



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday February 21, 2017
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) ROLL CALL

4) APPROVAL OF AGENDA

5) PRESENTATIONS

- (A) ACWA Board Recognition Award to Director Judy Mirbegian
- (B) HVLA Fire Sirens Installation Request
- (C) COUNTYWIDE RDA OVERSIGHT BOARD SPECIAL DISTRICT APPOINTMENTS

6) CONSENT CALENDAR

- (A) MINUTES: Approval of the minutes for the Board of Directors meeting January 17, 2017.
- (B) DISBURSEMENTS: Check #34259 - 34330 including drafts and payroll for a total of \$403,353.83.
- (C) APPROVAL OF PARTIAL SPONSORSHIP - "Spring Has Sprung" 5K/10K Run Sponsorship: Authorize District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials – total cost not to exceed \$2,500.

9) BOARD COMMITTEE REPORTS (for information only, no action anticipated)

Personnel Committee
Finance Committee
Emergency Preparedness Committee

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

ACWA Region 1
ACWA State Legislative Committee
County OES
Other meetings attended

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

Financial Report
Administration/Customer Service Report
Field Operations Report
General Manager's Report

- 12) DISCUSSION AND POSSIBLE ACTION: Approve Resolution 2017-02
2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual

- 13) PUBLIC COMMENT

- 14) BOARD MEMBER COMMENT

- 15) ADJOURNMENT

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

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

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



**California Special
Districts Association**
Districts Stronger Together



COUNTYWIDE RDA OVERSIGHT BOARD SPECIAL DISTRICT APPOINTMENTS

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
CALIFORNIA ASSOCIATION OF LOCAL AGENCY FORMATION COMMISSIONS
Last Updated: September 27, 2016



**California Special
Districts Association**

Districts Stronger Together



DISCLAIMER:

This publication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these materials.

COPYRIGHT:

Copyright © 2016 by the California Special Districts Association (CSDA), Sacramento, California
All rights reserved. This publication, or parts thereof, may not be reproduced in any form without CSDA's permission.

ACKNOWLEDGEMENTS:

In preparing this paper, CSDA and CALAFCO greatly benefited from individuals who were generous with their time and insightful with their views. Members of our working group held background experience as special district general managers and directors of finance, local agency formation commission executive officers, RDA oversight board representatives, and attorneys.

CSDA and CALAFCO extend sincere appreciation to the individuals on our joint working group, who significantly contributed to the development of this guide. The contributions of the following people were invaluable:

Gary Bell
Attorney at Law
Colantuono, Highsmith & Whatley, PC

José C. Henríquez,
Executive Officer
El Dorado County Local Agency Formation Commission

Shane McAfee
General Manager
Greater Vallejo Recreation and Park District

Keene Simonds
Executive Officer
Marin County Local Agency Formation Commission

Charles Turner
Director of Finance
Eastern Municipal Water District



On July 1, 2018, more than 400 redevelopment agency (RDA) oversight boards will be consolidated into just one oversight board per county (and five oversight boards in Los Angeles County). When this occurs, each county’s Independent Special Districts Selection Committee will be granted the authority to appoint one special district representative to that county’s respective oversight board.

If the Independent Special District Selection Committee in a county fails to act by July 15, 2018, the governor will make the appointment on its behalf. Therefore, it is important that the special districts in each affected county, and the Local Agency Formation Commissions (LAFCo) that administer the operations of the Independent Special Districts Selection Committees, take proactive steps to ensure a successful locally-controlled appointment process.

Much is at stake in the decisions that go before oversight boards. In fiscal years 2015-16 and 2016-17 combined, the governor’s 2016 May Revise estimated special districts will receive \$316 million in property tax restoration due to the continued wind down of RDAs. Oversight board actions could affect the amount and speed of future property tax restorations to special districts and other local agencies.

Due to the newness and uniqueness of the statute providing for countywide oversight boards, the many cross-references within the statute, and the lack of familiarity most LAFCos and special districts have with the Health and Safety Code in which the statute is included, the authorizing language for special district appointments may be challenging to some local officials.

For these reasons, the California Special Districts Association (CSDA) and California Local Agency Formation Commission (CALAFCO) convened a working group to outline the process for appointing special district representatives to countywide oversight boards, and to provide guidance on potential questions related to that process.

COUNTIES REQUIRING A COUNTYWIDE OVERSIGHT BOARD

The following thirty-seven counties have two or more oversight boards that will be consolidated into one countywide oversight board on July 1, 2018 (except for Los Angeles County, which will be consolidated into five oversight boards):

- Alameda
- Butte
- Contra Costa
- Fresno
- Humboldt
- Imperial
- Kern
- Kings
- Lake
- Los Angeles (five oversight boards)
- Madera
- Marin
- Monterey
- Mendocino
- Merced
- Nevada
- Orange
- Placer
- Riverside
- Sacramento
- San Bernardino
- San Diego
- San Joaquin
- San Luis Obispo
- San Mateo
- Santa Barbara
- Santa Clara
- Santa Cruz
- Shasta
- Solano
- Sonoma
- Stanislaus
- Sutter
- Tulare
- Ventura
- Yolo
- Yuba

Of the counties noted above, the following eleven counties do not currently have an Independent Special Districts Selection Committee in place. Therefore, the special districts and LAFCo in each of these counties will need to form an Independent Special Districts Selection Committee in order to facilitate the appointment of a special district representative to the new countywide RDA oversight board:

- Fresno
- Imperial
- Kings
- Madera
- Merced
- San Joaquin
- Solano
- Stanislaus
- Tulare
- Yolo
- Yuba



SPECIAL DISTRICT REPRESENTATIVE APPOINTMENT PROCESS

The statutory authorization for appointing the special district representative to a countywide oversight board is found in Health and Safety Code 34179, which can be found in the appendix. This publication overviews the application of this authority in conjunction with the relevant code sections cross-referenced to the Cortese-Knox-Hertzberg Act or “LAFCo Law” in the Government Code.

On July 1, 2018, counties with 2 – 39 individual RDA oversight boards will be consolidated into one countywide oversight board. Upon consolidation, the county’s Independent Special District Selection Committee is responsible for appointing the special district representative to the new countywide oversight board. The Independent Special District Selection Committee consists of the presiding officer of the legislative body of each independent special district or district-appointed alternate (Government Code Section 56332(a)).

Procedures

The LAFCo Executive Officer/Designee is responsible for calling and giving written notice of meetings of the Independent Special District Selection Committee, at which a representative may be appointed to the countywide RDA oversight board. (Government Code Section 56332(b)).

- A majority of the Independent Special District Selection Committee may determine to conduct the committee’s business by mail, including holding all elections by mailed ballot (Government Code Section 56332(e)).

If the independent special district selection committee has determined to conduct the committee’s business by mail or if the executive officer/designee determines that a meeting of the special district selection committee, for the purpose of selecting the special district members or filling vacancies, is not feasible, the executive officer/designee shall conduct the business of the committee by mail. Elections by mail shall be conducted as follows (Government Code Section 56332(f)):

- 1) The executive officer/designee shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.
- 2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer/designee shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer/designee by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer/designee mailed the ballot to the eligible district.
- 3) The call for nominations, ballot, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer/designee, with prior concurrence of the presiding officer or his or her alternate as designated by the governing body, may transmit materials by electronic mail.
- 4) If the executive officer/designee has transmitted the call for nominations or ballot by electronic mail, the presiding officer, or his or her alternate as designated by the governing body, may respond to the executive officer/designee by electronic mail.



- 5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.
- 6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer/designee after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer/designee shall extend the date to submit ballots by 60 days and notify all districts of the extension. The executive officer/designee shall announce the results of the election within seven days of the date specified.
 - o A quorum is the majority of members representing eligible districts (Government Code Section 56332(a))
- 7) All election materials shall be retained by the executive officer/designee for a period of at least six months after the announcement of the election results

Eligibility Requirements

Members appointed by the independent special district selection committee shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county (Government Code Section 56332(c)).

- Special district appointees to current individual oversight boards (pre consolidation into countywide oversight boards) are not restricted to members of the legislative body of the district.

There is no clear indication that the members appointed by the selection committee must be located in a former RDA. However, it could be implied by Health and Safety Code Section 34179(j)(3).

- Current individual oversight boards (prior to consolidation into countywide oversight boards) limit eligibility to special districts that have territory in the territorial jurisdiction of the former RDA and are eligible to receive property tax residual from the RPTTF: "One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188" (Health and Safety Code Section 34179(a)(3)(A)).

Based on Health and Safety Code Section 34179(j)(3), the committee should appoint a representative from a special district that receives property tax residual from the Redevelopment Property Tax Trust Fund (RPTTF).

- Health and Safety Code Section 34179(j)(3) reads in full: "One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188."

Deadlines and Vacancies

If no one is appointed by July 15, 2018, the governor may appoint an individual on behalf of the Independent Special District Selection Committee. The governor may also appoint individuals for any member position that remains vacant for more than 60 days (Health and Safety Code Section 34179(k)).



Notification Requirements

Health and Safety Code Section 34179(j) does not include notification requirements of the selected special district appointee. However, the current individual oversight boards (prior to consolidation into countywide oversight boards) were required to elect one of their members as the chairperson and report the name of the chairperson and other members to the Department of Finance (Health and Safety Code Section 34179(a)). Additionally, the LAFCo Executive Officer/Designee must announce the results of an Independent Special District Selection Committee election within seven days (Government Code Section 56332(f)(6)).

Counties with Only One Individual Oversight Board

In each county where only one individual RDA oversight board exists, as of July 1, 2018, there will be no consolidation into a countywide oversight board and no change to the composition of the existing oversight board (Health and Safety Code Section 34179(l)).

Counties with 40 or More Individual Oversight Boards

In each county where 40 or more individual oversight boards exist (Los Angeles County), as of July 1, 2018, there will be a consolidation into five oversight boards. The special district membership of each oversight board shall be selected as outlined in Health and Safety Code Section 34179(j)(3) via the Independent Special District Selection Committee process (Health and Safety Code Section 34179(q)(1)).

The consolidated oversight boards in this county shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Each oversight board shall have jurisdiction over each successor agency located within its borders (Health and Safety Code Section 34179(q)(2)).

- If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date (Health and Safety Code Section 34179(q)(3)).

Health and Safety Code Section 34179(q) does not specify if the city and special district appointees must be from an agency located in the respective supervisorial seat.

POTENTIAL QUESTIONS

What if my county does not currently have an Independent Special District Selection Committee?

In the case where more than one successor agency exists within the county, an Independent Special District Selection Committee shall be created pursuant to Government Code Section 56332. Each independent special district shall appoint a member representative to the committee and notify the LAFCo of the appointed member. The LAFCo shall then call and conduct a meeting of the committee, pursuant to Section 56332, for purposes of appointing a representative to the countywide RDA oversight board.



Does the Independent Special District Selection Committee also select an alternate, as it does with LAFCo commissioners? How should a vacancy be addressed?

The strictest interpretation of the statute only authorizes the appointment of one person, but a reasonable argument can be made for the appointment of an alternate. The Legislature expressly incorporated Government Code Section 56332 without elaboration, and that section allows for alternates.

Health and Safety Code Section 34179 does not mention alternates for the countywide oversight boards, but does allow each appointing authority to appoint an alternate for the current individual oversight boards (prior to the consolidation into a countywide oversight board) (Health and Safety Code Section 34179(a)(11)). The selection process outlined in Government Code Section 56332(c) includes the selection of an alternate for the commission.

To resolve any ambiguity, the Independent Special District Selection Committee may choose to adopt local policies, pursuant to its authority in Government Code section 56332, expressly authorizing the appointment of an alternate.

If the LAFCo Executive Officer/Designee anticipates a vacancy will occur – or if an actual vacancy occurs – an election may be held for a representative to the countywide oversight board (Government Code section 56332(b)).

What is the term of an appointment to the countywide RDA oversight board?

Nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that “Each member of an oversight board shall serve at the pleasure of the entity that appointed such member.”

Can an appointee be replaced mid-term?

Yes; nothing in Health and Safety Code Section 34179 describes terms for members of the oversight board. Rather, Section 34179(g) provides that “Each member of an oversight board shall serve at the pleasure of the entity that appointed such member.”

Can the Independent Special District Selection Committee replace a special district representative appointed by the governor due to a vacancy?

While not clearly outlined within the relevant statutes, the intent of having locally appointed representatives on the oversight board is undermined if the law is interpreted such that seats could become, essentially, permanent representatives of the governor.

That being said, Independent Special District Selection Committees are strongly encouraged to appoint a representative no later than July 15, 2018, and within 60 days of any vacancy thereafter, in order to avoid this potential question.

What should a LAFCo do where the law is not explicit as to the process for appointments to the countywide RDA oversight board?

LAFCOs should adopt local commission policies. Government Code Section 56300 allows LAFCOs to adopt local policies either to clarify requirements or specify how a LAFCo will implement State law taking into account the local conditions. Case law has also indicated that these policies are allowed so long as they are not in conflict with State law.



**California Special
Districts Association**

Districts Stronger Together



For example, Government Code 56325(d) indicates that, notwithstanding any other provision of the Cortese-Knox-Hertzberg Act, each LAFCo can appoint one member and one alternate member who represents the public at large. The same section goes on to specify that the appointment of the public and alternate members must be subject to an affirmative vote of at least one of the members from the other appointed authorities; and it also specifies the noticing requirements to announce the vacancy in this position. Section 56325(d) does not contain any direction for the process of appointing public members, nor does it have an indication of the vetting process for candidates eligible to be appointed to this position. With this unclear in the law, some LAFCos have adopted policies to clarify and indicate the basic appointment process.

LAFCos may establish local polices for appointing special district representatives to the countywide RDA oversight board, so long as they are not in conflict with State law.

DEFINITIONS

Taxing entities

Cities, counties, a city and county, special districts, and school entities, as defined in subdivision (f) of Section 95 of the Revenue and Taxation Code, that receive passthrough payments and distributions of property taxes pursuant to the provisions of this part (Health and Safety Code Section 34171(k)).

Executive officer

The executive officer or designee as authorized by the Local Agency Formation Commission (Government Code Section 56332(g)).



APPENDIX

HEALTH AND SAFETY CODE

DIVISION 24. COMMUNITY DEVELOPMENT AND HOUSING [33000 - 37964] (*Heading of Division 24 amended by Stats. 1975, Ch. 1137.*)

PART 1.85. DISSOLUTION OF REDEVELOPMENT AGENCIES AND DESIGNATION OF SUCCESSOR AGENCIES [34170 - 34191.6] (*Part 1.85 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.*)

CHAPTER 4. Oversight Boards [34179 - 34181] (*Chapter 4 added by Stats. 2011, 1st Ex. Sess., Ch. 5, Sec. 7.*)

34179. (a) Each successor agency shall have an oversight board composed of seven members. The members shall elect one of their members as the chairperson and shall report the name of the chairperson and other members to the Department of Finance on or before May 1, 2012. Members shall be selected as follows:

(1) One member appointed by the county board of supervisors.

(2) One member appointed by the mayor for the city that formed the redevelopment agency.

(3) (A) One member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is of the type of special district that is eligible to receive property tax revenues pursuant to Section 34188.

(B) On or after the effective date of this subparagraph, the county auditor-controller may determine which is the largest special district for purposes of this section.

(4) One member appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public appointed by the county board of supervisors.

(7) One member representing the employees of the former redevelopment agency appointed by the mayor or chair of the board of supervisors, as the case may be, from the recognized employee organization representing the largest number of former redevelopment agency employees employed by the successor agency at that time. In the case where city or county employees performed administrative duties of the former redevelopment agency, the appointment shall be made from the recognized employee organization representing those employees. If a recognized employee organization does not exist for either the employees of the former redevelopment agency or the city or county employees performing administrative duties of the former redevelopment agency, the appointment shall be made from among the employees of the successor agency. In voting to approve a contract as an enforceable obligation, a member appointed pursuant to this paragraph shall not be deemed to be interested in the contract by virtue of being an employee of the successor agency or community for purposes of Section 1090 of the Government Code.

(8) If the county or a joint powers agency formed the redevelopment agency, then the largest city by acreage in the territorial jurisdiction of the former redevelopment agency may select one member. If there are no cities with territory in a project area of the redevelopment agency, the county superintendent of education may appoint an additional member to represent the public.

(9) If there are no special districts of the type that are eligible to receive property tax pursuant to Section 34188, within the territorial jurisdiction of the former redevelopment agency, then the county may appoint one member to represent the public.



(10) If a redevelopment agency was formed by an entity that is both a charter city and a county, the oversight board shall be composed of seven members selected as follows: three members appointed by the mayor of the city, if that appointment is subject to confirmation by the county board of supervisors, one member appointed by the largest special district, by property tax share, with territory in the territorial jurisdiction of the former redevelopment agency, which is the type of special district that is eligible to receive property tax revenues pursuant to Section 34188, one member appointed by the county superintendent of education to represent schools, one member appointed by the Chancellor of the California Community Colleges to represent community college districts, and one member representing employees of the former redevelopment agency appointed by the mayor of the city if that appointment is subject to confirmation by the county board of supervisors, to represent the largest number of former redevelopment agency employees employed by the successor agency at that time.

(11) Each appointing authority identified in this subdivision may, but is not required to, appoint alternate representatives to serve on the oversight board as may be necessary to attend any meeting of the oversight board in the event that the appointing authority's primary representative is unable to attend any meeting for any reason. If an alternate representative attends any meeting in place of the primary representative, the alternate representative shall have the same participatory and voting rights as all other attending members of the oversight board.

(b) The governor may appoint individuals to fill any oversight board member position described in subdivision (a) that has not been filled by May 15, 2012, or any member position that remains vacant for more than 60 days.

(c) The oversight board may direct the staff of the successor agency to perform work in furtherance of the oversight board's and the successor agency's duties and responsibilities under this part. The successor agency shall pay for all of the costs of meetings of the oversight board and may include such costs in its administrative budget. Oversight board members shall serve without compensation or reimbursement for expenses.

(d) Oversight board members are protected by the immunities applicable to public entities and public employees governed by Part 1 (commencing with Section 810) and Part 2 (commencing with Section 814) of Division 3.6 of Title 1 of the Government Code.

(e) A majority of the total membership of the oversight board shall constitute a quorum for the transaction of business. A majority vote of the total membership of the oversight board is required for the oversight board to take action. The oversight board shall be deemed to be a local entity for purposes of the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act of 1974. All actions taken by the oversight board shall be adopted by resolution.

(f) All notices required by law for proposed oversight board actions shall also be posted on the successor agency's Internet Web site or the oversight board's Internet Web site.

(g) Each member of an oversight board shall serve at the pleasure of the entity that appointed such member.

(h) (1) The department may review an oversight board action taken pursuant to this part. Written notice and information about all actions taken by an oversight board shall be provided to the department as an approved resolution by electronic means and in a manner of the department's choosing. Without abrogating the department's authority to review all matters related to the Recognized Obligation Payment Schedule pursuant to Section 34177, oversight boards are not required to submit the following oversight board actions for department approval:

(A) Meeting minutes and agendas.

(B) Administrative budgets.

(C) Changes in oversight board members, or the selection of an oversight board chair or vice chair.

(D) Transfers of governmental property pursuant to an approved long-range property management plan.



(E) Transfers of property to be retained by the sponsoring entity for future development pursuant to an approved long-range property management plan.

(2) An oversight board action submitted in a manner specified by the department shall become effective five business days after submission, unless the department requests a review of the action. Each oversight board shall designate an official to whom the department may make those requests and who shall provide the department with the telephone number and e-mail contact information for the purpose of communicating with the department pursuant to this subdivision. Except as otherwise provided in this part, in the event that the department requests a review of a given oversight board action, it shall have 40 days from the date of its request to approve the oversight board action or return it to the oversight board for reconsideration and the oversight board action shall not be effective until approved by the department. In the event that the department returns the oversight board action to the oversight board for reconsideration, the oversight board shall resubmit the modified action for department approval and the modified oversight board action shall not become effective until approved by the department. If the department reviews a Recognized Obligation Payment Schedule, the department may eliminate or modify any item on that schedule prior to its approval. The county auditor-controller shall reflect the actions of the department in determining the amount of property tax revenues to allocate to the successor agency. The department shall provide notice to the successor agency and the county auditor-controller as to the reasons for its actions. To the extent that an oversight board continues to dispute a determination with the department, one or more future Recognized Obligation Payment Schedules may reflect any resolution of that dispute. The department may also agree to an amendment to a Recognized Obligation Payment Schedule to reflect a resolution of a disputed item; however, this shall not affect a past allocation of property tax or create a liability for any affected taxing entity.

(i) Oversight boards shall have fiduciary responsibilities to holders of enforceable obligations and the taxing entities that benefit from distributions of property tax and other revenues pursuant to Section 34188. Further, the provisions of Division 4 (commencing with Section 1000) of the Government Code shall apply to oversight boards. Notwithstanding Section 1099 of the Government Code, or any other law, any individual may simultaneously be appointed to up to five oversight boards and may hold an office in a city, county, city and county, special district, school district, or community college district.

(j) Except as specified in subdivision (q), commencing on and after July 1, 2018, in each county where more than one oversight board was created by operation of the act adding this part, there shall be only one oversight board, which shall be staffed by the county auditor-controller, by another county entity selected by the county auditor-controller, or by a city within the county that the county auditor-controller may select after consulting with the department. Pursuant to Section 34183, the county auditor-controller may recover directly from the Redevelopment Property Tax Trust Fund, and distribute to the appropriate city or county entity, reimbursement for all costs incurred by it or by the city or county pursuant to this subdivision, which shall include any associated startup costs. However, if only one successor agency exists within the county, the county auditor-controller may designate the successor agency to staff the oversight board. The oversight board is appointed as follows:

(1) One member may be appointed by the county board of supervisors.

(2) One member may be appointed by the city selection committee established pursuant to Section 50270 of the Government Code. In a city and county, the mayor may appoint one member.

(3) One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Section 34188.

(4) One member may be appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.

(5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.

(6) One member of the public may be appointed by the county board of supervisors.



- (7) One member may be appointed by the recognized employee organization representing the largest number of successor agency employees in the county.
- (k) The governor may appoint individuals to fill any oversight board member position described in subdivision (j) that has not been filled by July 15, 2018, or any member position that remains vacant for more than 60 days.
- (l) Commencing on and after July 1, 2018, in each county where only one oversight board was created by operation of the act adding this part, then there will be no change to the composition of that oversight board as a result of the operation of subdivision (j).
- (m) Any oversight board for a given successor agency, with the exception of countywide oversight boards, shall cease to exist when the successor agency has been formally dissolved pursuant to Section 34187. A county oversight board shall cease to exist when all successor agencies subject to its oversight have been formally dissolved pursuant to Section 34187.
- (n) An oversight board may direct a successor agency to provide additional legal or financial advice than what was given by agency staff.
- (o) An oversight board is authorized to contract with the county or other public or private agencies for administrative support.
- (p) On matters within the purview of the oversight board, decisions made by the oversight board supersede those made by the successor agency or the staff of the successor agency.
- (q) (1) Commencing on and after July 1, 2018, in each county where more than 40 oversight boards were created by operation of the act adding this part, there shall be five oversight boards, which shall each be staffed in the same manner as specified in subdivision (j). The membership of each oversight board shall be as specified in paragraphs (1) through (7), inclusive, of subdivision (j).
- (2) The oversight boards shall be numbered one through five, and their respective jurisdictions shall encompass the territory located within the respective borders of the first through fifth county board of supervisors districts, as those borders existed on July 1, 2018. Except as specified in paragraph (3), each oversight board shall have jurisdiction over each successor agency located within its borders.
- (3) If a successor agency has territory located within more than one county board of supervisors' district, the county board of supervisors shall, no later than July 15, 2018, determine which oversight board shall have jurisdiction over that successor agency. The county board of supervisors or their designee shall report this information to the successor agency and the department by the aforementioned date.
- (4) The successor agency to the former redevelopment agency created by a county where more than 40 oversight boards were created by operation of the act adding this part, shall be under the jurisdiction of the oversight board with the fewest successor agencies under its jurisdiction.

(Amended by Stats. 2015, Ch. 325, Sec. 11. Effective September 22, 2015.)



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: January 17, 2017**

The Hidden Valley Lake Community Services District Board of Directors met this evening at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present were:

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by President Freeman.

BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS

The Board voted unanimously to appoint Director Lieberman to serve as President of the Board for the 2017 calendar year and Director Graham as Vice President for the 2017 calendar year.

ADMINISTRATION OF THE OATH OF OFFICE

General Manager/Secretary to the Board Kirk Cloyd administered the Oath of Office to the newly re-elected Directors Jim Freeman, Carolyn Graham and Jim Lieberman.

APPROVAL OF AGENDA

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

PRESENTATIONS

General Manager Kirk Cloyd presented photographs and maps provided by Verizon Wireless. The coverage, design and benefits of the tower within District boundaries was discussed.

General Manager Kirk Cloyd presented weed abatement maps of the areas to be addressed by the Konocti Conservation Crew #27. Areas that can only be accessed from within the Association would most likely be addressed by a Seasonal Fire Crew.

CONSENT CALENDAR

A motion was made by Director Mirbegian, and seconded by Director Herndon and the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of the minutes for the Board of Directors meeting December 20, 2016.
- (B) DISBURSEMENTS: Check #34189-#34258 including drafts and payroll for a total of \$170,460.71.

BOARD COMMITTEE REPORTS

Personnel Committee: No meeting held.

Finance Committee: No meeting held. Director Graham requested Mid-Year budget planning to be scheduled following the 2015-2016 annual audit.

Director Mirbegian requested to be placed on the Finance Committee.

Emergency Preparedness Program Committee: Meeting held January 12, 2017 the committee discussed in length the concern of hardening infrastructure and security of the wells.

An Emergency Proclamation has been set into place to recoup the cost incurred by the current Storm from state and federal sources. To be proactive, the District had eight pump trucks on site for constant pumping and eight staff working overtime to assist with the flooding.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Scheduled for January 25, 2017.

ACWA State Legislative Committee: Scheduled for January 2017.

County OES: General Manager Kirk Cloyd reported on the Local Water Agency meeting in the General Manager's Report.

STAFF REPORTS

Financial Report:

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: The General Manager discussed items in his report, and responded to inquiries regarding the current flood event and the Coastland Report that addressed the pipelines and I&I (Infiltration and Intrusion) issues.

Additional SSO's were avoided by tracking the storm and proactively having pumper trucks on site to address the hydraulic overloading.

Director Herndon encouraged fellow Directors to attend the 2017 SDRMA Leadership Conference.

General Manager submitted an article to The View with information regarding the Moratorium and Chrome 6.

A letter was received from The Department of Water Resources Division of Dam Safety allowing the District to proceed with the idea of a new well at the base of the dam.

DISCUSSION AND POSSIBLE ACTION:
Approval of Resolution 2017-01 Hidden Valley Lake Community Services District
Emergency Declaration

A motion was made by Director Mirbegian and second by Director Graham to approve Resolution 2017-01 Hidden Valley Lake Community Services District Emergency Declaration
Roll Call Vote:

AYES (5): Directors Herndon, Mirbegian, Graham, Lieberman and Freeman

NAYS (0):

ABSTAIN (0):

DISCUSSION AND POSSIBLE ACTION:
Approval of Resolution 2017-02 2017 Hidden Valley Lake Community Services District
Board of Directors Policy Manual

The Board of Directors tabled this topic for further review and requested a workshop be scheduled before readdressing at the February 2017 Board meeting.

PUBLIC COMMENT

A member thanked the District for being proactive during the rain event and encouraged The District to continue in these efforts. He also commended the idea of a resource list for the OES. Additionally, he was encouraged by the positive feedback and The District's moving forward with the well at the base of the dam.

A member of the Fire Safe Counsel requested the Board consider a supporting membership for the chipping program.

The District was acknowledged for continued commitment and efforts to provide high quality water to the community.

BOARD MEMBER COMMENT

Fellow Board of Directors thanked Director Jim Freeman for his 2 years of service as President of the Board.

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,755.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	706.56
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	406.45
01-2871	PEHLING & PEHLING, CPA'S			N		FUND TOTAL FOR VENDOR	1,991.13
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	405.00
01-2903	ENVIRONMENTAL PUMP SERVIC			N		FUND TOTAL FOR VENDOR	10,600.00
01-2904	NOR-CAL SEPTIC & TRENCH W			N		FUND TOTAL FOR VENDOR	9,222.00
01-2905	CARRIER PUMPING SERVICE			N		FUND TOTAL FOR VENDOR	5,357.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	319.92
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	2,347.98
*** FUND TOTALS ***							162,481.16

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	920.49
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,103.39
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	212.84
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	178.12
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	4,341.25
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	11,942.74
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,182.21
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,053.63
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	960.15
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,015.19
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,420.27
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	253.30
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	1,920.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	165.78
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	1,479.06
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	318.47
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	214.67
01-2663	ELLISON, SCHNEIDER & HARR			N		FUND TOTAL FOR VENDOR	422.50
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	312.03
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	626.00
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	969.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	987.30
01-2736	SIERRA CHEMICAL CO.			N		FUND TOTAL FOR VENDOR	263.98CR
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	152.50
01-2745	EMERGENCY CARE TRAINING &			N		FUND TOTAL FOR VENDOR	1,627.55
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	117.79

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	611.09
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,185.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,043.44
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	240.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	406.44
01-2871	PEHLING & PEHLING, CPA'S			N		FUND TOTAL FOR VENDOR	1,991.12
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	405.00
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	30.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	319.91
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	6,060.28
*** FUND TOTALS ***							54,122.03

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1636	US BANK - GLOBAL CORP TRU			N		FUND TOTAL FOR VENDOR	136,989.30
*** FUND TOTALS ***							136,989.30
*** REPORT TOTALS ***			353,592.49				353,592.49

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 1373	SEWER LIFT STATIONS - OLD SYST	31,540.82
120 2088	SURVIVOR BENEFITS - PERS	11.45
120 2090	PERS PAYABLE	2,426.27
120 2091	FIT PAYABLE	4,473.16
120 2092	CIT PAYABLE	1,386.34
120 2093	SOCIAL SECURITY PAYABLE	8.99
120 2094	MEDICARE PAYABLE	526.63
120 2095	S D I PAYABLE	325.59
120 2096	UI & ETT PAYABLE	121.91CR
120 2099	DEFERRED COMP - 457 PLAN	706.56
120 5-00-5025	RETIREE HEALTH BENEFITS	1,850.28
120 5-00-5060	GASOLINE, OIL & FUEL	406.45
120 5-00-5061	VEHICLE MAINT	440.98
120 5-00-5092	POSTAGE & SHIPPING	926.75
120 5-00-5110	CONTRACTUAL SERVICES	456.00
120 5-00-5121	LEGAL SERVICES	405.00
120 5-00-5126	AUDIT SERVICES	1,991.13
120 5-00-5130	PRINTING & PUBLICATION	493.53
120 5-00-5145	EQUIPMENT RENTAL	214.67
120 5-00-5148	OPERATING SUPPLIES	2,162.49
120 5-00-5150	REPAIR & REPLACE	2,191.34
120 5-00-5155	MAINT BLDG & GROUNDS	217.13
120 5-00-5156	CUSTODIAL SERVICES	1,100.00
120 5-00-5160	SLUDGE DISPOSAL	82,141.50
120 5-00-5191	TELEPHONE	851.25
120 5-00-5192	ELECTRICITY	2,347.98
120 5-00-5193	OTHER UTILITIES	178.13
120 5-00-5194	IT SERVICES	1,508.57
120 5-00-5195	ENV/MONITORING	2,755.00

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5312	TOOLS - FIELD	2.46
120 5-00-5315	SAFETY EQUIPMENT	1,627.55
120 5-10-5010	SALARIES & WAGES	336.41
120 5-10-5020	EMPLOYEE BENEFITS	6,684.26
120 5-10-5021	RETIREMENT BENEFITS	2,129.70
120 5-10-5090	OFFICE SUPPLIES	412.08
120 5-10-5170	TRAVEL MILEAGE	8.80
120 5-10-5175	EDUCATION / SEMINARS	206.00
120 5-30-5010	SALARIES & WAGES	188.19
120 5-30-5020	EMPLOYEE BENEFITS	3,050.79
120 5-30-5021	RETIREMENT BENEFITS	864.40
120 5-30-5175	EDUCATION / SEMINARS	87.50
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5030	DIRECTOR HEALTH BENEFITS	2,949.84
	** FUND TOTAL **	162,481.16
130 1052	ACCTS REC WATER USE	720.49
130 2088	SURVIVOR BENEFITS - PERS	10.87
130 2090	PERS PAYABLE	1,844.90
130 2091	FIT PAYABLE	3,327.35
130 2092	CIT PAYABLE	967.02
130 2093	SOCIAL SECURITY PAYABLE	9.61
130 2094	MEDICARE PAYABLE	417.86
130 2095	S D I PAYABLE	257.98
130 2096	UI & ETT PAYABLE	121.88CR
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,043.44
130 5-00-5025	RETIREE HEALTH BENEFITS	1,850.28
130 5-00-5060	GASOLINE, OIL & FUEL	406.44
130 5-00-5061	VEHICLE MAINT	377.23
130 5-00-5092	POSTAGE & SHIPPING	926.74
130 5-00-5110	CONTRACTUAL SERVICES	494.00
130 5-00-5121	LEGAL SERVICES	405.00
130 5-00-5122	ENGINEERING SERVICES	4,581.25
130 5-00-5124	WATER RIGHTS	422.50
130 5-00-5126	AUDIT SERVICES	1,991.12
130 5-00-5130	PRINTING & PUBLICATION	493.53
130 5-00-5145	EQUIPMENT RENTAL	214.67
130 5-00-5148	OPERATING SUPPLIES	250.03CR
130 5-00-5150	REPAIR & REPLACE	4,283.47
130 5-00-5155	MAINT BLDG & GROUNDS	197.50
130 5-00-5156	CUSTODIAL SERVICES	1,101.00
130 5-00-5191	TELEPHONE	851.22
130 5-00-5192	ELECTRICITY	6,060.28
130 5-00-5193	OTHER UTILITIES	178.12
130 5-00-5194	IT SERVICES	1,538.56
130 5-00-5195	ENV/MONITORING	2,185.00
130 5-00-5312	TOOLS - FIELD	2.46

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5315	SAFETY EQUIPMENT	1,627.55
130 5-00-5505	WATER CONSERVATION	200.00
130 5-10-5010	SALARIES & WAGES	169.95
130 5-10-5020	EMPLOYEE BENEFITS	6,159.63
130 5-10-5021	RETIREMENT BENEFITS	1,006.57
130 5-10-5090	OFFICE SUPPLIES	412.02
130 5-10-5170	TRAVEL MILEAGE	8.79
130 5-10-5175	EDUCATION / SEMINARS	206.00
130 5-30-5010	SALARIES & WAGES	245.59
130 5-30-5020	EMPLOYEE BENEFITS	2,993.10
130 5-30-5021	RETIREMENT BENEFITS	1,255.66
130 5-30-5175	EDUCATION / SEMINARS	87.50
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5030	DIRECTOR HEALTH BENEFITS	2,949.84
	** FUND TOTAL **	54,122.03
218 5-00-5522	INTEREST ON LONG-TERM DEBT	34,970.50
218 5-00-5595	CIEDB LOAN ANNUAL FEE	6,029.40
218 5-00-5599	PRINCIPAL PMT	95,989.40
	** FUND TOTAL **	136,989.30

** TOTAL ** 353,592.49

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	: 1/01/2017 THRU 1/31/2017	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

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

DATE: February 21, 2017

AGENDA ITEM: "Spring Has Sprung" 5K/10K Run Sponsorship: Authorize District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials – total cost not to exceed \$2,500

RECOMMENDATIONS:

Authorize District's partial sponsorship of Spring Has Sprung 5K/10K Run and authorize purchase of t-shirts and other water conservation promotional materials
Donation to event \$1500
Purchase of promotional material \$1000

FINANCIAL IMPACT:

Sufficient funding is available within the Water Conservation budget (130-5505)

BACKGROUND:

The Lake County Milers' Spring Has Sprung event provides a forum for the District to promote water conservation in the community. The District has served as one of the primary sponsors of the Lake County Milers' "Spring Has Sprung" 5K/10K Run event for many years. Lake County Milers is requesting District support in the form of t-shirts and miscellaneous water conservation promotional materials, which will be given to participants.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 21, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



Lake County Milers
P.O. Box 490
Middletown, Ca.
95461
707-987-3229
www.lakecountymilers.com

January 30, 2017

Dear Mr. Cloyd and Directors,

Spring is just around the corner and the Lake County Milers, 15th Annual “Spring Has Sprung” race plans are in full swing. This year’s event will be held on Sunday May 7, 2017. The HVL Community Services District has been a key player in the success of our event for many years and the Lake County Milers would really appreciate your “Star” sponsorship again this year (\$1,500 towards our event shirts). We really enjoy being able to merge your water awareness campaign in with our race, and the result has been excellent event shirts, and increased race-day interest. Usually HVL CSD has chosen a secondary item to further promote the water awareness mindfulness amongst our participants. Usually it has been in the form of a water bottle or printed cloth race bag. I expect our participant numbers to be around 230

Participants will again start at Coyote Valley Elementary School and run/walk through beautiful Hidden Valley Lake before returning to the school for a fast finish. Post- race festivities will include a refreshment bar and awards/presentations to the winning participants in each age category.

Proceeds from the event benefit High School Running-centric Athletics here in Lake County.

Thank you for all the support you have given our event in the past. We look forward to the possibility of working with you again this year and hope to hear from you soon regarding sponsorship.

Sincerely,

Jeanine Burnett
Event Director, Lake County Milers
Lakecountymilers@gmail.com
707-987-3229

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2017

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,066,000.00	86,901.69	643,104.51	422,895.49	60.33
TOTAL REVENUES	<u>1,066,000.00</u>	<u>86,901.69</u>	<u>643,104.51</u>	<u>422,895.49</u>	<u>60.33</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	409,227.00	104,468.96	290,018.42	119,208.58	70.87
ADMINISTRATION	345,801.26	32,976.33	194,147.79	151,653.47	56.14
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	357,298.00	17,168.06	116,586.30	240,711.70	32.63
DIRECTORS	50,035.00	3,105.94	18,826.59	31,208.41	37.63
TOTAL EXPENDITURES	<u>1,162,361.26</u>	<u>157,719.29</u>	<u>619,579.10</u>	<u>542,782.16</u>	<u>53.30</u>
REVENUES OVER/(UNDER) EXPENDITURES	(96,361.26)	(70,817.60)	23,525.41	(119,886.67)	24.41-

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	300.00	200.00	60.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	13.12 (13.12)	0.00
120-4045 AVAILABILITY FEES	7,000.00	0.00	0.00	7,000.00	0.00
120-4050 SALES OF RECLAIMED WATER	90,000.00	0.00	60,712.34	29,287.66	67.46
120-4111 COMM SEWER USE	29,900.00	2,496.75	17,477.25	12,422.75	58.45
120-4112 GOV'T SEWER USE	550.00	53.12	371.84	178.16	67.61
120-4116 SEWER USE CHARGES	936,850.00	79,941.00	559,080.11	377,769.89	59.68
120-4210 LATE FEE	0.00	65.53	385.88 (385.88)	0.00
120-4300 MISC INCOME	1,000.00	4,229.65	4,438.12 (3,438.12)	443.81
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	200.00	115.64	325.85 (125.85)	162.93
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,066,000.00	86,901.69	643,104.51	422,895.49	60.33
	=====	=====	=====	=====	=====

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	12,200.00	0.00	10,540.47	1,659.53	86.40
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	973.79	4,964.39	8,973.61	35.62
120-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	0.00	4,800.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	406.45	3,194.90	6,805.10	31.95
120-5-00-5061 VEHICLE MAINT	7,500.00	440.98	1,998.42	5,501.58	26.65
120-5-00-5062 TAXES & LIC	650.00	0.00	306.46	343.54	47.15
120-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38 (3,098.38)	122.13
120-5-00-5075 BANK FEES	11,000.00	1,079.52	8,385.03	2,614.97	76.23
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,300.00	0.00	3,093.60	1,206.40	71.94
120-5-00-5092 POSTAGE & SHIPPING	5,350.00	926.75	2,677.66	2,672.34	50.05
120-5-00-5110 CONTRACTUAL SERVICES	0.00	456.00	3,569.03 (3,569.03)	0.00
120-5-00-5121 LEGAL SERVICES	10,000.00	405.00	2,272.50	7,727.50	22.73
120-5-00-5122 ENGINEERING SERVICES	26,400.00	0.00	10,298.55	16,101.45	39.01
120-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,693.50 (1,193.50)	179.57
120-5-00-5126 AUDIT SERVICES	7,200.00	1,991.13	2,728.63	4,471.37	37.90
120-5-00-5130 PRINTING & PUBLICATION	7,750.00	493.53	1,833.73	5,916.27	23.66
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	6,700.00	214.67	1,190.59	5,509.41	17.77
120-5-00-5148 OPERATING SUPPLIES	12,300.00	2,162.49	9,410.31	2,889.69	76.51
120-5-00-5150 REPAIR & REPLACE	101,839.00	2,191.34	20,999.80	80,839.20	20.62
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	217.13	6,921.54	1,078.46	86.52
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	1,100.00	4,587.50	5,012.50	47.79
120-5-00-5157 SECURITY	500.00	0.00	346.50	153.50	69.30
120-5-00-5160 SLUDGE DISPOSAL	19,000.00	82,141.50	107,910.18 (88,910.18)	567.95
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	7,300.00	851.25	5,324.83	1,975.17	72.94
120-5-00-5192 ELECTRICITY	19,000.00	2,347.98	10,107.54	8,892.46	53.20
120-5-00-5193 OTHER UTILITIES	2,600.00	178.13	1,068.24	1,531.76	41.09
120-5-00-5194 IT SERVICES	21,800.00	1,508.57	18,578.27	3,221.73	85.22
120-5-00-5195 ENV/MONITORING	34,000.00	2,755.00	19,823.00	14,177.00	58.30
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	1,361.25 (1,361.25)	0.00
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	0.00	1,898.00 (298.00)	118.63
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	0.00	1,300.00	0.00
120-5-00-5312 TOOLS - FIELD	1,000.00	2.46	408.56	591.44	40.86
120-5-00-5315 SAFETY EQUIPMENT	1,900.00	1,627.55	4,420.82 (2,520.82)	232.67
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	200.00	0.00	8.50	191.50	4.25
120-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	22,000.00	0.00	0.00	22,000.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00 (2.26) (2.26)	2.26	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2017

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	409,227.00	104,468.96	290,018.42	119,208.58	70.87

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2017

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	225,718.00	23,212.43	134,564.35	91,153.65	59.62
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	7,007.32	33,753.64	38,093.36	46.98
120-5-10-5021 RETIREMENT BENEFITS	39,384.26	2,129.70	22,502.04	16,882.22	57.13
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	3,440.00	412.08	1,537.13	1,902.87	44.68
120-5-10-5170 TRAVEL MILEAGE	1,112.00	8.80	346.27	765.73	31.14
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	206.00	1,414.86	2,585.14	35.37
120-5-10-5179 ADM MISC EXPENSES	300.00	0.00	29.50	270.50	9.83
TOTAL ADMINISTRATION	345,801.26	32,976.33	194,147.79	151,653.47	56.14

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2017

120-SEWER ENTERPRISE FUND
OFFICE
EXPENDITURES

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

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	237,769.00	13,165.37	74,516.05	163,252.95	31.34
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	3,050.79	24,297.12	47,421.88	33.88
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	864.40	15,473.26	24,842.74	38.38
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (250.00)	116.67
120-5-30-5063 CERTIFICATIONS	750.00	0.00	230.00	520.00	30.67
120-5-30-5090 OFFICE SUPPLIES	560.00	0.00	157.37	402.63	28.10
120-5-30-5170 TRAVEL MILEAGE	684.00	0.00	0.00	684.00	0.00
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	87.50	162.50	3,837.50	4.06
TOTAL FIELD	357,298.00	17,168.06	116,586.30	240,711.70	32.63

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2017

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	156.10	1,092.70	1,907.30	36.42
120-5-40-5020 DIRECTOR BENEFITS	230.00	0.00	34.85	195.15	15.15
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	2,949.84	17,699.04	28,760.96	38.10
120-5-40-5170 TRAVEL MILEAGE	95.00	0.00	0.00	95.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	250.00	0.00	0.00	250.00	0.00
TOTAL DIRECTORS	50,035.00	3,105.94	18,826.59	31,208.41	37.63
TOTAL EXPENDITURES	1,162,361.26	157,719.29	619,579.10	542,782.16	53.30
REVENUES OVER/(UNDER) EXPENDITURES	(96,361.26)	(70,817.60)	23,525.41	(119,886.67)	24.41-

*** END OF REPORT ***

130-WATER ENTERPRISE FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,635,557.00	107,861.01	938,087.96	697,469.04	57.36
TOTAL REVENUES	<u>1,635,557.00</u>	<u>107,861.01</u>	<u>938,087.96</u>	<u>697,469.04</u>	<u>57.36</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	30,340.91	282,667.19	404,126.81	41.16
ADMINISTRATION	358,922.00	19,685.27	113,174.67	245,747.33	31.53
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	370,669.00	21,520.12	142,677.73	227,991.27	38.49
DIRECTORS	51,330.00	3,116.69	19,024.14	32,305.86	37.06
TOTAL EXPENDITURES	<u>1,467,715.00</u>	<u>74,662.99</u>	<u>557,543.73</u>	<u>910,171.27</u>	<u>37.99</u>
REVENUES OVER/(UNDER) EXPENDITURES	167,842.00	33,198.02	380,544.23	(212,702.23)	226.73

130-WATER ENTERPRISE FUND
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,170.00	9,550.00	3,450.00	73.46
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	500.00	170.00	1,020.00 (520.00)	204.00
130-4040 RECORDING FEE	100.00	0.00	13.14	86.86	13.14
130-4045 AVAILABILITY FEES	20,000.00	0.00	0.00	20,000.00	0.00
130-4110 COMM WATER USE	77,913.00	4,745.45	50,788.60	27,124.40	65.19
130-4112 GOV'T WATER USE	5,194.00	1,547.20	4,590.73	603.27	88.39
130-4115 WATER USE	1,491,050.00	92,986.58	843,187.07	647,862.93	56.55
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	2,383.56	20,557.75	4,442.25	82.23
130-4215 RETURNED CHECK FEE	1,000.00	200.00	800.00	200.00	80.00
130-4300 MISC INCOME	1,500.00	4,489.65	7,282.55 (5,782.55)	485.50
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	300.00	168.57	298.12	1.88	99.37
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,635,557.00	107,861.01	938,087.96	697,469.04	57.36

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	12,200.00	0.00	10,540.47	1,659.53	86.40
130-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	973.79	2,245.62	11,692.38	16.11
130-5-00-5040 ELECTION EXPENSE	4,800.00	0.00	0.00	4,800.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	406.44	3,156.84	6,843.16	31.57
130-5-00-5061 VEHICLE MAINT	7,500.00	377.23	2,584.95	4,915.05	34.47
130-5-00-5062 TAXES & LIC	1,200.00	0.00	306.46	893.54	25.54
130-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38 (3,098.38)	122.13
130-5-00-5075 BANK FEES	11,000.00	1,079.51	8,014.63	2,985.37	72.86
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	0.00	14,014.60	3,285.40	81.01
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	926.74	2,677.64	2,672.36	50.05
130-5-00-5110 CONTRACTUAL SERVICES	0.00	494.00	3,616.70 (3,616.70)	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	405.00	2,272.50	7,727.50	22.73
130-5-00-5122 ENGINEERING SERVICES	44,500.00	4,581.25	38,418.73	6,081.27	86.33
130-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	0.00	2,043.50 (543.50)	136.23
130-5-00-5124 WATER RIGHTS	85,056.00	422.50	9,935.55	75,120.45	11.68
130-5-00-5126 AUDIT SERVICES	7,200.00	1,991.12	2,728.62	4,471.38	37.90
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	493.53	1,840.90	5,909.10	23.75
130-5-00-5135 NEWSLETTER	1,100.00	0.00	0.00	1,100.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	214.67	3,831.89	13,818.11	21.71
130-5-00-5148 OPERATING SUPPLIES	1,400.00 (250.03)	994.49	405.51	71.04
130-5-00-5150 REPAIR & REPLACE	160,000.00	4,283.47	38,737.69	121,262.31	24.21
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	197.50	6,706.91	1,693.09	79.84
130-5-00-5156 CUSTODIAL SERVICES	9,600.00	1,101.00	3,388.50	6,211.50	35.30
130-5-00-5157 SECURITY	450.00	0.00	346.50	103.50	77.00
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	8,000.00	851.22	5,324.71	2,675.29	66.56
130-5-00-5192 ELECTRICITY	96,000.00	6,060.28	47,319.37	48,680.63	49.29
130-5-00-5193 OTHER UTILITIES	2,200.00	178.12	1,068.18	1,131.82	48.55
130-5-00-5194 IT SERVICES	26,100.00	1,538.56	18,577.26	7,522.74	71.18
130-5-00-5195 ENV/MONITORING	21,600.00	2,185.00	5,505.00	16,095.00	25.49
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	0.00	17,478.24	2,621.76	86.96
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
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	2.46	318.42	1,681.58	15.92
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	1,627.55	4,415.44 (2,715.44)	259.73
130-5-00-5505 WATER CONSERVATION	9,000.00	200.00	7,150.00	1,850.00	79.44
130-5-00-5545 RECORDING FEES	200.00	0.00	8.50	191.50	4.25
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	45,000.00	0.00	0.00	45,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	686,794.00	30,340.91	282,667.19	404,126.81	41.16

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	11,892.26	64,329.08	171,800.92	27.24
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	6,159.63	30,967.41	41,179.59	42.92
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	1,006.57	14,078.74	26,788.26	34.45
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,214.00	412.02	1,536.98	2,677.02	36.47
130-5-10-5170 TRAVEL MILEAGE	1,664.00	8.79	346.25	1,317.75	20.81
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	206.00	1,886.71	1,713.29	52.41
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	29.50	270.50	9.83
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	358,922.00	19,685.27	113,174.67	245,747.33	31.53

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2017

130-WATER ENTERPRISE FUND
OFFICE
EXPENDITURES

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

130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	17,183.86	97,776.56	150,959.44	39.31
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	2,993.10	24,239.33	47,778.67	33.66
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	1,255.66	17,926.98	23,906.02	42.85
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (250.00)	116.67
130-5-30-5063 CERTIFICATIONS	600.00	0.00	240.00	360.00	40.00
130-5-30-5090 OFFICE SUPPLIES	686.00	0.00	157.36	528.64	22.94
130-5-30-5170 TRAVEL MILEAGE	896.00	0.00	0.00	896.00	0.00
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	87.50	587.50	3,812.50	13.35
TOTAL FIELD	370,669.00	21,520.12	142,677.73	227,991.27	38.49

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2017

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	166.85	1,167.95	1,832.05	38.93
130-5-40-5020 DIRECTOR BENEFITS	230.00	0.00	37.15	192.85	16.15
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	2,949.84	17,699.04	28,760.96	38.10
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	640.00	0.00	0.00	640.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,000.00	0.00	120.00	880.00	12.00
TOTAL DIRECTORS	51,330.00	3,116.69	19,024.14	32,305.86	37.06
TOTAL EXPENDITURES	1,467,715.00	74,662.99	557,543.73	910,171.27	37.99
REVENUES OVER/(UNDER) EXPENDITURES	167,842.00	33,198.02	380,544.23	(212,702.23)	226.73

*** END OF REPORT ***



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**January, 2017
FINANCIAL REPORT
POOLED CASH**

AS OF January 31, 2017

Beginning Balance	533,598.47
Cash Receipts	
Deposit	216,382.51
Transfers	0.00
Total Receipts	216,382.51
Cash Disbursements	
Accounts Payable + Bank Draft	353,592.49
Payroll	47,602.31
Bank Fees	2,159.03
Total Disbursements	403,353.83
Ending Balance	346,627.15

TEMPORARY INVESTMENTS

AS OF January 31, 2017

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,546.97	41,638.06	109,185.03	109,185.02
130	Water Operating Fund	100,664.64	(431.68)	100,232.96	100,232.96
215	1995-2 Redemption	61,082.74	78,172.38	139,255.13	139,255.11
218	CIEDB Redemption	11,556.88	-	11,556.88	11,556.87
219	USDARUS Solar Loan (Sewer)	822.50	108,366.42	109,188.91	109,188.92
313	Wastewater Cap Fac Reserved	259,688.96	38,013.04	297,702.00	297,702.00
314	Wastewater Cap Fac Unrestricted	262,359.78	290,320.32	552,680.11	552,680.11
319	Solar Reserve	-	35,327.44	35,327.44	35,327.43
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,853.85	-	171,853.85	171,853.85
711	Bond Administration	27,257.44	14,432.59	41,690.03	41,690.04
TOTAL		962,833.76	605,838.57	1,568,672.33	1,568,672.33

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

CHECK DATE: 1/01/2017 THRU 1/31/2017
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	1/06/2017	BANK-DRAFT	000038	NATIONWIDE RETIREMENT SOLUTION	875.00CR	POSTED	A	1/09/2017
1010	1/06/2017	BANK-DRAFT	000039	STATE OF CALIFORNIA EDD	2,639.65CR	POSTED	A	1/09/2017
1010	1/06/2017	BANK-DRAFT	000040	US DEPARTMENT OF THE TREASURY	4,389.16CR	POSTED	A	1/09/2017
1010	1/20/2017	BANK-DRAFT	000041	NATIONWIDE RETIREMENT SOLUTION	875.00CR	POSTED	A	1/20/2017
1010	1/20/2017	BANK-DRAFT	000042	STATE OF CALIFORNIA EDD	2,122.95CR	POSTED	A	1/23/2017
1010	1/20/2017	BANK-DRAFT	000043	US DEPARTMENT OF THE TREASURY	5,291.63CR	POSTED	A	1/20/2017
1010	1/20/2017	BANK-DRAFT	000044	US DEPARTMENT OF THE TREASURY	45.90CR	POSTED	A	1/20/2017
1010	1/20/2017	BANK-DRAFT	000045	STATE OF CALIFORNIA EDD	513.38CR	POSTED	A	1/20/2017
CHECK:								
1010	1/06/2017	CHECK	034259	ACWA/JPIA	931.61CR	POSTED	A	1/10/2017
1010	1/06/2017	CHECK	034260	ALPHA ANALYTICAL LABORATORIES	1,208.00CR	POSTED	A	1/11/2017
1010	1/06/2017	CHECK	034261	VOID CHECK	0.00	POSTED	A	1/06/2017
1010	1/06/2017	CHECK	034262	MEDIACOM	425.69CR	POSTED	A	1/11/2017
1010	1/06/2017	CHECK	034263	MICHELLE HAMILTON	625.00CR	POSTED	A	1/13/2017
1010	1/06/2017	CHECK	034264	OFFICE DEPOT	279.22CR	POSTED	A	1/12/2017
1010	1/06/2017	CHECK	034265	PACE SUPPLY CORP	300.16CR	POSTED	A	1/10/2017
1010	1/06/2017	CHECK	034266	PACIFIC GAS & ELECTRIC COMPANY	8,408.26CR	POSTED	A	1/17/2017
1010	1/06/2017	CHECK	034267	REDFORD SERVICES	950.00CR	POSTED	A	1/23/2017
1010	1/06/2017	CHECK	034268	SPECIAL DISTRICT RISK MANAGEME	335.34CR	POSTED	A	1/12/2017
1010	1/06/2017	CHECK	034269	ST HELENA HOSPITAL dba JOBCARE	305.00CR	POSTED	A	1/10/2017
1010	1/06/2017	CHECK	034270	TELSTAR INSTRUMENTS, INC	22,881.03CR	POSTED	A	1/10/2017
1010	1/06/2017	CHECK	034271	TYLER TECHNOLOGY	121.00CR	POSTED	A	1/09/2017
1010	1/06/2017	CHECK	034272	USA BLUE BOOK	273.87CR	POSTED	A	1/10/2017
1010	1/06/2017	CHECK	034273	CALIFORNIA PUBLIC EMPLOYEES RE	4,673.81CR	POSTED	A	1/13/2017
1010	1/06/2017	CHECK	034274	HERROD, JOHN	15.35CR	POSTED	A	1/12/2017
1010	1/06/2017	CHECK	034275	COLE, STEVE	54.61CR	POSTED	A	1/18/2017
1010	1/06/2017	CHECK	034276	MONTAGUE, CHRISTIAN	59.69CR	POSTED	A	1/25/2017
1010	1/06/2017	CHECK	034277	MORGAN, DANIEL & KAR	75.74CR	POSTED	A	1/18/2017
1010	1/13/2017	CHECK	034278	ACWA/JPIA	988.72CR	POSTED	A	1/18/2017
1010	1/13/2017	CHECK	034279	ALPHA ANALYTICAL LABORATORIES	1,101.00CR	POSTED	A	1/19/2017
1010	1/13/2017	CHECK	034280	AT&T	639.83CR	POSTED	A	1/18/2017
1010	1/13/2017	CHECK	034281	BADGER METER	30.00CR	POSTED	A	1/25/2017
1010	1/13/2017	CHECK	034282	BOLD POLISNER MADDOW NELSON &	810.00CR	POSTED	A	1/18/2017
1010	1/13/2017	CHECK	034283	DATAPROSE	2,840.55CR	POSTED	A	1/19/2017
1010	1/13/2017	CHECK	034284	OFFICE DEPOT	70.91CR	POSTED	A	1/18/2017
1010	1/13/2017	CHECK	034285	SOUTH LAKE REFUSE COMPANY	356.25CR	POSTED	A	1/18/2017
1010	1/13/2017	CHECK	034286	TELSTAR INSTRUMENTS, INC	8,659.79CR	POSTED	A	1/18/2017
1010	1/13/2017	CHECK	034287	TYLER TECHNOLOGY	1,714.50CR	POSTED	A	1/17/2017
1010	1/13/2017	CHECK	034288	USA BLUE BOOK	1,597.78CR	POSTED	A	1/20/2017
1010	1/13/2017	CHECK	034289	WIPF CONSTRUCTION	1,040.00CR	POSTED	A	1/20/2017
1010	1/13/2017	CHECK	034290	US BANK - GLOBAL CORP TRUST SV	136,989.30CR	POSTED	A	1/19/2017
1010	1/13/2017	CHECK	034291	DE CICCIO, GARY	103.92CR	OUTSTND	A	0/00/0000
1010	1/13/2017	CHECK	034292	MENNE, ELEANOR	226.22CR	CLEARED	A	2/13/2017

2/15/2017 10:54 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
 CHECK DATE: 1/01/2017 THRU 1/31/2017
 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	1/13/2017	CHECK	034293	AMANTE, FRANK & TINA	2.59CR	POSTED	A	1/24/2017
1010	1/20/2017	CHECK	034294	ALPHA ANALYTICAL LABORATORIES	1,963.00CR	POSTED	A	1/25/2017
1010	1/20/2017	CHECK	034295	VOID CHECK	0.00	POSTED	A	1/19/2017
1010	1/20/2017	CHECK	034296	ARMED FORCE PEST CONTROL, INC.	195.00CR	POSTED	A	1/25/2017
1010	1/20/2017	CHECK	034297	CARDMEMBER SERVICE	1,333.81CR	POSTED	A	1/26/2017
1010	1/20/2017	CHECK	034298	CNH PRODUCTIVITY PLUS ACCT	506.61CR	POSTED	A	1/26/2017
1010	1/20/2017	CHECK	034299	COASTLAND CIVIL ENGINEERING, I	240.00CR	POSTED	A	1/24/2017
1010	1/20/2017	CHECK	034300	ENVIRONMENTAL PUMP SERVICES, I	10,600.00CR	POSTED	A	1/26/2017
1010	1/20/2017	CHECK	034301	HARDESTER'S MARKETS & HARDWARE	304.16CR	POSTED	A	1/25/2017
1010	1/20/2017	CHECK	034302	GARDENS BY JILLIAN	200.00CR	POSTED	A	1/30/2017
1010	1/20/2017	CHECK	034303	NAPA AUTO PARTS	235.58CR	POSTED	A	1/26/2017
1010	1/20/2017	CHECK	034304	OFFICE DEPOT	55.85CR	POSTED	A	1/24/2017
1010	1/20/2017	CHECK	034305	PACE SUPPLY CORP	687.14CR	POSTED	A	1/25/2017
1010	1/20/2017	CHECK	034306	PEHLING & PEHLING, CPA'S	3,982.25CR	POSTED	A	1/27/2017
1010	1/20/2017	CHECK	034307	QUACKENBUSH MRRCF	19.63CR	POSTED	A	1/31/2017
1010	1/20/2017	CHECK	034308	ROBERT AND BARBARA COLE	50.00CR	POSTED	A	1/27/2017
1010	1/20/2017	CHECK	034309	TYLER TECHNOLOGY	1,122.63CR	POSTED	A	1/23/2017
1010	1/20/2017	CHECK	034310	USA BLUE BOOK	1,352.06CR	POSTED	A	1/25/2017
1010	1/20/2017	CHECK	034311	VERIZON WIRELESS	636.95CR	POSTED	A	1/24/2017
1010	1/20/2017	CHECK	034312	WAGNER & BONSIGNORE	4,341.25CR	POSTED	A	1/26/2017
1010	1/20/2017	CHECK	034313	WIPF CONSTRUCTION	880.00CR	POSTED	A	1/25/2017
1010	1/20/2017	CHECK	034314	CALIFORNIA PUBLIC EMPLOYEES RE	4,670.38CR	POSTED	A	1/25/2017
1010	1/20/2017	CHECK	034315	CHILES, RICHARD	182.37CR	OUTSTND	A	0/00/0000
1010	1/27/2017	CHECK	034316	ACTION SANITARY, INC.	56,962.50CR	CLEARED	A	2/02/2017
1010	1/27/2017	CHECK	034317	ALPHA ANALYTICAL LABORATORIES	668.00CR	CLEARED	A	2/01/2017
1010	1/27/2017	CHECK	034318	CARRIER PUMPING SERVICE	5,357.00CR	POSTED	A	1/31/2017
1010	1/27/2017	CHECK	034319	ELLISON, SCHNEIDER & HARRIS L.	422.50CR	POSTED	A	1/31/2017
1010	1/27/2017	CHECK	034320	EMERGENCY CARE TRAINING & SUPP	3,255.10CR	POSTED	A	1/30/2017
1010	1/27/2017	CHECK	034321	HACH COMPANY	124.02CR	POSTED	A	1/30/2017
1010	1/27/2017	CHECK	034322	JEFFREY & LESHELE MIELKE	150.00CR	CLEARED	A	2/06/2017
1010	1/27/2017	CHECK	034323	MICHELLE HAMILTON	626.00CR	CLEARED	A	2/03/2017
1010	1/27/2017	CHECK	034324	NOR-CAL SEPTIC & TRENCH WORK	9,222.00CR	CLEARED	A	2/01/2017
1010	1/27/2017	CHECK	034325	OFFICE DEPOT	218.13CR	CLEARED	A	2/03/2017
1010	1/27/2017	CHECK	034326	REDFORD SERVICES	950.00CR	OUTSTND	A	0/00/0000
1010	1/27/2017	CHECK	034327	RICOH USA, INC.	429.34CR	CLEARED	A	2/03/2017
1010	1/27/2017	CHECK	034328	SIERRA CHEMICAL CO.	1,438.79CR	POSTED	A	1/30/2017
1010	1/27/2017	CHECK	034329	SPECIAL DISTRICT RISK MANAGEME	23,550.14CR	CLEARED	A	2/02/2017
1010	1/27/2017	CHECK	034330	WESTGATE PETROLEUM CO., INC.	812.89CR	POSTED	A	1/31/2017
DEPOSIT:								
1010	1/03/2017	DEPOSIT		CREDIT CARD 1/03/2017	6,012.99	POSTED	C	1/03/2017
1010	1/03/2017	DEPOSIT	000001	CREDIT CARD 1/03/2017	1,018.62	POSTED	C	1/03/2017
1010	1/03/2017	DEPOSIT	000002	CREDIT CARD 1/03/2017	1,230.83	POSTED	C	1/04/2017
1010	1/03/2017	DEPOSIT	000003	CREDIT CARD 1/03/2017	838.86	POSTED	C	1/05/2017

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

CHECK DATE: 1/01/2017 THRU 1/31/2017
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	1/03/2017	DEPOSIT	000004	CREDIT CARD 1/03/2017	1,911.67	POSTED	C	1/06/2017
1010	1/03/2017	DEPOSIT	000005	REGULAR DAILY POST 1/03/2017	3,905.04	POSTED	C	1/04/2017
1010	1/04/2017	DEPOSIT		CREDIT CARD 1/04/2017	1,912.92	POSTED	C	1/06/2017
1010	1/04/2017	DEPOSIT	000001	CREDIT CARD 1/04/2017	1,392.08	POSTED	C	1/09/2017
1010	1/04/2017	DEPOSIT	000002	REGULAR DAILY POST 1/04/2017	2,755.85	POSTED	C	1/05/2017
1010	1/05/2017	DEPOSIT		CREDIT CARD 1/05/2017	1,799.68	POSTED	C	1/09/2017
1010	1/05/2017	DEPOSIT	000001	CREDIT CARD 1/05/2017	2,080.75	POSTED	C	1/09/2017
1010	1/05/2017	DEPOSIT	000002	REGULAR DAILY POST 1/05/2017	13,875.80	POSTED	C	1/06/2017
1010	1/06/2017	DEPOSIT		CREDIT CARD 1/06/2017	841.02	POSTED	C	1/09/2017
1010	1/06/2017	DEPOSIT	000001	CREDIT CARD 1/06/2017	2,240.52	POSTED	C	1/09/2017
1010	1/06/2017	DEPOSIT	000002	REGULAR DAILY POST 1/06/2017	3,688.85	POSTED	C	1/09/2017
1010	1/06/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	88.00CR	POSTED	U	1/09/2017
1010	1/09/2017	DEPOSIT		CREDIT CARD 1/09/2017	729.59	POSTED	C	1/09/2017
1010	1/09/2017	DEPOSIT	000001	CREDIT CARD 1/09/2017	413.78	POSTED	C	1/10/2017
1010	1/09/2017	DEPOSIT	000002	CREDIT CARD 1/09/2017	656.97	POSTED	C	1/11/2017
1010	1/09/2017	DEPOSIT	000003	CREDIT CARD 1/09/2017	45.96	POSTED	C	1/12/2017
1010	1/09/2017	DEPOSIT	000004	CREDIT CARD 1/09/2017	2,985.70	POSTED	C	1/12/2017
1010	1/09/2017	DEPOSIT	000005	REGULAR DAILY POST 1/09/2017	15,616.11	POSTED	C	1/10/2017
1010	1/10/2017	DEPOSIT		CREDIT CARD 1/10/2017	490.16	POSTED	C	1/12/2017
1010	1/10/2017	DEPOSIT	000001	CREDIT CARD 1/10/2017	3,835.35	POSTED	C	1/13/2017
1010	1/10/2017	DEPOSIT	000002	REGULAR DAILY POST 1/10/2017	4,218.72	POSTED	C	1/11/2017
1010	1/11/2017	DEPOSIT		CREDIT CARD 1/11/2017	1,154.82	POSTED	C	1/13/2017
1010	1/11/2017	DEPOSIT	000001	CREDIT CARD 1/11/2017	1,091.07	POSTED	C	1/17/2017
1010	1/11/2017	DEPOSIT	000002	CREDIT CARD 1/11/2017	5,279.13	POSTED	C	1/17/2017
1010	1/11/2017	DEPOSIT	000003	REGULAR DAILY POST 1/11/2017	8,639.34	POSTED	C	1/12/2017
1010	1/12/2017	DEPOSIT		CREDIT CARD 1/12/2017	674.05	POSTED	C	1/17/2017
1010	1/12/2017	DEPOSIT	000001	CREDIT CARD 1/12/2017	1,285.20	POSTED	C	1/17/2017
1010	1/12/2017	DEPOSIT	000002	REGULAR DAILY POST 1/12/2017	5,630.29	POSTED	C	1/13/2017
1010	1/13/2017	DEPOSIT		CREDIT CARD 1/13/2017	829.08	POSTED	C	1/17/2017
1010	1/13/2017	DEPOSIT	000001	CREDIT CARD 1/13/2017	964.47	POSTED	C	1/17/2017
1010	1/13/2017	DEPOSIT	000002	REGULAR DAILY POST 1/13/2017	4,440.89	POSTED	C	1/17/2017
1010	1/17/2017	DEPOSIT		CREDIT CARD 1/17/2017	1,596.66	POSTED	C	1/17/2017
1010	1/17/2017	DEPOSIT	000001	CREDIT CARD 1/17/2017	1,242.25	POSTED	C	1/17/2017
1010	1/17/2017	DEPOSIT	000002	CREDIT CARD 1/17/2017	935.98	POSTED	C	1/18/2017
1010	1/17/2017	DEPOSIT	000003	CREDIT CARD 1/17/2017	1,264.89	POSTED	C	1/19/2017
1010	1/17/2017	DEPOSIT	000004	CREDIT CARD 1/17/2017	1,341.35	POSTED	C	1/20/2017
1010	1/17/2017	DEPOSIT	000005	REGULAR DAILY POST 1/17/2017	18,848.31	POSTED	C	1/18/2017
1010	1/17/2017	DEPOSIT	000006	CC DRAFT POSTING	11,319.60	POSTED	U	1/20/2017
1010	1/17/2017	DEPOSIT	000007	DAILY PAYMENT POSTING - ADJ	294.44CR	POSTED	U	1/20/2017
1010	1/17/2017	DEPOSIT	000008	DAILY PAYMENT POSTING - ADJ	392.87CR	POSTED	U	1/20/2017
1010	1/18/2017	DEPOSIT		CREDIT CARD 1/18/2017	1,306.81	POSTED	C	1/20/2017
1010	1/18/2017	DEPOSIT	000001	CREDIT CARD 1/18/2017	1,843.95	POSTED	C	1/23/2017
1010	1/18/2017	DEPOSIT	000002	REGULAR DAILY POST 1/18/2017	2,638.53	POSTED	C	1/19/2017
1010	1/18/2017	DEPOSIT	000003	DRAFT POSTING	8,410.00	POSTED	U	1/19/2017

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

CHECK DATE: 1/01/2017 THRU 1/31/2017
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	1/19/2017	DEPOSIT		CREDIT CARD 1/19/2017	2,654.76	POSTED	C	1/23/2017
1010	1/19/2017	DEPOSIT	000001	REGULAR DAILY POST 1/19/2017	12,604.67	POSTED	C	1/20/2017
1010	1/19/2017	DEPOSIT	000002	CREDIT CARD 1/19/2017	1,857.97	POSTED	C	1/23/2017
1010	1/19/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	106.04CR	POSTED	U	1/27/2017
1010	1/19/2017	DEPOSIT	000004	DAILY PAYMENT POSTING	100.04	POSTED	U	1/27/2017
1010	1/20/2017	DEPOSIT		CREDIT CARD 1/20/2017	2,467.97	POSTED	C	1/23/2017
1010	1/20/2017	DEPOSIT	000001	CREDIT CARD 1/20/2017	1,544.18	POSTED	C	1/23/2017
1010	1/20/2017	DEPOSIT	000002	CREDIT CARD 1/20/2017	3,705.61	POSTED	C	1/23/2017
1010	1/20/2017	DEPOSIT	000003	REGULAR DAILY POST 1/20/2017	11,467.68	POSTED	C	1/23/2017
1010	1/23/2017	DEPOSIT		CREDIT CARD 1/23/2017	988.51	POSTED	C	1/23/2017
1010	1/23/2017	DEPOSIT	000001	CREDIT CARD 1/23/2017	957.68	POSTED	C	1/24/2017
1010	1/23/2017	DEPOSIT	000002	CREDIT CARD 1/23/2017	719.24	POSTED	C	1/25/2017
1010	1/23/2017	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	330.28CR	POSTED	U	1/20/2017
1010	1/23/2017	DEPOSIT	000004	CREDIT CARD 1/23/2017	2,597.92	POSTED	C	1/26/2017
1010	1/23/2017	DEPOSIT	000005	REGULAR DAILY POST 1/23/2017	3,621.45	POSTED	C	1/24/2017
1010	1/24/2017	DEPOSIT		CREDIT CARD 1/24/2017	757.91	POSTED	C	1/26/2017
1010	1/24/2017	DEPOSIT	000001	CREDIT CARD 1/24/2017	393.20	POSTED	C	1/27/2017
1010	1/24/2017	DEPOSIT	000002	REGULAR DAILY POST 1/24/2017	522.11	POSTED	C	1/25/2017
1010	1/25/2017	DEPOSIT		CREDIT CARD 1/25/2017	587.25	POSTED	C	1/27/2017
1010	1/25/2017	DEPOSIT	000001	CREDIT CARD 1/25/2017	909.45	POSTED	C	1/30/2017
1010	1/25/2017	DEPOSIT	000002	REGULAR DAILY POST 1/25/2017	822.44	POSTED	C	1/26/2017
1010	1/26/2017	DEPOSIT		CREDIT CARD 1/26/2017	509.46	POSTED	C	1/30/2017
1010	1/26/2017	DEPOSIT	000001	CREDIT CARD 1/26/2017	372.20	POSTED	C	1/30/2017
1010	1/26/2017	DEPOSIT	000002	REGULAR DAILY POST 1/26/2017	931.29	POSTED	C	1/27/2017
1010	1/27/2017	DEPOSIT		CREDIT CARD 1/27/2017	259.63	POSTED	C	1/30/2017
1010	1/27/2017	DEPOSIT	000001	CREDIT CARD 1/27/2017	323.73	POSTED	C	1/30/2017
1010	1/27/2017	DEPOSIT	000002	REGULAR DAILY POST 1/27/2017	751.19	POSTED	C	1/30/2017
1010	1/30/2017	DEPOSIT		CREDIT CARD 1/30/2017	610.16	POSTED	C	1/30/2017
1010	1/30/2017	DEPOSIT	000001	CREDIT CARD 1/30/2017	320.29	POSTED	C	1/31/2017
1010	1/30/2017	DEPOSIT	000002	CREDIT CARD 1/30/2017	332.92	CLEARED	C	2/01/2017
1010	1/30/2017	DEPOSIT	000003	CREDIT CARD 1/30/2017	1,517.30	CLEARED	C	2/02/2017
1010	1/30/2017	DEPOSIT	000004	REGULAR DAILY POST 1/30/2017	1,284.89	POSTED	C	1/31/2017
1010	1/31/2017	DEPOSIT		CREDIT CARD 1/31/2017	2,173.32	CLEARED	C	2/02/2017
1010	1/31/2017	DEPOSIT	000001	CREDIT CARD 1/31/2017	1,494.21	CLEARED	C	2/03/2017
1010	1/31/2017	DEPOSIT	000002	REGULAR DAILY POST 1/31/2017	2,129.93	CLEARED	C	2/01/2017
1010	1/31/2017	DEPOSIT	000003	Payment on Account	69.09	POSTED	R	1/31/2017
MISCELLANEOUS:								
1010	1/06/2017	MISC.		PAYROLL DIRECT DEPOSIT	22,205.11CR	POSTED	P	1/06/2017
1010	1/20/2017	MISC.		PAYROLL DIRECT DEPOSIT	25,120.15CR	POSTED	P	1/20/2017
1010	1/20/2017	MISC.	000001	PAYROLL DIRECT DEPOSIT	277.05CR	POSTED	P	1/20/2017
1010	1/31/2017	MISC.		REVERSE Payment on Account	69.09CR	POSTED	R	1/31/2017
SERVICE CHARGE:								

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

CHECK DATE: 1/01/2017 THRU 1/31/2017
 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
SERVICE CHARGE: -----									
1010	1/05/2017	SERV-CHG		DEC. 2016 ETS FEES		765.08CR	POSTED	G	1/05/2017
1010	1/05/2017	SERV-CHG	000001	DEC. 2016 ETS FEES		712.69CR	POSTED	G	1/05/2017
1010	1/05/2017	SERV-CHG	000002	DEC. 2016 ETS FEES		317.56CR	POSTED	G	1/05/2017
1010	1/18/2017	SERV-CHG		ANALYSIS FEE DEC. 2016		363.70CR	POSTED	G	1/18/2017
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	336,839.82CR			
				DEPOSIT	TOTAL:	216,382.51			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	47,671.40CR			
				SERVICE CHARGE	TOTAL:	2,159.03CR			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	16,752.67CR			
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	336,839.82CR			
				DEPOSIT	TOTAL:	216,382.51			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	47,671.40CR			
				SERVICE CHARGE	TOTAL:	2,159.03CR			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	16,752.67CR			

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 2/15/17

RE: Senior Account Representative's Monthly Report

Monthly Billing 01/30/2017

Mailed statements: 2,171

Electronic statements: 381

The statement "special message" notified customers of the FY 2016/17 and Drought Stage 2 rates in effect. Office Closure 12 pm – 1 pm on the 3rd Wednesday of each month.

Delinquent Billing 01/20/2017

Delinquent statements for December bills:

Mailed statements: 436

Electronic statements: 79

Courtesy Notification 02/07/2017

Courtesy notices delivered to the customer's property for delinquent October bills: 177

Electronic notices: 23

Phone Notification 02/08/2017

Phone notifications: 89

The phone notification was sent out around 10:30 am resulting in 67 payments received by the office staff during business hours.

Lock Offs 02/09/2017

33 customers were in the lock off process at 5:00 pm on 02/09/2017.

10 payments were made before service orders went out in the field at 9:00 am on 02/09/2017.

A total of 22 customers were locked off for nonpayment.

Throughout lock off day 15 payments were collected and meters unlocked.

At the time of this report only 2 meters remain locked.



Hidden Valley Lake Community Services District

January 2017 Report

F
I
E
L
D
O
P
E
R
A
T
I
O
N
S

Water Connections:		Sewer Connections:	
New (January)	0	New (January)	0
Residential (December)	2435	Residential (December)	1463
Commercial & Govt (December)	35	Commercial & Govt (December)	15
Total (October) :	2470		1478

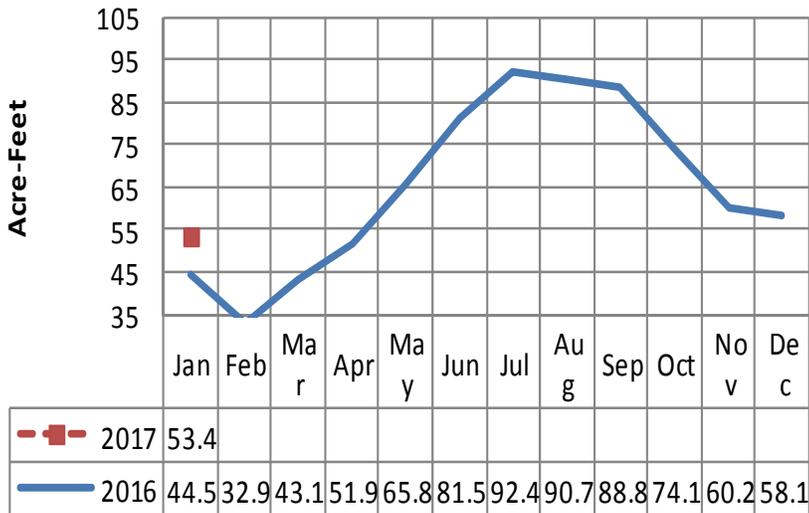
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
23.36	6.89	10.87

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	931.29	928.18	931.02
AG	945.46	OOS	934.49
TP Wells	957.02	951.61	953.6
Grange Rd	942.59	937.05	938.05
American Rock	980.35	968.44	972.45
Spyglass	974.70	964.32	966.82
Luchetti	930.65	921.69	923.61
18th T	948.52	941.36	943.60

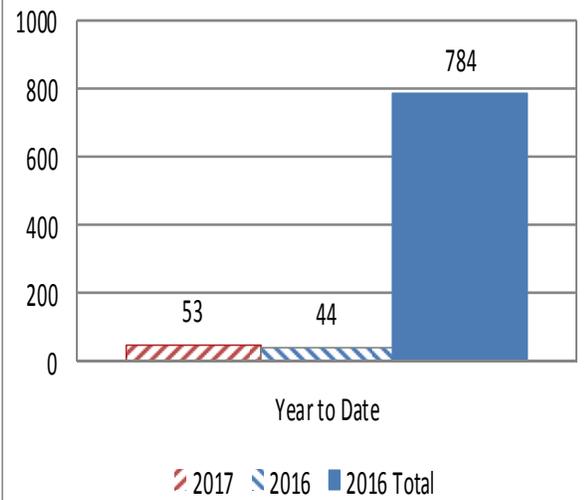
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
113	1222	1424
Overtime Hours	127	\$4465.08

January 2017 Field Report

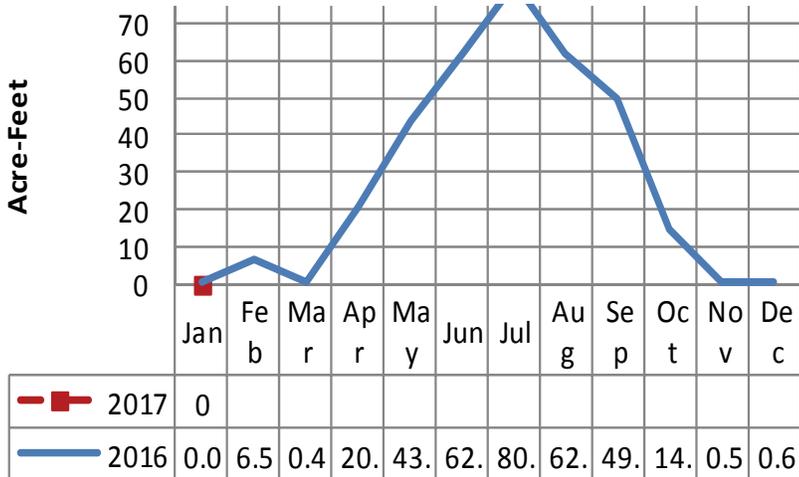
HVLCSD Municipal Well Production



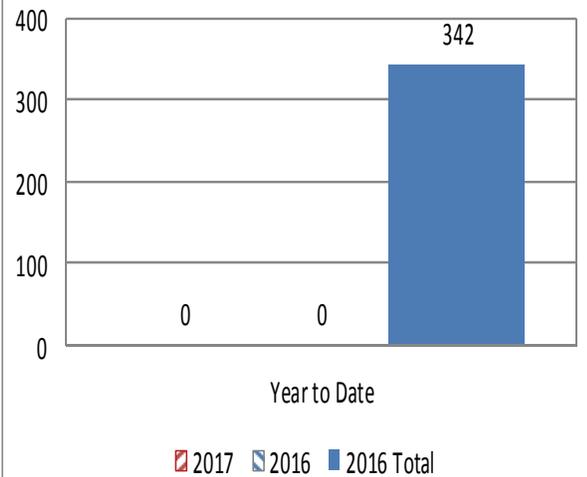
HVLCSD Municipal Well Production



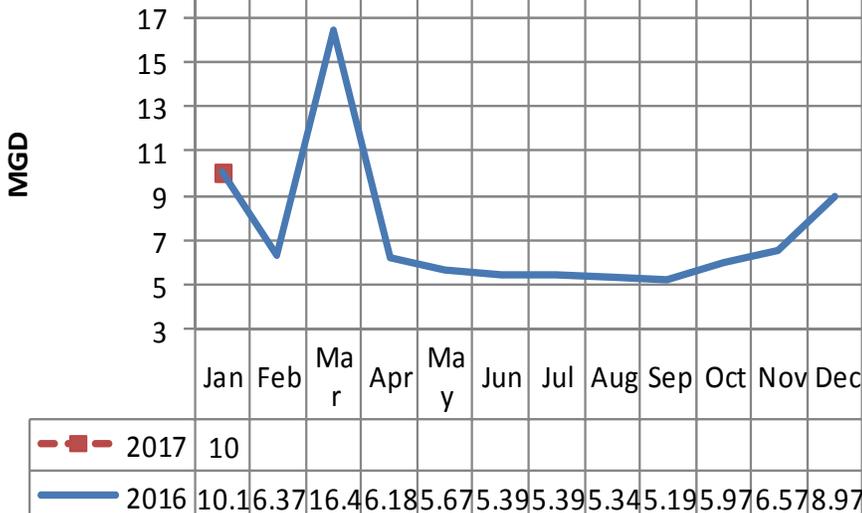
HVLCSD Municipal Reclaimed Water Use



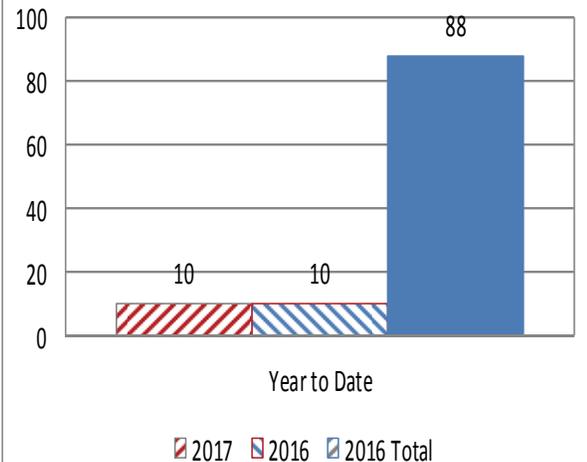
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



January 2017 Field Report

Water Operations and Maintenance Highlights

- 1/10, 1/12 Courtesy notices, lock offs
- Multiple meter swaps
- 1/18 Repairs to Well 4
- 1/20 Repairs to construction truck
- Routine operations and maintenance
- 1/24-1/26 Meter reads

Wastewater Operations and Maintenance Highlights

- 1/10, 1/12 Courtesy notices, lock offs
- 1/5 Repaired sewer backup at Glencove Ct
- 1/8-1/12, 1/22-1/24 Rain events
 - Community check for overflows (manholes, lift stations).
 - Spearheading filters at WWTP
 - Coordinating Pumper trucks
 - Documenting SSOs
- 1/18-1/19 CL2 and AB Bains maintenance and mitigation
- Sludge bed maintenance
- 1/30 Repaired sewer blockage at Fishhook Ct.
- 1/24-1/26 Meter reads
- Routine operations and maintenance

January 2017 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	1
Truck 3	2651
Truck 4	227.7
Truck 6	2709
Truck 7	2709.1
Truck 8	0
Dump Truck	39
Backhoe	.03
	Non-op
Tractor	(scrap)
New Holland	
Tractor	6.3

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	92056.6	20474.5
Fuel Log	396.5	169
January		
Tank Level	385.87	467.39
December		
Tank Level	426.63	413.04

Vehicle Maintenance		
Vehicle	Type of activity	Time
No activity this month		



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: February 21, 2017
RE: General Manager's Monthly Report

Good evening. The following report discusses items Hidden Valley Lake CSD completed over the past month and is intended to provide the Board and public with an update on the progression of projects. (The District was closed for the President's Day Holiday Monday Feb. 20th.)

Water

HVLCSD's water system continued to remain unaffected by the recent rain and associated flooding which allowed crews to focus on the more pressing issues with the sanitary sewer, however, a mainline break at the intersection of Mountain Meadow South and Oak Flats created structural damage to the surrounding area. The cause was attributed to an error during initial construction of the line when the seal allowed water to jet past and wear a hole through the pipe over time. Staff made immediate temporary repairs and then worked in conjunction with contracted crews to replace the damaged section of pipe, the void under the street left by the rushing water, street repairs and the landscape of two homes that were damaged due to the fast running water.

Staff reviewed the 2016 Groundwater Monitoring Report sent by Vincent M. Maples, P.E. of Wagner & Bonsignore. District suggested updates were incorporated. And the final draft submitted to the state.

Staff met with HVLA Environmental Compliance staff to discuss the outcome of conversations with the Regional Water Quality Control Board related to a private well outside District boundaries being plumbed to a property inside District boundaries. A signed agreement requiring said property to connect to District water once the moratorium is lifted and a transfer of the agreement to any new owner should the property sell may be approved.

Sanitary Sewer

Due to the lessons learned during the early January rains, staff got out in front of the rain and associated flooding in late January and early February. Contracted pumper trucks were again used to remove water in the system caused by I&I, however, staff proactively captured flows further up in the system reflecting where I&I is more of an issue.



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

District staff and pumper trucks worked around the clock to remove water from lift stations. As it became apparent that the system was well under control, staff and pumper trucks shifted their focus on the Equalization Basin at the RWRP. This action allowed the plant to process water without flushing sand from the tertiary filtration system and left the District in a good position to fight the next storm in the series.

The current pumper truck cost for all storms for January and February 2017 is approaching \$200K. Due to the Emergency Declaration by the Board of Directors in January, the District is in a good position to receive financial assistance from both state and federal funding sources. This is based on Lake County OES's recent report that they, "...have received word from CalOES that a Presidential Disaster Declaration has been received for both the January Storms and the Oroville Dam events."

Staff continues to compile data associated with the costs incurred due to these events and is working directly with Lake County OES and CalOES to recover costs associated with protecting life, property and the environment.

No SSO's were reported during the most recent storms.

Guy Childs, the Enforcement Compliance Officer from the State Water Control Board recently visited the District to review our SSO report from early January, discuss our actions and future plans to mitigate the associated hazards. According to Mr. Childs, the District's fast and proactive actions helped to avoid fines that may have been associated with the SSO's.

Further, staff is working with a contractor (Miksis) to identify areas of I&I with the aid of CCTV equipment. Miksis has already addressed I&I issues at Lift Station 5 & Hardesters Lift Station. Several additional sites have been identified and will be addressed using already approved CIP funds that were rolled over from the previous year's budget.

Staff made updates to the SSMP prior to Mr. Guy Childs visit. As the review continues, additional updates may be required.

Stormwater

Again, the stormwater pump station ran at full capacity throughout the storm event without failure or the need for the on-site emergency generator.

The District intends to work with contracted engineers, the Army Corps. and a local land owner to develop a strategy which is expected to address some of the flooding issues along the north side of Putah Creek.



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

In pursuit of this, it was determined that Stonehouse Mutual Water District was given the responsibility to operate the ten-year storm basin and associated pump shortly after the Army Corps. of Engineers built the facilities. Stonehouse Mutual Water District did not create a separate Stormwater District or collect fees in the form of property tax to fund maintenance, upkeep, expansion or modification of the facilities.

Staff is still investigating this issue. If it comes to pass that this burden does in fact fall on HVLCSO when Stonehouse MWD was absorbed, a Board workshop is recommended to discuss the issues created by the Army Corps. of Engineers, the lack of financing, the possible need to form a stormwater district and the acquisition of funds to make necessary improvements while carrying the stormwater district forward without reliance on sewer enterprise funds.

Human Resources

1. Training:
 - A. Penny attended JPIA Training covering HR items.
 - B. Probationary and annual evaluations were conducted for four employees.
 - C.

Facilities

There were no flooding or leak issues at District buildings during the rain events.

Vehicles & Equipment

The District backhoe was repaired and returned to service (Plugged fuel line) as was the tractor used in the drying beds at the RWRP (Tire replacement only).

General Information

The District article for HVLA's February edition of The View Magazine on the Moratorium and Chrome 6 issues was well received. A link to this article has been added to the District's website and is aiding staff to convey the information to those that have questions about these issues.

As a reminder, the CSDA will hold their Special District Leadership Academy Conference (SDLA) in Napa July 10th -12th, 2017 with registration and a networking reception the night of Sunday July 9th. This is "A comprehensive Governance Conference for elected and appointed directors and trustees." All Directors and the G.M. are encouraged to attend this conference as it is a benefit to the District at large, the individual Directors and the public they serve.

HVLCSO staff worked with HVL Association staff to remove debris (Blackberry bushes) from District property at Green Ridge & Oak Grove to facilitate proper flow of stormwater



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

in an established drainage ditch. This allowed the Association to clear debris from their stormwater undercrossing keeping stormwater out of the roadway.

The District completed the compilation of the requested data and delivered it to Schneider Electric. As noted in a previous G.M. Report, Schneider Electric is one of the world's leading electrical firms. They provide free efficiency evaluations of water, sewer and recycled water system; then provide grant opportunities for cost savings and system improvements to reduce energy consumption.

GHD met with staff to look at the RWRF access road. They are drafting an engineering report and bid specifications so the District can go out to bid as soon as the rain has stopped and further damage is not incurred.

Staff reviewed audit information from Smith & Newell. The documents have been signed and submitted to the state.

Staff attended a DEMO for "Streamline," an alternate webhost and website provider. Initial response by staff is favorable and it has been determined that the additional cost for this service would be off-set by a reduction in liability due to new transparency legislation and monthly staff time to update the site while providing for meeting notification. Additionally, the unlimited size of the data would allow the District to expand its web services providing for things such as water, wastewater and recycled water standard drawings etc.

Staff attended a DEMO for "XiO," an alternate cloud based SCADA system, which removes the need for PLC, servers and the associated hardware while providing real-time data and operator approved changes from District smart phones, PC's or tablets. There are over 200 water utility companies that currently use this alternative with very positive results. XiO is able to provide this at 10% of the cost of a traditional radio based SCADA system and a fraction of the ongoing cost. This is partly because the equipment is preconfigured at their facility and only requires a standard electrician to install, therefore, programmers and other specialists are no longer used.

A minor remodel of the District office has made the facility more functional and allowed staff to be more efficient in their daily operations.

Staff attended the South Lake Fire Safe Council meeting in Middletown. The Fire Safe Council approved HVLCS D's recommendation to sponsor HVLA to partner with the KCC #27 for weed abatement. All funding and finances will be through the Fire Safe Council.

Staff reviewed the District's current Lien Policy. Minor updates were made to include mandated advertising cost & Board President name change.

The G.M. attended the Urban Water Institute conference. Highlights included pending legislation for direct and indirect recharge. This data is expected to aid the district in the



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hiddenvalleylakecsd.com

discontinuance of its discharge to Putah Creek from July through October. Additional information is still being compiled for this event.

Staff answered questions by the Record-Bee related to the rain and how the District fared during these storm events. The article was reported on Feb. 14th and was positive toward the District.

Staff met with Mr. Ken Porter to discuss Caltrans construction of the roundabout at Hartmann Rd. and Highway 29, the requirement to install water and sewer mains to his project by Aug. of this year and the potential to move forward on the Valley Oaks project.

Emergency Preparedness:

Several field & office staff members attended local training in preparation to obtain the required FEMA - Emergency Management Institute (EMI) Courses: IS-100.B, IS-200 & IS-700.

Met with Tim Smith (State OES Inspector) & Dale Carnathan (Lake County OES Mgr.) to discuss our expenses related to the recent rain & flooding. We then toured the sites in question so Mr. Smith could get photos & GPS coordinates.

The District purchased and mounted two AED units at the District office & RWRF upon completion of required medical training.

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

DATE: February 21, 2017

AGENDA ITEM: Resolution 2017-02 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual

RECOMMENDATIONS: Approve Resolution 2017-02 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual

FINANCIAL IMPACT: None

BACKGROUND: The purpose of the policy manual is to provide guidance for decision making, clear Board intent, goals, and aspirations, promote consistency of Board action, clarify Board member’s roles, responsibilities, and commitments.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on February 21, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

RESOLUTION 2017-02

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2017 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF
DIRECTORS POLICY MANUAL**

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors Policy Manual defines the role of the Board and delineates how the Board will carry out its responsibilities. The 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual and the Bylaws are the primary governing documents for Hidden Valley Lake Community Services District.

WHEREAS, the purpose of the policy manual is to: Make clear Board intent, goals, and aspirations, promote consistency of Board action, clarify Board member's roles, responsibilities, and commitments

WHEREAS, the Board of Directors Policy Manual provides guidance for decision making. A copy of the 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual will be given to each Board member and revisions will be distributed, as appropriate.

WHEREAS, the 2017 Hidden Valley Lake Community Services District Board of Directors Policy Manual, is attached.

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors hereby approves and adopts the 2016 Hidden Valley Lake Community Services District Board of Directors Policy Manual effective January 17, 2017.

PASSED AND ADOPTED on February 21, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman
President of the Board of Directors

ATTEST:

Kirk Cloyd
Secretary to the Board of Directors



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL





HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

TABLE OF CONTENTS	PAGE
I. Mission Statement.....	4
II. Operating Principles of the Board.....	5
III. Power of the Board.....	7
IV. Code of Ethics.....	7
V. Governing Laws.....	11
VI. Election of Officers.....	11
VII. Role of Board Members (Powers, Purposes, Duties and Functions)	11
A. Powers	
B. Primary Duties	
C. Governance Functions	
D. Executive Functions	
E. Judicial Functions	
VIII. Role of Individual Directors.....	13
IX. Meeting of the Board.....	14
A. Time and Place of Meetings	
B. Public Nature of Meeting	
C. Quorum and Voting Requirements	
D. Rules of Decorum for Board Meetings	
E. Board Action	
F. Orderly Discussion	
G. Parliamentary Procedures Affecting Motions	
H. Routine Business	
I. Closed Session	
X. President.....	20
A. Duties	
B. Responsibilities	



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

TABLE OF CONTENTS, continued

XI.	Vice-President.....	21
XII.	Secretary.....	21
	A. Duties	
	B. Responsibilities	
XIII.	Committees.....	22
XIV.	Remuneration, Reimbursement, and other Benefits.....	23
	A. Remuneration	
	B. Reimbursement	
XV.	Personnel Policies.....	27
	A. Harassment	
	B. Nondiscrimination	
	C. Americans with Disabilities Act-Reasonable Accommodations	
XVI.	Conflict of Interest.....	29
XVII.	Attendance.....	29
	A. Board Meetings	
	B. Educational Programs, Conferences and Meetings	
XVIII.	Incompatible Employment.....	32
XIX.	Directors Legal Liabilities.....	32
XX.	General Provisions.....	33



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

MISSION STATEMENT

The mission of the Hidden Valley Lake Community services District is to provide, maintain and protect our community's water.

CORE VALUES

The following core values reflect what is truly important to us as an organization and are the guiding principles that dictate our actions and the philosophical beliefs we value when faced with options and alternatives for our future:

- Public Health - To provide safe, reliable drinking water and wastewater treatment;
- Customer Service – To deliver customer-focused service and are responsive to our ratepayers;
- Cost-Effectiveness – To deliver the highest value at the lowest cost to ensure reasonable rates;
- Integrity - To conduct business with high ethical standards, promoting transparency and trust;
- Organizational Excellence - To practice good governance and support District employees to be productive and motivated;
- Reliability – To maintain and update infrastructure to ensure reliable service;
- Stewardship - To protect our natural resources and the environment;
- Innovation - To utilize our assets (infrastructure, natural resources and people) to maximize the value to the community.

GOALS

Our overarching goal is to provide affordable, high-quality water and wastewater services to our customers. The ability to achieve this overarching goal is dependent, at least in part, on the District's ability to achieve additional goals pertaining to innovation, financial stability, governance and administrative processes, and education and outreach:



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

GOALS, continued

OBJECTIVE 1. Deliver High-Quality Water and Wastewater Services - To continue to deliver the highest quality water and wastewater services.

OBJECTIVE 2. Maintain Financial Stability - We will maintain financial stability and equitable rates.

OBJECTIVE 3. Expand Education and Outreach - We will expand education and outreach programs to enhance customer awareness of District services and to promote government transparency.

OBJECTIVE 4. Offer Innovative Services - We will innovate to maximize value to the community.

OBJECTIVE 5. Refine Governance and Administrative Processes - We will continuously refine our governance and administrative processes to promote efficiency, transparency, and customer service.

II. OPERATING PRINCIPLES FOR THE BOARD (NORMS)

IMPLEMENTATION

- The Board is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. Because we value learning and improvement, we are committed to discuss each of these at each of our Board meetings.

COMMUNICATIONS NORMS

- All communication will be accurate and brief
- We will attempt to describe our intent before we act, and actively listen to others.
- Check Your Assumptions.
- Directors are responsible for ongoing review of the NORMS.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

PROCESS NORMS

- The “Team” includes the Board, Staff, Consultants and Public.
- The Board will address and resolve policy issues and set priorities. The Team is committed to doing this by practicing the building of consensus and orderly implementation.
- The Team is committed to HVLCSD’s mission and to work as a team.
- The Team will monitor and respond to changes in the industry, market and environment.
- Staff will make available all information and analysis of alternatives so that the Board can make “reasoned decisions.”
- The Board will discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- All requests from the Board for information/agenda items will be funneled through the General Manager (G.M.) and distributed to all Board members.

RELATIONSHIP NORMS

- Create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and the public.
- Fundamental agreement that the focus of HVLCSD’s mission is its’ accomplishments and future vision that meets the needs of its’ Public.
- Establish, accept and support common purpose and vision.

CAPACITY NORMS

- Continue the process of hiring qualified personnel.
- Expand education for the Board and Staff.
- Expect creative decision-making.
- Maintain competitive advantage by adhering to a policy of updating technology and resources.
- Ensure a cooperative and open work environment.

“Norms” were developed by the Board of Directors of SDRMA and adapted for the use of the HVLCSD Board of Directors. (2017)



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

III. POWER OF THE BOARD

- A. The Board of Directors shall act only at regular, regularly adjourned, or special meetings, as provided by State Law.
- B. Individual Directors shall have no power to act for HVLCSD, or the Board, or to direct the staff of HVLCSD, except as authorized by the Board.
- C. The Board sets the policy for the Community Service District (CSD).

The CSD's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the District of the Board by majority vote of the Board members present during duly-convened Board meetings. Members of the Board will deal with matters within the District, and of the District through the General Manager, and not through other District staff. Members of the Board will refrain from making requests directly to District staff (rather than to the District) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from the District General Manager.

IV. CODE OF ETHICS

- A. The proper operation of the District requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Board members and staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.
- B. To conform to the requirements of AB1234, all Board members will take at least two (2) hours of ethics training every two years and receive a certificate of completion. New Board members will complete the training within one (1) year of taking office. The District must keep records indicating when each Board member has completed the training and who provided the training based on current regulations and notify the Board.
- C. Except as specifically authorized, a Board member will not use or permit the use of District owned vehicles, equipment, telephones, materials or property



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

CODE OF ETHICS, continued

for personal convenience or profit. A Board member will not ask or require a District employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Board members.

- D. A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
- E. This section does not prohibit a board member from performing any of the following: (1) making a confidential inquiry or complaint to the District's general counsel or grand jury concerning a perceived violation of law, including disclosing facts to the District's general counsel or grand jury that are necessary to establish the alleged illegality of an action taken by the District, (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation. A Board member who willfully and knowingly discloses, confidential information received by him



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

CODE OF ETHICS, continued

or her in the course of his or her official duties may be guilty of a misdemeanor.

Board members are prohibited from soliciting political funds or contributions at District facilities. A Board member will not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Board member will not use the District's seal, trademark, stationary, or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. Board members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the District has, or is likely to have, business dealings. Similarly, Board members must not accept any other preferential treatment under these circumstances because their position with the District might be inclined to, or be perceived to, place them under obligation.

- F. District officials shall not, for a period of one year after leaving [their] office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, that local government agency, or any committee, subcommittee, or present member of that local government agency, or any officer or employee of the local government agency, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.
- G. The G.M. has primary responsibility for (1) ensuring compliance with the District's Personnel Manual, and ensuring that District staff does not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the G.M. is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the District by disclosing to the G.M. to the extent not expressly prohibited by law, improper activities within their



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

CODE OF ETHICS, continued

knowledge. Board members will not interfere with the G.M.'s responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the G.M. is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the G.M.

- H. A Board member will not directly or indirectly use or attempt to use the District or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the G.M. or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation, waste of District funds, abuse of District, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Board member or District employee.

A Board member will not use or threaten to use any official authority or influence to affect any action as a reprisal against a District Board member or District employee who reports or otherwise brings to the attention of the G.M., any Board members or the public any information regarding the subjects described in this section.

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the G.M., or (2) a Board member, if the complaint involves the conduct of the G.M., who will thereupon refer the matter to the full Board to investigate the complaint.

Upon the conclusion of the investigation, the G.M. (or the Board in case of a complaint against the G.M.) will take appropriate action consistent with the District's Personnel Manual and applicable law (Labor Code Section 1102.5 and following, and Government Code Section 53296).

A Board member will not include false or misleading information in a candidate's statement for a general District election.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

CODE OF ETHICS, continued

- I. A perceived violation of this policy by a Board member should be referred to the President of the Board or the full Board for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the District Attorney and/or the grand jury.

V. GOVERNING LAWS

- A. The Board of Directors shall comply with and shall be guided by applicable provisions of the State law, District Rules, motions, resolutions and ordinances enacted by the Board of Directors.
- B. Motions, resolutions and ordinances may be enacted by the Board in accordance with Title 6, Division 3 of the California Government Code.

VI. ELECTION OF OFFICERS

In accordance with HVLCSD's Rules and Regulations, there shall be three officers elected by the Board annually at its January meeting: a president, a vice-president and a secretary, the president and vice president shall be members of the HVLCSD Board of Directors and the secretary may be a board member or the General Manager.

Elections of Directors shall be held the second Tuesday in November in concurrence with general election and in accordance with state law. Directors will serve a four-year term. No director of the District shall serve as a director on any other Board of Directors that could be looked upon as a conflict of interest (I.e. The Hidden Valley Lake Association.)

VIII. ROLE OF BOARD MEMBERS (POWERS, PURPOSES, DUTIES AND FUNCTIONS)



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

A. POWERS

The enabling codes established by the California State Legislature empowers the Board to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law.

The Governing Board is responsible for the general control of the District and to establish policy. This broad authority shall be exercised in accordance with the State and **Federal Constitutions**, laws and regulations. The Board may execute any powers delegated by law to the District, and shall discharge any duty imposed by law upon the District.

The powers and duties of the Board include governance, executive and judicial functions. These relate to the Board's own operations as a governing body and to all functions of the District.

B. PRIMARY RESPONSIBILITIES

Directors responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all HVLCSD members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.

C. PRIMARY DUTIES

1. Develop a strategic plan for the District.
2. Set written policies for the HVLCSD operation.
3. Take action at legal meetings.
4. Provide Fiduciary oversight for all District finances.
 - a. approve fiscal budget
 - b. monitor the budget spending
5. Set rates and use fees for District services
6. Personnel, as relates to the G.M.:
 - a. hires and discharges the G.M.
 - b. evaluates the G.M. a minimum of annually



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

PRIMARY DUTIES, continued

7. Establish written policy on how Board Meetings are conducted
8. Ratify committee appointments made by the President
9. Set Director compensation limits

D. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern HVLCSD activities.

The Board shall consider and approve or disapprove matters submitted to it by a Director, the G.M. or the public.

The Board shall prescribe rules for its own governance which are consistent with its regulations and State and **Federal** Laws and regulations.

E. EXECUTIVE FUNCTIONS

The Board is authorized to delegate any of its powers and duties to "an officer or employee of HVLCSD." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

F. JUDICIAL FUNCTIONS

The Board believes that HVLCSD employees and citizens have the right to a hearing and a resolution of grievances, complaints and criticisms. In order to maintain positive personnel and public relations, the Board convened shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies.

VIII. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for HVLCSD. Apart from his/her normal function as a part of this unit; Board Members may not commit the District to any policy, act or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board. Board Members do not represent any



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

ROLE OF INDIVIDUAL DIRECTORS, continued

factional segment of the public, but are, rather, a part of the body which represents and acts for the public as a whole.

Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written request to the President of the Board or the G.M. Agenda item requests received after the posting deadline for a specific agenda as set forth in state law will be added to the following agenda.

Board Members will make every effort to attend assigned committee meetings and board meetings; to prepare adequately for each such meeting and to observe the rules of decorum as set forth herein.

When requesting information from staff, Board Members shall contact the G.M. When responding to member entity requests and concerns, Board Members should reroute such inquiries to the G.M.

IX. MEETING OF THE BOARD

A. TIME AND PLACE OF MEETINGS

Unless otherwise specified by action of the Board, meetings shall be held in the Hidden Valley Lake CSD Board Room at the Hidden Valley Lake CSD office, 19400 Hartmann Rd. Hidden Valley Lake CA 95467, on the third Tuesday of each month at 7:00 pm.

B. PUBLIC NATURE OF MEETINGS

All meetings of the Board shall be open to the Public, except when the Board is convened in Closed Session as authorized under provisions of law. Meetings of standing committees of the Board composed of two or more members of the Board shall be subject to the "open meetings laws and regulations" and shall comply with notification as required by law.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

MEETING OF THE BOARD, continued

C. QUORUM AND VOTING REQUIREMENTS CONFIRM WITH LEGAL TO REFLECT GOVT CODE

A majority of the Board of Directors shall constitute a quorum for the transaction of business. No ordinance, resolution or motion shall be passed without three affirmative votes—majority of quorum present

D. RULES OF DECORUM FOR BOARD MEETINGS

1. DECORUM—Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is retained at all times. The presiding officer of the Board, who shall be the President, Vice President, or in their absence, other member so designated by the Board, shall be responsible for maintaining the order and decorum of the meetings.
2. RULES OF DECORUM—While any meeting of the Board is in session, the following rules of order and decorum shall be observed:
 - a. BOARD OF DIRECTORS—The members of the Board shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.
 - b. HVLCSD STAFF MEMBERS —Employees of HVLCSD shall observe the same rules of order and decorum as those which apply to the members of the Board.
 - c. PERSONS ADDRESSING THE BOARD—Public oral communications at the Board meetings should not be a substitute for any item that can be handled during the normal working hours of HVLCSD. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the HVLCSD Board as a whole, for matters that cannot be handled during the regular working hours of HVLCSD.

Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

MEETING OF THE BOARD, continued

- c. disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board or committee meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.
 - d. **MEMBERS OF THE AUDIENCE**—No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board Meeting. Any person who conducts him/herself in the afore-mentioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.
3. **ADDRESSING THE BOARD**—A person wishing to address the Board regarding an item which is on the Board meeting agenda shall submit a request on the form provided prior to the start of the meeting. Persons wishing to discuss a non-agenda item may seek recognition by the presiding officer during the "Public Comment" portion of the meeting. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:
- a. Each person shall state their **name and address (govt code)**; the organization, if any, which they represent; and, if occurring during the "Public Comment" portion of the meeting, the subject they wish to discuss.
 - b. During the "Public Comment" portion, any subject which is not deemed relevant by the Board shall be concluded.
 - c. Each person shall confine their remarks to the Board agenda item or approved "Public Comment" subject being discussed.
 - d. Each person shall confine their remarks to five (5) minutes, unless further time is granted by the Board.
 - e. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

MEETING OF THE BOARD, continued

- f. No question may be asked of a member of the Board or of the District staff without permission of the presiding officer.
4. ENFORCEMENT OF DECORUM—The rules of decorum set forth above shall be enforced in the following manner:
- a. WARNING—The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order said person to leave. If such person does not leave the meeting room, the presiding officer may order any law enforcement officer who is on duty to remove said person from the Board meeting room.
 - b. DISORDERLY CONDUCT—Clear Room (Govt. Code 54957.9). In the event that any meeting is willfully interrupted by an individual, group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
 - c. MOTION TO ENFORCE—If the presiding officer of the Board fails to enforce the rules set forth above, any member of the Board may move to require the presiding officer to do so. If the presiding officer of the Board fails to carry out the will of a majority of the Board, the majority may designate another member of the Board to act as presiding officer for the limited purpose of enforcing any rule of this section which it wishes to enforce.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

MEETING OF THE BOARD, continued

- d. **ADJOURNMENT**—If a meeting of the Board is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the meeting may be adjourned or continued by the presiding officer or a majority of the Board, and any remaining Board business may be considered at the next meeting.
5. **SEVERABILITY**—If any provision of this section is or any reason held unconstitutional or otherwise invalid by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent portion of this section, and such holding shall not affect the validity of the remaining portions of this section.

E. BOARD ACTION

The Board shall act only by ordinance, resolution, or motion. Except where action is taken by the unanimous vote of all Director's present and voting, the ayes and noes shall be taken upon the passage of all ordinances, resolutions or motions and shall be entered in the minutes. An ordinance does not require two readings at separate meetings, and unless otherwise provided by its own terms, shall become effective upon adoption. All motions, including a motion to adopt an ordinance or to approve a resolution, shall require a second. If a second is not received, the motion shall die without the requirement of a vote. Any member of the Board, excluding the President, can make and second a motion, but the President may vote on all motions unless disqualified or abstaining. The President shall not call for a vote on any motion until sufficient time has been allowed to permit any member of the Board to speak. Complex motions should generally be prepared in writing and read aloud to the members of the Board at the time the motion is made. If a motion is not in writing, and if it is necessary for full understanding of the matter before the Board, the President shall restate the question prior to the vote. Common motions may be stated in abbreviated form, and will be put into complete form in the minutes. Until the President states the question, the director who made the motion, with the approval of the second, may modify his motion or withdraw it completely. However, after the question has been stated by the President, the motion may be changed only by a motion to amend which is seconded and carried.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

MEETING OF THE BOARD, continued

F. ORDERLY DISCUSSION

In order to promote discussion of the issues before the Board, each member shall be recognized by the Chair before speaking. Notwithstanding any provision of this Policy, however, each member of the Board shall have a right to be heard within reason on any issue before the Board. Each member of the Board may seek information or comment by the staff on any question.

G. PARLIAMENTARY PROCEDURES AFFECTING MOTIONS

After a motion has been made and seconded, any member of the Board may make any of the following motions:

1. To continue the motion to a specific time.
2. To table the motion, the effect of which defers further discussion and a vote until the majority of the board again wishes to resume consideration of the motion.
3. To commit or refer the motion to a committee, the effect of which is to defer further consideration until the committee has reported its findings to the Board.
4. To amend the motion to modify its wording before adoption, provided the suggested amendment is germane to the original motion.
5. To propose a substitute motion, which has the effect of disposing of the motion before the Board and eliminating the necessity of a vote on the original motion.

H. ROUTINE BUSINESS

Matters of routine business such as approval of the minutes and approval of minor matters may be expedited by assuming unanimous consent of the members of the Board and having the President state that without objection the matter will stand approved. If any member should object to such unanimous consent, the President shall then call for a vote.

I. CLOSED SESSION

Except as required by law, all proceedings in Closed Sessions shall remain confidential.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

X. PRESIDENT

A. DUTIES

The president shall sit at and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the documents as directed by the Board on behalf of the District;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the Agenda with the G.M.;
6. Confer with the G.M. or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board; and
9. Perform other duties as authorized by the Board.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

XI. VICE PRESIDENT

When the President resigns, or is absent or disabled, the Vice-President shall perform the President's duties.

When the President disqualifies himself/herself from participating in an agenda item or becomes partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

When the President and Vice-President resign, or are absent or disabled, the board shall appoint a remaining Board member to assume the President's duties.

When the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the board shall appoint a remaining Board member to assume the duties of the presiding officer.

XII. SECRETARY

A. DUTIES

The secretary of the Governing Board shall have the following duties:

1. Certify or attest to actions taken by the Board when required;
2. Sign the minutes of the Board meeting following their approval;
3. Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary; and
4. Perform any other duties assigned by the Board.

B. RESPONSIBILITIES

Note: It is the responsibility of the Secretary to ensure:

1. Open session meetings of the Board of Directors are recorded. These recordings are for use by the Secretary (or their designee) for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board.
2. Minutes of each Board meeting are prepared and maintained;



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

SECRETARY RESPONSIBILITIES, continued

3. Board records and other documents/reports are maintained, as required by law; and
4. Board officers receive the correspondence addressed to them.

XIII. COMMITTEES

- A. The Board President may appoint committees, subject to ratification of the Board. The Board may create standing committees and ad hoc committees at its discretion. Unless authority to perform a duty is expressly delegated to a Committee, committee motions and recommendations shall be advisory to the Board and shall not commit the District to any policy, act or expenditure. Nor may any committee direct staff to perform specific duties unless duly authorized by the Board.
- B.
 1. Committees shall be appointed by the President, or the Vice President, operating in the President's absence, with the ratification of the Board.
 2. Committees so appointed may be open to non-members of the Board of Directors. Committees shall include at least one (1) member of the Board of Directors, but may not include a majority of the Board of Directors.
 3. The appointing officer shall name the chairperson of each committee, without Board ratification.
 4. Each committee chairperson shall select such staff and consultants as is deemed necessary or appropriate, to facilitate the committee's operations.
 5. Each committee shall meet as needed, either at the call of the committee chairperson, any two-committee members or the G.M.
 6. Committees shall operate in a manner that complies with the Ralph M. Brown Act, its amendments and interpretations.
 7. Any committee may be dissolved by the President, subject to ratification by the Board of Directors.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

XIV. REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

A. REMUNERATION

It shall be the policy of the HVLCSD Board that each member of the Governing Board elected by the public at large or appointed by the HVLCSD Board of Directors may receive compensation in the amount of one hundred dollars (\$100) for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board. No Member shall receive compensation for more than a total of three (3) days in any calendar month. This shall include travel time up to one day before and after said service. This policy is based, in part, on Section 61047(a) of the California Government Code and HVLCSD Ordinance No. 2015-01.

Resolution 2011-04
A Resolution of the Hidden Valley Lake
Community Services District
Director's Compensation
And Reimbursement of Expense Policy

Guided by the principles stated in the California Government Code Section 61047 (the official bylaws of the Hidden Valley Lake Community Services District) regarding Special Districts Board of Directors' Compensation and Reimbursement Policy; BE IT RESOLVED THAT:

Section 1. The Hidden Valley Lake Community Services District's Board of Directors shall receive \$100 per month compensation as long as they attend at least one or more noticed board meetings during that month and,

Section 2. The District may reimburse each Director for the actual and necessary expenses incurred in the performance of their official duties. This may include travel expenses for each Director to and from industry related events, such as conferences and educational workshops and,

Section 3. A Director shall provide a brief report or presentation on any outside meeting attended at the expense of the District at the next regular



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

RESOLUTION 2011-04, continued

Board of Directors Meeting in order to qualify for expense reimbursement and,

Section 4. Lodging costs in conjunction with a conference or other official activity may not exceed the maximum group rate published by the conference or activity sponsor, if lodging at the group rate is available at the time of booking. If not, the Director shall be reimbursed for lodging at comparable rates, or rates established by the Internal Revenue Service in Publication 463 and,

Section 5. Meals may be reimbursed at standard rates established by the Internal Revenue Service. Alcoholic beverage expenses shall not be reimbursed by the District.

Directors shall use government or group rates for travel, when available. If not available, Directors may be reimbursed according to the standard rates established by the Internal Revenue Service. First class airfare shall not be reimbursed by the District and,

Section 6. Incidental expenses, including but not limited to tips and business telephone calls may be reimbursed at the current Internal Revenue Service Rate.

Section 7. Directors who make reimbursement requests are required to submit expense reports, on District forms, and receipts to document their expenditures. All documents relating to reimbursable expenditures are public records subject to disclosure and,

Section 8. Each Director who receives compensation or the reimbursement of expenses shall receive at minimum two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. New Directors must receive this training within their first year of service on the Board of Directors. The District may develop its own ethics training course or use an outside provider. If the District develops its own ethics training materials, the District must consult with the Fair Political Practices Commission and the State Attorney General. The District shall maintain all records relating to a



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

RESOLUTION 2011-04, continued

Director's ethics training for at least five years. These documents are public records subject to disclosure.

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 17th day of May 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Linda Herndon
President of the Board

Tami Ipsen

B. REIMBURSEMENT

The reimbursement of Directors and Directors-elect shall be made in accordance with the following provisions:
Directors shall be reimbursed by HVLCSO for reasonable expenses, including travel, lodging and meals incurred when attending board and committee meetings. All directors shall be reimbursed said expenses when making any trips on official business of HVLCSO when so authorized by the Board. All requests for reimbursement will be made to the HVLCSO Full Charge Bookkeeper within 120 days of the actual expense.

While driving on HVLCSO business either using their own personal vehicle or a rental vehicle, Directors must meet the following conditions;

1. The Director should obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt.
2. The Director must possess and maintain a valid California driver's license.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS, continued

3. The Director must provide authorization for HVLCSD to access the Director's driver license record through the California Department of Motor Vehicles Employer Pull Notice Program.
4. Directors who have their driver's license suspended or revoked are required to report these conditions to the HVLCSD G.M. and no longer drive on HVLCSD business.
5. HVLCSD accepts no responsibility for citations issued to a Director by any law enforcement agency while driving a vehicle on HVLCSD business under any circumstance. All liabilities created by any citation will be the sole responsibility of Directors who receive them.
6. Any personal vehicle driven on HVLCSD business must be properly registered with the California Department of Motor Vehicles.

The amount of mileage reimbursement will be consistent with IRS Guidelines. All Board members should keep travel, meals and lodgings costs within reasonable constraints, keeping in mind that these expenses require the use of public monies. Emphasis should be placed on keeping costs to acceptable practices as recognized in the non-privatized water utility industry.

Directors and/or consultants who bring personal guests to dinners, etc. are required to pay for their guest separately at the time of service.

Receipts or other supporting documentation for expenses directly billed to HVLCSD shall be submitted to the District, regardless of the amount.

EXPENSES FOR EDUCATIONAL PROGRAMS AND CONFERENCES – All reasonable expenses, including registration, transportation, meals and lodging shall be arraigned in advance through the District when possible. Any incidental expenses incurred when attending HVLCSD Board approved training seminars, programs, workshops or conferences shall be paid for upon completing the required reimbursement request form and submitting the associated receipts.

If a Board member is issued an HVLCSD credit card while on official district business, **UNDER NO CIRCUMSTANCES MAY PERSONAL EXPENSES BE CHARGED ON AN HVLCSD CREDIT CARD.**



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

XV. PERSONNEL POLICIES

A. HARASSMENT

Harassment of any kind by any Director or employee shall not be tolerated. The Board considers harassment of any kind to be a major offense which may result in disciplinary action up to and including dismissal of the offending employee. All Directors are required to attend sexual harassment training and a refresher class every two years.

An employee who feels that he/she is being harassed is strongly encouraged to immediately report such incident to the immediate supervisor of the accused employee or to the G.M. without fear of reprisal.

If a supervisor is so notified, the supervisor shall relay such information to the G.M. who will assist in the investigation and resolution of complaints. The G.M. may, in his or her discretion, assign the investigation of the alleged misconduct to an outside party such as an attorney, law firm or private investigator experienced in such matters. If the G.M. is the accused harasser, the employee or supervisor should report such incident to the Board President. Thereafter, the Board President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire board. The Board shall promptly investigate the allegation(s) or assign the investigation to an outside party. Depending on the nature of the allegation(s) and the outcome of the investigation, the Board shall take all appropriate remedial measures.

In the case of a Director harassing (of any kind) an employee, the G.M. should be notified, so that he/she can then notify the President of the Board. Thereafter, the President, at the next meeting of the Board, shall report the fact and nature of the allegation(s) to the entire Board. The Board shall assign the investigation of the alleged misconduct to an outside party.

If the Director charged with harassment of any kind is the President of the Board, the G.M. shall report the fact and nature of the allegation(s) to the entire Board at its next meeting.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

PERSONNEL POLICIES, continued

If an allegation of harassment of any kind against a Director is investigated and found to be supported, the Board reserves the right to take such remedial action as is appropriate under all of the circumstances, including, if warranted, initiating an action for recall of such Director. The Directors agree that an accusation of harassment of any kind against any one of them must be investigated. It is further agreed that such an investigation is not an invasion of their right of privacy.

B. NONDISCRIMINATION

The District shall not unlawfully discriminate against qualified employees or job applicants based on sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or veteran status.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against a physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct.

C. AMERICANS WITH DISABILITIES ACT—REASONABLE ACCOMMODATION

Pursuant to the Americans with Disabilities Act, employers have a duty to reasonably accommodate employees and job applicants with known disabilities. This accommodation is not required for individuals who are not otherwise qualified for the job nor is accommodation generally required until the person with the disability requests it. The following optional regulation includes procedures recommended by the Equal Employment Opportunity Commission for use when determining what accommodation to make. . .

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

PERSONNEL POLICIES, Continued

HVLCSD's Coordinator for Nondiscrimination in Employment (the G.M. shall be designated as the Coordinator). The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

. . . Note: The duty to reasonably accommodate an individual with a disability is limited to those accommodations which do not impose an undue hardship upon the district. Undue hardship is determined on a case-by case basis and includes any action that is unduly costly, extensive, substantial, disruptive, or that fundamentally alters the nature or operation of the district. The burden of proving undue hardship rests with the district, and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. Even if cost does pose an undue hardship, the disabled person should have the opportunity to pay for the portion of the cost that constitutes an undue hardship, or to personally provide the accommodation...

XVI. CONFLICT OF INTEREST CODE

Government Code Section 87100 states as follows:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

Government Code Section 87101, 87103 and 87103.5 provide explicit language explaining the nature of a "conflict of interest" and disclosure relating to Board responsibilities. Members are required to be in compliance with all Federal and State requirements of the "Conflict Codes".

XVII. ATTENDANCE

A. BOARD MEETINGS

Board members are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, members should be present for scheduled meeting or events whenever possible.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

PERSONNEL POLICIES, Continued

The failure of a director to attend three (3) consecutive regular meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness, or except when absent from the State with the prior consent of the Board, as provided by Government Code, Section 1770, shall cause such director's remaining term in office to be considered vacant.

Such vacancies shall be filled for the unexpired term by appointment in accordance with policy established by the Board of Directors. Such appointment will be made by the remaining members of the HVLCS D Board. In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the HVLCS D Board of Directors, after discussion and consideration, shall, when deemed appropriate, do the following:

1. Instruct staff to post the vacancy on the District website and bulletin boards.
 - a. Said notice shall advise eligible personnel of the steps to take to apply for appointment;
2. Establish the closing date for the receipt of applications.
 - a. Applicants shall submit the following, by the date specified in the notice:
 - a letter of interest;
 - a resume, with particular emphasis on the applicant's knowledge of special districts, risk-financing, water, wastewater and environmental practices.
3. Interview applicant(s) at the next regularly scheduled meeting of the HVLCS D Board of Directors following the date of closure for applications; and
4. Appoint the selected applicant without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

PERSONNEL POLICIES, Continued

from the pool of candidates from 3) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above.

B. EDUCATIONAL PROGRAMS, CONFERENCES AND MEETINGS

In accordance with Objective IV of the MISSION STATEMENT, the Board reconfirms a goal "To develop and maintain a superior level of understanding and competence in Board and Staff and assure the Districts' awareness of the benefits of safe operations and proper claims procedures." In addition, the Board believes it is to the advantage of all Board Member to participate in conferences, meetings and educational programs where said Directors' knowledge of water, wastewater, regulatory compliance, energy resource generation and management and associated matters may be increased, so that the Directors can better perform their duties in accordance with their appointed position. Finally, the Board of Directors employs staff to administer and operate the District, and encourages said staff to continue its education in water, wastewater, regulatory compliance, energy resource generation and management and associated matters and further finds that there is value in networking available through staff attendance at and participation in some conferences and meetings.

As a result of these findings, the Board of Directors has determined that the following provisions shall apply to educational programs, conferences and meetings, except those sponsored/presented by HVLCSD:

1. That Directors of HVLCSD shall attend, on behalf of HVLCSD, such educational programs, conferences and meetings (other than HVLCSD meetings) as have been approved by the Board of Directors prior to such attendance; and



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

PERSONNEL POLICIES, Continued

2. That, to the extent possible, staff will, from time to time, present comprehensive lists of conferences, meetings and educational programs so that the Board may consider attendance on a broader than single-event approach, in order to provide a coordinated plan for attendance; and
3. That if a Director who has not previously attended a particular conference or educational program is available to attend same, that Director shall have preference for attendance over a Director who has previously attended the same program; and
4. At the Board meeting following such attendance, or the next reasonable opportunity thereafter, the attendee(s) shall report to the Board on information and ideas learned at the event(s); and
5. The President is exempt from the reporting requirement, unless he/she's the only Director in attendance; and
6. Nothing in this policy shall permit the conduct of business in violation of the Ralph M. Brown Act, when more than two Directors attend the same event.

XVIII. INCOMPATIBLE EMPLOYMENT

Pursuant to the provision of the Government Code, Section 53227, an employee of HVLCSD may not be sworn into office as an elected or appointed member of HVLCSD's Board of Directors unless he or she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his or her being sworn into office

XIX. DIRECTORS' LEGAL LIABILITIES

The District shall defend and indemnify Directors from any claim, liability or demand that arises out of a Director's performance of his or her duties or responsibilities as a Director or Officer of the District.



HIDDEN VALLEY LAKE CSD BOARD OF DIRECTORS' POLICY MANUAL

XXI. GENERAL PROVISIONS

Any of the within policies not required by law may be suspended by a majority of the Board. Any policy not required by law may be altered, amended, or repealed at a duly noticed meeting by a majority vote of the Board. This policy is meant to be supplementary to, and not exclusive of, other federal, state and local laws with regard to conflicts of interest, etc.

DRAFT