



## Hidden Valley Lake Community Services District Board of Directors Regular Board Meeting Tuesday, January 18, 2022 – 7:00 p.m.

This meeting will be conducted with in person attendance in accordance with county and state covid guidelines, including mask requirements for all those attending in person.

Public participation is welcome and encouraged. Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

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) **BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS**  
Election of the Board President for the 2022 calendar year  
Election of the Vice President for the 2022 calendar year
- 6) **APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES**  
Finance Committee  
Personnel Committee  
Emergency Preparedness Committee  
Lake Water Use Ad-HOC Committee  
Valley Oaks Project Sub-Committee  
Trane Ad-Hoc Committee
- 7) **CONSENT CALENDAR**
  - A. **MINUTES**: Approval of the December 14, 2021, Finance Committee Meeting Minutes.
  - B. **MINUTES**: Approval of the December 15, 2021, Emergency Preparedness Committee Meeting Minutes.
  - C. **MINUTES**: Approval of the December 21, 2021, Regular Board of Directors Meeting Minutes.
  - D. **DISBURSEMENTS**: Check #038749 - #038851 including drafts and payroll for a total of \$424,159.51.
- 8) **BOARD COMMITTEE REPORTS** (for information only, no action anticipated)  
Finance Committee  
Personnel Committee  
Emergency Preparedness Committee  
Lake Water Use Agreement-Ad Hoc Committee  
Trane Ad-Hoc Committee  
Valley Oaks Project Sub-Committee

9) **STAFF REPORTS** (for information only, no action anticipated)

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

10) **BOARD LIST OF PRIORITIES:**

- Underground Infrastructure – Water Mainlines
- I&I
- Tank 9
- Generators
- SCADA

11) **DISCUSSION:** Discussion of I&I Project Progress

12) **DISCUSSION:** Discussion of Unit 9 Tank Project Progress

13) **DISCUSSION AND POSSIBLE ACTION:** Approve Policy C-19 2022 Exclusion Pay Related to Exposure to COVID-19 in the Workplace

14) **DISCUSSION AND POSSIBLE ACTION:** Approve Resolution 2022-01 Authorizing Remote Teleconference Meetings of Hidden Valley Lake Community Services District for the Period February 15, 2022, Through March 15, 2022, Pursuant to Brown Act Provisions.

15) **DISCUSSION AND POSSIBLE ACTION:** Authorize General Manager to execute allocation plans for Covid Relief funding

16) **DISCUSSION AND POSSIBLE ACTION:** Review and Update Strategic Plan  
(30 minutes allotted for discussion)

**CLOSED SESSION ANNOUNCEMENT**

17) **The Board will adjourn to a Closed Session to discuss the following item(s):**  
PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957 General Manager's  
Performance Evaluation Review

RECONVENE TO OPEN SESSION

18) **PUBLIC REPORT OF ANY ACTION TAKEN:**

19) **PUBLIC COMMENT**

20) **BOARD MEMBER COMMENT**

21) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at [www.hvllcsd.org/meetings](http://www.hvllcsd.org/meetings) . In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

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

**DATE:** January 18, 2022

**AGENDA ITEM:** Election of Board President and Board Vice President for calendar year 2022

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**RECOMMENDATIONS:** Designate a Board President and Vice President for the 2022 calendar year.

**FINANCIAL IMPACT:** None

**BACKGROUND:** Each January the Board designates two individuals to serve as the Board's President and Vice President, respectively, for the balance of the calendar year.

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<input type="checkbox"/>	APPROVED AS RECOMMENDED	<input type="checkbox"/>	OTHER (SEE BELOW)
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Modification to recommendation and/or other actions:

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I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on January 18, 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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Secretary to the Board

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

**DATE:** January 18, 2022

**AGENDA ITEM:** Board Member Assignments and Representation on District and Regional Standing Committees

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**RECOMMENDATIONS:** Consider reassignment of Board members to District and regional standing committees and establish protocols for reporting items discussed at regional standing committees.

**FINANCIAL IMPACT:** None

**BACKGROUND:** On December 15, 2020, Board President Jim Freeman made the following Board member assignments:

- Finance – Directors Graves and Freeman
- Personnel – Directors Brown and Millerick
- Emergency Preparedness – Director Lieberman
- Lake Water Use Ad-HOC– Director Lieberman
- Valley Oaks Project Sub-Committee – Director Brown

On January 19, 2021, the Board formed the Trane Energy Resilience Ad Hoc Committee- Directors Brown and Graves accepted nomination to serve on the committee.

In addition to the three District standing committees; Finance, Personnel, and Security and Disaster Preparedness, this Board also recognized the Lake Water Use Ad-HOC and the Valley Oaks Project Sub-Committee.

Staff recommends that the Board review all committee assignments and modify if necessary.

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APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

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Modification to recommendation and/or other actions:

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I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on January 18, 2022\_by the following vote:

Ayes:

Noes:

Abstain:

Absent

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Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE:  
Tuesday December 14, 2021 – 12:30 P.M.**

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

Present were:

Director Jim Freeman  
Director Gary Graves  
Dennis White, General Manager  
Trish Wilkinson, Accounting Supervisor  
Hannah Davidson, Water Resources Specialist

Via Teleconference:

Alyssa Gordon, Project Manager

Also Present

Karen Lookingbill, Customer Outreach and Support Manager, CalPERS Prefunding Programs

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

It was moved by Director Freeman, seconded by Director Graves, to approve the December 14, 2021, Finance Committee agenda as presented.

Roll Call:

Ayes: (2) Directors Graves, and Freeman

Nays: (0)

Abstain: (0)

Absent: (0)

Tuesday December 14, 2021, Finance Committee Agenda approved by roll call vote.

**REVIEW and DISCUSS:**

**Presentation of CalPERS OPEB Prefunding Program**

The Committee discussed the CalPERS OPEB prefunding program, staff to review additional investment programs recommended by MacLeod and Watts.

**REVIEW and DISCUSS:**

**Monthly Financial Reports & Disbursements**

The Committee reviewed and discussed the financial reports for the period ending November 30, 2021. Staff addressed inquiries as presented by the committee.

**REVIEW AND DISCUSS:**

**Recommendation for the Purchase of six hundred meter, radios, and stakes for the approximately \$208,000 for the next phase in the AMI Project**

Committee recommendation to the Board to Approve the purchase of the six hundred meters, radios, and stakes for approximately \$208.000.

**PUBLIC COMMENT**

No Public Comment

**COMMITTEE MEMBER COMMENT**

Members of the Committee commented on the District Newsletter

**NEXT AGENDA:**

Further discussion of OPEB pre-funding programs.

**ADJOURNMENT**

On a motion made by Director Graves and second by Director Freeman the Committee voted unanimously to adjourn the meeting.

No public Comment.

Roll Call Vote:

AYES: (2) Directors Graves and Freeman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to adjourn the meeting at 2:15 PM.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
EMERGENCY PREPAREDNESS COMMITTEE REPORT  
Wednesday, December 15, 2021 – 9:00 AM**

The Hidden Valley Lake Community Services District Emergency Preparedness Committee met virtually.

Present were:  
Director Jim Lieberman  
General Manager, Dennis White

**CALL TO ORDER**

The meeting was called to order at 9:00 AM by Director Lieberman.

**APPROVAL OF AGENDA**

On a motion made by General Manager, Dennis White and second by Director Lieberman the Committee unanimously approved the agenda.

**REVIEW AND DISCUSS:**

**Status of the Levee**

Members of the committee discussed options to increase security around the levee.

**PUBLIC COMMENT**

No members of the public were present.

**COMMITTEE MEMBER COMMENT**

The Committee adjourned at 9:08 a.m. to walk the levee, returned back into session at 9:32 a.m.

**ADJOURNMENT**

On a motion made by General Manager, Dennis White and second by Director Lieberman the Committee voted unanimously to adjourn the meeting at 9:50 a.m.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: December 21, 2021 – 7:00 PM**

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  
Director Claude Brown  
Director Jim Lieberman  
Director Sean Millerick

Also Present were:

General Manager, Dennis White  
Administrative Services Manager, Penny Cuadras  
Water Resources Specialist, Hannah Davidson  
CivicSpark Fellow, Thomas Brown

Via Teleconference:

Accounting Supervisor, Trish Wilkinson  
Project Manager, Alyssa Gordon

Absent:

Director Gary Graves, Vice President

**CALL TO ORDER**

The meeting was called to order at 7:01 P.M. by Director Freeman.

**APPROVAL OF AGENDA**

It was moved by Director Lieberman, seconded by Director Millerick, to table item #11 pending additional information. and to approve the December 21, 2021, Regular Board Agenda as amended.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Graves

Motion carries to approve December 21, 2021, Regular Board Agenda as amended.

**CONSENT CALENDAR**

It was moved by Director Millerick and seconded by Director Lieberman to approve the Consent Calendar as presented.

A. MINUTES: Approval of the November 9, 2021, Finance Committee Meeting Minutes.

B. MINUTES: Approval of the November 16, 2021, Regular Board of Directors Meeting Minutes.

C. DISBURSEMENTS: Check # 038675 - # 038748 including drafts and payroll for a total of \$334,283.89.

No Further Discussion.  
No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Graves

Motion Carries to approve the Consent Calendar as presented.

### **BOARD COMMITTEE REPORTS**

Finance Committee: Met 12/14 recommend letter to customers with a delinquent account

Personnel Committee: Have not met

Emergency Preparedness Committee: 12/15 discussed levee security

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

Valley Oaks Sub-Committee: Met 12/14

Trane Energy Resilience Ad Hoc Committee: Have Not Met

### **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA/JPIA: Director Millerick reported on his attendance at the 2021 ACWA Conference in Pasadena. HVLCSO was awarded ACWA's Region 1- 2020 Top Outreach Agency Award for the third year in a row.

### **STAFF REPORTS**

Financial Report: Discussed delinquent accounts and status of water shutoff moratorium

Administration/Customer Services Report:

Field Operation Report:

ACWA State Legislative Committee:

Projects Update: The Project Manager provided a brief update on active projects

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

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

#### **Authorize the General Manager to Purchase 600 Meters, Radios, and Stakes for Approximately \$208,000 for the Next Phase in the AMI Project**

The Finance Committee recommendation to the Board is to approve the purchase in the amount of approximately \$208,000 from fund 130-5-70-7204 Reliable Water Supply.

It was moved by Director Millerick, seconded by Director Freeman, to Authorize the General Manager to Purchase 600 Meters, Radios, and Stakes for Approximately \$208,000 for the Next Phase in the AMI Project

No Further Discussion.  
No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (1) Director Graves

Motion Carries to Authorize the General Manager to Purchase 600 Meters, Radios, and Stakes for Approximately \$208,000 for the Next Phase in the AMI Project.



VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-11	STATE OF CALIFORNIA	EDD		N		FUND TOTAL FOR VENDOR	2,608.59
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	472.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	263.18
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	255.62
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,956.55
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	6,088.16
01-1723	ADVANCED ELECTRONIC SECUR			N		FUND TOTAL FOR VENDOR	132.00
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	5,681.75
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	564.28
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	9,877.21
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,079.13
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	2,582.59
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	1,465.00
01-2427	GRANITE CONSTRUCTION			N		FUND TOTAL FOR VENDOR	139.43
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	72.09
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	227.42
01-2582	SWRCB ACCOUNTING OFFICE			N		FUND TOTAL FOR VENDOR	3,326.00
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	25.41
01-2684	OFFICE DEPOT, INC			N		FUND TOTAL FOR VENDOR	782.66
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	197.93
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	866.50
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	205.00
01-2768	LAKE COUNTY VECTOR CONTRO			N		FUND TOTAL FOR VENDOR	110.88
01-2780	DNA RIDGE ROCK			N		FUND TOTAL FOR VENDOR	156.47
01-2788	GHD			N		FUND TOTAL FOR VENDOR	12,211.50
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	3,222.24

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2817	MIKSIS SERVICES, INC.			N		FUND TOTAL FOR VENDOR	6,690.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	4,356.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	731.25
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	429.54
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	228.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	132.25
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	67.00
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	52.01
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	1,467.92
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	2,228.88
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	322.50
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	2,180.08
01-2952	MACLEOD WATTS, INC.			N		FUND TOTAL FOR VENDOR	725.00
01-2959	FRANCHISE TAX BOARD			N		FUND TOTAL FOR VENDOR	163.17
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	2,217.01
01-3020	US STANDARD PRODUCTS			N		FUND TOTAL FOR VENDOR	1,209.58
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	181.06
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	1,846.88
01-3049	LOLA QUINN CREATIONS, LTD			N		FUND TOTAL FOR VENDOR	1,473.78
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	304.50
01-3051	DEMARCO DESIGN			N		FUND TOTAL FOR VENDOR	97.50
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	14.00
01-47	BRELJE AND RACE LABS, INC			N		FUND TOTAL FOR VENDOR	1,415.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	17.09
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	116.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	568.52
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,550.65
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	7,095.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	263.17
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	255.61
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	287.50
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	17,956.54
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	6,073.57
01-1723	ADVANCED ELECTRONIC SECUR			N		FUND TOTAL FOR VENDOR	132.00
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	3,116.10
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	564.27
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	9,407.74
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,079.13
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	1,270.00
01-2427	GRANITE CONSTRUCTION			N		FUND TOTAL FOR VENDOR	139.42
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	116.53
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	227.40
01-2582	SWRCB ACCOUNTING OFFICE			N		FUND TOTAL FOR VENDOR	33,430.30
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	25.40
01-2684	OFFICE DEPOT, INC			N		FUND TOTAL FOR VENDOR	782.61
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	273.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	86,039.57
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	205.00
01-2768	LAKE COUNTY VECTOR CONTRO			N		FUND TOTAL FOR VENDOR	110.88
01-2780	DNA RIDGE ROCK			N		FUND TOTAL FOR VENDOR	156.45
01-2788	GHD			N		FUND TOTAL FOR VENDOR	485.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 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	3,222.19
01-2819	SWRCB - DWCP			N		FUND TOTAL FOR VENDOR	150.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	684.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	731.25
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	2,154.81
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	429.53
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	1,981.34
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	228.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	132.25
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	67.00
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	52.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	2,228.86
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	322.53
01-2952	MACLEOD WATTS, INC.			N		FUND TOTAL FOR VENDOR	725.00
01-2955	CALIFORNIA DEPARTMENT OF			N		FUND TOTAL FOR VENDOR	546.51
01-2959	FRANCHISE TAX BOARD			N		FUND TOTAL FOR VENDOR	163.18
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	2,217.01
01-3020	US STANDARD PRODUCTS			N		FUND TOTAL FOR VENDOR	1,209.58
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	181.06
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	1,846.87
01-3049	LOLA QUINN CREATIONS, LTD			N		FUND TOTAL FOR VENDOR	1,473.78
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	304.50
01-3051	DEMARCO DESIGN			N		FUND TOTAL FOR VENDOR	97.50
01-3052	EUSTONPRODUCTIONS.COM			N		FUND TOTAL FOR VENDOR	444.38
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	14.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
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01-8	AT&T			N		FUND TOTAL FOR VENDOR	17.09
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01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	116.00
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\*\*\* FUND TOTALS \*\*\*

194,673.08



VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-19	NBS GOVERNMENT FINANCE GR			N	FUND TOTAL FOR VENDOR	1,916.86
*** FUND TOTALS ***						1,916.86
*** REPORT TOTALS ***			296,146.53			296,146.53

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	322.50
120 2088	SURVIVOR BENEFITS - PERS	22.59
120 2089	WAGE ASSIGNMENTS	163.17
120 2090	PERS PAYABLE	4,296.30
120 2091	FIT PAYABLE	4,157.57
120 2092	CIT PAYABLE	1,848.25
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	949.67
120 2095	S D I PAYABLE	711.96
120 2099	DEFERRED COMP - 457 PLAN	731.25
120 5-00-5025	RETIREE HEALTH BENEFITS	1,343.12
120 5-00-5060	GASOLINE, OIL & FUEL	2,217.01
120 5-00-5061	VEHICLE MAINT	1,872.96
120 5-00-5062	TAXES & LIC	110.88
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	685.88
120 5-00-5121	LEGAL SERVICES	304.50
120 5-00-5122	ENGINEERING SERVICES	12,211.50
120 5-00-5123	OTHER PROFESSIONAL SERVICES	725.00
120 5-00-5130	PRINTING & PUBLICATION	509.25
120 5-00-5135	NEWSLETTER	97.50
120 5-00-5145	EQUIPMENT RENTAL	313.31
120 5-00-5148	OPERATING SUPPLIES	5,399.25
120 5-00-5150	REPAIR & REPLACE	16,771.85
120 5-00-5155	MAINT BLDG & GROUNDS	1,590.41
120 5-00-5156	CUSTODIAL SERVICES	866.50
120 5-00-5157	SECURITY	132.00
120 5-00-5191	TELEPHONE	347.27
120 5-00-5193	OTHER UTILITIES	255.62

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5194	IT SERVICES	2,349.88
120 5-00-5195	ENV/MONITORING	5,771.00
120 5-00-5198	ANNUAL OPERATING FEES	3,326.00
120 5-00-5315	SAFETY EQUIPMENT	2,889.58
120 5-10-5010	SALARIES & WAGES	524.06
120 5-10-5020	EMPLOYEE BENEFITS	6,454.62
120 5-10-5021	RETIREMENT BENEFITS	3,117.39
120 5-10-5090	OFFICE SUPPLIES	744.28
120 5-10-5170	TRAVEL MILEAGE	443.54
120 5-10-5179	ADM MISC EXPENSES	42.63
120 5-30-5010	SALARIES & WAGES	422.21
120 5-30-5020	EMPLOYEE BENEFITS	8,986.75
120 5-30-5021	RETIREMENT BENEFITS	2,440.93
120 5-30-5090	OFFICE SUPPLIES	90.39
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	8.00
120 5-40-5030	DIRECTOR HEALTH BENEFITS	1,981.72
120 5-40-5170	TRAVEL MILEAGE	871.89
	** FUND TOTAL **	99,556.59
130 1052	ACCTS REC WATER USE	568.52
130 2075	AFLAC	322.53
130 2088	SURVIVOR BENEFITS - PERS	22.05
130 2089	WAGE ASSIGNMENTS	163.18
130 2090	PERS PAYABLE	4,117.81
130 2091	FIT PAYABLE	4,208.64
130 2092	CIT PAYABLE	1,817.36
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	917.09
130 2095	S D I PAYABLE	684.97
130 2099	DEFERRED COMP - PLAN 457 PAYAB	731.25
130 5-00-5020	EMPLOYEE BENEFITS	321.70
130 5-00-5025	RETIREE HEALTH BENEFITS	1,343.12
130 5-00-5060	GASOLINE, OIL & FUEL	2,217.01
130 5-00-5061	VEHICLE MAINT	1,872.95
130 5-00-5062	TAXES & LIC	110.88
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
130 5-00-5092	POSTAGE & SHIPPING	685.88
130 5-00-5121	LEGAL SERVICES	304.50
130 5-00-5122	ENGINEERING SERVICES	485.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	1,456.88
130 5-00-5124	WATER RIGHTS	546.51
130 5-00-5130	PRINTING & PUBLICATION	509.25
130 5-00-5135	NEWSLETTER	97.50
130 5-00-5145	EQUIPMENT RENTAL	313.31
130 5-00-5148	OPERATING SUPPLIES	274.12
130 5-00-5150	REPAIR & REPLACE	20,245.41

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T   R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5155	MAINT BLDG & GROUNDS	1,395.40
130 5-00-5156	CUSTODIAL SERVICES	273.50
130 5-00-5157	SECURITY	132.00
130 5-00-5191	TELEPHONE	347.26
130 5-00-5193	OTHER UTILITIES	255.61
130 5-00-5194	IT SERVICES	4,331.20
130 5-00-5195	ENV/MONITORING	684.00
130 5-00-5198	ANNUAL OPERATING FEES	33,430.30
130 5-00-5315	SAFETY EQUIPMENT	2,889.58
130 5-10-5010	SALARIES & WAGES	523.97
130 5-10-5020	EMPLOYEE BENEFITS	6,454.56
130 5-10-5021	RETIREMENT BENEFITS	3,117.28
130 5-10-5090	OFFICE SUPPLIES	744.23
130 5-10-5170	TRAVEL MILEAGE	443.53
130 5-10-5179	ADM MISC EXPENSES	42.62
130 5-30-5010	SALARIES & WAGES	389.27
130 5-30-5020	EMPLOYEE BENEFITS	8,665.03
130 5-30-5021	RETIREMENT BENEFITS	2,150.60
130 5-30-5063	CERTIFICATIONS	150.00
130 5-30-5090	OFFICE SUPPLIES	90.38
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITS	8.00
130 5-40-5030	DIRECTOR HEALTH BENEFITS	1,981.72
130 5-40-5170	TRAVEL MILEAGE	871.89
130 5-70-7204	RELIABLE WATER SUPPLY	80,829.13
	** FUND TOTAL **	194,673.08
215 5-00-5123	OTHER PROFESSIONAL SERVICES	1,916.86
	** FUND TOTAL **	1,916.86

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\*\* TOTAL \*\* 296,146.53

NO ERRORS

SELECTION CRITERIA

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

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TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 12/01/2021 THRU 12/31/2021	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

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

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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

120-SEWER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,022,442.00</u>	<u>362,259.43</u>	<u>1,330,478.06</u>	<u>691,963.94</u>	<u>65.79</u>
TOTAL REVENUES	<u>2,022,442.00</u>	<u>362,259.43</u>	<u>1,330,478.06</u>	<u>691,963.94</u>	<u>65.79</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	814,276.00	92,086.85	531,522.69	282,753.31	65.28
ADMINISTRATION	445,691.00	47,465.16	243,214.50	202,476.50	54.57
FIELD	432,267.00	41,055.02	226,585.72	205,681.28	52.42
DIRECTORS	32,708.00	3,034.82	13,651.32	19,056.68	41.74
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>297,500.00</u>	<u>0.00</u>	<u>63,689.73</u>	<u>233,810.27</u>	<u>21.41</u>
TOTAL EXPENDITURES	<u>2,022,442.00</u>	<u>183,641.85</u>	<u>1,078,663.96</u>	<u>943,778.04</u>	<u>53.33</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	178,617.58	251,814.10 (	251,814.10)	0.00

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	200.00	500.00	0.00	100.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	15.00	627.30	4,872.70	11.41
120-4050 SALES OF RECLAIMED WATER	138,000.00	2,399.85	90,393.64	47,606.36	65.50
120-4111 COMM SEWER USE	61,985.00	5,368.81	33,516.30	28,468.70	54.07
120-4112 GOV'T SEWER USE	1,200.00	91.98	774.44	425.56	64.54
120-4116 SEWER USE CHARGES	1,634,882.00	136,656.20	825,650.57	809,231.43	50.50
120-4210 LATE FEE	22,000.00	2,890.12	16,287.24	5,712.76	74.03
120-4300 MISC INCOME	2,500.00	56.74	1,629.12	870.88	65.16
120-4310 OTHER INCOME	2,600.00	0.00	0.00	2,600.00	0.00
120-4320 FEMA/CalOES GRANTS	0.00	15,921.26	138,470.49 (	138,470.49)	0.00
120-4325 GRANTS	0.00	198,659.47	222,524.47 (	222,524.47)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	2,000.00	0.00	104.49	1,895.51	5.22
120-4580 TRANSFERS IN	151,275.00	0.00	0.00	151,275.00	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
<b>TOTAL REVENUES</b>	<b>2,022,442.00</b>	<b>362,259.43</b>	<b>1,330,478.06</b>	<b>691,963.94</b>	<b>65.79</b>

120-SEWER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
120-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	671.56	3,899.58	4,289.42	47.62
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,217.01	11,433.47	8,566.53	57.17
120-5-00-5061 VEHICLE MAINT	18,000.00	1,872.96	9,132.81	8,867.19	50.74
120-5-00-5062 TAXES & LIC	800.00	110.88	110.88	689.12	13.86
120-5-00-5074 INSURANCE	71,000.00	0.00	72,287.79 (	1,287.79)	101.81
120-5-00-5075 BANK FEES	21,000.00	2,404.49	14,603.42	6,396.58	69.54
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000.00	100.00	5,652.00	5,348.00	51.38
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	685.88	2,892.80	4,107.20	41.33
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	12,000.00	304.50	2,342.25	9,657.75	19.52
120-5-00-5122 ENGINEERING SERVICES	50,000.00	12,211.50	14,965.25	35,034.75	29.93
120-5-00-5123 OTHER PROFESSIONAL SERVICE	20,000.00	725.00	4,095.52	15,904.48	20.48
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	509.25	1,759.32	3,240.68	35.19
120-5-00-5135 NEWSLETTER	500.00	97.50	455.00	45.00	91.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	313.31	2,637.48	2,362.52	52.75
120-5-00-5148 OPERATING SUPPLIES	48,000.00	5,399.25	35,618.47	12,381.53	74.21
120-5-00-5150 REPAIR & REPLACE	149,900.00	16,771.85	105,496.53	44,403.47	70.38
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	1,590.41	7,257.22	742.78	90.72
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	866.50	5,640.50	10,859.50	34.18
120-5-00-5157 SECURITY	600.00	132.00	324.00	276.00	54.00
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	16,087.50	28,912.50	35.75
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	12,000.00	867.53	5,934.97	6,065.03	49.46
120-5-00-5192 ELECTRICITY	95,000.00	5,336.46	36,169.47	58,830.53	38.07
120-5-00-5193 OTHER UTILITIES	2,500.00	255.62	1,311.82	1,188.18	52.47
120-5-00-5194 IT SERVICES	38,000.00	2,349.88	22,219.21	15,780.79	58.47
120-5-00-5195 ENV/MONITORING	35,000.00	5,771.00	19,119.50	15,880.50	54.63
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	5,000.00	3,326.00	5,250.00 (	250.00)	105.00
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	0.00	0.00	1,200.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	3,000.00	0.00	195.18	2,804.82	6.51
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	918.51	581.49	61.23
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	2,889.58	8,295.97 (	4,795.97)	237.03
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	110.00	140.00	44.00
120-5-00-5580 TRANSFERS OUT	32,237.00	24,306.93	49,306.93 (	17,069.93)	152.95
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	814,276.00	92,086.85	531,522.69	282,753.31	65.28



120-SEWER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	292,584.00	36,662.70	158,592.70	133,991.30	54.20
120-5-10-5020 EMPLOYEE BENEFITS	84,855.00	6,454.62	37,689.98	47,165.02	44.42
120-5-10-5021 RETIREMENT BENEFITS	56,902.00	3,117.39	42,535.33	14,366.67	74.75
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	744.28	1,378.04	2,621.96	34.45
120-5-10-5170 TRAVEL MILEAGE	2,500.00	443.54	2,210.12	289.88	88.40
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	762.50	3,237.50	19.06
120-5-10-5179 ADM MISC EXPENSES	350.00	42.63	45.83	304.17	13.09
TOTAL ADMINISTRATION	445,691.00	47,465.16	243,214.50	202,476.50	54.57

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

120-SEWER ENTERPRISE FUND  
 FIELD  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	244,081.00	29,536.95	131,348.04	112,732.96	53.81
120-5-30-5020 EMPLOYEE BENEFITS	128,742.00	8,986.75	52,437.90	76,304.10	40.73
120-5-30-5021 RETIREMENT BENEFITS	50,444.00	2,440.93	39,280.33	11,163.67	77.87
120-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	2,501.97 (	501.97)	125.10
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	268.53	1,231.47	17.90
120-5-30-5090 OFFICE SUPPLIES	1,000.00	90.39	90.39	909.61	9.04
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	658.56 (	158.56)	131.71
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
<b>TOTAL FIELD</b>	<b>432,267.00</b>	<b>41,055.02</b>	<b>226,585.72</b>	<b>205,681.28</b>	<b>52.42</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

120-SEWER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	1,614.90	1,385.10	53.83
120-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	48.00	182.00	20.87
120-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,885.78	11,000.53	13,177.47	45.50
120-5-40-5170 TRAVEL MILEAGE	200.00	871.89	987.89 (	787.89)	493.95
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
<b>TOTAL DIRECTORS</b>	<b>32,708.00</b>	<b>3,034.82</b>	<b>13,651.32</b>	<b>19,056.68</b>	<b>41.74</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

120-SEWER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6009 ACCESS RD	0.00	0.00	0.00	0.00	0.00
120-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
120-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

120-SEWER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 REGULATORY COMPLIANCE	212,500.00	0.00	50,695.79	161,804.21	23.86
120-5-70-7202 DISASTER MITIGATION	40,000.00	0.00	12,993.94	27,006.06	32.48
120-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
120-5-70-7205 RISK MANAGEMENT	45,000.00	0.00	0.00	45,000.00	0.00
120-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>297,500.00</b>	<b>0.00</b>	<b>63,689.73</b>	<b>233,810.27</b>	<b>21.41</b>
<b>TOTAL EXPENDITURES</b>	<b>2,022,442.00</b>	<b>183,641.85</b>	<b>1,078,663.96</b>	<b>943,778.04</b>	<b>53.33</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>178,617.58</b>	<b>251,814.10</b>	<b>( 251,814.10)</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,763,600.00</u>	<u>191,979.26</u>	<u>1,675,034.36</u>	<u>1,088,565.64</u>	<u>60.61</u>
TOTAL REVENUES	<u>2,763,600.00</u>	<u>191,979.26</u>	<u>1,675,034.36</u>	<u>1,088,565.64</u>	<u>60.61</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	984,234.00	92,666.41	603,710.43	380,523.57	61.34
ADMINISTRATION	444,891.00	47,465.07	243,423.21	201,467.79	54.72
FIELD	432,867.00	38,292.96	218,092.86	214,774.14	50.38
DIRECTORS	34,108.00	3,034.77	13,651.01	20,456.99	40.02
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>867,500.00</u>	<u>79,255.65</u>	<u>266,518.47</u>	<u>600,981.53</u>	<u>30.72</u>
TOTAL EXPENDITURES	<u>2,763,600.00</u>	<u>260,714.86</u>	<u>1,345,395.98</u>	<u>1,418,204.02</u>	<u>48.68</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	( 68,735.60)	329,638.38	( 329,638.38)	0.00

130-WATER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	5,000.00	0.00	0.00	5,000.00	0.00
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	2,754.00	918.00	4,590.00 (	1,836.00)	166.67
130-4040 LIEN RECORDING FEES	1,200.00	586.20	7,382.15 (	6,182.15)	615.18
130-4045 AVAILABILITY FEES	22,000.00	120.00	2,569.20	19,430.80	11.68
130-4110 COMM WATER USE	126,948.00	4,495.72	36,841.42	90,106.58	29.02
130-4111 BULK WATER SALES	0.00	756.85	7,078.77 (	7,078.77)	0.00
130-4112 GOV'T WATER USE	6,200.00	544.11	3,241.71	2,958.29	52.29
130-4115 WATER USE	2,462,899.00	185,370.84	1,329,506.29	1,133,392.71	53.98
130-4210 LATE FEE	32,000.00	3,806.72	27,787.89	4,212.11	86.84
130-4215 RETURNED CHECK FEE	200.00	150.00	600.00 (	400.00)	300.00
130-4300 MISC INCOME	1,500.00	56.75	1,693.35 (	193.35)	112.89
130-4310 OTHER INCOME	1,500.00	0.00	0.00	1,500.00	0.00
130-4320 FEMA/CalOES GRANTS	0.00 (	4,825.93)	117,723.29 (	117,723.29)	0.00
130-4325 GRANTS	0.00	0.00	0.00	0.00	0.00
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	9,720.00 (	9,720.00)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	4,052.00	0.00	163.77	3,888.23	4.04
130-4580 TRANSFER IN	97,347.00	0.00	126,136.52 (	28,789.52)	129.57
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
<b>TOTAL REVENUES</b>	<b>2,763,600.00</b>	<b>191,979.26</b>	<b>1,675,034.36</b>	<b>1,088,565.64</b>	<b>60.61</b>

130-WATER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	321.70	321.70 (	321.70)	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
130-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	671.56	3,899.57	4,289.43	47.62
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,217.01	11,433.40	8,566.60	57.17
130-5-00-5061 VEHICLE MAINT	12,500.00	1,872.95	8,147.73	4,352.27	65.18
130-5-00-5062 TAXES & LIC	1,200.00	110.88	110.88	1,089.12	9.24
130-5-00-5074 INSURANCE	71,000.00	0.00	72,287.79 (	1,287.79)	101.81
130-5-00-5075 BANK FEES	21,000.00	2,392.47	14,610.76	6,389.24	69.58
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000.00	100.00	23,690.00	4,310.00	84.61
130-5-00-5092 POSTAGE & SHIPPING	7,000.00	685.88	2,892.75	4,107.25	41.33
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	65,000.00	304.50	9,834.75	55,165.25	15.13
130-5-00-5122 ENGINEERING SERVICES	65,000.00	485.00	12,658.75	52,341.25	19.48
130-5-00-5123 OTHER PROFESSIONAL SERVICE	45,000.00	1,456.88	5,614.91	39,385.09	12.48
130-5-00-5124 WATER RIGHTS	0.00	546.51	546.51 (	546.51)	0.00
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	509.25	2,177.56	5,322.44	29.03
130-5-00-5135 NEWSLETTER	500.00	97.50	455.00	45.00	91.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	10,000.00	313.31	6,962.48	3,037.52	69.62
130-5-00-5148 OPERATING SUPPLIES	5,000.00	274.12	2,117.35	2,882.65	42.35
130-5-00-5150 REPAIR & REPLACE	168,900.00	20,098.11	109,514.54	59,385.46	64.84
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	1,395.40	6,866.68	5,133.32	57.22
130-5-00-5156 CUSTODIAL SERVICES	5,000.00	273.50	1,484.50	3,515.50	29.69
130-5-00-5157 SECURITY	5,000.00	132.00	324.00	4,676.00	6.48
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	867.52	5,934.89	5,065.11	53.95
130-5-00-5192 ELECTRICITY	178,000.00	15,949.67	73,787.57	104,212.43	41.45
130-5-00-5193 OTHER UTILITIES	2,500.00	255.61	1,311.77	1,188.23	52.47
130-5-00-5194 IT SERVICES	40,000.00	4,331.20	30,409.66	9,590.34	76.02
130-5-00-5195 ENV/MONITORING	17,000.00	684.00	8,340.50	8,659.50	49.06
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	33,000.00	33,430.30	34,612.30 (	1,612.30)	104.89
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	195.18	804.82	19.52
130-5-00-5312 TOOLS - FIELD	1,500.00	0.00	1,704.90 (	204.90)	113.66
130-5-00-5315 SAFETY EQUIPMENT	3,000.00	2,889.58	8,295.91 (	5,295.91)	276.53
130-5-00-5505 WATER CONSERVATION	5,000.00	0.00	920.28	4,079.72	18.41
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	250.00	0.00	110.00	140.00	44.00
130-5-00-5580 TRANSFERS OUT	115,595.00	0.00	126,136.52 (	10,541.52)	109.12
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	984,234.00	92,666.41	603,710.43	380,523.57	61.34

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

130-WATER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	292,584.00	36,662.85	158,593.23	133,990.77	54.20
130-5-10-5020 EMPLOYEE BENEFITS	84,855.00	6,454.56	37,688.77	47,166.23	44.42
130-5-10-5021 RETIREMENT BENEFITS	56,902.00	3,117.28	42,534.99	14,367.01	74.75
130-5-10-5063 CERTIFICATIONS	200.00	0.00	0.00	200.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	744.23	1,407.85	2,592.15	35.20
130-5-10-5170 TRAVEL MILEAGE	2,000.00	443.53	2,210.05 (	210.05)	110.50
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	762.50	3,237.50	19.06
130-5-10-5179 ADM MISC EXPENSES	350.00	42.62	225.82	124.18	64.52
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>444,891.00</b>	<b>47,465.07</b>	<b>243,423.21</b>	<b>201,467.79</b>	<b>54.72</b>

130-WATER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	244,081.00	27,236.95	124,024.49	120,056.51	50.81
130-5-30-5020 EMPLOYEE BENEFITS	128,742.00	8,665.03	52,114.97	76,627.03	40.48
130-5-30-5021 RETIREMENT BENEFITS	50,444.00	2,150.60	38,366.56	12,077.44	76.06
130-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	2,501.95 (	501.95)	125.10
130-5-30-5063 CERTIFICATIONS	600.00	150.00	150.00	450.00	25.00
130-5-30-5090 OFFICE SUPPLIES	1,000.00	90.38	90.38	909.62	9.04
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	844.51	1,155.49	42.23
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	432,867.00	38,292.96	218,092.86	214,774.14	50.38

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

130-WATER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	1,614.60	1,385.40	53.82
130-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	48.00	182.00	20.87
130-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,885.78	11,000.53	13,177.47	45.50
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	871.89	987.88 (	787.88)	493.94
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
<b>TOTAL DIRECTORS</b>	<b>34,108.00</b>	<b>3,034.77</b>	<b>13,651.01</b>	<b>20,456.99</b>	<b>40.02</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

130-WATER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-60-6010 LNU COMPLEX - A	0.00	0.00	0.00	0.00	0.00
130-5-60-6011 LNU COMPLEX - B	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

130-WATER ENTERPRISE FUND  
CAPITAL PROJECTS & EQUIP  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7201 REGULATORY COMPLIANCE	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 DISASTER MITIGATION	30,000.00	0.00	12,993.92	17,006.08	43.31
130-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 RELIABLE WATER SUPPLY	837,500.00	79,255.65	253,524.55	583,975.45	30.27
130-5-70-7205 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>867,500.00</b>	<b>79,255.65</b>	<b>266,518.47</b>	<b>600,981.53</b>	<b>30.72</b>
<b>TOTAL EXPENDITURES</b>	<b>2,763,600.00</b>	<b>260,714.86</b>	<b>1,345,395.98</b>	<b>1,418,204.02</b>	<b>48.68</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>( 68,735.60)</b>	<b>329,638.38</b>	<b>( 329,638.38)</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

215-RECA REDEMPTION 1995-2  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>293,494.00</u>	<u>1,204.92</u>	<u>10,528.90</u>	<u>282,965.10</u>	<u>3.59</u>
TOTAL REVENUES	<u>293,494.00</u>	<u>1,204.92</u>	<u>10,528.90</u>	<u>282,965.10</u>	<u>3.59</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>293,494.00</u>	<u>1,916.86</u>	<u>245,848.42</u>	<u>47,645.58</u>	<u>83.77</u>
TOTAL EXPENDITURES	<u>293,494.00</u>	<u>1,916.86</u>	<u>245,848.42</u>	<u>47,645.58</u>	<u>83.77</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 711.94)	( 235,319.52)	235,319.52	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

215-RECA REDEMPTION 1995-2  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-4525 PRO-RATA BOND PAYMENT FEE	1,994.00	0.00	0.00	1,994.00	0.00
215-4530 TAXES, ASSMT & BOND PROCEEDS	275,000.00	1,204.92	7,029.19	267,970.81	2.56
215-4540 DELINQUENT ASSESSMENTS	5,250.00	0.00	1,429.23	3,820.77	27.22
215-4541 DELINQ PENALTY & INTEREST	5,520.00	0.00	1,865.42	3,654.58	33.79
215-4542 DELINQ ASSMT MONTHLY PENALTY	4,530.00	0.00	0.00	4,530.00	0.00
215-4550 INTEREST INCOME	1,200.00	0.00	205.06	994.94	17.09
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>293,494.00</b>	<b>1,204.92</b>	<b>10,528.90</b>	<b>282,965.10</b>	<b>3.59</b>



HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

215-RECA REDEMPTION 1995-2  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
215-5-00-5123 OTHER PROFESSIONAL SERVICE	8,263.00	1,916.86	5,672.92	2,590.08	68.65
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	93,231.00	0.00	48,175.50	45,055.50	51.67
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	192,000.00	0.00	192,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>293,494.00</b>	<b>1,916.86</b>	<b>245,848.42</b>	<b>47,645.58</b>	<b>83.77</b>
<b>TOTAL EXPENDITURES</b>	<b>293,494.00</b>	<b>1,916.86</b>	<b>245,848.42</b>	<b>47,645.58</b>	<b>83.77</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>( 711.94)</b>	<b>( 235,319.52)</b>	<b>235,319.52</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

218-CIEDEB REDEMPTION FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>170,746.00</u>	<u>18,274.00</u>	<u>83,521.89</u>	<u>87,224.11</u>	<u>48.92</u>
TOTAL REVENUES	<u>170,746.00</u>	<u>18,274.00</u>	<u>83,521.89</u>	<u>87,224.11</u>	<u>48.92</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>170,746.00</u>	<u>0.00</u>	<u>26,017.62</u>	<u>144,728.38</u>	<u>15.24</u>
TOTAL EXPENDITURES	<u>170,746.00</u>	<u>0.00</u>	<u>26,017.62</u>	<u>144,728.38</u>	<u>15.24</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	18,274.00	57,504.27 (	57,504.27)	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

218-CIEDB REDEMPTION FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-4030 WATER CAPACITY FEES	54,822.00	18,274.00	83,370.00 (	28,548.00)	152.07
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	400.00	0.00	151.89	248.11	37.97
218-4580 TRANSFERS IN	115,524.00	0.00	0.00	115,524.00	0.00
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>170,746.00</b>	<b>18,274.00</b>	<b>83,521.89</b>	<b>87,224.11</b>	<b>48.92</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

218-CIEDB REDEMPTION FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	52,035.00	0.00	26,017.62	26,017.38	50.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	4,816.00	0.00	0.00	4,816.00	0.00
218-5-00-5599 PRINCIPAL PMT	113,895.00	0.00	0.00	113,895.00	0.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>170,746.00</b>	<b>0.00</b>	<b>26,017.62</b>	<b>144,728.38</b>	<b>15.24</b>
<b>TOTAL EXPENDITURES</b>	<b>170,746.00</b>	<b>0.00</b>	<b>26,017.62</b>	<b>144,728.38</b>	<b>15.24</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>18,274.00</b>	<b>57,504.27</b>	<b>( 57,504.27)</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

219-USDA SOLAR LOAN  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,250.00</u>	<u>0.00</u>	<u>25,003.72</u>	<u>7,246.28</u>	<u>77.53</u>
TOTAL REVENUES	<u>32,250.00</u>	<u>0.00</u>	<u>25,003.72</u>	<u>7,246.28</u>	<u>77.53</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,238.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>7,238.00</u>	<u>77.55</u>
TOTAL EXPENDITURES	<u>32,238.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>7,238.00</u>	<u>77.55</u>
REVENUES OVER/ (UNDER) EXPENDITURES	12.00	0.00	3.72	8.28	31.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

219-USDA SOLAR LOAN  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-4300 MISC INCOME	0.00	0.00	0.00	0.00	0.00
219-4550 INTEREST INCOME	12.00	0.00	3.72	8.28	31.00
219-4580 TRANSFERS IN	32,238.00	0.00	25,000.00	7,238.00	77.55
TOTAL REVENUES	32,250.00	0.00	25,003.72	7,246.28	77.53

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

219-USDA SOLAR LOAN  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	14,738.00	0.00	7,500.00	7,238.00	50.89
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	17,500.00	0.00	17,500.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	32,238.00	0.00	25,000.00	7,238.00	77.55
TOTAL EXPENDITURES	32,238.00	0.00	25,000.00	7,238.00	77.55
REVENUES OVER/(UNDER) EXPENDITURES	12.00	0.00	3.72	8.28	31.00

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



**Hidden Valley Lake Community Services District**  
**Financial Activity, Cash and Investment Summary**  
**As of December 31, 2021**  
**(Rounded and Unaudited)**

	<b>Operating Checking</b>	<b>Money Market</b>	<b>LAIF</b>	<b>Bond Trustee</b>	<b>Total All Cash/Investment Accounts</b>
	<b>West America Bank</b>	<b>West America Bank</b>	<b>State Treasurer</b>	<b>US Bank</b>	
	<b>1010</b>	<b>1130</b>	<b>1133</b>	<b>1200</b>	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	<b>\$ 1,072,808</b>	<b>\$ 1,056,413</b>	<b>\$ 628,239</b>	<b>\$ 175,013</b>	<b>\$ 2,932,473</b>
<b>Cash Receipts</b>					
Utility Billing Deposits	\$ 381,749		\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits		\$ 200,068	\$ -	\$ 1	
<b>Total Cash Receipts</b>	<b>\$ 381,749</b>	<b>\$ 200,068</b>	<b>\$ -</b>	<b>\$ 175,014</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	\$ 259,348	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 61,186	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 98,829	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,797	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
<b>Total Disbursements</b>	<b>\$ 424,160</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>					
Transfers In	\$ -	\$ 23,865	\$ -	\$ -	
Transfers Out	\$ 23,865	\$ -	\$ -	\$ -	
<b>Total Transfers Between Accounts</b>	<b>\$ 23,865</b>	<b>\$ 23,865</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 1,006,532</b>	<b>\$ 1,280,346</b>	<b>\$ 628,239</b>	<b>\$ 175,014</b>	<b>\$ 3,090,131</b>
<b>Reconciling Adjustments to Financial Institutions [2]</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Financial Institution Ending Balances</b>	<b>\$ 1,056,463</b>	<b>\$ 1,280,346</b>	<b>\$ 628,239</b>	<b>\$ 175,014</b>	<b>\$ 3,140,063</b>

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

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	383,060	629	72,568	-	456,256
<b>130</b> Water Operating	692,934	2,579	108,147	-	803,660
<b>140</b> Flood Enterprise	(64)	-	-	-	(64)
<b>215</b> 2016 Sewer Refinancing Bond	(3,794)	131,115	94,906	175,014	397,241
<b>218</b> 2002 CIEDB Loan	85,370	68,387	12,528	-	166,285
<b>219</b> 2012 USDA Solar COP	-	8,371	884	-	9,255
<b>313</b> Wastewater Operating Reserve	47,685	11,302	59,113	-	118,100
<b>314</b> Wastewater CIP	(198,659)	484,844	95,579	-	381,763
<b>319</b> 2012 USDA Solar COP Reserve	-	31,338	-	-	31,338
<b>320</b> Water CIP	-	311,338	-	-	311,338
<b>325</b> Water Operating Reserve	-	230,444	-	-	230,444
<b>350</b> 2002 CIEDB Loan Reserve	-	-	184,515	-	184,515
<b>Total Ending Balances in General Ledger</b>	<b>1,006,532</b>	<b>1,280,346</b>	<b>628,239</b>	<b>175,014</b>	<b>3,090,131</b>

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

[2] See Reconciliation Detail Summary for details



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

CHECK DATE: 12/01/2021 THRU 12/31/2021  
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	12/03/2021	BANK-DRAFT	000664	AFLAC	215.01CR	CLEARED	A	12/08/2021
1010	12/03/2021	BANK-DRAFT	000665	CALIFORNIA PUBLIC EMPLOYEES RE	6,423.19CR	CLEARED	A	12/06/2021
1010	12/03/2021	BANK-DRAFT	000666	NATIONWIDE RETIREMENT SOLUTION	487.50CR	CLEARED	A	12/03/2021
1010	12/03/2021	BANK-DRAFT	000667	STATE OF CALIFORNIA EDD	1,634.41CR	CLEARED	A	12/03/2021
1010	12/03/2021	BANK-DRAFT	000668	US DEPARTMENT OF THE TREASURY	3,771.55CR	CLEARED	A	12/03/2021
1010	12/17/2021	BANK-DRAFT	000669	AFLAC	215.01CR	OUTSTND	A	0/00/0000
1010	12/17/2021	BANK-DRAFT	000670	CALIFORNIA PUBLIC EMPLOYEES RE	6,423.19CR	CLEARED	A	12/20/2021
1010	12/17/2021	BANK-DRAFT	000671	NATIONWIDE RETIREMENT SOLUTION	487.50CR	CLEARED	A	12/17/2021
1010	12/17/2021	BANK-DRAFT	000672	STATE OF CALIFORNIA EDD	1,573.88CR	CLEARED	A	12/17/2021
1010	12/17/2021	BANK-DRAFT	000673	US DEPARTMENT OF THE TREASURY	3,691.88CR	CLEARED	A	12/17/2021
1010	12/23/2021	BANK-DRAFT	000674	STATE OF CALIFORNIA EDD	352.24CR	CLEARED	A	12/23/2021
1010	12/23/2021	BANK-DRAFT	000675	US DEPARTMENT OF THE TREASURY	947.46CR	CLEARED	A	12/23/2021
1010	12/30/2021	BANK-DRAFT	000676	AFLAC	215.01CR	OUTSTND	A	0/00/0000
1010	12/30/2021	BANK-DRAFT	000677	CALIFORNIA PUBLIC EMPLOYEES RE	6,438.57CR	CLEARED	A	1/03/2022
1010	12/30/2021	BANK-DRAFT	000678	NATIONWIDE RETIREMENT SOLUTION	487.50CR	CLEARED	A	12/31/2021
1010	12/30/2021	BANK-DRAFT	000679	STATE OF CALIFORNIA EDD	1,598.71CR	CLEARED	A	12/31/2021
1010	12/30/2021	BANK-DRAFT	000680	US DEPARTMENT OF THE TREASURY	3,750.84CR	CLEARED	A	12/31/2021

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	12/03/2021	CHECK	038749	ADVANCED ELECTRONIC SECURITY S	264.00CR	CLEARED	A	12/15/2021
1010	12/03/2021	CHECK	038750	ALPHA ANALYTICAL LABORATORIES	1,431.00CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038751	VOID CHECK	0.00	CLEARED	A	12/03/2021
1010	12/03/2021	CHECK	038752	ALYSSA GORDON	859.07CR	CLEARED	A	12/14/2021
1010	12/03/2021	CHECK	038753	APPLIED TECHNOLOGY SOLUTIONS	986.00CR	CLEARED	A	12/20/2021
1010	12/03/2021	CHECK	038754	ARMED FORCE PEST CONTROL, INC.	195.00CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038755	AT&T MOBILITY	67.00CR	CLEARED	A	12/14/2021
1010	12/03/2021	CHECK	038756	BADGER METER	256.32CR	CLEARED	A	12/15/2021
1010	12/03/2021	CHECK	038757	DATAPROSE, LLC	442.12CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038758	EUSTONPRODUCTIONS.COM	444.38CR	CLEARED	A	12/16/2021
1010	12/03/2021	CHECK	038759	GHD	9,035.00CR	CLEARED	A	12/13/2021
1010	12/03/2021	CHECK	038760	JENFITCH, LLC	2,180.08CR	CLEARED	A	12/13/2021
1010	12/03/2021	CHECK	038761	MACLEOD WATTS, INC.	1,450.00CR	CLEARED	A	12/14/2021
1010	12/03/2021	CHECK	038762	MEDIACOM	526.35CR	CLEARED	A	12/14/2021
1010	12/03/2021	CHECK	038763	MICHELLE HAMILTON	1,140.00CR	CLEARED	A	12/13/2021
1010	12/03/2021	CHECK	038764	OFFICE DEPOT, INC	206.48CR	CLEARED	A	12/14/2021
1010	12/03/2021	CHECK	038765	PACE SUPPLY CORP	80,674.04CR	CLEARED	A	12/09/2021
1010	12/03/2021	CHECK	038766	RAY MORGAN COMPANY	264.50CR	CLEARED	A	12/09/2021
1010	12/03/2021	CHECK	038767	STREAMLINE	200.00CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038768	TELSTAR INSTRUMENTS	252.59CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038769	THATCHER COMPANY, INC.	1,390.87CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038770	TYLER TECHNOLOGY	121.00CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038771	US STANDARD PRODUCTS	2,419.16CR	CLEARED	A	12/10/2021
1010	12/03/2021	CHECK	038772	USA BLUE BOOK	3,098.26CR	CLEARED	A	12/16/2021
1010	12/03/2021	CHECK	038773	VOID CHECK	0.00	CLEARED	A	12/03/2021

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

CHECK DATE: 12/01/2021 THRU 12/31/2021  
 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	12/10/2021	CHECK	038774	ALPHA ANALYTICAL LABORATORIES	736.00CR	CLEARED	A	12/15/2021
1010	12/10/2021	CHECK	038775	ARMED FORCE PEST CONTROL, INC.	10.00CR	CLEARED	A	12/15/2021
1010	12/10/2021	CHECK	038776	CALIFORNIA DEPARTMENT OF TAX	546.51CR	CLEARED	A	12/15/2021
1010	12/10/2021	CHECK	038777	HARDESTER'S MARKETS & HARDWARE	188.62CR	CLEARED	A	12/15/2021
1010	12/10/2021	CHECK	038778	LAKE COUNTY VECTOR CONTROL DIS	221.76CR	OUTSTND	A	0/00/0000
1010	12/10/2021	CHECK	038779	MENDO MILL CLEARLAKE	115.21CR	CLEARED	A	12/16/2021
1010	12/10/2021	CHECK	038780	SPECIAL DISTRICT RISK MANAGEME	35,378.44CR	CLEARED	A	12/16/2021
1010	12/10/2021	CHECK	038781	U S POSTMASTER	232.00CR	CLEARED	A	12/17/2021
1010	12/10/2021	CHECK	038782	USA BLUE BOOK	1,518.11CR	CLEARED	A	12/21/2021
1010	12/10/2021	CHECK	038783	WELLS FARGO FINANCIAL LEASING	362.12CR	CLEARED	A	12/17/2021
1010	12/10/2021	CHECK	038784	KAKAR, MELANIE VOIDED	57.94CR	VOIDED	A	12/10/2021
1010	12/10/2021	CHECK	038785	SINOR, BARBARA	116.83CR	CLEARED	A	12/16/2021
1010	12/10/2021	CHECK	038786	ANDERSON, ROGER L	11.46CR	CLEARED	A	12/15/2021
1010	12/10/2021	CHECK	038787	CHUNG, ANDREW & TRIN	65.38CR	OUTSTND	A	0/00/0000
1010	12/17/2021	CHECK	038788	ACWA/JPIA	1,128.55CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038789	ALPHA ANALYTICAL LABORATORIES	1,434.00CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038790	VOID CHECK	0.00	CLEARED	A	12/17/2021
1010	12/17/2021	CHECK	038791	APPLIED TECHNOLOGY SOLUTIONS	3,471.74CR	CLEARED	A	12/23/2021
1010	12/17/2021	CHECK	038792	ARMED FORCE PEST CONTROL, INC.	2,530.00CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038793	AT&T	34.18CR	CLEARED	A	12/28/2021
1010	12/17/2021	CHECK	038794	BRELJE AND RACE LABS, INC.	1,415.00CR	CLEARED	A	12/29/2021
1010	12/17/2021	CHECK	038795	CARDMEMBER SERVICE	6,444.43CR	CLEARED	A	12/27/2021
1010	12/17/2021	CHECK	038796	COASTLAND CIVIL ENGINEERING, I	2,154.81CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038797	COUNTY OF LAKE SOLID WASTE	37.95CR	CLEARED	A	12/23/2021
1010	12/17/2021	CHECK	038798	DATAPROSE, LLC	1,716.14CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038799	DNA RIDGE ROCK	312.92CR	CLEARED	A	1/03/2022
1010	12/17/2021	CHECK	038800	GHD	840.00CR	CLEARED	A	12/23/2021
1010	12/17/2021	CHECK	038801	GARDENS BY JILLIAN	200.00CR	CLEARED	A	12/21/2021
1010	12/17/2021	CHECK	038802	MIKSIS SERVICES, INC.	2,890.00CR	CLEARED	A	12/28/2021
1010	12/17/2021	CHECK	038803	OFFICE DEPOT, INC	92.07CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038804	PACE SUPPLY CORP	3,644.75CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038805	REDWOOD COAST FUELS	2,438.86CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038806	SPECIAL DISTRICT RISK MANAGEME	534.65CR	CLEARED	A	12/23/2021
1010	12/17/2021	CHECK	038807	ST HELENA HOSPITAL dba JOBCARE	410.00CR	CLEARED	A	12/22/2021
1010	12/17/2021	CHECK	038808	SWRCB ACCOUNTING OFFICE	3,326.00CR	CLEARED	A	12/23/2021
1010	12/17/2021	CHECK	038809	SWRCB ACCOUNTING OFFICE	17,834.00CR	CLEARED	A	12/23/2021
1010	12/17/2021	CHECK	038810	WAGNER & BONSIGNORE CCE	287.50CR	OUTSTND	A	0/00/0000
1010	12/17/2021	CHECK	038811	BROSSIER, BOB	7.75CR	OUTSTND	A	0/00/0000
1010	12/17/2021	CHECK	038812	SCHOBER, PETER K	63.24CR	CLEARED	A	12/29/2021
1010	12/17/2021	CHECK	038813	SOUTH LAKE REFUSE & RECYCLING	511.23CR	CLEARED	A	12/21/2021
1010	12/23/2021	CHECK	038814	WHITE, DENNIS E	3,577.69CR	CLEARED	P	12/28/2021
1010	12/23/2021	CHECK	038815	ALESHIRE & WYNNDER, LLP	609.00CR	CLEARED	A	12/28/2021
1010	12/23/2021	CHECK	038816	ALPHA ANALYTICAL LABORATORIES	394.00CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038817	BADGER METER	1,725.02CR	CLEARED	A	12/31/2021

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

CHECK DATE: 12/01/2021 THRU 12/31/2021  
 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	12/23/2021	CHECK	038818	COUNTY OF LAKE SOLID WASTE	12.86CR	OUTSTND	A	0/00/0000
1010	12/23/2021	CHECK	038819	FAHRENHEIT HEATING & AIR CONDI	456.00CR	CLEARED	A	12/30/2021
1010	12/23/2021	CHECK	038820	GRANITE CONSTRUCTION	278.85CR	CLEARED	A	1/03/2022
1010	12/23/2021	CHECK	038821	JAMES DAY CONSTRUCTION, INC.	4,662.00CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038822	JL MECHANICAL	888.09CR	CLEARED	A	1/03/2022
1010	12/23/2021	CHECK	038823	LAYNE PAVING & TRUCKING, INC.	197.93CR	CLEARED	A	12/31/2021
1010	12/23/2021	CHECK	038824	LOLA QUINN CREATIONS, LTD	2,947.56CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038825	MENDO MILL CLEARLAKE	309.92CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038826	MIKSIS SERVICES, INC.	3,800.00CR	CLEARED	A	12/28/2021
1010	12/23/2021	CHECK	038827	NBS GOVERNMENT FINANCE GROUP	1,916.86CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038828	OFFICE DEPOT, INC	1,266.72CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038829	SMALLCOMB, LISA	28.00CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038830	TELSTAR INSTRUMENTS	2,330.00CR	CLEARED	A	12/29/2021
1010	12/23/2021	CHECK	038831	THATCHER COMPANY, INC.	77.05CR	CLEARED	A	12/30/2021
1010	12/23/2021	CHECK	038832	USA BLUE BOOK	3,999.44CR	OUTSTND	A	0/00/0000
1010	12/23/2021	CHECK	038833	MCMILLAN, MELISSA	145.32CR	OUTSTND	A	0/00/0000
1010	12/23/2021	CHECK	038834	SMITH, ELOISE	26.60CR	CLEARED	A	12/30/2021
1010	12/23/2021	CHECK	038835	KAKAR, MELANIE J	57.94CR	CLEARED	A	12/30/2021
1010	12/30/2021	CHECK	038836	ALPHA ANALYTICAL LABORATORIES	1,045.00CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038837	AMAZON CAPITAL SERVICES, INC.	104.01CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038838	AT&T MOBILITY	67.00CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038839	DEMARCO DESIGN	195.00CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038840	GHD	2,821.50CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038841	JAMES DAY CONSTRUCTION, INC.	2,905.00CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038842	JL MECHANICAL	2,805.66CR	CLEARED	A	1/03/2022
1010	12/30/2021	CHECK	038843	MENDO MILL CLEARLAKE	29.69CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038844	REDWOOD COAST FUELS	1,995.16CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038845	SWRCB - DWCP	90.00CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038846	SWRCB - DWCP	60.00CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038847	SWRCB ACCOUNTING OFFICE	15,596.30CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038848	TYLER TECHNOLOGY	121.00CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038849	USA BLUE BOOK	182.04CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038850	FRANCHISE TAX BOARD	326.35CR	OUTSTND	A	0/00/0000
1010	12/30/2021	CHECK	038851	RUIZ, DAVID	74.00CR	OUTSTND	A	0/00/0000

DEPOSIT:								
1010	12/01/2021	DEPOSIT		CREDIT CARD 12/01/2021	2,785.12	CLEARED	C	12/02/2021
1010	12/01/2021	DEPOSIT	000001	CREDIT CARD 12/01/2021	369.31	CLEARED	C	12/02/2021
1010	12/01/2021	DEPOSIT	000002	CREDIT CARD 12/01/2021	926.00	CLEARED	C	12/02/2021
1010	12/01/2021	DEPOSIT	000003	CREDIT CARD 12/01/2021	4,200.63	CLEARED	C	12/03/2021
1010	12/01/2021	DEPOSIT	000004	REGULAR DAILY POST 12/01/2021	1,392.17	CLEARED	C	12/02/2021
1010	12/02/2021	DEPOSIT		CREDIT CARD 12/02/2021	10,088.73	CLEARED	C	12/03/2021
1010	12/02/2021	DEPOSIT	000001	CREDIT CARD 12/02/2021	767.13	CLEARED	C	12/03/2021
1010	12/02/2021	DEPOSIT	000002	CREDIT CARD 12/02/2021	201.98	CLEARED	C	12/03/2021

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

CHECK DATE: 12/01/2021 THRU 12/31/2021  
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	12/02/2021	DEPOSIT	000003	CREDIT CARD 12/02/2021	2,059.16	CLEARED	C	12/06/2021
1010	12/02/2021	DEPOSIT	000004	REGULAR DAILY POST 12/02/2021	1,397.85	CLEARED	C	12/03/2021
1010	12/02/2021	DEPOSIT	000005	CREDIT CARD 12/02/2021	30.00	CLEARED	C	12/07/2021
1010	12/02/2021	DEPOSIT	000006	REGULAR DAILY POST 12/02/2021	584.46	CLEARED	C	12/03/2021
1010	12/03/2021	DEPOSIT		CREDIT CARD 12/03/2021	6,073.29	CLEARED	C	12/06/2021
1010	12/03/2021	DEPOSIT	000001	CREDIT CARD 12/03/2021	10.00	CLEARED	C	12/06/2021
1010	12/03/2021	DEPOSIT	000002	CREDIT CARD 12/03/2021	269.24	CLEARED	C	12/06/2021
1010	12/03/2021	DEPOSIT	000003	CREDIT CARD 12/03/2021	2,653.13	CLEARED	C	12/09/2021
1010	12/03/2021	DEPOSIT	000004	REGULAR DAILY POST 12/03/2021	19,894.78	CLEARED	C	12/06/2021
1010	12/03/2021	DEPOSIT	000005	DAILY PAYMENT POSTING	99.58	CLEARED	U	12/09/2021
1010	12/03/2021	DEPOSIT	000006	DAILY PAYMENT POSTING	1.00	CLEARED	U	12/09/2021
1010	12/06/2021	DEPOSIT		CREDIT CARD 12/06/2021	2,854.98	CLEARED	C	12/07/2021
1010	12/06/2021	DEPOSIT	000001	CREDIT CARD 12/06/2021	2,776.95	CLEARED	C	12/07/2021
1010	12/06/2021	DEPOSIT	000002	CREDIT CARD 12/06/2021	3,299.78	CLEARED	C	12/07/2021
1010	12/06/2021	DEPOSIT	000003	CREDIT CARD 12/06/2021	2,028.86	CLEARED	C	12/07/2021
1010	12/06/2021	DEPOSIT	000004	CREDIT CARD 12/06/2021	600.56	CLEARED	C	12/07/2021
1010	12/06/2021	DEPOSIT	000005	CREDIT CARD 12/06/2021	523.21	CLEARED	C	12/09/2021
1010	12/06/2021	DEPOSIT	000006	REGULAR DAILY POST 12/06/2021	5,379.92	CLEARED	C	12/07/2021
1010	12/07/2021	DEPOSIT		CREDIT CARD 12/07/2021	2,942.77	CLEARED	C	12/08/2021
1010	12/07/2021	DEPOSIT	000001	CREDIT CARD 12/07/2021	658.13	CLEARED	C	12/08/2021
1010	12/07/2021	DEPOSIT	000002	CREDIT CARD 12/07/2021	266.82	CLEARED	C	12/08/2021
1010	12/07/2021	DEPOSIT	000003	CREDIT CARD 12/07/2021	341.69	CLEARED	C	12/10/2021
1010	12/07/2021	DEPOSIT	000004	REGULAR DAILY POST 12/07/2021	5,593.44	CLEARED	C	12/08/2021
1010	12/08/2021	DEPOSIT		CREDIT CARD 12/08/2021	2,719.43	CLEARED	C	12/09/2021
1010	12/08/2021	DEPOSIT	000001	CREDIT CARD 12/08/2021	899.13	CLEARED	C	12/14/2021
1010	12/08/2021	DEPOSIT	000002	CREDIT CARD 12/08/2021	213.21	CLEARED	C	12/09/2021
1010	12/08/2021	DEPOSIT	000003	CREDIT CARD 12/08/2021	2,831.70	CLEARED	C	12/13/2021
1010	12/08/2021	DEPOSIT	000004	REGULAR DAILY POST 12/08/2021	5,135.15	CLEARED	C	12/10/2021
1010	12/08/2021	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	157.94CR	CLEARED	U	12/08/2021
1010	12/09/2021	DEPOSIT		CREDIT CARD 12/09/2021	2,996.64	CLEARED	C	12/13/2021
1010	12/09/2021	DEPOSIT	000001	CREDIT CARD 12/09/2021	1,315.29	CLEARED	C	12/13/2021
1010	12/09/2021	DEPOSIT	000002	DAILY PAYMENT POSTING	63.37	CLEARED	U	12/09/2021
1010	12/09/2021	DEPOSIT	000003	DAILY PAYMENT POSTING	100.00	CLEARED	U	12/09/2021
1010	12/09/2021	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	176.77CR	CLEARED	U	12/09/2021
1010	12/09/2021	DEPOSIT	000005	CREDIT CARD 12/09/2021	1,232.41	CLEARED	C	12/13/2021
1010	12/09/2021	DEPOSIT	000006	REGULAR DAILY POST 12/09/2021	4,769.36	CLEARED	C	12/10/2021
1010	12/09/2021	DEPOSIT	000007	DAILY PAYMENT POSTING - ADJ	125.59CR	CLEARED	U	12/09/2021
1010	12/10/2021	DEPOSIT		DAILY PAYMENT POSTING	54.87	CLEARED	U	12/10/2021
1010	12/10/2021	DEPOSIT	000001	CREDIT CARD 12/10/2021	3,296.76	CLEARED	C	12/13/2021
1010	12/10/2021	DEPOSIT	000002	CREDIT CARD 12/10/2021	627.87	CLEARED	C	12/13/2021
1010	12/10/2021	DEPOSIT	000003	CREDIT CARD 12/10/2021	2,350.69	CLEARED	C	12/14/2021
1010	12/10/2021	DEPOSIT	000004	REGULAR DAILY POST 12/10/2021	9,802.10	CLEARED	C	12/13/2021
1010	12/13/2021	DEPOSIT		CREDIT CARD 12/13/2021	6,503.55	CLEARED	C	12/16/2021
1010	12/13/2021	DEPOSIT	000001	REGULAR DAILY POST 12/13/2021	89.46	CLEARED	C	12/16/2021

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

CHECK DATE: 12/01/2021 THRU 12/31/2021  
 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	12/13/2021	DEPOSIT	000002	CREDIT CARD 12/13/2021	1,136.04	CLEARED	C	12/15/2021
1010	12/13/2021	DEPOSIT	000003	CREDIT CARD 12/13/2021	2,483.05	CLEARED	C	12/15/2021
1010	12/13/2021	DEPOSIT	000004	CREDIT CARD 12/13/2021	1,037.34	CLEARED	C	12/14/2021
1010	12/13/2021	DEPOSIT	000005	CREDIT CARD 12/13/2021	330.39	CLEARED	C	12/15/2021
1010	12/13/2021	DEPOSIT	000006	CREDIT CARD 12/13/2021	152.91	CLEARED	C	12/15/2021
1010	12/13/2021	DEPOSIT	000007	CREDIT CARD 12/13/2021	1,282.28	CLEARED	C	12/16/2021
1010	12/13/2021	DEPOSIT	000008	REGULAR DAILY POST 12/13/2021	23,536.10	CLEARED	C	12/14/2021
1010	12/14/2021	DEPOSIT		CREDIT CARD 12/14/2021	2,704.68	CLEARED	C	12/15/2021
1010	12/14/2021	DEPOSIT	000001	CREDIT CARD 12/14/2021	2,426.59	CLEARED	C	12/15/2021
1010	12/14/2021	DEPOSIT	000002	CREDIT CARD 12/14/2021	58.88	CLEARED	C	12/15/2021
1010	12/14/2021	DEPOSIT	000003	CREDIT CARD 12/14/2021	507.68	CLEARED	C	12/31/2021
1010	12/14/2021	DEPOSIT	000004	REGULAR DAILY POST 12/14/2021	9,286.05	CLEARED	C	12/15/2021
1010	12/15/2021	DEPOSIT		CREDIT CARD 12/15/2021	4,769.22	CLEARED	C	12/16/2021
1010	12/15/2021	DEPOSIT	000001	CREDIT CARD 12/15/2021	2,772.07	CLEARED	C	12/16/2021
1010	12/15/2021	DEPOSIT	000002	CREDIT CARD 12/15/2021	143.06	CLEARED	C	12/16/2021
1010	12/15/2021	DEPOSIT	000003	CREDIT CARD 12/15/2021	344.35	CLEARED	C	12/20/2021
1010	12/15/2021	DEPOSIT	000004	REGULAR DAILY POST 12/15/2021	23,547.11	CLEARED	C	12/16/2021
1010	12/15/2021	DEPOSIT	000005	DRAFT POSTING	16,454.21	CLEARED	U	12/16/2021
1010	12/16/2021	DEPOSIT		CREDIT CARD 12/16/2021	27,773.67	CLEARED	C	12/17/2021
1010	12/16/2021	DEPOSIT	000001	REGULAR DAILY POST 12/16/2021	54.43	CLEARED	C	12/17/2021
1010	12/16/2021	DEPOSIT	000002	CREDIT CARD 12/16/2021	676.50	CLEARED	C	12/17/2021
1010	12/16/2021	DEPOSIT	000003	CREDIT CARD 12/16/2021	1,988.62	CLEARED	C	12/21/2021
1010	12/16/2021	DEPOSIT	000004	REGULAR DAILY POST 12/16/2021	7,008.48	CLEARED	C	12/17/2021
1010	12/17/2021	DEPOSIT		CREDIT CARD 12/17/2021	6,324.68	CLEARED	C	12/20/2021
1010	12/17/2021	DEPOSIT	000001	CREDIT CARD 12/17/2021	1,156.91	CLEARED	C	12/20/2021
1010	12/17/2021	DEPOSIT	000002	DAILY PAYMENT POSTING	5.00	CLEARED	U	12/31/2021
1010	12/17/2021	DEPOSIT	000003	CREDIT CARD 12/17/2021	1,756.57	CLEARED	C	12/22/2021
1010	12/17/2021	DEPOSIT	000004	REGULAR DAILY POST 12/17/2021	5,711.54	CLEARED	C	12/20/2021
1010	12/17/2021	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	199.00CR	CLEARED	U	12/17/2021
1010	12/20/2021	DEPOSIT		CREDIT CARD 12/20/2021	5,654.42	CLEARED	C	12/31/2021
1010	12/20/2021	DEPOSIT	000001	CREDIT CARD 12/20/2021	4,226.75	CLEARED	C	12/22/2021
1010	12/20/2021	DEPOSIT	000002	CREDIT CARD 12/20/2021	4,424.72	CLEARED	C	12/31/2021
1010	12/20/2021	DEPOSIT	000003	CREDIT CARD 12/20/2021	1,833.20	CLEARED	C	12/31/2021
1010	12/20/2021	DEPOSIT	000004	CREDIT CARD 12/20/2021	900.81	CLEARED	C	12/22/2021
1010	12/20/2021	DEPOSIT	000005	CREDIT CARD 12/20/2021	1,024.93	CLEARED	C	12/31/2021
1010	12/20/2021	DEPOSIT	000006	CREDIT CARD 12/20/2021	256.37	CLEARED	C	12/31/2021
1010	12/20/2021	DEPOSIT	000007	DAILY PAYMENT POSTING - ADJ	175.00CR	CLEARED	U	12/17/2021
1010	12/20/2021	DEPOSIT	000008	CREDIT CARD 12/20/2021	5,089.58	CLEARED	C	12/23/2021
1010	12/20/2021	DEPOSIT	000009	REGULAR DAILY POST 12/20/2021	23,261.15	CLEARED	C	12/21/2021
1010	12/21/2021	DEPOSIT		CREDIT CARD 12/21/2021	9,660.71	CLEARED	C	12/22/2021
1010	12/21/2021	DEPOSIT	000001	CREDIT CARD 12/21/2021	7,208.87	CLEARED	C	12/22/2021
1010	12/21/2021	DEPOSIT	000002	CREDIT CARD 12/21/2021	288.82	CLEARED	C	12/22/2021
1010	12/21/2021	DEPOSIT	000003	CREDIT CARD 12/21/2021	1,146.34	CLEARED	C	12/24/2021
1010	12/21/2021	DEPOSIT	000004	REGULAR DAILY POST 12/21/2021	2,586.69	CLEARED	C	12/22/2021

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

CHECK DATE: 12/01/2021 THRU 12/31/2021  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
<b>DEPOSIT:</b>								
1010	12/22/2021	DEPOSIT		CREDIT CARD 12/22/2021	988.11	CLEARED	C	12/31/2021
1010	12/22/2021	DEPOSIT	000001	CREDIT CARD 12/22/2021	1,122.67	CLEARED	C	12/31/2021
1010	12/22/2021	DEPOSIT	000002	DAILY PAYMENT POSTING - ADJ	57.94	CLEARED	U	12/31/2021
1010	12/22/2021	DEPOSIT	000003	CREDIT CARD 12/22/2021	308.60	CLEARED	C	12/27/2021
1010	12/22/2021	DEPOSIT	000004	REGULAR DAILY POST 12/22/2021	2,245.86	CLEARED	C	12/23/2021
1010	12/23/2021	DEPOSIT		CREDIT CARD 12/23/2021	1,009.61	CLEARED	C	12/31/2021
1010	12/23/2021	DEPOSIT	000001	CREDIT CARD 12/23/2021	1,105.39	CLEARED	C	12/31/2021
1010	12/23/2021	DEPOSIT	000002	CREDIT CARD 12/23/2021	826.85	CLEARED	C	12/28/2021
1010	12/23/2021	DEPOSIT	000003	REGULAR DAILY POST 12/23/2021	3,812.40	CLEARED	C	12/27/2021
1010	12/27/2021	DEPOSIT		CREDIT CARD 12/27/2021	2,210.99	CLEARED	C	12/31/2021
1010	12/27/2021	DEPOSIT	000001	CREDIT CARD 12/27/2021	362.89	CLEARED	C	12/31/2021
1010	12/27/2021	DEPOSIT	000002	CREDIT CARD 12/27/2021	162.85	CLEARED	C	12/31/2021
1010	12/27/2021	DEPOSIT	000003	CREDIT CARD 12/27/2021	1,103.56	CLEARED	C	12/31/2021
1010	12/27/2021	DEPOSIT	000004	CREDIT CARD 12/27/2021	241.01	CLEARED	C	12/31/2021
1010	12/27/2021	DEPOSIT	000005	CREDIT CARD 12/27/2021	100.00	CLEARED	C	12/31/2021
1010	12/27/2021	DEPOSIT	000006	CREDIT CARD 12/27/2021	227.95	CLEARED	C	12/30/2021
1010	12/27/2021	DEPOSIT	000007	REGULAR DAILY POST 12/27/2021	15,171.19	CLEARED	C	12/28/2021
1010	12/28/2021	DEPOSIT		CREDIT CARD 12/28/2021	960.75	CLEARED	C	12/31/2021
1010	12/28/2021	DEPOSIT	000001	CREDIT CARD 12/28/2021	226.20	CLEARED	C	12/31/2021
1010	12/28/2021	DEPOSIT	000002	CREDIT CARD 12/28/2021	197.74	CLEARED	C	12/31/2021
1010	12/28/2021	DEPOSIT	000003	CREDIT CARD 12/28/2021	1,035.24	CLEARED	C	12/31/2021
1010	12/28/2021	DEPOSIT	000004	REGULAR DAILY POST 12/28/2021	598.23	CLEARED	C	12/29/2021
1010	12/29/2021	DEPOSIT		CREDIT CARD 12/29/2021	822.55	CLEARED	C	12/31/2021
1010	12/29/2021	DEPOSIT	000001	CREDIT CARD 12/29/2021	401.69	CLEARED	C	12/31/2021
1010	12/29/2021	DEPOSIT	000002	CREDIT CARD 12/29/2021	225.56	CLEARED	C	12/31/2021
1010	12/29/2021	DEPOSIT	000003	CREDIT CARD 12/29/2021	657.03	CLEARED	C	1/03/2022
1010	12/29/2021	DEPOSIT	000004	REGULAR DAILY POST 12/29/2021	467.99	CLEARED	C	12/30/2021
1010	12/29/2021	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	176.74CR	CLEARED	U	12/29/2021
1010	12/29/2021	DEPOSIT	000006	DAILY PAYMENT POSTING	176.74	CLEARED	U	12/29/2021
1010	12/30/2021	DEPOSIT		CREDIT CARD 12/30/2021	3,815.81	CLEARED	C	1/03/2022
1010	12/30/2021	DEPOSIT	000001	CREDIT CARD 12/30/2021	493.54	OUTSTND	C	0/00/0000
1010	12/30/2021	DEPOSIT	000002	CREDIT CARD 12/30/2021	800.02	OUTSTND	C	0/00/0000
1010	12/30/2021	DEPOSIT	000003	REGULAR DAILY POST 12/30/2021	1,759.21	CLEARED	C	1/03/2022
<b>EFT:</b>								
1010	12/03/2021	EFT	120321	PG&E 10/19/2021 - 11/16/2021	11,040.92CR	CLEARED	G	12/06/2021
1010	12/23/2021	EFT	122321	VERIZON Nov 07 - Dec 06, 2021	210.44CR	CLEARED	G	12/27/2021
1010	12/23/2021	EFT	122322	VERIZON Nov 07 - Dec 06, 2021	830.08CR	CLEARED	G	12/27/2021
1010	12/31/2021	EFT	123121	PG&E 11/17/2021-12/16/2021	10,449.19CR	CLEARED	G	1/03/2022
<b>MISCELLANEOUS:</b>								
1010	12/03/2021	MISC.		PAYROLL DIRECT DEPOSIT	32,363.41CR	CLEARED	P	12/03/2021
1010	12/10/2021	MISC.	038784	KAKAR, MELANIE VOIDED	57.94	VOIDED	A	12/10/2021
1010	12/17/2021	MISC.		PAYROLL DIRECT DEPOSIT	32,720.70CR	CLEARED	P	12/17/2021

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

CHECK DATE: 12/01/2021 THRU 12/31/2021  
CLEAR DATE: 0/00/0000 THRU 99/99/9999  
STATEMENT: 0/00/0000 THRU 99/99/9999  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 000000 THRU 999999

ACCOUNT --DATE-- --TYPE-- NUMBER -----DESCRIPTION----- ----AMOUNT--- STATUS FOLIO CLEAR DATE

MISCELLANEOUS:

-----  
1010 12/17/2021 MISC. 121721 IRWM GRANT I & I PIAZZIA 23,865.00CR CLEARED G 12/17/2021  
1010 12/31/2021 MISC. PAYROLL DIRECT DEPOSIT 32,432.52CR CLEARED P 12/31/2021  
1010 12/31/2021 MISC. 000001 PAYROLL DIRECT DEPOSIT 1,311.91CR CLEARED P 12/31/2021

SERVICE CHARGE:

-----  
1010 12/01/2021 SERV-CHG 120121 MERCH FEE - 25 1,345.77CR CLEARED G 12/02/2021  
1010 12/01/2021 SERV-CHG 120122 MERCH FEE - 27 3,001.55CR CLEARED G 12/02/2021  
1010 12/01/2021 SERV-CHG 120221 MERCH FEE - 29 35.60CR CLEARED G 12/02/2021  
1010 12/10/2021 SERV-CHG 121021 BANK STAMP BUSI FEE 67.34CR CLEARED G 12/17/2021  
1010 12/15/2021 SERV-CHG 121521 ANALYSIS FEE 346.70CR CLEARED G 12/15/2021

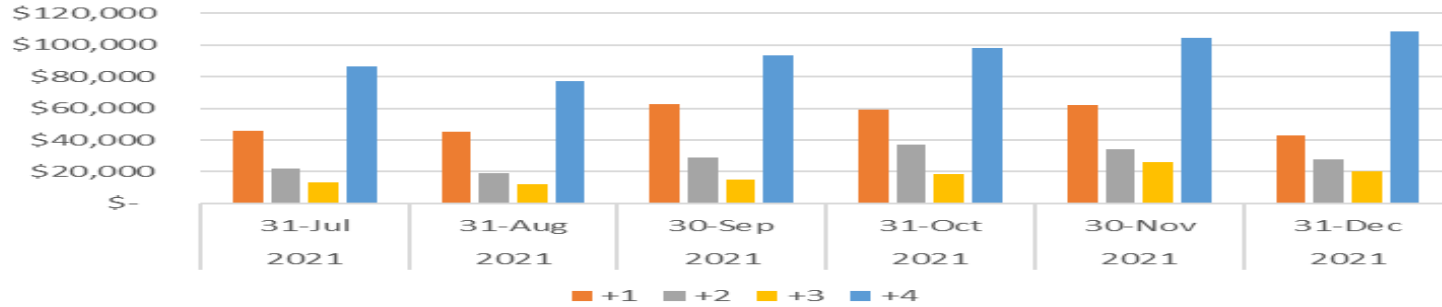
TOTALS FOR ACCOUNT 1010

CHECK TOTAL: 259,347.93CR  
DEPOSIT TOTAL: 381,748.56  
INTEREST TOTAL: 0.00  
MISCELLANEOUS TOTAL: 122,635.60CR  
SERVICE CHARGE TOTAL: 4,796.96CR  
EFT TOTAL: 22,530.63CR  
BANK-DRAFT TOTAL: 38,713.45CR

TOTALS FOR POOLED CASH FUND

CHECK TOTAL: 259,347.93CR  
DEPOSIT TOTAL: 381,748.56  
INTEREST TOTAL: 0.00  
MISCELLANEOUS TOTAL: 122,635.60CR  
SERVICE CHARGE TOTAL: 4,796.96CR  
EFT TOTAL: 22,530.63CR  
BANK-DRAFT TOTAL: 38,713.45CR

## AGING REPORT DECEMBER 31, 2021



<b>DECEMBER</b>	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	<b>TOTAL:</b>
Accounts	2	50	36	43	31	23	10	10	10	7	34	14	18	<b>288</b>
Amount	\$192	\$7,219	\$8,922	\$15,270	\$14,119	\$12,752	\$6,511	\$7,469	\$8,629	\$6,640	\$48,375	\$34,169	\$65,971	<b>\$236,239</b>
Difference	2	-24	-14	-28	-8	-6	-12	-3	-1	-3	-4	-2	3	-100
Previous Month	\$192	-\$3,575	-\$3,844	-\$9,364	-\$3,507	-\$3,223	-\$7,688	-\$2,281	-\$621	-\$2,929	-\$6,508	-\$6,011	\$11,293	-\$38,065

<b>NOVEMBER</b>	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	<b>TOTAL:</b>
Accounts	0	74	50	71	39	29	22	13	11	10	38	16	15	<b>388</b>
Amount	\$0	\$10,794	\$12,766	\$24,634	\$17,626	\$15,975	\$14,199	\$9,750	\$9,250	\$9,569	\$54,883	\$40,180	\$54,678	<b>\$274,304</b>
Difference	-1	39	11	18	1	-4	-1	1	0	2	0	1	1	68
Previous Month	-\$99	\$5,404	\$3,015	\$22,775	\$708	-\$2,321	-\$836	\$680	-\$7	\$1,988	\$2,328	\$3,483	\$4,976	\$42,094

<b>OCTOBER</b>	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	<b>TOTAL:</b>
Accounts	1	35	39	53	38	33	23	12	11	8	38	15	14	<b>320</b>
Amount	\$99	\$5,390	\$9,751	\$1,859	\$16,918	\$18,296	\$15,035	\$9,070	\$9,257	\$7,581	\$52,555	\$36,697	\$49,702	<b>\$232,210</b>
Difference	1	-20	-12	-1	-12	12	-1	-9	1	3	3	0	2	-33
Previous Month	\$99	\$5,367	\$9,724	\$1,839	\$16,906	\$18,302	\$15,033	\$9,062	\$9,251	\$7,581	\$52,552	\$36,696	\$49,698	-\$12,733

<b>SEPTEMBER</b>	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	<b>TOTAL:</b>
Accounts	0	55	51	54	50	21	24	21	10	5	35	15	12	<b>353</b>
Amount	\$0	\$8,038	\$12,935	\$19,126	\$22,067	\$11,597	\$15,192	\$15,628	\$8,382	\$4,675	\$47,704	\$37,777	\$41,822	<b>\$244,943</b>
Difference	0	23	27	20	12	-6	2	8	6	0	3	1	4	100
Previous Month	\$0	\$3,193	\$6,774	\$7,036	\$5,334	-\$3,164	\$813	\$5,981	\$4,954	-\$99	\$4,008	\$1,266	\$14,151	\$50,248

<b>AUGUST</b>	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	<b>TOTAL:</b>
Accounts	0	32	24	34	38	27	22	13	4	5	32	14	8	<b>253</b>
Amount	\$0	\$4,845	\$6,161	\$12,090	\$16,733	\$14,761	\$14,379	\$9,647	\$3,428	\$4,774	\$43,696	\$36,511	\$27,671	<b>\$194,695</b>
Difference	-1	-15	-16	-21	-4	-4	8	2	-5	1	-2	0	0	-57
Previous Month	-\$99	-\$2,425	-\$3,870	-\$6,930	-\$2,120	-\$2,037	\$5,407	\$1,467	-\$4,181	\$951	-\$1,732	\$1,099	\$427	-\$14,042

<b>JULY</b>	Less than \$100	\$101-\$199	\$200-\$299	\$300-\$399	\$400-\$499	\$500-\$599	\$600-\$699	\$700-\$799	\$800-\$899	\$900-\$999	\$1000-\$1999	\$2000-\$2999	\$3000 +	<b>TOTAL:</b>
Accounts	1	47	40	55	42	31	14	11	9	4	34	14	8	<b>310</b>
Amount	\$99	\$7,270	\$10,031	\$19,019	\$18,853	\$16,797	\$8,972	\$8,181	\$7,609	\$3,823	\$45,428	\$35,412	\$27,244	<b>\$208,738</b>
Difference	-6	14	-2	5	7	4	4	5	4	-4	10	0	1	42
Previous Month	-\$566	\$2,476	-\$679	\$1,763	\$3,257	\$2,233	\$2,578	\$3,655	\$3,483	-\$3,956	\$12,413	\$1,300	\$3,583	\$31,540



# MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 01/14/2022

RE: Senior Account Representative's Monthly Report

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## **Monthly Billing 12/30/2021**

Mailed statements: 2,083

Electronic statements: 605

The statement "SPECIAL MESSAGE

This month CSD is happy to announce the distribution of our MainLine newsletter. Every month, we will give you a concise report of CSD's important news and events and how they affect your water and wastewater systems. We invite you to learn about how we are working hard to meet our commitment to the community as illustrated in our mission and vision statements.

## **Delinquent Billing 12/20/2021**

Delinquent statements for November bills: 623

## **Courtesy Notification**

No Courtesy notices delivered due to COVID-19.

No Electronic notices due to COVID-19.

## **Phone Notification**

No Phone notifications due to COVID-19.

## **Lock Offs**

No Lock Offs due to COVID-19.



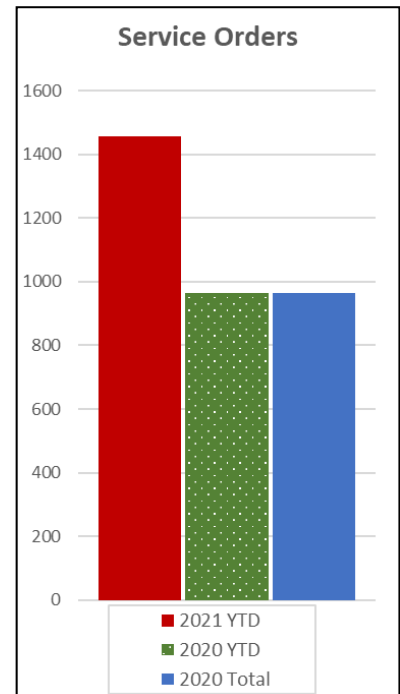
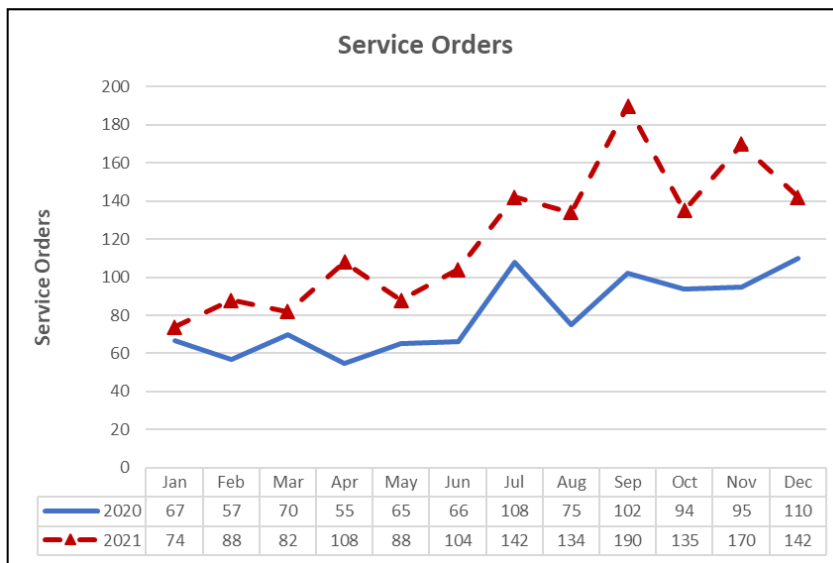
# Hidden Valley Lake Community Services District

## Field Operations Report

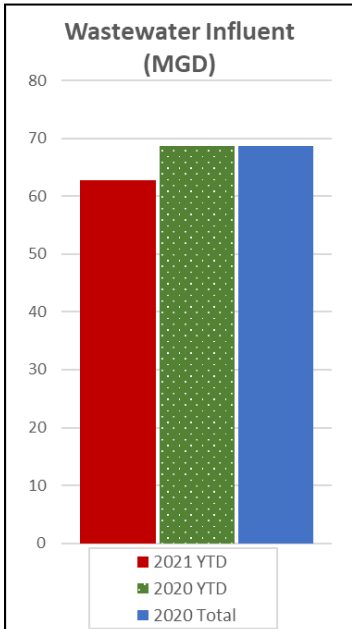
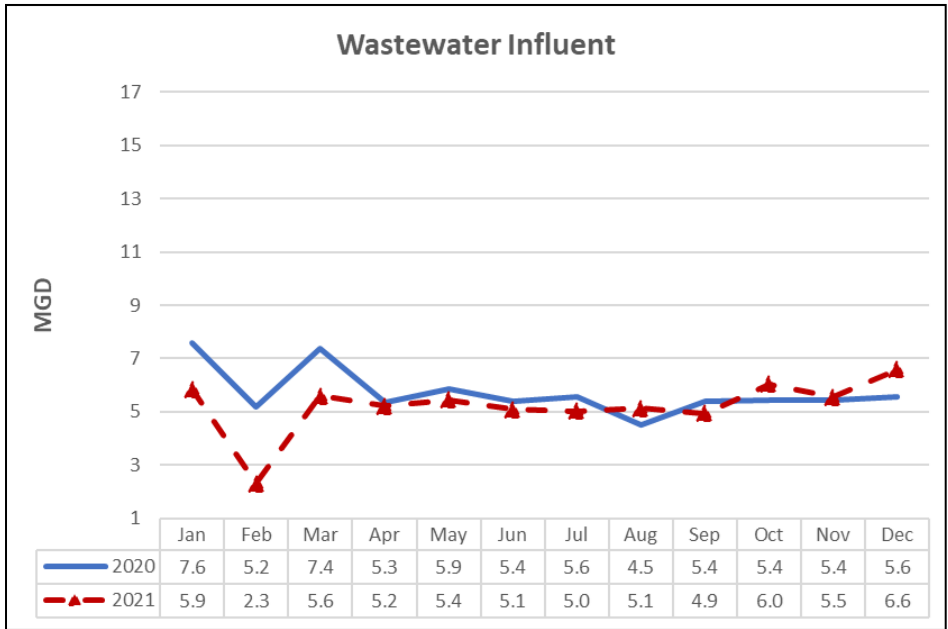
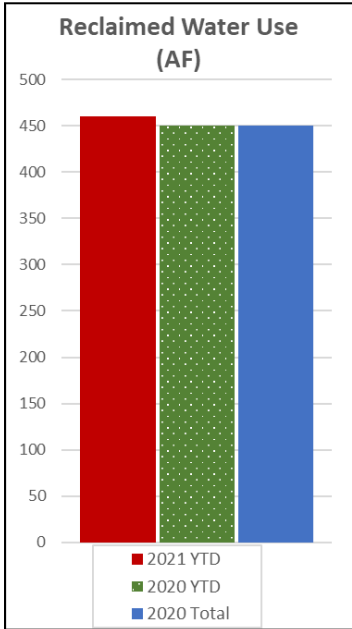
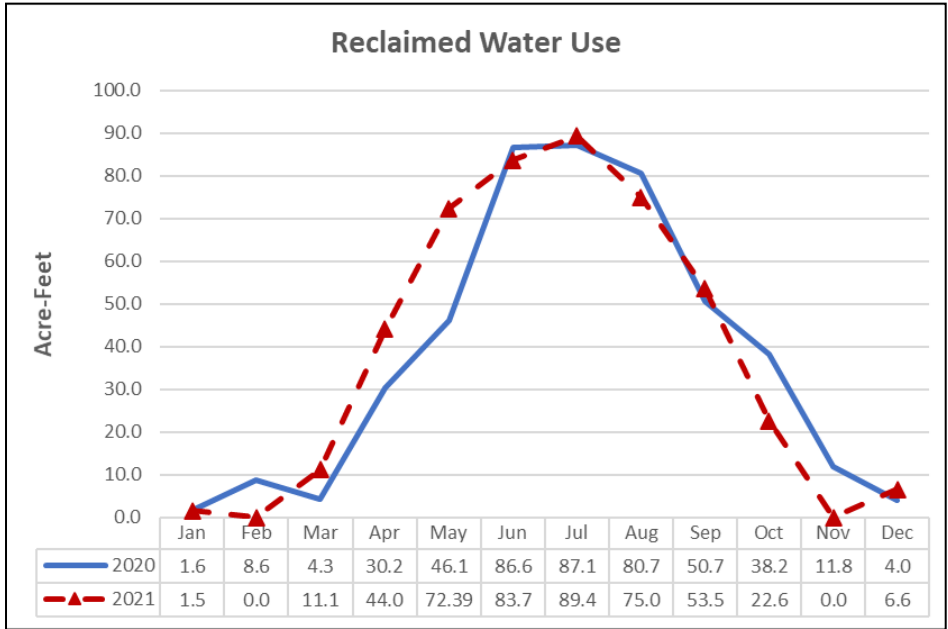
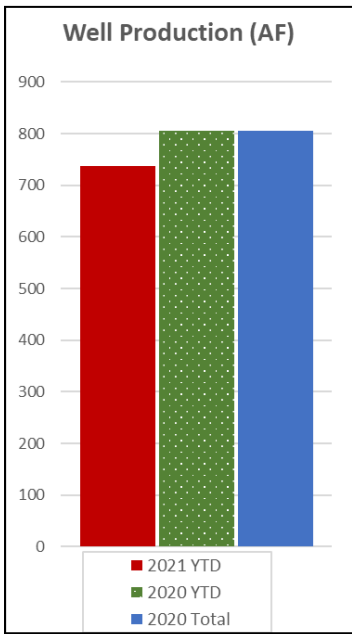
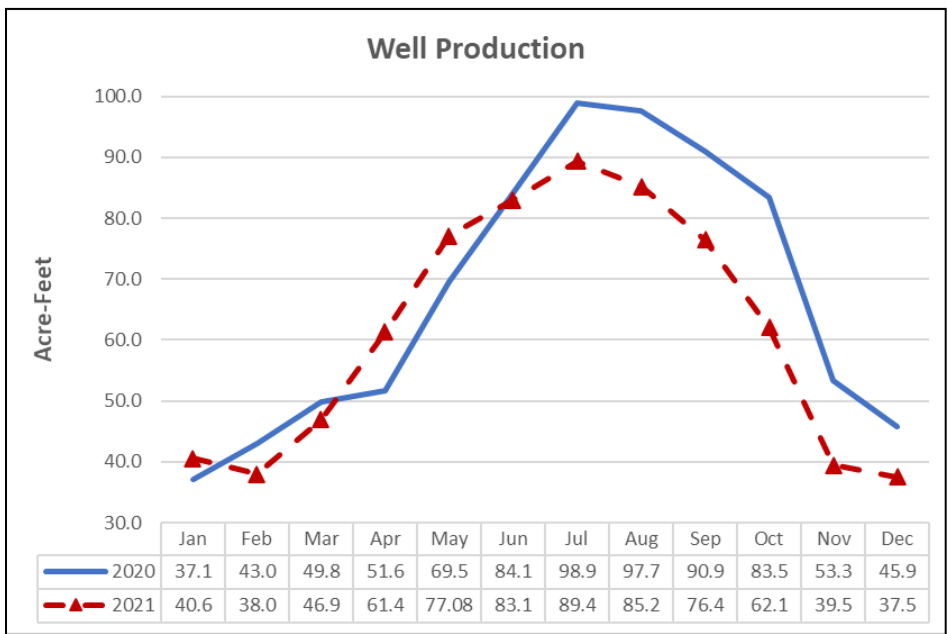
December 2021

Water Connections		Wastewater Connections	
New (current month)	1	New (current month)	1
Residential (previous month)	2463	Residential (previous month)	1469
Commercial & Govt (previous month)	34	Commercial & Govt (previous month)	15
<b>Total Water Connections:</b>	<b>2498</b>	<b>Total Wastewater Connections:</b>	<b>1485</b>

Precipitation		
December	Previous Year December	Historical
7.31 in	3.30 in	9.60 in

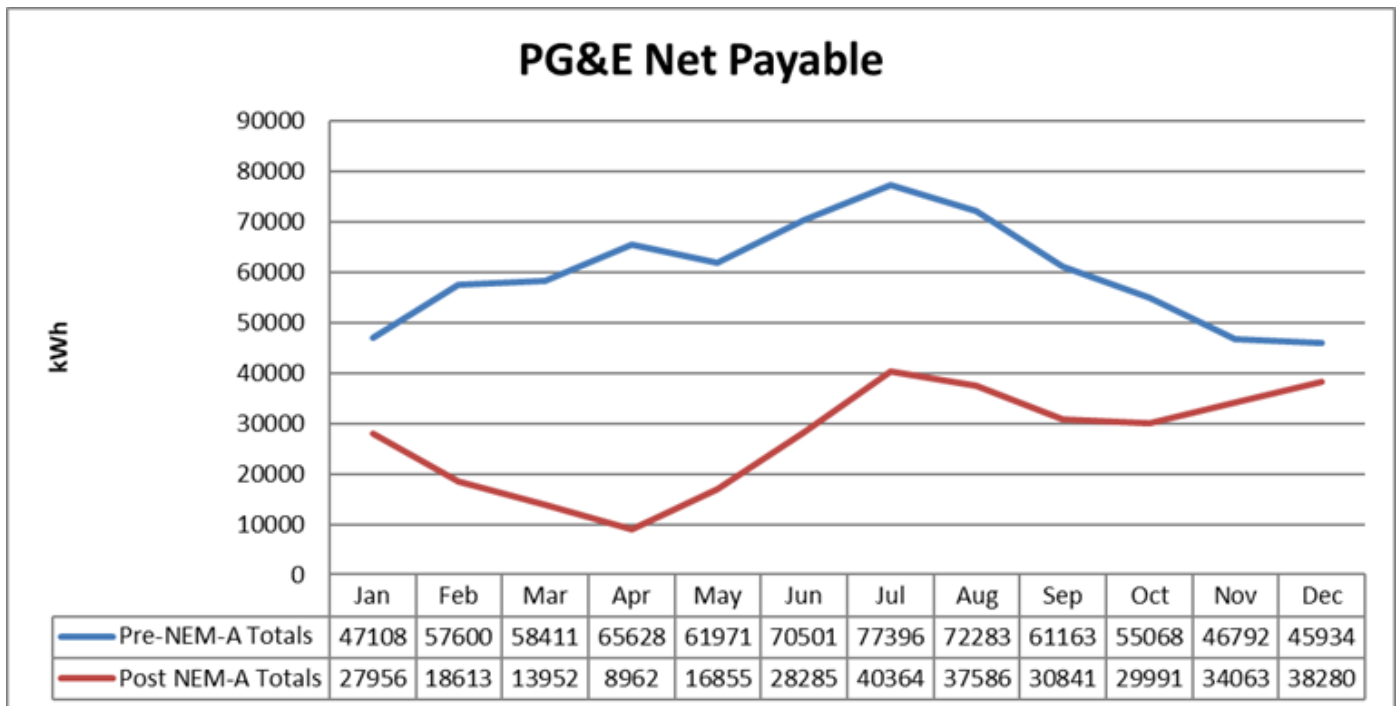


Hours		
<b>Overtime Hours:</b>	35.50	\$1,214.88



Vehicle Mileage	
Vehicle	Mileage
Truck 1	0
Truck 2	1,134
Truck 3	2,113
Truck 4	305
Truck 6	1,104
Truck 7	541
Truck 8	1,417
Truck 9	407
Tractor	3.30 hours
Dump Truck	59
Vac Truck	118.80
Excavator	7.60 hours

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	437.60	669.30
Fuel Log	436.50	667.50



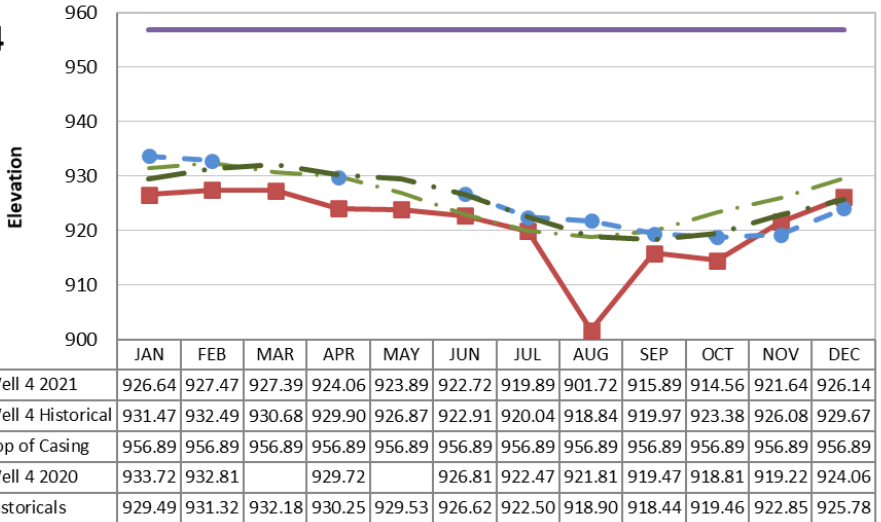
# Groundwater Data

**Drawdown**

**Recharge Rate**

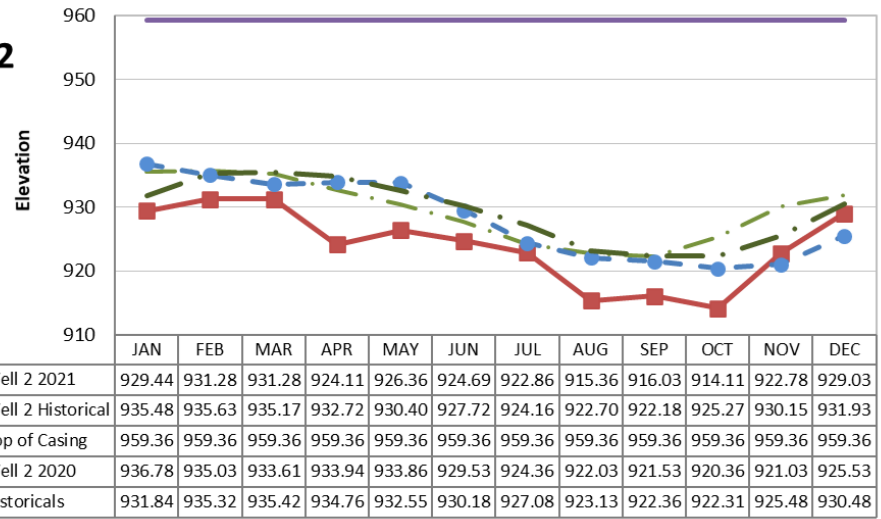
104%

**Well 4**



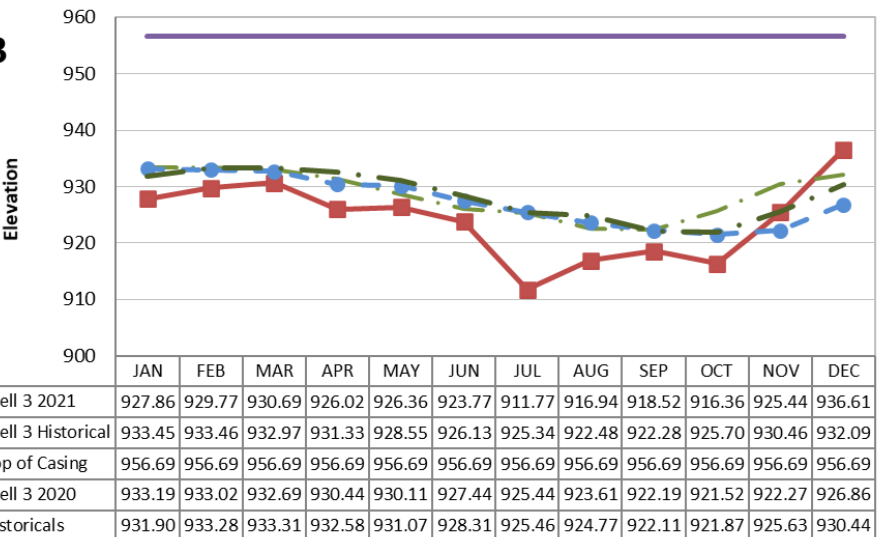
102%

**Well 2**



143%

**Well 3**



## Water System Highlights

- 12/1 Confined space training
- 12/1 Repaired leak on Stonegate
- 12/15 Dig up and saddle repair on Marine View
- 12/16 Repaired service line on Moonridge and Mountain Meadow North
- AMI project meter replacements
- Meter reads 12/22, 12/27 —29
- Routine maintenance and operations

## Wastewater System Highlights

- 12/1 Confined space training
- 12/6-7 Exposed paved-over manhole on Mountain Meadow South; replaced with air-tight lid
- 12/9 801 pump repair and rebuild
- 12/14 Miksis repairs on Deer Hill lateral (see photos)
- 12/20 Re-installed flow monitor on North Shore Rd
- Regularly checking sludge beds due to heavy rains
  - Lift Station 1 hours increased by an average of 59% during this rainy season
- Meter reads 12/22, 12/27 —29
- Routine maintenance and operations

## Water Resources Specialist Highlights

- I/I analysis
- Coordinated Miksis repairs on Deer Hill lateral
- Digitizing documents and As-Builts
- Located paved-over manholes: 5
- Emergency Response Plan edits and SOPs
- Database maintenance, reports, and SOP development
- GIS database edits and maintenance

## Association of California Water Agencies (ACWA) Highlights

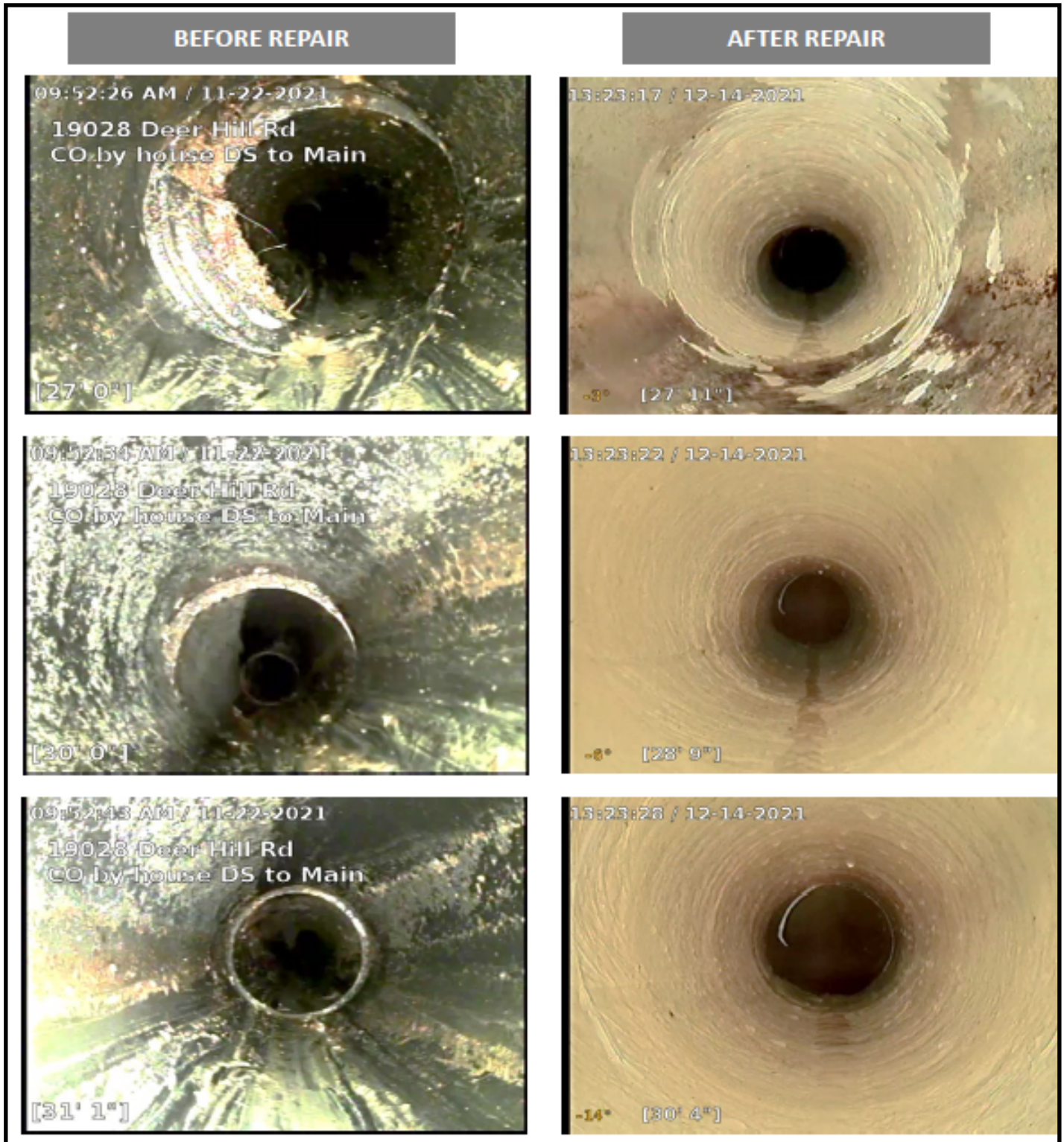
**2022-2023** The District has been appointed to:

- State Legislative Committee
- Water Management Committee
- Water Quality Committee

**AB 1434:** *Oppose unless amended*—Urban Water Use Objectives: indoor residential water use.

- DWR conducted a qualitative study to develop a standard for indoor residential water use.
- Existing law:
  - 55 gallons per capita daily (GPCD) until January 1, 2025
  - 52.5 GPCD beginning January 1, 2025
  - 50 GPCD beginning January 1, 2030
- Bill revisions:
  - 48 GPCD from January 1, 2023 to January 1, 2025
  - 44 GPCD beginning January 1, 2025
  - 40 GPCD beginning January 1, 2030
- Arguments in opposition:
  - DWR failed to provide a quantitative study and admitted that not enough resources were available.
  - Indoor water use is reserved for the purpose of health, sanitation and consumption and Californians are already significantly reducing water use on the aggregate.
  - Reductions in wastewater flow will negatively impact water reclamation facilities (HVLCS D's sales to the golf course) and may require retrofitting for larger agencies.

Wastewater I/I: Deer Hill Rd, Miksis report of  
before and after repair





Disaster Reimbursements (Federal & State)						
Year of event	Disaster	Project	Description	Completion	Reimbursed?	Reimbursements
2017	4301	LHHVA01	Pump&Dump	100%	100%	\$ 214,133.04
2017	4301	LKHVB01	Repair&Labor	100%	100%	\$ 16,748.90
2017	4308	LKHVA81	Pump&Dump	100%	100%	\$ 390,533.63
2017	4308	LKHVB81	Repair&Labor	100%	100%	\$ 5,317.17
2017	4308	LKHVF83	Repair&Labor	100%	100%	\$ 652,310.53
2019	4434	100063	Pump&Dump	100%	100%	\$ 916,723.31
2019	4434	100118	Repair	100%	100%	\$ 13,101.71
2019	4434	100126	Repair&Labor	100%	100%	\$ 39,032.81
2019	4434	101502	Repair&Labor	100%	100%	\$ 33,321.19
2019	4434	100138	Repair: Chip seal the WWTP Access Road	100%	90%	\$ 110,730.00
2020	4482 COVID-19	138890	Materials: Purchased for disinfection, and infection prevention methods	100%	0%	\$ 11,095.33
2020	4558 LNU Complex Fire	Cat B <b>100% (FEMA)</b>	Emergency protective measures -FireBreak	100%	100%	\$ 36,245.32
2020	4558 LNU Complex Fire	Cat B <b>75% (FEMA)</b> 18.75% (CalOES)	Emergency protective measures -Chipping & Spreading	100%	96%	\$ 143,437.00
2020	4558 LNU Complex Fire	Cat B <b>100% (FEMA)</b>	Continuity of Operations - Generators - Smoke Soot and Ash	100%	100%	\$ 20,747.18
2020	4558 LNU Complex Fire	Cat B <b>75% (FEMA)</b> 18.75% (CalOES)	Continuity of Operations - Generators - Smoke Soot and Ash	100%	94%	\$ 44,690.95

Totals:	\$ 2,648,168.07
Actual:	\$ 2,648,168.07

#### Access Road

7/2 Requested update of closeout status of this project. Response: "The other projects are still being worked on by Cal OES Recovery Closeout team."

#### COVID19

8/18 Met with CalOES. Original application amount must remain, and work descriptions need updating.  
8/25 Submitted updated narrative, work descriptions and pictures to original project amount of \$11,095.33.  
9/15 Meeting with FEMA&CalOES  
10/28 Responded to RFI  
12/7 Forms 89 and 204 requested  
12/8 Notice of Obligation & Payment  
12/21 Deposited \$11,095.33

#### Debris Removal & Generators

9/3 Deposited \$236,187.45 (\$112,500 + \$20,747.18 + \$36,245.32 + \$30,937 + \$35,757.95)

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP: Writing the Plan	100%	95%	\$ 74,404.00
4382	112	Unit 9 Tank: Replacing this tank	0%	0%	\$ 1,300,000.00
4407/4431	57	Generators: Installing at Booster Stations	0%	0%	\$ 748,048.00
4558	398	Defensive Space, Ignition Resistant Construction (DSIRC)	0%	0%	\$ 1,400,000.00
4558	428	Water Mains Planning	0%	0%	\$ 500,000.00

Totals:	\$ 4,022,452.00
Actual:	\$ 74,404.00

#### LHMP

7/2 Inquired on the status of this project. Response: "This project is in FEMA closeout and with FEMA, so soon as we hear back – which can take a little time – we will let you know. In the meantime I will keep this on my radar."

#### Unit 9 Tank

5/12 Lake County grant manager is checking in on CEQA activities for this project, as there is an 18 month deadline to complete CEQA  
5/24 New CalOES contact was able to reach FEMA EHP, and provides this comment "Was informed that it may be some time this October for EHP to finish with what they are reviewing. Will keep you updated. "

9/2 Latest update from CalOES. "[project is in]EHP review...Don't forget - no work to be done if it is part of the post[award activities]."

10/12 On-site Cultural Site Survey conducted.

#### Generators

7/27 Responded to final edits requests for Generator re-submittal

8/12 Planning Partners (environmental consultant) completed edits to the environmental checklist of the subapplication

8/24 Submitted updated environmental checklist to CalOES.

10/6 Confirmed Authorized Agent info.

11/2 Responded to RFI

#### Defensive Space, Ignition Resistant Construction (DSIRC)

6/3 Discussed project with Tribal leader

7/27 On-site project walk-thru with tribal leader

10/6 Confirmed Authorized Agent info.

11/3 Responded to RFI

12/1 Notification of FEMA submission

#### Water Mains Planning

5/21 Submitted RFI response

9/27 Submitted RFI response

10/6 Confirmed Authorized Agent info

November - Estimated FEMA submission date

12/1 Notification of FEMA submission

State Funded projects (Prop 1, Prop 68)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	206	I & I	75%	59%	\$ 375,000.00
DWR/IRWM	205	Unit 9 Tank	10%	0%	\$ 250,000.00
DWSRF	AMI	AMI	10%	0%	\$ 1,600,000.00
<b>Totals:</b>					\$ 2,225,000.00
<b>Actuals:</b>					\$ 222,375.00

I&I, Unit 9 Tank

9/2 **I & I:** Submitted second quarterly reimbursement request for \$198,659.47

10/6 **I & I:** Submitted Basis of Design documentation per grant mgr request.

10/7 **I & I:** Received estimated reimbursement date of mid-November

10/12 **I & I:** Replaced 2 manhole lids

10/18 **I & I:** Replaced 1 manhole lid

10/22 **I & I:** Camera-ed C10 to C11 with SeeSnake

10/28 **I & I:** Camera-ed C11 to C10 with VacTruck

11/1 **I & I:** Sent SeeSnake to manufacturer for repair

11/5 **I & I:** Submitted videos to Coastland for review and proposal

11/9 **I & I:** Submitted quarterly progress report

12/2 **I & I:** Authorized Coastland to review videos and return recommendations.

12/9 **I & I:** Discovered missing manhole. Uncovered and replaced lid.

12/20 **I & I:** Received reimbursement of \$198,659.47

1/14 **I & I:** Agendized Coastland proposal of North Shore CT easement repair/replacement for \$17,113

7/27 **Unit 9 Tank:** The CEQA placeholder status for this project will expire on 9/2022.

8/27 **Unit 9 Tank:** Meeting with Coastland & WRA (environmental consultants), Lake County Community Development Dept(Planning) representative Tracy Cline was unable to attend. Discussed differences in CEQA requirements.

9/22 **Unit 9 Tank:** WRA submitted RFI to LC CDD, Tracy Cline

11/1 **Unit 9 Tank:** Responded to DWR RFI

12/1 **Unit 9 Tank:** Submitted quarterly progress report

12/13 **Unit 9 Tank:** Received notification of LC CDD representative's departure on 12/15

12/15 **Unit 9 Tank:** Recieved Notice of Exemption (NOE) from planning committee

12/16 **Unit 9 Tank:** Received notification of Grading and Building permit requirements.

1/14 **Unit 9 Tank:** Agendized Coastland proposal of Final Design and bid documentation for \$115,852

1/20 **Unit 9 Tank:** Completion of 35-day public comment period.

### AWIA of 2018

7/1 Certified with EPA that RRA is complete  
11/8 ERP Workshop  
12/15 Office hours  
12/22 Team review of completed ERP  
12/30 Submitted ERP to EPA (See attached)

### AMI

11/15 CivicSpark Fellow Thomas scheduled start date.  
11/15 600 Radios delivered  
12/8 Began training Lisa S on AMI data management  
12/15 244 Meters have been added to BeaconAMA since 11/15 for a total of 422  
12/21 On-site meeting with Badger. New IR Tool delivered, and utilized  
1/5 Order for 600 meters, radios & stakes placed (96 LTE MS). Endpoint delivery date 4/2022.  
1/11 Book 7 (151 meters) replacement has begun. Troubleshooting missed reads.

### FLASHES

11/18 Conducted FLASHES Town Hall  
11/19 Submitted Multi-Benefit Water-Energy Resilience Project (FLASHES) to DWR Drought Relief funding program  
12/7 Fostering support from CBIA, PIF, AGC  
1/7 Discussing FLASHES expansion to Middletown water.  
1/10 Researching USDA funding opportunities  
1/13 DR4482 HMGP NOI submitted  
1/14 MIP Comment letter submitted to CPUC

### Drought & COVID Relief Funding

9/27 Submitted \$8M Emergency Intertie project to DWR Small Community Drought Relief Funding program  
10/6 Submitted \$22M Water Main Replacment project to DWR Small Community Drought Relief Funding program  
10/15 Submitted Covid Relief Funding application for \$56K  
10/29 Notification of DWR Multibenefit Drought Relief Funding  
11/1 Response from Drought Relief Funding Engineer, Alena. Emergency Intertie application is the 28th application, and the Water Main Replacement application is the 43rd. Alena is currently on the 21st application, and expects to complete 15 applications in the month of November.  
12/9 Drought Task Force mtg - Spring Valley, CLO to receive Drought Relief Funding for a new well  
12/9 M A T H - Meeting to discuss the effects of drought in the M'town area, and the status of the cannabis industry.  
12/16 Received notification of Covid Relief Funding allocation of \$116,992 (See attached)  
1/4 Received clarification request for application terms.  
1/11 Research USDA funding opportunities  
1/14 Agendized the allocation plan of Covid Relief funding.

### SCADA

11/10 Meeting to review condition assessment data, and discuss recommendation. Summary of deficiencies illustrated with color-coded scoring system  
12/10 Meeting to discuss ANSI/ISA 18.2 life cycle and SCADA alarm strategy

### Other activities

11/3 Meeting with homeowners regarding localized flooding, and mitigation  
11/15 Meeting to discuss GSA with water rights attorney Peter Kiel  
12/27 Reached consensus with HVLA that a cooperative effort for Parks&Rec project is not viable at this time.  
12/29 Meeting with attorney to discuss Ordinance 59.1

Potential projects (LHMP)					
Priority	Funding Agency	Project	Description	Costs	Notes
1	HMGP (FEMA)	SCADA	Technology refresh	\$ 1,000,000	Initial Feasibility discussions underway, Joined Demand Response program to qualify for rebates
1	HMGP (FEMA)	Tanks	Replace wooden tanks	\$ 5,400,000	Subapplication submitted for one tank only, 4558 - NOI
1	HMPG (FEMA)	I & I	Pipe-bursting	\$ 1,000,000	Grant funds awarded for first pipe-bursting
1		RRP, ERP	Requirement of AWIA of 2018	\$ 200,000	Due 3/21, Possible 4482-NOI opportunity
1	HMGP (FEMA)	Water	Correlators, AirVacs, Lines, Meters	\$ 5,500,000	ESCOs can support energy savings projects
2		WMP	Water Master Plan	\$ 100,000	This is 20 years old. Is a reference document for grant applications
2	HMGP (FEMA)	WWTP	EQ Basin, Sludge Beds	\$ 6,000,000	Every flooding disaster in the last 4 years has damaged a portion of the WWTP. Possible developed contributions.
2		SWP	Stormwater Master Plan	\$ 200,000	This is 20 years old. Opportunity for regional benefits.
2		Stormwater	Implement Stormwater Master Plan Improvements	\$ 10,000,000	Phase 1 - Culverts in the Flood detention basin, previous NOI accepted for this activity
2	HMGP (FEMA)	Well	Drill a new well	4000000	Water Resilience, Contamination Mitigation, possible developer assistance
2	FMAG (FEMA)	Fuels Mitigation	Defensible Space, Concrete detention basin, masonry buildings	\$ 400,000	Possible 4558-NOI opportunity
2	FMAG (FEMA)	Hydrants	Improvements	\$ 4,100,000	Previous NOI accepted for this activity
2	PDM (FEMA)	GIS	Fully develop database, O&M	\$ 400,000	Management, maintenance, and communications tool
3		PAP	Public Awareness Program	\$ 200,000	Disaster preparedness, response and recovery
3	HMGP (FEMA)	CL2 valve	Automatic shut-off valve	\$ 50,000	Operator Safety, RMP improvement list
3	HMGP (FEMA)	CL2 Analyzers	Chlorination Basin improvements	\$ 100,000	Flow-based treatment process will streamline WWTP
3	HMGP (FEMA)	Earthquake	Retrofits	\$ 5,000,000	
3		Levee	Certification	TDB	Opportunity for regional benefits, flood insurance
3		Dam	Inundation Mitigation	TDB	Infrastructure improvements

## **Alyssa Gordon**

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**From:** scs@epacdx.net  
**Sent:** Thursday, December 30, 2021 9:52 AM  
**To:** Alyssa Gordon  
**Subject:** Emergency response plan certification receipt

EPA acknowledges on 12/30/2021 receipt of HIDDEN VALLEY LAKE CSD emergency response plan certification for PWSID CA1710015 with population 7250.

If you have any questions, please email us at [dwresilience@epa.gov](mailto:dwresilience@epa.gov) Thank you.



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**MEMO**

To: Board of Directors  
From: Dennis White  
Date: January 18, 2022  
RE: General Manager's Report

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Below is an overview of District operational activities.

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

- Unfortunately, two of our employees tested positive for COVID this past month. All staff are tested following a positive case, as well as 5-7 days later. While the two recovered at home, the District's existing staff maintained operations, and no further infections occurred.
- The CDPH has ordered masks be worn indoors. The current timeline for this requirement ends on 2/15/2022. We are complying with this mandate, as well as safe distancing whenever possible. We will see if this order gets extended.
- OSHA guidelines continue to be followed in daily routines. We have made tests available to employees to self-test at any time. Time taken to receive a vaccine is also considered paid time off.
- As of the date of posting, Lake County has averaged 55 cases per 100,000 over the last 7 days. This is below Napa, Sonoma, and Los Angeles counties, at 159, 174, and 314 respectively. Lake County public health reports that 60% of the population is fully vaccinated, 8% partially vaccinated, and 32% unvaccinated.
- As you will see later in tonight's agenda, we will be discussing the potential adoption of Resolution 2022-01, and a series of additional resolutions in support of AB361. This will make it easier to hold virtual meetings in an effort to help keep directors and staff safe during this recent outbreak.

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

**Finance**

OPEB update – Given that pre-funding this liability appears to be the desired course of action, further research is being done on finding the best pre-payment plan. Over a 10 year horizon, if one were to consider pre-funding OPEB from a savings account, currently LAIF interest rate is less than one percent. The prospective of holding OPEB funds in a trust offers a higher rate of return. A second pre-funding agency, PARS gave a presentation to staff and the Finance Committee this last month. Staff will provide a comparison of the two plans next month. Once the agency is chosen, we look forward to re-addressing the policy discussion of last October related to retirement benefits.



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Moratorium Update – Since our meter moratorium was lifted, we have seen more drought related compliance orders imposed on junior water rights holders. Staff's efforts to reclassify our wells as percolating groundwater continues to prove to be quite valuable. In fact, Trish is pleased to inform us that our annual loan payment to CIEDB (water infrastructure loan) was partially covered by new water permits. It has been years since we have been able to do this. It looks like growth is coming back to Hidden Valley Lake.

COVID shut-off moratorium – The moratorium on water shut-offs due to the effects of COVID expired on 12/31/21. Staff has been tirelessly issuing reminders and notices of this pending expiration. Any customer in arrears receives a delinquent bill. For several months now, the language in this bill has highlighted the pending deadline for water shut-offs and encouraged customers to bring their bill current. Customers in arrears have also received direct mailings, listing the specific amount owed for that household. The language in these direct mailings has progressively changed as this moratorium deadline loomed closer. The process of notifying landlords of delinquencies was brought back. Courtesy lien notices are sent to those customers that have reached a certain threshold. In the last two months, 21 liens were issued, and 2 released. Now, in the wake of this deadline, we have once again favored leniency as our customers become accustomed to the return of the water shut-offs process. On the advice of our attorney, we sent another letter to 320 customers, advising them of the payment arrangement opportunity available to them. We are pleased to report that we have made 19 payment arrangements totaling \$13,687. Field staff will be placing courtesy notices on doorknobs on Feb 1. We are also planning to re-instate the courtesy phone call (aka robo-call) on Feb 8, as the last reminder before shut-offs. We have scheduled our first shut-off event for February 10.

Budget Update – We are half-way through our budget year and am pleased to report that we are exceeding our revenue forecasts for both water and sewer use fees. Water Enterprise Revenue is 61% of budget, and Sewer Enterprise Revenue is at 66% of budget. We are also under budget in sewer expenses at 48%. Water expenses are slightly higher at 53% budget.

### **Drought.**

The Drought Task Force is continuing to meet, but less frequently. The County of Lake has also established a similar committee, currently consisting of Lake County departmental managers.

Our recharge rate for our production wells, continues to be over 100%.

### **Insurance**

Back in June of last year we began the discussion of earthquake insurance. Upon researching this particular topic, staff began to peel back the layers of needs and opportunities for updates with SDRMA. It appears that our current property insurance





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had not received an appraisal for quite some time. Earthquake insurance was quoted last June at ~\$49k/year for property that hadn't been appraised since the 1990's and did not include mainlines. This prompted the District to commission an appraisal of all insured property (\$13.5M at the last appraisal), but to also include our 31 miles of mainlines. We await the findings from this appraisal, of which there will be two values of interest. The first number we expect will be a total insured value of District property that will be an updated number since the last appraisal but will also include insured value of our mainlines. The other anticipated number is the specific cost to include earthquake insurance, that will now include the additional property of our mainlines.

### **Staffing**

The only thing that appears to be a constant in this world of competing COVID safety guidelines handed down from CDC, CalOSHA and CDPH, is change. Thank you Penny for your gallant effort to make sense of this for our employees and directors. It is a heavy responsibility but falls in line with our commitment to health and safety not only to our ratepayers, but to us as well!

I also wanted to announce that we have another T2 on-staff. T2 stands for the second level of Water Treatment certification. This is the level required to operate the water treatment process here at CSD. Please join me in congratulating Jessika on passing this exam!

Also, we now have 4 of the field staff in possession of their Class A license. This is a wonderful relief to Barry, who had been the only one for several weeks. Our technical expertise is growing, and now most can operate our heavy equipment.

### **Major Projects**

- Mainlines
  - We continue to research exciting new methods of mainline repair/replacement. Following the Holidays and vacation schedules, we expect to be meeting with representatives from NU Flow soon to learn more about their unique trenchless piping solution.
- Tank 9
  - As you will see later in this agenda, staff plans to make the next logical step in the pursuit of an improvement to water storage in the Unit 9 pressure zone. In the years since the preliminary design, there are plenty of updates to make as we move closer to a final design. We hope to reach a final design which will include location change, new costing, and the benefit of geotechnical research by late Spring. This will make this project fully "shovel ready" and poised to be sent out to bid.
- I & I
  - As you will see later in this agenda, staff is looking to take advantage of our outstanding balance of grant funds for this project. Having been



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reimbursed for the Meadowview easement replaced this year for the work that was done last year, we are now in a position to make positive impacts to our infrastructure with repairs that involve a moderate level of construction. The next easement on deck to be repaired/replaced is at North Shore Ct, and extends 850 feet.

- Staff is also looking into the next phase of repair which is likely to focus on manhole rehabilitation and smoke testing of individual laterals.
- **AMI**
  - Another order of meters, radios and stakes were place this month. Estimated delivery date is April, 2022.
  - Field staff continue to work through the installation of remaining meters in-house. They are currently at Book 7. There are currently 509 meters installed.
  - The Admin project team of Thomas and Lisa continue to update the database as the operators add more meters in the field. Dan from Badger is supporting the effort to troubleshoot legacy meters.
  - The plan to conduct a Town Hall is being formulated. The tentative date will be Thursday, March 3. The current thought is to keep this meeting virtual, where attendees can watch on-line. Thomas and Lisa are vetting the customer portal that Thomas will showcase at the Town Hall. We look forward to launching this public outreach effort to help our customers help themselves.
- **Resilience - FLASHES**
  - The Notice of Intent (NOI) was filed for the Hazard Mitigation Grant program (HMGP) on 1/13/22. This is the first step towards applying for funding through this program. Next, we will wait to see if we are invited to submit an application based on the summary provided in the NOI.
  - In a recent conversation with Trane, we were encouraged to learn that the CMEP program which grants \$3M to projects that support PGE's vision of Community Microgrid Enablement, is pretty much "baked in" to the project construct.
  - Trane is moving back to an individual approach rather than regional, now that the Build Back Better program did not select our proposal. This means that feasibility studies, engineering designs, straight line diagrams and cost models must be able to stand on their own, when attempting to reach the 12% Internal Rate of Return (IRR).
  - After a number of stakeholder workshops, PGE has submitted the details of their Microgrid Incentive Program (MIP) to the California Public Utilities Commission (CPUC) for comment. This program will offer \$15M to eligible energy projects. On the surface, the implementation plan is extremely disappointing as it appears to impose restrictions on applicants who are in the most need for these funds. Having a vested interest in making this program the most fair apportionment of available funds, Thomas, with guidance has developed a comment letter for the CPUC regarding this program. Of the six issues discussed, the letter will include



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a suggestion that “it is inappropriate for program administrators to attempt to make policy through implementation rules.”

- COVID Relief Funding (CRF)
  - As you will see later in this agenda, the allocation plan for this relief funding will be explained in more detail. Despite have asked for \$56k in COVID relief funds through the Independent Special Districts allocation, the Department of Finance (DOF) has decided to allocate twice that amount. We have confirmed this amount was indeed what the DOF had in mind for us, and also received a more detailed explanation of how this specific amount was determined.

### **Summary**

At this point in the fiscal year, I have taken some time to sit back and reflect. Hopefully you will agree with my assessment that despite the setbacks presented to us with COVID, we are prevailing. Personal safety has become a minefield of warnings and mandates and operational changes, yet staff remain on point. We are processing bills, repairing leaks, moving projects forward, and keeping up with our regulatory compliance standards. This is a great team. Financially, the COVID relief effort to prohibit shut-offs was a blow to our bottom line. The ever-growing arrearages in accounts receivable, and the administrative burden to continually encourage our ratepayers to stay, or get current, well, who could anticipate this? Nonetheless, staff marches on stoically, doing what they can in this new restrictive environment. With a clean audit, and recorded growth figures in water permits, is it possible to believe there is a glimmer of hope at a brighter, more robust future? I am proud to be your General Manager, to be part of this team, and to have the support and guidance of our very dedicated Directors. I'd like to think that we are going to make this District stronger by what we have learned. We can and will continue to prove that we have not lost sight of our vision of being an innovative and a recognized leader in our industry. Lets look forward together to bringing our infrastructure back to a higher standard. Thank you.

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

**DATE:** January 18, 2022

**AGENDA ITEM:** Discussion of I & I project progress

---

**RECOMMENDATIONS:** Discussion of I & I project progress

**FINANCIAL IMPACT:** \$17,113

**FUND/ACCT:** 120-5-70-7201

**BACKGROUND:**

The I & I project consists of construction activities designed to reduce inflow and infiltration in the District's sewer lines. A multi-year project that began in earnest in 2017, the District has continually committed to this capital improvement expenditure at \$100,000 per year.

In 2020, the District was awarded \$375,000 in DWR/IRWM grant funding to assist in this I & I mitigation. Coastland Civil Engineering had developed design and cost documentation, as well as bid support for the Meadowview sewer easement in 2020, which led to an award of contract to replace this easement. That project phase has since been reimbursed at \$221,000.

The next easement in need of repair is the North Shore Ct easement. Coastland Civil Engineering has provided a proposal to develop design, cost and bid support for this phase of I & I construction.<sup>1</sup> The cost of this work, \$17,113 would be eligible for reimbursement from the DWR/IRWM grant program, as will the construction costs. The District plans to move forward with this proposal.

In an effort to remain transparent to our ratepayers and our directors, the District has presented this summary and the Coastland proposal.

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<sup>1</sup> Coastland Proposal



# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

January 12, 2022

Ms. Alyssa Gordon  
Project Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Via email: agordon@hvlcsd.org

Subject: **Proposal for Engineering Design Services for the  
North Shore Ct Sewer Rehabilitation Project**

Dear Alyssa,

In response to your request, I am pleased to provide you this letter proposal to assist Hidden Valley Lake Community Services District (District) with the development of bid documents for the rehabilitation of approximately 830 feet of sewer main between MH A15 in an easement on private property and MH A12 on North Shore Ct.

## **UNDERSTANDING**

Our understanding of the project is based on review of a CCTV inspection video of the sewer pipe and limited assessment of surface conditions using Google Earth. A field visit has not been conducted.

Coastland prepared a technical memorandum dated December 21, 2021, recommending rehabilitation of the sewer main using cured-in-place lining technology for some sections and remove and replace in other sections. The sewer main is in poor condition with many defects including a hole in the pipe, cracks, moderate and severe offset and separated joints, moderate to severe sags, root intrusion, and surface corrosion. These defects are significant sources of groundwater infiltration and indicate poor structural conditions that will continue to deteriorate over time if unaddressed. Some sections of the sewer in question has already been spot repaired in the past.

## **PROPOSED CONSTRUCTION METHODS**

The most cost-effective treatment for sewers, where feasible, is lining of the pipe. Cured-in-place pipe (CIPP) lining can provide the full structural strength of a new pipe and requires no excavation as it is installed from a manhole access point. CIPP-lining is a recommended treatment for general pipe wall corrosion and defects that do not obstruct the pipe wall.

**Santa Rosa**  
1400 Neotomas Avenue  
Santa Rosa, CA 95405  
Tel: 707.571.8005

**Auburn**  
11641 Blocker Drive, Ste. 170  
Auburn, CA 95603  
Tel: 530.888.9929

**Pleasant Hill**  
3478 Buskirk Avenue, Ste. 1000  
Pleasant Hill, CA 94523  
Tel: 925.233.5333

**Fairfield**  
324 Campus Lane, Ste. A  
Fairfield, CA 94534  
Tel: 707.702.1961

Where defects are obstructing the pipe or where severe sags are present, pipes generally must be removed and replaced by traditional open-cut methods.

Based on the December 21, 2021 technical memorandum we are recommending cured-in-place lining of pipe segments between MH A15 and MH A14 and MH A13-LS7. Full pipe replacement is recommended for pipe segments between MH A14 and MH A13. For the pipe segments between LS7 and MH A1, it's unclear from the CCTV inspection data near LS7 if there is a sag that needs repair or full replacement of the pipe segments will be required. The pipe segments between LS7 and MH A12 may be able to be rehabilitated with a point repair near LS7 followed by cured-in-place lining of the entire pipe segment or will require a full pipe replacement. The rehabilitation method for pipe segments between LS7 and MH A12 will be determined after a site visit.

This project may also include rehabilitation of manholes to reduce groundwater infiltration, or address any observed structural or maintenance defects, at the District's request.

## **SCOPE OF SERVICES**

The following Scope of Work is based on our understanding of the project details.

### **Task 1 – Meetings with District Representatives and Field Review**

Immediately after the Notice to Proceed is issued by the District, Coastland will schedule a kick-off meeting with District staff to ensure we are aware of all project goals and constraints, followed by a field review to observe ground conditions, existing improvements, access to construction areas, and easement boundaries. Obstructions to accessing work areas will be identified. Manholes will be inspected and measured for depth. Structural or O&M issues in the manholes will be noted and possibly included in the design, as desired by the District.

Also included in this task will be a design review meeting via phone conference following the draft submittal.

### **Task 2 – Environmental Clearance and Coordination with Utility Providers**

As the project is replacement of an existing sewer line, the project is categorically exempt under CEQA. Accordingly, we will prepare a Notice of Exemption in accordance with CEQA and provide this to the District for adoption and recordation with the County.

Because North Shore Ct. is outside of the County right-of-way, no encroachment permit will be needed for this project.

We will assemble all the available District information pertaining to the project including as-built drawings, utility information, easement data and additional pertinent information for the project. Additionally, we will contact utility companies that have facilities in the



project area to obtain any record maps indicating the type and size of facilities for inclusion on the plans.

### **Task 3 – Site Survey**

We will conduct a site survey to tie in coordinates for the manhole and lift station locations using GPS survey handheld equipment, as well as any utility markings. Prior to our site survey we would ask that the District mark out the water and sewer mains within the project limits. We will also dip each manhole to get depth information during our site survey and inspect the manhole conditions. We have assumed that District staff will be available to assist us with the lifting of the sewer manhole lids.

### **Task 4 – Prepare Bid Documents**

#### Draft Submittal

Following our field review, site survey and utility coordination, we will develop construction documents for the sewer main improvements (cured-in-place lining and main replacement) as well as any manhole rehabilitation.

Coastland proposes to prepare construction plans using the GPS coordinate information as well as an aerial mapping background.

The draft submittal will consist of a complete set of plans consisting of a cover sheet, notes, site plan sheets, and a detail sheet. Also included in this submittal will be a complete set of specifications, suitable for public works bidding, and an engineer's estimate of construction cost. The draft submittal will be transmitted electronically in PDF format.

#### Final Submittal

Following the review of the draft submittal, Coastland will incorporate all review comments into the completed construction drawings, specifications and construction cost estimate, all which will be signed by a California registered Civil Engineer. An electronic copy of the drawings, specifications and final cost estimate will be provided in both PDF and AutoCAD formats. We will work with the District to determine the number of bid documents to reproduce for bidding purposes.

### **Task 5 – Bid Support**

Coastland will provide the District with the Notice to Bidders for advertisement in local papers. We will also reproduce and distribute the construction documents to local plan rooms and interested contractors. During the bidding process, we will answer any questions that may arise and maintain a phone log of inquiries. We will prepare any addenda that may be necessary. Coastland will also conduct the bid opening at the District office, tabulate results and review the apparent low bidder's bid package.



Once the review of the bid has been completed, we will prepare a bid summary and forward it to the District with our recommendation for bid award. Please note that the time associated with this task does not include any time necessary for bid protests. If a bid protest is issued by any of the other bidders, we can provide this as extra service on a time and materials basis, as the time necessary to process the protest is unknown.

## **ASSUMPTIONS FOR SCOPE OF SERVICES**

Coastland has assumed the following for this scope of work:

- Easement information will be provided by the District, including easement width.
- Sewers to be replaced are located in an accessible District-owned easement.
- This scope does not include environmental studies or permitting of any kind.

## **PROJECT FEE**

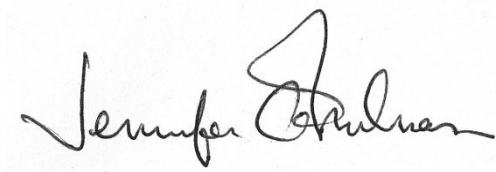
Based on our scope of work and our estimated time, we propose that the services associated with the project be completed for a not-to-exceed amount of \$17,113. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted schedule of hourly rates. Please note that we have estimated a budget of \$1,093 for reimbursable costs. This amount is included in the above total and is for reimbursable costs that are typically billed on an as-incurred basis plus 15%.

We greatly appreciate the opportunity to provide this proposal and look forward to continuing to serve Hidden Valley Lake Community Services District. Please feel free to contact Jenny Melman or me at (707) 571-8005 if you have any questions or need any additional information.

Sincerely,



John Wanger, PE  
Principal



Jenny Melman, PE  
Senior Engineer







# WORK ESTIMATE

North Shore Ct Sewer Rehabilitation		Proposal for Design Services				Hidden Valley Lake CSD		
Task #	Task Description	Principal Engineer	PM/Senior Engineer	Asst Engineer	Admin Asst	Total Hours	Total Cost	Subconsultant / Notes
		\$210	\$170	\$145	\$95			
<b>1</b>	<b>Meetings with District Representatives/Site Review</b>							
	Kick Off Meeting and Site Review		3			3	\$510	
	Design Review Meeting via Conference Call (1)		2			2	\$340	
	<b>Subtotal</b>					<b>5</b>	<b>\$850</b>	
<b>2</b>	<b>Environmental Clearance and Coordination with Utility Providers</b>							
	Prepare Notice of Exemption	1	2			3	\$550	
	Coordinate with Utility Companies		2	4		6	\$920	
	<b>Subtotal</b>					<b>9</b>	<b>\$1,470</b>	
<b>3</b>	<b>Site Survey</b>							
	GPS hand-held survey and dip manholes		4			4	\$680	
	Manhole Inspection (5)		3			3	\$510	
	<b>Subtotal</b>					<b>7</b>	<b>\$1,190</b>	
<b>4</b>	<b>Prepare Bid Documents</b>							
	<b>Draft Submittal</b>							
	Improvement Plans (3 sheet set)	1	8	20		29	\$4,470	
	Specifications	1	8	2		11	\$1,860	
	Cost Estimate	1	3	2		6	\$1,010	
	<b>Draft Submittal Subtotal</b>					<b>46</b>	<b>\$7,340</b>	
	<b>Final Submittal</b>							
	Final Documents	2	6	6		14	\$2,310	
	<b>Final Submittal Subtotal</b>					<b>14</b>	<b>\$2,310</b>	
	<b>Subtotal</b>					<b>60</b>	<b>\$9,650</b>	
<b>5</b>	<b>Bid Support</b>							
	Bid Administration	1	6		6	13	\$1,800	
	Bid Opening Attendance		3			3	\$510	
	Bid Analysis/Recommendation	1	2			3	\$550	
	<b>Subtotal</b>					<b>19</b>	<b>\$2,860</b>	
	<b>Miscellaneous Costs</b>						<b>\$1,093</b>	Est mileage, photos, reproduction, GPS rental
<b>Total Hours</b>		<b>8</b>	<b>52</b>	<b>34</b>	<b>6</b>	<b>100</b>		
<b>Total Cost</b>		<b>\$1,680</b>	<b>\$8,840</b>	<b>\$4,930</b>	<b>\$570</b>		<b>\$17,113</b>	



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

**DATE:** January 18, 2022

**AGENDA ITEM:** Discussion of Unit 9 Tank project progress

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**RECOMMENDATIONS:** Discussion of Unit 9 Tank project progress

**FINANCIAL IMPACT:** \$115,852

**FUND/ACCT:** 130-5-70-7204

**BACKGROUND:**

The Unit 9 Tank project consists of a wooden tank demolition and the construction of two bolted steel tanks at the unit 9 pressure zone. This project will better accommodate demand in this area, as well as provide better protection from wildfire, at a reduced energy cost.

Coastland Civil Engineering had developed preliminary designs and an estimate of probable costs in 2019. This information was bundled into an application for funding through the Hazard Mitigation Grant Program and submitted on 4/18/2019. The scope of work included in this application identified post-award, pre-construction activities of additional design work and geotechnical research. The District has not yet received notice of award from the HMGP for this \$1.8M project.

This fiscal year (21/22) included capital improvement expenditures for the Unit 9 Tank of \$170,000, which is part of the Reliable Water Supply master project. Coastland Civil Engineering has provided an updated proposal for the design and geotechnical research which totals \$115,852<sup>1</sup>. This proposal commits to completing this work by June 2022. The District plans to move forward with this engineering work.

In an effort to remain transparent to our ratepayers and our directors, the District has presented this summary and the Coastland proposal.

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<sup>1</sup> Coastland Proposal



# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

January 12, 2022

Ms. Alyssa Gordon  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467-8371

RE: Proposal for Professional Engineering Services for the  
**Hidden Valley Lake Community Services District Water System Storage Reliability Project**

Dear Alyssa,

At your request, Coastland is pleased to provide this proposal for the Hidden Valley Lake Community Services District (District) Water System Storage Reliability Project. This proposal is in essence nearly the same as the previous version we provided; however, costs have been updated to reflect updated hourly rates for the overall project team.

## PROJECT UNDERSTANDING

In April of 2019, the District submitted a Hazard Mitigation Grant Program (HMGP) subapplication to the California Governor's Office of Emergency Services (CalOES) for the Water System Storage Reliability Project. The goal of this project is to reduce the community's vulnerability to wildfire by providing water storage tanks that deliver adequate capacity and pressure during fire flow conditions, as well as to provide sufficient defensible space around the tanks to protect them during a fire. The District's primary concern was water storage improvements for Zone 9 which was known to have deficient capacity.

For the subapplication, Coastland prepared engineering calculations to determine the needed water supply and fire flow capacity according to methodology established in the District's Water Master Plan. These calculations established that Zone 9 needed 500,000 gallons of water storage. Coastland prepared preliminary plans for the replacement of the single existing 150,000-gallon redwood tank in Zone 9 with two 250,000-gallon bolted steel tanks along with associated appurtenances (overflow, drain, fill, and draw), demolition of the existing tank, preliminary design of retaining walls, earthwork, grading, drainage, access road improvements, new piping and valving, construction staging areas, and a defensible space plan.

Preliminary plans were developed in a two-phase approach to allow for water service to be maintained during construction of the new tanks. In Phase 1, mass grading for both tanks and construction of retaining walls will be completed, but only one of the two new 250,000-gallon tanks will be constructed adjacent to the existing tank which is kept in service. The first new tank will be put in service at the end of Phase 1. For Phase 2, the existing tank will be demolished and replaced with the second 250,000-gallon tank. Prior to being put in service, the tanks will each undergo all required testing including hydrostatic pressure testing, chlorination of the new system, bacteria analysis, and testing of all connected devices for a fully

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Santa Rosa, CA 95405  
Tel: 707.571.8005

**Auburn**  
11641 Blocker Drive, Ste. 170  
Auburn, CA 95603  
Tel: 530.888.9929

**Pleasant Hill**  
3478 Buskirk Avenue, Ste. 1000  
Pleasant Hill, CA 94523  
Tel: 925.233.5333

**Fairfield**  
324 Campus Lane, Ste. A  
Fairfield, CA 94534  
Tel: 707.702.1961

functional system. Phase 2 will also include integrating control signals to the existing SCADA system at the water reclamation plant.

Other tasks completed during the preliminary design were a topographic survey of the tank site and defensible space area, and preparation of the FEMA Site Information, Environmental Review and Checklist as part of the FEMA grant application. The District completed a lot line adjustment to obtain the needed land for the project, including its defensible space. Coastland prepared a preliminary cost estimate for the final design and construction of the project.

Under the HMGP program, the Federal Emergency Management Agency provides funding for up to 75% of the total project cost. A portion of matching funds for the remaining 25% of the total project costs have been obtained through an Integrated Regional Water Management (IRWM) grant administered by Lake County and the State of California Department of Water Resources.

The County of Lake is the lead agency for this project under CEQA. Utilizing an Emergency Proclamation, Lake County found the project to be Categorically Exempt from CEQA and has filed the Notice of Exemption.

The District has now requested a proposal for the final design of the project, including geotechnical services, electrical, civil and structural design, and preparation of construction documents. The District would like the design completed by June 2022.

## **PROJECT APPROACH**

Coastland and its subconsultants, RGH Consultants, Austral Engineering and Control Point Engineering will be the design team for this project.

Our team will begin the final design with a kick-off meeting and site review. Coastland will work with the District to review tank operating and control methods, tank and site appurtenances and material preferences, and receive any comments on the preliminary design. For the geotechnical study, RGH will perform borings and geotechnical analysis of the existing subsurface conditions and provide soil preparation, retaining wall and foundation design recommendations. Coastland will complete the site, tank and piping design, including fencing, drainage, defensible space, and access road improvements; Austral Engineering will provide the structural design for the retaining wall; and Control Point Engineering will provide the electrical and control signal design.

The District has expressed interest in providing control signals for Tank 9 including water level, hatch intrusion alarm, voltage, and security cameras. Our plans will include the wiring design for these signals into the local PLC inside the pump station, as well as specifications for any necessary SCADA integration/PLC programming work. SCADA integration and PLC programming will be performed by the contractor. Due to unknowns associated with the existing SCADA system and the challenges associated with sending video feed over radio signal, this scope of work does not include a new security or camera system, or any upgrades to the SCADA system that may be required to accommodate the new signals. It is our understanding that the District is working on a master SCADA plan and that the plan will be available for review by July 1, 2022. We will assess the existing SCADA system and work with the District to determine how to best integrate the new tanks into the District's master SCADA plan. At the request of the District, a separate proposal can be submitted for any necessary upgrades to the SCADA system.

Based on our understanding and approach, the following is our proposed Scope of Work:



## SCOPE OF WORK

### Task 1 – Meetings and Coordination

We anticipate meeting with District staff to ensure full coordination of the project. Coastland will schedule and attend a kick-off meeting at the project site where we will walk the site with District staff to review the project and specific goals and objectives. At this kick-off meeting, we will also refine the project schedule, discuss key milestones, and identify stakeholders. The Coastland team will review field conditions, take measurements, note existing constraints, note existing water tank infrastructure, and identify potential contractor staging areas. Digital photos will be taken to document existing conditions that may affect the project design or construction.

Coastland will meet remotely with District staff at the 60% design and 95% design milestones to discuss District comments, project schedule, and design considerations.

*Deliverables: Notes from meetings and documentation of the site and any background materials.*

### Task 2 – Geotechnical Study

As subconsultants to Coastland, RGH Consultants will perform geotechnical services for the project. RGH will review selected published geologic data and their previous work in the vicinity of the site. An engineer or geologist will conduct a surficial reconnaissance of the site and mark planned exploration location in white paint and/or with painted white stakes. RGH will contact Underground Service Alert (USA) so that their members can mark their facilities within the area of our planned exploration. In addition, we will contract with a private utility locator to review and clear our exploration locations.

Once cleared for utilities, we will explore the subsurface conditions in the area of the existing water tank by excavating eight to ten test pits on the order of 5 to 8 feet deep using an excavator. Our engineer or geologist will locate and log the test pits and obtain bulk and relatively undisturbed samples for visual examination, classification, and laboratory testing. Selected samples representative of the material types encountered will be laboratory tested to determine certain characteristics pertinent to our analysis. These may include expansion potential (Expansion Index) and classification (Atterberg Limits and percent of silt and clay).

Based on the geologic literature review and analysis of the field and laboratory work, RGH will develop the following geotechnical information:

1. A brief description of soil, bedrock, and groundwater conditions observed during our study;
2. A discussion of seismic hazards that may affect the proposed improvements;
3. Seismic design criteria per guidelines in the 2019 California Building Code; and
4. Specific conclusions and recommendations concerning:
  - a. Primary geotechnical engineering concerns and mitigating measures, as applicable;
  - b. Site preparation and grading including treatment of weak, porous, compressible and/or expansive surface soils and the construction of hillside fills;
  - c. Design criteria and settlement behavior;
  - d. Support of concrete slabs-on-grade;
  - e. Backfilling of utility trenches;
  - f. Preliminary pavement sections;
  - g. Geotechnical engineering drainage improvements; and
  - h. Supplemental geotechnical engineering services.



RGH will consult with the design team during the course of their work to transmit preliminary design data as needed. Upon completion, RGH will present the results of the study in a written report including summaries of the field and laboratory work.

*Deliverables: One (1) hard copy and one (1) electronic copy of the geotechnical report.*

### **Task 3 – Permitting**

Coastland will prepare grading and building permit applications and submit them to the County of Lake. Permit fees are not included in this scope of work and will be paid by the District. Grading and building permit applications will be submitted at the 90% design stage.

*Deliverables: Prepared County grading and building permit applications*

### **Task 4 - Development of Bid Documents**

Once all preliminary work is concluded, our team will begin development of the final bid documents for the project. The bid documents will include plans, specifications, and estimates.

It should be noted that Coastland will not provide the detailed design for the tank foundations or cathodic protection, as these elements are particular to the specific tank manufacturer's specifications which will not be known until the submittal process. As is customary with tank projects, the detailed tank foundation and cathodic protection design will be required as a submittal by the successful contractor (typically provided by the successful subcontracting tank manufacturer.) Coastland will provide structural design criteria and coordinate with the tank manufacturer regarding the required structural specifications and design requirements for the water tank foundation in accordance with AWWA criteria.

Control Point Engineering (CPE) will provide electrical and control signal design, including electrical wiring to the cathodic protection system. As mentioned previously, the integration of signals to the SCADA system is not included in this proposal, but will be developed after the site review, based on the SCADA system needs and District preferences.

As the bid documents are developed, Coastland will provide the following submittals:

#### ***60% Submittal***

Following our field review and geotechnical investigation, Coastland will prepare a 60% submittal. As part of these efforts, we will confirm the water tank locations, and develop the design for interconnection details, grading, retaining walls, and access road improvements. We will work with water tank manufacturers to provide pertinent details and specifications to be included in the construction drawings. Coastland will prepare the draft technical specifications in conformance with the current industry and AWWA standards. The 60% submittal will include initial plan layout drawings, site grading, preliminary technical specifications, and a preliminary cost estimate.

*Deliverables: Two (2) hard copies of the 60% plans, technical specifications, and estimate.*

#### ***95% Submittal***

Upon completion of the 60% submittal and review by the District, Coastland will prepare the 95% submittal of the plans, specifications, and estimate. The project design will essentially be complete at this time. The 95% submittal will incorporate District comments from the 60% submittal and will include completed plan sheets for all improvements. We will also prepare 95% specifications, including a front-end boiler plate section and an estimate of probable construction costs.



*Deliverables: Two (2) hard copies of the 95% plans, technical specifications, and estimate.*

***Final Documents (100% Submittal)***

Following the District's review of the 95% submittal we will incorporate comments and prepare final bid documents including stamped and signed drawings and specifications.

RGH will review the project plans for conformance with their recommendations. RGH's comments will be incorporated into the Final Documents, and RGH will provide a final conformance letter for submittal.

*Deliverables: One (1) hard copy and one (1) electronic copy of the final plans, technical specifications, and estimate for bidding. The final bid plans and technical specifications will be signed and stamped for bidding purposes. One (1) hard copy and one (1) electronic copy of the geotechnical conformance letter.*

**EXCLUSIONS**

The following work is not included in our proposal. However, Coastland would be pleased to provide these services at the District's request:

- Investigations for soil contamination,
- Detailed tank foundation design,
- SCADA integration,
- PLC programming,
- Public participation effort,
- Permit fees,
- Meetings beyond those noted above.

**PROJECT FEE**

Based upon our described scope of work, we propose to provide our professional engineering services on a time and materials basis for a not to exceed amount of \$115,852. The total amount we have specified is only for our described Scope of Work. If you request work to be performed outside the scope of work or if the scope of work changes, we reserve the right to negotiate the cost for the extra work. Please note that we have estimated a budget of \$1,000 for reimbursable costs. This amount is included in the above total and is for reimbursable costs that are typically billed on an as-incurred basis plus 15%.

We greatly appreciate the opportunity to serve the District on this project. We are prepared to begin work upon authorization. We have prepared a contract amendment for (attached) for your consideration. Please let us know if you have any questions.

Sincerely,



John Wanger  
CEO



Jennifer Melman  
Senior Engineer





# DESIGN WORK ESTIMATE

Water Storage Reliability Project		Engineering Design Services					Hidden Valley Lake CSD					
Task Information		Billing Classification & Rate					Subconsultant Costs			Totals		
TASK		Principal Engineer	Senior Engineer	Structural Engineer	Sr. Engr. Technician	Assistant Engineer	Construction Manager	Austral Engineering	RGH Consultants	Control Point Engineering	TOTAL HOURS	TOTAL FEE
		\$210	\$170	\$175	\$150	\$145	\$170					
<b>1 MEETINGS &amp; COORDINATION</b>												
	Kick Off Meeting/ Review Design Criteria and Tank Operation and Control (1 onsite)	6	6					\$1,472		\$2,484	12	\$6,236
	Design Progress Meetings (2 remote)	3	6								9	\$1,650
	Project Coordination		16								16	\$2,720
	<b>Subtotal</b>										<b>37</b>	<b>\$10,606</b>
<b>2 GEOTECHNICAL STUDY</b>												
	Geotechnical Investigation & Report		1						\$13,340		1	\$13,510
	Coordinate with Subconsultant		1	1							2	\$345
	<b>Subtotal</b>										<b>3</b>	<b>\$13,855</b>
<b>3 PERMITTING</b>												
	Preparation of Building and Grading Permits	1	4			4					9	\$1,470
	Coordinate with County		2	1							3	\$515
	<b>Subtotal</b>										<b>12</b>	<b>\$1,985</b>
<b>4 DEVELOPMENT OF BID DOCUMENTS</b>												
	<b>60% Submittal</b>											
	Preliminary Plans		52	8	88	10		\$9,200		\$3,312	158	\$37,402
	Preliminary Specifications		10	4		15					29	\$4,575
	Preliminary Estimate		4		5	5					14	\$2,155
	QA/QC Review	3	4				2				9	\$1,650
	<b>Subtotal</b>										<b>210</b>	<b>\$45,782</b>
	<b>90% Submittal</b>											
	Improvement Plans		24	2	80			\$8,188		\$3,312	106	\$27,930
	Specifications		10			15					25	\$3,875
	Cost Estimate		4		5	5					14	\$2,155
	QA/QC Review	2	4				1				7	\$1,270
	<b>Subtotal</b>										<b>152</b>	<b>\$35,230</b>
	<b>Final Documents (100% Submittal)</b>											
	Final Documents	1	6		10		2		\$1,840	\$2,484	19	\$7,394
	<b>Subtotal</b>										<b>19</b>	<b>\$7,394</b>
	<b>DIRECT COSTS (repro, mileage, etc.)</b>											<b>\$1,000</b>
<b>TOTAL COST</b>		<b>16</b>	<b>154</b>	<b>16</b>	<b>188</b>	<b>54</b>	<b>5</b>	<b>\$ 18,860</b>	<b>\$ 15,180</b>	<b>\$ 11,592</b>	<b>433</b>	<b>\$115,852</b>



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

**DATE:** January 11, 2022

**AGENDA ITEM:** Consider Approval of Policy C-19 2022 Exclusion Pay Related to Exposure to COVID-19 in the Workplace

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**RECOMMENDATIONS:** Approve Policy C-19 2022 Exclusion Pay Related to Exposure to COVID-19 in the Workplace

Even though California's 2021 COVID-19 Supplemental Paid Sick Leave law has now expired, employers must still pay an employee's salary and benefits if they are excluded from the workplace because of a workplace exposure to COVID-19, as required by Cal/OSHA's COVID-19 Prevention Emergency Temporary Standards (ETS).

An employer cannot require the employee to use the standard paid sick leave mandated under Labor Code section 246, even when there has been a workplace exposure and the employer must exclude the employee under the ETS.

The ETS does not cap the amount of exclusion pay for employees. However, the ETS does provide that if an employee "is out of work for more than a standard exclusion period based on a single exposure or positive test, but still does not meet the regulation's requirements to return to work, the employee may be entitled to other benefits, such as Temporary Disability, Disability

The ETS does not require employers to pay workers who are excluded from work if the employer can show that the employee's COVID-19 exposure was not work related (e.g., a non-work exposure, business closure, caring for a family member, disability, or vacation). In such circumstances, employers may have other legal or contractual payment obligations, but pay and benefits are not mandated by section 3205. Such employees may be eligible for other leave, including sick leave, or other benefits such as Disability Insurance, Paid Family Leave, or Unemployment Insurance Benefits.

Proving that COVID-19 exposure is not work related to avoid the ETS' exclusion pay requirement involves an employer investigating and producing evidence to show it is more likely than not that an employee's COVID-19 exposure did not occur in the workplace.

Cal/OSHA has the authority to issue a citation and require abatement for violations of Cal/OSHA standards.

**FINANCIAL IMPACT:** None



# HIDDEN VALLEY LAKE

## COMMUNITY SERVICES DISTRICT

POLICY	Exclusion Pay Related to Exposure to COVID-19 in the Workplace	
POLICY # C-19 2022	ADOPTED:	REVISION:

Effective Date: [XX/XX/XXXX] Through [12/31/2022]

Cal/OSHA's Emergency Temporary Standards (ETS) on COVID-19 Prevention require employers to exclude employees from the workplace under certain circumstances. To help prevent the spread of COVID-19, the District is committed to providing paid leave to employees as required by law or company policy.

### Basic Leave

Employees excluded from work because of a workplace COVID-19 exposure may use up to 10 days of exclusion pay if:

1. The employee was not assigned to telework during that time; and
2. The employee did not receive Disability Payment's or Workers' Compensation Temporary Disability Payments during the exclusion period.

If an employee is out of work for more than a standard exclusion period based on a single exposure or positive test, but still does not meet the regulation's requirements to return to work, the employee may be entitled to other benefits, such as Temporary Disability, Disability or Workers' Compensation.

### Rate of Pay for Exclusion Pay

The rate of pay for exclusion pay is an employee's regular rate of pay for the pay period in which the employee is excluded from the workplace due to exposure to COVID-19 at work.

Employees may be entitled to other pay and benefits. Please see additional resources at <https://www.labor.ca.gov/coronavirus2019/> on various programs administered by the Labor Commissioner's Office and other government agencies.

### Reporting Exposure

Employees should notify their supervisor or the HR Administrator if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic.

### Stay Home If You Are Sick

Employees should notify their supervisor of any symptom related to COVID-19, including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Testing

COVID-19 testing will be provided at no cost to employees during working hours.

Test Site locations:

- TriStar Labs is offering testing services at 18990 Coyote Valley Road Ste. 1 HVL
- Rite Aid is conducting Drive-Thru testing in Clearlake and Ukiah. Appointments can be made online at <https://www.riteaid.com/pharmacy/services/covid-19-testing>.

Alternative Testing Resources

- [testbeforeyougo.com](https://testbeforeyougo.com)
- [lhi.care/covidtesting.com](https://lhi.care/covidtesting.com)

**Table 1: Exclusion Requirements for Employees Who Test Positive for COVID-19 (Isolation)**

<p>Requirements apply to <b>all</b> employees, regardless of vaccination status, previous infection, or lack of symptoms.</p>	<ul style="list-style-type: none"><li>• Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days.</li><li>• Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are resolving, and a diagnostic specimen* collected on day 5 or later tests negative.</li><li>• If an employee is unable or chooses not to test<sup>1</sup> and their symptoms are not present or are resolving, isolation can end, and the employee may return to the workplace after day 10.</li><li>• If an employee has a fever<sup>2</sup>, isolation must continue, and the employee may not return to work until the fever resolves<sup>3</sup>.</li><li>• If an employee's symptoms other than fever are not resolving, they may not return to work until their symptoms are resolving or until after day 10 from the positive test.</li><li>• Employees must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings.</li></ul> <p>* Antigen test preferred.</p>
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<sup>1</sup> Employers may require employees submit to viral testing for COVID-19. Please refer to the FAQ from DFEH for further information.

<sup>2</sup> A fever is a measured body temperature of 100.4 degrees Fahrenheit or higher.

<sup>3</sup> A fever resolves when 24 hours have passed with no fever, without the use of fever-reducing medications.

**Table 2: Employees Who Are Exposed to Someone with COVID-19 (Quarantine)**

<p>Requirements apply to employees who are:</p> <ul style="list-style-type: none"> <li>• Unvaccinated; OR</li> <li>• Vaccinated and booster-eligible but have not yet received their booster dose.<sup>4</sup></li> </ul> <p>Refer to CDC COVID-19 Booster Shots to determine who is booster eligible.</p>	<ul style="list-style-type: none"> <li>• Employees must be excluded from the workplace for at least 5 days after their last close contact with a person who has COVID-19.</li> <li>• Exposed employees must test on day 5.</li> <li>• Quarantine can end and exposed employees may return to the workplace after day 5 if symptoms are not present and a diagnostic specimen* collected on day 5 or later tests negative.</li> <li>• If an employee is unable or chooses not to test<sup>5</sup> and does not have symptoms, quarantine can end, and the employee may return to the workplace after day 10.</li> <li>• Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings.</li> <li>• If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above in Table 1.</li> <li>• If an exposed employee develops symptoms, they must be excluded pending the results of a test.</li> </ul> <p>* Antigen test preferred.</p> <p>Employees are strongly encouraged to get vaccinated or boosted.</p>
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<sup>4</sup> Employers are not required to exclude asymptomatic employees in this category if:

- A negative diagnostic test\* is obtained within 3-5 days after last exposure to a case;
- Employee wears a face covering around others for a total of 10 days; and
- Employee continues to have no symptoms.

<sup>5</sup> Employers may require employees submit to viral testing for COVID-19. Please refer to the FAQ from DFEH for further information.

**Table 3: Employees Who Are Exposed to Someone with COVID-19 (No Quarantine Required)**

<p>Requirements apply to employees who are:</p> <ul style="list-style-type: none"> <li>• Boosted; OR</li> <li>• Vaccinated, but not yet booster eligible.</li> </ul> <p>Refer to CDC COVID-19 Booster Shots to determine who is booster eligible.</p>	<p>Employees do not need to quarantine if they:</p> <ul style="list-style-type: none"> <li>• Test on day 5 with a negative result.</li> <li>• Wear face coverings around others for 10 days after exposure, especially in indoor settings.</li> <li>• If employees test positive, they must follow isolation recommendations above.</li> <li>• If employees develop symptoms, they must be excluded pending the results of a test.</li> </ul>
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In addition to the above, pursuant to section 3205(c)(10)(E), when an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted even if the order exceeds the specified exclusion requirements in the ETS or CDPH recommendation.

If employees covered by Table 2 cannot be tested as required, quarantine must continue for at least 10 days as explained in the table. If employees covered by Table 3 cannot be tested on day 5, employers should follow the ETS. For vaccinated close contacts, as of January 14, 2022, that means wearing a face covering and maintaining six feet of distance for 14 days following the close contact.

**Definitions**

**Isolation** separates sick people with a contagious disease from people who are not sick.

**Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Antigen tests** are often also referred to as a viral or rapid tests. An antigen test detects a protein coating the surface of the SARS-CoV-2 virus. Typically, these are collected through nasal swabs and then placed into a solution to identify the virus. These types of tests can produce results in as little as fifteen minutes. Because antigens tests are affordable and don't need to be sent to a lab, they are ideal for large groups and events, as they allow many individuals to get tested in a short time frame.

**The PCR (Polymerase Chain Reaction) test** is considered a molecular test. They are also referred to as diagnostic tests. They are taken via nasal swabs. Some are done as a saliva test; however, this is less common. The collected sample is then converted into DNA, where it can be positively identified if present in the sample.

Standard PCR tests must be sent to a lab for processing and may take 1 – 3 business days to return results. Rapid PCR tests can be processed onsite and typically produce results within hours.

**Nondiscrimination:**

The District will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, the District reserves the right to exclude a person with COVID-19 from workplace facilities, programs, and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on Cal-OSHA, CDC and Local Public Health Guidelines.

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

**DATE:** January 18, 2022

**AGENDA ITEM:** Consider Adopting Resolution 2022 - 01 Remote District Meeting Under Brown Act Requirements (AB 361)

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**RECOMMENDATIONS:** It is recommended the Board review the Brown Act Requirements Under AB 361 for Remote Meetings and decide whether to adopt a Resolution Authorizing Remote Teleconference Meetings of Board of Directors Meetings and Standing Committees of the District in Accordance with Assembly Bill 361.

**BACKGROUND:** On September 16, 2021, Governor Gavin Newsom signed AB 361 into law. AB 361 amends the Brown Act to allow for remote public meetings without having to comply with standard provisions and restrictions for remote meetings under the Brown Act. AB 361 temporarily writes into the Brown Act some remote meeting requirements the District has already met and implemented under the Governor's prior Executive Orders issued during the COVID-19 pandemic.

AB 361 includes additional requirements in the form of an initial authorizing resolution (effective for up to 30 days) and subsequent resolutions to extend the use of remote meetings for additional periods of 30 days thereafter. The bill included an urgency provision making the law immediately effective upon signature by the Governor.

On September 20, 2021, Governor Newsom issued Executive Order N-15-21 suspending the provisions of AB 361 until October 1, 2021, to allow for the expiration of Executive Order N-8-21 by its own terms on September 30, 2021. Executive Order N-8-21 extended the expiration date of Executive Orders N-29-20 and N-25-20, which originally implemented suspension of the remote meeting compliance obligations under the Brown Act throughout the COVID-19 pandemic.

If the District wishes to utilize remote meetings under AB 361, the District will have to meet compliance requirements including adoption of the attached Resolution.

The District must comply with the provisions of the Brown Act implemented by AB 361 for remote meetings, or it must comply with the pre-COVID-19 requirements for remote meetings set forth in Government Code section 54953(b)(3).

If the District chooses to utilize the option for remote meetings under AB 361 it will be subject to certain requirements that must be considered as part of the initial determination (by resolution) to adopt remote meeting protocols. Once adopted, the initial authorizing resolution is effective for not more than 30 days.

The District may extend the authorization for an additional thirty (30) days via another resolution that makes specific findings in support of continuing remote meetings. The District may continue to extend the authorization in additional thirty (30) day increments for the duration of the declared emergency, or until the Board decides to return to in-person meetings, or otherwise complies with the regular remote meeting requirements of the Brown Act.

The following are the differences between standard Brown Act remote teleconferencing and AB 361 teleconferencing:

*Comparison of Public Meeting requirements*

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.	<ul style="list-style-type: none"> <li>Agendas not required to be posted <b>at all teleconference locations</b></li> <li>Meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.</li> </ul>

**Important Note:** Local agencies must still provide advance notice of public meetings and must still post meeting agendas consistent with the provisions of the Brown Act. AB 361 does nothing to change the fact that meetings must still be noticed and agendized in advance.

If the legislative body of a local agency elects to use teleconferencing, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.	<ul style="list-style-type: none"> <li>Agendas are not required to identify each teleconference location in the meeting notice/agenda</li> <li>Local agencies are not required to make each teleconference location accessible to the public</li> </ul>
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If the legislative body of a local agency elects to use teleconferencing, during the teleconferenced meeting, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.	<ul style="list-style-type: none"> <li>No requirement to have a quorum of board members participate from within the territorial bounds of the local agency’s jurisdiction.</li> </ul>
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If the legislative body of a local agency elects to use teleconferencing, the agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location.	<ul style="list-style-type: none"> <li>In each instance in which notice of the time of the teleconferenced meeting is given or the agenda for the meeting is posted, the legislative body shall also give notice of the manner by which members of the public may access the meeting and offer public comment</li> <li>The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option</li> <li>The legislative body shall allow members of the public to access the meeting, and the agenda shall include an opportunity for members of the public to address the legislative body directly</li> <li>In the event of a disruption which prevents the local agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored</li> </ul>
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**RESOLUTION NO. 2022-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT FOR THE PERIOD FEBRUARY 15, 2022, THROUGH MARCH 15, 2022, PURSUANT TO BROWN ACT PROVISIONS.**

**WHEREAS**, the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT'S legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, such conditions now exist in the District, specifically, A State Of Emergency has been proclaimed – by the Governor on March 4, 2020, based on an outbreak of respiratory illness due to COVID-19; and

**WHEREAS**, in-person meetings continue to present imminent risk to health and safety of attendees due to the continued prevalence of highly contagious COVID variants and inadequate rates of fully vaccinated people in California, coupled with the California Department of Public Health's Guidance for Local Jurisdictions guidelines for individuals that require that some



individuals who have been exposed, display symptoms or are COVID positive must quarantine; and

**WHEREAS**, the Board of Directors does hereby find that the Governor’s March 4, 2020, State of Emergency proclamation due to the outbreak of COVID-19 and continued prevalence of highly contagious COVID variants and inadequate rates of fully vaccinated people in California has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, all meeting agendas, meeting dates, times, and manner in which the public may participate in the public meetings of the District and offer public comment by telephone or internet-based service options including video conference are posted on the District website and physically outside of the District office.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the ongoing risk posed by the highly transmissible COVID-19 virus has caused, and will continue to cause, conditions of peril to the safety of persons within the District.

Section 3. Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Staff or General Manager and legislative bodies of HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 17, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, this 18 day of JANUARY 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President to the Board of Directors

**ATTEST:**

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Dennis White, General Manager  
Secretary to the Board of Directors

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

**DATE:** January 18, 2022

**AGENDA ITEM:** Authorize General Manager to execute allocation plans for Covid Relief funding

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**RECOMMENDATIONS:** Authorize execution of allocated plans for COVID Relief Funding

**FINANCIAL IMPACT:** None

**BACKGROUND:**

While the District was facing the same epidemiological dangers as Hidden Valley Lake residents, the county, the state, the nation, and ultimately the world, our employees kept working. They kept working to make sure drinking water and wastewater services continued to help ensure the public's health and safety. The COVID-19 pandemic created an emergency situation which depended on emergency workers. Since March 4, 2020 District employees have been filling that role. Our employees have exhibited and continue to exhibit a level of commitment and selflessness in a situation of high risk that goes well beyond normal expectations.

District employees are essential workers that maintain critical infrastructure, which is a key definition in the US Treasury's Interim Rule on COVID relief.

“essential workers include human service, public health, safety, or other kinds of critical assistance workers who have put themselves at risk to provide direct services during the pandemic.”

The US Treasury Interim Rule is the federal guidance for State and Local Covid Recovery Funds. Premium Pay is defined in this rule and is therefore applicable to our employees.

“Premium Pay” is additional income provided to essential workers who have been and continue to be relied on to maintain continuity of

operations of essential critical infrastructure sectors, including those who are critical to protecting the health and well-being of their communities.”

With support from both the State and National Special Districts Coalition, a multitude of Independent Special Districts including the District lobbied for direct payment of Covid Relief Funding. As a result, the California Department of Finance agreed to allocate \$100M to Special Districts that applied for the funding. The District made a request for \$56,015.43 and received an allocation of more than double that amount, at \$116,992. While this is very good news, the District wanted to clarify exactly how these funds were allowed to be used. Support staff at the California Special Districts Association (CSDA) provided this quote from the Department of Finance (DOF) COVID Relief page’s FAQ:

“Q. Are there eligible usages for these allocations?

A. No. There are eligibility requirements for what can be claimed as a revenue loss and an unanticipated cost; **however, there are no restrictions on the use of these funds.**”

The other Lake County recipient of these proceeds, Lake County Vector Control (LCVC), wanted to confirm their allocation was appropriate. Here is the answer why some agencies received more than they requested.

“Each eligible special district received a proportionate share of funding for their total impact...”

“If a district reported a revenue gain...their eligible impact was based solely on unanticipated costs offset by FEMA eligible costs.”

The District’s expenditure plan is two-fold. First, the amount that was originally requested will be held in an account dedicated to future potential pandemic-related expenses. Secondly, the remaining amount will be distributed as hazard pay to our employees maintaining critical infrastructure like keeping the water running, and the wastewater treated during a Federally declared disaster.

This will have no impact on the District’s cost of service or our ratepayers service costs. This is an allocation made by the US Treasury.



# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
(707) 987-9201

## Strategic Plan

2013-2018

(UPDATE 3-8-17)

10/2/2021

10/19/2021

~~11/16/2021~~ Postponed



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## ***Our Mission***

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

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### **Core Values**

- ***Public Health***
- ***Customer Service-Reach all customers***
- ***Cost-Effectiveness***
- ***Integrity/Transparent***
- ***Organizational Excellence***
- ***Reliability***
- ***Stewardship-Long term health & welfare of our water sources***  
*It is the Districts responsibility to be the stewards, protectors, and keepers of that source*
- ***Innovation***

### **Goals**

- ***Deliver High Quality Water and Wastewater Services***  
*The quality of the water depends on an efficient and reliable Infrastructure and must be the #1 Goal*
  - Define high quality water***  
*Water that not only meets the required standards but reduce levels below the required levels*
  - Quality Reliability***  
*Implement & Enforce Backflow Criteria*

- **Maintain & Achieve Financial Stability-**  
*Through high net worth*  
*Supply*  
*Growth*  
*Innovation*  
*High net worth/ good cashflow/ improve Ratepayer equity 10/2/2021*
- **Expand Education and Outreach**  
*Monthly Newsletter*  
*AMI Education*  
*Community Events*
- **Offer Innovative Services**  
*FLASHES*  
*Metering*  
*Water Truck Services*
- **Refine Governance and Administrative Processes**  
*Approved Employee Manual*  
*Entered into an agreement with a Labor Attorney*

## Situational Analysis

No change in financial reserves as they are still nearly depleted. There is an ever-growing list of deferred-maintenance activities, no formal capital improvement plan to sustain our infrastructure, and a portion of the District's water rights remain unsecured. Like nearly all water utilities, we are working within an increasingly complex and sophisticated regulatory framework, additional operating protocols & constraints and increasingly stringent water quality standards.

We are still at a crossroads and must make smart choices that will define the character of our organization for years to come.

## Challenges

Our top challenges:

- A. Financial health of the District-The District continues to covered water and to a lesser extent, sewer service operating costs by deferring maintenance. The repercussions of deferring maintenance are now being recognized through predictable infrastructure failures such as water mainline breaks and Sewer I & I; along with the increased costs associated with repairing or replacing equipment, pipelines and facilities.
- B. Of equal concern, is the debilitating effect funding shortfalls have on our ability to pursue new opportunities. It takes money to prepare grant requests, to retain personnel who

can research and assess the feasibility of implementing new opportunities, to obtain matching funds and loans and to advocate on behalf of the District. The District is currently not well positioned, financially, to pursue new opportunities or solve existing issues.

- C. In addition to replacing aging infrastructure and strengthening our financial position, we must secure and protect the District's water supply. In 2012 we submitted a "Petition for Change" to the State Water Resources Control Board's Division of Water Rights – a process through which we intend to solidify the District's water rights to current and future water supplies. The Petition for Change, although largely a "paper study" as opposed to the traditional "brick and mortar" project, could easily take five years to complete and cost in excess of \$300,000.
- D. The California Department of Public Health has adopted stringent drinking water standards for hexavalent chromium (Cr6) of 10ppb. The District's annual average for Cr6 is 11.1ppb. We now know the cost required to comply with the forthcoming (Dec. 31, 2019) drinking water standard for hexavalent chromium. (Treatment \$2.5M Well \$1.2M)
- E. The District must find and secure a "new & approved" water source to address the meter moratorium. This is only a small fraction of the solution as the District then needs to drill a new well, install the treatment system, SCADA system, meet new security standards and build the infrastructure to deliver this new water source to the system to include a chlorine contact structure and booster pump facility.  
*(It is expected that this can be done in conjunction with meeting all State requirements for item D, the Chrome 6 requirements, if the new water source is below 10.0ppb.)*
- F. The Putah Creek underflow replenishment requirement by the State Water Board creates many issue for the community, environment and water basin. Several are the proliferation of non-native species that disadvantages the native species of frogs and the exportation of our valuable water resource from a water basin that is self-sufficient, self-reliant and sustainable; all within our own closed loop system. This water exportation is magnified during times of drought and sends a poor message to the public as the District pumps thousands of gallons into Putah Creek, simply to be sucked up by local farmers and never making the intended destination. Additional water must then be wasted down the creek to make up for this diversion of water further exasperation the issue.

## **Five-Year Vision**

The five-year vision as portrayed in the 2013-2018 Strategic Plan has not played out as described. The economy continued to pause...giving us this chance to reevaluate the direction our district is going and the opportunities that are before us today. We now have an opportunity to move in a new direction to meet our Mission Statement, Core Values and Goals.

## **Goals**



## ***Goal: Deliver High Quality Water and Wastewater Services***

### **1A. Secure and protect the water supply**

As a part of this strategic plan, we will take the following actions:

- Amend and expand water rights
  - Water Rights Petition for Change
  - Update analysis of future water demands
- Increase knowledge of watershed and factors impacting quantity and quality of water supply
  - Expand water quality monitoring program
  - Expand groundwater elevation monitoring program
  - Compile library of technical studies and associated documents
  - Evaluate risk of “emerging contaminants”
    - Hexavalent chromium
    - Endocrine disrupters
    - And now 1,2,3-Trichloropropane at 5 parts per trillion (ppt)
- Increase understanding of surface water – groundwater interactions within the Coyote Valley groundwater basin
- Promote stewardship of Coyote Valley Groundwater Basin
  - Monitor and participate in County land use planning activities
  - Support local watershed protection groups

### **1B. Maintain and enhance sewer infrastructure**

As a part of this strategic plan, we will take the following actions to upgrade the District’s sewer infrastructure:

- Complete inventory/catalog of sewer infrastructure
- Implement updated Sewer System Management Plan (SSMP)
  - Expand systematic sewer maintenance cleaning program
  - Implement systematic service line replacement program
- Implement Sewer Capital Improvement Plan

### **1C. Maintain and enhance water infrastructure**

As a part of this strategic plan, we will take the following actions to upgrade the District's water infrastructure:

- Complete inventory/catalog of water infrastructure
- Implement Water Capital Improvement Plan
- Implement leak detection program
- Implement systematic water meter replacement program  
It is now a viable option to replace traditional water meters with smart meters due to lost revenue capture. Industry standard conservatively estimates that you can see an average revenue increase of \$2 to \$3 per connection with the installation of smart meters. That would be an additional income of \$5K to \$7.5K per month that would be used to pay on a loan coupled with an associated 50/50 matching grant. To add an additional margin for error, the potential Verizon cell tower rental site is expected to generate \$1.7K per month toward a matching loan payment as well.

### **1D. Enhance site security for all facilities and infrastructure**

As a part of this strategic plan we will construct enclosures/housing for water supply wells.

### **1E. Evaluate flood control**

As a part of this strategic plan we will:

- Identify current level of flood protection provided by existing facilities
- Implement facilities maintenance program
- Develop dedicated source of funding  
The District has identified a potential opportunity to move the community forward through a public, private partnership to address flooding issues, storm culverts and ditch maintenance. Ultimately, it is staff's recommendation that Lake County Water Resources be the final responsible agency if a funding source can be agreed upon. This would save the sewer enterprise account thousands of dollars annually and bring the District into compliance with funding regulations.
  1. Lake County Water Resources has the expertise, finances and ability to place a property tax on the ballot to cover the expenses of maintaining the Putah Creek levee, storm basin & pump, culverts and ditches throughout Hidden Valley Lake. If passed, the Association and CSD would deed specific properties to Lake County Water Resources as they would have the revenue stream to maintain the facilities.
  2. Prior to a land transfer to Lake County Water Resources, and through the generous donation of a private land owner, the District would merge the existing storm basin and this new property (Portions of this land may be retained by the District which would require the land to be subdivided first) allowing Lake County Water Resources to remove the eastern basin

wall/levee so storm water could naturally flow by gravity to Putah Creek. This would reduce the need for the pump station and likely the flooding we have seen in recent months.

### ***Goal: Maintain Financial Stability***

We will maintain financial stability and equitable rates.

Water and sewer reserves fall short of the District's needs and requirements for grants and loans.

#### **2A. Update fiscal policies to promote financial stability**

In order to maintain and enhance the District's credit rating we will:

- Develop reserve fund policies
- Fund depreciation

#### **2B. Adopt fixed asset management plan**

We will develop a fixed asset management plan which will form the basis for determining appropriate funding levels for infrastructure and other fixed asset depreciation.

#### **2C. Expand our ability to track and manage financial data**

To enhance our ability to track and analyze financial data, we will:

- Upgrade administrative computer system
- Monitor trends and develop long-term fiscal projections
- Improve cost tracking by activity/project

#### **2D. Ensure rates are equitable and promote financial stability**

We will commission a third-party water, sewer and miscellaneous fee study to determine the financially prudent revenue stream required to execute this strategic plan.

#### **2E. Identify sustainable funding mechanism for flood control facilities**

*(This is a repeat of item 1E. The two could be combined)*

There is currently no dedicated revenue stream for funding operation and maintenance of our existing flood control facilities, nor expansion of flood control facilities or responsibilities should the District be required to obtain a National Pollutant Discharge Elimination System (NPDES) storm water discharge permit in the future. As part of this strategic plan we will conduct an analysis of current and future flood control funding requirements, and identify potential funding sources.

## ***Goal: Expand Education and Outreach***

We will expand education and outreach programs to enhance customer awareness of District services and promote government transparency.

### **3A. Expand customer education about the District and our services**

Nationwide, the cost of providing safe, reliable municipal drinking water has risen steadily and often, -from the customer's perspective, for unknown or unsubstantiated reasons. A frequently heard complaint is that customers are being told to conserve water, which they do, and are subsequently "rewarded" with increased water rates. In general, water utility customers are unaware of the true cost of producing and delivering municipal drinking water *or of the financial impact that new and increasingly stringent regulations have on the cost of these services*. Similarly, they are often not fully aware of the water utility's services, or its responsibilities to maintain its sewer and drinking water infrastructure.

Coupled with the need to better educate customers is the related task of expanding the modes of communication. Among some demographics, electronic social media has become the preferred mode of communication. Disseminating information via social media is less expensive and often more effective than newsletters and other traditional means. As a part of this strategic plan, we will:

- Familiarize customers with the scope and breath of District services and the true cost of providing those services
- Utilize electronic social media, *starting with a new and improved Website*, to disseminate information

### **3B. Educate customers about resource conservation and pollution prevention**

To promote resource stewardship, we will continue to educate customers and increase public awareness of water conservation, *the cost of doing business*, and will also designate funding to expand programs to educate the public about:

- Sewer lateral maintenance
- Stormwater management
- Safe disposal of grease, cleaning agents, pharmaceuticals and other household wastes

### **3C. Expand customer service training for employees**

The District will expand and formalize its employee customer service training program to reflect the evolving functions of the District and the expanding role of electronic media. Specifically, the District will:

- Provide formal training (webinar, video, lectures)
- Initiate an annual customer satisfaction survey

***Goal: Offer Innovative Services***

**4A. Leverage District resources to generate revenue**

The District possesses expertise, equipment, and infrastructure that could be used to generate revenue and/or provide additional services to the community. As a part of this strategic plan we will:

- Expand solar power generation capacity
- Investigate the feasibility of wind power generation
- Investigate feasibility of providing facilities for the provision of internet services
- Investigate feasibility of converting sludge to marketable products
- Investigate feasibility of rainwater capture financing and installation
- Investigate feasibility of providing water/wastewater quality laboratory analysis services
- Provide expertise and intellectual capital to other organizations
  - Billing services
  - Consulting/contractor services
- Rent/lease heavy equipment
- It is now a viable option to install a hydro turbine at the base of the dam (Per Schneider Electric's evaluation & their grant knowledge) to offset operational costs of a well in that location. Grants are currently available which may provide 50 to 100% of the funding.

**4B. Pursue partnerships and strategic alliances to develop revenue-generating activities**

We will cultivate partnerships and alliances through participation in integrated regional water management planning efforts and water industry organizations such as the Association of California Water Agencies, and where appropriate, through political advocacy. Specifically, we will:

- Actively participate in the Westside Sacramento Integrated Regional Water

Management Plan group

- Promote and facilitate communication between water purveyors and wastewater service providers in the Upper Putah Creek drainage
- Cultivate relations with local, State and Federal elected officials

### ***Goal: Refine Governance and Administration***

#### **5A. Update governance procedures to promote efficiency and transparency**

To improve Board governance we will adopt Board of Director Rules and Procedures to guide the conduct of Board meetings, communication among individual Board members, communication between the Board and District staff, and communication between individual Board members and District staff:

#### **5B. Update administrative processes to enhance customer service**

- Implement a paperless service order program and promote electronic billing to improve customer service and reduce administrative costs
- Automate meter reading to improve customer service, reduce administrative costs, and improve records retention and retrieval
- Utilize network system/cloud services to improve records retention and retrieval, and enhance preservation of District records in the event of disaster
- Implement an automated call system to improve customer service and enhance emergency response capabilities

#### **5C. Conduct customer satisfaction surveys**

We have never conducted a customer satisfaction survey and have historically received comparatively little feedback from our customers regarding services provided, or potential interest in new or expanded services. To assess the appropriateness and quality of our services, we will conduct annual web-based customer satisfaction surveys to assess the District's ability to provide services, and the need or interest in providing additional services.

#### **5D. Continuously update human resources policies and practices to recruit and retain skilled employees**

- Maintain up-to-date job descriptions to reflect current and future staffing needs

- Provide competitive compensation to attract and retain staff
- Develop staff skills and capabilities that will enhance District's ability to provide services
- Provide training/cross-training and offer education reimbursements to facilitate development of staff skills and capabilities

#### **5E. Review organizational structure and staffing needs**

As a part of this strategic plan, we will review our organizational structure and staff composition to ensure that the District's organizational and staffing capabilities are aligned with current and future needs.

UNDER REVIEW

## Strategic Plan Updates

To ensure this Strategic Plan remains functional, practical, and continues to address the current needs of the District we will review and update the plan annually, prior to adoption of the District's budget for the following fiscal year. As a part of this annual review we will:

- Identify specific elements of the Strategic Plan to be initiated and/or completed in the next fiscal year
- Measure our performance toward achieving the Strategic Plan's goals
- Publish a report summarizing the progress made and any changes with respect to the Strategic Plan goals, strategies or initiatives

UNDER REVIEW





***General Manager Performance Appraisal***  
***(Synthesized from all Board Members by Larry Bienati—Draft 2.0)***

**Name:** Click or tap here to enter text.

**Evaluators:** All Board Members

**Period Covered:** Click or tap here to enter text.

**Date Conducted:** Click or tap here to enter text.

**KEY PERFORMANCE CATEGORIES - Circle one answer for each question.**

**Category A: Board Interactions**

**1. Builds Trust**

Trustworthy, reliable, honest, delivers on commitments and promises to the Board and other key stakeholders of the District.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

- Click or tap here to enter text.

**2. Board Communications**

Ensures Board is kept well informed; provides timely, relevant and factual information so Board Members can make informed decisions. Maintains regular communications with the Board and ensures key information is shared in a timely manner before, during and after Board meetings.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

- Click or tap here to enter text.

**3. Board Advocacy**

Models the way in supporting the vision, mission, core values, strategies, policies, practices and procedures inherent in the role of a successful General Manager. In this advocacy role, the GM appropriately supports Board actions when directed and may constructively challenge the Board when decisions require further discussion, consideration or evaluation.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

- Click or tap here to enter text.

**4. Builds Consensus**

Develops collaborative working relationships with each Board Member; understands expectations and perspectives of each Board Member, ratepayers and other key stakeholders of the District.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**Overall Rating Category A: Sum of competencies 1-4 inclusive =**

**Category B: Leadership**

**5. Fiscal Acumen**

Offers sound decisions and recommendations that enhance the District’s financial position. This includes a realistic budget-setting process, performance metrics and other accountability measures consistent with imperatives of the strategic business plan and general financial policies approved by the Board. Remains focused on the capital program, pension funding, labor negotiations, salaries and benefits.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**6. Builds External Relationships**

Displays an ability to effectively engage and communicate with elected officials and the various stakeholder groups the District serves. Also demonstrates the ability to sustain effective partnerships with local, state and federal agencies and professional organizations. Remains keenly aware and sensitive to the nature of political relationships in fostering interest-based outcomes.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**7. Operational Knowledge of District Service Readiness**

Demonstrates a solid understanding of critical leadership issues inherent in the District. Ensures District operations are in conformance with applicable statutes, regulations, permits and policies. Recommends rules, fees and process improvements for Board adoption related to construction, repairs, maintenance, operation of collection, treatment and disposal systems, recycled water systems, household waste collection and other operational objectives including the appropriate response capability in serving the community.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**8. Thinks Strategically**

Considers a broad range of internal and external factors when solving problems and making decisions; identifies critical, high payoff strategies and prioritizes team efforts accordingly; uses information from key stakeholders when making decisions; recognizes strategic opportunities for success; adjusts actions and decisions for focus on critical strategic issues affecting the service and operational mission of the District.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**9. Acts with Integrity**

Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behavior; builds trust with others through own authenticity and follow-through on commitments.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**10. Demonstrates Adaptability**

Handles day-to-day work challenges confidently; is willing and able to adjust to multiple demands, shifting priorities, ambiguity, and rapid change; shows resilience in the face of constraints, frustrations, or adversity; demonstrates flexibility.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**11. Champions Change**

Challenges the status quo and champions new initiatives; generates new ideas; acts as a catalyst of change and stimulates others to change; paves the way for needed changes; manages implementation effectively by bringing perspectives and approaches together, combining them in creative ways.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• [Click or tap here to enter text.](#)

**12. Provides Direction**

Fosters the development of a common vision; provides clear direction and priorities; clarifies roles and responsibilities.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• Click or tap here to enter text.

**13. Leads Courageously**

Steps forward to address difficult issues; puts self on the line to deal with important problems; stands firm, when necessary, in “doing the right things” as it pertains to Board, staff and stakeholder needs.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• Click or tap here to enter text.

**Overall Rating Category B: Sum of competencies 5-13 inclusive =**

**Category C: General Management**

**14. Fosters Teamwork**

Builds effective teams committed to organizational goals; fosters collaboration among team members and among teams; uses teams to address relevant issues.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• Click or tap here to enter text.

**15. Workforce/Leadership Development**

Accurately assesses strengths and development needs of employees; ensures key direct reports provide timely, specific feedback and helpful coaching; provides challenging assignments and opportunities for development; has established an appropriate cadre of well qualified candidates for key organizational positions and future leadership needs of the District.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• Click or tap here to enter text.

**16. Drives for Results**

Drives for results and success; conveys a sense of urgency and drives issues to closure; persists despite obstacles and opposition.

**Somewhat Effective:      Effective:      Very Effective:**

**Comments:**

• Click or tap here to enter text.

**17. Establishes Plans**

Develops short and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals; integrates planning efforts across work units.

**Somewhat Effective:    Effective:    Very Effective:**

**Comments:**

• Click or tap here to enter text.

**18. Staff Development/Organizational Design**

Recruits and hires the right people for permanent and temporary assignments; builds a strong team with complementary strengths; provides for staff continuity; forms the right structures and teams for appropriate organization effectiveness and efficiency.

**Somewhat Effective:    Effective:    Very Effective:**

**Comments:**

• Click or tap here to enter text.

**19. Manages Execution**

Assigns responsibilities; delegates and empowers others; removes obstacles; allows for and contributes needed resources; coordinates work efforts when necessary; monitors progress.

**Somewhat Effective:    Effective:    Very Effective:**

**Comments:**

• Click or tap here to enter text.

**20. Speaks Effectively**

Speaks clearly and expresses self well in groups and in one-to-one conversations. Actively attends to and conveys understanding of the comments and questions of others; listens well in a group.

**Somewhat Effective:    Effective:    Very Effective:**

**Comments:**

• Click or tap here to enter text.

**21. Collaborative Leader**

Brings substantive conflicts and disagreements and attempts to resolve them collaboratively; builds consensus with internal employee as well as Districts labor relationships.

**Somewhat Effective:    Effective:    Very Effective:**

**Comments:**

• Click or tap here to enter text.

**22. Develops Oneself**

Learns from experience; actively pursues learning and self-development; seeks feedback and welcomes unsolicited feedback; modifies behavior in light of feedback; participates in various conferences, training in order to maintain awareness of new trends and developments in the wastewater industry; willing to assume leadership roles in various industry associations.

Somewhat Effective:      Effective:      Very Effective:

Comments:

•
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**Overall Rating Category C: Sum of competencies 14-22 inclusive = .**

***Overall Rating Summary (Consultant will calculate when various board appraisals submitted)***

**Category A: Board Interactions = Click here to enter text. @ .50 = Click here to enter text.**

**Category B: Leadership = Click here to enter text. @ .25 = Click here to enter text.**

**Category C: Management = Click here to enter text. @ .25 = Click here to enter text.**

**Total:** Click here to enter text.

**Total Overall Points**

**22-24 = Far Exceeds Performance Expectations**

**19-22 = Exceeds Performance Expectations**

**14-18 = Meets Performance Expectations**

**13 or below = Below expectations; 90-day improvement plan likely**

***Looking back over the last 12 months, what are the top 5 achievements this General Manager has demonstrated in his role?***

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.

***What do you see as this General Managers top 5 leadership focus areas in the next 12 months?***

Goal #1: Click here to enter text.

How measured? Click here to enter text.

Completion date? Click here to enter a date.

Why important? Click here to enter text.

General Manager Performance Appraisal  
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Goal #2: [Click here to enter text.](#)  
How measured? [Click here to enter text.](#)  
Completion date? [Click here to enter a date.](#)  
Why important? [Click here to enter text.](#)

Goal #3: [Click here to enter text.](#)  
How measured? [Click here to enter text.](#)  
Completion date? [Click here to enter a date.](#)  
Why important? [Click here to enter text.](#)

Goal #4: [Click here to enter text.](#)  
How measured? [Click here to enter text.](#)  
Completion date? [Click here to enter a date.](#)  
Why important? [Click here to enter text.](#)

Goal #5: [Click here to enter text.](#)  
How measured? [Click here to enter text.](#)  
Completion date? [Click here to enter a date.](#)  
Why important? [Click here to enter text.](#)

***General Manager Comments and Observations (will be attached later)***

**Employee Name: Dennis White**

**Date** [Click here to enter a date.](#)

**Evaluator(s) Name(s)**  
Click or tap here to enter text.

**Date** [Click here to enter a date.](#)

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*Dennis White, General Manager*

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*Jim Freeman, President of the Board*

**AGREEMENT FOR PERSONAL SERVICES**  
**between**  
**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**and**  
**DENNIS WHITE**

This AGREEMENT FOR PERSONAL SERVICES is made and entered into this 16th day of September 2020 (the "Effective Date") by and between the HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, a California Special District formed under applicable provisions of the California Government Code section 60000, et seq. (hereinafter referred to as "District") and DENNIS WHITE, an individual to be employed by the District as General Manager (hereinafter referred to as "General Manager").

Recitals

The District's Board of Directors (the "Board") wishes to enter into an employment agreement with DENNIS WHITE to provide professional services as General Manager of the District.

NOW THEREFORE IT IS AGREED by the DISTRICT and DENNIS WHITE as follows:

**I. DUTIES:** The General Manager shall perform all duties, assume all obligations and constantly meet all qualifications of the office of General Manager as described in the specifications for said position, and as may be approved by the Board as of the Effective Date, and as such specifications may, from time to time, be amended by the Board. General Manager shall be subject to all pertinent provisions of the ordinances, resolutions, rules, regulations and all other lawful orders and directives of the Board and the District. Said duties and obligations shall be performed in an efficient and professional manner and in conformance with the standards generally prevailing for the performance of the duties and obligations pertaining to the position of similar managerial positions of public or private entities, including, but not limited to, Community Services Districts, in the State of California. Notwithstanding any other provision herein, General Manager shall serve at the pleasure of the Board and may be discharged at any time with or without cause, subject only to Section XI of this Agreement.

The General Manager shall perform essential functions and responsibilities and duties that shall include, but not be limited to, the following:

- Provide overall executive direction of day-to-day and long-term operations and activities of the District, organizing and assigning responsibilities, and directing and overseeing the management provided by subordinate managers.
- Provide general direction on the design, construction, operation, and maintenance of all planned or proposed District facilities and activities.
- Within guidelines established by the Board, direct the establishment of overall strategic plans, long-term goals, and objectives.
- Keep the Board of Directors advised of District activities and laws, issues, or problems that may affect District operations.
- Review and implement policies adopted by the Board and make appropriate recommendations to the Board.
- Represent the Board of Directors and the District in contacts with various federal, state, and local government agencies, community groups and businesses, and other professional organizations.



- Negotiate a variety of contracts and agreements on the District's behalf in accordance with Board policy, direction, or delegation.
- Oversee preparation and implementation of the annual District budget.
- Monitor and implement all personnel rules and regulations in accordance with applicable laws and regulations.
- Respond to and resolve difficult and sensitive customer inquiries and complaints.
- Maintain and improve professional proficiencies

**II. GENERAL MANAGER AND BOARD RESPONSIBILITIES:** The Board of Directors is the governing body of the District and retains the responsibility of formulating and adopting District policy. The General Manager has the primary responsibility for the implementation of District policy.

**III. PERSONNEL MATTERS:** The General Manager has the additional responsibility to hire, train, discipline, and discharge the District's employees, including administrative and supervisory staff to best serve the District. It is, however, understood and agreed that these responsibilities are specifically limited by the fact that the Board of Directors of the District must specifically approve the creation and authorization of positions, and the establishment and adjustment of pay scales for these positions. The General Manager retains the authority to promote or demote employees within their respective class of position and make salary adjustments consistent with previously Board approved authority for the position and any applicable labor agreement.

**IV. EFFECTIVE DATE AND TERM:** The initial term of this Agreement shall be for two (2) years from the Effective Date, beginning September 16, 2020 and terminating on September 15, 2022.

From and after the Effective Date, General Manager shall perform all duties, assume all obligations and constantly meet all qualifications of the office of General Manager as described in the specifications for said position and as may be approved by the Board as of the Effective Date, and as such specifications may, from time to time, be amended by the Board.

Subject to the District's right to terminate this Agreement and General Manager's employment at any time pursuant to Section XI of this Agreement, this Agreement shall automatically be renewed for subsequent one (1) year periods, unless the Board provides written notice to the General Manager no less than ninety (90) days prior to the expiration of the current term or an extended term that the Agreement will be terminated.

**V. COMPENSATION:** The General Manager is to be paid the annual sum of \$125,000 for fulfilling the duties described herein, accruing neither overtime nor compensatory time, prorated and payable in accordance with the District's standard payroll procedures, subject to the following adjustments:


- a. Each year, pursuant to Sections IX and X of this Agreement, the Board of Directors shall review the General Manager's performance and based upon performance of the duties and meeting or exceeding the agreed upon performance objectives determine if a merit-based salary or other salary and/or benefit increase, including any cost of living based increase, is warranted and act accordingly. Any such increases, including cost of living based increases, will be subject to a written amendment to this Agreement.

**VI. HOURS OF WORK:** The regular business hours of the District are 8:00 AM to 5:00 PM. It is recognized that the General Manager must devote a great deal of time outside the normal hours of business for the District, and to that end the General Manager shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of the District and shall allow General Manager to faithfully perform the assigned duties and responsibilities. General Manager shall maintain a continuous presence or means of

communication with District staff at all times, either in person or via telephone, cell phone, or e-mail. When unavailable, General Manager shall ensure that duties have been properly and appropriately delegated to qualified District staff. If District is unable to contact General Manager in a reasonable time for reasons beyond the General Manager's control such as on-duty or off-duty air travel, General Manager's presence in areas without cellular phone service, email access, international travel or other similar circumstances, General Manager's inability to maintain continuous availability shall not be considered a breach of this Agreement or grounds for termination for cause.

VII. BENEFITS: The General Manager shall be afforded the following benefits package:

General Manager shall receive and accrue the same group insurance, retirement, vacation, holiday, sick leave, and other benefits in accordance with District's personnel rules and regulations, as these may be amended from time to time, except as these benefits may be modified in this Section VII.

- a. The General Manager shall receive twenty (20) days of vacation annually, totaling one-hundred sixty (160) hours. The General Manager shall not be eligible to accrue greater than a maximum of four hundred and forty (440) vacation hours. The vacation provided herein shall not modify District retirement service time or other benefit categories as provided for in the District's personnel rules and regulations, as these may be amended from time to time.
- b. General Manager shall accrue sick leave at a rate of ninety-six (96) hours per year (3.69 days per pay period). The General Manager shall maintain any sick leave previously accrued as an employee of the District.
- c. General Manager shall receive twelve and one half (12.5) holiday days per year, totaling one hundred (100) hours.
- d. The General Manager shall continue to be enrolled in CalPERS retirement benefits at the 2.5% @ 55 formula. 
- e. In lieu of reimbursement for personal vehicle mileage expenses or a monthly vehicle allowance, the General Manager shall be provided with an appropriate District-owned vehicle for use in the performance of official duties pursuant to this Agreement. For the convenience of the District, the General Manager shall have use of the vehicle for transit to and from the District so that the vehicle shall be available to attend meetings and other functions on the District's behalf at the District headquarters and elsewhere and to enable prompt response to emergencies or other circumstances requiring the General Manager's attention. The District shall own and insure the vehicle and be responsible for fuel and maintenance. Provision of a vehicle for use as described in this paragraph may be subject to applicable taxes pursuant to the Internal Revenue Code.
- f. In lieu of reimbursement for the use of a personal mobile telephone or similar device, the District shall provide a District-owned mobile telephone or similar device with an appropriate access plan to ensure General Manager's accessibility and availability pursuant to this Agreement.

VIII. GENERAL BUSINESS EXPENSES:

- a. Subject to prior approval of the specific dues, subscriptions and memberships by the Board of Directors, the District agrees to pay for professional dues and subscriptions of the General Manager as may be necessary for professional development, membership and participation in regional, state, and local associations, and organizations necessary and desirable for the General Manager's continued professional participation, growth, and advancement, and for the good of the District.
- b. Subject to the funds approved and available in the District's travel budget, the District agrees to pay for travel and subsistence expenses (alcoholic beverages excluded) of General Manager for professional and official travel, meetings, short courses, institutes, seminars and occasions to regional, state, and local governmental groups and committees in which General Manager serves as a member to adequately continue the professional development of General Manager and to pursue necessary official functions for the District.
- c. Subject to approved budget allocation, any additional expenses incurred while performing

District business, excluding mileage and mobile phone expenses, will be reimbursed in accordance with District policy.

- d. The District shall bear the full cost of any fidelity or other bonds required of the General Manager under any law or ordinance.

IX. PERFORMANCE OBJECTIVES: The General Manager shall meet annually with the Board by the anniversary of the Effective Date of this Agreement to identify the District's and General Manager's performance objectives for the following year. Said performance objectives shall be proposed by the General Manager in writing and submitted to the Board for approval. If the Board does not approve said performance objectives, they shall establish reasonable performance objectives following consultation with the General Manager. The performance objectives shall be consistent with Board policy and the duties and responsibilities set forth in this Agreement. The Board reserves the right to evaluate the General Manager's performance at any other time as it may, in its sole discretion, determine.

X. EVALUATION: The Board shall initially evaluate the performance of the General Manager at approximately six (6) months from appointment and, then again, on or before the first anniversary of the Effective Date of this Agreement, and annually thereafter. The evaluation shall be based on the duties and agreed upon performance objectives. In its discretion, the Board of Directors may, following the first annual evaluation pursuant to this Agreement and consistent with Section V.a., consider modification to the compensation or benefits provided herein.

Failure of the Board to complete the evaluation process shall not preclude the Board from giving notice of termination in accordance with the Termination section of this Agreement.

XI. TERMINATION AND DISMISSAL: The General Manager shall serve at the will and pleasure of the District Board of Directors and may be terminated at any time, with or without cause. Nothing in this Agreement shall be construed to prevent the District, in its sole discretion, from terminating this Agreement and the services of the General Manager. The following provisions shall apply to termination and dismissal:

- a. The Board of Directors shall have the right to discharge the General Manager and terminate this Agreement for cause in the event of:

- (i) any willful breach of duty of this Agreement by the General Manager in the course of the employment;

- (ii) the General Manager's habitual neglect of or failure to perform the duties as outlined in this Agreement;

- (iii) conviction of a felony or a crime involving moral turpitude. In the event of the General Manager's termination for cause, the General Manager shall not be entitled to any severance pay or continuation of health benefits; or

- (iv) the death of the General Manager.

- b. If the Board of Directors terminates the employment of the General Manager without cause, the District shall pay the General Manager severance pay in an amount equal to three (3) months of the monthly base salary specified in Section V of this Agreement and, pursuant to Section VII of this Agreement, as it may be modified from time to time pursuant to the Agreement or any subsequent amendment.

- c. This severance payment shall be made within thirty (30) days of the effective date of the termination and is subject to applicable withholding taxes.

The General Manager may terminate this Agreement at any time upon sixty (60) days written notice to the Board of Directors. In the event that the General Manager should exercise the

option to terminate this Agreement (resign from District employment), the General Manager shall not be entitled to any severance pay or continuation of health benefits, except as may apply in the event General Manager retires from the District.

This Section XI is intended to comply with Section 53260 et seq. of the California Government Code. Pursuant to California Government Code Section 53260, in no event shall General Manager receive a settlement that exceeds an amount equal to the monthly salary multiplied by the number of months remaining on the unexpired term of this Agreement or the monthly salary multiplied by eighteen (18), whichever is less.

Pursuant to California Government Code Section 53243.2, any lump sum severance payment or other non-contractual payments related to termination paid to General Manager under Section XI of this Agreement shall be fully reimbursed by General Manager to the District if General Manager is convicted of a crime involving an abuse of the office or position. For purposes of this Agreement, the phrase "abuse of the office or position" shall have the meaning set forth in Government Code Section 53243.4. This Agreement shall be subject to the provisions of Government Code sections 53243-53243.4 which require reimbursement to the District under circumstances stated therein.

This Agreement, the General Manager's employment, and the District's obligations to compensate the General Manager, excepting benefits which are specifically identified to continue into retirement, shall cease on the effective date of General Manager's termination.

Notwithstanding anything in this Agreement to the contrary, in the event of the General Manager's termination without cause, the severance pay and other benefits, including the option to retire, provided in this Agreement shall be the General Manager's sole remedy.

The District's most current personnel rules and regulations shall apply except for those express provisions outlined in this Agreement which shall supersede the District's personnel rules and regulations.

- XII. APPLICABLE LAW: This Agreement shall be constructed in accordance with and governed by the laws of the State of California. Should any provision of this Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall nevertheless be binding and effective.

Upon the expiration or termination of this Agreement, the General Manager shall not be entitled to any severance pay or continuation of health benefits, except those limited to the provision of COBRA benefits, except as otherwise provided for herein.

- XIII. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between the District and the General Manager and supersedes all prior agreements respecting the same subject, provided however, that all practices as described in the District's personnel rules and regulations, as they now exist or may hereafter be amended shall apply to the General Manager, unless contrary to specific provisions of this Agreement.

Each party agrees and acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or any one acting on behalf of any party, which are not included herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

- XIV. WAIVER OF RIGHTS: Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

- XV. REMEDIES NOT EXCLUSIVE: Except as otherwise provided herein, the use by either party of any remedies specified herein for the enforcement of this Agreement is not exclusive



IN WITNESS WHEREOF, the District and General Manager hereto have executed this Agreement as of the Effective Date.

D. White 9/15/2020  
Dennis White Date

[Signature] 9/15/2020  
James Lieberman, President, Board of Directors Date

ATTEST:

By: [Signature] 9/15/2020  
District Secretary Date