SCADA Master Plan adopted in 2022 is now being leveraged to develop and execute an implementation plan.

### **Reliable Water Supply: \$6,217,512**

Unit 9 Tank (\$3,184,850) Funding awarded in 2022 has assisted in the progress of designing the two tanks that will replace the single redwood water storage tank. Current scheduling estimates construction to begin in this coming fiscal year.

Unit 4 Tank (\$416,345) Funding awarded in 2022 has assisted in the progress of designing the tank replacement known as area 4. Along with water storage, this project aims to build wildfire resilience by implementing the defensive space principles of NFPA 1144.

AMI (\$191,437) The final phase of equipment procurement, this final expenditure will provide staff with the tools to eliminate the costly tasks of monthly manual meter reading.

Mainlines (\$294,000) Funding awarded in 2022 has assisted in the progress of building a plan to improve underground water infrastructure.

Generators (\$2,130,880) Funding awarded in 2022 has assisted in the progress of establishing stationary backup generators at water booster pump stations.

### **Wastewater**

#### **Disaster Mitigation: \$183,500**

SCADA (\$183,500) - This project is designed to mitigate against disaster by fortifying the District's Supervisory Control And Data Acquisition (SCADA) system. Funding is split between both the sewer and water fund as this system supports both. The SCADA Master Plan adopted in 2022 is now being leveraged to develop and execute an implementation plan.

#### **Risk Management: \$30,000**

Chlorine Tank Shut-Off Valve (\$30,000) A improvement opportunity identified in the Chlorine Risk Management Plan, this project will involve the addition of an auto shut-off capability in the chlorine tank room.

#### **Regulatory Compliance: \$25,000**

Manhole Lids (\$25,000) Manhole lid replacements to reduce/eliminate Sewer System Overflows (SSOs) by replacing manhole lids with airtight, composite lids.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
 2023-2024 PROPOSED BUDGET  
 CAPITAL PROJECTS**

<b>WASTEWATER</b>			
120-5-70-7201	REGULATORY COMPLIANCE	\$	25,000
120-5-70-7202	DISASTER MITIGATION	\$	183,500
120-5-70-7205	RISK MANAGEMENT	\$	30,000
<b>TOTAL CAPITAL WASTEWATER EXPENDITURES</b>		<b>\$</b>	<b>238,500</b>
<b>WATER</b>			
130-5-70-7202	DISASTER MITIGATION	\$	23,500
130-5-70-7204	RELIABLE WATER SUPPLY	\$	6,217,512
<b>TOTAL CAPITAL WATER EXPENDITURES</b>		<b>\$</b>	<b>6,241,012</b>



## Debt

### 1) Sewer Expansion and Wastewater Treatment Plant

Sewer System Reassessment District No. 1 Limited Obligation Refunding Improvements Bonds Series 2016, issued March 9, 2016 in the amount of \$3,650,000, payable in annual installments with an interest rate of 3.25-3.50% and maturity of September 2, 2032. The bonds were used to finance improvements to the sewer system. The bonds are secured by a pledge of reassessment of revenues.

### 2) Water Infrastructure Project

California Infrastructure and Economic Development Bank direct borrowing Loan, issued June 24, 2002 in the amount of \$3,000,000, payable in annual installments with an interest rate of 3.48% and maturity on February 1, 2032. The loan was used to finance the expansion and upgrade of the water system. Net system revenues and all amounts in the enterprise fund are pledged as collateral for the debt.

### 3) Solar Project

2012 Series direct borrowing Certificate of Participation Water Reclamation Plant Energy Sustainability Project issued October 1, 2012, in the amount of \$640,000, payable in annual installments with an interest rate of 3.0% and maturity on August 1, 2041. The certificates of participation were used to finance the sewer system solar project. Net revenues are pledged as collateral for debt.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
2023-2024 PROPOSED BUDGET  
DEBT**

<b>DEBT REVENUE SOURCE</b>		<b>FUND</b>	<b>AMOUNT</b>
1)	BOND SERIES 2016 - TAX ASSESMENT	215	\$ 298,981
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130/218	169,721
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,158
<b>TOTAL DEBT SERVICE REVENUE</b>			<b>\$ 500,860</b>
<b>DEBT SERVICE EXPENSE</b>		<b>FUND</b>	<b>AMOUNT</b>
1)	BOND SERIES 2016 (PRINCIPAL)	215	\$ 213,000
	BOND SERIES 2016 (INTEREST)	215	76,341
	BOND ADMINISTRATION (ANNUAL FEE)	215	9,640
<b>TOTAL BOND DEBT</b>			<b>\$ 298,981</b>
2)	CIEDB (PRINCIPAL)	218	\$ 121,960
	CIEDB (INTEREST)	218	43,970
	CIEDB (ANNUAL FEE)	218	3,791
<b>TOTAL CIEDB DEBT</b>			<b>\$ 169,721</b>
3)	USDA SOLAR LOAN (PRINCIPAL)	219	\$ 18,500
	USDA SOLAR LOAN (INTEREST)	219	13,658
<b>TOTAL USDA DEBT</b>			<b>\$ 32,158</b>
<b>TOTAL DEBT SERVICE EXPENSE</b>			<b>\$ 500,860</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SEWER ENTERPRISE FUND**

6/8/2023  
3:15 PM

<b>SEWER ENTERPRISE FUND REVENUE</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
120-4020 PERMIT & INSPECTION FEES	1,000	400	(600)	1,000
120-4036 DEVELOPER SEWER FEES	-	-	-	-
120-4040 LIEN RECORDING FEES	-	-	-	-
120-4045 AVAILABILITY FEES	5,500	7,220	1,720	7,181
120-4050 SALES OF RECLAIMED WATER	154,542	116,480	(38,062)	168,451
120-4111 COMMERCIAL SEWER USE	85,538	79,607	(5,931)	85,538
120-4112 GOVERNMENT SEWER USE	1,200	1,201	1	1,200
120-4116 SEWER USE CHARGES	1,836,418	1,692,661	(143,757)	1,913,136
120-4210 LATE FEE 10%	22,000	33,091	11,091	25,000
120 4300 MISC INCOME	2,500	383	(2,117)	500
120-4310 OTHER INCOME	1,450	2,466	1,016	2,000
120-4320 FEMA/CalOES Grants	-	1,969	1,969	-
120-4325 GRANTS	-	25,671	25,671	-
120-4550 INTEREST INCOME	500	1,286	786	1,200
120-4580 TRANSFER IN - Fund 314 CIP	-	-	-	176,733
120-4955 GAIN/LOSS	-	8,049	8,049	-
<b>TOTAL REVENUE</b>	<b>2,110,648</b>	<b>1,970,483</b>	<b>(140,165)</b>	<b>2,381,939</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SEWER ENTERPRISE FUND**

6/8/2023  
3:15 PM

<b>SEWER ENTERPRISE FUND OPERATION EXPENDITURES</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
120-5-10-5010 ADMIN SALARY & WAGES	289,065	285,466	3,599	290,119
120-5-30-5010 FIELD SALARY & WAGES	302,326	282,686	19,640	282,584
120-5-40-5010 DIRECTORS SALARY & WAGES	3,000	2,961	39	3,000
120-5-10-5020 ADMIN EMPLOYEE BENEFITS (HEALTH)	93,926	76,571	17,355	90,670
120-5-30-5020 FIELD EMPLOYEE BENEFITS (HEALTH)	122,616	121,591	1,025	135,264
120-5-40-5020 DIRECTOR BENEFITS (TAXES)	230	64	167	230
120-5-10-5021 ADMIN RETIREMENT BENEFITS (Pers)	59,860	56,750	3,110	60,245
120-5-30-5021 FIELD RETIREMENT BENEFITS (Pers)	57,910	54,110	3,800	56,387
120-5-30-5022 FIELD CLOTHING ALLOWANCE	2,500	1,864	636	2,500
120-5-00-5024 WORKERS' COMP INSURANCE	12,000	10,023	1,977	18,000
120-5-00-5025 RETIREE HEALTH BENEFITS	16,884	8,506	8,378	18,533
120-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629	31,201	(5,572)	44,242
120-5-00-5040 ELECTION EXPENSE	2,500	32	2,468	2,500
120-5-00-5060 GASOLINE, OIL & FUEL	30,000	19,394	10,606	30,000
120-5-00-5061 VEHICLE MAINT	26,415	32,014	(5,599)	26,415
120-5-00-5062 TAXES & LICENSE	800	152	648	800
120-5-10-5063 ADMIN CERTIFICATIONS	500	-	500	500
120-5-30-5063 FIELD CERTIFICATIONS	1,500	376	1,124	1,500
120-5-00-5074 PROPERTY/LIABILITY INSURANCE	104,000	104,186	(186)	129,000
120-5-00-5075 BANK FEES	30,000	24,877	5,123	35,000
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000	13,489	(2,489)	12,000
120-5-10-5090 ADMIN OFFICE SUPPLIES	4,000	3,500	500	4,000
120-5-30-5090 FIELD OFFICE SUPPLIES	1,000	845	155	1,000
120-5-00-5092 POSTAGE & SHIPPING	9,000	7,356	1,644	9,000
120-5-00-5110 CONTRACTUAL SERVICES	-	-	-	-
120-5-00-5121 LEGAL SERVICES	12,000	17,350	(5,350)	20,000
120-5-00-5122 ENGINEERING SERVICES	49,000	52,579	(3,579)	75,000
120-5-00-5123 OTHER PROFESSIONAL SERVICE	10,000	7,623	2,377	12,000
120-5-00-5125 OPEB OBLIGATION	-	-	-	12,500
120-5-00-5126 AUDIT SERVICES	7,500	6,225	1,275	7,500
120-5-00-5130 PRINTING & PUBLICATION	6,000	5,484	516	8,000
120-5-00-5135 NEWSLETTER	1,000	293	708	1,000
120-5-00-5145 EQUIPMENT RENTAL	5,000	6,748	(1,748)	6,500
120-5-00-5148 OPERATING SUPPLIES	50,000	82,264	(32,264)	85,000
120-5-00-5150 REPAIR & REPLACE	180,000	100,374	79,626	180,000
120-5-00-5155 MAINT BLDG & GROUNDS	12,000	9,633	2,367	12,000
120-5-00-5156 CUSTODIAL SERVICES	17,500	8,792	8,708	17,500
120-5-00-5157 SECURITY	1,000	858	142	1,000
120-5-00-5160 SLUDGE DISPOSAL	35,000	42,082	(7,082)	42,000
120-5-10-5170 ADMIN TRAVEL MILEAGE	5,000	3,509	1,491	5,000
120-5-30-5170 FIELD TRAVEL MILEAGE	1,000	2,719	(1,719)	5,000

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SEWER ENTERPRISE FUND**

6/8/2023  
3:15 PM

<b>SEWER ENTERPRISE FUND OPERATION EXPENDITURES</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
120-5-40-5170 DIRECTORS TRAVEL MILEAGE	200	-	200	200
120-5-10-5175 ADMIN EDUCATION/SEMINARS	5,000	2,868	2,132	5,000
120-5-30-5175 FIELD EDUCATION/SEMINARS	4,000	3,004	996	4,000
120-5-40-5175 DIRECTORS EDUCATION/SEMINARS	1,500	141	1,359	1,500
120-5-40-5176 DIRECTOR TRAINING	3,600	-	3,600	3,600
120-5-10-5179 ADM MISC EXPENSE	350	946	(596)	800
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000	50,000	-	50,000
120-5-00-5191 TELEPHONE	15,000	14,869	131	18,000
120-5-00-5192 ELECTRICITY	155,000	111,027	43,973	155,000
120-5-00-5193 OTHER UTILITIES	3,500	3,056	444	3,500
120-5-00-5194 IT SERVICES	35,000	48,768	(13,768)	35,000
120-5-00-5195 ENV/MONITORING	40,000	49,452	(9,452)	50,000
120-5-00-5196 RISK MANAGEMENT	-	-	-	-
120-5-00-5198 ANNUAL OPERATING FEES	7,500	23,968	(16,468)	26,000
120-5-00-5310 EQUIPMENT - FIELD	1,200	60	1,140	1,200
120-5-00-5311 EQUIPMENT - OFFICE	1,200	1,557	(357)	1,200
120-5-00-5312 TOOLS - FIELD	1,500	-	1,500	1,500
120-5-00-5315 SAFETY EQUIPMENT	3,500	5,449	(1,949)	3,500
120-5-00-5317 COVID-19	7,500	-	7,500	7,500
120-5-00-5545 RECORDING FEES	250	310	(60)	250
120-5-00-5580 TRANSFER OUT USDA SOLAR DEBT	32,205	38,700	(6,495)	32,200
120-5-00-5590 NON-OPERATING OTHER	-	-	-	-
120-5-00-5600 CONTINGENCY	-	-	-	-
<b>TOTAL OPERATION EXPENDITURES</b>	<b>1,966,666</b>	<b>1,806,705</b>	<b>133,546</b>	<b>2,143,439</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SEWER ENTERPRISE FUND**

6/8/2023  
3:15 PM

<b>SEWER ENTERPRISE FUND SPECIAL PROJECT EXPENDITURES</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
120-5-60-6008 RAINS	-	1,080	(1,080)	-
120-5-60-60XX	-	-	-	-
<b>TOTAL SPECIAL PROJECT EXPENDITURES</b>	-	1,080	(1,080)	-

<b>CAPITAL - PROJECTS &amp; EQUIPMENT EXPENDITURES</b>	<b>Budget 7/1/2022</b>	<b>6/9/2023</b>	<b>Difference</b>	<b>7/1/2023</b>
120-5-70-71XX VEHICLES	-	-	-	-
120-5-70-71xx EQUIPMENT	-	-	-	-
120-5-70-7201 REGULATORY COMPLIANCE	385,000	323,265	61,735	25,000
120-5-70-7202 DISASTER MITIGATION	100,000	17,573	82,427	183,500
120-5-70-7203 DISASTER RECOVERY	-	-	-	-
120-5-70-7205 RISK MANAGEMENT	22,500	-	22,500	30,000
120-5-70-7206 RECORDS RETENTION	25,000	3,046	21,954	-
<b>TOTAL CAPITAL - PROJECTS &amp; EQUIPMENT EXPENDITURES</b>	<b>532,500</b>	<b>343,884</b>	<b>188,616</b>	<b>238,500</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SEWER ENTERPRISE FUND**

6/8/2023  
3:15 PM

<b>SEWER Revenue</b>	<b>CSD Proposed</b>	<b>NBS Proposed</b>	<b>Difference</b>
Sewer Use	1,999,874	1,947,049	52,825
Reclaimed	168,451	168,451	-
Non-Rate Revenue	212,414	28,714	183,700
Interest	1,200	3,731	(2,531)
Transfer In	176,733		
<b>Total Revenue</b>	<b>2,381,939</b>	<b>2,147,945</b>	<b>233,994</b>

<b>SEWER Expenses</b>	<b>CSD Proposed</b>	<b>NBS Proposed</b>	<b>Difference</b>
Salary			
575,704			
Benefits			
405,570	981,274	962,095	19,179
<b>All Other Expenses</b>	<b>1,129,965</b>	<b>842,794</b>	<b>287,171</b>
<b>Sub Total Operational Expenses</b>	<b>2,111,239</b>	<b>1,804,889</b>	
<b>Debt - USDA Solar Loan</b>	<b>32,200</b>	<b>32,158</b>	-
<b>Total Operation Expenses</b>	<b>2,143,439</b>	<b>1,837,047</b>	
<b>Revenue minus Operational Expenses</b>	<b>238,500</b>	<b>310,898</b>	

<b>SEWER CIP</b>	<b>CSD Proposed</b>	<b>NBS Proposed</b>
CIP Expenses	238,500	250,000
Net Revenue	238,500	
<b>Balanced Budget</b>	<b>0</b>	

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
WATER ENTERPRISE FUND**

6/9/2023  
10:04 AM

<b>WATER ENTERPRISE FUND REVENUE</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
130-4035 RECONNECT FEES	5,000	14,110	9,110	12,000
130-4036 DEVELOPER FEES WATER	-	-	-	-
130-4038 COMM WATER METER INSTALL	-	-	-	-
130-4039 WATER CONNECTION FEE (METER ONLY)	3,290	4,935	1,645	1,645
130-4040 LIEN RECORDING FEES	1,200	1,941	741	1,200
130-4045 AVAILABILITY FEES	22,000	28,762	6,762	28,000
130-4110 COMMERCIAL WATER USE	144,786	82,304	(62,482)	142,776
130-4111 BULK WATER SALES	7,500	52,981	45,481	32,000
130-4112 GOVERNMENT WATER USE	6,500	8,838	2,338	6,500
130-4115 WATER USE CHARGES	2,848,200	2,473,155	(375,046)	2,865,024
130-4210 LATE FEE	32,000	50,459	18,459	57,000
130 4215 RETURNED CHECK FEE	500	1,000	500	1,000
130-4300 MISC INCOME	1,500	2,017	517	1,500
130-4310 OTHER INCOME	100	3,704	3,604	100
130-4320 FEMA/CalOES GRANTS	-	174,143	174,143	2,689,985
130-4325 GRANTS	-	-	-	413,689
130-4330 HYDRANT METER USE DEPOSIT	9,720	3,240	(6,480)	-
130-4550 INTEREST INCOME	1,800	2,087	287	1,816
130-4580 TRANSFER IN - Fund 320 CIP	-	-	-	840,000
130-4955 GAIN/LOSS	-	11,678	8,049	
<b>TOTAL REVENUE</b>	<b>3,084,096</b>	<b>2,915,355</b>	<b>(172,370)</b>	<b>7,094,234</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
WATER ENTERPRISE FUND**

6/9/2023  
10:04 AM

<b>WATER ENTERPRISE FUND OPERATION EXPENDITURES</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
130-5-10-5010 ADMIN SALARY & WAGES	289,065	285,612	3,453	290,119
130-5-30-5010 FIELD SALARY & WAGES	302,326	266,884	35,442	282,584
130-5-40-5010 DIRECTORS SALARY & WAGES	3,000	2,960	40	3,000
130-5-10-5020 ADMIN EMPLOYEE BENEFITS (HEALTH)	93,926	121,292	(27,366)	90,670
130-5-30-5020 FIELD EMPLOYEE BENEFITS (HEALTH)	122,616	112,263	10,353	135,264
130-5-40-5020 DIRECTOR BENEFITS (TAXES)	230	69	161	230
130-5-10-5021 ADMIN RETIREMENT BENEFITS (Pers)	59,860	56,750	3,110	60,245
130-5-30-5021 FIELD RETIREMENT BENEFITS (Pers)	57,910	52,484	5,426	56,387
130-5-30-5022 FIELD CLOTHING ALLOWANCE	2,500	1,864	636	2,500
130-5-00-5024 WORKERS' COMP INSURANCE	10,500	10,023	477	18,000
130-5-00-5025 RETIREE HEALTH BENEFITS	16,884	8,506	8,378	18,533
130-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629	31,201	(5,572)	44,242
130-5-00-5040 ELECTION EXPENSE	2,500	31	2,469	2,500
130-5-00-5060 GASOLINE, OIL & FUEL	30,000	19,394	10,606	30,000
130-5-00-5061 VEHICLE MAINT	25,000	25,706	(706)	25,000
130-5-00-5062 TAXES & LICENSE	1,200	211	989	1,200
130-5-10-5063 ADMIN CERTIFICATIONS	200	-	200	200
130-5-30-5063 FIELD CERTIFICATIONS	600	711	(111)	800
130-5-00-5074 PROPERTY/LIABILITY INSURANCE	104,000	104,453	(453)	129,000
130-5-00-5075 BANK FEES	30,000	24,877	5,123	35,000
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000	30,763	(2,763)	32,000
130-5-10-5090 ADMIN OFFICE SUPPLIES	4,000	3,501	499	4,000
130-5-30-5090 FIELD OFFICE SUPPLIES	1,000	1,161	(161)	1,000
130-5-00-5092 POSTAGE & SHIPPING	7,500	7,356	144	8,500
130-5-00-5110 CONTRACTUAL SERVICES	60,000	18,257	41,743	60,000
130-5-00-5121 LEGAL SERVICES	30,000	20,767	9,233	30,000
130-5-00-5122 ENGINEERING SERVICES	65,000	8,465	56,535	100,000
130-5-00-5123 OTHER PROFESSIONAL SERVICE	15,000	10,610	4,390	15,000
130-5-00-5124 WATER RIGHTS - GSA NEW	15,000	1,163	13,837	15,000
130-5-00-5125 OPEB OBLIGATION	-	-	-	12,500
130-5-00-5126 AUDIT SERVICES	7,500	6,225	1,275	7,500
130-5-00-5130 PRINTING & PUBLICATION	7,500	5,640	1,860	7,500
130-5-00-5135 NEWSLETTER	1,200	293	908	1,200
130-5-00-5140 RENT & LEASES	-	-	-	-
130-5-00-5145 EQUIPMENT RENTAL	35,000	6,400	28,600	35,000
130-5-00-5148 OPERATING SUPPLIES	7,500	6,141	1,359	7,500
130-5-00-5150 REPAIR & REPLACE	225,000	119,804	105,196	140,000
130-5-00-5155 MAINT BLDG & GROUNDS	15,000	9,528	5,472	15,000
130-5-00-5156 CUSTODIAL SERVICES	5,000	3,283	1,717	5,000
130-5-00-5157 SECURITY	5,000	456	4,544	5,000

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
WATER ENTERPRISE FUND**

6/9/2023  
10:04 AM

<b>WATER ENTERPRISE FUND OPERATION EXPENDITURES</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
130-5-10-5170 ADMIN TRAVEL MILEAGE	4,000	3,509	491	5,000
130-5-30-5170 FIELD TRAVEL MILEAGE	2,000	3,706	(1,706)	5,000
130-5-40-5170 DIRECTORS TRAVEL MILEAGE	200	265	(65)	200
130-5-10-5175 ADMIN EDUCATION/SEMINARS	4,500	2,868	1,632	4,500
130-5-30-5175 FIELD EDUCATION/SEMINARS	4,000	2,203	1,797	4,000
130-5-40-5175 DIRECTORS EDUCATION/SEMINARS	1,500	141	1,359	1,500
130-5-40-5176 DIRECTOR TRAINING	5,000	-	5,000	5,000
130-5-10-5179 ADM MISC EXPENSE	350	946	(596)	800
130-5-00-5191 TELEPHONE	15,000	14,869	131	17,000
130-5-00-5192 ELECTRICITY	200,000	170,994	29,006	220,000
130-5-00-5193 OTHER UTILITIES	3,600	3,056	544	3,600
130-5-00-5194 IT SERVICES	55,000	60,803	(5,803)	62,000
130-5-00-5195 ENV/MONITORING	20,000	11,816	8,184	20,000
130-5-00-5196 RISK MANAGEMENT	-	-	-	-
130-5-00-5198 ANNUAL OPERATING FEES	40,000	19,074	20,926	40,000
130-5-00-5310 EQUIPMENT - FIELD	1,000	60	940	1,000
130-5-00-5311 EQUIPMENT - OFFICE	1,000	-	1,000	1,000
130-5-00-5312 TOOLS - FIELD	2,000	-	2,000	2,000
130-5-00-5315 SAFETY EQUIPMENT	5,000	5,449	(449)	5,000
130-5-00-5317 COVID-19	7,500	-	7,500	7,500
130-5-00-5505 WATER CONSERVATION	5,000	197	4,803	5,000
130-5-00-5545 RECORDING FEES	250	310	(60)	250
130-500-5580 TRANSFER OUT - Fund 218 CIEDB DEBT				132,273
130-5-00-5580 TRANSFER OUT - Fund 320 CIP	96,979	1,426,037	(1,329,058)	840,000
130-5-00-5600 CONTINGENCY	30,000	-	30,000	-
<b>TOTAL OPERATION EXPENDITURES</b>	<b>2,216,025</b>	<b>3,085,699</b>	<b>(894,674)</b>	<b>3,109,797</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
WATER ENTERPRISE FUND**

6/9/2023  
10:04 AM

<b>WATER ENTERPRISE FUND SPECIAL PROJECT EXPENDITURES</b>	<b>Budget 7/1/2022</b>	<b>To Date 6/9/2023</b>	<b>Difference</b>	<b>Proposed 7/1/2023</b>
130-5-60-6008 RAINS 2023	-			-
130-5-60-60XX	-			-
<b>TOTAL SPECIAL PROJECT EXPENDITURES</b>				

<b>CAPITAL - PROJECTS &amp; EQUIPMENT EXPENDITURES</b>	<b>7/1/2022</b>	<b>6/9/2023</b>	<b>Difference</b>	<b>7/1/2023</b>
130-5-70-71xx VECHICLES				-
130-5-70-71xx EQUIPMENT				-
130-5-70-7201 REGULATORY COMPLIANCE	75,000	65,006	9,994	
130-5-70-7202 DISASTER MITIGATION	200,000	17,943	182,057	23,500
130-5-70-7203 DISASTER RECOVERY	-	-	-	-
130-5-70-7204 RELIABLE WATER SUPPLY	700,000	673,871	26,129	6,217,512
130-5-70-7205 RISK MANAGEMENT	50,000	-	50,000	-
130-5-70-7206 RECORDS RETENTION	25,000	4,602	20,398	-
<b>TOTAL CAPITAL - PROJECTS &amp; EQUIPMENT EXPENDITURES</b>	<b>1,050,000</b>	<b>761,424</b>	<b>288,577</b>	<b>6,241,012</b>

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
WATER ENTERPRISE FUND**

6/9/2023  
10:04 AM

<b>WATER</b>			
<b>Revenue</b>	<b>CSD Proposed</b>	<b>NBS Proposed</b>	<b>Difference</b>
Water Use	3,046,299	3,060,987	(14,688)
Non-Rate Revenue	102,445	73,081	29,364
FEMA-CalOES/Grants	3,103,674	-	3,103,674
Interest	1,816	1,816	-
Transfer In	840,000		
<b>Total Revenue</b>	<b>7,094,234</b>	<b>3,135,884</b>	<b>3,118,350</b>

<b>WATER</b>					
<b>Operational Expenses</b>		<b>CSD Proposed</b>	<b>NBS Proposed</b>	<b>Difference</b>	
<b>Salary</b>	<b>Benefits</b>				
575,704	405,570	981,274	988,342	(7,068)	
<b>Water Rights</b>		15,000	54,424	(39,424)	
<b>Repair &amp; Replace</b>		140,000	136,061	3,939	
<b>Electricity</b>		220,000	159,181	60,819	
<b>All Other Operational Expenses</b>		<b>781,250</b>	555,110	226,140	
<b>Sub Total Operational Expenses</b>		<b>2,137,524</b>	<b>1,893,118</b>	<b>244,406</b>	
<b>Debt - CIEDB</b>	<b>Diff Capacity Fee Fund 218</b>	<b>132,273</b>	<b>169,821</b>	<b>(37,548)</b>	
<b>Transfer Out</b>		<b>840,000</b>			
<b>Total Expenses</b>		<b>3,109,797</b>	<b>2,062,939</b>	<b>1,046,858</b>	
<b>Revenue minus Expenses</b>		<b>3,984,438</b>			

<b>WATER</b>		
<b>CIP</b>	<b>CSD Proposed</b>	<b>NBS Proposed</b>
<b>CIP Expenses</b>	<b>6,241,012</b>	<b>855,000</b>
<b>Net Revenue</b>	<b>3,984,438</b>	<b>-</b>
<b>CIP Expenses minus Net Revenue</b>	<b>(2,256,574)</b>	



## NOTICE OF PUBLIC HEARING PROPOSED BUDGET FOR FISCAL YEAR 2023-2024

**NOTICE IS HEREBY GIVEN** that the Governing Board of the Hidden Valley Lake Community Services District will hold a public hearing for the exclusive purpose of considering the Proposed Budget for Fiscal Year 2023-2024. Comments regarding the proposed budget may be submitted in writing before, during, or after the hearing.

**DATE: Tuesday, June 20, 2023**

**TIME: 7:00 P.m.**

**LOCATION: 19400 Hartmann Road, Hidden Valley Lake, CA 95467 OR**

### **Via Teleconference**

[www.hvlcsd.org](http://www.hvlcsd.org)

Select the June 20, 2023, Regular Board Meeting and Select Join Remote meeting.

### **Microsoft TEAMS**

Meeting ID: 226 040 207 667

Passcode: q3yYLh

Copies of the Proposed Budget for Fiscal Year 2023-2024 are on file and may be inspected at the HVLCSO Office at 19400 Hartmann Road, Hidden Valley Lake, CA 95467. Copies may be ordered by written request at the Hidden Valley Lake CSD Office, Hidden Valley Lake, CA 95467.

Contact Penny Cuadras at (707) 987-9201 for further information.

*Pcuadras*

---

Penny Cuadras, Administrative Services Manager

Published May 31, 2023, and June 3, 2023, Lake County Record Bee

Posted May 31, 2023, through June 20, 2023, [www.hvlcsd.org](http://www.hvlcsd.org) /19400 Hartmann Road, HVL, CA.

# Advertising Order Confirmation

Ad Number

0006753413-01

Color

Production Color

Ad Attributes

Production Method

Production Notes

AdBooker

External Ad Number

Pick Up

Ad Type

Released for Publication

Legal Liner

**RB23801**

**NOTICE OF PUBLIC HEARING  
PROPOSED BUDGET FOR FISCAL  
YEAR 2023-2024**

NOTICE IS HEREBY GIVEN that the Governing Board of the Hidden Valley Lake Community Services District will hold a public hearing for the exclusive purpose of considering the Proposed Budget for Fiscal Year 2023-2024. Comments regarding the proposed budget may be submitted in writing before, during, or after the hearing.

DATE: Tuesday, June 20, 2023

TIME: 7:00 P.m.

LOCATION: 19400 Hartmann Road, Hidden Valley Lake, CA 95467 OR

Via Teleconference

www.hvlcsd.org

Select the June 20, 2023, Regular Board Meeting and Select Join Remote meeting.

Microsoft TEAMS

Meeting ID: 226 040 207 667

Passcode: q3yYLh

Copies of the Proposed Budget for Fiscal Year 2023-2024 are on file and may be inspected at the HVLCSO Office at 19400 Hartmann Road, Hidden Valley Lake, CA 95467. Copies may be ordered by written request at the Hidden Valley Lake CSD Office, Hidden Valley Lake, CA 95467.

Contact Penny Cuadras at (707) 987-9201 for further information.

Pcuadras

Penny Cuadras, Administrative Services Manager

Published May 31, 2023, and June 3, 2023, Lake County Record Bee

Posted May 31, 2023, through June 20, 2023, w  
ww.hvlcsd.org /19400 Hartmann Road, HVL,  
CA.

Product

Lake County Record-Bee

Requested Placement

Legals CLS NC

Requested Position

General Legal NC - 1076~

Run Dates

05/31/23, 06/03/23

# Inserts

2

## MEMORANDUM

Date: June 15, 2023

To: Dennis White, General Manager

From: Craig Hill/Leslie Bloom

RE: Hidden Valley Lake CSD – Water System Capital Projects Funding

---

### Background

The Hidden Valley Lake Community Services District (the “District”) has identified water system capital improvement projects to be completed and has received grant funding awards from FEMA and DWR for several of the projects. Given higher than anticipated costs, the District anticipates needing additional funding sources to complete the projects. The District has engaged NHA Advisors, LLC (“NHA”) to assist with the financing options and execution of a financing plan.

### Analysis

The District has commenced several Water Improvement projects, including Tank 4, Tank 9, Generators, Mainlines and the AMI system. The total project expenses for the projects are anticipated to be about \$9.38M through fiscal year 2025/26, while the expected grant reimbursements from FEMA and DWR are expected to be about \$5.17M, leaving a shortfall of ~\$4.21M. To fund this gap and leave a margin for increased costs, the District would like to pursue financing options for approximately \$5M.

In preparing our financing capacity analysis, we focused on the ability of repayment and debt service coverage, considering the District’s 2023 actual figures through May 30<sup>th</sup> as the base year for our 10-year projection. Our revenues growth assumption include rate increases consistent with the District’s approved rate increases through FY 2024/25. In addition, we have assumed additional annual rate increases of **4%** for subsequent years (requiring a new rate study and public hearing process) through the balance of the projection period. In addition, operating revenues assume an annual growth factor of 0.25% through the projection period, consistent with the District’s rate study.

For our expense projections, we have assumed the total of all budgeted expense categories to include an annual operating expense growth assumption of **4.6%**, based on 3-year historical average of CPI.

Based on these assumptions, net water revenues (before any debt service, depreciation, capital or reserve deposits) range from \$1.34M (FY 2023-24, year 1 of the projections) to \$2.06M (FY 2032-33, year 10 of the projections). The District currently has a 2002 CEIDB loan (“2002 Loan”) outstanding with annual payments of ~\$170,000. The 2002 Loan matures on February 1, 2032. Any new financing would be on parity with the 2002 Loan and net revenues would be covering both the 2002 Loan and 2023 financing. NHA proposes to have the 2023 financing structured to maintain level total debt service payments between the 2002 Loan and the 2023 financing.





Our projections work off the 2022/23 estimated annual figures. Validating actual financial figures for the 2022/23 year and reasonable estimated 2023/24 will affect projections and ability to repay and should be reviewed closely by District staff.

### **Next Steps**

Based on Board direction, NHA will work with the District staff to execute a financing plan. The following key dates summarize the necessary steps for any financing option. If the District prefers a 15-year maturity structure, a direct loan with a bank would be selected which could condense the process approximately one month (September funding).

- **June 20<sup>th</sup>** - District Board provides direction of financing structure
- **Late June/Early July** - Secured other financing team members: Bond/Disclosure Counsel, Underwriter and Trustee
- **July/August** - Team prepares financing documents, completes rating process
- **September 19<sup>th</sup>** - Board Approval of Financing
- **Late September** - Underwriter markets and prices the bonds
- **Late September** - Bond Pricing (lock interest rates)
- **Early/Mid-October** - Closing (funds received)

NHA Advisors, LLC is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (“MSRB”). As such, NHA Advisors, LLC has a Fiduciary duty to the public agency and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

*Duty of Care*

- a) exercise due care in performing its municipal advisory activities
- b) possess the degree of knowledge and expertise needed to provide the public agency with informed advice
- c) make a reasonable inquiry as to the facts that are relevant to the public agency’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to the public agency; and
- d) undertake a reasonable investigation to determine that NHA Advisors, LLC is not forming any recommendation on materially inaccurate or incomplete information; NHA Advisors, LLC must have a reasonable basis for:
  - i. any advice provided to or on behalf of the public agency
  - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the public agency, any other party involved in the municipal securities transaction or municipal financial product, or investors in the public agency securities; and
  - iii. any information provided to the public agency or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

*Duty of Loyalty*

NHA Advisors, LLC must deal honestly and with the utmost good faith with the public agency and act in the public agency’s best interests without regard to the financial or other interests of NHA Advisors, LLC. NHA Advisors, LLC will eliminate or provide full and fair disclosure (included herein) to Issuer about each material conflict of interest (as applicable). NHA Advisors, LLC will not engage in municipal advisory activities with the public agency as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the public agency’s best interests.



# HIDDEN VALLEY LAKE CSD

*WATER SYSTEM CAPITAL PROJECTS FUNDING*

**NHA | ADVISORS**  
Financial & Policy Strategies.  
Delivered.

June 20, 2023

## Background and Objective

---

- ▶ District Water System Improvements to be funded by grants, reserves and a potential financing (due to increased costs)
- ▶ District priority is water reliability
  - ▶ Staff previously identified capital projects in support of this priority
- ▶ In 2022, the District was awarded funding for identified projects by the Hazard Mitigation Grant Program, including Tank 4 Replacement, Tank 9 Replacement, Generators and Mainlines
  - ▶ District has procured design contracts for all four projects

## Financing Needs

- ▶ Water System project costs will exceed project grant and FEMA reimbursements by \$4.2M through Fiscal Year 2025-26
  - ▶ Includes Tank 4 Replacement, Tank 9 Replacement, Generators, Mainlines *and* AMI

### Summary of Water System Expenses

Project	FY 2023-24		FY 2024-25		FY 2025-26		Total	
	Expenses	Reimbursement Revenue (FEMA & DWR)	Expenses	Reimbursement Revenue (FEMA & DWR)	Expenses	Reimbursement Revenue (FEMA & DWR)	Total Expenses	Total Reimbursement
Tank 4	\$416,345	\$130,933	\$1,443,068	\$458,615	\$997,893	\$1,346,976	\$2,857,306	\$1,936,523
Tank 9	3,184,850	1,415,777	334,805	225,963	0	0	3,519,655	1,641,741
Generators	2,130,880	1,145,606	0	0	0	0	2,130,880	1,145,606
Mainlines	294,000	148,818	220,500	148,818	147,000	148,818	661,500	446,453
AMI	191,437	0	0	0	0	0	191,437	0
SCADA	23,500	0	0	0	0	0	23,500	0
<b>Total</b>	<b>\$6,241,012</b>	<b>\$2,841,133</b>	<b>\$1,998,373</b>	<b>\$833,396</b>	<b>\$1,144,893</b>	<b>\$1,495,794</b>	<b>\$9,384,278</b>	<b>\$5,170,323</b>
<b>Revenues over/(under) expenses</b>		<b>-\$3,399,879</b>		<b>-\$1,164,977</b>		<b>\$350,900</b>		<b>-\$4,213,955</b>

## Financing Structures

---

- ▶ Funding for capital projects can be secured through a public bond offering (“Bond”) or a direct private placement (“Loan”)
  - ▶ **Public Bond Offering:** Sell bonds through underwriting firm to bondholders (multiple investors)
    - ▶ Bond offerings can be structured for any term (5-30 years)
  - ▶ **Direct Private Placement:** Single Financial Institution investor
    - ▶ Financial institutions typically offer shorter-term loans (5-15 years)
- ▶ Considerations for Each Method

### Public Offering

- Official Statement required
- Credit rating required
- Financing Term Flexibility

### Direct Placement

- Single Investor/Lender
- No credit rating agency required
- Shorter financing process
- Financing Term <15 years

## Financing Options

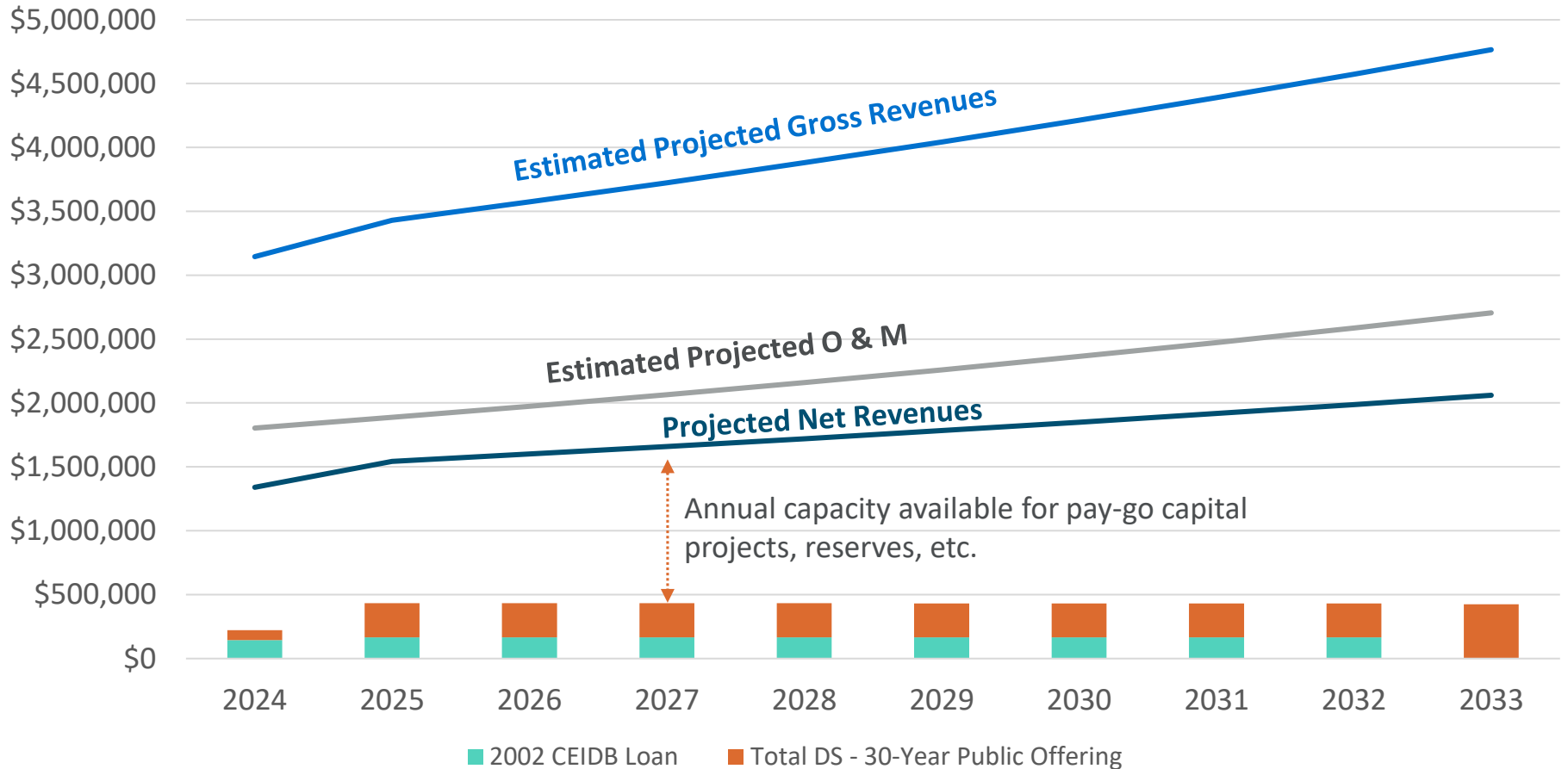
---

- ▶ Water System financing options assume \$5,000,000 in proceeds

	30-Year Public Offering	25-Year Public Offering	20-Year Public Offering	15-Year Bank Loan
Proceeds	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Total Annual DS	<b>\$430,000</b>	<b>\$470,000</b>	<b>\$535,000</b>	<b>\$670,000</b>
Total Interest Cost	5.00%	4.88%	4.72%	4.87%

All figures are preliminary estimates and will be based on market conditions at bond/loan pricing

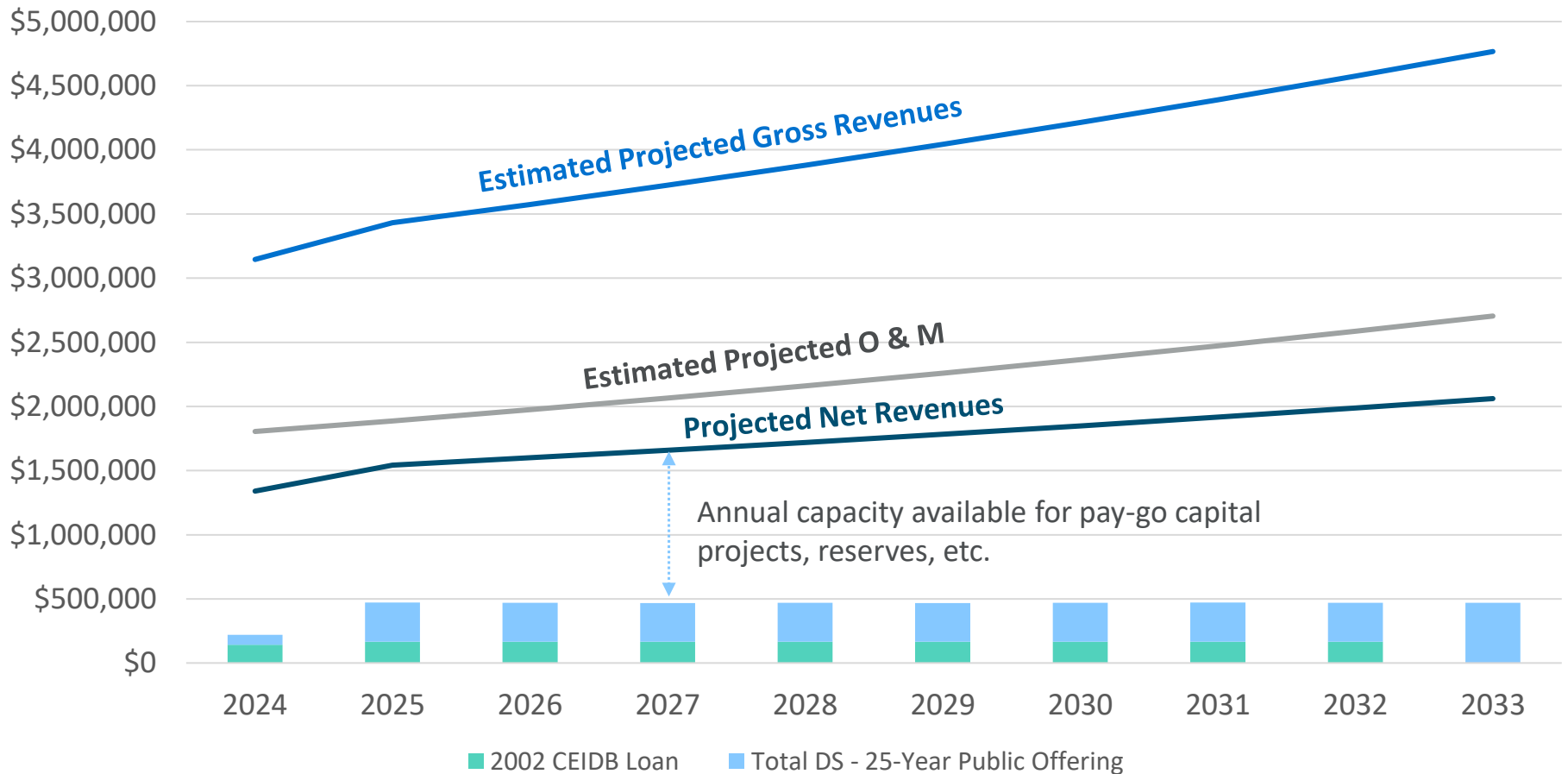
# Water System Cashflow Projections with 30-Year Financing



- ▶ Revenue projections assume annual rate increases per October 2020 rate study and 4%, thereafter; expense projections assume increase of 4.6% annually for all expense categories based on 3-year historical CPI.

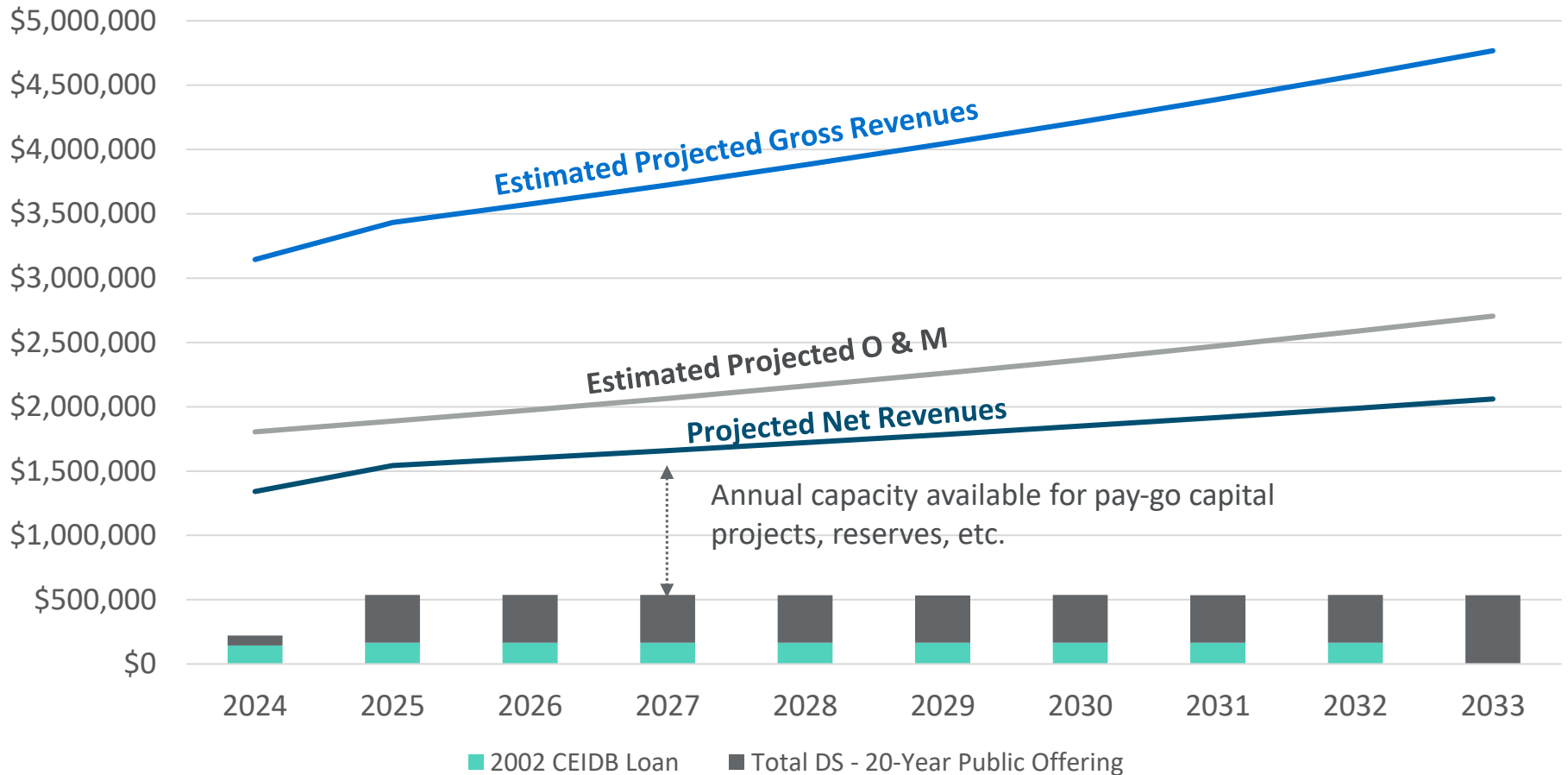


# Water System Cashflow Projections with 25-Year Financing



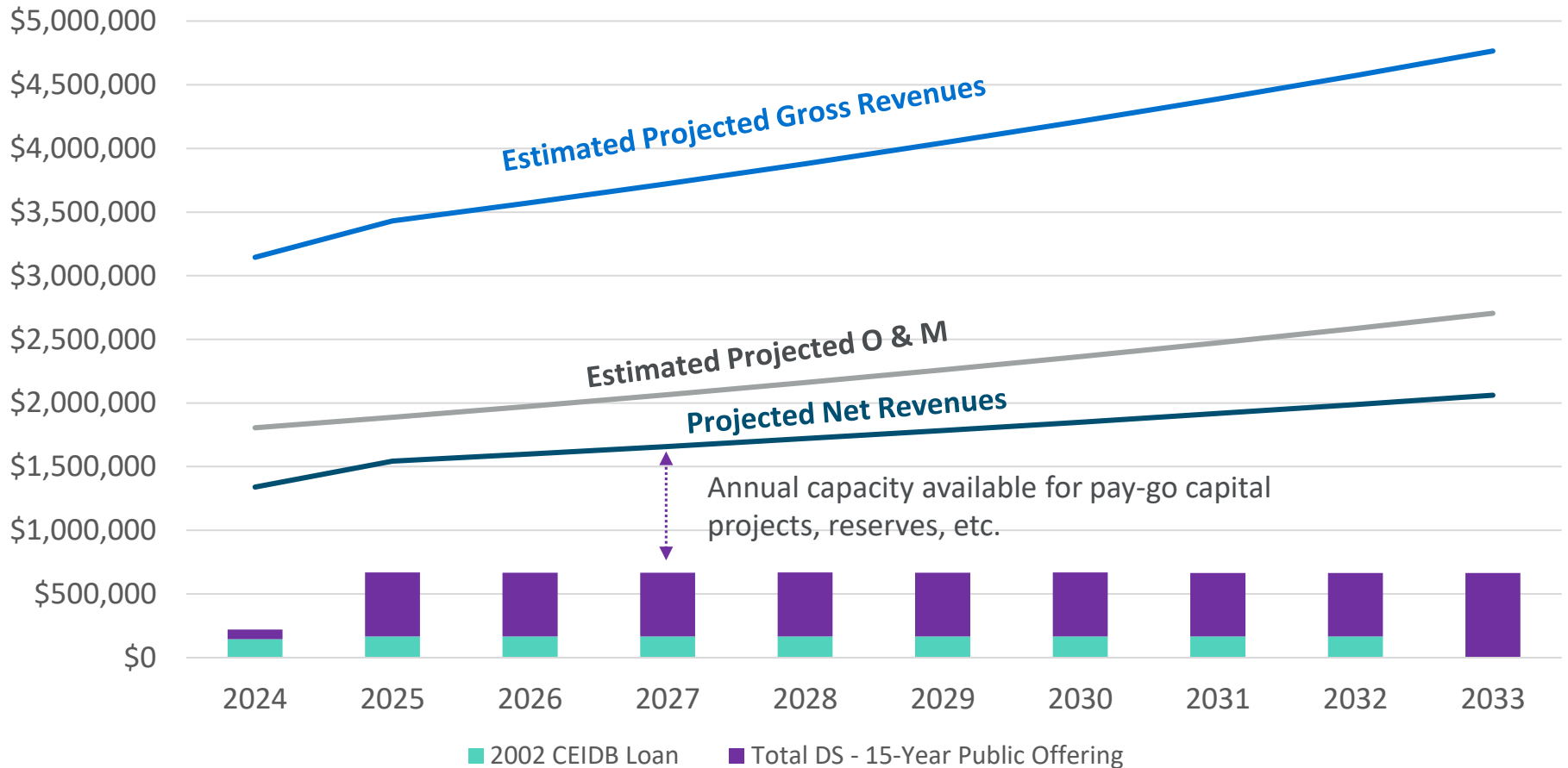
- ▶ Revenue projections assume annual rate increases per October 2020 rate study and 4%, thereafter; expense projections assume increase of 4.6% annually for all expense categories based on 3-year historical CPI.

# Water System Cashflow Projections with 20-Year Financing



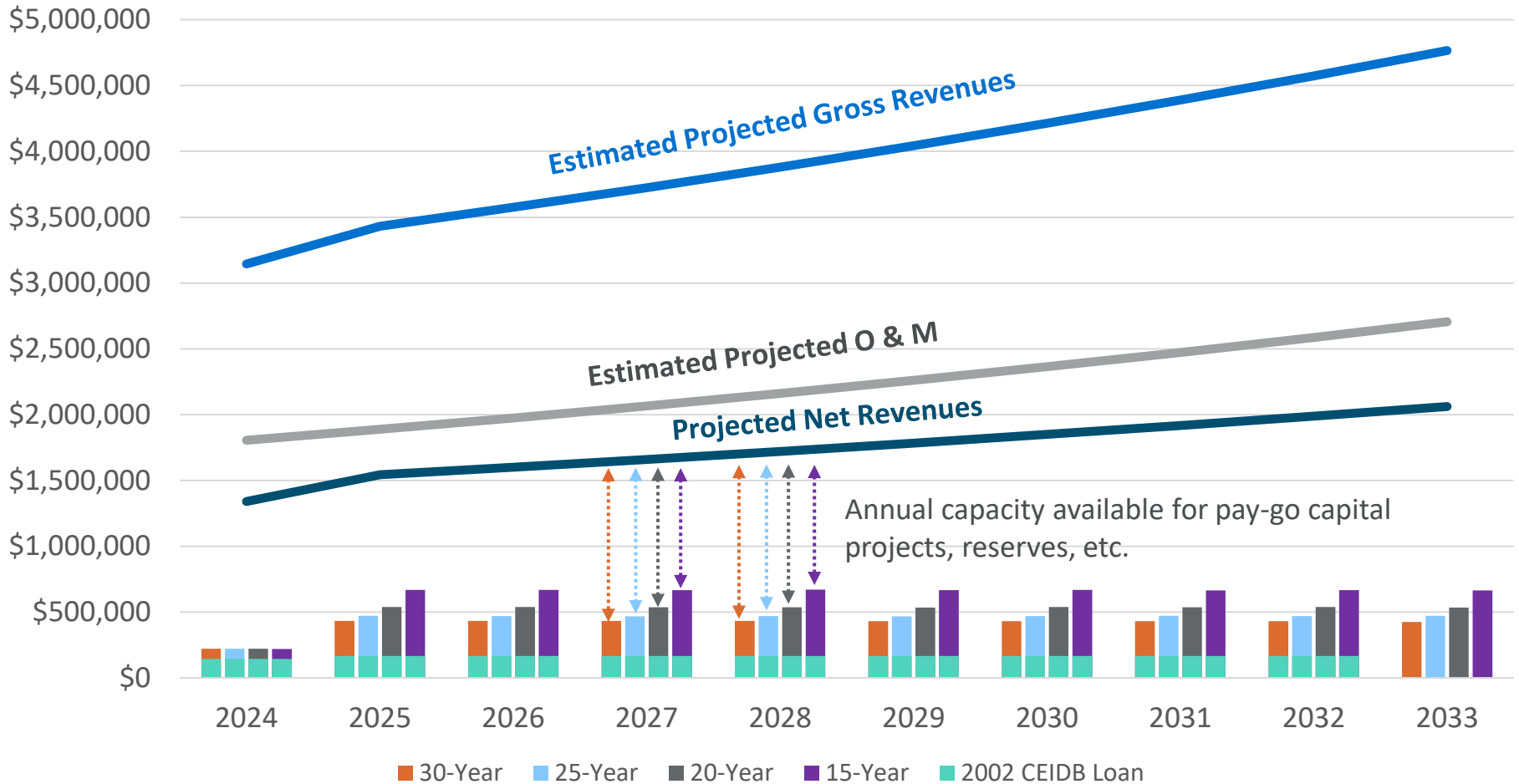
- ▶ Revenue projections assume annual rate increases per October 2020 rate study and 4%, thereafter; expense projections assume increase of 4.6% annually for all expense categories based on 3-year historical CPI.

# Water System Cashflow Projections with 15-Year Financing



- ▶ Revenue projections assume annual rate increases per October 2020 rate study and 4%, thereafter; expense projections assume increase of 4.6% annually for all expense categories based on 3-year historical CPI.

# Water System Cashflow Projections with Four Financing Options



- Revenue projections assume annual rate increases per October 2020 rate study and 4%, thereafter; expense projections assume increase of 4.6% annually for all expense categories based on 3-year historical CPI.

## Key Takeaways/Considerations

---

- ▶ Public offering currently provides lower interest rates than private placement
  - ▶ 25-to-30-year term provides affordable annual payment and aligns with useful life of project
  - ▶ Bonds can also be paid off early (starting in 9 to 10 years) with cash or be refinanced at lower rates
- ▶ Current CIEDB loan requires the District to maintain net system revenues equal to 110% of annual debt service
  - ▶ New financing would have similar covenant
  - ▶ Rate Study and future increases will be required through life of outstanding obligations
  - ▶ Project Funding amount will be determined at time of financing approval
- ▶ Process
  1. Select Financing Term (Amortization)
  2. Assemble financing team
  3. Financing approval brought back to Board in September

## Next Steps / Tentative Financing Schedule

---

June 20 <sup>th</sup>	District Board provides direction on financing structure and terms
Late June/Early July	Secure other financing team members: Bond/Disclosure Counsel, Underwriter and Trustee
July/August	Team prepares financing documents, completes rating process
September 19 <sup>th</sup>	Board Approval of Financing
Late September	Underwriter markets and prices the bonds
Late September	Bond Pricing (lock interest rates)
Early/Mid-October	Closing (funds received)



# APPENDIX A





# CARSON MFG CO

DUSTRON INC  
DBA CARSON MFG CO  
CA CONTRACTOR'S # 902361  
PO BOX 549  
COTATI, CA 94931  
Phone: 707-795-3141  
Fax: 707-792-8691

## Quotation

Quote HIDDEN VALLEY LAKE CSD  
To: 19400 HARTMANN ROAD  
HIDDEN VALLEY LAKE, CA 95467

Quote Number:	18152	Contact:	DENNIS WHITE
Quote Date:	05/02/23	Expires:	06/01/23
Customer:	HIDDEN	Inquiry:	
Salesman:	CURTIS LANG	Terms:	\$1000 DEPOSIT-PROGRESS PAY
Ship Via:	INSTALLATION	Phone:	707-533-3498
FOB:	COTATI	FAX:	

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	TL-45RPP-438IDX236TALL 45 MIL REINFORCED POLYPROPYLENE TANK LINER NSF 61 APPROVED 438" ID x 236" TALL HEM & ROPE-FINISHED HEIGHT MULTI-PIECE CONSTRUCTION		1	\$ 15,635.00 /EA
2	GEO 8 OZ GEOTEXTILE NONWOVEN POLYPROPYLENE UNDERLAYMENT CLOTH		4,280	\$ 0.38 /SFT
3	BATTEN-2"-RWD 3/8" x 2" WIDE POLY PRO BATTEN BAR W/ S.S. #12 HEX HEAD SCREWS ON 6" CENTERS +/-		112	\$ 10.54 /LFT
5	SS-FLANGE-6" 6.0" PIPE COMPRESSION FLANGE STAINLESS STEEL GASKET & S.S. FASTENERS		2	\$ 237.00 /SET

<u>Item</u>	<u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
6	SS-FLANGE-12" 12" PIPE COMPRESSION FLANGE STAINLESS STEEL GASKET & S.S. FASTENERS		1	\$ 314.00 /SET
7	BOOT-POST 6" X 6" SUPPORT POST BOOT 45 MIL RPP		1	\$ 544.00 /EA
8	MISC-MATERIALS CONCRETE, ALUM FLASHING, SEALANT PLUMBING FITTINGS		1	\$ 238.00 /EA
9	SALES-TAX 7.25% SALES TAX ON MATERIALS ONLY		1	\$ 1,450.86 /EA
10	INSTALLATION/LINER LABOR CHARGE FOR THE INSTALLATION OF A 45 MIL RPP TANK LINER INTO AN EXISTING REDWOOD WATER TANK.		1	\$ 26,640.00 /EA
11	MOBILIZATION TRAVEL, MEALS LODGING, ETC.		1	\$ 3,140.00 /EA
			<b>Total:</b>	<b>\$ 51,242.74</b>

THIS IS A BUDGETARY QUOTE. VERIFICATION OF TANK SIZE, PIPE PENETRATIONS, ACCESS ETC. IS NECESSARY  
PLEASE UNDERSTAND THAT WE WILL NEED ACCESS TO THE INTERIOR OF THE TANK TO PROVIDE A FIRM QUOTE  
6 TO 10 WEEK LEAD TIME TO PRODUCE THE LINER AND SCHEDULE THE INSTALLATION

6 TO 7 DAY INSTALLATION TIME

THIS QUOTE DOES NOT INCLUDE COSTS THAT MAY BE INCURRED FOR ANY ADDITIONAL FEES OR INSURANCE  
REQUIREMENTS

SALES TAX HAS BEEN APPLIED TO THE MATERIALS PORTION OF THIS QUOTE AT 7.25%

CONSIDERING THE ABSENCE OF A SIDE MANWAY THE LINER AND GEOTEXTILE MATERIALS WILL NEED TO BE LIFTED AND  
DROPPED THRU THE TOP HATCH. THAT WILL REQUIRE THE RENTAL OF A SMALL CRANE OR BOOM LIFT WHICH HAS NOT  
BEEN INCLUDED ON THIS QUOTE.

SCOPE OF WORK:

CLEAN INTERIOR OF TANK OF LOOSE DEBRIS AND SEDIMENT. TO AVOID STAND TIME CHARGES, THE TANK MUST BE  
EMPTY UPON OUR ARRIVAL  
(OFF SITE DISPOSAL OF SEDIMENT NOT INCLUDED)

SEDIMENT IN EXCESS OF 1" MAY BE CAUSE FOR A LABOR UPCHARGE

REMOVE INTERIOR PIPE FLANGES AS REQUIRED

<u>Item</u>	<u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
	COVER AND DEGRADED AREAS WITH ALUMINUM FLASHING OR PLATES			
	COVER WALLS AND FLOOR WITH 8 OZ. GEOTEXTILE UNDERLAYMENT CLOTH			
	INSTALL 45 MIL RPP LINER USING 2" x 0.375 THICK POLYPROPYLENE BATTEN BAR SECURED WITH S.S SCREWS			
	ENCASE CENTER SUPPORT POST WITH A 45 MIL RPP BOOT			
	INSTALL NEW S.S. COMPRESSION FLANGES OR PIPE BOOTSON INLET/OUTLET PIPES AND OVERFLOW			
	INSPECT AND SANITIZE LINER WITH CHLORINE SOLUTION			
	CLEAN UP WORK SITE AND REMOVE ALL INSTALLATION DEBRIS			



---

By CURTIS LANG  
CARSON MFG CO



# 45 mil RPP COOLPRO

## SPECIFICATION SHEET

CoolPro polypropylene geomembranes excel under some of the most demanding conditions on earth. CoolPro meets and exceeds the critical challenges of liquid containment (water protection / preservation and pollution control. Scrim-reinforced They are lightweight, allowing the flexibility to fabricate very large panels while minimizing field seaming. CoolPro is flexible and not prone to environmental stress cracking like other materials such as HDPE. It does not have plasticizers, which can leach and cause cracking, and contours better to ground slopes.

### SUPPLY INFORMATION (STANDARD ROLL DIMENSIONS)

COATED FABRIC	STANDARD	METRIC
THICKNESS (+/- 10%)	45 mils	1.1 mm
COATING TYPE	POLYPROPYLENE	
COATING DISTRIBUTION	50 / 50	

### PRODUCT PERFORMANCE

MECHANICAL PROPERTIES	ASTM TEST METHODS	STANDARD	METRIC
BREAKING STRENGTH (WARP / FILL)	D751A	300 / 250 lbs	1330 / 1110 N
TEAR STRENGTH (WARP / FILL)	D751B (mod)	70 / 70 lbs	311 / 311 N
WIDE WIDTH STRENGTH (WARP / FILL)	D4885	150 / 125 lbs / in	262 / 219 N / cm
HYDROSTATIC RESISTANCE	D751A	350 psi	2.4 MPa
PUNCTURE RESISTANCE	FTMS 101C, 2031	300 lbs	1330 N
PLY ADHESION	D751 (mod)	40 lbs / 2 in*	178 N / 5 cm*
DIMENSIONAL STABILITY	D1204	1 % max	
LOW TEMPERATURE	D2136	-40°F	-40°C
ABRASION RESISTANCE (H18 / 1 kg)	D3884	7,500 cycles	
STRESS CRACK RESISTANCE	D1693	3,000 hrs	
UV RESISTANCE (black)	G154	35,000 hrs	
OZONE RESISTANCE (100 pphm / 14 days)	D1149	No Cracks	
FACTORY SEAM PROPERTIES	ASTM TEST METHODS	STANDARD	METRIC
BONDED SEAM STRENGTH	D7749	200 lbs	890 N
PEEL ADHESION	D413	20 lbs / in*	35 N / cm*

\* COMMENT - Ply Adhesion and Peel Adhesion testing may result in a film tearing bond (FTB) if the strength between layers is greater than the strength of the material itself.

All information, recommendations and suggestions appearing in this literature concerning the use of our products are based upon test and data believed to be reliable; however, it is the user's responsibility to determine the suitability for their own use of the products described herein. Since the actual use by others is beyond our control, no guarantee or warranty of any kind, expressed or implied, is made by Carson MFG. as to the effects of such use or the results to be obtained, nor does Carson MFG. assume any liability in connection herewith. Any Statement made herein may not be absolutely complete since additional information may be necessary or desirable when particular or exceptional conditions or circumstances exist or because of applicable laws or government regulations. Nothing herein contained is to be construed as permission or as a recommendation to infringe any patent.

**NEW WORLD MFG. INC.**  
 27627 DUTCHER CREEK RD  
 P O BOX 248  
 CLOVERDALE, CA 95425  
 (707) 894-5257  
 (707) 894-2660

# QUOTE # 3907

Customer No.: XXAT02

klruiz@pacbell.net

(916) 482-3703

Quote To: **AQUA TECH COMPANY**  
 PO BOX 1961  
 CARMICHAEL, CA 95609

Ship To: **HIDDEN VALLEY CSD**  
 19245 DALLAS CT  
 HIDDEN VALLEY LAKE, CA 95467

Date	Ship Via	F.O.B.	Terms	
03/20/2023	NEW WORLD INSTALL	Origin	Net 15	
Purchase Order Number	Sales Person		Required	
	HOUSE		03/20/2023	
Quantity	Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.		

ESTIMATE FOR INSTALLATION  
 OF A 45 MIL CSPE LINER IN A  
 WOODEN WATER TANK\*\*\*\*\*

**TERMS:**

BALANCE DUE 10 DAYS AFTER  
 INSTALLATION IS COMPLETED.

INTEREST CHARGE OF 1-1/2%  
 PER MONTH (18% COMPUTED  
 ANNUALLY) WILL BE ADDED

TO PAST DUE INVOICES.

CONTRACTOR'S LICENSE #618911

[www.customliners.com](http://www.customliners.com)

TANK INSPECTED 3-13-23  
 BY D. MOORE & T. MOORE

ESTIMATE VALID FOR 30 DAYS.

**LINER MATERIAL:**

45 MIL BLACK/WHITE CSPE  
 (CHLOROSULPHONATED  
 POLYETHYLENE)

NSF APPROVED FOR POTABLE  
 WATER, INSTALLED WHITE UP  
 FOR BETTER VISIBILITY.

**WARRANTY INFORMATION:**

FIVE YR WARRANTY FROM NEW  
 WORLD; 30 YEAR LIMITED  
 WARRANTY FROM BURKE.

ESTIMATED LIFE OF LINER IS  
 THIRTY YEARS OR LONGER.

Thank You

**NEW WORLD MFG. INC.**  
 27627 DUTCHER CREEK RD  
 P O BOX 248  
 CLOVERDALE, CA 95425  
 (707) 894-5257  
 (707) 894-2660

# QUOTE # 3907

Customer No.: XXAT02

klruiz@pacbell.net

(916) 482-3703

Quote To: **AQUA TECH COMPANY**  
 PO BOX 1961  
 CARMICHAEL, CA 95609

Ship To: **HIDDEN VALLEY CSD**  
 19245 DALLAS CT  
 HIDDEN VALLEY LAKE, CA 95467

Date	Ship Via	F.O.B.	Terms	
03/20/2023	NEW WORLD INSTALL	Origin	Net 15	
Purchase Order Number	Sales Person	Required		
	HOUSE	03/20/2023		
Quantity	Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.		

**TANK SPECIFICATIONS:**

TYPE OF ROOF: FLAT  
 SIZE OF ENTRANCE: 20" X 20"  
 OZONE TREATED? NO  
 36' 11-1/4" OUTSIDE DIAMETER  
 20' OUTSIDE HEIGHT  
 116' 1/2" OUTSIDE CIRCUMF  
 5-1/2" STAVE THICKNESS  
 36' 6-1/4" INSIDE DIAMETER  
 19' 8" INSIDE HEIGHT  
 114' 8-7/8" INSIDE CIRCUMF  
 12"- 14" LINER DROP  
 155,265 GALLON TANK

TANK PREPARATION NEEDED  
 BEFORE INSTALLATION DATE:

TANK SHOULD BE DRAINED AND  
 CLEAN UPON ARRIVAL OF  
 INSTALLERS. IF YOU WANT  
 INSTALLERS TO CLEAN, PLEASE  
 ADVISE. IT IS NOT PART OF  
 THIS ESTIMATE.

AN EXTRA CHARGE MAY APPLY.  
 \*\*\*\*\*

**BILLING INFORMATION:**

1	CITY LICENSE FEE	30.00	30.00
1	45 MIL CSPE LINER, CUT 37' DIAMETER 19' HIGH	19822.29	19822.29

LINER WEIGHS 1151 LBS  
 3644 GROSS SF OF CSPE  
 3347 NET SF OF CSPE

Thank You

**NEW WORLD MFG. INC.**  
 27627 DUTCHER CREEK RD  
 P O BOX 248  
 CLOVERDALE, CA 95425

(707) 894-5257

(707) 894-2660

# QUOTE # 3907

Customer No.: XXAT02

klruiz@pacbell.net

(916) 482-3703

Quote To: **AQUA TECH COMPANY**  
 PO BOX 1961  
 CARMICHAEL, CA 95609

Ship To: **HIDDEN VALLEY CSD**  
 19245 DALLAS CT  
 HIDDEN VALLEY LAKE, CA 95467

Date	Ship Via	F.O.B.	Terms	
03/20/2023	NEW WORLD INSTALL	Origin	Net 15	
Purchase Order Number	Sales Person	Required		
	HOUSE	03/20/2023		
Quantity	Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.		

LINER WILL BE MADE IN 9  
 SECTIONS DUE TO WEIGHT  
 5@ WALL SECTIONS (4@ 133 LB,  
 1@ 120 LBS)  
 4@ FLOOR SECTIONS, 144 LBS

250	GEO 7	7 OZ GEO-TEX UNDERLAYMENT, 15' WIDE, PRICED BY LIN FT,	7.05	1762.50
225	NAIL SSRS1.5	8@ WALL PANELS 19' X 15' (5-1/2" OVER LAP PER PANEL); 3 PC 36' 6" DIA. FOR FLOOR.	0.24	54.00
19.000	SSB 6-304	316SS RING-SHANK NAIL 1 1/2" LONG, UOM EA,	45.62	866.78
		*** 6" DROP NEEDED		
1	TNK 1	304 SS FLAT BAR 1/8"x1"x 6" PREDRILLED EVERY 7-3/4"	68.50	68.50
1		TANK NIPPLE KIT 1" INC TANK NIPPLE, 2 SOFT/3 HARD WASHERS, 2 LOCKNUTS	150.00	150.00
1	SSRK 10-C	1" LOCKABLE CURB STOP VALVE	348.00	348.00
1		10" SS RING KIT FOR CONCRETE TNK, INC. 1/8" THK SS RING, ANCHORS, 2 SOFT WASHERS	450.00	450.00
1		12" SHROUD KIT FOR IN/OUTLET INCL SHRD, 2@ NEO GASKET & SS HOSE CLAMP	300.00	300.00
8		6" SHROUD KIT FOR OVERFLW INC SHRD, 2@ NEO GASKET & SS HOSE CLAMP	400.00	3200.00
		POST WRAP, 6 X 6 POST, 30" W X 19' H W/ 4@ CORNER SHROUDS FOR EA POST		

Thank You



**NEW WORLD MFG. INC.**  
 27627 DUTCHER CREEK RD  
 P O BOX 248  
 CLOVERDALE, CA 95425  
 (707) 894-5257  
 (707) 894-2660

# QUOTE # 3907

Customer No.: XXAT02

klruiz@pacbell.net  
 (916) 482-3703

Quote To: **AQUA TECH COMPANY**  
 PO BOX 1961  
 CARMICHAEL, CA 95609

Ship To: **HIDDEN VALLEY CSD**  
 19245 DALLAS CT  
 HIDDEN VALLEY LAKE, CA 95467

Date	Ship Via	F.O.B.	Terms
03/20/2023	NEW WORLD INSTALL	Origin	Net 15

Purchase Order Number	Sales Person	Required
	HOUSE	03/20/2023

Quantity		Item Number	Description	Unit Price	Amount
Required	Shipped				
			MISC SUPPLIES INCLUDE BRUSHES, RAGS, SOLUTION, CLEANERS, RECTORSEAL, ETC.		1500.00
1		RSK	ROOF SUPPORT KIT FOR INTERNAL LADDER	150.00	150.00
			INSTALLATION (ESTIMATED AT 5 DAYS, 4 INSTALLERS) *PREVAILING WAGE*		28000.00
			TRAVEL		900.00
			LODGING 2 ROOMS@ \$250/ NIGHT FOR 4 NIGHTS		2000.00
			PER DIEM 4@ \$59 X 4 DAYS		944.00
			REMOVE FROM INVENTORY		
4024		CSPE45M60BW-P	CSPE 45 MIL, BLACK/WHITE, 10 x 10 SCRIM, POTABLE GRADE, UOM SF, 5.08' WIDE	0.00	0.00
			INSTALLERS HAVE COMPLETED TRAINING ON CAL-OSHA'S CONFINED SPACE STANDARDS AND FALL PROTECTION. THEY ARE COVERED WITH WORKERS COMPENSATION INSURANCE. THROUGH STATE COMPENSATION INSURANCE FUND. ***PLEASE NOTE***LINED TANKS WILL DRY OUT. TANKS NEED TO BE MAINTAINED AND HOOPS OCCASIONALLY TIGHTENED. DO NOT ALLOW HOOPS TO DROP TO ONE SIDE OR TANK WILL LEAN		

Thank You

**NEW WORLD MFG. INC.**  
 27627 DUTCHER CREEK RD  
 P O BOX 248  
 CLOVERDALE, CA 95425

(707) 894-5257  
 (707) 894-2660

# QUOTE # 3907

Customer No.: XXAT02

klruiz@pacbell.net

(916) 482-3703

Quote To: **AQUA TECH COMPANY**  
 PO BOX 1961  
 CARMICHAEL, CA 95609

Ship To: **HIDDEN VALLEY CSD**  
 19245 DALLAS CT  
 HIDDEN VALLEY LAKE, CA 95467

Date	Ship Via	F.O.B.	Terms	
03/20/2023	NEW WORLD INSTALL	Origin	Net 15	
Purchase Order Number		Sales Person	Required	
		HOUSE	03/20/2023	
Quantity	Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.		

IN THAT DIRECTION.

WE RECOMMEND AN ANNUAL  
 MAINTENANCE CHECK ON TANKS  
 TO TIGHENED HOOPS, REPAIR OR

REPLACE BROKEN SCREEN;  
 REPAIR ROOF AND CLEAN  
 DEBRIS FROM AROUND

THE BASE OF THE TANK. NEVER  
 PAINT OUTSIDE OF TANK WITH  
 HOUSE PAINT OR WOOD SEALER.

MUCH BETTER TO BRUSH OR  
 ROLL A MIXTURE OF 1 PART  
 TURPENTINE TO 4 PARTS

LINSEED OIL. THIS IS  
 ABSORBED INTO THE WOOD  
 WITHOUT MAKING A

PERMANENT SEAL.  
 REDWOOD BENEFITS FROM  
 EXPOSURE TO AIR.

CALL TOLL FREE AT  
 1-800-523-8853 IF YOU HAVE  
 ANY QUESTIONS OR NEED TO  
 SCHEDULE AN INSTALLATION

Estimate subtotal	60546.07
Sales tax @ 7.75000%	2222.09
Estimate total	62768.16

Thank You



POLICY	Vehicle and Equipment Replacement Policy	
POLICY # 2105	ADOPTED: <b>PENDING APPROVAL</b>	REVISION:

**POLICY:**

This Vehicle and Equipment Replacement Policy formalizes best practices and procedures for operating a responsive and cost-effective fleet program. The policies set forth are intended to establish rules for procurement, operation, maintenance, and retirement of District vehicles, to improve overall fleet efficiency and reduce total lifecycle cost of vehicles.

This policy identifies a ranking system utilized to produce a final equipment replacement list. The scorecard method described herein allows staff to update vehicles and equipment, add new vehicles and equipment, and change point values assigned to these assets as time and conditions change. It allows a precise look at the Districts fleet as data is updated.

Some assets that have not reached their lifecycle threshold may be recommended for replacement earlier than scheduled due to safety concerns, unusual wear and tear, regulatory restrictions, or recurring mechanical problems at the Utility Supervisor’s recommendation. Conversely, some assets that have exceeded their lifecycle threshold may be retained if they are classified as mission-critical and no replacement unit will be available.

**PROCEDURE:**

The District Utility Supervisor will use the method detailed below to evaluate the appropriate time vehicles and/or equipment should be replaced.

**EXHIBIT A: VEHICLE/EQUIPMENT SCORECARD – POINT SYSTEM**

Identify all vehicles and equipment in operation.

Each vehicle and equipment will be sorted by class then placed into Exhibit A – Vehicle/Equipment scorecard.

The following criteria shall be placed into each vehicle and equipment’s score card: Age; Miles/hours; Type of Service; Reliability; Maintenance and Repair Costs; as well as Condition.

**EXHIBIT B: PARAMETER GUIDELINES FOR CLASS LIFECYCLE**

Once all vehicles and equipment are placed into Exhibit A, the Parameter Guidelines for Class Lifecycle are used to determine all vehicles and equipment that meet parameters set forth for either age or miles/hours. These Guidelines are noted in Exhibit B.

Any vehicles and equipment that do not meet the parameters noted in Exhibit B should not be scored.



POLICY	Vehicle and Equipment Replacement Policy	
POLICY # 2105	ADOPTED:	REVISION:

**EXHIBIT C: POINT DESCRIPTIONS FOR EXHIBIT A SCORECARD**

Exhibit C describes how a point value is determined under each criterion. For example – Type of Service Category: 1 to 5 points are assigned based on the type of service that vehicle is assigned to. For instance, a combination truck would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.

**EXHIBIT D: GUIDELINES FOR SCORING CONDITION**

Since Conditions require first-hand knowledge of each vehicle and equipment, the Utility Supervisor or designee rate these criteria. Exhibit D further examines how the condition of a vehicle or equipment should be rated.

The points identified under each criterion in Exhibit A are then automatically populated to tally total points for each vehicle and equipment. Once units are identified at 21 points and above, the line on the Excel sheet may be highlighted.

The expected output of this entire review process is to aid in the decision of which vehicles and equipment should be replaced first. The scoring method shows priority. These priority vehicles and equipment can then be incorporated into the annual operating budget.

This policy shall be updated in a timely fashion as technology advances and best practices evolve.

**VEHICLE REPLACEMENT GUIDELINES:**

All new or replacement vehicles and mobile equipment units shall be directed through the Utility Supervisor in order to ensure regulation compliance, proper registration, standardization of make, model, year and fuel type.

During budget preparations, the Utility Supervisor is to identify vehicles that require retirement and/or replacement.

It is the responsibility of the Utility Supervisor to solicit proposals for fleet purchases from three manufacturers who meet the required vehicle specifications.

New vehicles and equipment that need to be added to the fleet shall not be purchased prior to coordination with the General Manager and Accounting Supervisor to ensure adequate funds are available when vehicle replacement is necessary.

Added fleet units or equipment improvement requested outside of the approved vehicle budget will require justification, proposal and acquire Board of Directors approval.



# HIDDEN VALLEY LAKE

## COMMUNITY SERVICES DISTRICT

POLICY	Vehicle and Equipment Replacement Policy	
POLICY # 2105	ADOPTED:	REVISION:

All documents related to the purchase of new vehicles and equipment are to be turned in to the Administrative Services Manager and a copy provided to the Accounting Supervisor.

1. To verify and maintain compliance with all federal, state, local and special district regulations, all new or retrofit of mounted equipment will be approved by Utility Supervisor and installed by field staff or the vendor approved by the Utility Supervisor. The District should strive toward purchasing equipment from a consistent manufacturer in order to provide cost savings, training, installation efficiency, and reduced inventory requirements.
2. Vehicles and equipment that do not meet the qualifications for replacement shall be extended each year until the qualifications are met. Vehicles and equipment that continuously incur excessive maintenance cost and downtime, before reaching the end of their economic lifecycle, may be recommended for replacement, ahead of schedule, at the Utility Supervisor's discretion and as approved.
3. Vehicles and equipment are assumed to be in good condition until they reach their useful lifecycle. Exhibits A, B, C and D provide the method for determining lifecycle parameters for varied vehicle and equipment classes.
4. When the end of lifecycle is reached, and prior to vehicle replacement, unit use should be evaluated. If the unit is under-utilized, it may be re-deployed to another section, placed in surplus or held until major repair is required at the Utility Supervisor's discretion.
5. Should multiple vehicles that fall within the lifecycle policy need to be replaced, but there is a lack of available funds, the Utility Supervisor will make a recommendation to the General Manager for vehicle replacement priority.
  - a. It will be the Utility Supervisor's discretion to recycle if scored units are identified as "up for replacement," yet units are of sound condition and have maintained odometer values well below listed criteria.
  - b. Recycled units are to be maintained for service at a plant facility (Reclamation or Water Operations), or in reserve for temporary vehicle replacement.
  - c. Once in these recycled positions, these units will not be considered for replacement by new purchase unless used as a temporary replacement for a failed or added front-line position. A new vehicle must be budgeted to replace the temporary, recycled replacement in the next budget cycle.
  - d. The recycled unit will be completely removed from service and disposed of if its annual maintenance and repair cost exceeds 50% of its current value or its reliability becomes a detriment to Department operations.



POLICY	Vehicle and Equipment Replacement Policy	
POLICY # 2105	ADOPTED:	REVISION:

**DISPOSAL OF VEHICLES AND LARGE EQUIPMENT:**

- A. Periodically, staff will prepare a list of District vehicles and items of large equipment that are deemed surplus. Staff may rely on factors such as vehicle age, mileage, depreciation value, reliability, and cost of maintenance and repairs.
- B. Vehicles or large equipment are to be sold at public auction.
- C. If it is determined that a vehicle or piece of large equipment, has diminutive or no value or the costs of preparation and sale are greater than the value of the vehicle or equipment, then the General Manager is authorized to dispose of the property in accordance with this policy.
- D. The General Manager may authorize the sale of surplus vehicles and large equipment with an estimated value of \$25,000 or less. Vehicles and large equipment with an estimated value greater than \$25,000 shall be sold as surplus following authorization by the Board.
- E. Prior to the sale of surplus vehicles and large equipment, staff shall take the following actions:
  - 1. Remove all District equipment from the vehicle or large equipment (radio, decals, etc.).
  - 2. Clean and, if necessary, repair the vehicle or large equipment if it has an immediate safety issue.
  - 3. Establish the vehicle or large equipment value using an appropriate, qualified appraisal, trade publications or classified newspaper advertisements. Staff shall prepare a written report relevant to the valuation of the item and attach appropriate documentation.
  - 4. Arrange for the delivery and consignment of the item to the public auction.
  - 5. When the vehicle or large equipment is sold, the General Manager, or his/her designee, shall sign the "pink slip," bill of sale and any other documents required to complete the sale.
  - 6. After the vehicle or large equipment is sold, the General Manager, or his/her designee, shall complete the paperwork as required by the Department of Motor Vehicles (DMV) to report the sale of the vehicle or large equipment, and return all completed forms and vehicle license plates to the DMV.
  - 7. All documents required to complete the sale, are to be turned in to the Administrative Service Manager and a copy provided to the Accounting Supervisor.



POLICY	Vehicle and Equipment Replacement Policy	
POLICY # 2105	ADOPTED:	REVISION:

F. For surplus vehicles and large equipment not sold at public auction, the General Manager has the authority to donate such items to another government agency or any non-discriminatory, tax-exempt non-profit organization qualifying under Internal Revenue Code section 501(c)(3).

G. The General Manager may properly dispose of surplus vehicles and large equipment not sold during public auction and the General Manager is unable to donate the surplus vehicle or large equipment to a qualified government agency or tax-exempt organization, the General Manager may properly dispose of such items at a legal disposal site.

**REVENUE FROM DISPOSAL OF SURPLUS PROPERTY:**

All revenue received from the disposal of surplus property shall be deposited in the District's general operating fund unless otherwise specified by the Board.

**PROHIBITION AGAINST UPGRADES:**

Unless necessary to ensure the safety, merchantability and/or serviceability of surplus property, staff may not make any repairs or upgrades to any real or personal property recommended or already deemed to be surplus.

**PROHIBITED DIRECTOR, OFFICER, AND EMPLOYEE TRANSACTIONS:**

All members of the Board and staff are prohibited from purchasing surplus District property.

**GROUP OR LOT SALES:**

The District reserves the right to place items of surplus property in a group or lot for sale to the highest bidder.

## EXHIBIT B

### PARAMETER GUIDELINES FOR CLASS LIFECYCLE

1	Sedans, Passenger Vans and SUVs	10 years or 150,000 miles
2	Pickups and Light-Duty Basic Service Trucks	10 years or 150,000 miles. Low mileage pickups to be evaluated for WRP on-site operations.
3	Utility Pickups and Custom Service Trucks <14k Gross Vehicle Weight (GVW) with Mounted Equipment	12 years or 100,000 miles
4	Medium Duty Service Trucks >14k to 26K GVW	12 years or 100,000 miles
5	Heavy-Duty Trucks (over 26,000 lbs.)	12 years or 200,000 miles
6	Combination Trucks/Sewer Rodders	12 years or 200,000 miles
C	Heavy-Duty Equipment and Construction Equipment	12 years or 7,000 hours
T	Trailers	20 years
P	Portable Pumps	10 years
G	Portable Generators	20 years
F	Forklifts	20 years or 5,000 hours or as required for Large Spark Ignition Rule Compliance
O	Small Off-Road and Other Equipment	12 years



**EXHIBIT C**

**POINT DESCRIPTIONS FOR EXHIBIT A SCORECARD**

<b>FACT</b>	<b>POINTS</b>
Age	<p>One point for each 20% of expected Class Service Life based on in-service date.</p> <p>This score may exceed 5 points.</p>
Miles/Hours	<p>One point for each 20% of expected Life Miles or Hours of use.</p> <p>This score may exceed 5 points.</p>
Type of Service	<p>1 to 5 points are assigned based on the type of service that vehicle receives. For instance, a Sewer Line cleaning truck would be given a 5 due to its severe service duty. In contrast, an administrative sedan would be given a 1.</p>
Reliability	<p>Points are assigned as 1, 3, or 5 depending on comparison to average Maintenance Cost Per Mile (MCPM) of class. Points are assigned as 1 point if MCPM mile is less than 75 % of average MCPM in class, 3 points if &gt; 75% but &lt; 120 % average MCPM in class, and 5 points if &gt; 120% of average MCPM in class.</p>
Maintenance & Repair Costs	<p>One point when maintenance cost = 20 % of Original Purchase cost and a 5 when Maintenance costs are equal to Purchase cost.</p>
Condition	<p>This factor takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being Poor Condition.</p> <p>See Exhibit D for guidelines to score condition.</p>

## EXHIBIT C

### Points

Points for Age, Mileage, Maintenance, and Service Counts are determined when they fall within the following percentages:

0% to 19% = 1 point

20% to 39% = 2 points

40% to 59% = 3 points

60% to 79% = 4 points

80% to 100+% = 5 points

### Age Projection

Age Projection is the percentage of the vehicles current age divided by the Estimated Years. The Estimated Years is what you entered in the Class Code that the vehicle is assigned. The closer the vehicle's current age is to the projected life, the higher the replacement number.

Example: The year is 2018, so a 2015 Vehicle is 3 years old (2018 – 2015 = 3). The class code's Estimated Years is 10 years,

$3 \div 10 = .30$  or 30%. 30% is equal to 2 points.

### Mileage/Kilometer/Hours Projection

(Mileage/Kilometers/Hour will be referred to as Units in this example).

The Units Projection is the percentage of the vehicle's current Life Units divided by the Estimated Primary Units. The Estimated Primary Units is what you entered in the Class Code that the vehicle is assigned. The closer the vehicles current life units are to the Estimated Primary Units, the higher the replacement number.

Example: The vehicle's life meter is 58,000 and the Estimated Primary Units is 150,000.

$58,000 \div 150,000 = .387$  or 38.7%. 38.7% is equal to 2 points.

### Maintenance Costs Comparison

The Maintenance Cost Comparison is the vehicle's maintenance cost (Parts, Labor, Outside Repairs from WO's) divided by the vehicle's purchase price.

Example: The vehicles maintenance cost is \$6,359.00 and the purchase price was \$52,000.00.

$6,359.00 \div 52,000.00 = .122$  or 12.2%. 12.2% is equal to 1 point.

### **Service Count Per Year**

Is a calculation of: Subtract the number of WO's (or WO lines) from the Min Service Count. Divide this by the sum of the Min and Max Service Count (that you entered in the Class Codes), to get the percentage.

Example: In the Class Code, under "Replacement by Score" tab, the Minimum Service Count is 1, the Maximum Service Count is 10, and the Vehicle's WO count for the past year is 4 WO's.

(# of WOs) 4 - (Min Cnt) 1 = 3, (Max Cnt) 10 - (Min Cnt) 1 = 9,  $3 \div 9 = .33$  or 33% 33% = 2 points.

### **Condition**

Mechanical/Body Assessment is based on the condition you assess the vehicle to be (Enter 1 through 5).

For the condition you'll want to consider inspections of the body condition, rust, interior condition, accident history, and future repairs. Lower numbers would indicate a good condition and high numbers would indicate a poor condition.

1 = Excellent condition - Interior and exterior no signs of wear, mechanically sound

2 = Vehicle better than average - Minimal wear inside and out, minor scratches dents, mechanically sound

3 = Average or normal wear and tear, with light cosmetic damage, mechanically sound)

4 = Excessive Wear and Tear - Dents & scratches, body damage, interior wear, engine or transmission not mechanically sound

5 = Severe Wear and Tear - May have collision damage, signs of severe abuse, engine or transmission in poor condition, although unit may be operable it's near the end of its useful life)

## EXHIBIT D

### GUIDELINES FOR SCORING CONDITION

FACTORS	POINTS
Based on the overall condition of the vehicle/condition, a score of 1-2 indicates the vehicle is in good condition: without exterior body damage or rust, all components are fully functional, the interior has no wear or upholstery tears, the dash is not cracked, door hinges are not worn out, doors and windows are fully functional.	1-2
Based on the overall condition of the vehicle/condition, a score of 3 indicates the vehicle is in fair condition: only minor body damage, This could include a few dents and scrapes, rust on certain parts of the vehicle, bent bumper, faded headlights, faded paint and some minor mechanical functions that do not operate properly.	3
Based on the overall condition of the vehicle/condition, a score 4 indicates poor condition: body damage in various areas, broken light lens, doors not closing properly, interior is badly damaged, components are missing.	4
Based on the overall condition of the vehicle/condition, a score of 5 indicates bad condition: poor body damage, faded paint, major rust, missing parts, not functioning, vehicle or equipment does not start or function, interior in poor condition, torn seats or broken. Score indicates major repair required or major component failure indications.	5
<p><b>POINT SCORES INTERPRETATION</b></p> <p><b>1-2 = Unit is in Good Condition    4 = Unit is in Poor Condition</b></p> <p><b>3 = Unit is in Fair Condition    5 = Unit is in Bad Condition</b></p>	





# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

## SEWER SYSTEM MANAGEMENT PLAN

JUNE 2023

# TABLE OF CONTENTS

INTRODUCTION .....	1
I. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION .....	1
A. Hidden Valley Lake Community Services District Goals.....	1
B. Sewer System Asset Overview.....	2
II. ORGANIZATION .....	3
A. Legally Responsible Official.....	3
B. SSMP Responsibilities and Contact Information.....	3
C. Organization Lines of Authority.....	4
III. LEGAL AUTHORITY.....	4
A. HVLCSO Sewer System Use Ordinance No. 60 .....	4
A. Updated Map of Sanitary Sewer System.....	5
IV. OPERATION AND MAINTENANCE PROGRAM .....	6
B. Preventative Operation and Maintenance Activities .....	6
C. Training.....	6
D. Equipment Inventory .....	7
V. DESIGN AND PERFORMANCE PROVISIONS .....	7
A. Updated Design Criteria and Construction Standards and Specifications .....	7
B. Procedures and Standards .....	8
VI. SPILL EMERGENCY RESPONSE PLAN .....	8
A. SSO Response and Reporting Protocols .....	8
VII. SEWER PIPE BLOCKAGE CONTROL PROGRAM .....	8
A. Sewer Blockage Prevention .....	8
VIII. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS .....	9
A. System Evaluation and Condition Assessment .....	9
B. Capacity Assessment and Design Criteria.....	9
C. Prioritization of Corrective Action .....	10
D. Capital Improvement Plan .....	10
IX. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS.....	10
A. Adaptive Management .....	10
X. INTERNAL AUDITS.....	11
A. SSMP Audit .....	11
XI. COMMUNICATION PROGRAM.....	11
A. Communication During Spill Events.....	11
B. Plan Updates and Public Outreach .....	12
APPENDICES.....	13
A. SWRCB General Order 2022-0103-DWQ Required Elements .....	13
B. HVLCSO Service Boundary.....	24
C. Sanitary Sewer Overflow Standard Operating Procedure .....	26
D. CIWQS Spill-No Spill Report Standard Operating Procedure.....	30
E. Ordinance No. 60, HVLCSO Sewer System Use .....	36
F. Resolution 2018-02, Engineering Standard Specification Drawings.....	67
G. Collection System Asset Map.....	69
H. Collection System Priority Line Cleaning Map.....	71
I. SSMP Audit Form.....	73
J. Water Quality Emergency Notification Plan .....	80

## INTRODUCTION

The Hidden Valley Lake Community Services District (District) is a special district in southern Lake County, California, which provides potable water and wastewater collection and treatment services to a population of over 6,000 people.<sup>1</sup> Bounded by State Highway 29 to the west, Putah Creek to the south, the Ranchos subdivision to the east, and undeveloped lands to the north, the District lies approximately 4.5 miles to the northeast of Middletown. Defining features of the community include a dam across Coyote Creek (a tributary to Putah Creek) and the resulting 102-acre Hidden Valley Lake, an 18-hole golf course, and the Hidden Valley Lake subdivision, a Common Interest Development.<sup>2</sup> The District is located in a low-density population but high wildfire-prone region.

The District was formed in 1984 under sections 61000-61934 of the California Government Code with a five-member Board of Directors elected by voters residing within the District. The District was formed with the intention of providing and maintaining public improvements, namely water and sewer services to residents within its boundaries.<sup>3</sup>

This Sanitary Sewer Management Plan (SSMP, Plan) is maintained in accordance with the *Statewide Waste Discharge Requirements, Required Elements, General Order for Sanitary Sewer Systems, State Water Resources Control Board Order No. WQ 2022-0103-DWQ* (included as Appendix A). This version of the SSMP is an update to previous Plans required under State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ. The Plan will be revised every 3 years, and additionally as needed, and internally audited upon the completion of the District's annual Infiltration and Inflow (I/I) Assessment. Milestones for preventing sewer spills will be based on the activities completed in I/I Assessment for that particular water year.<sup>4</sup>

### I. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

**Appendix A, Sec. 1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION:** *The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.*

*The Plan must include a narrative Introduction section that discusses the following items: Regulatory Context; a Sewer System Management Plan Update Schedule; and a Sewer System Asset Overview.*

#### A. Hidden Valley Lake Community Services District Goals

It is the District's goal to provide quality, safe, and reliable sewer services in the most cost-effective manner possible. The District has developed the following goals in an effort to meet the requirements of the SSMP:

<sup>1</sup> This estimate is based on Census data from 2020, assuming a constant annual growth rate.

<sup>2</sup> [Municipal Service Review \(MSR\) and Sphere of Influence \(SOI\) Update, 2017](#)

<sup>3</sup> [Municipal Service Review of Services Provided by the Hidden Valley Lake CSD, 2005](#)

<sup>4</sup> A water year is structured to encompass a full water cycle (October 1 – September 31 in the Northern Hemisphere). Precipitation and snowfall typically occur toward the end of the calendar year and water drains from the watershed in the following spring or summer.



- Continue to professionally manage, operate, and maintain all parts of the wastewater collection system.
- Minimize the frequency of sanitary sewer overflows (SSOs).
- Mitigate the impact of SSOs.
- Cost effectively reduce I/I.
- Audit the SSMP regularly and revise as necessary to reflect changes in regulations, requirements, and new developments.
- Update the collection system questionnaire annually on the California Integrated Water Quality System (CIWQS) database.

These goals provide focus for the District to provide high quality service and to continually improve the management, operations, and maintenance of the sanitary sewer system.

#### **B. Sewer System Asset Overview**

The District is comprised of approximately 1,882 acres and provides sewer service to nearly 1,500 residential connections and 15 commercial and institutional connections; the District does not service any heavy industrial customers (see Appendix B for a Service Area Map. A map of sewer infrastructure is available on the District's geographic information system (GIS) database and is expanded upon in section IV of this Plan).<sup>2</sup> The District assumes ownership for the sewer lateral portion extending from the main to the service connection property line (the lower lateral) while the property owner/entity assumes the remaining portion (the upper lateral). The wastewater collection system consists of approximately 15 miles of gravity mains ranging from 4- to 18-inches in diameter, 8 pumping stations, and 1.5 miles of forced main.<sup>5</sup> Collected wastewater is discharged to the Hidden Valley Lake Community Services District Regional Water Reclamation Facility (RWRF), a treatment plant located off of Grange Road, south of Putah Creek.<sup>6</sup> The RWRF treats an average dry weather flow of 0.350 million gallons per day (MGD) and is capable of treating a peak flow of 0.894 MGD.<sup>7</sup> Raw wastewater is treated with a series of processes including mechanical screening, extended aeration and activated sludge, clarification, direct filtration, and chemical addition processes. After providing tertiary level treatment, the RWRF discharges treated effluent to 412 acre-feet, clay-lined storage pond where it is held for golf course irrigation via 1.5 miles of reclaimed water transmission pipe; the District's Waste Discharge Identification (WDID) Number is 5SSO10967. The storage pond is sized to hold effluent from the RWRF plus flows from a 1 in 100-year recurrence interval wet weather event, however the collection system and RWRF were not designed with the intention of collecting and treating stormwater.<sup>7</sup>

Data on the sewer system are collected and maintained through multiple facets: Microsoft Excel spreadsheets, in the SCADA Historian software, and on paper documents. Additional data is used from external organizations, such as the National Oceanic and Atmospheric Administration (NOAA) or the United States Geological Survey (USGS), to perform I/I studies on the collection system.

---

<sup>5</sup> Hidden Valley Lake Community Services District Sewer System Management Plan, 2011

<sup>6</sup> Coyote Valley Concept Infrastructure Plan, 2007

<sup>7</sup> Hidden Valley Lake Community Services District Water Reclamation Facilities Operations and Maintenance Manual, 1996

## II. ORGANIZATION

**Appendix A, Sec. 2. ORGANIZATION:** The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through and organization chart or similar narrative documentation...

### A. Legally Responsible Official

The District’s Legally Responsible Officials are the Utility Supervisor Barry Silva, Project Manager Alyssa Gordon, and Water Resources Specialist Hannah Davidson.

### B. SSMP Responsibilities and Contact Information

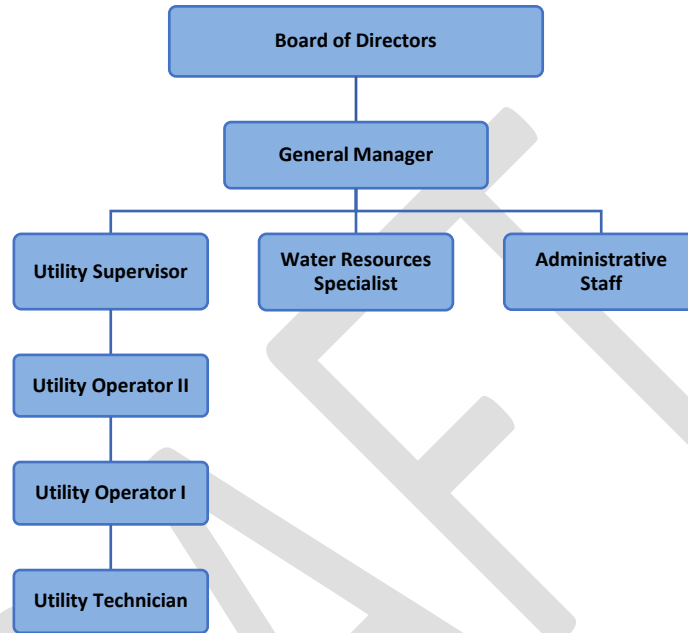
The chart below lists each section of this SSMP in order, with corresponding individuals responsible for implementing each specific Plan element and their contact information:

SSMP Element	Responsible Party (Position)	Responsible Party (Name)	Phone Number	Email Address
1. Goals	General Manager	Dennis White	707-533-3498	<a href="mailto:dwhite@hvlcsd.org">dwhite@hvlcsd.org</a>
2. Organization	General Manager	Dennis White	707-533-3498	<a href="mailto:dwhite@hvlcsd.org">dwhite@hvlcsd.org</a>
3. Legal Authority	General Manager	Dennis White	707-533-3498	<a href="mailto:dwhite@hvlcsd.org">dwhite@hvlcsd.org</a>
4. O&M Program	Utility Supervisor	Barry Silva	707-355-2418	<a href="mailto:bsilva@hvlcsd.org">bsilva@hvlcsd.org</a>
5. Design & Performance Provisions	General Manager & Utility Supervisor	Dennis White & Barry Silva	707-533-3498 707-355-2418	<a href="mailto:dwhite@hvlcsd.org">dwhite@hvlcsd.org</a> <a href="mailto:bsilva@hvlcsd.org">bsilva@hvlcsd.org</a>
6. Spill ERP	Utility Supervisor	Barry Silva	707-355-2418	<a href="mailto:bsilva@hvlcsd.org">bsilva@hvlcsd.org</a>
7. Sewer Pipe Blockage Control Program	Utility Supervisor	Barry Silva	707-355-2418	<a href="mailto:bsilva@hvlcsd.org">bsilva@hvlcsd.org</a>
8. System Evaluation, Capacity Assurance & Capital Improvements	General Manager	Dennis White	707-533-3498	<a href="mailto:dwhite@hvlcsd.org">dwhite@hvlcsd.org</a>
9. Monitoring, Measurement & Program Modifications	Water Resources Specialist	Hannah Davidson	707-295-1755	<a href="mailto:h davidson@hvlcsd.org">hdavidson@hvlcsd.org</a>
10. Internal Audits	Water Resources Specialist	Hannah Davidson	707-295-1755	<a href="mailto:h davidson@hvlcsd.org">hdavidson@hvlcsd.org</a>
11. Communication Program	Administrative Services Manager	Penny Cuadras	707-987-9201	<a href="mailto:pcuadras@hvlcsd.org">pcuadras@hvlcsd.org</a>

**C. Organization Lines of Authority**

The District’s organizational structure as it relates to sewer system operations is presented in the figure below; it also illustrates the line of authority within the District.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SSMP ORGANIZATIONAL CHART**



In the event of an SSO, staff follow the SSO and CIWQS Standard Operating Procedures (SOP; see Appendix C and D). The Utility Operator I/II and Utility Technician are responsible for investigating and reporting SSOs to the Utility Supervisor. The Water Resources Specialist is responsible for reporting SSOs to the SWRCB and the Central Valley Regional Water Quality Control Board (CVRWQCB), Lake County Environmental Health, the California Office of Emergency Services (CalOES), other agencies as needed, and on the CIWQS website. Any after-hours emergency is forwarded to a call center. The call center will then contact the on-call staff member who will then respond to any after-hours emergency and CIWQS reporting will proceed the same.

**III. LEGAL AUTHORITY**

**Appendix A, Sec. 3. LEGAL AUTHORITY:** *The Plan must include copies or an electronic link to the Enrollee’s current sewer system ordinance, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority...*

**A. HVLCSO Sewer System Use Ordinance No. 60**

The District’s current ordinance governing sewers is in Ordinance No. 60 of the District code (included as Appendix E). The Ordinance became effective on May 17, 2022, and repeals

Ordinance Nos. 3, 48, and 59.1. the District’s design and construction standards for sewer systems were adopted via Board Resolution 2018-02 on April 17, 2018 (included as Appendix F).

The following required elements of the SSMP and references to Ordinance No. 60 demonstrate that the District possesses the necessary legal authority to:

- i. Prevent illicit discharges into its sanitary sewer system from I/I; unauthorized stormwater, chemical dumping, unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages.

***Section 4. Discharge Requirements. (b) Specific Discharge Prohibitions***

- ii. Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of the sanitary sewer infrastructure to storm sewer infrastructure.

***NA***

- iii. Require that sewer system components and connections be properly designed and constructed.

***Section 3. General Provisions. (j) Construction, Repair, and Replacement of Sewers***

- iv. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the District.

***Section 3. General Provisions. (h) District Access***

- v. Enforce any violation of the sewer ordinances, service agreements, or other legally binding procedures.

***Section 11. Violations, Liability, and Enforcement***

- vi. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance.

***Section 3. General Provisions. (h) District Access***

**A. Updated Map of Sanitary Sewer System**

The District is continually striving to improve its GIS database of sanitary sewer assets. Current data is sourced from the District’s GIS data, Lake County GIS data, as-builts records, and FEMA floodplain designations. A near complete map of the collection system can be found in Appendix G; a more comprehensive map is expected to be completed by 2024.

The District utilizes its GIS database to aid field staff in the location of assets and analysis. Information such as location, sewer lines distinguished by gravity and forced main, manholes, pumping facilities, valves, and other assets are maintained and referenced against observations by field staff. GIS is crucial in identifying potential system improvements and is a component in the District’s Capital Improvement Plan.

Upon request the District may distribute its available sewer system map under multiple formats to both State and Regional Water Board staff.

## IV. OPERATION AND MAINTENANCE PROGRAM

**Appendix A, Sec. 4. OPERATION AND MAINTENANCE PROGRAM:** The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system: an Updated Map of Sanitary Sewer System, Preventative Operation and Maintenance Activities, Training, and an Equipment Inventory.

### B. Preventative Operation and Maintenance Activities

District field staff conduct daily, weekly, monthly, quarterly, and annual operation and maintenance activities in the collection system. These activities include:

- As needed application of windsocks, blocks, and sprays for odor control at all facilities.
- As needed response to customer complaints.
- As-needed and increased hydro-jetting of sanitary sewer priority areas.
- Contingent on wet weather, inspections of the collection system for I/I, via:
  - Visual inspections of manholes and sewer pipes.
  - Closed-circuit television (CCTV) inspections of manholes and sewer pipes.
- Daily monitoring of lift station run hours.
- Weekly grease removal and inspections of all lift stations.
- Regular inspections of sanitary sewer priority areas.
- Annual maintenance of lift station backup generators.
- Annual commercial grease trap inspections.
- Annual I/I Assessment by water year to track I/I progress and determine next steps.

A *Collection System Priority Line Cleaning* map was developed in the 2018 water year and identifies priority areas in the collection system requiring frequent monitoring and maintenance during wet weather events (see Appendix H); the map will be reviewed during the SSMP Audit process. While additional areas of concern have been identified since, the map is used for reference identifying the oldest segments of the collection system and therefore those generally requiring the most maintenance. Maintenance is recorded by field staff in daily work logs, inspection forms, and service orders. Findings from CCTV inspections are organized by date and water year in the District's local drives and visual inspections are tracked as notes on hardcopy maps; all findings are compiled into the District's annual I/I Assessment at the end of the given water year.

Regular maintenance is ensured by the Utility Supervisor and the General Manager.

### C. Training

The District's collection system staff are trained to know how to maintain and operate the collection system during normal, abnormal, and emergency conditions to manage flows and avoid SSOs. Water Reclamation Plant Risk Management Plan (RMP) training and review is completed annually for field staff. The Field Operations Manual, provided for all field staff, contains reference documents to assist staff in estimating SSO spill volumes as well as the Sanitary Sewer System Overflow SOP. Daily roundtable meetings are held every morning covering a variety of topics both operational and safety related, and safety meetings are held monthly.

LRO's are trained to use the CIWQS reporting tool for submitting information and SSOs and may reference the CIWQS Spill-No Spill Report SOP (see Appendix D).

**D. Equipment Inventory**

The District maintains an inventory of replacement parts and equipment for emergency repairs to the sewer collection system and pump systems which minimizes facility downtime. The inventory includes:

<p><b>Contingency Equipment:</b></p> <ul style="list-style-type: none"> <li>• Sewer snakes</li> <li>• CCTV equipment (SeeSnake)</li> <li>• Backup diesel generators for lift stations and flood protection</li> <li>• Spare motor &amp; pump for lift stations</li> <li>• Vac Truck</li> <li>• Excavator</li> <li>• Work trucks each containing:             <ul style="list-style-type: none"> <li>○ Misc. tools</li> <li>○ PPE</li> <li>○ Saws</li> <li>○ Rope</li> <li>○ Extension cords</li> <li>○ Misc. tapes</li> <li>○ Carb and choke cleaner</li> <li>○ Sewer dye</li> <li>○ Shovels</li> <li>○ Picks</li> <li>○ Brooms</li> <li>○ Connectors</li> <li>○ Pipe fittings</li> <li>○ Straps</li> <li>○ Root killer</li> <li>○ Traffic control signs &amp; cones</li> <li>○ Paint</li> <li>○ Starting fluid</li> <li>○ Rakes</li> <li>○ Sheers</li> <li>○ Chain</li> <li>○ Hatchets</li> </ul> </li> </ul>	<p><b>Spare Materials:</b></p> <ul style="list-style-type: none"> <li>• Misc. plugs, 4" – 6"</li> <li>• Manhole lids and rings</li> <li>• Valve rings</li> <li>• Inflatable pigs, 2" – 12"</li> <li>• Misc. SDR fittings, 4" – 6"</li> <li>• Rubber couplings, 4" – 6"</li> <li>• Lift station floats</li> <li>• 20' SDR 35, 4" – 8"</li> <li>• Temporary flow monitoring equipment</li> </ul>
--	--

**V. DESIGN AND PERFORMANCE PROVISIONS**

**Appendix A, Sec. 5. DESIGN AND PERFORMANCE PROVISIONS:** *The Plan must include the following items as appropriate and applicable to the Enrollee's system: Updated Design Criteria and Construction Standards and Specifications, and Procedures and Standards.*

**A. Updated Design Criteria and Construction Standards and Specifications**

To minimize I/I and lower the long-term costs of operating the wastewater collection and treatment systems, all construction, installation, repair, and rehabilitation work of existing and proposed system infrastructure components must be performed to proper standards. The District has adopted the Capital Improvement Project Standards of Eastern Municipal Water District via Board Resolution 2018-02 (see Appendix F).

**B. Procedures and Standards**

Upon the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system components, the District adheres to the standards identified in Resolution 2018-02 (see Appendix F).

**VI. SPILL EMERGENCY RESPONSE PLAN**

**Appendix A, Sec. 6. SPILL EMERGENCY RESPONSE PLAN:** *The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills.*

**A. SSO Response and Reporting Protocols**

Sewer system personnel and management follow the SF005-01 SSO SOP (see Appendix C) for responding to and addressing active SSOs and the SA016-04 CIWQS Spill-No Spill Report SOP (see Appendix D) for documenting and reporting SSOs through the CIWQS website. The Water Resources Specialist will review both SOPs annually during regular review of all SOPs in June and make edits as necessary.

**VII. SEWER PIPE BLOCKAGE CONTROL PROGRAM**

**Appendix A, Sec. 7. SEWER BLOCKAGE CONTROL PROGRAM:** *The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.*

**A. Sewer Blockage Prevention**

Past instances of blockages have not been primarily due to fats, oils, grease, rags, and/or debris. For these reasons there is no formal sewer blockage control program at this time. There are, however, certain tasks the District implements into routine operations to keep blockage occurrences to a minimum.

The District implements fats, oils, grease, rags, and debris removal into routine operations and maintenance. Sewer system staff remove build up at lift stations weekly and document operations in daily logbooks and in quarterly I/I reports to the CVRWQCB. Additionally, the District requires that restaurants and applicable commercial businesses maintain grease traps; collection system staff inspect these annually. The District maintains regular communication with the public by distributing quarterly newsletters, posting on a public Facebook page, and during community events. Through these avenues proper flushing "Do's and Don'ts" are shared along with other water and wastewater related material.

## VIII. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

**Appendix A, Sec. 8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS:**

*The Plan must include procedures for:*

- *Routine evaluation and assessment of system conditions;*
- *Capacity assessment and design criteria;*
- *Prioritization of corrective actions; and*
- *A capital improvement plan.*

### A. System Evaluation and Condition Assessment

The District's collection system staff are trained to observe and document abnormalities and characteristics of the sewer system. Sanitary sewer system assets are monitored daily during Wastewater Rounds and during regular operations. Findings are documented in the SCADA record-keeping software, in spreadsheets, in daily logbooks, and summarized in the District's annual I/I Assessments. Assets like pump stations, manholes, and cleanouts are monitored frequently during irregular operating conditions such as during heavy storm events, wildfires, and power outages/disruptions. The District prioritizes assessments of system areas that are in close proximity to Hidden Valley Lake and Putah Creek to prevent the contamination of surface water; there are no sewer assets in vicinity to a receiving water with a bacterial-related impairment according to the Clean Water Act section 303(d) List.

Multiple sewer system assets have shown vulnerabilities during extreme weather events due to climate change. The southmost section of the sewer system lies in low-sloped areas adjacent to Putah Creek which habitually floods the community during abnormally high flows. Since 2017, 51 cast-iron manhole lids, primarily in this low-lying section, have been replaced with air-tight composite lids that prevent stormwater from entering the manhole from the lid; several manholes remain vulnerable to similar flooding. Pumps at lift stations and equipment at the RWRP are vulnerable to power disruptions and fluctuations which are primarily caused by wildfire and extreme heat.

### B. Capacity Assessment and Design Criteria

All SSOs are thoroughly investigated as part of wastewater system management and documented in the District's annual I/I Assessments. It remains protocol that prior to heavy rain events lift stations undergo inspections and FOG removal and that the maximum amount of influent be treated at the RWRP in anticipation of heavy flows. The RWRP treats an average dry weather flow of 0.350 million gallons per day (MGD) and may treat a peak flow of 0.894 MGD. During heavy flows due to excess I/I, the RWRP operates in *bypass mode* and influent is directed to the flow equalization basin prior to entering the aeration basin. The flow equalization basin may hold up to 1.2 million gallons of extraneous flow.<sup>7</sup> During dry weather SSOs are not anticipated unless there is root intrusion or an abnormal blockage in the system. During wet weather SSOs are more likely to occur if there is sufficient ground saturation, flooding, or an excess amount of rainfall within a short period of time.



**C. Prioritization of Corrective Action**

The findings from system evaluations, and capacity and design assessments are documented in the District’s annual I/I Assessments. The list of recommended actions compiled at the end of these assessments is used to determine actions that will be taken in the sewer system the following water year. Recommendations are prioritized based on the severity of consequences that potential spills have on public health, the environment, and finances.

**D. Capital Improvement Plan**

Included in the District’s 2022 – 2023 Budget are current and future sewer capital improvement plans. Multiple projects are underway to improve the integrity of the collection system and District staff coordinate with engineering consultants during all parts of planning, design, and implementation phases. The following is an excerpt from the Budget Narrative:

*[Sewer] revenues are going straight back into the infrastructure that is in need of repair. Equipment purchases have been smaller and more customized to the specific needs of a District this size. Sewer revenues have also allowed for vast improvements in the mitigation of leaks and stormwater inflow. Cured-in-place pipelining, pipe bursting, and airtight HDPE manhole lids are some of the newer technologies being put to use in the sewer infrastructure. All of these improvements help prevent inundation events that devastate the wastewater treatment plant as evidenced by the flooding disasters of 2017 and 2019. In-house staff are able to capitalize on newer equipment to repair failures faster and cheaper. Preventative maintenance is on the upswing, further reducing the costly effects of failure.*

There are two ongoing sewer projects at the District:

- **Sewer Rehabilitation Project:** A project to repair and rehabilitate compromised components of the sewer system. Funded by Prop 1 funds distributed from the Department of Water Resources (DWR) and Westside Sacramento Integrated Regional Water Management (IRWM). The sewer rehabilitation component of the project was completed 5/31/23 and the manhole lid replacement component became a part of continuous improvement activity.
- **SCADA Refresh Project:** A project to replace existing SCADA software with a more reliable system. Funded by sewer rate fees and in-kind services. Phase 1 (Master Plan) was completed 4/19/22 and Phase 2 (Implementation Plan & Project Portfolio) is expected to be completed by 9/1/23. Additional SCADA improvements will become a part of continuous improvement activity.

**IX. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS**

**Appendix A, Sec. 9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS:** *The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement...*

**A. Adaptive Management**

The SSMP will be reviewed every quarter to ensure that all the provisions are implemented appropriately. The effectiveness of this Plan will be discussed at the monthly field staff safety

meetings and may be discussed at regular or special board meetings. The SSMP and its elements will be updated during the audit process, or on an as-needed basis.

Records documenting SSMP implementation and revisions, SSO event records, water quality monitoring for SSOs, and collection system telemetry records if used to document or estimate SSO volumes shall be maintained for a minimum period of five years and shall be made available to the SWRCB and CVRWQCB during inspections or upon request.

## X. INTERNAL AUDITS

**Appendix A, Sec. 10. INTERNAL AUDITS:** *The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.*

### A. SSMP Audit

The District will perform biennial internal audits evaluating the SSMP's effectiveness, including efforts to reduce or eliminate SSOs and their impacts, any deficiencies, and steps to correct them. The results of the audit along with recommendations and suggested improvements shall be maintained for a period of five years and shall be made available to the CVRWQCB upon request. A SSMP Audit Form will be used to perform the audit (see Appendix I).

The Collection System Questionnaire shall be updated at least every 12 months and certified on CIWQS.

## XI. COMMUNICATION PROGRAM

**Appendix A, Sec. 11. COMMUNICATION PROGRAM:** *The Plan must include procedures for the Enrollee to communicate with:*

- *The public for:*
  - *Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and*
  - *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.*
- *Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:*
  - *System operation, maintenance, and capital improvement-related activities.*

### A. Communication During Spill Events

In the event of an SSO involving the closure of a public area or the discharge of sewer into a source of drinking water, the public will be notified in the following ways:

- In accordance with the Water Quality Emergency Notification Plan (see Appendix J):

*In the event of a water quality emergency, the Hidden Valley Lake Community Services District (HVLCSO) will issue a Boil Water Notice, the issuance of this notice will be in the form of door-to-*

*door paper notifications that will be printed in both English and Spanish...HVLCSO field operations staff, HVLCSO administrative staff, and Hidden Valley Lake Association (HVLA) security may all be enlisted to accomplish this notification within 12 hours. Also, notification will be posted on bulletin boards within the community, and on the hvlcso.org website. Signage will be placed at all entrances (5), and written notification will be handed to cars entering the security when feasible. Once the water quality emergency has abated, a cancellation notification will be issued in the same manner (and format) as the Boil Water Notice...*

- For spills into a water of the US, Hidden Valley Lake Association (HVLA) security will be notified and requested to send out a Nixle alert. The District will notify the public on its website ([www.hvlcso.org](http://www.hvlcso.org)) and on its public Facebook page. Lake County OES, Lake County Environmental Health and the CVRWQCB will be notified through an emergency call system.

**B. Plan Updates and Public Outreach**

On June 2, 2023, Plan updates were made available for public review on the District website ([www.hvlcso.org](http://www.hvlcso.org)) with notifications posted on the District's public Facebook page and on the bulletin board at the Administration Office (19400 Hartmann Rd, Hidden Valley Lake, CA 95467). Comments are to be made via email to Hannah Davidson, Water Resources Specialist, at [hdauidson@hvlcso.org](mailto:hdauidson@hvlcso.org).

## APPENDICES

### A. SWRCB General Order 2022-0103-DWQ Required Elements

DRAFT

**ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS**

**Table of Contents**

1.	Sewer System Management Plan Goal And Introduction .....	D-2
1.1.	Regulatory Context .....	D-2
1.2.	Sewer System Management Plan Update Schedule.....	D-3
1.3.	Sewer System Asset Overview .....	D-3
2.	Organization .....	D-3
3.	Legal Authority.....	D-4
4.	Operation And Maintenance Program.....	D-4
4.1.	Updated Map of Sanitary Sewer System .....	D-4
4.2.	Preventive Operation and Maintenance Activities.....	D-4
4.3.	Training .....	D-5
4.4.	Equipment Inventory .....	D-5
5.	Design And Performance Provisions .....	D-5
5.1.	Updated Design Criteria and Construction Standards and Specifications.....	D-5
5.2.	Procedures and Standards.....	D-5
6.	Spill Emergency Response Plan.....	D-6
7.	Sewer Pipe Blockage Control Program.....	D-7
8.	System Evaluation, Capacity Assurance and Capital Improvements.....	D-7
8.1.	System Evaluation and Condition Assessment.....	D-7
8.2.	Capacity Assessment and Design Criteria .....	D-8
8.3.	Prioritization of Corrective Action .....	D-9
8.4.	Capital Improvement Plan.....	D-9
9.	Monitoring, Measurement and Program Modifications.....	D-9
10.	Internal Audits.....	D-10
11.	Communication Program .....	D-10

**ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS**

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

**1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION**

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

**1.1. Regulatory Context**

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

**1.2. Sewer System Management Plan Update Schedule**

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

**1.3. Sewer System Asset Overview**

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

**2. ORGANIZATION**

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

health officer, county environmental health agency, and State Office of Emergency Services.)

**3. LEGAL AUTHORITY**

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

**4. OPERATION AND MAINTENANCE PROGRAM**

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

**4.1. Updated Map of Sanitary Sewer System**

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

**4.2. Preventive Operation and Maintenance Activities**

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;



STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

**4.3. Training**

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

**4.4. Equipment Inventory**

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

**5. DESIGN AND PERFORMANCE PROVISIONS**

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

**5.1. Updated Design Criteria and Construction Standards and Specifications**

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

**5.2. Procedures and Standards**

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

**6. SPILL EMERGENCY RESPONSE PLAN**

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

**7. SEWER PIPE BLOCKAGE CONTROL PROGRAM**

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

**8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS**

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

**8.1 System Evaluation and Condition Assessment**

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
  - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

**8.2. Capacity Assessment and Design Criteria**

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

**8.3. Prioritization of Corrective Action**

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

**8.4. Capital Improvement Plan**

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

**9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS**

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

**10. INTERNAL AUDITS**

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

**11. COMMUNICATION PROGRAM**

The Plan must include procedures for the Enrollee to communicate with:

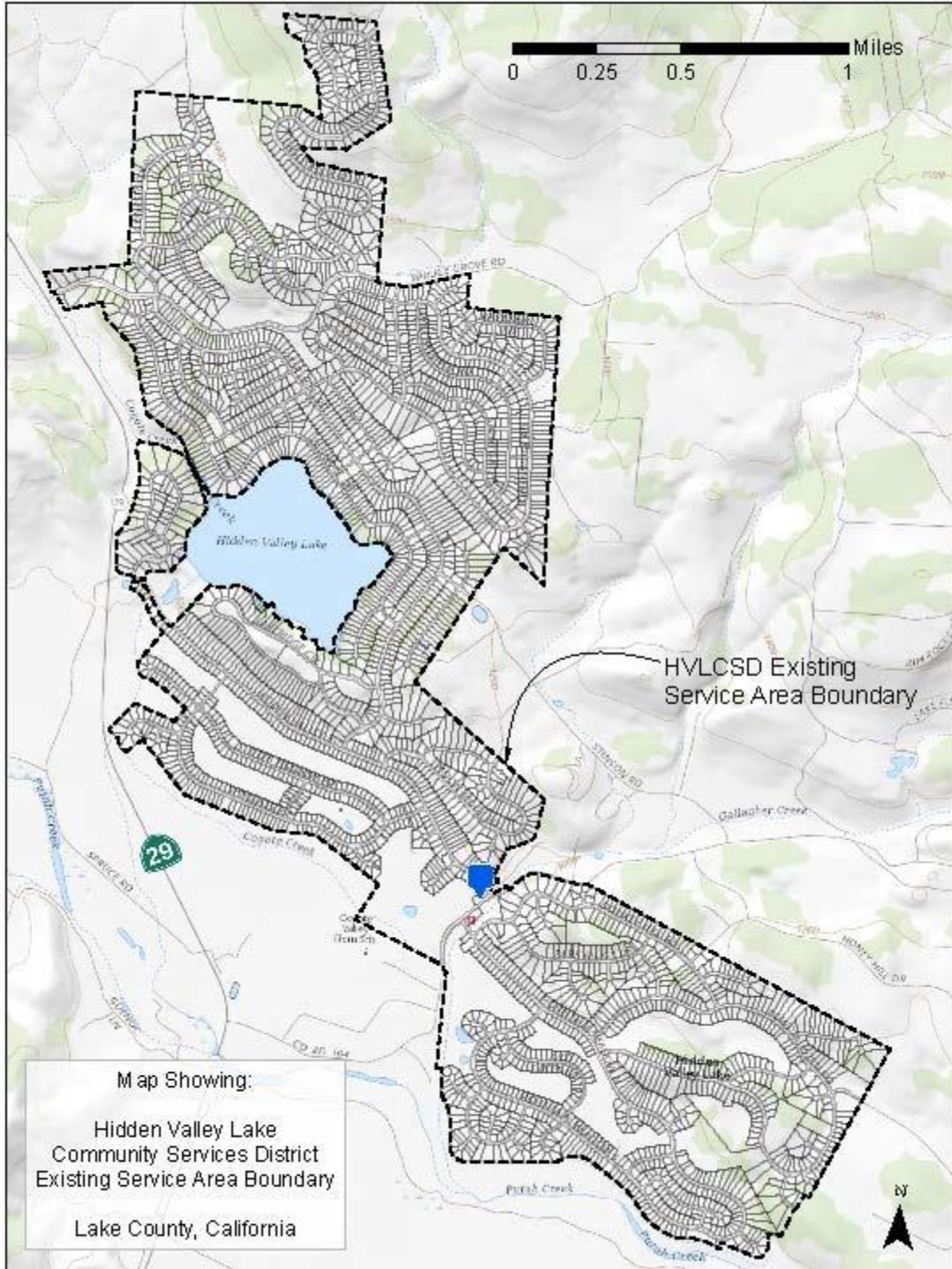
- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

DRAFT

B. HVLCSD Service Boundary




# Hidden Valley Lake Community Services District



USGS The National Map; National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; USGS Global Ecosystems; U.S. Census Bureau TIGER/line data; USPS Road Data; Natural Earth Data; U.S. Department of State Humanitarian Information Unit; and NOAA National Centers for Environmental Information, U.S. Coastal Relief Model. Data refreshes October 2018.



**C. Sanitary Sewer Overflow Standard Operating Procedure**

	<b>Field Department</b> <b>Wastewater Division</b>	<b>SOP #</b>	SF005-01
		<b>Revision #</b>	1
		<b>Implementation Date</b>	5/25/23
<b>SOP Owner</b>	Hannah Davidson	<b>Last Reviewed/Update Date</b>	5/25/23
		<b>Approval</b>	

## Sanitary Sewer Overflow (SSO)

### Standard Operating Procedure

#### **1. Purpose**

Sanitary sewer overflows (SSOs) are hazardous to public health and the environment. Should a sewer spill occur it should be immediately contained. Prioritize the prevention and minimization of spills entering a body of water/drainage conveyance system at all costs.

#### **2. Procedure**

##### **Equipment Required**

- District vehicle; Vac Truck
- Personal protective equipment (PPE)
- Sewer Snake
- Hydroflusher
- Bleach (chlorine, Cl2)
- Traffic cones, proper signage
- Trash bags
- Rake
- Shovel

##### **Process**

1. **Assess and Respond:** Assess the overflow and set up emergency traffic control around the area. Immediately notify your supervisor if an SSO is occurring. If possible, photograph the spill for documentation and spill volume assessment.

Work with other entities, agencies, and stakeholders as appropriate to expedite spill containment and recovery.

Identify the type of SSO occurring:

- **Spill from a manhole:** Use the Vac Truck to pump sewage down the manhole and reassess. Use a Sewer Snake or Hydroflusher to clear any blockages.
- **Spill from a street/residential cleanout:** Use the Sewer Snake to clear any blockages.
- **Spill from a lift station:** Use the Vac Truck to pump sewage down and reassess; call-in a pumper truck(s) as needed. If severe, remove and reinstall the pump.
  - **Spill from a lift station due to electrical issue:** Call-in electrician and use the Vac Truck to pump the sewage down until the electrical issue is corrected.

**If Sewage has reached a body of water or drainage conveyance system:**

**Contact emergency officials:**

CalOES, County of Lake Office (707) 262-4090

SWRCB, CVRWQCB (916) 464-4839  
\*leave a message if after business hours

Lake County Environmental Health (707) 263-1164  
\*they will contact the stormwater agency  
\*leave a message if after business hours

**Notify potentially affected entities and HVLA Security:**

HVLA Security (707) 987-3515

2. **Clean Up:** Collect all debris into trash bags. Spray dilute bleach on and around the contaminated area as well as on all tools used (if non-hazardous to spray in a body of water, do so). Wash down with a fire hose if necessary. Use the Vac Truck or other means to remove sewage from a drainage conveyance system, if it was reached. Create as little disruption to natural foliage and living organisms as possible.
3. **Reporting:** Provide all known information and documentation from the SSO to the Utility Supervisor. Assist with the CIWQS report as needed.

**3. References**

SWRCB [Enrollee's Guide to the SSO Database - Sanitary Sewer Overflow Reduction Program](#).


**4. Definitions**

**California Integrated Water Quality System Project (CIWQS):** a regulatory and water quality information management system.

**Sanitary Sewer Overflow (SSO):** any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include 1) overflows or releases of untreated or partially treated wastewater that reach waters of the US, 2) overflows or releases of untreated or partially untreated wastewater that do not reach the waters of the US, and 3) wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.



**D. CIWQS Spill-No Spill Report Standard Operating Procedure**

	<b>Administration Department Water Resources</b>	<b>SOP #</b>	SA016-04
		<b>Revision #</b>	4
		<b>Implementation Date</b>	1/5/22
<b>SOP Owner</b>	Hannah Davidson	<b>Last Reviewed/Update Date</b>	5/25/23
		<b>Approval</b>	

## Standard Operating Procedure

### 1. Purpose

This document provides instructions for submitting California Integrated Water Quality System (CIWQS) No Spill Certifications and how report a sanitary sewer overflow (SSO). **The California State Water Resources Control Board (SWRCB) has a more in-depth Guide that may be used in place of this SOP** (see [References](#)).

The District is regulated by the (SWRCB) and must report any SSOs that occur within the collection system (a contained spill, such as a spill into the Reclamation Pond from the Equalization Basin (EQ), does **not** fall under an SSO and should not be recorded in CIWQS; only reported to Regulators). SSOs can put water quality, human health, and the environment at risk and are reported through the SWRCB CIWQS online reporting system. Monthly reports are submitted whether an SSO has occurred or not.

### 2. Scope

This report is submitted at the beginning of each month. If an SSO has occurred, include as many details as possible; the Utility Supervisor and field staff should be very involved in the reporting process. **SSOs should be reported as soon as possible (although report timeframes depend on the spill category, it is best to report them as soon as possible); outside of business hours if required. Additional emergency notification may also occur outside of the CIWQS website via phone calls to public health agencies and the SWRCB.**

A Collection System Questionnaire must be completed annually to be able to submit reports. Questions cover budget expenses, operator certifications, system specifics (sewer main length, lateral connections, etc.), wastewater inflow, etc. The system will prompt you to resubmit the questionnaire when needed.

Intended audience:

General Manager > Utility Supervisor > Water Resources Specialist

### 3. Prerequisites

Report submissions must be made by an authorized certifier.

Read and understand the [Sanitary Sewer Overflow Reduction Program manual](#). Be able to distinguish between SSO Category 1 through 4 spills. Understand compliance deadlines and reporting/notification requirements.

Programs:

HVLCSD SOP Form

1

Internet browser (Internet Explorer, Google Chrome, etc.)

#### 4. Responsibilities

The Water Resources Specialist, under the supervision and delegation of the General Manager, is expected to perform this task. Reports must be submitted promptly.

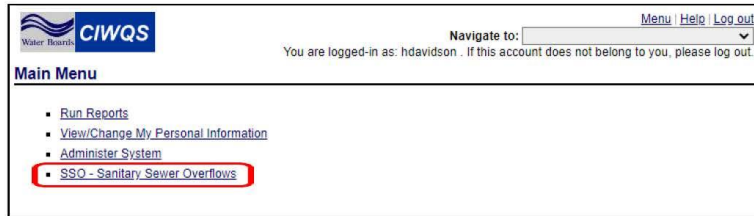
#### 5. Procedure

##### Generate a No Spill Certification

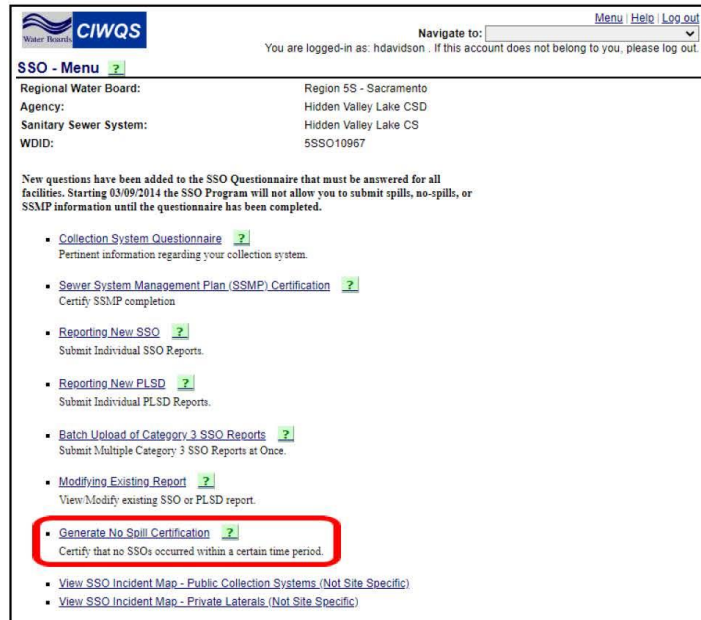
\*Certification must be completed within 30 calendar days after the end of each calendar month.

##### 1. Access the CIWQS website

- Access the [Water Board CIWQS website](#).
- Login.
- Select "SSO – Sanitary Sewer Overflows."



- The user will be directed to the SSO – Menu. Select "Generate No Spill Certification." This is to certify that no SSOs occurred within that month.



## 2. Complete the Certificate

The user will be directed to the "SSO – No Spill Certification" page.

- a. Read the certification description paragraph; if the statement is true, proceed to fill each section:
  - i. **Month/Year Without Spills:** select the applicable month and year being reported on (i.e., if the report is completed in October of 2020, the report should certify September 2020).
  - ii. **Certifier Name:** the authorized certifier's name.
  - iii. **Certifier Title:** the authorized certifier's job title.
  - iv. **Executed On:** the date the report is being completed.
  - v. **Executed At:** enter the time (in military time) the report is being completed.
- b. The report should look like the following:

The screenshot shows the CIWQS website interface for the "SSO - No Spill Certification" page. At the top left is the CIWQS logo. To the right, there is a "Navigate to:" dropdown menu and a "Log out" link. Below this, a message states "You are logged-in as: hdaavidson. If this account does not belong to you, please log out." The main content area is titled "SSO - No Spill Certification" and includes a "SSO Menu" link. It displays the following information: Regional Water Board: Region 5S - Sacramento; Agency: Hidden Valley Lake CSD; Sanitary Sewer System: Hidden Valley Lake CS; and WDID: SSSO10967. A "No Spill Certification" section contains a paragraph of text stating that the user certifies under penalty of law that no spills occurred for the specified month and year. Below this text are input fields for "Month/Year Without Spills:" (set to September 2020), "Certifier Name:" (Hannah Davidson), "Certifier Title:" (Water Resources Specialist), "Executed On:" (10/01/2020), and "Executed At:" (9:00). A "Certify" button is located at the bottom of the form.

- c. Select "Certify."
- d. The user will be directed to a *Certification Complete* page with a Certification Confirmation Number. An email will also be sent to the authorized certifier's registered email address. Save the email for reference.
- e. Log out.

## Report a New SSO

### 1. Access the CIWQS website

- a. Access the [Water Board CIWQS website](#).
- b. Login.
- c. Select "[SSO – Sanitary Sewer Overflows](#)."
- d. The user will be directed to the SSO – Menu. Select "[Reporting New SSO](#)."



Water Boards **CIWQS** Menu | Help | Log out

Navigate to:

You are logged-in as: h davidson . If this account does not belong to you, please log out.

**SSO - Menu** [?](#)

Regional Water Board:	Region 5S - Sacramento
Agency:	Hidden Valley Lake CSD
Sanitary Sewer System:	Hidden Valley Lake CS
WDID:	5SSO10967

New questions have been added to the SSO Questionnaire that must be answered for all facilities. Starting 03/09/2014 the SSO Program will not allow you to submit spills, no-spills, or SSMP information until the questionnaire has been completed.

- [Collection System Questionnaire](#) [?](#)  
Pertinent information regarding your collection system.
- [Sewer System Management Plan \(SSMP\) Certification](#) [?](#)  
Certify SSMP completion.
- **[Reporting New SSO](#) [?](#)**  
Submit Individual SSO Reports.
- [Reporting New PLSD](#) [?](#)  
Submit Individual PLSD Reports.
- [Batch Upload of Category 3 SSO Reports](#) [?](#)  
Submit Multiple Category 3 SSO Reports at Once.
- [Modifying Existing Report](#) [?](#)  
View/Modify existing SSO or PLSD report.
- [Generate No Spill Certification](#) [?](#)  
Certify that no SSOs occurred within a certain time period.
- [View SSO Incident Map - Public Collection Systems \(Not Site Specific\)](#)
- [View SSO Incident Map - Private Laterals \(Not Site Specific\)](#)

## 2. Complete the Certificate

The user will be directed to the "Spill – General Information, Screen 1" page.

- a. Read the Notes at the beginning of the report; if the spill meets the criteria (see the [Definitions](#) section, SSO), proceed and complete each section:
  - i. **General Info**
  - ii. **Spill Related Parties**
  - iii. **Attachments**
- b. Save all emails and related correspondence for reference and documentation.
- c. Log out.

## 6. References

SWRCB [Enrollee's Guide to the SSO Database - Sanitary Sewer Overflow Reduction Program](#).

Technical Support – [Applied Technology Solutions Helpdesk](#) (530) 255-8300

## 7. Definitions

**California Integrated Water Quality System Project (CIWQS):** a regulatory and water quality information management system.

**Sanitary Sewer Overflow (SSO):** any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include 1) overflows or releases of untreated or partially treated wastewater that reach waters of the US, 2) overflows or releases of untreated or partially untreated wastewater that do not reach the waters of the US, and 3) wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

SSOs are divided into four categories:

**Category 1:** a spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to:

- Waters of the United States, or a drainage conveyance system tributary to waters of the United States, or
- A drainage conveyance system that discharges to waters of the United States when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Notification must be reported either through the CIWQS system or through the California Office of Emergency Services at: (800) 852-7550 within 2 hours of knowledge of the spill. Water quality sampling of the receiving water must be conducted within 12 hours of initial knowledge of a spill of 50,000 gallons or greater within a water of the United States. A Draft Spill Report must be submitted within 3 business days of having knowledge of the spill. A Certified Spill Report must be submitted within 15 calendar days of the spill end date.

**Category 2:** a spill of 1,000 gallons or greater, from or caused by a sanitary system that is not a Category 1 Spill. Notification must be reported either through the CIWQS system or through the California Office of Emergency Services at: (800) 852-7550 within 2 hours of knowledge of the spill. A Draft Spill Report must be submitted within 3 business days of having knowledge of the spill. A Certified Spill Report must be submitted within 15 calendar days of the spill end date.

**Category 3:** a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system that is not a Category 1 Spill. Spills must be reported within 30 calendar days after the end of the month in which the spill occurred.

**Category 4:** a spill of less than 50 gallons, from or caused by a sanitary sewer system that is not a Category 1 Spill. Spills must be reported within 30 calendar days after the end of the month in which the spill occurred.

**PREVIOUS DEFINITION (this definition should be phased out in late 2022):**

**Category 1:** discharges of untreated or partially treated wastewater of any volume resulting from the utility's sanitary sewer failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water ground water infiltration basin (e.g., infiltration pit, percolation pond).

**Category 2:** discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from the utility's sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges that reach a municipal separate storm sewer system are considered Category 2 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

**Category 3:** all other discharges of untreated or partially treated wastewater resulting from the utility's sanitary sewer system failure or flow condition. Specifically, discharges of untreated or partially treated wastewater of less than 1,000 gallons resulting from the utility's sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges of less than 1,000 gallons that reach a municipal separate storm sewer system are considered Category 3 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

DRAFT

E. Ordinance No. 60, HVLCS D Sewer System Use

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
ORDINANCE NO. 60  
AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR THE CONNECTION AND USE  
OF WASTEWATER FACILITIES, WASTEWATER DISCHARGE AND PRETREATMENT  
REGULATIONS, AND REPEALING ORDINANCE NOS. 3, 48, AND 59.1

**Section 1. Purpose and Policy.**

- a) This Ordinance sets forth uniform requirements for Users of the District's Publicly Owned Treatment Works (POTW) and enables the District to comply with applicable State and federal law, including the Clean Water Act (33 U.S.C. section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations (CFR) Part 403). The objectives of this Ordinance are to:
1. Protect District personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
  2. Prevent the introduction of Pollutants into the District's wastewater collection system which would cause Interference with the system, the District's POTW, or other District operations.
  3. Prevent the introduction of Pollutants into the District's wastewater collection system which cannot sufficiently be treated and Pass Through the District's POTW, or which will have a deleterious effect on the District's POTW, or which are incompatible with the District's treatment operations.
  4. Promote reuse and recycling of wastewater and sludge from the POTW;
  5. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW; and

Enable the District to comply with its Wastewater Discharge Requirements, sludge use and disposal requirements, and any other applicable federal or State law to which the POTW is subject.

- b) This Ordinance authorizes the issuance of Wastewater Discharge Permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires User reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.
- c) **Applicability.** This Ordinance shall apply to all Users of the POTW, including any Users outside of the District's service area and tributary to the District's sewerage facilities.

**Section 2. Definitions and Abbreviations.**

- a) **Definitions** – For the purposes of this Ordinance, the terms used herein are defined as follows:
1. **“Act” or “the Act”** means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. section 1251 et seq.
  2. **“Best available technology”** means the best control and treatment measures that are available and economically achievable.
  3. **“Best management practices” or “BMPs”** means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement prohibitions listed in this Ordinance. BMPs also 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.
  4. **“Biochemical Oxygen Demand” or “BOD”** means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at twenty (20) degrees Celsius, usually expressed as a concentration (e.g., milligrams per liter (mg/l)).
  5. **“Board”** means the Board of Directors of Hidden Valley Lake Community Services District.



6. **“Categorical Industrial User”** means an Industrial User subject to a Categorical Pretreatment Standard or Categorical Standard.
7. **“Categorical Pretreatment Standard”** or **“Categorical Standard”** means any regulation that contains Pollutant discharge limits promulgated by the United States Environmental Protection Agency (EPA) in accordance with sections 307(b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of Users and that appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.
8. **“Chemical Oxygen Demand”** or **“COD”** means a measure of the oxygen required to oxidize all compounds (organic and inorganic) in water.
9. **“Cleanout”** means a pipe, typically located within two (2) feet of a building, with a cap that provides access to the Side Lateral so that blockages can be removed. Cleanouts are owned, operated, and maintained by Owners.
10. **“Collection System”** means the District’s pipelines, including Sewer Laterals and Sewer Mains, pump stations, manholes lift stations, and other appurtenances, which collect and transport wastewater to the District’s POTW.
11. **“Compliance Schedule”** means a schedule of remedial measures and includes an enforceable sequence of actions or operations that leads to compliance with an effluent limitation or other limitation, prohibition, or standard.
12. **“Commercial User”** means any non-residential User, including a business activity that is not otherwise classified as an industrial User, and that introduces wastewater that is determined by the Wastewater Treatment Plant Legally Responsible Official to consist primarily of sewage into the POTW .
13. **“Contamination”** means an impairment of the quality of the environment (including waters of the State) by waste to a degree which creates a hazard to public health through the spread of disease or creation of toxic conditions. “Contamination” includes any equivalent effect that results from the disposal of waste, whether or not waters of the State are affected.
14. **“Control Authority”** means the District.
15. **“Customer”** means any Person with an account with the District for service. The Customer may be the owner, tenant, or property manager, as appropriate.
16. **“Daily Average”** means the arithmetic average of all effluent samples for a Pollutant collected during a calendar day.
17. **“Daily Average Limit”** means the maximum allowable discharge limit of a Pollutant during a calendar day. Where Daily Average Limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where Daily Average Limits are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the Pollutant concentration derived from all measurements taken that day.
18. **“Discharger”** means any person, firm, association, corporation, governmental agency or other entity who or which disposes of wastewater into a Sanitary Sewer system that is connected to, or part of, the Collection System and/or POTW.
19. **“District”** means Hidden Valley Lake Community Services District.
20. **“District Engineer”** means the engineer appointed by and acting for the Board and shall be a Registered Professional Civil Engineer.
21. **“District Facilities”** means the Collection System and the POTW.
22. **“Domestic Wastewater”** means 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.
23. **“Duly Authorized Representative”** means:

- A. Where the User is a corporation: (i) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other Person who performs similar policy or decision-making functions for the corporation; or (ii) The manager of one (1) or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty to make major capital investment recommendations and initiate and direct other comprehensive measures to assure long-term compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for Wastewater Discharge Permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
  - B. Where the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.
  - C. Where the User is a federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
  - D. The individuals described in paragraphs (i) through (iii) above may designate a Duly Authorized Representative if the authorization is submitted to the District in writing and specifies the individual or position with overall responsibility for operation of the facility from which the discharge originates or overall responsibility for the company's environmental matters.
24. **"Duplex Lift Pump Station"** means a two-pump installation whereby one pump is used as a backup or standby unit in the event of a failure of the other pump.
  25. **"Environmental Protection Agency"** or **"EPA"** means the United States Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official of EPA.
  26. **"Existing Source"** means any source of discharge that is not a "New Source."
  27. **"Flow"** means the volume of wastewater measured during a period of time (e.g. gallons per minute or MGD).
  28. **"Garbage"** means solid wastes from the preparation, cooking, and dispensing of food; from the handling, storage, and sale of produce; and paper and plastic wastes.
  29. **"General Manager"** means the General Manager of the Hidden Valley Community Services District, who is appointed by the Board of Directors.
  30. **"Grab Sample"** means a sample that is taken from a wastestream without regard to flow in the wastestream and over a period of time not exceeding fifteen (15) minutes.
  31. **"Indirect Discharge"** means the introduction of Pollutants into the POTW from any non-domestic source.
  32. **"Individual Lift Pump"** means a sewer pump that services a building too low in elevation to obtain gravity flow. An Individual Lift Pump is owned and maintained by the Owner.
  33. **"Industrial wastes"** means the wastes generated by or from industrial processes (including cooling) and/or any wastewater other than sewage generated by an Industrial User. Generally, industrial wastes differ from sewage in quantity, strength, temperature, pH, or other chemical constituents, and have the potential, as determined by the District, to adversely impact the operation of the treatment works.
  34. **"Industrial User"** means a source of Indirect Discharge. For purposes of notification or service, "Industrial User" means the Duly Authorized Representative
  35. **"Instantaneous Limit"** means the maximum concentration of a Pollutant allowed to be discharged at any time determined from the analysis of any discrete or composited



sample collected, independent of the industrial flow rate and duration of the sampling event

36. **“Interference”** means a discharge that alone or in conjunction with a discharge or discharges from other source(s) inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use, or disposal and thus is a cause of a violation of the District’s Wastewater Discharge Requirements or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder or any more stringent State or local regulations: section 405 of the Act: the Solid Waste Disposal Act, including Title 11 commonly referred to as the Resource Conservation and Recovery Act (RCRA): the Clean Air Act: and the Toxic Substances Control Act.
37. **“Local Limit”** means a specific discharge limit developed and enforced by the District upon industrial or commercial facilities to implement the general and specific discharge prohibitions listed in 40 CFR section 403.5(a)(1) and (b).
38. **“Mass Emission Rate”** means 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 a particular constituent or combination of constituents.
39. **“Mechanical garbage grinder”** means a mechanical device for pulverizing quantities of garbage.
40. **“Medical wastes”** means isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
41. **“Monthly Average”** means the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.
42. **“Monthly Average Limit”** means the highest allowable average of daily discharges over a calendar month calculated as the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.
43. **“Multiple Living Unit Buildings”** means a building for residential purposes containing more than one kitchen or having facilities for the occupancy of more than one person or families, including but not limited to the following:
  - hotels
  - motels
  - auto courts
  - trailer courts
  - apartment houses
  - duplex
  - rooming houses
  - boarding houses
  - dormitories
44. **“New Source”** means:
  - A. 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 Pretreatment Standards under section 307(c) of the Act that will apply to such source if such Standards are thereafter promulgated in accordance with that section, provided:
    - i. The building, structure, facility, or installation is constructed at a site at which no other source is located; or
    - ii. The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of Pollutants at an Existing Source; or

- iii. The production or Wastewater generating processes of the building, structure, facility, or installation are substantially independent of an Existing Source at the same site. In determining whether these are substantially independent, consider factors such as the extent to which the new facility is integrated with the existing plant and the extent to which the new facility is engaged in the same general type of activity as the Existing Source.
  - B. Construction on a site at which an Existing Source is located results in a modification rather than a New Source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Subsection MI-15-6101(f)(24)(A), paragraph (ii) or (iii) above, but otherwise alters, replaces, or adds to existing process or production equipment.
  - C. Construction of a New Source commenced if the owner or operator has:
    - i. Begun or caused to begin as part of a continuous onsite construction program any placement, assembly, or installation of facilities or equipment or significant site preparation work (including clearing, excavation, or removal of existing buildings, structures, or facilities) that is necessary for the placement, assembly, or installation of New Source facilities or equipment; or
    - ii. Entered into a binding contractual obligation for the purchase of facilities or equipment intended to be used in the New Source's operation within a reasonable time. Options to purchase or contracts that can be terminated or modified without substantial loss and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this Section.
- 45. **"Noncontact Cooling Water"** means water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
- 46. **"Nuisance"** means anything that meets all of the following requirements:
  - A. 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;
  - B. Affects at the same time an entire community or neighborhood, or any considerable number of Persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
  - C. Occurs during or as a result of the treatment or disposal of wastes.
- 47. **"Outside Sewer"** means a Sanitary Sewer beyond the limits of the District's service area. An Outside Sewer is not subject to the control or jurisdiction of the District.
- 48. **"Owner"** applied to a building or land, includes any part owner, joint owner, tenant in common, tenant in partnership, joint tenant of, or owner of an undivided interest or condominium interest in the whole or part of such building or land. "Owner" also means a developer, agent, or other person authorized in writing to act for the owner with respect to such building or land.
- 49. **"Owner Facilities"** includes the Side Lateral and any other pipelines from a building or property up to, and including, the connection at the Sewer Lateral, Cleanout, Individual Lift Pump. Owner Facilities also includes sampling manholes, flow meters, grease interceptors, sewer overflow protection devices, and other pretreatment facilities, if any. Owner Facilities are owned, operated, and maintained by the Owner.
- 50. **"Pass Through"** means a discharge that exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the District's NPDES Permit and includes an increase in the magnitude or duration of a violation.
- 51. **"Person"** means an individual, partnership, association, corporation, limited liability company, association, trust or any other legal entity, public or private, and includes any



natural person, firm, organization, company or political subdivision, city, county, the state and the United States of America or any department or agency thereof (excepting the District) unless the code expressly provides otherwise.

52. **"Pollutant"** means dredged soil, solid waste, incinerator residue, filter, backwash, wastewater, wastewater sludge, garbage, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g. pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).
53. **"Pollution"** means an alteration of the quality of waters by waste to a degree that unreasonably affects either the waters for beneficial uses or facilities that include these beneficial uses. "Pollution" may include Contamination.
54. **"Premises"** means a parcel of real estate, including any improvements thereon, which parcel is determined by the District to be a single User for the purposes of receiving, using, and paying for services.
55. **"Pressure Side Lateral"** means a pressurized sewer line through which the sewage from a building is pumped by Individual Lift Pump to the Sewer Main.
56. **"Pretreatment"** means the reduction of the amount of Pollutants, elimination of Pollutants, or 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, process changes, or other means except by diluting the concentration of the Pollutants (unless allowed by an applicable Pretreatment Standard).
57. **"Pretreatment Requirement"** means any substantive or procedural requirement related to Pretreatment imposed on a User other than a Pretreatment Standard.
58. **"Pretreatment Standard"** means Prohibited Discharge Standards, Categorical Pretreatment Standards, and Local Limits.
59. **"Private Sewer"** means a sewer serving an independent sewage disposal system not connected with the Collection System or the POTW and which accommodates one or more buildings or industries.
60. **"Prohibited Discharge Standard"** or **"Prohibited Discharges"** means absolute prohibitions against the discharge of certain substances; these prohibitions appear in Sections 5(a) and 5(b) of this Ordinance.
61. **"Publicly Owned Treatment Works"** or **"POTW"** means a treatment works (as defined by section 212 of the Act) owned by the District. This definition includes any devices or systems used in the collection, storage, treatment, recycling or reclamation of Sewage or industrial wastes of a liquid nature and any sewers, pipes, or other means that convey Wastewater to the District's Treatment Plant.
62. **"Recycled water"** means water produced by further treatment of secondary effluent as defined in Title 22, California Code of Regulations, Division 4, Environmental Health, Chapter 3, Reclamation Criteria, as it may be amended from time to time.
63. **"Sanitary Sewer"** means a sewer into which wastewater is discharged and to which storm, surface and ground waters are not intentionally admitted.
64. **"Sewage"** means water or other liquid carrying domestic wastes from sanitary conveniences located in residences, industrial, institutional or commercial structures, whether treated or not, together with such other waters as may be present, or any combination of such wastes and waters.
65. **"Sewer"** means a pipe or conduit for carrying sewage and other wastewater.
66. **"Sewer Lateral"** means the sewer pipe in a public street or easement connecting a Side Lateral to the Sewer Main. The Sewer Lateral is owned, operated, and maintained by the District. The District will provide a Sewer Lateral as close as practical to the property being served, and the Owner will maintain the Side Lateral from the building to that point.

67. **“Sewer Main”** means a pipeline owned by the District and dedicated to public use in the District’s Collection System. Except in very rare situations, a Sewer Main serves more than one customer.
68. **“Sewer overflow protection device”** means a device, installed on a Side Lateral, owned, operated, and maintained by the Owner of the property it serves, which prevents sewage overflow from entering a building by rerouting sewage overflow outside the building.
69. **“Side Lateral”** means the sewer pipe on private property connecting a house or a building with the Sewer Lateral. The Side Lateral is owned, operated, and maintained by the Owner of the property which it serves
70. **“Significant Industrial User”** or **“SIU”** means
- A. An Industrial User subject to Categorical Pretreatment Standards; or
  - B. An Industrial User that: (i) Discharges an average of twenty-five thousand (25,000) gallons per day (gpd) or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown Wastewater); (ii) Contributes a process wastestream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW Treatment Plant; or (iii) Is designated as such by the District on the basis that it has a reasonable potential for adversely affecting the POTW’s operation or for violating any Pretreatment Standard or Requirement. Upon a finding that a User meeting the criteria in this paragraph has no reasonable potential for adversely affecting the POTW’s operation or for violating any Pretreatment Standard or Requirement, the District may, at any time on its own initiative or in response to a petition received from an Industrial User and in accordance with procedures in 40 CFR section 403.8(f)(6), determine that such User should not be considered a Significant Industrial User.
71. **“Single Family Unit”** means the place of residence for a single family.
72. **“Slug Load”** or **“Slug Discharge”** means any discharge at a flow rate or concentration that could cause a violation of the Prohibited Discharge Standards in this Ordinance. A Slug Discharge is any Discharge of a non-routine, episodic nature, including, but not limited to, an accidental spill or a non-customary batch Discharge that has a reasonable potential to cause Interference or Pass Through or in any other way violate the POTW’s regulations, Local Limits, or NPDES Permit conditions
73. **“Storm Water”** means any flow that occurs during or following any form of natural precipitation and results from such precipitation, including snowmelt.
74. **“Total Suspended Solids”** or **“TSS”** or **“Suspended Solids”** means the total suspended matter that floats on the surface of or is suspended in water, Wastewater, or other liquid and that is removable by laboratory filtering.
75. **“Treatment Plant”** means that portion of the District’s POTW designed to provide treatment of municipal Sewage and industrial waste.
76. **“User”** means a recipient of wastewater services, including an applicant for a permit authorized or required under this Ordinance and a permittee of such permit. A User may or may not be a Customer.
77. **“Wastewater”** means treated or untreated liquid and water-carried industrial wastes and Sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, contributed to the POTW.
78. **“Wastewater Discharge Permit Applicant”** means a Person applying for a waste discharge permit in accordance with Section 7 of this Ordinance.
- (b) **Abbreviations** – The following abbreviations used in this Ordinance shall have the meanings respectively ascribed thereto:
- BTEX – benzene, toluene, ethyl benzene and xylenes
  - CCR – California Code of Regulations



CFR – Code of Federal Regulations  
GPD – gallons per day  
LEL – lower explosive limit  
MGD – million gallons per day  
mg/L – milligrams per liter  
NPDES – National Pollutant Discharge Elimination System  
PCBs – polychlorinated biphenyl compounds  
POTW – Publicly Owned Treatment Works  
SIC – Standard Industrial Classification  
TICH – total identifiable chlorinated hydrocarbons  
TTO – total toxic organics  
TPH – total petroleum hydrocarbons, both gasoline and diesel  
USC – United States Code

**Section 3. General Provisions.**

- (a) **Connection to and Use of District Facilities Required.** The Owner of any building situated within the District's service area and abutting on any street in which there is now located a Sewer Main is hereby required at the Owner's expense to connect said building directly with District Facilities in accordance with the provisions of this Ordinance, within ninety (90) days after date of official notice to do so, provided that District Facilities are within two hundred (200) feet of the nearest point of the property line.
- (1) Following the effective date of this Ordinance, it shall be unlawful for any Person to connect to, construct, install or provide, maintain and use any other means of sewage disposal from said building except by connection to District Facilities in the manner provided in this Ordinance.
- (b) **Separate Side Laterals.** No two adjacent buildings fronting on the same street shall be permitted to join in the use of the same Side Lateral. Every building or industrial facility must be separately connected with the Sewer Main upon which the property abuts or in an easement which will serve said building or industrial facility. However, two or more buildings located on property belonging to the same Owner may be served with the same Side Lateral provided the property cannot be subdivided into smaller legal-sized lots.
- (c) **Use of Existing Side Laterals.** Existing Side Laterals may be used in connection with new buildings only when they are found, upon examination and test by the District Inspector, to meet all requirements of the District.
- (d) **Treatment of Discharged Wastes.** It shall be unlawful to discharge to any stream or watercourse any Sewage, Industrial Wastes, or other Polluted waters, except where suitable treatment has been provided in accordance with the provisions of this Ordinance.
- (e) **Written Agreement for Connection of Outside Sewers.** No Person shall connect any Outside Sewer to District Facilities that Person first enters into a written agreement with the District, which shall bind that Person, his/her heirs, successors, and assigns to abide by all ordinances, rules, and regulations in regard to the manner in which such Outside Sewer shall be used and the manner of connection therewith, and also shall agree to pay all fees set by the District for the privilege of connecting to District Facilities. The granting of such permission for connection of an Outside Sewer to District Facilities shall be at the discretion of the District Board of Directors.
- (f) **Fees.** The District may set, by resolution, capacity and connection fees, and other miscellaneous fees and charges for connection to and use of District Facilities.
- (g) **Owner Responsible for Owner Facilities.** Construction, installation, maintenance, repair, and replacement of Owner Facilities, are the responsibility of the Owner, at no cost to the District.
- (h) **District Access.** The District shall have the right to enter any User's Premises to ensure compliance with all provisions of this Ordinance, to conduct inspection and sampling as provided for under Section 8(b) of this Ordinance, and to make emergency repairs that threaten public health and safety. All Persons, including Owners or occupants of Premises where wastewater is created or discharged, shall allow the District, or its representatives, ready

access at all reasonable times to all parts of the Premises for the purpose of inspections or sampling or in the performance of any of their duties.

- (i) **Notice.** Whenever this Ordinance requires that notice be given, unless this Ordinance specifically provides otherwise, notice shall be given in writing and may be delivered either personally or by deposit in the United States mail in a sealed envelope, postage prepaid, addressed to the person to be notified at his or her last known business or residence address appearing in the public records or in other records of the matter for which notice is given. Notice by mail shall be deemed served at the time of deposit in the United States mail.
- (j) **Construction, Repair, and Replacement of Sewers.** No Sewer Main, Sewer Lateral, Side Lateral, or other sewerage facility may be constructed, altered, repaired, or replaced within the District unless/until the Person has obtained permission from the District and all applicable fees have been paid. Any Person constructing a sewer within a street shall comply with all state, county, and local laws, ordinances, rules, and regulations pertaining to the cutting of pavement, opening, barricading, lighting and protecting of trenches, backfilling and repaving thereof and shall obtain all permits and pay all fees prior to construction. The District may, by resolution, enact or amend rules and regulations pertaining to construction, repair, and replacement of sewers.
- (k) **Limitation of Liability and Indemnification for Use of Treated Wastewater.** District and its officers, agents, and employees shall not be liable for injury or death to any Person or damage to any property arising out of the use and/or application of Recycled Water or treated wastewater produced by the District. All Persons who use and/or apply Recycled Water or treated wastewater produced by the District shall indemnify, hold harmless and defend the District and its officers, agents, and employees from any liability and claims for damages by reason of any injury from any cause whatsoever, to the extent caused or occasioned by, or in any way connected with the use and/or application of Recycled Water or treated wastewater produced by the District.

#### **Section 4. Discharge Requirements.**

- (a) **General Discharge Prohibitions.** No User shall introduce or cause to be introduced into the POTW any pollutant or wastewater that causes Pass Through or Interference. These general prohibitions apply to all Users of the POTW whether or not they are subject to categorical pretreatment standards or any other federal, State, or local pretreatment standard or requirement.
- (b) **Specific Discharge Prohibitions.** No User shall introduce or cause to be introduced into the POTW pollutants, substances, or wastewater as follows:
  - (1) Pollutants that create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR Section 261.21;
  - (2) Wastewater that has a pH less than 5.0 or more than 12.5 or otherwise causes corrosive structural damage to the POTW or equipment;
  - (3) Solid or viscous substances in amounts that may obstruct the flow in the POTW or cause other interference with proper operation or treatment works;
  - (4) Pollutants (including oxygen-demanding pollutants such as BOD) released in a discharge at a flow rate and/or pollutant concentration that either singly or by interaction with other pollutants may cause obstruction to flow in sewers or other interference with the POTW;
  - (5) Wastewater that may inhibit biological activity in the treatment plant and result in interference;
  - (6) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that may cause interference or pass through;



- (7) Pollutants that may result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health or safety problems;
- (8) Trucked or otherwise hauled wastes except in accordance with a wastewater discharge permit or other written authorization issued by the District;
- (9) Noxious or malodorous liquids, gases, solids, or other wastewater that either singly or by interaction with other wastes are sufficient to create a nuisance or hazard to life or prevent entry into the sewers for maintenance or repair;
- (10) Wastewater that imparts color not removable by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions that consequently impart color to the treatment plant's effluent and thereby violate any provision of the District's NPDES Permit;
- (11) Wastewater that contains any radioactive wastes or isotopes except in compliance with applicable State or federal law;
- (12) Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater unless specifically authorized by the District;
- (13) Sludges, screenings, or other residues from the pretreatment of industrial wastes;
- (14) Medical wastes except as specifically authorized by the District in a wastewater discharge permit;
- (15) Wastewater that alone or in conjunction with other sources causes the treatment plant's effluent to fail an applicable toxicity test;
- (16) Detergents, surface-active agents, or other substances that might cause excessive foaming in the POTW;
- (17) Fats, oils, or greases of animal or vegetable origin in concentrations or amounts that may cause interference or pass through;
- (18) Any liquid that contains suspended solids or dissolved matter of such character and quantity that unusual attention or expense is necessary to handle, process, or treat such matter at the treatment plant; or
- (19) Heat in amounts that inhibit or disrupt biological activity in the POTW or that raise influent temperatures above one hundred four (104) degrees F (forty (40) degrees C) unless the Central Valley Regional Water Quality Control Board approves alternate temperature limits that justify an alternate allowable influent temperature.

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 or flow through the system to the receiving water so as to cause a violation of the District's NPDES permit.

(c) **National Categorical Pretreatment Standards.**

- (1) Users must comply with the National Categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471, including as amended from time-to-time. However, any limits adopted by the District or in this Ordinance that are more stringent than those contained in the Categorical Pretreatment Standards shall apply.
- (2) When wastewater subject to a Categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the District shall impose an alternate limit in accordance with 40 CFR Section 403.6(e).

(d) **State Pretreatment Standards.** State requirements and limitations on discharges shall apply in any case where they are more stringent than requirements or limitations established under federal law or this Ordinance.

(e) **Local Limits and Best Practices.**

- (1) The District shall establish local limits in accordance with 40 CFR Section 403.5(c) as necessary.

- (2) The District may develop best management practices (BMPs) by resolution or in wastewater discharge permits to implement local limits and the requirements of the categorical pretreatment standards.
- (f) **District's Right of Revision.** The District reserves the right to establish more stringent limitations or requirements on discharges to the wastewater disposal system by ordinance or in wastewater discharge permits where consistent with this Ordinance. No establishment or revision of limitations or requirements under this Ordinance shall subject the District to civil liability or penalty for interference with a right (vested or otherwise) of any User.
- (g) **Dilution.** No User shall increase the use of process water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. Nor shall any User increase the use of process water or in any other manner attempt to establish an artificially high flow rate for mass emission rates. The District may impose mass limitations on Users that use dilution to meet applicable pretreatment standards or requirements or as otherwise appropriate.

**Section 5. Pretreatment of Wastewater.**

- (a) **Limitations.** The General Manager shall, from time-to-time, establish quantitative or other limitations applicable to industrial wastewater discharges when in his or her judgment it is necessary to protect the District's sewerage system or comply with federal, State, or local law. Such limitations shall apply at the industrial wastewater monitoring facility or station prior to mixing with domestic wastewaters. Wastewater discharges in excess of applicable limitations shall constitute excessive concentrations or quantities prohibited by this section. The General Manager shall promulgate and maintain a list of limitations established for restricted wastes that generally apply to all dischargers and shall make such list available upon request.
- (b) **Pretreatment Facilities.** Users shall provide wastewater treatment as necessary to comply with this Ordinance. Users shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set forth in this Ordinance within the time limitations specified by EPA, the State, or the District, whichever is more stringent. The User shall provide, operate, and maintain any facilities necessary for compliance at the User's expense. The User shall submit detailed plans that describe such facilities and operating procedures to the District for its review. The plans submitted shall be acceptable to the District before the User constructs such facilities. The District's review of the plans and operating procedures shall in no way relieve the User from its responsibility to modify such facilities as necessary to produce a discharge acceptable to the District under this Ordinance. The User shall submit and obtain the District's approval of all subsequent changes in the User's pretreatment facilities or method of operation before the User implements any such change. Approval of a User's plans (including changes to the pretreatment facilities or operations) shall not relieve a User of its responsibility to take all steps necessary to comply with wastewater limitations prescribed in accordance with law.
- (c) **Additional Pretreatment Measures.**
  - (1) The District may require Users to restrict their discharges during peak flow periods, discharge certain wastewater only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and satisfy such other conditions as the District may deem necessary to protect the POTW or determine the User's compliance with the requirements of this Ordinance.
  - (2) The District may require waste minimization, source control evaluation, or plans to conserve water or any combination thereof. The District may require investigation of new product or chemical agent substitution, implementation of inventory control procedures, implementation of employee education, conductance of internal audits, and implementing steps as necessary to minimize waste produced.
  - (3) The District may require any Person who discharges into the POTW to install and maintain on that Person's property and at that Person's expense, a suitable storage and



flow-control facility to ensure equalization of flow. The District may issue a wastewater discharge permit for flow equalization.

- (4) The District shall require grease, oil, and sand interceptors when it deems them necessary to the proper handling of wastewater that contains excessive amounts of grease, oil, or sand. The District shall not require such interceptors for residential Users. All interception units shall be of a type and capacity approved by the District and located so as to provide easy access for cleaning and inspection. The User shall inspect, clean, and repair such interceptors at its expense and maintain the same in continuously efficient operation at all times.
- (5) The User shall keep all domestic wastewaters from rest rooms, showers, drinking fountains, etc., separate from all industrial wastewaters until the industrial wastewaters have passed through any required pretreatment system or device and monitoring facility or station.

(d) **Accidental Discharge/Slug Discharge Control Plans.**

- (1) Each User shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this Ordinance.
- (2) The District shall evaluate whether each Significant Industrial User needs an accidental discharge/slug discharge control plan or other action to control accidental discharges and slug discharges. The District may require any User to develop, submit for approval, and implement such a plan or take such other action as may be necessary to control such discharges. Alternatively, the District may develop such a plan for any User. A User's accidental discharge/slug discharge control plan shall at a minimum address the following:
  - A. Discharge practices, including nonroutine batch discharges;
  - B. Stored chemicals;
  - C. Procedures for immediately notifying the District of any accidental discharge or slug discharge as required by this Ordinance; and
  - D. Procedures to prevent adverse impact from any accidental discharge or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

(e) **Waste-Holding Devices and Hauled Water.**

- (1) Waste from septic tanks, seepage pits, cesspools, chemical toilets, or other approved waste-holding devices or transport vehicles may be introduced into the POTW only at locations and times designated by the District in a wastewater discharge permit or other written authorization of the District. Such waste shall not violate this Ordinance or any other requirements established by the District.
- (2) The District may require haulers of industrial waste to obtain wastewater discharge permits. The District may require generators of hauled industrial waste to obtain wastewater discharge permits. The District also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this Ordinance.
- (3) Industrial waste haulers may discharge loads only at locations designated by the District and with the District's prior consent. The District may collect samples of each hauled load to ensure compliance with applicable standards and require the industrial waste hauler to provide a waste analysis of any load prior to discharge.
- (4) Industrial waste haulers shall provide a waste-tracking form for every load. This form shall include at a minimum the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of the waste sources, and volume

and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are hazardous wastes under RCRA.

#### **Section 6. Wastewater Discharge Permits**

- (a) **Wastewater Analysis.** When requested by the District, a User must submit information on the nature and characteristics of its wastewater within thirty (30) days of the request. The District may prepare a form for this purpose and require Users to update this information periodically.
- (b) **Wastewater Discharge Permit Requirement.**
  - (1) No Significant Industrial User (SIU) shall discharge industrial wastewaters directly or indirectly to the Collection System or POTW except in accordance with a wastewater discharge permit issued by the District. The SIU shall obtain the wastewater discharge permit before the SIU commences any construction of new or modified facilities that will discharge the industrial wastewater into the sewerage system.
  - (2) The District may require other Users to obtain wastewater discharge permits as necessary to carry out the purpose of this Ordinance.
  - (3) Any violation of the terms and conditions of a wastewater discharge permit is a violation of this Ordinance and subjects the wastewater discharge permittee to enforcement remedies provided for in Section 11. Obtaining a wastewater discharge permit does not relieve a wastewater discharge permittee of its obligation to comply with all federal and State pretreatment standards or requirements or with any other requirements of federal, State, or local law.
- (c) **New Connections.** Any User required to obtain a wastewater discharge permit that proposes to begin or recommence discharging into the POTW must obtain the wastewater discharge permit before the User begins or recommences such discharge. The User must file an application for the wastewater discharge permit at least one hundred eighty (180) days before the date upon which any discharge will begin or recommence.
- (d) **Wastewater Discharge Permit Fee and Application Contents.** The District may assess a wastewater discharge permit fee payable to the District prior to the discharge. All Users required to obtain a wastewater discharge permit must submit an application on a form supplied by the District. The application may require the following information:
  - (1) **Identifying Information.** The name and address of the facility (including the name of the operator and owner); contact information; and a description of activities, facilities, and plant production processes on the premises;
  - (2) **Environmental Permits.** A list of any environmental control permits held by or for the facility;
  - (3) **Description of Operations.** (i) A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications 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; (ii) types of wastes generated and a list of all raw materials and chemicals used or stored at the facility which are or could be accidentally or intentionally discharged to the POTW; (iii) number and type of employees, hours of operation, and proposed or actual hours of operation; (iv) type and amount of raw materials processed (average and maximum per day); and (v) 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;
  - (4) **Discharge Information.** Time and duration of discharges;
  - (5) **Monitoring Information.** The location for monitoring all wastes covered by the wastewater discharge permit;



- (6) **Measurement of Flow.** 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 wastestream formula;
  - (7) **Measurement of Pollutants.** (i) The categorical pretreatment standards applicable to each regulated process and any new categorically regulated processes for existing sources; (ii) the results of sampling and analysis that identifies the nature and concentration and/or mass (where required by the pretreatment standard or District) of regulated pollutants in the discharge from each regulated process; (iii) instantaneous, daily average, and long-term average concentrations, or mass shall be reported where required; (iv) the sample shall be representative of daily operations and shall be analyzed in accordance with procedures set forth in this Ordinance. Where the pretreatment standard requires compliance with a BMP or pollution prevention alternative, the User shall submit documentation as required by the District or the applicable pretreatment standards to determine compliance with any such standard; and (v) sampling must be performed in accordance with the procedures set forth in Section 7(l) of this Ordinance; and
  - (8) Any other information that the District deems necessary to evaluate the wastewater discharge permit application.
- (e) **Signatories to Applications, User Reports, and Certifications.** All wastewater discharge permit applications, User reports, and certification statements must be signed by a Duly Authorized Representative of the User and contain the certification statement in Section 7(o). If the designation of a Duly Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or the company's environmental matters, a new written authorization that satisfies the requirements of this Section must be submitted to the District prior to or together with any reports to be signed by a Duly Authorized Representative of the User.
  - (f) **Waste Discharge Permit Decisions.** The District will evaluate the data furnished by the User and may require additional information. Within ninety (90) days of receipt of a complete wastewater discharge permit application, the District will determine whether to issue a wastewater discharge permit. The District may deny any application for a wastewater discharge permit.
  - (g) **Permit Duration.** The District shall issue a wastewater discharge permit for a specified time period not to exceed five (5) years from the effective date of the permit. The District may exercise its discretion to issue a wastewater discharge permit for a period of less than five (5) years. Each wastewater discharge permit shall indicate a specific date upon which the permit expires.
  - (h) **Contents of Wastewater Discharge Permit.**
    - (1) A wastewater discharge permit shall include such conditions as the District deems reasonably necessary to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.
    - (2) Wastewater discharge permits must contain the following:
      - A. A statement that indicates the wastewater discharge permit issuance date, expiration date, and effective date;
      - B. A statement that the permittee may not transfer the wastewater discharge permit without prior notification to the District in accordance with Section 6(k) of this Ordinance and furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
      - C. Effluent limits (including BMPs) based on applicable pretreatment standards;
      - D. Self monitoring, sampling, reporting, notification, and recordkeeping requirements, which shall identify the pollutants (or BMPs) to be monitored, sampling location, sampling frequency, and sample type based on federal, State, and local law;

- E. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, State, or local law;
  - F. Requirements to control slug discharge if determined by the District to be necessary; and
  - G. A statement that the District has the right to enter the property to inspect, monitor, collect samples, and inspect and copy monitoring and discharge records.
- (3) Wastewater discharge permits may contain the following:
- 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 User to install pretreatment technology or pollution control or construct appropriate containment devices designed to reduce, eliminate, or prevent the introduction of pollutants into the POTW;
  - C. Requirements for the User to develop and implement spill control plans or other special conditions that include management practices necessary to adequately prevent accidental, unanticipated, or non-routine discharges;
  - D. Requirements for the User to develop and implement waste minimization plans to reduce the amount of pollutants discharged to the POTW;
  - E. The unit charge or schedule of User charges and fees for the management of the wastewater discharged into the POTW;
  - F. Requirements for the User to install and maintain inspection and sampling facilities and equipment (including flow measurement devices);
  - G. A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable pretreatment standards, including those that take effect during the term of the wastewater discharge permit;
  - H. Notification requirements; and
  - I. Signatory requirements.

(i) **Process – Public Notification of Issuance and Permit Appeals.**

- (1) Public Notification. At least thirty (30) days prior to issuance, the District will publish a notice to issue a wastewater discharge permit in an official government publication and/or newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the POTW or on the District's web page. The notice will indicate where any interested party may review the draft permit and submit written comments.
- (2) Permit Appeals. The District shall provide public notice of the issuance of a wastewater discharge permit. Any person, including the User, may petition the District to reconsider the terms of a wastewater discharge permit within thirty (30) days of notice of the permit's issuance.
  - A. Failure to submit a timely petition for review shall be a waiver of the administrative appeal.
  - B. The petition for appeal must indicate the wastewater discharge permit provisions objected to, reasons for the objection, and alternative condition, if any, the petitioner seeks to place in the permit.
  - C. The District shall not stay the effectiveness of the wastewater discharge permit pending its appeal.



D. If the District fails to act within ninety (90) days, a request for reconsideration shall be deemed denied. Decisions not to reconsider, issue, or modify a wastewater discharge permit are final administrative actions for purposes of judicial review.

E. Aggrieved parties that seek judicial review of a final administrative wastewater discharge permit decision must do so by filing a complaint with the appropriate California Superior Court.

(j) **Modification of Wastewater Discharge Permit.** The District may modify the terms or conditions of a wastewater discharge permit for good cause. Examples of good cause are as follows:

- (1) To incorporate any new or revised federal, State, or local pretreatment standard or requirement;
- (2) To address significant alterations or additions to the User's operation, processes, or wastewater volume or character since the time of permit issuance;
- (3) A change in the POTW that requires the User to reduce or eliminate temporarily or permanently the authorized discharge;
- (4) Information that indicates the permitted discharge poses a threat to the District's POTW or personnel or the receiving waters;
- (5) Violation of any terms or conditions of the permit;
- (6) Misrepresentations or failure to fully disclose all relevant facts in the permit application or any required reporting;
- (7) Revision or grant of variance from categorical pretreatment standards in accordance with 40 CFR Section 403.13;
- (8) To correct typographical or other errors in the permit; or
- (9) To reflect a transfer of the facility ownership or operation to a new owner or operator where requested in accordance with Section 6(k).

District shall inform the User of proposed changes in the wastewater discharge permit issued by personal service or registered or certified mail at least thirty (30) days prior to the effective date of the permit change(s). As appropriate, the District may include in the modified permit a reasonable schedule for the User to achieve compliance with the change(s).

(k) **Transfer of Wastewater Discharge Permits.** Wastewater discharge permits may be transferred to a new owner or operator only if the permittee gives at least forty-five (45) days advance notice to the District of the transfer and the District provides written approval of the permit transfer. The notice to the District must include a written certification by the new owner or operator which:

- (1) States that the new owner and/or operator has no immediate intent to change the facility's operations or processes, including discharge locations;
- (2) Identifies the specific date on which the transfer is to occur; and
- (3) Acknowledges that the new owner or operator accepts full responsibility for complying with the permit.

Failure to provide advance notice of a transfer renders the wastewater discharge permit void as of the date of facility transfer.

(l) **Reissuance of Wastewater Discharge Permit.** A User with an expiring wastewater discharge permit shall apply for permit reissuance by submitting a complete permit application in accordance with Sections 6(d) and 6(g) of this Ordinance at least one hundred eighty (180) days prior to the expiration of the existing permit.

(m) This Ordinance prohibits the use of a sewer connection that is the subject of a wastewater discharge permit by anyone other than the person named in the permit except in accordance with Section 6(k).

## **Section 7. Reporting Requirements**

- (a) **Discharge Reports.** The District may require discharge reports, including, but not limited to, questionnaires, technical reports, sampling reports, and test analyses, and period reports of waste discharge. When a report filed pursuant to this Section is not adequate in the District's judgment, the District may require the User to supply such additional information as deemed necessary. The discharge report may include, but not be limited to, the nature of the process, volume and rates of wastewater flow; and the elements, constituents, and characteristics of the wastewater; and any information required in an application for a wastewater discharge permit.
- (b) **Baseline Monitoring Reports.**
- (1) Within one hundred eighty (180) days after the effective date of a categorical pretreatment standard or final administrative decision on a category determination under 40 CFR section 403.6(a)(4), whichever is later, categorical industrial users that discharge or are scheduled to discharge into the POTW shall submit to the District a report that contains the information listed in Section 7(b)(2) of this Ordinance. At least ninety (90) days prior to commencement of their discharge, new sources and sources that become categorical industrial users subsequent to the promulgation of an applicable categorical standard shall submit to the District a report that contains the information listed in Section 7(b)(2). A new source shall report its intended method of pretreatment to meet applicable categorical standards and estimate the anticipated flow and quantity of pollutants that the new source will discharge.
- (2) The users described in Section 7(b)(1) of this Ordinance shall submit the following information:
- A. All information required in Section 6(d), paragraphs (1), (2), and (3)(i).
- B. *Measurement of Pollutants.* (i) The User shall provide the information required in Section 6(d) paragraph (7); (ii) The User shall take a minimum of one (1) representative sample to compile the data necessary to comply with the requirements of this paragraph; (iii) Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment, the User should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR Section 403.6(e) to evaluate compliance with the pretreatment standards. Where an alternate concentration or mass limit was calculated in accordance with 40 CFR Section 403.6(e), this adjusted limit along with supporting data shall be submitted to the Control Authority; (iv) Sampling and analysis shall be performed in accordance with Section 7(k) of this Ordinance; (v) The District may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures; and (vi) The baseline report shall indicate the time, date, and place of sampling and 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. *Compliance Certification.* A statement reviewed by the duly authorized representative of the User and certified by a qualified professional that indicates whether pretreatment standards are being met on a consistent basis and, if not, whether additional operation and maintenance and/or additional pretreatment is required to meet the pretreatment standards and requirements.
- D. *Compliance Schedule.* If additional pretreatment and/or operation and maintenance will be required to meet the pretreatment standards, the shortest schedule by which the User will provide such additional pretreatment and/or operation and maintenance must be provided. 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 of Section 7(c) of this Ordinance.

E. *Signature and Report Certification.* A duly authorized representative of the User must sign and certify all baseline monitoring reports in accordance with Section 7 of this Ordinance.

- (c) **Compliance Schedule Progress Reports.** The following conditions shall apply to the compliance schedule required by Section 7(b), paragraph D of this Ordinance:
- (1) The schedule shall contain progress increments in the form of dates for the commencement and completion of major events that lead 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. No progress increment shall exceed nine (9) months;
  - (2) The User shall submit a progress report to the District no later than fourteen (14) days following each date in the schedule and the final date of compliance, including as a minimum whether the User complied with the progress increment, the reason for any delay, and where appropriate, the steps being taken by the User to return to the established schedule; and
  - (3) In no event shall more than nine (9) months elapse between compliance schedule progress reports to the District.
- (d) **Reports on Compliance with Categorical Pretreatment Standards Deadline.** Within ninety (90) days after the date for final compliance with an applicable categorical pretreatment standard, or in the case of a new source, after it commences to introduce wastewater into the POTW, the User shall submit a report that contains the information described in Section 6(d), paragraphs (6) and (7), and Section 7(b), paragraph (2)(B) of this Ordinance to the District. For users subject to equivalent mass or concentration limits, 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 shall be signed and certified in accordance with Section 7(o) of this Ordinance. All sampling shall be done in conformance with Section 7(l) of this Ordinance.
- (e) **Periodic Compliance Reports.**
- (1) At a frequency determined by the District, all users must submit no less than twice per year (June and December or other dates specified in the applicable wastewater discharge permit) reports that indicate the nature and concentration of pollutants in the discharge limited by pretreatment standards and measured or estimated average and maximum daily flows for the reporting period. Where the pretreatment standard requires compliance with a BMP or pollution prevention alternative, the User must submit documentation required by the district or the pretreatment standard necessary to determine the User's compliance status.
  - (2) All periodic compliance reports must be signed and certified in accordance with Section 7(o) of this Ordinance.
  - (3) All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.
  - (4) If a User subject to these reporting requirements monitors any regulated pollutant at the appropriate sampling location more frequently than required by the District using the procedures prescribed in this Ordinance, the User shall include the results of such monitoring in the report.

- (f) **Reports of Changed Conditions.** Each User must notify the District of any significant changes to the User's operations or system that might alter the nature, quality, or volume of the User's wastewater at least ninety (90) days before the change will take effect. The District may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application in accordance with this Ordinance. The District may issue or modify a wastewater discharge permit under this Ordinance in response to changed conditions or anticipated changed conditions.
- (g) **Reports of Potential Problems.**
- (1) In the case of any discharge, including, but not limited to, accidental discharges; discharges of a nonroutine, episodic nature; a noncustomary batch discharge; or a slug discharge or slug load that might cause potential problems for the POTW, the User shall immediately telephone and notify the District of the incident. To the extent known, this notification shall include the location of the discharge; type of waste, concentration, and volume; and corrective actions taken by the User.
  - (2) Within five (5) days following such discharge, the User shall submit a detailed written report that describes the cause(s) of the discharge and the measures the User will take to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability that might occur as a result of damage to the POTW, natural resources, or any other damage to any person or property. Nor shall such notification relieve the User of any fines, penalties, or other liability which may be imposed pursuant to this Ordinance. The District may waive this five-day notification requirement.
  - (3) A User shall permanently post a notice on the User's bulletin board or other prominent place to advise employees who to call in the event of a discharge described in Section 7(g)(1) of this Ordinance. Users shall ensure that all employees who could cause such a discharge to occur are advised of the emergency notification procedure.
  - (4) Significant industrial users shall notify the District immediately of any changes at the SIU's facility that affect the potential for a slug discharge.
- (h) **Reports from Unpermitted Users.** All users not required to obtain a wastewater discharge permit hereunder shall provide reports to the District as it may require.
- (i) **Notice of Violation/Repeat Sampling and Reporting.**
- (1) If sampling performed by a User indicates a violation of any applicable standard or limitation, the User must notify the District within twenty-four (24) hours after the User becomes aware of the violation. The User shall repeat the sampling and analysis and submit the results of the repeat analysis to the District within thirty (30) days after the User becomes aware of the violation. This Ordinance does not require resampling if the District performs sampling at the User's facility at least once a month or between the time when the initial sampling was conducted and the time when the User or the District receives the results of this sampling or if the District performed the sampling and analysis in lieu of the User.
  - (2) The User shall confirm the notification required by Section 7(i)(1) above in writing no later than five (5) working days after the date of the incident. The written notification shall state the date of the incident, reasons for the discharge or spill, steps already taken to immediately correct the problem, and steps the User will take to prevent the problem from recurring.
  - (3) The notification required by Section 7(i)(1) above shall not relieve the User of any expense, loss, damage, or other liability that may occur as a result of damage or loss to the District or any other damage or loss to person or property. Nor shall such notification relieve the User of any fees or other liability that may be imposed pursuant to this Ordinance or other applicable law.
- (j) **Notification of Hazardous Waste Discharge.**



- (1) Any User that commences the discharge of a substance into the POTW that if otherwise disposed of would be a hazardous waste under 40 CFR Part 261 shall so notify the District, EPA Regional Waste Management Division Director, and State hazardous waste authorities. Such notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, EPA hazardous waste number, and type of discharge (continuous, batch, or other). If the User discharges more than ten(10) kilograms of such waste per calendar month into the POTW, the notification also shall contain the following information to the extent known or readily available to the User: An identification of the hazardous constituents contained in the wastes, estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and estimation of the mass of constituents in the wastestream the User expects to discharge during the following twelve (12) months. All notifications must take place no later than one hundred eighty (180) days after the discharge commences. The User need submit any such notification only once for each hazardous waste discharged. However, the User must submit any notification of changed conditions in accordance with Section 7(f) of this Ordinance. The notification requirement of this Section does not apply to pollutants already reported by users subject to categorical pretreatment standards under the self-monitoring requirements of this Ordinance.
  - (2) Dischargers are exempt from the requirements of Section 7(j)(1) above during a calendar month in which they discharge no more than fifteen (15) kilograms of hazardous wastes unless the wastes are acute hazardous wastes as specified in 40 CFR Sections 261.30(d) and 261.33(e). Discharge of more than fifteen (15) kilograms of nonacute hazardous wastes in a calendar month or of any quantity of acute hazardous wastes as specified in 40 CFR sections 261.30(d) and 261.33(e) requires one-time notification. Subsequent months during which the User discharges more than such quantities of any hazardous waste do not require additional notification.
  - (3) In the case of any new regulations under Section 3001 of RCRA that identify additional characteristics of hazardous waste or list any additional substance as a hazardous waste, the User must notify the District, EPA Regional Waste Management Waste Division Director, and State hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.
  - (4) In the case of any notification made under Section 7(j), the User shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree the User determined to be economically practical.
  - (5) Section 7(j) does not create a right to discharge any substance not otherwise authorized to be discharged by this Ordinance, a wastewater discharge permit, or any applicable federal, State, or local law.
- (k) **Analytical Requirements.** All pollutant analyses (including sampling techniques) submitted as part of a wastewater discharge permit 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 or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by use of validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the District or other parties approved by EPA. Unless the District approves otherwise, a laboratory certified by the State for the specific pollutants and matrices to be analyzed shall perform all analyses.
- (l) **Sample Collection.**
- (1) Samples collected to satisfy reporting requirements shall be representative of the actual conditions and based on data obtained through appropriate sampling and analysis performed during the reporting period. The District will indicate the frequency of monitoring necessary to assess and assure the User's compliance with applicable pretreatment standards and requirements.

- (2) Except as indicated in Sections 7(l)(3) and 7(l)(4) below, the User shall collect wastewater samples using twenty-four-hour flow-proportional composite sampling techniques unless the District authorizes in writing time-proportional composite sampling or grab sampling. Where the District authorizes time-proportional composite sampling or grab sampling, the samples shall be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and EPA guidance, multiple grab samples collected during a twenty-four-hour period may be composited prior to the analysis as follows: (1) For cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; and (2) For volatile organics and oil and grease, the samples may be composited in the laboratory. The District may authorize composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies. In addition, the District may require grab samples to show compliance with instantaneous limits.
  - (3) Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds shall be obtained using grab collection techniques.
  - (4) For sampling required in support of baseline monitoring and ninety-day compliance reports required by Sections 7(b) and 7(d) of this Ordinance, a minimum of four (4) grab samples shall be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist. For facilities for which historical sampling data are available, the District may authorize a lower minimum. For the reports required by Section 7(e) of this Ordinance, the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements shall be collected.
- (m) **Date of Receipt of Reports.** Written reports submitted to the District are deemed submitted on the date postmarked. For reports that the User does not mail with postage prepaid into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.
- (n) **Recordkeeping.**
- (1) Users subject to the reporting requirements of this Ordinance shall retain and make available for the District or any other governmental entity, with appropriate jurisdiction to inspect and copy, all records of information obtained pursuant to any monitoring activities required by this Ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with BMPs established under this Ordinance.
  - (2) Records shall include the date, exact place, method, and time of sampling; the name of the individual(s) that took the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses.
  - (3) 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 that concerns the User or District or where the District, State, or EPA specifically notifies the User of a longer retention period.
- (o) **Certification of Permit Applications, User Reports, and Initial Monitoring Waiver.** A duly authorized representative of the User must sign and submit the following certification statement when he or she submits any permit application or report required by this Ordinance:

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(s) who manage the system or those 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.

**Section 8. Compliance Monitoring.**

- (a) **Monitoring Programs.** The District may require users to implement technical or monitoring programs as it deems necessary, provided that the burden of such programs (including costs) bear a reasonable relationship to the need for and benefits of the program. The User shall pay the applicable District charge for the monitoring program in addition to the wastewater disposal and other charges established by the District. The monitoring program may require the User to conduct a sampling and analysis program of a frequency and type specified by the District or as required by the federal general pretreatment regulations at 40 CFR Part 403 to demonstrate compliance with prescribed wastewater discharge limitations. The User may either:
- (1) Conduct its own sampling and analysis program provided the User demonstrates to the District's satisfaction that the User has the necessary qualifications and facilities to perform the work; or
  - (2) Engage a private consulting firm or laboratory certified by the State of California, Department of Public Health.
- (b) **Right of Entry: Inspection and Sampling.**
- (1) The District shall have the right to enter any User's premises, including, but not limited to, any areas or points of sampling, discharge, process, storage, or recordkeeping, to determine if the User is in compliance with the requirements of this Ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow the District ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.
  - (2) Where a User has security measures in force that require proper identification and clearance before entry into the User's premises, the User shall make necessary arrangements so that upon presentation of suitable identification, the District shall be permitted to enter without delay for the purposes of performing specific responsibilities.
  - (3) The District shall have the right to set up on the User's property, or require installation of, devices necessary to conduct sampling and/or metering of the User's operations.
  - (4) The District may require the User to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the User at its expense. All devices used to measure wastewater flow and quality shall be calibrated to ensure their accuracy.
  - (5) At the written or verbal request of the District, the User shall promptly remove and not replace any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled. The User shall bear the costs of clearing such access.
  - (6) Unreasonable delays in allowing the District access to the User's premises shall be a violation of this Ordinance.
  - (7) The District shall have the authority to witness any sampling and sampling procedures required of the User as part of the wastewater discharge permit program of this Ordinance.
  - (8) If the District has been refused access to a building, structure, or property or any part thereof and can demonstrate probable cause to believe that there may be a violation of this Ordinance or need to inspect and/or sample as part of a routine inspection and sampling program or to protect the overall public health, safety and welfare of the community, the District may seek issuance of an inspection or search warrant pursuant to applicable law. In the event of an emergency that affects the public health or welfare, the District may conduct any necessary inspection without consent or the issuance of a warrant.

- A. To the extent that the owner or possessor of the premises requires the District to obtain a warrant, the District may suspend the wastewater discharge permit and/or any other right to the discharge to the sewerage facilities immediately and such suspension may continue until such time as the District obtains the warrant and inspects the facilities. If the District finds no violation of this Ordinance, the wastewater discharge permit, or other applicable federal, State, or local law that deals with sanitation or hazardous substances, the District shall lift the suspension upon the conclusion of the service of the warrant. If the District finds a violation of this Ordinance, the wastewater discharge permit, or other applicable federal, State, or local law that deals with sanitation or hazardous substances, the District may continue or terminate the suspension and/or pursue appropriate enforcement remedies.

**Section 9. Confidential Information.**

- (a) **Availability of Information.** Information and data on a User obtained from reports, surveys, wastewater discharge permit applications, permits, monitoring programs, and the District's inspection and sampling activities shall be available to the public and governmental agencies without notification or restriction unless the User specifically requests and is able to demonstrate to the District's satisfaction that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under State law. The User must assert any such request at the time of submission of the information or data by including "Confidential Business Information" on each page, document, or other item.
- (b) **Confidentiality of Report.** If the User demonstrates that the District should treat information in a report furnished as confidential, the District shall not make portions of the report that might disclose trade secrets or secret processes available for public inspection. The District shall make such portions of the report available immediately upon request to governmental agencies (including EPA and the State) for uses related to the NPDES or pretreatment program and in enforcement proceedings that involve the User or District.
- (c) **Exceptions.** Wastewater constituents and characteristics and other effluent data are not confidential information under this Ordinance and shall be available to the public without restriction.

**Section 10. Publication of Users in Significant Noncompliance.**

- (a) **List of Users.** In accordance with federal regulations, the District shall publish at an interval of not less than once per year, a list of the User(s) found to be in significant noncompliance with any pretreatment standard or requirement of federal or State law or this Ordinance within the previous twelve (12) months. The publication shall occur in the newspaper that has the largest daily circulation within the District's service area.
- (b) **Significant Noncompliance Defined.** The term "significant noncompliance" applies to all significant industrial users (or any industrial User that violates paragraphs (c), (d), or (h) below) and shall mean:
- (1) Chronic violations of wastewater discharge limits, defined here as those in which sixty-six (66) percent or more of all of the measurements taken for the same pollutant parameter taken during a six-month period exceed by any magnitude a numeric pretreatment standard or requirement, including instantaneous limits;
  - (2) Technical review criteria (TRC) violations, defined here as those in which thirty-three (33) percent or more of all of the wastewater measurements taken for each pollutant parameter during a six-month period equals or exceeds the product of the numeric pretreatment standard or requirement including instantaneous limits multiplied by the applicable TRC (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);



- (3) Any other violation of a pretreatment standard or requirement that the District determines caused (alone or in combination with other discharges) interference or pass through, including endangering the health of POTW personnel or the general public;
- (4) Any discharge of a pollutant that caused imminent endangerment to the public or environment or resulted in the District's exercise of its emergency authority to halt or prevent such a discharge;
- (5) Failure to meet within ninety (90) days of the scheduled date, a compliance schedule milestone in a wastewater discharge permit or enforcement order for the User to start or complete construction or attain final compliance;
- (6) Failure to provide within thirty (30) days after the due date any reports required (e.g., baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules);
- (7) Failure to accurately report noncompliance; or
- (8) Any other violation(s) that the District determines will adversely affect the operation or implementation of the local pretreatment program.

**Section 11. Violations, Liability, and Enforcement.**

- (a) Any Person violating any of the provisions of this Ordinance shall become liable to the District for any expense, loss, or damage occasioned by the District by reason of such violation. All Persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this Ordinance.
- (b) **Administrative Enforcement Remedies.**
  - (1) Notice of Violation. When the District finds that a User violated or continues to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the District may serve upon that User a written notice of violation (NOV). Within fifteen (15) days of the receipt of the NOV or any shorter period specified in the NOV, the User shall submit to the District a written explanation of the violation and plan that includes specific actions required to correct and prevent the violation. Submission of the plan in no way relieves the User of liability for any violations that occur before or after receipt of the NOV. Nothing in this Section shall limit the District's authority to take any action (including emergency actions or any enforcement action) in the absence of a NOV or before the response period expires.
  - (2) Consent Orders. The District may enter into consent orders, assurances of compliance, or other similar documents to establish an agreement with any User responsible for noncompliance. A consent order shall include specific action(s) the User shall take to correct the noncompliance within time frames specified in the order. Such documents shall have the same force and effect as administrative orders issued under this Ordinance and be judicially enforceable.
  - (3) Show Cause Hearing. The District may order a User that violated or continues to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement to appear before the General Manager and show cause why the District should not take the enforcement action proposed. The District shall serve upon the User a notice that specifies the time and place for the hearing, the proposed enforcement action, the reasons for such action, and a request that the User show cause why the District should not take the action. The District shall serve the hearing notice personally or by registered or certified mail at least fifteen (15) days prior to the hearing. After review of the evidence and testimony presented at the hearing, the General Manager may make such orders as he or she deems appropriate with due regard to any violations.
  - (4) Compliance Orders and Compliance Schedules.

- A. When the District finds that a User violated or continues to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the District may issue an order to the User to direct it to come into compliance within a specified time. If the User does not come into compliance within the time provided, the District may discontinue sewer service unless the User properly installs and operations adequate treatment facilities, devices, or other related appurtenances.
  - B. When the District determines that a User violated or continues to violate this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement and needs to construct and/or acquire and install equipment related to pretreatment, the District may issue a compliance schedule to amend the User's wastewater discharge permit. The compliance schedule may contain terms and conditions that a User must satisfy during the time or by the specific dates provided.
  - C. Compliance orders and compliance schedules may contain other requirements to address noncompliance, including, but not limited to, additional self-monitoring, submittal of drawings or reports, audit of waste minimization practices, or other provisions to ensure compliance with this Ordinance. A compliance order may not extend the deadline for compliance established for a federal pretreatment standard or requirement, nor does a compliance order relieve the User of liability for any violation.
- (5) Cease and Desist Orders. When the District determines that a User violated or continues to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement or that the User's past violations are likely to recur, the District may issue an order to the User that directs it to cease and desist all such violations, come into compliance with all requirements immediately or in accordance with a time schedule set by the District, and take any remedial or preventive action necessary to properly address a continuing or threatened violation, including an action to halt the User's and/or terminate the User's discharge.
- (6) Administrative Complaint and Civil Liability Penalties.
- A. *Complaint.* When the District determines that a User violated or continues to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the District may issue a complaint to the User that imposes civil liability as set forth in Section 11(a)(6)(C). The District shall serve the complaint by personal service or registered or certified mail on the individual subject to the District's discharge and reporting requirements. The complaint shall allege the act or failure to act that constitutes a violation, provision of law that authorizes the District to impose the civil liability, and civil liability proposed. The complaint shall set forth the date of the hearing before a hearing officer designated by the Board of Directors, and such hearing shall occur within thirty (30) days after the date of service.
  - B. The individual served the complaint pursuant to Section 11(a)(6)(A) may waive the right to a hearing, in which case the District shall not conduct the hearing. At the hearing, the individual shall have an opportunity to present written and/or oral evidence to respond to the allegations in the complaint. The hearing officer shall conduct the hearing in accordance with the procedures established by the General Manager and approved by the District's counsel. After the hearing concludes, the hearing officer shall submit a written report to the General Manager that provides a brief statement of the facts found to be true, a determination of the issues presented, conclusions, and a recommendation. Upon receipt of the report, the General Manager shall determine whether grounds exist to assess a civil liability penalty. The General Manager shall issue a decision and order in writing within thirty (30) days upon the conclusion of the hearing and serve copies of the order on the party served with the complaint (either by personal service or registered or



certified mail) and other persons who appeared at the hearing and requested a copy of the order.

- C. *Civil Liability Penalties.* The District may impose civil liability penalties as follows:
- i. In an amount that does not exceed two thousand dollars (\$2,000.00) for each day for failing or refusing to furnish technical or monitoring reports
  - ii. In an amount that does not exceed three thousand dollars (\$3,000.00) for each day for failing or refusing to timely comply with any compliance schedule established by the District.
  - iii. In an amount that does not exceed five thousand dollars (\$5,000.00) for each day of intentionally or negligently discharging hazardous waste (as defined in Section 25117 of the Health and Safety Code) or knowing falsifying any information provided in any furnished technical or monitoring report.
  - iv. In an amount that does not exceed five thousand dollars (\$5,000.00) per violation for each day for discharges in violation of any waste discharge limitation, wastewater discharge permit condition, or requirement issued, reissued, or adopted by the District.
  - v. In an amount that does not exceed ten dollars (\$10.00) per gallon for discharges in violation of any of the District's cease and desist or other orders or prohibitions issued, reissued, or adopted by the District.
  - vi. In determining the appropriate civil penalty to assess, the District may consider all relevant circumstances to the extent allowed by law, including, but not limited to, the extent of harm caused by the violation, the economic benefit derived through noncompliance, the nature and persistence of the violation, the length of time over which the violation occurs, any corrective action attempted or taken by the discharger, and any prior history of violations.
- D. Unless appealed, orders that set administrative civil liability shall become effective and final upon the issuance thereof and the User shall make the payment within thirty (30) days. The District shall seek a lien against the User's property for unpaid civil liability penalties that are at least sixty (60) days delinquent.
- E. *Other Action.* Issuance of an administrative civil penalty shall not be a bar against or prerequisite to the District taking any other action against the User. The District shall not recover administrative civil liability penalties for any violation for which the District already recovered civil penalties through a judicial proceeding.
- F. *Emergency Suspensions.*
- i. The General Manager may immediately suspend a discharge after informal notice to the User whenever necessary to stop an actual or threatened discharge that reasonably appears to present or cause imminent or substantial endangerment to the public health or welfare or environment. The General Manager may also immediately suspend a User's discharge after notice and opportunity to respond where the discharge interferes or threatens to interfere with operation of the POTW.
  - ii. Any User notified of a discharge suspension shall immediately stop or eliminate the User's discharge contribution. In the event a User fails to immediately comply with the suspension order, the General Manager may take steps such as immediate severance of the sewer connection to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The General Manager may allow the User to recommence its discharge after the User demonstrates to the General Manager's satisfaction that the period of endangerment passed unless the District initiates revocation or termination proceedings pursuant to this Ordinance. Nothing in this Ordinance requires a hearing prior to any emergency suspension.

- iii. A User responsible in whole or in part for any discharge that presents an imminent endangerment shall submit a detailed written statement that describes the causes of the harmful contribution and measures taken to prevent any future occurrence. The User shall submit such statement to the General Manager prior to the date of any show cause, revocation, or termination hearing under this Ordinance or within fifteen (15) days of the date of the suspension notification if there is no such hearing.
- G. *Suspension and Revocation of Wastewater Discharge Permit.* Any User that does any of the following is subject to an order to suspend or revoke the User's wastewater discharge permit:
- i. Fails to complete a wastewater survey or the wastewater discharge permit application;
  - ii. Fails to accurately report the wastewater constituents and characteristics of the discharge;
  - iii. Fails to report significant changes in operations or wastewater volume, constituents, or characteristics prior to the changed discharge;
  - iv. Refuses to provide records, plans, reports, or other documents required by the District to determine permit terms, conditions, or limits; discharge compliance; or compliance with this Ordinance;
  - v. Refuses reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling;
  - vi. Violates the any wastewater discharge permit condition or compliance schedule, pretreatment standard, or other provision of this Ordinance (e.g., notification requirements);
  - vii. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method;
  - viii. Discharges effluent to the District's sewerage system while the User's permit is suspended; or
  - ix. Fails to make timely payment of all amounts owed to the District for User charges, noncompliance sampling fees, permit fees, or any other fees, charges, or penalties imposed pursuant to this Ordinance.

At least fifteen (15) days in advance of the proposed termination date, the District shall notify the User by personal service or registered or certified mail of the proposed termination of the User's discharge. The notification shall offer the User an opportunity to show cause under Section 11(a)(3) of this Ordinance as to why the District should not terminate the discharge as proposed. The District may stay the termination pending the outcome of the show cause hearing.

- H. *Physical Termination of Service.* In addition to any other enforcement remedies, whenever a User violated or continues to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the District may disconnect the User's sewer system from the POTW's sewerage works upon issuance of an administrative order to that effect. Service will recommence at the User's expense only after the User demonstrates to the District's satisfaction the User's ability to comply.

I. *Appeal of Administrative Actions.*

- i. Except as otherwise provided in this Ordinance, any permit applicant or holder or other discharger affected by any decision, determination, or other action made by the District when it interprets or implements this Ordinance, any wastewater discharge permit issued hereunder, or any other pretreatment standard or requirement may file a written request for reconsideration with the General Manager within thirty (30) days of such decision, determination, or other action. The written request must set forth detailed facts that support the request, and the person who seeks reconsideration must promptly furnish all



additional documents and other relevant information relevant upon the General Manager's request. Failure to promptly furnish such documents and other information shall be grounds for the General Manager to deny the request for consideration. The General Manager may elect to hold a hearing on any request for consideration. The General Manager may establish rules and regulations to govern such hearings. If the General Manager fails to act within forty-five (45) days of any request for reconsideration, the request shall be deemed denied. If the General Manager holds a reconsideration hearing, he or she shall issue a detailed decision with findings on the request of reconsideration within ten (10) days from the close of the hearing. The General Manager's decision shall take effect on the fifteenth day after being mailed to the requesting party. The decision, determination, or other action for reconsideration shall remain in effect during such period of review by the General Manager.

- ii. If the General Manager's ruling is unsatisfactory to the person who requests reconsideration, the person may file a written appeal to the Board of Directors within fifteen (15) days of the General Manager's final decision or order. The written appeal shall state all pertinent aspects of the matter. The District shall return any appeal fee if the final order issued by the Board of Directors reverses or modifies the decision, determination, or other action in favor of the appellant. Within thirty (30) days after the written appeal is received, the Board of Directors shall hold a hearing or designate a neutral hearing officer to hold a hearing after due notice to the appellant. The Board of Directors shall provide notice of the hearing to the appellant by personal service or registered or certified mail at least fifteen (15) days before the hearing. The Board of Directors may establish rules and regulations to govern the hearings of such appeals. In any event, the appellant may appear personally or through counsel to cross-examine witnesses and present evidence. The Board of Directors shall make a final ruling by way of an order that contains findings of fact on the appeal within fifteen (15) days after the close of the hearing or receipt of the hearing officer's advisory opinion. The hearing officer shall submit his or her advisory opinion to the Board of Directors within ten (10) days after the close of the hearing. The decision, determination, or other action on appeal shall remain in effect during such period of review by the Board of Directors.

(c) **Judicial Enforcement Remedies.**

- (1) Injunctive Relief. When the District finds that a User violated, continues to violate, or threatens to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or otherwise causes or threatens to cause a condition of contamination, pollution, or nuisance, the District may petition the appropriate court for the issuance of a temporary and/or permanent injunction as appropriate to restrain or compel the specific performance of the requirement imposed. The District may also seek any other action as is appropriate for legal and/or equitable relief, including a requirement that the User conduct environmental remediation.
- (2) Civil Penalties.
  - A. A User that violated, continues to violate, or threatens to violate any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement shall be liable to the District for a maximum civil penalty of twenty-five thousand dollars (\$25,000.00) per violation per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
  - B. The District may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses and the cost of any damages incurred by the District. In the event that the District is subject to the payment of fines or penalties pursuant to

the legal authority and actions of other regulatory or enforcement agencies based on a violation of law (including permit requirements) and the District can establish such violation as caused by the discharge of any User in violation of this Ordinance or the User's permit, the District shall be entitled to recover from the User all costs and expenses, including, but not limited to, the full amount of said fines or penalties to which the District was subjected.

- C. In determining the amount of civil liability, the court shall consider all relevant circumstances to the extent allowed by law, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the User's violation, corrective actions by the User, the User's compliance history, and any other factor as justice requires.
- (3) Criminal Penalties.
- A. Any person who violates any provision of this Ordinance is guilty of a misdemeanor as set forth in Section 61064 of the Government Code, which upon conviction is punishable by a fine not to exceed one thousand dollars (\$1,000.00), imprisonment for not more than thirty (30) days, or both. Each violation and each day in which a violation occurs may constitute a new and separate violation of this Ordinance and shall be subject to the penalties specified herein.
  - B. The District may recover its reasonable attorney's fees, court costs, court reporter's fees, and other litigation expenses incurred by an appropriate suit at law against the User convicted for violating any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement.
- (d) **Supplemental Enforcement Action.**
- (1) Penalties for Late Reports. The District may assess a penalty of two hundred dollars (\$200.00) to any User for each day that a report required by this Ordinance or a wastewater discharge permit or order issued hereunder is late, beginning five (5) days after the date the report became due and continuing until the twenty-ninth day after the report became due. The District may assess a penalty of three hundred dollars (\$300.00) to any User for each day thereafter that the report is overdue. Actions taken by the District to collect late reporting penalties shall not limit its authority to initiate other enforcement actions that may include penalties for late reporting violations.
  - (2) Payment of Outstanding Fees and Penalties. The District may decline to issue or reissue a wastewater discharge permit to any User that failed to pay any outstanding fees, fines, or penalties incurred as a result of any provision of this Ordinance or a previous wastewater discharge permit or order issued hereunder.
  - (3) Public Nuisances. A violation of any provision of this Ordinance, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement is hereby declared a nuisance and shall be corrected or abated as directed by the District. Any User(s) or person(s) which create a nuisance shall be subject to the provisions of State and local law that govern such nuisances, including reimbursing the District for any costs incurred in removing, abating, or remedying said nuisance.
- (e) **Remedies Non-Exclusive.** The remedies provided for in this Ordinance are not exclusive. To the extent allowed by law, the District may take any, all, or any combination of these actions against a noncompliant User.

#### **Section 12. Miscellaneous Provisions.**

- (a) **Repeal of Ordinances.** This Ordinance shall repeal and/or supersede Ordinance Nos. 3, 48, and 59.1, and any other existing District ordinances, resolutions, orders, or policies, which are in conflict with the contents of this Ordinance. All other provisions of said ordinances, resolutions, orders, or policies, not in conflict with the contents of this Ordinance, shall continue in full force and effect.



- (b) **Effect of Adoption.** The adoption of this Ordinance and the repeal of ordinances by this Ordinance shall not affect the following matters:
- (1) Actions and proceedings which were commenced before the effective date of this code;
  - (2) Prosecution of ordinance violations committed before the effective date of this Ordinance;
  - (3) Licenses and penalties due and unpaid at the effective date of this code and the collection of these licenses and penalties; and
  - (4) Bonds and cash deposits required to be posted, filed or deposited pursuant to any ordinance.
- (c) **Severability.** If any section, subsection, sentence, clause, or phrase of this Ordinance or the application thereof to any person or circumstance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance or the application of such provision to other persons or circumstances. The Board hereby declares that it would have passed this Ordinance or any section, subsection, sentence, clause, or phrase hereof irrespective of the validity of any other part.
- (d) **Effective Date.** This Ordinance shall become effective thirty (30) days from the date of final passage and is subject to the disapproval and veto by the votes, pursuant to the provisions of Section 61451 of the Government Code of the State of California, by proceeding in accordance with Article 2 of Chapter 2 of Division 5 of the Elections code of the State of California, as in said Section provided.
- (e) **Posting Upon Adoption.** Upon adoption, this Ordinance shall be posted in three public places within the District and shall become effective upon the expiration of thirty (30) days from the date of its adoption.

CERTIFICATE OF SECRETARY

I hereby certify that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 17<sup>th</sup> day of May, 2022 by the following vote:

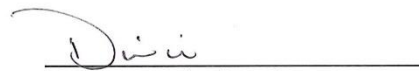
AYES: Directors Brown, Freeman, Lieberman, and Graves

NOES: 0

ABSENT: Director Millerick

ABSTAIN: 0

  
\_\_\_\_\_  
President of the Board

  
\_\_\_\_\_  
Secretary to the Board

F. Resolution 2018-02, Engineering Standard Specification Drawings

**RESOLUTION 2018-02**

**RESOLUTION AUTHORIZING THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT TO ADOPT "ENGINEERING STANDARD SPECIFICATIONS AND DRAWINGS" AS DEVELOPED BY EASTERN MUNICIPAL WATER DISTRICT**

WHEREAS, the Hidden Valley Lake Community Services District (District) provides and maintains wastewater collection and treatment services to a majority of its customers; and

WHEREAS, The District remains dedicated to its mission to provide, maintain and protect our community's water; and

WHEREAS, the well-established standard for wastewater construction and improvements developed by Eastern Municipal Water District provides a model for compliance applicable to the District;

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors authorizes the adoption of "Engineering Standard Specifications and Drawings" as its own standard, to which any new construction or improvements must comply.

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


**AYES:** Directors Graham, Herndon, Freeman, Mirbegian, and Lieberman

**NOES:**

**ABSTAIN:**

**ABSENT:**

  
\_\_\_\_\_  
Carolyn Graham  
President of the Board of Directors

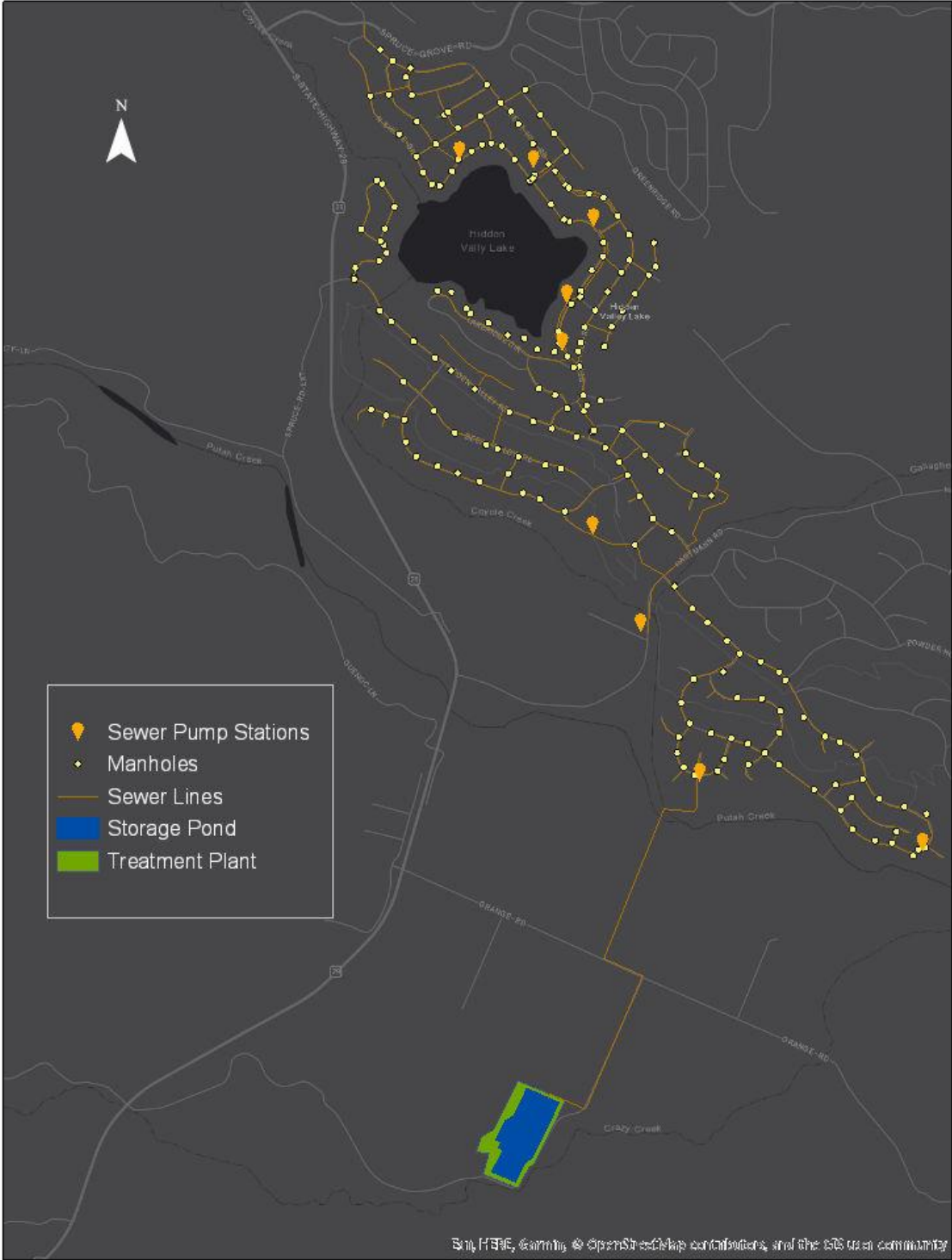
**ATTEST:**  4-19-18  
Kirk Cloyd  
Secretary to the Board of Directors



DRAFT

G. Collection System Asset Map

# Hidden Valley Lake Community Services District Asset Map



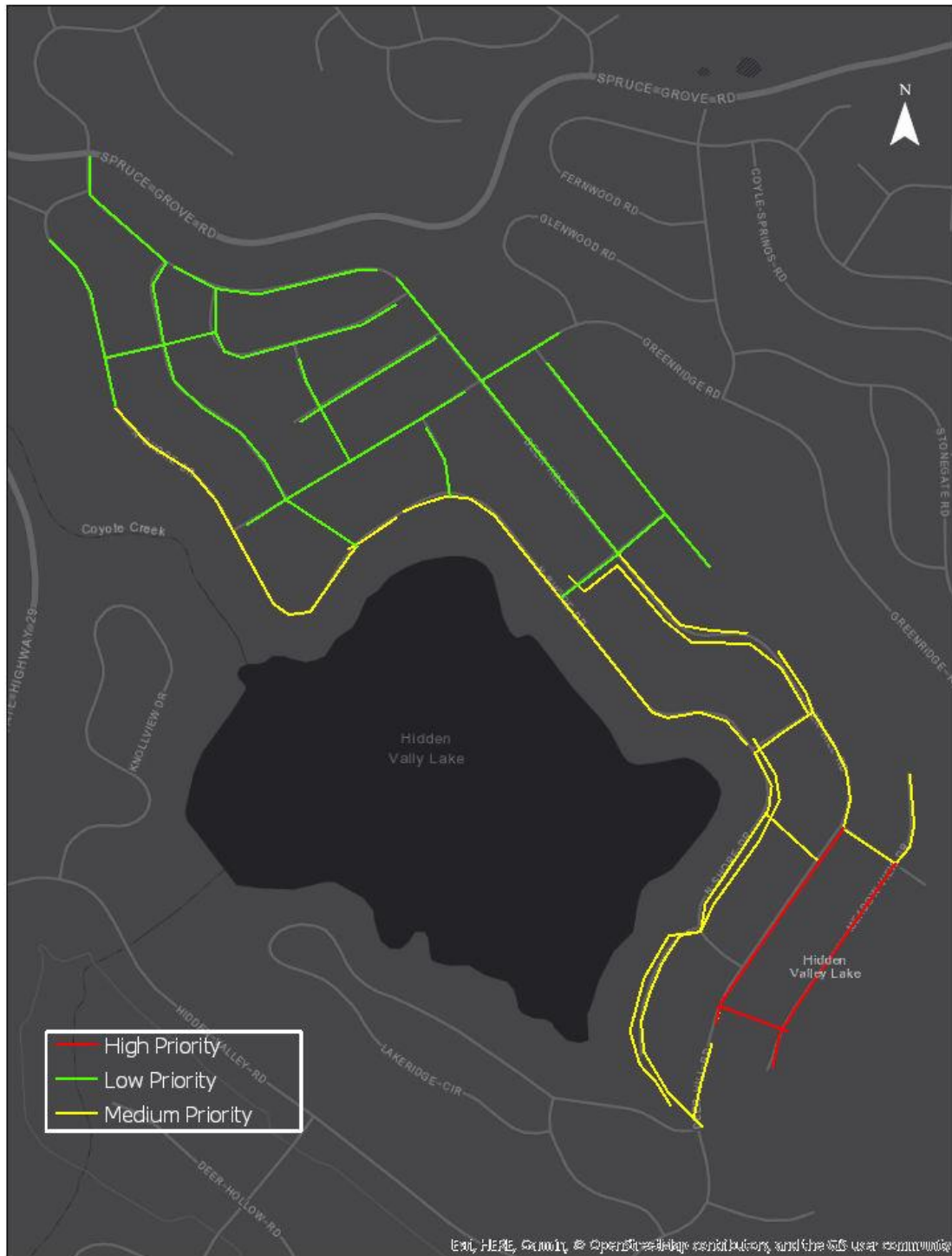
Author: Marina Deligiannis

Data Source: GHD Consulting

DRAFT

H. Collection System Priority Line Cleaning Map

# Hidden Valley Lake Community Services Collection System Priority Line Cleaning



Author: Marina Deligiannis

Data Source: GHD Consulting

DRAFT

I. SSMP Audit Form



## Sewer System Management Plan (SSMP) Audit Form

Audit Date: \_\_\_\_\_

The purpose of the Annual SSMP Audit is to evaluate the effectiveness of the Hidden Valley Lake Community Services District SSMP and to identify any need for improvement.

**Directions:** Please check **YES** or **NO** for each question. If **NO** is checked for any question, describe the updates/changes needed and the timeline to complete those changes.

		YES	NO
<b>ELEMENT 1 – SSMP GOAL AND INTRODUCTION</b>			
A.	Have there been any changes to the system that require updates to the Introduction?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Have the boundaries of the District’s service area changed?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Have there been any changes in the regulations that should be identified and described in the Introduction?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Are the goals stated in the SSMP still appropriate and accurate?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 2 – ORGANIZATION</b>			
A.	Is the list of LRO officials in the CIWQS system current? Are the LROs and Data Submitters identified in the SSMP?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the SSMP Responsibilities and Contact Information current?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Is the Organizational Lines of Authority current?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Are the SSO and CIWQS SOPs current?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 3 – LEGAL AUTHORITY</b>			
A.	Were any changes or modifications made to the District’s Sewer Ordinance, Regulations, or Standards?	<input type="checkbox"/>	<input type="checkbox"/>
Does the SSMP contain current reference to the HVLCSD code documenting legal authority to:			
B.	Prevent illicit discharges?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Collaborate with storm sewer agencies during emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Require proper design and construction of sewers and connections?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Ensure access to sewer assets?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Enforce any violation of the sewer ordinance?	<input type="checkbox"/>	<input type="checkbox"/>
G.	Obtain easement accessibility agreements?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 4 – OPERATION AND MAINTENANCE PROGRAM</b>			
Sewer system map(s)			
A.	Are the District's sanitary sewer system map(s) complete, currently, and sufficiently detailed? Do they include system additions since the last Audit?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are SSO responders able to determine the locations of storm drainage inlets and pipes for possible discharges to water of the US? Have all new additions been added since the last Audit?	<input type="checkbox"/>	<input type="checkbox"/>
Preventative operation and maintenance			
C.	Does the SSMP describe current preventative maintenance activities?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Based upon information in the annual I/I Assessment, are the District's preventative maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input type="checkbox"/>	<input type="checkbox"/>
Training			
E.	Does the SSMP document current training expectations and programs?	<input type="checkbox"/>	<input type="checkbox"/>
Equipment inventory			
F.	Does the SSMP contain an up-to-date inventory of critical replacement and spare parts?	<input type="checkbox"/>	<input type="checkbox"/>
G.	Are the inventory components sufficient to respond to emergencies and properly conduct regular maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS</b>			
Construction standards and specifications			
A.	Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations, and other appurtenances and for the rehabilitation and repair of the existing sanitary sewer system?	<input type="checkbox"/>	<input type="checkbox"/>
Procedures and standards			
B.	Are design and construction standards, as well as standards for the installation and testing of new and rehabilitated facilities sufficiently comprehensive and current?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Does the SSMP document current procedures and standards for inspecting and testing new sewer systems, pump stations, and other appurtenances and the rehabilitation and repair of existing sanitary sewer systems?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 6 – SPILL EMERGENCY RESPONSE PLAN</b>			
A.	Does the District’s SSO SOP establish procedures for the emergency response, notification, and clean-up of SSOs?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the District’s CIWQS Spill-No Spill Report SOP establish procedures for the notification and reporting of SSOs?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Are District staff and contracted personnel appropriately trained on spill emergency response procedures? Are all trainings documented and maintained in District files?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Considering SSO performance data, is the spill emergency response plan effective in handling SSOs to safeguard public health and the environment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 7 – SEWER PIPE BLOCKAGE CONTROL PROGRAM</b>			
A.	Does the SSMP contain or reference current information about sewer blockage prevention activities?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Based on information in the annual I/I Assessment, are current sewer blockage prevention activities effective in documenting and controlling blockage causes?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 8 – SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS</b>			
System evaluation and condition assessment			
A.	Does the SSMP reference a current assessment of the sanitary sewer system?	<input type="checkbox"/>	<input type="checkbox"/>
Capacity assessment and design criteria			
B.	Has the District updated its capacity assessment and identified and addressed hydraulic deficiencies in the system?	<input type="checkbox"/>	<input type="checkbox"/>
Prioritization of corrective action			
C.	Are the recommendations made in the annual I/I Assessments effective in correcting deficiencies in the system?	<input type="checkbox"/>	<input type="checkbox"/>
Capital improvement plan			
D.	Is there an ongoing condition assessment program sufficient to develop a Capital Improvement Plan addressing the proper management and protection of infrastructure assets?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Does the SSMP contain a prioritized Capital Improvement Plan for future rehabilitation and replacement of sanitary sewer system components?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 9 – MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS</b>			
A.	Does the SSMP include provisions to measure the effectiveness of each Plan Element?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the SSMP include procedures to monitor and update the Plan based on findings and recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 10 – INTERNAL AUDITS</b>			
A.	Have annual SSMP Audits been completed, reviewed, and filed?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Has the Plan been updated and approved by the District Board of Directors?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

		YES	NO
<b>ELEMENT 11 – COMMUNICATION PROGRAM</b>			
A.	Does the District effectively communicate with the public and agencies about the SSMP and continue to address any feedback?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Has the District provided the public the opportunity for input as the program is updated?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Updates/changes:</b>			

**Audited by:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Filed on:** \_\_\_\_\_

DRAFT

J. Water Quality Emergency Notification Plan



State Water Resources Control Board (SWRCB) – Division of Drinking Water

**WATER QUALITY EMERGENCY NOTIFICATION PLAN**

System Name: Hidden Valley Lake Community Services District System Number: CA1710015

Physical Location/Address: 19400 Hartmann Rd, Hidden Valley Lake, CA 95467

The following persons have been designated to implement the plan upon notification by the SWRCB that an imminent danger to the health of the water users exists:

Water Utility: Contact Name & Title	Email Address	Primary #	Backup #
1. Dennis White, General Manager	dwhite@hvlcsd.org	707-533-3498	707-987-9201
2. Barry Silva, Utility Supervisor	bsilva@hvlcsd.org	707-355-2418	707-987-9201
3. Nathan Reese, Operator II	nreese@hvlcsd.org	707-355-9368	707-987-9201

The implementation of the plan will be carried out with the following SWRCB personnel:

Drinking Water Field Operations Branch - Santa Rosa Office Main Line #: (707) 576-2145		
Sonoma District (Sonoma County – Community and Non-transient PWS)	Marin District (Marin County – All PWS, Sonoma County – Transient PWS)	Mendocino District (Lake, Mendocino, and Napa County – all PWS)
Misha F. Anderson Backup #: (707) 576-2728	Elena Joy M. Pelen Backup #: (510) 320-2676	Zachary C. Rounds Backup #: (707) 576-2733

**If the above personnel cannot be reached, contact:**

**Office of Emergency Services Warning Center (24 hrs): (800) 852-7550 or (916) 845-8911**  
When reporting a water quality emergency to the Warning Center, please ask for the State Water Resources Control Board – Division of Drinking Water Duty Officer

Describe the Notification Plan and Estimated Times Below:

In the event of a water quality emergency, the Hidden Valley Lake Community Services District (HVLCSO) will issue a Boil Water Notice. The issuance of this notice will be in the form of door-to-door paper notifications, that will be printed in both English and Spanish (see attached). HVLCSO field operations staff, HVLCSO administrative staff, and Hidden Valley Lake Association (HVLA) security may all be enlisted to accomplish this notification within 12 hours. Also, notification will be posted on bulletin boards within the community, and on the hvlcsd.org website. Signage will be placed at all entrances (5), and written notification will be handed to cars entering the security when feasible.

Once the water quality emergency has abated, a cancellation notification will be issued in the same manner (and format) as the Boil Water Notice (see attached).

Example notice templates may be found at: [http://www.swrcb.ca.gov/drinking\\_water/certific/drinkingwater/Notices.shtml](http://www.swrcb.ca.gov/drinking_water/certific/drinkingwater/Notices.shtml)

Hannah Davidson

5/16/2023

Email to DDW



Waldon Wong  
Digitally signed by  
Waldon Wong  
Date: 2023.05.16  
12:57:51 -07'00'

Name of person submitting ENP

Date Submitted

Office Use Only

# IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

## Hidden Valley Lake Community Services District

Date: \_\_\_\_\_

# BOIL WATER NOTICE

**Boil Your Water Before Drinking or Food Preparation to Avoid Illness**

Due to the recent event \_\_\_\_\_, which occurred on \_\_\_\_\_, the State Water Resources Control Board, Division of Drinking Water, the Lake County Health Department, and the Hidden Valley Lake CSD are advising residents of Hidden Valley Lake to only use boiled tap water or bottled water for drinking and cooking purposes as a safety precaution to avoid stomach or intestinal illness. The affected area includes \_\_\_\_\_

We will inform you when tests show that water is safe to drink and you no longer need to boil your water. We anticipate resolving the problem within \_\_\_\_\_.

If you have questions about other uses of tap water, such as bathing and dish washing, please call your water system or read this guidance:

<https://www.cdc.gov/healthywater/emergency/dwa-comm-toolbox/before/tools/What-to-Do-During-a-Boil-Water-Advisory.docx>

Potable water is available at the following locations:

\_\_\_\_\_  
Please bring a clean water container (5 gallons maximum capacity).

### Do not drink the water without boiling it first



- Boil all water for one (1) minute (rolling boil).
- Let water cool before drinking.
- Use boiled or bottled water for drinking, brushing teeth, and food preparation until further notice.
- Boiling water kills bacteria and other organisms in the water.

### If you are unable to boil your water:

#### Household unscented liquid bleach



- For clear water, use 8 drops (1/8 tspn.) of bleach for 1 gallon of water. For cloudy water, filter through a clean cloth and use 16 drops (1/4 tspn.) of bleach for 1 gallon of water.
- Mix well. Allow to stand for 30 minutes before using.
- Water may taste or smell like chlorine. This means disinfection has occurred.

#### Water disinfection tablets



- Please follow the manufacturer's instructions.

If you are concerned about your health or the health of a family member, contact your Health Care Provider or Lake County Environmental Health, (707) 263-1164.

### For more information, call:

**Water Utility contact:** General Manager, 707-987-9201,  
19400 Hartmann Road, Hidden Valley Lake, CA 95467  
[www.hvlcsd.org](http://www.hvlcsd.org)

**State Water Resources Control Board District Office:** (707) 576-2145  
**Local Environmental Health Jurisdiction:** Lake County at (707) 263-1164

Please share or post this information with others who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

# INFORMACIÓN IMPORTANTE SOBRE SU AGUA POTABLE

Este aviso contiene información muy importante sobre su agua potable, por favor léalo bien.

## Hidden Valley Lake Community Services District

Fecha:

# AVISO DE HERVIR EL AGUA

Para Evitar Enfermarse, Hierva Su Agua Antes de Beberla o Preparar Comida

Debido al reciente evento \_\_\_\_\_, el cual ocurrió en \_\_\_\_\_, la Junta Estatal de Control de Recursos de Agua (División de Agua Potable), el Lake County Health Department, y el Sistema de Agua Hidden Valley Lake CSD, están advirtiéndoles a los residentes de Hidden Valley Lake que como precaución de seguridad, solo usen agua de la llave hervida o agua embotellada para beber y para cocinar. Esto es para evitar enfermedad intestinal o del estómago. El área afectada incluye:

\_\_\_\_\_

\_\_\_\_\_

Le informaremos cuando las pruebas muestren que el agua es segura para beber y usted ya no tenga que hervir su agua. Esperamos resolver el problema dentro de \_\_\_\_\_.

Si tiene preguntas sobre el agua de la llave para otros usos, como para bañarse, y lavar los trastes, favor de llamar a su sistema de agua o lea esta guía:

<https://www.cdc.gov/healthywater/emergency/dwa-comm-toolbox/before/tools/Hoja-informativa.docx>

En los siguientes lugares hay Agua Potable disponible:

\_\_\_\_\_

Favor de llevar un contenedor limpio para el agua (de 5 galones máximos de capacidad)

### No beba el agua sin antes hervirla



- Hierva toda el agua por un (1) minuto (a punto de ebullición).
- Deje enfriar el agua antes de beberla.
- Hasta nuevo aviso, use agua hervida o embotellada para beber, lavarse los dientes, y para preparar comida.
- Hervir el agua mata las bacterias y otros organismos en el agua.

### Si no puede hervir su agua:

#### Puede usar blanqueador sin olor de uso doméstico (household bleach)



- Para agua clara, agregue 8 gotas (1/8 de cucharada) de blanqueador para 1 galón de agua. Para agua turbia, use una prenda de ropa limpia para filtrarla, y agregue 16 gotas (1/4 de cucharada) de blanqueador para 1 galón de agua turbia.
- Mezcle bien. Deje reposar el agua por 30 minutos antes de usarla.
- Puede ser que el agua sepa o huelga a blanqueador. Esto significa que el agua ha sido desinfectada.

#### Tabletas desinfectantes de agua



- Siga las instrucciones del fabricante.

Si está preocupado por su salud o la salud de un miembro de la familia, contacte a su proveedor de salud o a Lake County Environmental Health, (707) 263-1164.

### Para más información llame a:

Representante del Proveedor de Servicio de Agua: General Manager, 707-987-9201.

19400 Hartmann Road, Hidden Valley Lake, CA 95467

[www.hvllcsd.org](http://www.hvllcsd.org)

Oficina de Distrito de la Junta Estatal de Agua (State Water Resources Control Board): (707) 576-2145

Jurisdicción de Salud Ambiental Local (Local Environmental Health Jurisdiction): Lake County, al (707) 263-1164

Por favor publique o comparta esta información con otras personas que beben esta agua, especialmente aquellos que no hayan recibido éste aviso directamente (por ejemplo, las personas en apartamentos, asilos, escuelas, y negocios). Puede hacerlo poniendo este aviso en un lugar público o distribuyendo copias en persona o por correo.



## Hidden Valley Lake Community Services District

DATE \_\_\_\_\_

### **CANCELLATION OF BOIL WATER NOTICE**

On (date) \_\_\_\_\_ you were notified of the need to boil/disinfect all tap water used for drinking and cooking purposes.

The Hidden Valley Lake Community Services District in conjunction with the State Water Resources Control Board, and/or Lake County Local Environmental Health Jurisdiction, has determined that, through abatement of the health hazard and comprehensive testing of the water, your water is safe to drink. **It is no longer necessary to boil your tap water or for you to consume bottled water.**

For more information call:

Water Utility contact: Dennis White, General Manager, 707-987-9201

[www.hvlesd.org](http://www.hvlesd.org)

State Water Resources Control Board: Mendocino District Office 707-576-2145

Local Environmental Health Jurisdiction: Lake County 707-263-1164



## **Hidden Valley Lake Community Services District**

FECHA \_\_\_\_\_

### **CANCELACIÓN DEL AVISO DE HERVIR EL AGUA**

El (fecha) de \_\_\_\_\_ le notificaron que tenía que hervir o desinfectar toda el agua de la llave que utilizara para beber y cocinar.

El Sistema de Agua de Hidden Valley Lake Community Services District junto con la Junta Estatal de Control de Recursos de Agua, o la Jurisdicción Local de Salud Ambiental han determinado tras la supresión del riesgo de salud, seguido por un análisis completo del agua, que puede beber el agua de su llave sin peligro. **Ya no es necesario que hierva el agua de su llave ni que consuma agua de botella.**

Para más información llame a:

Contacto en el Servicio de Agua: Dennis White, General Manager, 707-987-9201

[www.hvlesd.org](http://www.hvlesd.org)

Junta Estatal de Control de Recursos de Agua: Mendocino District Office 707-576-2145

Jurisdicción Local de Salud Ambiental: Lake County 707-263-1164