



Hidden Valley Lake Community Services District

Regular Board Meeting

Tuesday October 20, 2020 – 7:00 PM

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the www.hvlcsd.org select the October 20, 2020 Board of Directors Meeting select **Join Microsoft Teams Meeting** Select **Join on the web** instead.

Please submit your comments to Penny Cuadras at pcuadras@hvlcsd.org or mail comments to the attention of: Penny Cuadras, Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Board President as related to the agenda item or during Public Comment.

DATE: October 20, 2020
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) CONSENT CALENDAR
 - A. MINUTES: Approval of the September 2, 2020 Special Meeting Minutes.
 - B. MINUTES: Approval of the September 10, 2020 Special Meeting Minutes.
 - C. MINUTES: Approval of the September 14, 2020 Finance Committee Meeting Minutes.
 - D. MINUTES: Approval of the September 15, 2020 Regular Board Meeting Minutes.
 - E. DISBURSEMENTS: Check # 037526 - # 037644 including drafts and payroll for a total of \$370,695.21.
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Finance Committee
 - Personnel Committee
 - Emergency Preparedness Committee
 - Lake Water Use Agreement-Ad Hoc Committee

Valley Oaks Project Committee

- 7) STAFF REPORTS (for information only, no action anticipated)
 - Financial Report
 - Administration/Customer Service Report
 - ACWA State Legislative Committee
 - Field Operations Report
 - General Manager's Report

- 8) BOARD LIST OF PRIORITIES: Projects Update; re-Prioritize List
 - Tank 9
 - I&I
 - SCADA
 - AMI 218
 - Generators – Prioritize purchase of Generator for Administration Office

- 9) DISCUSSION AND POSSIBLE ACTION: Ratify Contract and Appointment of Dennis White as General Manager

- 10) DISCUSSION AND POSSIBLE ACTION: Approve Resolution 2020-14 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors Adding Dennis White To The List Of Individuals Authorized To Have A Credit Card, Enter Into Deposit Account, Funds Transfer, Investment, Cash Management And Deposit Service Agreements With West America Bank, And To Withdraw Funds, Initiate Payment Orders And Otherwise Give Instructions To West America Bank With Respect To The District's Deposit Accounts

- 11) DISCUSS: De-Briefing of LNU Complex Fire

- 12) DISCUSSION AND POSSIBLE ACTION: Hydro-Seeding of District Properties that were Cleared for Fire Breaks

- 13) DISCUSSION AND POSSIBLE ACTION: Establish Procedure for Water Bill Adjustments due to Leaks

- 14) DISCUSSION AND POSSIBLE ACTION: Approve NBS 2020 Rate Study and Authorize Staff to Proceed with the 218 Process

- 15) DISCUSSION AND POSSIBLE ACTION: Consider Options for PR like CV Strategies for the 218 Process

- 16) DISCUSSION AND POSSIBLE ACTION: RFQ Results – Selection of ESCO

- 17) DISCUSSION AND POSSIBLE ACTION: Approve Easement documentation, authorize the General Manager to sign the HVLCS D Easement, and for the Board President to sign the HVLA Easement

- 18) DISCUSSION AND POSSIBLE ACTION: Approve and Adopt the following Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager

- 19) PUBLIC COMMENT

20) BOARD MEMBER COMMENT

21) ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings

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

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: SEPTEMBER 10, 2020 – CLOSED SESSION**

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:

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

Others Present Via Teleconference:

Robert DeLoach, DeLoach & Associates

CALL TO ORDER

The meeting was called to order at 5:04 PM by Director Lieberman.

APPROVAL OF AGENDA

Director Graham moved to approve the September 2, 2020 Agenda. Seconded by Director Graves.

Roll Call vote;

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 5-0 to approve the Agenda as presented

ADJOURN TO CLOSED SESSION: Pursuant to California Government Code Section 54957: Public Employment: (General Manager)

Members of the Board adjourned into closed session at 5:05 PM. Members of the Board recessed for a 10-minute break at 6:19 PM; returning back to Closed Session at 6:29 PM.

RECONVENE TO OPEN SESSION:

Members of the Board returned to open session at 7:58 PM with no reportable action.

PUBLIC COMMENT

No Public Present

BOARD COMMENT

No Board Comment.

ADJOURNMENT

Moved by Director Freeman, seconded by Director Brown to adjourn at 7:59 PM

ROLL CALL:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: September 14, 2020**

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

Director Freeman
Director Graves
General Manager, Dennis White
Accounting Supervisor, Trish Wilkinson
Administrative Services Manager, Penny Cuadras
Others Present:
Water Resources Specialist I, Hannah Davidson
Via Teleconference: Water Resources Specialist, Alyssa Gordon

CALL TO ORDER

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

APPROVAL OF AGENDA

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

Review And Discuss:

Monthly Financial Reports & Disbursements

Committee members reviewed Monthly Financial Reports & Disbursements and expenditures. The Committee addressed delinquent accounts due to the COVID-19 restrictions, recommending customers be provided the option of a payment plan to bring accounts current. Staff will draft a letter to notify customers of the option to enter into a payment plan.

Review And Discuss:

Recommendation for the purchase of an Aeration Chain Upgrade in the amount of \$35,400.00

Committee Recommendation to the Board: Approve Staff to purchase of an Aeration Chain Upgrade in the amount of \$35,400.00

Review And Discuss:

Consider acceptance and award of contract for the Meadow View Easement Replacement Project

Committee Recommendation to the Board: Approve acceptance and award of contract for the Meadow View Easement Replacement Project.

Review And Discuss:

Consider options for WWTP Access Road

No bids were received for this project- procurement code allows for alternative procedures. Committee Recommendation to the Board: Pursue contractors to submit bids for the WWTP Access Road.

Review And Discuss:
Group Health/Dental/Vision/ Insurance Policies Renewal

Members of the committee request staff provide a more detailed comparison of JPIA and SDRMA benefit plans, including Dental and Vision as well as network providers; Sutter/Adventist.

PUBLIC COMMENT

No Public Present.

COMMITTEE MEMBER COMMENTS

Director Graves would like to have an update on the financial profile of the District regarding loans and funding. Staff will discuss this with Smith & Newell while here for the Audit.

Director Freeman requested an update on Trane and RFQ Process

Staff asked the Committee thoughts on extending the Water Resources Specialist remote contract. Staff will provide costs for the Board to consider.

Items for Next Agenda:
Health Dental and Vision Benefits
WWTP Access Road
Financial Standing
NBS Update-218

ADJOURNMENT

The meeting was adjourned at 1:50 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: September 15, 2020**

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

Present were:

Director Jim Lieberman, President
Director Claude Brown
Director Jim Freeman
Director Carolyn Graham
Director Gary Graves
General Manager, Dennis White
Administrative Services Manager, Penny Cuadras
Accounting Supervisor, Trish Wilkinson
Water Resources Specialist, Hannah Davidson

Also Attending Via Tele-Conference:

Water Resources Specialist, Alyssa Gordon

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Lieberman announced the Closed session would be moved to open session as advised by District Legal Counsel.

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

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to approve the agenda with amendment.

DISCUSSION AND POSSIBLE ACTION:

Appointment of a General Manager and Approval of Employment Agreement

In accordance Ca Gov Code 54953 C and 3 – The Board approved the Employee Agreement and Appointment of Dennis White as the General Manager. Dennis White Agrees and Accepts the Appointment as the General Manager of Hidden Valley Lake Community Services District.

Roll Call Vote:

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

NAYS: (1) Director Graham

ABSTAIN: (0)

ABSENT: (0)

Motion Carries by majority vote to Appointment Dennis White the General Manager and Approve an Employment Agreement.

ADMINISTRATION OF OATH OF OFFICE:

General Manager

The Oath of Office was administered to General Manager, Dennis White by President Lieberman.

DISCUSSION AND POSSIBLE ACTION:

Approval of Resolution 2020-12 appointing General Manager, Dennis White as Secretary of the Board of Directors

Director Freeman moved to approve Resolution 2020-12 appointing General Manager, Dennis White as Secretary of the Board of Directors. Seconded by Director Graves.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Resolution 2020-12 appointing General Manager, Dennis White as Secretary of the Board of Directors.

CONSENT CALENDAR

Director Freeman request correction to the August 23, 2020 Emergency Meeting minutes to reflect correct roll call votes.

Director Brown moved to approve the Consent Calendar with the correction of the August 23, 2020 Emergency Meeting minutes. Seconded by Director Graham. The Board approved the following Consent Calendar as presented.

- A. MINUTES: Approval of the August 6, 2020 Special Meeting Minutes.
- B. MINUTES: Approval of the August 15, 2020 Special Meeting Minutes.
- C. MINUTES: Approval of the August 18, 2020 Finance Committee Meeting Minutes.
- D. MINUTES: Approval of the August 18, 2020 Regular Board Meeting Minutes.
- E. MINUTES: Approval of the August 22, 2020 Emergency Meeting Minutes
- F. MINUTES: Approval of the August 23, 2020 Emergency Meeting Minutes
- G. MINUTES: Approval of the August 24, 2020 Emergency Meeting Minutes
- H. MINUTES: Approval of the August 27, 2020 Emergency Meeting Minutes
- I. Committee Charters: Adopt Finance, Personnel and Emergency Preparedness Committee Charters.
- J. DISBURSEMENTS: Check # 037468 - # 037525 including drafts and payroll for a total of \$484,534.25.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the Consent Calendar with the correction of the August 23, 2020 Emergency Meeting Minutes.

BOARD COMMITTEE REPORTS

Finance Committee: Met 9/14 Recommendations discussed according to the Agenda Item.

Personnel Committee: Have Not Met

Safety and Security Committee: Have Not Met

Lake Water Use Agreement-Ad Hoc Committee: Meeting will be scheduled

Valley Oaks Sub-Committee: Have not met.

STAFF REPORTS

Financial Report:

Administration/Customer Services Report:

Field Operation Report:

ACWA State Legislative Committee:

General Manager Report:

PROJECT PRIORITIES:

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

Director Graham asked the Board to consider Generators as a higher priority.

The District will have the generators from Sacramento until October 1st. In the event that generators would be needed after the return the District would reach out to Cal Warn, PG&E or consider renting.

DISCUSSION AND POSSIBLE ACTION:

Consider Options for the WWTP Access Road Repair Project

Options were discussed, a minimum of three bids are preferred. Open to go out to contract.

No Public Comment.

DISCUSS AND POSSIBLE ACTION:

Consider acceptance and award of contract for the Meadow View Easement Replacement Project

Director Freeman moved to Accept and Award Contract for the Meadow View Easement Replacement Project to Piazza Construction, not to exceed \$200,240K. Seconded by Director Graves.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Accept and Award Contract for the Meadow View Easement Replacement Project to Piazza Construction, not to exceed \$200,240-K.

DISCUSS AND POSSIBLE ACTION:

Authorize Staff to Submit Request for Qualifications (RFQ) to Escos for Resilience Solutions

Director Freeman moved to Authorize Staff to Submit Request for Qualifications (RFQ) to Escos for Resilience Solutions. Seconded by Director Graves.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Authorize Staff to Submit Request for Qualifications (RFQ) to Escos for Resilience Solutions.

DISCUSS AND POSSIBLE ACTION:

Authorize the Purchase of an Aeration Chain Upgrade in the Amount of \$35,400.00

Director Graves moved to Authorize the Purchase of an Aeration Chain Upgrade in the Amount of \$35,400.00. Seconded by Director Freeman.

No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Authorize the Purchase of an Aeration Chain Upgrade in the Amount of \$35,400.00.

DISCUSSION AND POSSIBLE ACTION:

NBS Rate Study Update

Staff discussed the timeline necessary to meet all the posting requirements. Director Graham suggests Staff consider a Public Relations firm for support for the 218 process.

No Further Discussion from the Board.

No Public comments

PUBLIC COMMENT

No Public comment.

BOARD MEMBER COMMENT

Director Brown requests quarterly updates on grants and projects.

ADJOURNMENT

On a motion made by Director Freeman and seconded by Director Graves the Board voted unanimously to adjourn the meeting at 9:04 PM by Roll Call Vote.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously, meeting was adjourned at 9:04 P.M.

Jim Lieberman Date
President of the Board

Dennis White Date
General Manager, Secretary to the Board

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

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	G/L 1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR	22	1,700.20	N			
01-1002	PETTY CASH REIMBURSEMENT	1	183.84	N			
01-1023	HACH COMPANY	2	321.80	Y			
01-11	STATE OF CALIFORNIA EDD	8	2,315.10	N			
01-111	JAMES DAY CONSTRUCTION, I	1	126.00	Y			
01-1189	L & M LOCKSMITHING	1	376.43	Y			
01-122	LAKE COUNTY RECORD BEE	1	1,021.24	N			
01-1392	MEDIACOM	1	522.20	N			
01-1579	SOUTH LAKE REFUSE COMPANY	2	508.82	Y			
01-1621	POWER INDUSTRIES, INC	1	1,874.80	N			
01-1659	WAGNER & BONSIGNORE CCE	1	218.75	N			
01-1705	SPECIAL DISTRICT RISK MAN	5	42,021.11	N			
01-1722	US DEPARTMENT OF THE TREA	5	5,646.95	N			
01-1751	USA BLUE BOOK	9	7,234.15	N			
01-19	NBS GOVERNMENT FINANCE GR	3	6,747.50	N			
01-1961	ACWA/JPIA	2	1,778.56	N			
01-21	CALIFORNIA PUBLIC EMPLOYE	6	9,407.56	N			
01-2111	DATAPROSE, LLC	2	2,807.85	Y			
01-2195	TELSTAR INSTRUMENTS, INC	4	28,995.49	N			
01-2283	ARMED FORCE PEST CONTROL,	3	2,505.00	Y			
01-2538	HARDESTER'S MARKETS & HAR	3	77.51	N			
01-2541	MENDO MILL CLEARLAKE	4	557.14	N			
01-2585	TYLER TECHNOLOGY	1	121.00	Y			
01-2598	VERIZON WIRELESS	4	1,758.97	N			
01-2638	RICOH USA, INC.	2	772.58	N			
01-2676	QUACKENBUSH MRRCF	1	10.00	N			
01-2684	OFFICE DEPOT	4	290.16	N			

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

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	G/L 1099	ACCT NO#	G/L NAME	G/L AMOUNT
01-2685	LAYNE PAVING & TRUCKING,	1	197.93	N			
01-2699	MICHELLE HAMILTON	1	668.75	Y			
01-2702	PACE SUPPLY CORP	6	13,335.19	N			
01-2744	ST HELENA HOSPITAL dba JO	1	490.34	Y			
01-2749	NAPA AUTO PARTS	2	167.03	N			
01-2752	JIM COMSTOCK	1	300.00	Y			
01-2788	GHD	3	13,040.40	Y			
01-2792	ADVANCED SECURITY SYSTEMS	1	203.85	Y			
01-2815	Asbury Environmental Serv	3	2,665.78	N			
01-2816	CARDMEMBER SERVICE	2	10,811.07	N			
01-2819	SWRCB - DWOCP	1	80.00	N			
01-2820	ALPHA ANALYTICAL LABORATO	61	6,245.00	Y			
01-2823	GARDENS BY JILLIAN	1	200.00	Y			
01-2825	NATIONWIDE RETIREMENT SOL	2	375.00	N			
01-2827	SMITH CONSTRUCTION	1	1,100.00	Y			
01-2842	COASTLAND CIVIL ENGINEERI	14	41,365.00	Y			
01-2876	BOLD POLISNER MADDOW NELS	2	5,557.50	Y			
01-2878	BADGER METER	1	306.00	N			
01-2880	MIDDLETOWN COPY & PRINT	1	85.80	N			
01-2891	HERC RENTALS INC.	2	1,959.32	N			
01-2909	STREAMLINE	1	200.00	N			
01-2914	RAY MORGAN COMPANY	2	277.61	N			
01-2917	AT&T MOBILITY	1	67.00	N			
01-2922	AMAZON CAPITAL SERVICES,	1	450.42	N			
01-2926	THATCHER COMPANY, INC.	6	5,532.24	N			
01-2943	DICKENSON PEATMAN & FOGAR	1	1,180.00	Y			
01-2945	APPLIED TECHNOLOGY SOLUTI	1	855.00	Y			

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

SORTED BY VENDOR

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-2950	AFLAC	2	492.06	N		
01-2952	MACLEOD WATTS, INC.	1	1,600.00	Y		
01-2972	WILEY PRICE & RADULOVICH,	2	1,392.00	Y		
01-2978	JT AUTO GLASS	1	817.99	N		
01-2990	REDWOOD COAST FUELS	2	1,799.52	N		
01-2992	BACKGROUNDS ONLINE	1	19.50	N		
01-2997	DELOACH AND ASSOCIATES, I	2	5,805.62	N		
01-3001	GOLDEN WEST INDUSTRIAL SU	1	4,714.82	N		
01-3002	ADLER TANK RENTALS	2	2,061.34	N		
01-3005	SACRAMENTO RACK AND SHELV	1	5,956.57	N		
01-3009	CODY LOCKWOOD	1	51.75	N		
01-3010	MAURILIO RODRIGUEZ	1	34.50	N		
01-3013	NATIONAL TRENCH SAFETY	1	6,872.58	N		
01-3014	NIKOLAUS HENDRICKS	1	143.53	N		
01-3016	SOCIETY FOR HUMAN RESOURC	1	219.00	N		
01-3017	BRANDON BELL	1	174.38	N		
01-8	AT&T	1	702.26	N		
01-9	PACIFIC GAS & ELECTRIC CO	2	50,619.79	N		
*** REPORT TOTALS ***		243	311,094.15			

SELECTION CRITERIA

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

TRANSACTION SELECTION

REPORTING: PAID ITEMS

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/01/2020 THRU 9/30/2020	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: VENDOR #
 G/L EXPENSE DISTRIBUTION: NO
 CHECK RANGE: 000000 THRU 999999

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,798,153.00</u>	<u>123,743.05</u>	<u>480,076.36</u>	<u>1,318,076.64</u>	<u>26.70</u>
TOTAL REVENUES	<u>1,798,153.00</u>	<u>123,743.05</u>	<u>480,076.36</u>	<u>1,318,076.64</u>	<u>26.70</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	777,716.00	111,976.88	371,479.06	406,236.94	47.77
ADMINISTRATION	402,258.00	24,172.82	75,697.79	326,560.21	18.82
FIELD	417,256.00	24,663.24	74,584.59	342,671.41	17.88
DIRECTORS	44,530.00	2,341.71	7,025.13	37,504.87	15.78
SPECIAL PROJECTS	178,782.00	3,561.14	3,561.14	175,220.86	1.99
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>5,198.85</u>	<u>5,198.85</u>	<u>(5,198.85)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,820,542.00</u>	<u>171,914.64</u>	<u>537,546.56</u>	<u>1,282,995.44</u>	<u>29.53</u>
REVENUES OVER/(UNDER) EXPENDITURES	(22,389.00)	(48,171.59)	(57,470.20)	35,081.20	256.69

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	100.00	400.00	20.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	0.00	447.60	5,052.40	8.14
120-4050 SALES OF RECLAIMED WATER	110,000.00	14,320.00	63,344.53	46,655.47	57.59
120-4111 COMM SEWER USE	43,113.00	3,495.56	10,571.22	32,541.78	24.52
120-4112 GOV'T SEWER USE	900.00	64.94	194.82	705.18	21.65
120-4116 SEWER USE CHARGES	1,217,940.00	103,367.27	309,240.15	908,699.85	25.39
120-4210 LATE FEE	20,000.00	1,976.78	3,705.27	16,294.73	18.53
120-4300 MISC INCOME	2,500.00	518.50	519.00	1,981.00	20.76
120-4310 OTHER INCOME	0.00	0.00	2,902.00 (2,902.00)	0.00
120-4320 FEMA/CalOES Grants	396,000.00	0.00	88,776.00	307,224.00	22.42
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,700.00	0.00	275.77	1,424.23	16.22
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,798,153.00	123,743.05	480,076.36	1,318,076.64	26.70
	=====	=====	=====	=====	=====

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	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	15,000.00	0.00	12,990.53	2,009.47	86.60
120-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	587.77	1,763.31	12,236.69	12.60
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,232.66	3,031.76	16,968.24	15.16
120-5-00-5061 VEHICLE MAINT	18,000.00	409.00	409.00	17,591.00	2.27
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	54,066.00	5,048.48	59,114.33 (5,048.33)	109.34
120-5-00-5075 BANK FEES	21,000.00	1,671.51	5,395.52	15,604.48	25.69
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	484.00	2,107.01	5,392.99	28.09
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	969.14	1,078.87	5,921.13	15.41
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	20,000.00	3,199.25	3,474.75	16,525.25	17.37
120-5-00-5122 ENGINEERING SERVICES	50,000.00	10,240.58	10,240.58	39,759.42	20.48
120-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	6,936.31	13,971.06	36,028.94	27.94
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	576.67	576.67	4,423.33	11.53
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	525.11	729.03	4,270.97	14.58
120-5-00-5148 OPERATING SUPPLIES	48,000.00	5,604.54	5,874.67	42,125.33	12.24
120-5-00-5150 REPAIR & REPLACE	145,000.00	44,906.00	59,343.67	85,656.33	40.93
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	1,362.50	2,560.98	5,439.02	32.01
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	512.50	1,864.00	14,636.00	11.30
120-5-00-5157 SECURITY	500.00	101.93	101.93	398.07	20.39
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	0.00	45,000.00	0.00
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	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	11,000.00	1,525.23	2,890.35	8,109.65	26.28
120-5-00-5192 ELECTRICITY	65,000.00	9,125.16	13,292.69	51,707.31	20.45
120-5-00-5193 OTHER UTILITIES	2,600.00	254.42	508.84	2,091.16	19.57
120-5-00-5194 IT SERVICES	36,500.00	488.00	8,071.03	28,428.97	22.11
120-5-00-5195 ENV/MONITORING	35,000.00	5,439.00	8,432.00	26,568.00	24.09
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	0.00	2,000.00	0.00
120-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
120-5-00-5311 EQUIPMENT - OFFICE	1,000.00	225.21	1,938.37 (938.37)	193.84
120-5-00-5312 TOOLS - FIELD	1,500.00	10.70	10.70	1,489.30	0.71
120-5-00-5315 SAFETY EQUIPMENT	1,500.00	9,473.71	11,661.21 (10,161.21)	777.41
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	67.50	133.50	116.50	53.40
120-5-00-5580 TRANSFERS OUT	0.00	0.00	88,776.00 (88,776.00)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

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	777,716.00	111,976.88	371,479.06	406,236.94	47.77

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	252,875.00	15,579.72	50,565.82	202,309.18	20.00
120-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,923.50	12,383.28	79,460.72	13.48
120-5-10-5021 RETIREMENT BENEFITS	47,189.00	3,382.57	12,063.24	35,125.76	25.56
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	187.99	490.36	3,509.64	12.26
120-5-10-5170 TRAVEL MILEAGE	1,500.00	99.04	195.09	1,304.91	13.01
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	402,258.00	24,172.82	75,697.79	326,560.21	18.82

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	255,455.00	12,701.94	43,474.75	211,980.25	17.02
120-5-30-5020 EMPLOYEE BENEFITS	106,340.00	8,362.16	20,563.90	85,776.10	19.34
120-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,227.63	10,049.43	36,611.57	21.54
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	217.99	217.99	1,582.01	12.11
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	125.00	1,375.00	8.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	9.99	9.99	990.01	1.00
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	0.00	500.00	0.00
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	143.53	143.53	3,856.47	3.59
TOTAL FIELD	417,256.00	24,663.24	74,584.59	342,671.41	17.88

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	807.45	2,192.55	26.92
120-5-40-5020 DIRECTOR BENEFITS	230.00	11.50	34.50	195.50	15.00
120-5-40-5030 DIRECTOR HEALTH BENEFITS	36,000.00	2,061.06	6,183.18	29,816.82	17.18
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	44,530.00	2,341.71	7,025.13	37,504.87	15.78

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 SPECIAL PROJECTS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	0.00	0.00	0.00	0.00	0.00
120-5-60-6009 ACCESS RD	178,782.00	3,561.14	3,561.14	175,220.86	1.99
TOTAL SPECIAL PROJECTS	178,782.00	3,561.14	3,561.14	175,220.86	1.99

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
120-5-70-7201 I & I	0.00	5,198.85	5,198.85 (5,198.85)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	5,198.85	5,198.85 (5,198.85)	0.00
TOTAL EXPENDITURES	1,820,542.00	171,914.64	537,546.56	1,282,995.44	29.53
REVENUES OVER/(UNDER) EXPENDITURES	(22,389.00)	(48,171.59)	(57,470.20)	35,081.20	256.69

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,175,569.00</u>	<u>198,375.15</u>	<u>621,494.21</u>	<u>1,554,074.79</u>	<u>28.57</u>
TOTAL REVENUES	<u>2,175,569.00</u>	<u>198,375.15</u>	<u>621,494.21</u>	<u>1,554,074.79</u>	<u>28.57</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,303,635.00	102,729.48	264,713.25	1,038,921.75	20.31
ADMINISTRATION	432,258.00	24,216.79	75,741.69	356,516.31	17.52
FIELD	387,856.00	28,031.29	93,140.76	294,715.24	24.01
DIRECTORS	51,820.00	2,341.67	7,025.01	44,794.99	13.56
CAPITAL PROJECTS & EQUIP	<u>0.00</u>	<u>28,052.50</u>	<u>35,693.73</u>	<u>(35,693.73)</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,175,569.00</u>	<u>185,371.73</u>	<u>476,314.44</u>	<u>1,699,254.56</u>	<u>21.89</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,003.42	145,179.77	(145,179.77)	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	0.00	205.00	11,795.00	1.71
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	0.00	0.00	658.00 (658.00)	0.00
130-4040 LIEN RECORDING FEES	1,200.00	298.05	776.92	423.08	64.74
130-4045 AVAILABILITY FEES	22,000.00	0.00	1,790.40	20,209.60	8.14
130-4110 COMM WATER USE	95,295.00	4,788.82	20,272.10	75,022.90	21.27
130-4112 GOV'T WATER USE	6,000.00	383.14	1,211.29	4,788.71	20.19
130-4115 WATER USE	1,968,074.00	188,511.36	585,376.18	1,382,697.82	29.74
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	32,000.00	3,875.28	7,076.78	24,923.22	22.11
130-4215 RETURNED CHECK FEE	1,000.00	0.00	0.00	1,000.00	0.00
130-4300 MISC INCOME	3,000.00	518.50	779.00	2,221.00	25.97
130-4310 OTHER INCOME	1,500.00	0.00	2,902.00 (1,402.00)	193.47
130-4320 FEMA/CalOES Grants	30,000.00	0.00	0.00	30,000.00	0.00
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	3,500.00	0.00	446.54	3,053.46	12.76
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,175,569.00	198,375.15	621,494.21	1,554,074.79	28.57

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	15,000.00	0.00	12,990.51	2,009.49	86.60
130-5-00-5025 RETIREE HEALTH BENEFITS	14,000.00	587.78	1,763.34	12,236.66	12.60
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	12,000.00	0.00	0.00	12,000.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,341.07	3,140.17	16,859.83	15.70
130-5-00-5061 VEHICLE MAINT	12,500.00	408.99	408.99	12,091.01	3.27
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	54,055.00	5,048.48	59,114.32 (5,059.32)	109.36
130-5-00-5075 BANK FEES	21,000.00	1,661.50	5,415.46	15,584.54	25.79
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,600.00	484.00	2,107.00	22,493.00	8.57
130-5-00-5092 POSTAGE & SHIPPING	6,500.00	969.11	1,078.83	5,421.17	16.60
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	20,000.00	4,379.25	4,654.75	15,345.25	23.27
130-5-00-5122 ENGINEERING SERVICES	60,000.00	2,786.87	2,786.87	57,213.13	4.64
130-5-00-5123 OTHER PROFESSIONAL SERVICE	50,000.00	6,936.31	13,971.06	36,028.94	27.94
130-5-00-5124 WATER RIGHTS	50,000.00	218.75	1,231.25	48,768.75	2.46
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	576.66	576.66	6,923.34	7.69
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	45,000.00	825.08	1,028.98	43,971.02	2.29
130-5-00-5148 OPERATING SUPPLIES	5,000.00	767.44	1,204.49	3,795.51	24.09
130-5-00-5150 REPAIR & REPLACE	125,000.00	25,059.05	37,303.66	87,696.34	29.84
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	1,352.50	2,550.97	9,449.03	21.26
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	156.25	672.75	3,527.25	16.02
130-5-00-5157 SECURITY	5,000.00	101.92	101.92	4,898.08	2.04
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	1,525.20	2,690.31	8,309.69	24.46
130-5-00-5192 ELECTRICITY	150,000.00	41,332.86	60,211.07	89,788.93	40.14
130-5-00-5193 OTHER UTILITIES	2,500.00	254.40	508.80	1,991.20	20.35
130-5-00-5194 IT SERVICES	36,500.00	794.00	8,683.02	27,816.98	23.79
130-5-00-5195 ENV/MONITORING	17,000.00	722.00	1,542.00	15,458.00	9.07
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	32,000.00	0.00	0.00	32,000.00	0.00
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	1,136.70 (136.70)	113.67
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	225.21	1,938.35 (938.35)	193.84
130-5-00-5312 TOOLS - FIELD	1,500.00	10.70	10.70	1,489.30	0.71
130-5-00-5315 SAFETY EQUIPMENT	1,500.00	3,036.60	5,224.09 (3,724.09)	348.27
130-5-00-5505 WATER CONSERVATION	9,000.00	100.00	2,600.00	6,400.00	28.89
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	67.50	133.50	116.50	53.40
130-5-00-5580 TRANSFERS OUT	467,830.00	0.00	27,932.73	439,897.27	5.97
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	1,303,635.00	102,729.48	264,713.25	1,038,921.75	20.31

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	282,875.00	15,579.80	50,566.02	232,308.98	17.88
130-5-10-5020 EMPLOYEE BENEFITS	91,844.00	4,923.50	12,383.26	79,460.74	13.48
130-5-10-5021 RETIREMENT BENEFITS	47,189.00	3,426.47	12,107.00	35,082.00	25.66
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	187.97	490.32	3,509.68	12.26
130-5-10-5170 TRAVEL MILEAGE	2,000.00	99.05	195.09	1,804.91	9.75
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	432,258.00	24,216.79	75,741.69	356,516.31	17.52

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	225,455.00	15,779.18	60,439.87	165,015.13	26.81
130-5-30-5020 EMPLOYEE BENEFITS	106,340.00	8,362.17	20,563.91	85,776.09	19.34
130-5-30-5021 RETIREMENT BENEFITS	46,661.00	3,581.97	11,829.01	34,831.99	25.35
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	217.98	217.98	1,582.02	12.11
130-5-30-5063 CERTIFICATIONS	600.00	80.00	80.00	520.00	13.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	9.99	9.99	990.01	1.00
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	0.00	2,000.00	0.00
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	387,856.00	28,031.29	93,140.76	294,715.24	24.01

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	807.30	2,192.70	26.91
130-5-40-5020 DIRECTOR BENEFITS	120.00	11.50	34.50	85.50	28.75
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,000.00	2,061.07	6,183.21	35,816.79	14.72
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	51,820.00	2,341.67	7,025.01	44,794.99	13.56

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2020

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 GENERATORS	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 TANK 9	0.00	0.00	0.00	0.00	0.00
130-5-70-7205 MMN WTR MAIN	0.00	28,052.50	35,693.73 (35,693.73)	0.00
TOTAL CAPITAL PROJECTS & EQUIP	0.00	28,052.50	35,693.73 (35,693.73)	0.00
TOTAL EXPENDITURES	2,175,569.00	185,371.73	476,314.44	1,699,254.56	21.89
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,003.42	145,179.77 (145,179.77)	0.00

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of September 30, 2020
(Rounded and Unaudited)

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 437,097	\$ 1,092,455	\$ 624,345	\$ 176,395	\$ 2,330,292
Cash Receipts					
Utility Billing Deposits	\$ 388,423	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 68	\$ -	\$ 1	
Total Cash Receipts	\$ 388,423	\$ 68	\$ -	\$ 176,396	
Cash Disbursements					
Accounts Payable Checks issued	\$ 292,591	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 27,214	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 47,558	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,333	\$ -	\$ -	\$ -	
Other Disbursements		\$ -	\$ -	\$ -	
Total Disbursements	\$ 370,695	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ -	\$ 88,776	\$ -	\$ -	
Transfers Out	\$ -	\$ 35,134	\$ -	\$ -	
Total Transfers Between Accounts	\$ -	\$ 123,910	\$ -	\$ -	
Ending Balances in General Ledger	\$ 454,824	\$ 1,146,165	\$ 624,345	\$ 176,396	\$ 2,401,730
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 455,267	\$ 1,146,165	\$ 624,345	\$ 176,396	\$ 2,402,173

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	147,358	68,979	72,118	-	288,455
130 Water Operating	290,193	13,026	107,476	-	410,695
140 Flood Enterprise	-	-	-	-	-
215 2016 Sewer Refinancing Bond	(1,000)	130,503	94,318	176,396	400,217
218 2002 CIEDB Loan	18,274	-	12,339	-	30,613
219 2012 USDA Solar COP	-	7,762	878	-	8,640
313 Wastewater Operating Reserve	-	43,108	58,746	-	101,854
314 Wastewater CIP	-	447,477	94,987	-	542,464
319 2012 USDA Solar COP Reserve	-	31,309	-	-	31,309
320 Water CIP	-	148,604	-	-	148,604
325 Water Operating Reserve	-	150,296	-	-	150,296
350 2002 CIEDB Loan Reserve	-	-	183,483	-	183,483
712 Bond Revolving	-	105,101	-	-	105,101
Total Ending Balances in General Ledger	454,824	1,146,165	624,345	176,396	2,401,730

[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: 9/01/2020 THRU 9/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	9/11/2020	BANK-DRAFT	000496	AFLAC	246.03CR	CLEARED	A	9/15/2020
1010	9/11/2020	BANK-DRAFT	000497	CALIFORNIA PUBLIC EMPLOYEES RE	4,664.90CR	CLEARED	A	9/14/2020
1010	9/11/2020	BANK-DRAFT	000498	NATIONWIDE RETIREMENT SOLUTION	187.50CR	CLEARED	A	9/11/2020
1010	9/11/2020	BANK-DRAFT	000499	STATE OF CALIFORNIA EDD	1,131.27CR	CLEARED	A	9/11/2020
1010	9/11/2020	BANK-DRAFT	000500	US DEPARTMENT OF THE TREASURY	2,745.70CR	CLEARED	A	9/11/2020
1010	9/25/2020	BANK-DRAFT	000501	AFLAC	246.03CR	OUTSTND	A	0/00/0000
1010	9/25/2020	BANK-DRAFT	000502	CALIFORNIA PUBLIC EMPLOYEES RE	4,742.66CR	CLEARED	A	9/28/2020
1010	9/25/2020	BANK-DRAFT	000503	NATIONWIDE RETIREMENT SOLUTION	187.50CR	CLEARED	A	9/25/2020
1010	9/25/2020	BANK-DRAFT	000504	STATE OF CALIFORNIA EDD	1,183.83CR	CLEARED	A	9/24/2020
1010	9/25/2020	BANK-DRAFT	000505	US DEPARTMENT OF THE TREASURY	2,901.25CR	CLEARED	A	9/25/2020
CHECK:								
1010	9/04/2020	CHECK	037526	ADLER TANK RENTALS	2,061.34CR	CLEARED	A	9/09/2020
1010	9/04/2020	CHECK	037527	ADVANCED SECURITY SYSTEMS SANT	203.85CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037528	ALPHA ANALYTICAL LABORATORIES	1,086.00CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037529	AMAZON CAPITAL SERVICES, INC.	450.42CR	CLEARED	A	9/08/2020
1010	9/04/2020	CHECK	037530	AT&T MOBILITY	67.00CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037531	BOLD POLISNER MADDOW NELSON &	4,117.50CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037532	COASTLAND CIVIL ENGINEERING, I	31,967.50CR	CLEARED	A	9/14/2020
1010	9/04/2020	CHECK	037533	CODY LOCKWOOD	51.75CR	CLEARED	A	9/04/2020
1010	9/04/2020	CHECK	037534	DICKENSON PEATMAN & FOGARTY	1,180.00CR	CLEARED	A	9/09/2020
1010	9/04/2020	CHECK	037535	GHD	1,881.00CR	CLEARED	A	9/11/2020
1010	9/04/2020	CHECK	037536	HERC RENTALS INC.	1,215.61CR	CLEARED	A	9/08/2020
1010	9/04/2020	CHECK	037537	JT AUTO GLASS	817.99CR	CLEARED	A	9/15/2020
1010	9/04/2020	CHECK	037538	L & M LOCKSMITHING	376.43CR	CLEARED	A	9/09/2020
1010	9/04/2020	CHECK	037539	MAURILIO RODRIGUEZ	34.50CR	CLEARED	A	9/04/2020
1010	9/04/2020	CHECK	037540	MEDIACOM	522.20CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037541	MENDO MILL CLEARLAKE	73.88CR	CLEARED	A	9/11/2020
1010	9/04/2020	CHECK	037542	NAPA AUTO PARTS	167.03CR	CLEARED	A	9/14/2020
1010	9/04/2020	CHECK	037543	NATIONAL TRENCH SAFETY	6,872.58CR	CLEARED	A	9/09/2020
1010	9/04/2020	CHECK	037544	NBS GOVERNMENT FINANCE GROUP	747.50CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037545	NIKOLAUS HENDRICKS	143.53CR	CLEARED	A	9/04/2020
1010	9/04/2020	CHECK	037546	PACE SUPPLY CORP	11,782.55CR	CLEARED	A	9/09/2020
1010	9/04/2020	CHECK	037547	PACIFIC GAS & ELECTRIC COMPANY	26,349.59CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037548	PETTY CASH REIMBURSEMENT	183.84CR	CLEARED	A	9/08/2020
1010	9/04/2020	CHECK	037549	REDWOOD COAST FUELS	558.77CR	CLEARED	A	9/08/2020
1010	9/04/2020	CHECK	037550	RICOH USA, INC.	386.29CR	CLEARED	A	9/09/2020
1010	9/04/2020	CHECK	037551	SMITH CONSTRUCTION	1,100.00CR	CLEARED	A	9/18/2020
1010	9/04/2020	CHECK	037552	SPECIAL DISTRICT RISK MANAGEME	3,169.05CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037553	TELSTAR INSTRUMENTS, INC	13,333.00CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037554	USA BLUE BOOK	4,828.57CR	CLEARED	A	9/21/2020
1010	9/04/2020	CHECK	037555	VERIZON WIRELESS	886.46CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037556	WILEY PRICE & RADULOVICH, LLP	551.00CR	CLEARED	A	9/14/2020
1010	9/04/2020	CHECK	037557	MENSHEK, THERESA M	75.44CR	CLEARED	A	9/11/2020

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

CHECK DATE: 9/01/2020 THRU 9/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	9/04/2020	CHECK	037558	ALVAREZ, CARLOS A	83.79CR	OUTSTND	A	0/00/0000
1010	9/04/2020	CHECK	037559	BORLAND, DAVID A	11.16CR	OUTSTND	A	0/00/0000
1010	9/04/2020	CHECK	037560	BORTON, HEIDI	12.88CR	CLEARED	A	9/14/2020
1010	9/04/2020	CHECK	037561	DESELLE, CATHY	1.73CR	OUTSTND	A	0/00/0000
1010	9/04/2020	CHECK	037562	JOHNSON, MARK L	3.24CR	OUTSTND	A	0/00/0000
1010	9/04/2020	CHECK	037563	JOHNSON, SCOTT G	33.17CR	CLEARED	A	9/16/2020
1010	9/04/2020	CHECK	037564	PAUL, ANDREW J	45.86CR	OUTSTND	A	0/00/0000
1010	9/04/2020	CHECK	037565	SOARES, MARTEN D	116.11CR	CLEARED	A	9/10/2020
1010	9/04/2020	CHECK	037566	VALDOVINOS, IGNACIO	31.68CR	CLEARED	A	9/21/2020
1010	9/04/2020	CHECK	037567	WRIGHT, JERRY	111.18CR	CLEARED	A	9/15/2020
1010	9/04/2020	CHECK	037568	THOMAS, STEVEN & JOA	115.21CR	CLEARED	A	10/06/2020
1010	9/11/2020	CHECK	037569	ALPHA ANALYTICAL LABORATORIES	2,631.00CR	CLEARED	A	9/16/2020
1010	9/11/2020	CHECK	037570	VOID CHECK	0.00	CLEARED	A	9/11/2020
1010	9/11/2020	CHECK	037571	VOID CHECK	0.00	CLEARED	A	9/11/2020
1010	9/11/2020	CHECK	037572	APPLIED TECHNOLOGY SOLUTIONS	855.00CR	CLEARED	A	9/21/2020
1010	9/11/2020	CHECK	037573	BACKGROUNDS ONLINE	19.50CR	CLEARED	A	9/17/2020
1010	9/11/2020	CHECK	037574	BADGER METER	306.00CR	CLEARED	A	9/17/2020
1010	9/11/2020	CHECK	037575	CARDMEMBER SERVICE	6,892.04CR	CLEARED	A	9/16/2020
1010	9/11/2020	CHECK	037576	DATAPROSE, LLC	1,247.83CR	CLEARED	A	9/16/2020
1010	9/11/2020	CHECK	037577	DELOACH AND ASSOCIATES, INC	4,450.00CR	CLEARED	A	10/05/2020
1010	9/11/2020	CHECK	037578	GHD	5,572.70CR	CLEARED	A	9/18/2020
1010	9/11/2020	CHECK	037579	GOLDEN WEST INDUSTRIAL SUPPLY	4,714.82CR	CLEARED	A	9/16/2020
1010	9/11/2020	CHECK	037580	LAKE COUNTY RECORD BEE	1,021.24CR	CLEARED	A	9/16/2020
1010	9/11/2020	CHECK	037581	MACLEOD WATTS, INC	1,600.00CR	CLEARED	A	10/06/2020
1010	9/11/2020	CHECK	037582	MENDO MILL CLEARLAKE	455.26CR	CLEARED	A	9/17/2020
1010	9/11/2020	CHECK	037583	MICHELLE HAMILTON	668.75CR	CLEARED	A	9/21/2020
1010	9/11/2020	CHECK	037584	OFFICE DEPOT	290.16CR	CLEARED	A	9/17/2020
1010	9/11/2020	CHECK	037585	PACE SUPPLY CORP	775.38CR	CLEARED	A	9/15/2020
1010	9/11/2020	CHECK	037586	RAY MORGAN COMPANY	277.61CR	CLEARED	A	9/16/2020
1010	9/11/2020	CHECK	037587	REDWOOD COAST FUELS	1,240.75CR	CLEARED	A	9/15/2020
1010	9/11/2020	CHECK	037588	SOUTH LAKE REFUSE COMPANY	508.82CR	CLEARED	A	9/15/2020
1010	9/11/2020	CHECK	037589	SPECIAL DISTRICT RISK MANAGEME	10,096.96CR	CLEARED	A	9/17/2020
1010	9/11/2020	CHECK	037590	STREAMLINE	200.00CR	CLEARED	A	9/15/2020
1010	9/11/2020	CHECK	037591	THATCHER COMPANY, INC.	2,619.83CR	CLEARED	A	9/16/2020
1010	9/11/2020	CHECK	037592	USA BLUE BOOK	2,405.58CR	CLEARED	A	9/28/2020
1010	9/11/2020	CHECK	037593	WAGNER & BONSIGNORE CCE	218.75CR	CLEARED	A	9/21/2020
1010	9/11/2020	CHECK	037594	TORRES, PABLO	206.74CR	CLEARED	A	9/16/2020
1010	9/18/2020	CHECK	037595	ACWA/JPIA	1,778.56CR	CLEARED	A	9/24/2020
1010	9/18/2020	CHECK	037596	ALPHA ANALYTICAL LABORATORIES	1,830.00CR	CLEARED	A	9/23/2020
1010	9/18/2020	CHECK	037597	VOID CHECK	0.00	CLEARED	A	9/16/2020
1010	9/18/2020	CHECK	037598	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	9/24/2020
1010	9/18/2020	CHECK	037599	Asbury Environmental Services	2,665.78CR	CLEARED	A	9/21/2020
1010	9/18/2020	CHECK	037600	AT&T	702.26CR	CLEARED	A	9/23/2020
1010	9/18/2020	CHECK	037601	BOLD POLISNER MADDOW NELSON &	1,440.00CR	CLEARED	A	9/25/2020

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

CHECK DATE: 9/01/2020 THRU 9/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1010	9/18/2020	CHECK	037602	COASTLAND CIVIL ENGINEERING, I	6,563.75CR	CLEARED	A	9/23/2020
1010	9/18/2020	CHECK	037603	DATAPROSE, LLC	1,560.02CR	CLEARED	A	9/29/2020
1010	9/18/2020	CHECK	037604	GHD	5,586.70CR	CLEARED	A	9/24/2020
1010	9/18/2020	CHECK	037605	HACH COMPANY	321.80CR	CLEARED	A	9/22/2020
1010	9/18/2020	CHECK	037606	HARDESTER'S MARKETS & HARDWARE	77.51CR	CLEARED	A	9/24/2020
1010	9/18/2020	CHECK	037607	HERC RENTALS INC.	743.71CR	CLEARED	A	9/21/2020
1010	9/18/2020	CHECK	037608	GARDENS BY JILLIAN	200.00CR	CLEARED	A	10/06/2020
1010	9/18/2020	CHECK	037609	JAMES DAY CONSTRUCTION, INC.	126.00CR	CLEARED	A	9/22/2020
1010	9/18/2020	CHECK	037610	JIM COMSTOCK	300.00CR	CLEARED	A	10/05/2020
1010	9/18/2020	CHECK	037611	LAYNE PAVING & TRUCKING, INC.	197.93CR	CLEARED	A	9/29/2020
1010	9/18/2020	CHECK	037612	MENDO MILL CLEARLAKE	28.00CR	CLEARED	A	9/23/2020
1010	9/18/2020	CHECK	037613	NBS GOVERNMENT FINANCE GROUP	6,000.00CR	CLEARED	A	9/22/2020
1010	9/18/2020	CHECK	037614	PACE SUPPLY CORP	510.56CR	CLEARED	A	9/22/2020
1010	9/18/2020	CHECK	037615	POWER INDUSTRIES, INC	1,874.80CR	CLEARED	A	9/21/2020
1010	9/18/2020	CHECK	037616	QUACKENBUSH MRRCF	10.00CR	CLEARED	A	9/25/2020
1010	9/18/2020	CHECK	037617	SPECIAL DISTRICT RISK MANAGEME	28,755.10CR	CLEARED	A	9/23/2020
1010	9/18/2020	CHECK	037618	ST HELENA HOSPITAL dba JOBCARE	490.34CR	CLEARED	A	9/23/2020
1010	9/18/2020	CHECK	037619	SWRCB - DWOCF	80.00CR	CLEARED	A	9/30/2020
1010	9/18/2020	CHECK	037620	TELSTAR INSTRUMENTS, INC	15,662.49CR	CLEARED	A	9/22/2020
1010	9/18/2020	CHECK	037621	VERIZON WIRELESS	872.51CR	CLEARED	A	9/22/2020
1010	9/18/2020	CHECK	037622	WILEY PRICE & RADULOVICH, LLP	841.00CR	CLEARED	A	9/24/2020
1010	9/18/2020	CHECK	037623	HERROD, JOHN	28.88CR	CLEARED	A	9/24/2020
1010	9/18/2020	CHECK	037624	MAUPIN-AHERN, DANIEL	225.00CR	OUTSTND	A	0/00/0000
1010	9/18/2020	CHECK	037625	DEADRICH, RICHARD	80.96CR	CLEARED	A	9/24/2020
1010	9/18/2020	CHECK	037626	BARNETT, RICHARD	331.89CR	OUTSTND	A	0/00/0000
1010	9/25/2020	CHECK	037627	ALPHA ANALYTICAL LABORATORIES	698.00CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037628	ARMED FORCE PEST CONTROL, INC.	2,300.00CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037629	BRANDON BELL	174.38CR	OUTSTND	A	0/00/0000
1010	9/25/2020	CHECK	037630	CARDMEMBER SERVICE	3,919.03CR	CLEARED	A	10/01/2020
1010	9/25/2020	CHECK	037631	COASTLAND CIVIL ENGINEERING, I	2,833.75CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037632	DELOACH AND ASSOCIATES, INC	1,355.62CR	OUTSTND	A	0/00/0000
1010	9/25/2020	CHECK	037633	MARCIL CALHOUN	100.00CR	OUTSTND	A	0/00/0000
1010	9/25/2020	CHECK	037634	MIDDLETOWN COPY & PRINT	85.80CR	OUTSTND	A	0/00/0000
1010	9/25/2020	CHECK	037635	PACIFIC GAS & ELECTRIC COMPANY	24,270.20CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037636	RICOH USA, INC.	386.29CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037637	SACRAMENTO RACK AND SHELVING	5,956.57CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037638	SOCIETY FOR HUMAN RESOURCE MAN	219.00CR	CLEARED	A	10/01/2020
1010	9/25/2020	CHECK	037639	THATCHER COMPANY, INC.	2,912.41CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037640	TYLER TECHNOLOGY	121.00CR	CLEARED	A	9/30/2020
1010	9/25/2020	CHECK	037641	COMBS, ROBERT & JULI	35.88CR	CLEARED	A	9/29/2020
1010	9/25/2020	CHECK	037642	LESCHER, SHAWN AND B	8.20CR	OUTSTND	A	0/00/0000
1010	9/25/2020	CHECK	037643	MCAULIFFE, LESLIE C	24.55CR	OUTSTND	A	0/00/0000
1010	9/25/2020	CHECK	037644	MARIANI, ROGER	16.65CR	OUTSTND	A	0/00/0000

DEPOSIT: -----

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

CHECK DATE: 9/01/2020 THRU 9/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	9/01/2020	DEPOSIT		CREDIT CARD 9/01/2020	470.96	CLEARED	C	9/02/2020
1010	9/01/2020	DEPOSIT	000001	CREDIT CARD 9/01/2020	2,937.77	CLEARED	C	9/03/2020
1010	9/01/2020	DEPOSIT	000002	REGULAR DAILY POST 9/01/2020	499.37	CLEARED	C	9/02/2020
1010	9/02/2020	DEPOSIT		CREDIT CARD 9/02/2020	9,078.07	CLEARED	C	9/03/2020
1010	9/02/2020	DEPOSIT	000001	CREDIT CARD 9/02/2020	824.92	CLEARED	C	9/04/2020
1010	9/02/2020	DEPOSIT	000002	REGULAR DAILY POST 9/02/2020	1,563.27	CLEARED	C	9/03/2020
1010	9/03/2020	DEPOSIT		CREDIT CARD 9/03/2020	2,893.60	CLEARED	C	9/04/2020
1010	9/03/2020	DEPOSIT	000001	CREDIT CARD 9/03/2020	2,253.04	CLEARED	C	9/08/2020
1010	9/03/2020	DEPOSIT	000002	REGULAR DAILY POST 9/03/2020	1,029.86	CLEARED	C	9/04/2020
1010	9/04/2020	DEPOSIT		CREDIT CARD 9/04/2020	3,114.39	CLEARED	C	9/08/2020
1010	9/04/2020	DEPOSIT	000001	CREDIT CARD 9/04/2020	2,036.81	CLEARED	C	9/08/2020
1010	9/04/2020	DEPOSIT	000002	REGULAR DAILY POST 9/04/2020	3,843.84	CLEARED	C	9/08/2020
1010	9/05/2020	DEPOSIT		CREDIT CARD 9/05/2020	3,855.43	CLEARED	C	9/08/2020
1010	9/06/2020	DEPOSIT		CREDIT CARD 9/06/2020	4,112.67	CLEARED	C	9/08/2020
1010	9/06/2020	DEPOSIT	000001	CREDIT CARD 9/06/2020	1,351.06	CLEARED	C	9/11/2020
1010	9/07/2020	DEPOSIT		CREDIT CARD 9/07/2020	1,036.98	CLEARED	C	9/08/2020
1010	9/08/2020	DEPOSIT		CREDIT CARD 9/08/2020	2,702.51	CLEARED	C	9/09/2020
1010	9/08/2020	DEPOSIT	000001	CREDIT CARD 9/08/2020	4,047.58	CLEARED	C	9/10/2020
1010	9/08/2020	DEPOSIT	000002	REGULAR DAILY POST 9/08/2020	9,386.86	CLEARED	C	9/09/2020
1010	9/09/2020	DEPOSIT		CREDIT CARD 9/09/2020	2,219.31	CLEARED	C	9/10/2020
1010	9/09/2020	DEPOSIT	000001	CREDIT CARD 9/09/2020	3,282.79	CLEARED	C	9/11/2020
1010	9/09/2020	DEPOSIT	000002	REGULAR DAILY POST 9/09/2020	2,547.57	CLEARED	C	9/10/2020
1010	9/10/2020	DEPOSIT		CREDIT CARD 9/10/2020	2,587.00	CLEARED	C	9/14/2020
1010	9/10/2020	DEPOSIT	000001	CREDIT CARD 9/10/2020	2,362.23	CLEARED	C	9/14/2020
1010	9/10/2020	DEPOSIT	000002	REGULAR DAILY POST 9/10/2020	11,532.37	CLEARED	C	9/11/2020
1010	9/11/2020	DEPOSIT		CREDIT CARD 9/11/2020	5,101.30	CLEARED	C	9/14/2020
1010	9/11/2020	DEPOSIT	000001	CREDIT CARD 9/11/2020	5,186.53	CLEARED	C	9/14/2020
1010	9/11/2020	DEPOSIT	000002	REGULAR DAILY POST 9/11/2020	7,126.96	CLEARED	C	9/14/2020
1010	9/12/2020	DEPOSIT		CREDIT CARD 9/12/2020	3,490.56	CLEARED	C	9/14/2020
1010	9/14/2020	DEPOSIT		CREDIT CARD 9/14/2020	1,500.59	CLEARED	C	9/15/2020
1010	9/14/2020	DEPOSIT	000001	CREDIT CARD 9/14/2020	3,489.76	CLEARED	C	9/16/2020
1010	9/14/2020	DEPOSIT	000002	REGULAR DAILY POST 9/14/2020	23,879.47	CLEARED	C	9/15/2020
1010	9/15/2020	DEPOSIT		CREDIT CARD 9/15/2020	3,459.46	CLEARED	C	9/16/2020
1010	9/15/2020	DEPOSIT	000001	CREDIT CARD 9/15/2020	2,555.65	CLEARED	C	9/17/2020
1010	9/15/2020	DEPOSIT	000002	REGULAR DAILY POST 9/15/2020	2,726.97	CLEARED	C	9/16/2020
1010	9/15/2020	DEPOSIT	000003	DRAFT POSTING	14,896.27	CLEARED	U	9/16/2020
1010	9/15/2020	DEPOSIT	000004	CC DRAFT POSTING	18,433.21	CLEARED	U	9/17/2020
1010	9/15/2020	DEPOSIT	091520	TRANSFER MMN PJ 29	35,133.73	CLEARED	G	9/15/2020
1010	9/16/2020	DEPOSIT		CREDIT CARD 9/16/2020	11,675.89	CLEARED	C	9/17/2020
1010	9/16/2020	DEPOSIT	000001	CREDIT CARD 9/16/2020	3,277.91	CLEARED	C	9/18/2020
1010	9/16/2020	DEPOSIT	000002	REGULAR DAILY POST 9/16/2020	5,323.55	CLEARED	C	9/17/2020
1010	9/17/2020	DEPOSIT		CREDIT CARD 9/17/2020	2,699.74	CLEARED	C	9/18/2020
1010	9/17/2020	DEPOSIT	000001	CREDIT CARD 9/17/2020	1,936.20	CLEARED	C	9/21/2020
1010	9/17/2020	DEPOSIT	000002	REGULAR DAILY POST 9/17/2020	13,128.97	CLEARED	C	9/18/2020

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

CHECK DATE: 9/01/2020 THRU 9/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	9/18/2020	DEPOSIT		CREDIT CARD 9/18/2020	6,595.37	CLEARED	C	9/21/2020
1010	9/18/2020	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	152.34CR	CLEARED	U	9/18/2020
1010	9/18/2020	DEPOSIT	000002	DAILY PAYMENT POSTING	152.34	CLEARED	U	9/18/2020
1010	9/18/2020	DEPOSIT	000003	CREDIT CARD 9/18/2020	4,788.24	CLEARED	C	9/21/2020
1010	9/18/2020	DEPOSIT	000004	REGULAR DAILY POST 9/18/2020	11,397.65	CLEARED	C	9/21/2020
1010	9/19/2020	DEPOSIT		CREDIT CARD 9/19/2020	4,359.02	CLEARED	C	9/21/2020
1010	9/20/2020	DEPOSIT		CREDIT CARD 9/20/2020	4,095.95	CLEARED	C	9/21/2020
1010	9/21/2020	DEPOSIT		CREDIT CARD 9/21/2020	6,274.11	CLEARED	C	9/22/2020
1010	9/21/2020	DEPOSIT	000001	CREDIT CARD 9/21/2020	8,303.34	CLEARED	C	9/25/2020
1010	9/21/2020	DEPOSIT	000002	REGULAR DAILY POST 9/21/2020	49,156.25	CLEARED	C	9/22/2020
1010	9/21/2020	DEPOSIT	000003	CREDIT CARD 9/21/2020	3,725.91	CLEARED	C	9/25/2020
1010	9/21/2020	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	174.22CR	CLEARED	U	9/25/2020
1010	9/21/2020	DEPOSIT	000005	DAILY PAYMENT POSTING	172.22	CLEARED	U	9/25/2020
1010	9/22/2020	DEPOSIT		CREDIT CARD 9/22/2020	1,171.78	CLEARED	C	9/24/2020
1010	9/22/2020	DEPOSIT	000001	CREDIT CARD 9/22/2020	2,565.21	CLEARED	C	9/24/2020
1010	9/22/2020	DEPOSIT	000002	REGULAR DAILY POST 9/22/2020	4,338.03	CLEARED	C	9/23/2020
1010	9/23/2020	DEPOSIT		CREDIT CARD 9/23/2020	1,672.32	CLEARED	C	9/24/2020
1010	9/23/2020	DEPOSIT	000001	CREDIT CARD 9/23/2020	1,111.89	CLEARED	C	9/25/2020
1010	9/23/2020	DEPOSIT	000002	REGULAR DAILY POST 9/23/2020	2,079.22	CLEARED	C	9/24/2020
1010	9/24/2020	DEPOSIT		CREDIT CARD 9/24/2020	1,165.16	CLEARED	C	9/25/2020
1010	9/24/2020	DEPOSIT	000001	CREDIT CARD 9/24/2020	2,220.41	CLEARED	C	9/28/2020
1010	9/24/2020	DEPOSIT	000002	REGULAR DAILY POST 9/24/2020	1,396.27	CLEARED	C	9/25/2020
1010	9/24/2020	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	115.81CR	CLEARED	U	9/25/2020
1010	9/24/2020	DEPOSIT	000004	DAILY PAYMENT POSTING	119.91	CLEARED	U	9/25/2020
1010	9/24/2020	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	119.91CR	CLEARED	U	9/28/2020
1010	9/24/2020	DEPOSIT	000006	DAILY PAYMENT POSTING	115.91	CLEARED	U	9/28/2020
1010	9/25/2020	DEPOSIT		CREDIT CARD 9/25/2020	434.85	CLEARED	C	9/28/2020
1010	9/25/2020	DEPOSIT	000001	CREDIT CARD 9/25/2020	274.20	CLEARED	C	9/28/2020
1010	9/25/2020	DEPOSIT	000002	REGULAR DAILY POST 9/25/2020	721.29	CLEARED	C	9/28/2020
1010	9/26/2020	DEPOSIT		CREDIT CARD 9/26/2020	1,475.36	CLEARED	C	9/28/2020
1010	9/27/2020	DEPOSIT		CREDIT CARD 9/27/2020	882.23	CLEARED	C	9/28/2020
1010	9/28/2020	DEPOSIT		CREDIT CARD 9/28/2020	1,013.62	CLEARED	C	9/29/2020
1010	9/28/2020	DEPOSIT	000001	CREDIT CARD 9/28/2020	1,441.86	CLEARED	C	9/30/2020
1010	9/28/2020	DEPOSIT	000002	REGULAR DAILY POST 9/28/2020	4,238.90	CLEARED	C	9/29/2020
1010	9/29/2020	DEPOSIT		CREDIT CARD 9/29/2020	854.73	CLEARED	C	9/30/2020
1010	9/29/2020	DEPOSIT	000001	CREDIT CARD 9/29/2020	3,904.19	CLEARED	C	10/02/2020
1010	9/29/2020	DEPOSIT	000002	REGULAR DAILY POST 9/29/2020	228.92	CLEARED	C	9/30/2020
1010	9/30/2020	DEPOSIT		CREDIT CARD 9/30/2020	360.15	CLEARED	C	10/02/2020
1010	9/30/2020	DEPOSIT	000001	CREDIT CARD 9/30/2020	4,718.19	CLEARED	C	10/02/2020
1010	9/30/2020	DEPOSIT	000002	REGULAR DAILY POST 9/30/2020	1,506.97	CLEARED	C	10/01/2020
1010	9/30/2020	DEPOSIT	000003	CREDIT CARD 9/30/2020	3,359.87	CLEARED	C	10/02/2020

EFT:								
1010	9/11/2020	EFT	091120	GASB-68 Report	700.00CR	CLEARED	G	9/14/2020

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

CHECK DATE: 9/01/2020 THRU 9/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
EFT:								
1010	9/25/2020	EFT	092520	CalPES UAL 26384 September	175.95CR	CLEARED	G	9/28/2020
1010	9/25/2020	EFT	092521	CalPERS UAL1739 September	8,101.17CR	CLEARED	G	9/28/2020
MISCELLANEOUS:								
1010	9/11/2020	MISC.		PAYROLL DIRECT DEPOSIT	23,266.33CR	CLEARED	P	9/11/2020
1010	9/25/2020	MISC.		PAYROLL DIRECT DEPOSIT	24,291.30CR	CLEARED	P	9/25/2020
SERVICE CHARGE:								
1010	9/02/2020	SERV-CHG		August Merchant Fees #27	1,814.37CR	CLEARED	G	9/02/2020
1010	9/02/2020	SERV-CHG	000001	August Merchant Fees #25	724.54CR	CLEARED	G	9/02/2020
1010	9/02/2020	SERV-CHG	000002	August Merchant Fees #29	481.46CR	CLEARED	G	9/02/2020
1010	9/02/2020	SERV-CHG	000003	CORRECT JE AUG MER FEE#27	1,814.37	CLEARED	G	9/02/2020
1010	9/02/2020	SERV-CHG	000004	August Merchant Fees #27	1,814.34CR	CLEARED	G	9/02/2020
1010	9/15/2020	SERV-CHG		ANALYSIS FEES AUGUST 2020	312.67CR	CLEARED	G	9/15/2020

TOTALS FOR ACCOUNT 1010

CHECK	TOTAL:	292,590.78CR
DEPOSIT	TOTAL:	388,422.54
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	47,557.63CR
SERVICE CHARGE	TOTAL:	3,333.01CR
EFT	TOTAL:	8,977.12CR
BANK-DRAFT	TOTAL:	18,236.67CR

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	292,590.78CR
DEPOSIT	TOTAL:	388,422.54
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	47,557.63CR
SERVICE CHARGE	TOTAL:	3,333.01CR
EFT	TOTAL:	8,977.12CR
BANK-DRAFT	TOTAL:	18,236.67CR

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2020 - 2021 CAPITAL IMPROVEMENT PLAN
SEPTEMBER 2020**

FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance	
314 WASTEWATER CAPITOL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 127,212			\$ 127,212	
	Transfers In	\$ 326,066			\$ 453,278	
	Transfers Out			\$ -	\$ 453,278	
	Regulatory Compliance/I&I Mitigation		\$ 100,000	\$ -	\$ 453,278	
	Disaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 453,278	
	Diaster Recovery/WWTP Access Road Repair		\$ 50,000	\$ -	\$ 453,278	
	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 50,000	\$ -	\$ 453,278	
	Risk Management Plan/Chlorine Tank Auto Shut-Off FY 21-22		\$ -	\$ -	\$ 453,278	
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 453,278	
	Stormwater Master Planning/Mitigation		\$ 10,000	\$ -	\$ 453,278	
	TOTAL		\$ 453,278	\$ 315,000	\$ -	
	ENDING FUND BALANCE				\$ 453,278	
FUND	DESCRIPTION	Revenue	Budget Expensed	Expense to Date	Fund Balance	
320 WATER CAPITOL IMPROVEMENT	BEGINNING FUND BALANCE	\$ 148,578			\$ 148,578	
	Transfers In	\$ -			\$ 148,578	
	Transfers Out			\$ -	\$ 148,578	
	Wildfire Resilience/Reliable Water Supply/Replace Wooden Tanks		\$ 360,000	\$ -	\$ 148,578	
	Disaster Mitigation/SCADA Upgrade		\$ 30,000	\$ -	\$ 148,578	
	Reliable Water Supply/Automatic Metering Infrastructure		\$ 200,000	\$ -	\$ 148,578	
	Wildfire Resilience/Reliable Water Supply/PSPS Backup Power Supply		\$ 50,000	\$ -	\$ 148,578	
	Reliable Water Supply/Leak Repair Mini-Excavator		\$ 50,000	\$ -	\$ 148,578	
	Regulatory Compliance/Dump Truck		\$ 75,000	\$ -	\$ 148,578	
	TOTAL		\$ 148,578	\$ 765,000	\$ -	
		ENDING FUND BALANCE				\$ 148,578



MEMO

To: Board of Directors

From: Trish Wilkinson, Accounting Supervisor

Date: October 13, 2020

RE: Office & Administrative Staff Overtime Monthly Report

September 2020

Overtime:

Administrative Services Manager: 3.50 hours

Water Resources Specialist II: - hours

Water Resources Specialist I: 2.75 hours

Accounting Supervisor: - hours

Senior Accounts Representative: .50 hours

Accounts Representative: .50 hours

Total Overtime: 7.25 hours

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2020 - 2021 DEBT SERVICE

SEPTEMBER 2020

	DEBT SERVICE REVENUE	FUND	AMOUNT
1)	1995-2 BOND - TAX ASSESSMENT	215	\$ 300,224
2)	CIEDB LOAN - WATER INFRASTRUCTURE	130	170,746
3)	USDA LOAN - SOLAR PROJECT WWTP	120	32,255
	TOTAL DEBT SERVICE REVENUE		\$ 503,225

	DEBT SERVICE EXPENSE	FUND	DEBT AMOUNT	PAID TO DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 185,000	\$ 185,000 08/14/2020
	1995-2 BOND REDEMPTION (INTEREST)	215	99,994	51,182 08/14/2020
	BOND ADMINISTRATION (ANNUAL FEE)	215	7,460	2,864 09/30/2020
	COUNTY COLLECTION FEES	215	3,500	-
	CSD ADMIN COSTS	215	4,270	-
			\$ 300,224	\$ 239,046
2)	CIEDB (PRINCIPAL)	218	\$ 110,065	\$ -
	CIEDB (INTEREST)	218	55,865	27,933 07/17/2020
	CIEDB (ANNUAL FEE)	218	4,816	-
			\$ 170,746	\$ 27,933
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 17,000	\$ 17,000 08/03/2020
	USDA RUS LOAN (INTEREST)	219	15,255	7,755 08/03/2020
			\$ 32,255	\$ 24,755
	TOTAL DEBT SERVICE EXPENSE		\$ 503,225	\$ 291,734

FY 20-21 Utility Billing Aging Report

Year	Month	Current	+1	+2	+3	+4	Balance	
2020	31-Jul	\$ 285,960	\$ 40,153	\$ 19,266	\$ 12,354	\$ 46,551	\$ 404,285	N-42-20
2020	31-Aug	\$ 308,355	\$ 52,019	\$ 22,759	\$ 14,236	\$ 51,063	\$ 448,432	N-42-20
2020	30-Sep	\$ 293,107	\$ 58,006	\$ 25,242	\$ 16,320	\$ 52,292	\$ 444,966	N-42-20
2020	31-Oct							
2020	30-Nov							
2020	31-Dec							
2021	31-Jan							
2021	29-Feb							
2021	31-Mar							
2021	30-Apr							
2021	31-May							
2021	30-Jun							

Residential Aging Report - Fiscal Year Comparison

Billing Year	Billing Month	Billing Revenue	Past Due +1 Month	Past Due +2 Months	Past Due +3 Months	Past Due +4 Months	Fiscal Year End TOTAL PAST DUE AMT
2020	Sept 2020	\$ 293,107	\$ 58,006	\$ 25,242	\$ 16,320	\$ 52,292	\$ 151,859
2019	Sept 2019	\$ 274,248	\$ 51,092	\$ 3,515	\$ 2,165	\$ 18,013	\$ 74,785
Percentage Difference:		6%	14%	618%	654%	190%	103%
Delinquency Difference:			\$ (6,913.75)	\$ (21,726.72)	\$ (14,154.85)	\$ (34,279.04)	\$ (77,074.36)

FY 19-20 Utility Billing Aging Report

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

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 10/16/2020

RE: Senior Account Representative's Monthly Report

Monthly Billing 09/30/2020

Mailed statements: 2,108

Electronic statements: 553

The statement "SPECIAL MESSAGE

THE WATER MORATORIUM HAS BEEN LIFTED! The

Consumer Confidence Report is now available on our website.

The Health & Safety of our customers and employees is our top

priority. We encourage payments by phone, online at

www.hvlcsd.org, or in our drop box, however, our lobby is open;

we ask that you please wear a mask and social distance. Check

the District website for COVID-19 related updates.

Delinquent Billing 09/21/2020

Delinquent statements for August bills:

Mailed statements: 553

Electronic statements: None emailed due to evacuation

As of 10/16/2020 there are 255 past due accounts

Courtesy Notification

No Courtesy notices delivered due to COVID-19.

No Electronic notices due to COVID-19.

Phone Notification

No Phone notifications due to COVID-19.

Lock Offs

No Lock Offs due to COVID-19.



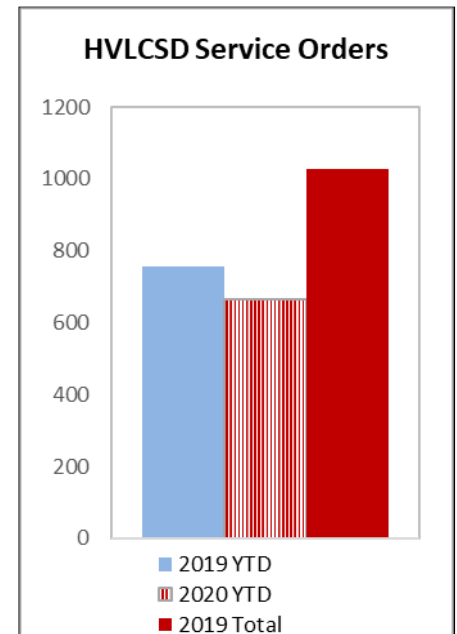
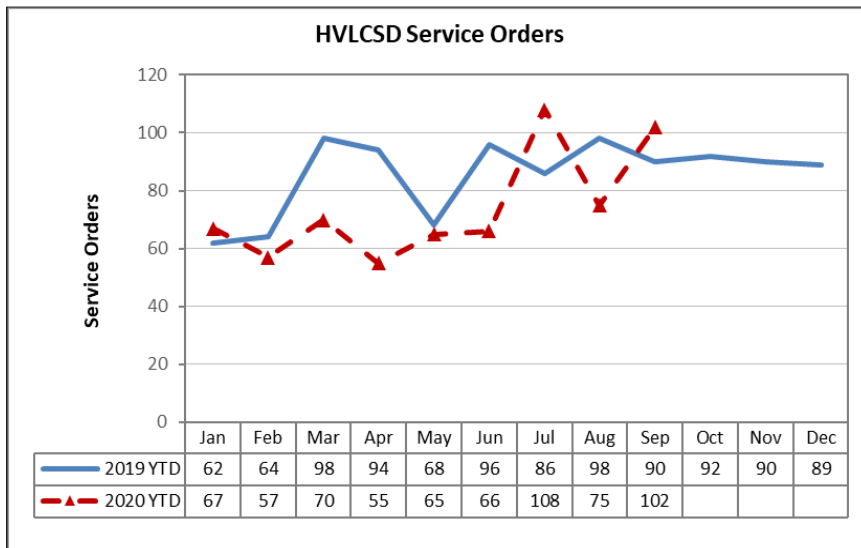
Hidden Valley Lake Community Services District

September 2020 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (This month)	0	New (This month)	0
Residential (Last month)	2449	Residential (Last month)	1465
Commercial & Govt (Last month)	40	Commercial & Govt (Last month)	16
Total :	2489		1481

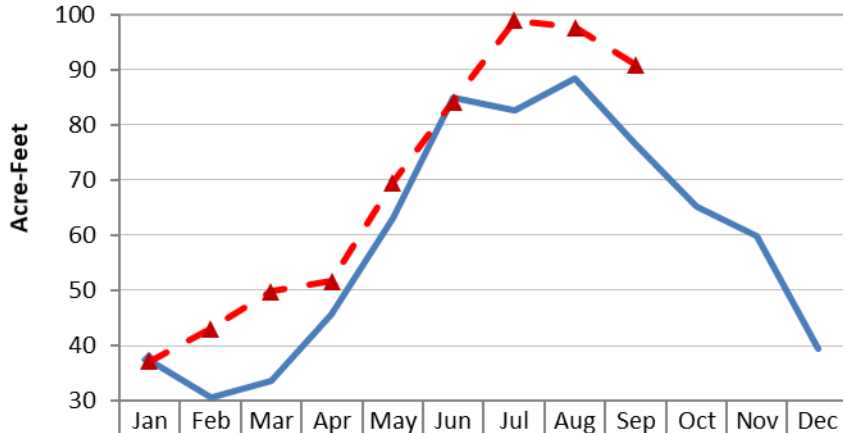
Rainfall		
This month	Last year	Historical
0.00	0	0.10



Hours		
Overtime Hours	32	\$967.14

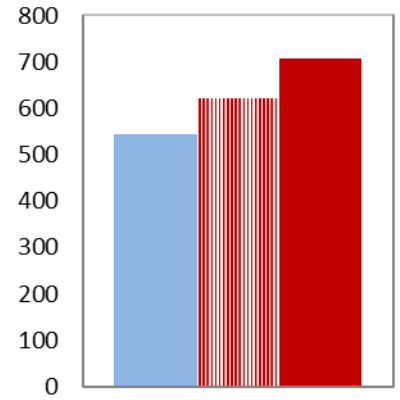
September 2020 Field Report

HVLCSD Municipal Well Production



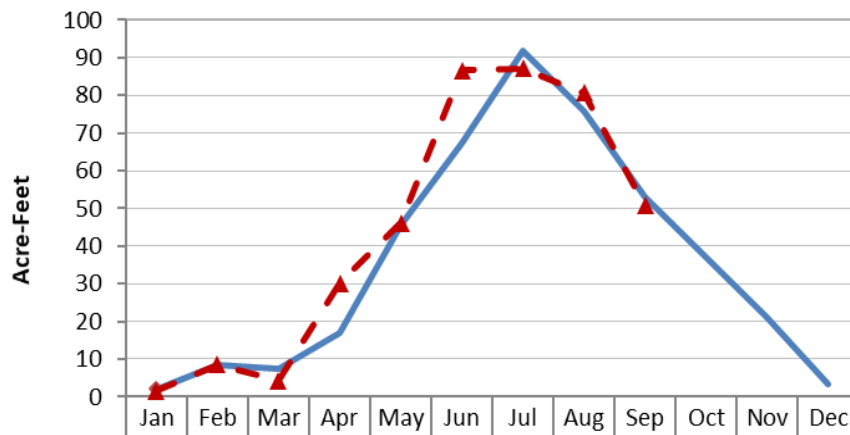
— 2019	37.2	30.7	33.6	45.7	63.0	84.8	82.6	88.4	76.6	65.2	59.8	39.3
-▲- 2020	37.1	43.0	49.7	51.6	69.5	84.1	98.9	97.6	90.9			

HVLCSD Municipal Well Production (AF)



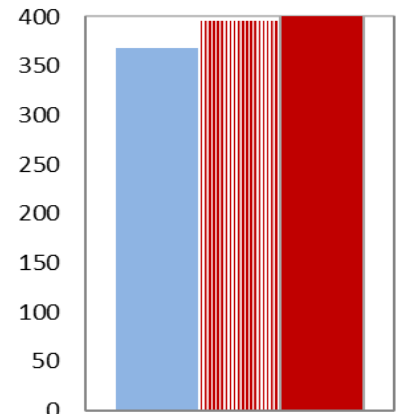
■ 2019 YTD
 ■ 2020 YTD
 ■ 2019 Total

HVLCSD Municipal Reclaimed Water Use



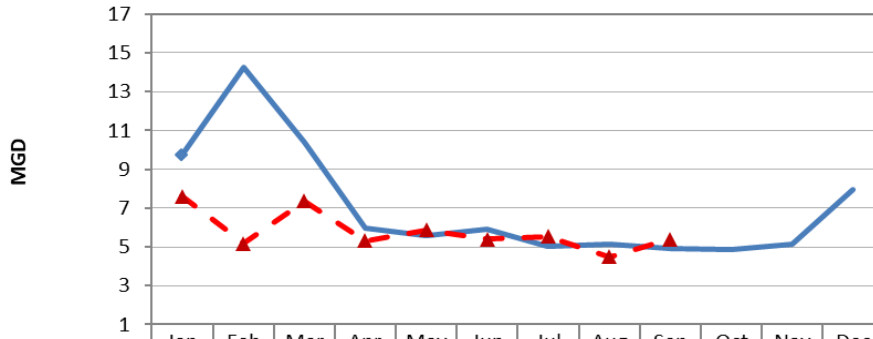
— 2019	1.87	8.57	7.38	16.8	45.4	67.4	91.8	75.8	53.0	36.9	20.9	3.37
-▲- 2020	1.55	8.59	4.27	30.2	46.1	86.6	87.1	80.7	50.7			

HVLCSD Municipal Reclaimed Water (AF)



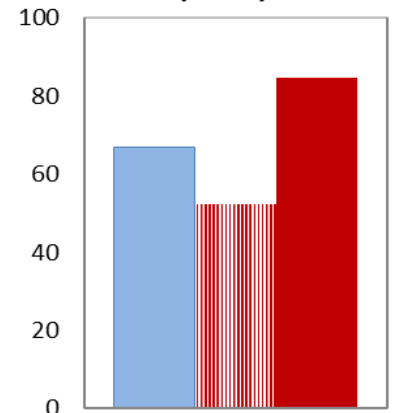
■ 2019 YTD
 ■ 2020 YTD
 ■ 2019 Total

HVLCSD Municipal Wastewater Influent



— 2019	9.71	14.23	10.40	5.95	5.56	5.92	5.05	5.12	4.91	4.88	5.14	7.97
-▲- 2020	7.6	5.19	7.36	5.33	5.86	5.39	5.55	4.49	5.4			

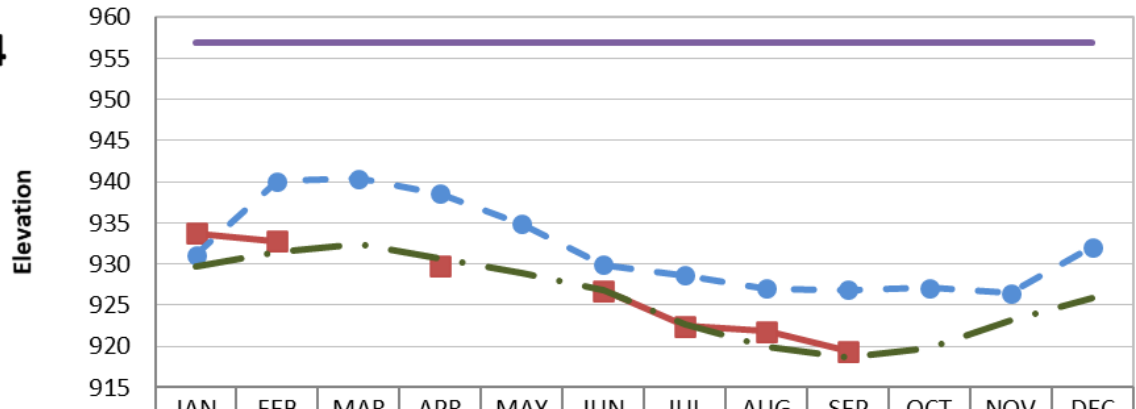
HVLCSD Municipal Wastewater Influent (MGD)



■ 2019 YTD
 ■ 2020 YTD
 ■ 2019 Total

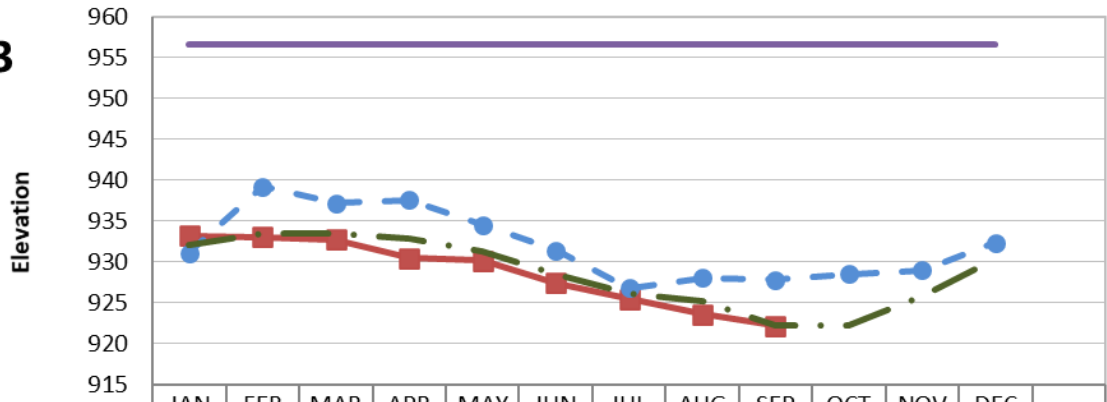
September 2020 Field Report

Well 4



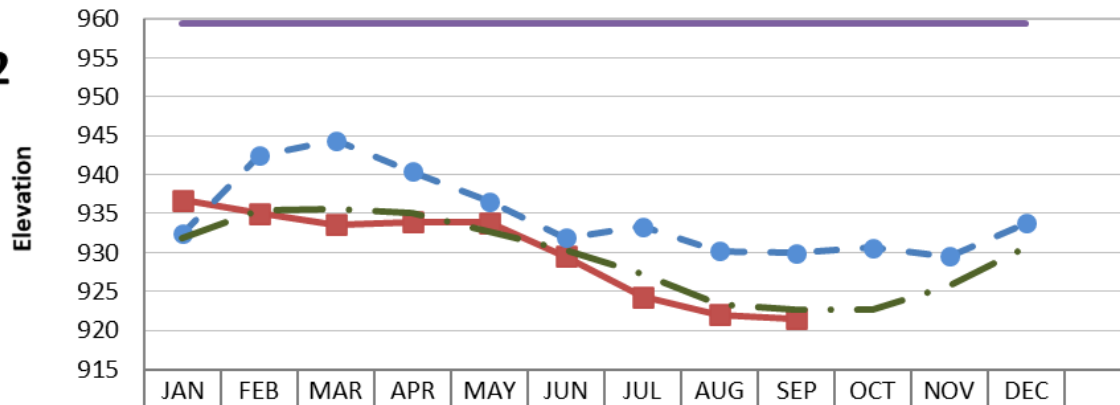
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 4 2020	933.7	932.8		929.7		926.8	922.4	921.8	919.4			
Top of Casing	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9
Well 4 2019	931.1	940.0	940.3	938.5	934.8	929.8	928.6	927.0	926.8	927.1	926.4	932.0
Historicals	929.6	931.5	932.4	930.6	928.9	926.8	922.6	919.9	918.6	919.8	923.1	925.8

Well 3



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

Well 2



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 2 2020	936.7	935.0	933.6	933.9	933.8	929.5	924.3	922.0	921.5			
Top of Casing	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4
Well 2 2019	932.4	942.4	944.3	940.3	936.5	931.8	933.3	930.1	929.9	930.6	929.5	933.7
Historicals	931.9	935.4	935.5	935.1	932.7	930.3	927.2	923.4	922.6	922.7	925.7	930.7

Projects Update

FEMA Projects

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

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

9/16 Per California Public Contract Code, local contractors were solicited to bid on this project

9/22 Amendment #1 was added to the bid materials

9/25 New bid opening date

10/6 Special Meeting held to Award Contract to Smith Construction

HMGP DR4382 Project 112 (Unit 9 Tank)

9/21 Received Easement agreement from Attorney

9/24 Conference call regarding outstanding easement tasks

10/8 Received Legal description of Plat information from surveyors

10/9 Expected Record of Survey (ROS) from County

RPA DR4558 (LNU Complex Fire)

9/25 Request for Public Assistance deemed "Eligible"

10/1 Attended Applicant Briefing webinar

HMGP DR4558

9/25 Received invitation for Notice of Intent (NOI) on projects

11/20 Deadline for NOI submission

Projects Update

Non_FEMA projects

I & I

- 9/15 Award of bid per Resolution 2020-13 to Piazza Construction
- 9/18 Notice of Exemption filed with the Office of Planning and Research, and Clerks Office, County of Lake
- 10/6 Sent Notification to local tribes, per AB52
- 10/7 Piazza Construction bonds issued and Agreement signed

OSHA

- 9/30 Submitted updated RMP with all OSHA abatement requests to OSHA, Lake County EHS, and Coastland Civil Engineering
- 10/15 Scheduled report deliver to OSHA for ventilation and air monitoring results
- 10/18 Second air monitoring test scheduled

Rate Study

- 9/16-9/28 Staff & NBS exchanged several revisions of the Rate Study
- 9/29 Working Draft of Rate Study delivered to Board of Directors
- 10/2 Newly Revised Rate Study submitted for review at Board Workshop
- 10/6 Board Workshop
- 10/8 Newly Revised Rate Study submitted for review

SCADA

- 9/18 Engaged with Enersponse on SCADA Rebate program
- 9/29 Participated in Demand Response event
- 10/2 Participated in Demand Response event

VALLEY OAKS

- 9/15 Plan check comments were submitted to BC Engineering

RESILIENCE

- 9/16 Posted Request for Clarification
- 9/20 Held online briefing
- 9/30 RFQ deadline, received two responses

September 2020 Field Report

Water Operations and Maintenance Highlights

- 9/1-9/3 Shower station construction for OSHA
- 9/8 Wash station maintenance
- 9/10 & 9/18 Garage and storage shed maintenance
- 9/29 Returned generators to Sacramento (CalWARN)
- Meter reads 9/22—9/24 & 9/28—9/29
- Routine maintenance and operations

Wastewater Operations and Maintenance Highlights

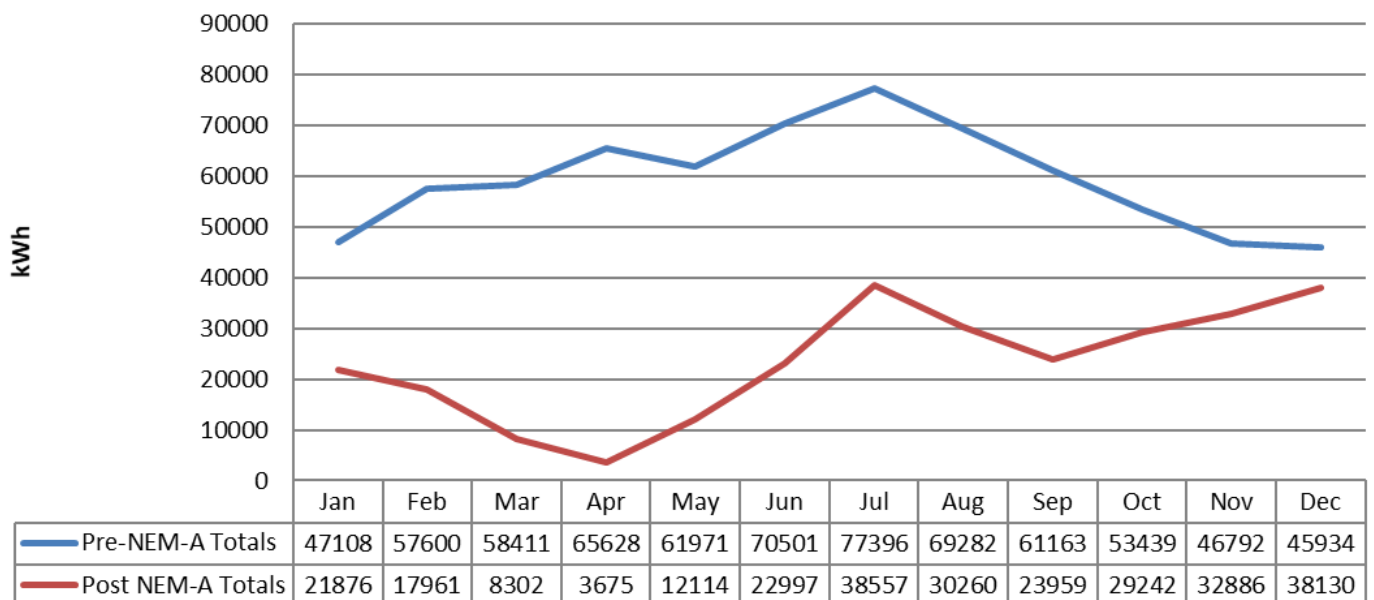
- 9/3 Shower station construction for OSHA
- 9/4 Utilized vac truck on Northshore leak
- 9/24 & 9/28 Tested OSHA eye wash stations
- 9/29 Returned generators to Sacramento (CalWARN)
- Meter reads 9/22—24 & 9/28—29
- Routine maintenance and operations

September 2020 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	0
Truck 2 (new construction truck)	1,154
Truck 3	1,475
Truck 4	231
Truck 6	695
Truck 7	1,208
Truck 8	937
Dump Truck	252
Backhoe	5.84 hrs
New Holland Tractor	6.90 hrs
Vac Truck	21

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	283.90	154.80
Fuel Log	283.40	154.60

PG&E Net Payable





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MEMO

To: Board of Directors
From: Dennis White
Date: October 20, 2020
RE: General Manager's Report

Below is a shortened version of activities on various tasks.

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

- Instituted the motto in this crisis: We provide Safe reliable drinking water and wastewater services to insure protecting the health of our Directors, Employees and Customers.
- We have maintained a "COVID19-aware steady state" since our re-opening on 9/8/20. Apparently, our customers are remaining COVID19 cautious. The majority of payments are being made through the "night box".
- We are also achieving a "steady state" in terms of public meetings. Communications improvements in the CSD conference room are under construction. The intent is to provide a stable, clear, audible presentation to the public, and initial reports have been positive.

Management of the Day to Day Operations

- The Rate Study, and Proposition 218 implications are the focus of this month's Administration operations.
- Transition of roles and responsibilities are the focus of this month's Field Activities

Fiscal

- The NBS Rate Study workshop took place on 10/6/20. Based on direction by the Board at this workshop, rates have been updated for years 4 and 5 of the study. District counsel, NBS staff, and District staff have worked together to develop the version included in tonight's Board packet. The diligence and determination of staff really made this happen and kept us on schedule for a December 15th potential adoption date. District counsel has advised that the final version must be completed by the date of rate adoption, December 15, 2020.
- In the Financial section of the Board packet, you will see the past due accounts have increased from \$140k in August to \$152k in September. Since the courtesy lien letters were still being mailed in early September, we hope to see action (reduction) on our delinquent accounts throughout October.



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- The audit is complete! As always, it is a pleasure to work with Smith&Newell. We hope to receive the Audit results soon, hopefully within the next four weeks.

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

- As a follow-up to last months report, we are grateful to have been able to agendize the updated Job Descriptions for Accounting Supervisor and Administrative Services Manager. Big thanks to the Personnel Committee for seeing this through!
- Our new Operator II, Nate R started this past Tuesday, October 13. Training has begun, as we look forward to becoming “whole” so to speak, in the Field.
- Brandon B was internally promoted to Operator II on 9/18, and we are proud to say he has successfully completed his Water Treatment Operator II Certification on 9/24. Congrats to Brandon!

Major Projects

- Valley Oaks
 - KimCo’s engineering firm, BC Engineering, has been making progress on the changes requested by Coastland on their second plan check. Please find below a quote from the latest correspondence from Coastland:
“In order to approve the plans, you will need to pay the estimated inspection fees (1.5%) associated with the project, as well as the outstanding balance for plan check. This equates to an additional \$3,483 for inspection and an additional \$471 for the plan check, totaling \$3,954. Please note that both plan check and inspection fees are estimates and will depend on how many reviews it takes and how long inspection will last.”
We are encouraged that the process is moving forward, and that BC Engineering is agreeable to the changes suggested by Coastland.
 - KimCo is now a participant in the new Mobile Meter use policy. The previous agreement to use the construction meter was terminated, in order to implement a new agreement under the current Mobile Meter use policy/procedure. A bill was generated for the previous eight months of use.
- Moratorium/GSA
 - The Sustainable Groundwater Management Act of 2014 provides a path for agencies to preserve their authority in the management of their local aquifer. The Groundwater Sustainability Agency (GSA) project has yet to be started or funded.



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- Tank 9
 - District counsel and the surveyors have finalized the Easement language for the 2.18acre area within APN 142-301-01, adjacent to the existing Unit 9 Tank. We are ready to sign the Easements and have them recorded at the County.

- OSHA
 - The documentation to follow-up the physical changes as the Wastewater Treatment Plant have been completed. The RMP has been re-written and submitted to both OSHA and Lake County's Environmental Health Services Department.
 - We have two outstanding items that we owe to OSHA. They are the results of the Industrial Hygienists air monitoring tests, and the results of the ventilation equipment in the chlorine cylinder room.
 - We feel we are close to having resolved all the abatement requests.

- WWTP Access Road Repair
 - As a recap of activities prior to the Special Meeting held on 10/6, the following occurred during the month of September. This project was sent out for re-bid in accordance with California Public Contract Code. Based on contractor feedback, Coastland agreed to submit an amendment to the bid request, allowing for more materials. A single bid was received.
 - Since 10/6, Bonds have been submitted for review, and the Agreement signed by Smith Construction.
 - The anticipated start date will be 10/21, which will, assuming a two-week project duration(11/4), meet the pre-determined deadline (11/18). Staff will be closely monitoring this timeline and take action if necessary.

- I & I: Meadow View Easement
 - The contract was awarded to Piazza Construction at last month's Board Meeting. Subsequently bonds have been reviewed and the agreement has been signed. The next step will be to schedule a pre-construction meeting.
 - At the same time, final details have been completed for the IRWM Grant Award and Agreement, allowing for 50% reimbursement.

- SCADA, AMI, Generators
 - The District has entered into a Demand Response program (DR) with the assistance of an ACWA sponsored consultant, Enersponse. To date, we have participated in two DR events, making us eligible for kilowatt hour rebates.
 - GHD will be helping develop an assessment for a complete refresh.
 - Activity on these projects are pending the results of the NBS Revised Rate Study, the Prop 218 process, and the consequential rate changes.

- Water Supply and Wildfire Mitigation



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- At the last Board meeting, the Board authorized staff to submit an RFQ for ESCOs. The Q&A Session of September 20th had two participants, SiteLogIQ and Trane. On September 30, these two ESCOs provided responses to the RFQ. The agenda item for the selection of ESCO has more detail in the staff report, as well as the actual responses and scoring mechanism
- Potential projects
 - As requested from last months Board meeting, Alyssa G has put together documentation on past, present, and future projects. We look forward to your thoughts and recommendations on the format and content of this report.
 - The LNU Complex fire Public Assistance program has begun with FEMA and CalOES. Both incomplete and complete projects are being reviewed by these agencies to determine eligibility.
 - The LNU Complex fire Hazard Mitigation program has also launched. Agencies wishing to submit a Notice of Intent (NOI) for projects have until November 20, 2020.

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	0%	0%	\$ 167,608.13
2020	4482	138890	Materials	100%	0%	\$ 10,401.87
2020	4558	TDB	EPM	100%	0%	\$ 100,000.00

Totals:	\$ 2,559,232.29
Actual:	\$ 2,281,222.29

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP	100%	90%	\$ 74,404.00
4382	112	Unit 9 Tank	0%	0%	\$ 1,300,000.00
4407	57	Generators	0%	0%	\$ 1,900,000.00

Totals:	\$ 3,274,404.00
Actual:	\$ 74,404.00

State Funded projects (Prop 1, Prop 68)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	205	I & I	25%	0%	\$ -
DWR/IRWM	206	Unit 9 Tank	5%	0%	\$ -

Totals:	\$ -
Actuals:	\$ -

Potential projects (LHMP)

Priority	Funding Agency	Project	Description	Costs	Notes
1	HMGP (FEMA)	SCADA	Technology refresh	\$ 1,000,000	Initial Feasibility discussions underway, Joined Demarnd 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	BRIC (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	\$ 4,000,000	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	Inundantion Mitigation	TDB	Infrastructure improvements

SOUND ATTENUATED LEVEL 2

ENCLOSURES

D250GC – D600GC

60 Hz



Image shown might not reflect actual configuration

FEATURES

Robust / Highly Corrosion Resistant Construction

- Factory installed on skid base or tanks base
- Environmentally friendly, polyester powder baked paint
- Enclosure constructed with 18-gauge steel
- Interior zinc plated fasteners
- Internally mounted exhaust silencing system
- Comply with ASCE/SEI 7 for Wind loads up to 100mph
- Designed and tested to comply with UL 2200 Listed generator set package

Excellent Access

- Large cable entry area for installation ease.
- Accommodates side mounted single or multiple breakers.
- Two doors on both sides.
- Vertically hinged allow 180° opening rotation
- Radiator fill cover.

Security and Safety

- Lockable access doors which give full access to control panel and breaker.
- Cooling fan and battery charging alternator fully guarded.
- Fuel fill, oil fill and battery can only be reached via lockable access.
- Externally mounted emergency stop button (Optional).
- Designed for spreader bar lifting to ensure safety.
- Stub-up area is rodent proof.

Sound Attenuated Level 2

- Caterpillar white paint
- UL Listed integral fuel tank with 24 hours running time capacity (Optional).
- DC lighting package (Optional)

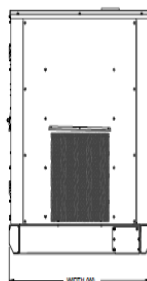
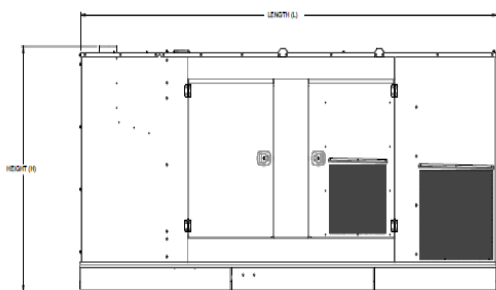
Enclosure Package Operating Characteristics

Enclosure Type	Standby ekW	Cooling Air Flow Rate		Ambient Capability*		Sound Pressure Levels (dBA) at 7m (23 ft)
		m ³ /s	cfm	°C	°F	100% Load
Level 2 Sound Attenuated Enclosure (Steel)	250	6.4	13561	57	135	74
	300	6.4	13561	51	125	74
	350	7.4	15680	57	134	71
	400	7.4	15680	53	127	71
	450	8.4	17692	54	130	73
	500	8.4	17692	50	122	73
	550	11.2	23731	56	133	73
	600	11.2	23731	53	127	73

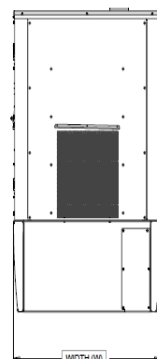
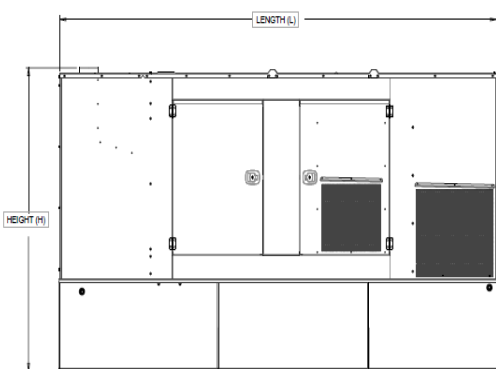
*Cooling system performance at sea level. Consult your Cat[®] dealer for site specific ambient and altitude capabilities.

Note: Sound level measurements are subject to instrumentation, installation and manufacturing variability, as well as ambient site conditions.

DIMENSIONS



Sound Attenuated Enclosure on Skid Base



Sound Attenuated Enclosure on a UL Listed Integral Fuel Tank Base

Image shown might not reflect actual configuration

WEIGHTS & DIMENSIONS

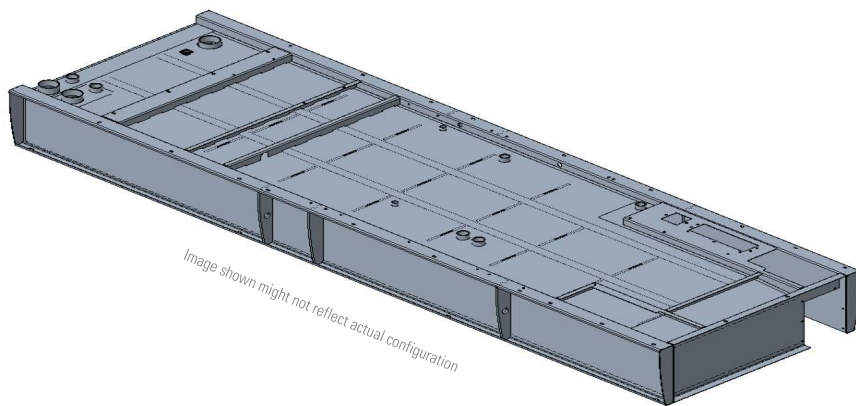
Enclosure Type	Standby Ratings, ekW	Length, L		Width, W		Height, H		Package Weights	
		mm	in	mm	in	mm	in	kg	lb
Sound Attenuated Enclosure on Skid Base	250	3958	155.8	1440	56.7	1991	78.4	2857	6298.6
	300							2945	6492.6
	350	4633	182.4	1630	64.2	2227	87.7	3983	8781.0
	400							4017	8856.0
	450	4823	189.8	1630	64.2	2777	109.3	4408	9718.0
	500							4457	9826.0
	550	4980	196.1	1865	73.4	2723	107.2	4754	10480.8
	600							4837	10663.8
Sound Attenuated Enclosure on UL Listed Integral Fuel Tank Base	250	3958	155.8	1440	56.7	2487	97.9	3497	7709.6
	300							3585	7903.6
	350	4633	182.4	1630	64.2	2644	104.1	4765	10505.0
	400							4799	10580.0
	450	4823	189.8	1630	64.2	2777	109.3	5345	11783.7
	500							5394	11891.7
	550	4980	196.1	1865	73.4	2723	107.2	5973	13168.2
	600							6056	13351.2

LET'S DO THE WORK.™

LEHE2014-02 (09-19)

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EXTENDED FUEL TANKS D250 GC – D600 GC

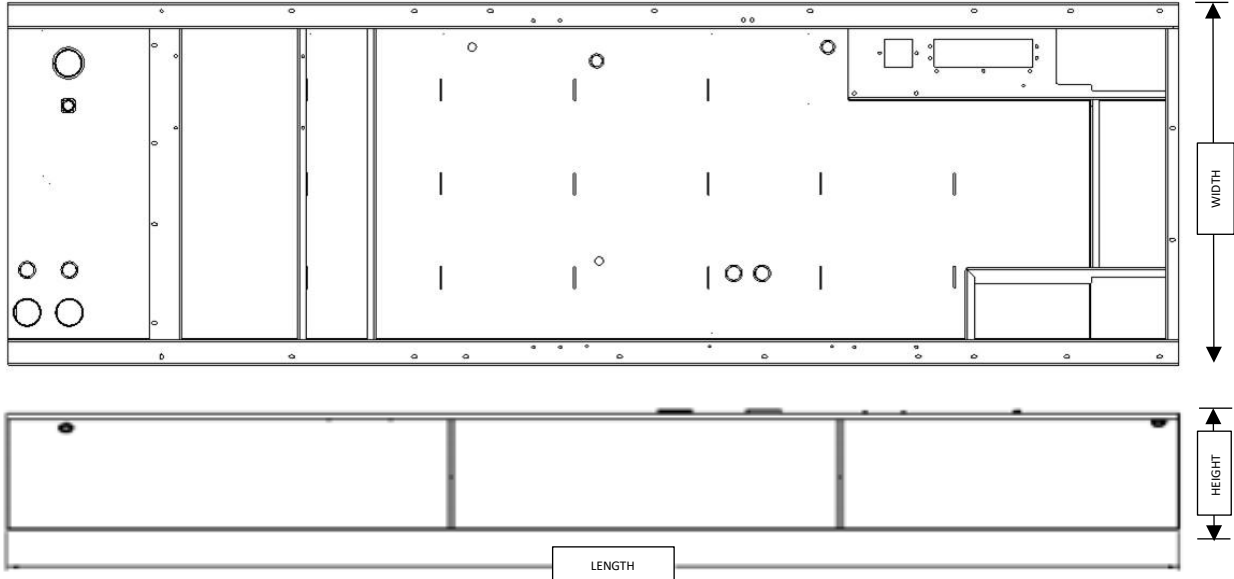
FEATURES

- UL Listed for United States (UL 142) and Canada (CAN/ULC S601)
- Facilitates compliance with NFPA 30 code, NFPA 37 and 110 standards and CSA C282 code
- Dual wall
- Low fuel level warning standard, customer configurable warning or shutdown
- Primary tank leak detection switch in containment basin
- Tank design provides capacity for thermal expansion of fuel
- Fuel supply dip tube is positioned so as not to pick up fuel sediment
- Fuel return and supply dip tube is separated by an internal baffle to prevent immediate re-supply of heated return fuel
- Pressure washed with an iron phosphate solution
- Interior tank surfaces coated with a solvent-based thin-film rust preventative
- Heavy gauge steel gussets with internal lifting rings
- Primary and secondary tanks are leak tested at 20.7 kPa (3 psi) minimum
- Compatible with open packages and enclosures
- Gloss black polyester alkyd enamel exterior paint
- Welded steel containment basin (minimum of 110% of primary tank capacity)
- Direct reading fuel gauge with variable electrical output
- Emergency vents on primary and secondary tanks are sized in accordance with NFPA 30.

OPTIONS

- Audio/visual fuel level alarm panel
- ULC / CSA Accessory Kit
- 5gal (18.9 L) spill containment
- Overfill prevention Valve
- Fuel tank fill pipe & lockable cap

Fuel Tank Base Useable Capacities with Fuel Tank Dimensions & Weights



The heights listed above do not include lumber used during manufacturing and shipping

A. Open Set & Sound Attenuated Enclosure

Tank Design	Feature Code	Total Capacity		Useable Capacity		Tank Only						Overall Package Height with Tank			
						Dry Weight		Height 'H'		Length 'L'		Open		Enclosure	
		Litre	Gallon	Litre	Gallon	kg	lb	mm	in	mm	in	mm	in	mm	in
Tank	FTDW039	2341	618.4	2060	538.9	1075	2370	639	25.1	4608	181.4	2095	82.4	2385	93.9
	FTDW040	2862	756	2540	671	1294	2852	586	23	5252	206.7	2503	98.5	2563	100.9
	FTDW041	3633	959.7	3286	868.1	1506	3302	635	25	5910	228.7	2291	90.1	2479	97.6
	FTDW042	4271	1128.2	3878	1024	1944	4285	585	23	6759	266.1	2345	92.3	1957	77.0

B. Estimated Run Time (Hours)

Tank Design	Feature Code	Standby Ratings (kVA)						
		ekW	100%		75%		50%	
			Hrs	L/hr	Hrs	L/hr	Hrs	L/hr
Tank	FTDW039	250	28.1	73.3	35	35.0	47	47.0
		300	24	86	30.8	30.8	40	40.0
	FTDW040	350	26.9	94.3	31.2	81.9	42.4	60.2
		400	24.0	105.8	28.1	90.7	38.6	66.2
	FTDW041	450	25.0	131.7	31.3	106.1	42.0	79.1
		500	24.0	137	30.1	110.5	46.6	71.3
	FTDW042	550	25.7	151.1	32.9	118.1	45.2	86.1
		600	24.1	161.6	30.0	129.6	42.4	91.7

Tanks with full electrical stub-up area include removable end channel. Tanks with RH stub-up include stubup area directly below the circuit breaker or power terminal strips.

Fuel tanks and applicable options facilitate compliance with the following United States NFPA Code and Standards:

NFPA 30: Flammable and Combustible Liquids Code

NFPA 37: Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines

NFPA 110: Standard for Emergency and Standby Power Systems

Fuel tanks and applicable options facilitate compliance with the following Canadian Standard and Code:

CSA C282 – Emergency Electrical Power Supply for Buildings

CSA B139-09 – Installation Code for Oil-Burning Equipment

LET'S DO THE WORK.™

LEHE2624-00 (06-20)

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Cat® C15 GC DIESEL GENERATOR SETS



Standby: 60Hz, 480V & 600V



Image shown might not reflect actual configuration

Engine Model	Cat® C15 ACERT™ In-line 6, 4-cycle diesel
Bore x Stroke	137mm x 171mm (5.4in x 6.8in)
Displacement	15.2 L (928 in³)
Compression Ratio	16.1:1
Aspiration	Turbocharged Air-to-Air Aftercooled
Fuel Injection System	MEUI
Governor	Electronic ADEM™ A4

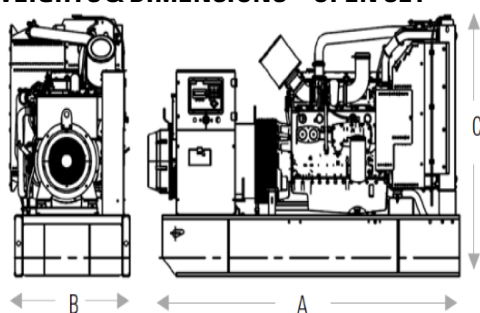
Standby	Performance Strategy
500 ekW, 625 kVA	EPA Certified for Stationary Emergency Application

PACKAGE PERFORMANCE

Performance	Standby	
Frequency	60 Hz	
Genset Power Rating	625 kVA	
Gen set power rating with fan @ 0.8 power factor	500 ekW	
Fuelling strategy	TIER 3	
Performance Number	DM8155	
Fuel Consumption		
100% load with fan	137.0 L/hr	36.2 gal/hr
75% load with fan	110.5 L/hr	29.2 gal/hr
50% load with fan	71.3 L/hr	18.8 gal/hr
25% load with fan	41.9 L/hr	11.1 gal/hr
Cooling System ¹		
Radiator air flow restriction (system)	0.12 kPa	0.48 in. Water
Radiator air flow	720 m ³ /min	25426 cfm
Engine coolant capacity	20.8 L	5.5 gal
Radiator coolant capacity	54 L	14 gal
Total coolant capacity	75 L	20 gal
Inlet Air		
Combustion air inlet flow rate	38.2 m ³ /min	1347.7 cfm
Max. Allowable Combustion Air Inlet Temp	49 °C	120 °F
Exhaust System		
Exhaust stack gas temperature	531.1 °C	988.0 °F
Exhaust gas flow rate	102.1 m ³ /min	3605.5 cfm
Exhaust system backpressure (maximum allowable)	10.0 kPa	40.0 in. water
Heat Rejection		
Heat rejection to jacket water	182 kW	10375 Btu/min
Heat rejection to exhaust (total)	493 kW	28039 Btu/min
Heat rejection to aftercooler	121 kW	6860 Btu/min
Heat rejection to atmosphere from engine	91 kW	5182 Btu/min
Heat rejection from alternator	29 kW	1655 Btu/min

Emissions (Nominal) ²		Standby	
NO _x	2129.1 mg/Nm ³	4.6 g/hp-hr	
CO	301.5 mg/Nm ³	0.6 g/hp-hr	
HC	8.8 mg/Nm ³	0.03 g/hp-hr	
PM	9.5 mg/Nm ³	0.03 g/hp-hr	
Alternator ³		Standby	
Voltages	480V	600V	
Motor Starting Capability @ 30% Voltage Dip	1019	1103	
Current	751.8	601.4	
Frame Size	M3154L4	M3136L4	
Excitation	Shunt Excitation		AREP
Temperature Rise	105°C	189°F	130°C 234°F

WEIGHTS & DIMENSIONS – OPEN SET



Base	Dim "A" mm (in)	Dim "B" mm (in)	Dim "C" mm (in)	Generator Set Weight kg (lb)
Skid (Wide Base)	4815 (189.6)	1630 (64.2)	2034 (80.1)	3756 (8280.6)
Integral Tank base	4815 (189.6)	1630 (64.2)	2584 (101.7)	4693 (10346.3)

FUEL TANK CAPACITY

Tank Design	Total Capacity		Useable Capacity	
	Litre	Gallon	Litre	Gallon
Integral	3671	969.7	3323	877.8

DEFINITIONS AND CONDITIONS:

¹ For ambient and altitude capabilities consult your Cat dealer. Air flow restriction (system) is added to existing restriction from factory.

² Emissions data measurement procedures are consistent with those described in EPA CFR 40 Part 89, Subpart D & E and ISO8178-1 for measuring HC, CO, PM, NO_x. Data shown is based on steady state operating conditions of 77° F, 28.42 in HG and number 2 diesel fuel with 35° API and LHV of 18,390 BTU/lb. The nominal emissions data shown is subject to instrumentation, measurement, facility and engine to engine variations. Emissions data is based on 100% load and thus cannot be used to compare to EPA regulations which use values based on a weighted cycle.

³ UL 2200 Listed packages may have oversized generators with a different temperature rise and motor starting characteristics. Generator temperature rise is based on a 40° C ambient per NEMA MG1-32.

APPLICABLE CODES AND STANDARDS:

AS1359, CSA C22.2 No100-04, UL142, UL489, UL869, UL2200, NFPA37, NFPA70, NFPA99, NFPA110, IBC, IEC60034-1, ISO3046, ISO8528, NEMA MG1-22, NEMA MG1-33, 2006/95/EC, 2006/42/EC, 2004/108/EC.

Note: Codes may not be available in all model configurations. Please consult your local Cat Dealer representative for availability.

STANDBY: Output available with varying load for the duration of the interruption of the normal source power. Average power output is 70% of the standby power rating. Typical operation is 200 hours per year, with maximum expected usage of 500 hours per year.

RATINGS: Ratings are based on SAE J1349 standard conditions. These ratings also apply at ISO3046 standard conditions.

Fuel Rates are based on fuel oil of 35° API [16° C (60° F)] gravity having an LHV of 42 780 kJ/kg (18,390 Btu/lb) when used at 29° C (85° F) and weighing 838.9 g/litre (7.001 lbs/U.S. gal.). Additional ratings may be available for specific customer requirements, contact your Caterpillar representative for details. For information regarding Low Sulfur fuel and Biodiesel capability, please consult your Cat dealer.

LEHE2011-04 (11-19)

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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%~~ 3.5% @ 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

and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.

- XVI. HEADINGS: Paragraph headings and titles of attachments as used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraph headed thereby.
- XVII. INTERPRETATION: The parties acknowledge that each party has reviewed, negotiated, and had an opportunity to discuss with counsel this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any document executed and delivered by any party in connection with transactions contemplated by this Agreement.
- XVIII. WORKER'S COMPENSATION: Pursuant to the State of California Labor Code, Section 3700, et seq., the District shall secure workers' compensation insurance for the General Manager.
- XIX. INDEMNIFICATION: District shall provide for the defense of General Manager in any action or proceeding alleging an act or omission within the scope of employment of General Manager in conformance with State law (Government Code Sections 995, et seq.). In addition, any funds provided by the District for the legal criminal defense of Employee shall be fully reimbursed to the District by General Manager if the General Manager is convicted of a crime involving an abuse of the office or position as required under Government Code Section 53243.1.
- XX. AMENDMENTS: Any modifications of this Agreement will be effective only if in writing and signed by both the General Manager and the District.
- XXI. NOTICE: Any notices required or permitted pursuant to this Agreement shall be given in person or by certified or registered mail, addressed as follows:

To District: President of the Board of Directors
 Hidden Valley Lake Community Services District
 19400 Hartmann Rd
 Hidden Valley Lake, CA 95467

To General Manager: Dennis White

- XXII. COUNTERPARTS; ELECTRONIC SIGNATURES: This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall become effective when counterparts have been signed by each of the parties and delivered to the other parties; it being understood that all parties need not sign the same counterparts. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by means shall be deemed to be their original signatures for all purposes.

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

RESOLUTION 2020-14

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADDING Dennis White TO THE LIST OF INDIVIDUALS AUTHORIZED TO HAVE A CREDIT CARD, ENTER INTO DEPOSIT ACCOUNT, FUNDS TRANSFER, INVESTMENT, CASH MANAGEMENT AND DEPOSIT SERVICE AGREEMENTS WITH WESTAMERICA BANK, AND TO WITHDRAW FUNDS, INITIATE PAYMENT ORDERS AND OTHERWISE GIVE INSTRUCTIONS TO WESTAMERICA BANK WITH RESPECT TO THE DISTRICT'S DEPOSIT ACCOUNTS

WHEREAS, Dennis White serves as the Hidden Valley Community Services District (District) General Manager; and

WHEREAS, as General Manager, Dennis White must occasionally deposit and withdraw funds from the District's accounts held by WestAmerica Bank; and

WHEREAS, WestAmerica Bank will not perform said transactions unless the individual requesting said transactions has been duly authorized, by the District, to act on behalf of the District; AND

NOW, THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District Board of Directors hereby add Dennis White to the list of individuals authorized to enter into deposit accounts, funds transfer, investment, cash management and deposit service agreements with WestAmerica Bank, and to withdraw funds, initiate payment orders and otherwise give instructions to WestAmerica Bank with respect to the District's deposit accounts; and

BE IT FURTHER RESOLVED that this authorization is in addition to any authorization in effect and shall remain in force until WestAmerica Bank receives written notice of its revocation at the address(es) and in the manner designated by WestAmerica Bank.

PASSED AND ADOPTED on October 20, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman,
President of the Board of Directors

Hidden Valley Lake Community Services District

RECINDED by RESOLUTION 2015-18

Bill Adjustment for Leaks Policy

Purpose:

Hidden Valley Lake CSD will assist customers who have experienced qualifying leaks by allowing a partial bill adjustment.

Policy:

To qualify for an adjustment, the customer must meet the following requirements:

1. Applications must be received by Hidden Valley Lake CSD within 30 days of the billing date. Applications received more than 30 days from the bill date will not be considered.
2. Verification of the leak must be confirmed by:
 - a. Providing a copy of the plumbing bill or other invoice related to the repair OR
 - b. Confirmation by an on-site inspection by a representative from the Hidden Valley Lake CSD.
3. The leak must be undetectable by the homeowner. (No adjustment will be granted for plumbing leaks which should be considered a household maintenance responsibility; leaks that are eligible for insurance payment will not be considered.)
4. Commercial irrigation system accounts are not eligible for adjustment.
5. There will be one underground leak adjustment granted, per account or address within a 3 year period. If the leak is not repaired properly or if another leak appears within 3 years, no additional adjustment will be granted.
6. The property owner is responsible for any necessary repair.
7. The property owner is responsible to keep the water account current to avoid late charges or service termination.
8. The adjustment will not exceed 1 billing period or 60 days.

Procedure:

Upon approval of the application by the General Manager or designee, any adjustment will be applied to the forthcoming water bill. Credit will be applied to the account; no refund check will be issued. Hidden Valley Lake CSD will absorb ½ (50%) of the overage fees for water delivered in excess of average usage (as determined by a review of the customer's account.)

Hidden Valley Lake Community Services District

19400 Hartmann Road
 Hidden Valley Lake, CA 95467
 ph (707) 987-9201 f (707) 987-3237
 www.hiddenvalleylakecsd.com



APPLICATION FOR BILL ADJUSTMENT FOR LEAKS

NAME:	DATE:
PROPERTY ADDRESS:	
MAILING ADDRESS (IF DIFFERENT):	
DAYTIME PHONE:	ALTERNATE PHONE:
DATE LEAK DETECTED:	
I CERTIFY THE LEAK WAS REPAIRED ON:	SIGNATURE:

POLICY INSTRUCTIONS:

1. Applications must be received by Hidden Valley Lake CSD within 30 days of the billing date. Applications received more than 30 days from the bill date will not be considered.
2. Verification of the leak must be confirmed by:
 - a. Providing a copy of the plumbing bill or other invoice related to the repair OR
 - b. Confirmation by an on-site inspection by a representative from the Hidden Valley Lake CSD.
3. The leak must be deemed undetectable by the homeowner. (No adjustment will be granted for plumbing leaks which should be considered a household maintenance responsibility; leaks that are eligible for insurance payment will not be considered.)
4. Commercial irrigation system accounts are not eligible for adjustment.
5. There will be one underground leak adjustment granted, per account or address within a 3 year period. If the leak is not repaired properly or if another leak appears within 3 years, no additional adjustment will be granted.
6. The property owner is responsible for any necessary repair.
7. The property owner is responsible to keep the water account current to avoid late charges or service termination.
8. The adjustment will not exceed 1 billing period or 60 days.

Upon approval of the application by the General Manager or designee, any adjustment will be applied to the forthcoming water bill. Credit will be applied to the account; no refund check will be issued. Hidden Valley Lake CSD will absorb ½ (50%) of the overage fees for water delivered in excess of average usage (as determined by a review of the customer's account.)

FOR DISTRICT USE ONLY	
Account #:	Notes from Service Order:
Date:	
Current Meter Read:	
Read By:	

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

DATE: October 20, 2020

AGENDA ITEM: Discussion and Possible Action: Acceptance of the NBS Revised Rate Study of 2020

RECOMMENDATIONS: Accept the NBS Revised Rate Study of 2020.

FINANCIAL IMPACT: None

BACKGROUND:

The previous Rate Study undertaken by the District and NBS began on July 1, 2015 and ended on June 30, 2020. No new rate structure was put in place July 1, 2020. In May 2020, the Board voted to adopt the Water and Sewer Capacity Fees, as presented by NBS in the 2018 Analysis. Also in May 2020, the Board voted to have the 2019 NBS Rate Study Revised. Since May, NBS completed the draft report, District staff reviewed, a Board of Directors workshop was held, and District attorneys have reviewed. The attached Rate Study Report by NBS represents the final result of that revision activity.

Staff requests the Board of Directors accept this study.

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 20, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

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

DATE: October 20, 2020

AGENDA ITEM: Discussion and Possible Action: Issuance of Proposition 218 Notice in advance of proposed water/sewer rate increase hearing on December 15, 2020

RECOMMENDATIONS: Authorize staff to issue Proposition 218 Notice advance of proposed water/sewer rate increase hearing on December 15, 2020.

FINANCIAL IMPACT: Approximately \$3,000 for printing, mailing and staff time.

BACKGROUND:

District staff is now prepared to issue the 218 Notice in advance of the proposed water/sewer rate increase hearing on December 15, 2020. Pursuant to state law, the 218 Notice must be issued 45 days in advance of the rate increase hearing. In this case, the absolute deadline for issuing the 218 notice is November 1, 2020. Staff recommends the Board review the attached draft 218 Notice and authorize staff to issue the notice as presented.

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 20, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



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Permit NO. 12

Hidden Valley Lake CSD
19400 Hartmann Road
Hidden Valley Lake, CA 95467

Hidden Valley Lake Community Services District



Proposition 218 Notification NOTICE OF PUBLIC HEARING ON PROPOSED SEWER AND WATER RATES



Board of Directors

President of the Board
Jim Lieberman

Director Jim Freeman
Director Carolyn Graham
Director Gary Graves
Director Claude Brown

HEARING DATE: December 15, 2020

TIME: 7:00 p.m.

LOCATION: Hidden Valley Lake CSD
Administration Office
19400 Hartmann Road
Hidden Valley Lake, CA

The Hidden Valley Lake Community Services District (District) is proposing to establish new sewer and water rate structures to more equitably distribute the cost of providing sewer and water services among the various residential and commercial user classes, and to increase sewer and water rate charges to finance the maintenance and repair of aging sewer and water infrastructure, mitigation against natural disasters, upgrade existing facilities to comply with unfunded state and federal mandates, and restore reserve funds that have been drawn down. If adopted, the proposed rate changes will become effective on January 1, 2021, and July 1 thereafter, until the end of fiscal year 2024/2025.

How to Protest the Proposed Changes

As the owner or customer of record of a parcel subject to the imposition of the proposed rate changes, you may submit a written protest against the proposed rate changes. Provided, however, if the identified parcel has more than one owner and/or customer of record, only one written protest will be counted.

Each protest must (1) be in writing; (2) state the specific rate changes for which the protest is being submitted; (3) provide the location of the identified parcel (by assessor's parcel number or street address); and (4) include the original signature of the owner or customer of record submitting the protest. Protests submitted by e-mail, facsimile or other electronic means will not be accepted. Written protests may be submitted by mail to **General Manager Dennis White, Hidden Valley Lake CSD, 19400 Hartmann Road, Hidden Valley Lake, CA 95467**, or in person at the public hearing, so long as they are received prior to the conclusion of the public hearing. Please identify on the front of the envelope for any protest, whether mailed or submitted in person to the General Manager, that the enclosed letter is in regards to the December 15, 2020 Public Hearing on the proposed sewer and water rate changes.

If you would like more information about the proposed water/wastewater rate increases visit www.hvllcsd.org and click on "Rate Study", or call 707-987-9201.

Why are you receiving this notice?

You are receiving this notice because you are either a District sewer and/or water customer or you own property that is receiving District sewer and/or water service. The purpose of the public hearing is to consider all written protests against the proposed rate changes. As the owner or customer of record of a parcel subject to the imposition of the proposed rate changes, you may submit a written protest against the proposed rate changes.



What do sewer and water rates fund?

The District provides sewer and water utility services to residential and commercial customers. The operation and maintenance of these two utilities are financially independent of each other. All revenue generated from customer sewer and water bills is used to pay for the ongoing operation, maintenance, repair and replacement of the existing sewer and water systems. The cost of system expansions, to serve new development, is recovered through connection or demand fees imposed on the developer requesting District service. By State law, the District may not collect more revenue than is necessary to recover the costs of providing services.



Mark your calendar! Monthly bill payments are due on the 20th of each month unless the 20th falls on a weekend, in which case payments will be due the following Monday.

A Virtual Informational Meeting will be held on Tuesday November 24, 2020 , from 6:30 p.m. to 8:00 p.m. All residents are encouraged to attend and learn more about proposed sewer and water rates.

*To join this meeting go to the <https://www.hvllcsd.org> select the November 24, 2020 Informational Meeting and select Join Microsoft Teams Meeting select Join on the web instead.

New Sewer and Water Rates

Capital projects a major reason for raising water and sewer rates. Portions of the District’s wastewater collection system are over 50 years old. Many sewer lines are partially blocked with tree roots and/or have cracks and holes that allow excessive amounts of groundwater and storm water runoff to seep into the collection system, occasionally at rates that exceed the maximum design capacity of the District’s sewer collection system and wastewater treatment plant. During the flood events of 2017 and 2019, the District was unable to avoid sewage spills and the discharge of partially or even untreated sewage. If not corrected, the leaky collection system will result in additional worsening sewage spills and expensive regulatory fines.

The District’s water distribution system is also aging, as demonstrated by the number of “mainline” breaks experienced in recent years. Furthermore, there are long-standing deficiencies within the water distribution system that need correction. In the past 5 years a multitude of heat and wind related events and disasters (Wildfire, PSPS, and rolling blackouts) have impacted the District. Prioritized projects include the removal of wooden water storage tanks with larger non-combustible tanks, to ensure water supply to both the Hidden Valley Lake residents, as well as our firefighters.

The District has taken several steps to minimize the fiscal impact to ratepayers. From 2018-2020, the District staff have been working diligently to develop the single jurisdiction Local Hazard Mitigation Plan (LHMP). The Federal Emergency Management Agency (FEMA) accepted this Plan earlier this year. This Plan identifies many projects that can be undertaken to lessen the effect of damage from natural disasters, with costs subsidized by the Federal government.

The District’s reserve funds have been drawn down and in some cases were depleted during the recent natural disaster events. In conjunction with the anticipated capital improvements, the District is seeking to restore reserve funds.

Proposed sewer rate charges: Residential sewer customers currently pay a “fixed charge” and a “volumetric charge”.



The proposed residential sewer rate will maintain these two components, with increases based on the cost to provide wastewater service. All residential customers pay the same fixed charge, regardless of household size, while the volumetric charge is determined by the average monthly water usage for the months of December through March. As a general rule, a household’s average monthly water use for the months of December through March provides a reasonable estimate of the wastewater produced by the household each month of the year. Households generating less wastewater will pay less for sewer service than households producing larger volumes of wastewater. Sewer charges will be adjusted on January 1, 2021, and every July 1 thereafter. The volumetric charge will be based on actual average monthly water usage for the preceding months of December through March.

The proposed sewer rate for commercial and government customers also consists of two components, a “fixed charge” and a “volumetric charge”. All commercial and government customers pay the same fixed charge per “household equivalent unit” (HEU), while the volumetric charge is determined by actual monthly water use.

The proposed sewer rate charges for the next five years are presented in detail in the chart below. In the first year, the average monthly residential sewer bill is estimated to be \$76.29. In the first year, the average monthly cost of sewer service for a single family residential customer will increase by approximately \$10.53, from \$65.76 to \$76.29.

Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge per HEU						
Residential	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.89
Commercial	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.89
Volumetric Charge per hundred cubic feet (HCF)						
Residential (Average winter use)	\$3.76	\$4.54	\$5.08	\$5.69	\$6.20	\$6.76
Commercial (Monthly water use)	\$3.76	\$4.54	\$5.08	\$5.69	\$6.20	\$6.76

Proposed water rate changes: The proposed water rate continues to consist of two components, a “fixed charge” and a “volumetric charge”. All residential customers pay the same fixed charge, regardless of household size, while the volumetric charge is determined by the amount of water used each month.



The current commercial water rate schedule also consists of two components, a “fixed charge” and a “volumetric charge”. All commercial customers pay the fixed charge as allocated by the water meter size, while the volumetric charge is determined by the amount of water used each month.

The proposed water rate charges over the next five years are presented in detail in the chart below. The total amount of your water bill will depend on the amount of water used. In the first year, the average monthly water bill for a single family residential customer is estimated to be \$74.84. Water bills will be noticeably higher in the summer months, when water usage is highest. Annually, the average monthly cost of water service for a single family residential customer will increase by approximately \$12.21 in the first year, from \$62.63 to \$74.84.

Water Rate Schedule	Current Rates ('20/21)	Proposed Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
Monthly Fixed Service Charge:						
5/8 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
3/4 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
1 inch	\$94.91	\$107.15	\$120.01	\$134.41	\$146.51	\$159.69
1.5 inch	\$187.11	\$211.65	\$237.04	\$265.49	\$289.38	\$315.43
2 inch	\$297.75	\$337.04	\$377.48	\$422.78	\$460.83	\$502.31
Water Commodity Charges per hundred cubic feet (HCF)						
Uniform Rate (All Classes)	\$2.68	\$3.54	\$3.97	\$4.44	\$4.84	\$5.28

Anticipated State mandated water conservation requirements, drives the proposed “drought rates”. To offset revenue shortfalls during drought conditions, drought rates would be implemented at the District Board of Directors discretion, and would remain in effect no longer than the corresponding State imposed mandate.

Commodity Charges for All Water Consumed per hundred cubic feet (HCF)						
All Customer Classes:						
Drought Stage 1	\$3.35	\$3.86	\$4.32	\$4.84	\$5.28	\$5.75
Drought Stage 2	\$3.75	\$4.38	\$4.90	\$5.49	\$5.99	\$6.52
Drought Stage 3	\$4.02	\$5.04	\$5.65	\$6.33	\$6.90	\$7.52
Drought Stage 4	\$4.47	\$5.93	\$6.64	\$7.44	\$8.11	\$8.84

Sign up for e-statements and automated notifications at www.hvlcsd.org or contact our District Office at (707) 987-9201.



HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

WATER & SEWER RATE STUDY REPORT

Working Draft (For Discussion)

October 2020

OFFICE LOCATIONS:

Temecula – Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco - Regional Office
San Francisco, CA 94102

Davis - Regional Office
Davis, CA 95616

Phone: 800.676.7516

www.nbsgov.com

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SECTION 1. BACKGROUND, PURPOSE AND OVERVIEW OF THE STUDY

BACKGROUND

The District has incurred significant costs and staff time to respond to fires, floods, and Covid-19-related issues since the last rate study was conducted in 2015. Additionally, after evaluating recent changes in consumption patterns, water supply limitations, future Capital Improvement Plan (CIP) projects, legal requirements, and the overall fairness and equity of rates, the Board determined that an updated rate study was needed. This revised rate study addresses these factors.

“Significant changes in water use the last few years have impacted the District’s revenues and rates.”

Faced with limited budgets and increasing costs, the District has implemented a number of cost saving measures including: (1) successfully securing approximately \$2.4 million in grant funding for emergency repairs to damaged infrastructure; (2) participating in the solar NEM-A programs to reduce electric costs by approximately 30%; (3) promoting employees from within and hiring new A-step level employee to reduce salary/benefit costs; (4) reducing rental costs by purchasing a vac-truck and participating in the Disaster Response Network; and (5) reducing costs by performing many maintenance activities in-house rather than using outside contractors (e.g., vehicle maintenance, F.O.G control, distribution system and lift station repairs, and manhole lid replacements).

PURPOSE

This evaluation of the District’s water and sewer rates is intended to ensure that the District’s rates meet substantive Proposition 218 (Prop 218) requirements and broader industry standards, reflect the District’s current funding priorities and costs of service, and promote transparent communications between the District and its ratepayers. This report also documents the District’s cost of service analysis and rate study as required by Prop 218.

OVERVIEW OF THE STUDY

In developing the proposed new water and sewer rates, NBS worked cooperatively with District Staff and the District Board to finalize new financial plans and rate adjustments. The proposed rates summarized in this report represent projected rates based on current budgets and carefully reviewed capital improvement plans. This study has assumed that the proposed new water/sewer rates will be implemented on January 1 in 2021 and every July 1 thereafter.

Key Issues Addressed – In addition to ensuring that water and sewer rates collect enough revenue to meet annual operating costs and capital improvement plans, other key issues addressed included:

- Slightly increasing water sales over the last few years, although consumption is still well below levels prior to the most recent drought.
- Capital improvements costs that have been impacted by the need to respond to various fire and flood damages; the District’s disaster response efforts have delayed some normal infrastructure repair and replacements and complicated overall cost projections.
- Wooden tank replacements to ensure reliable water supply under wildfire threat.
- Changes in annual operating costs, including adjustments resulting from the District’s most recent salary survey.
- The need to build adequate CIP and replacement reserves for both water and sewer.

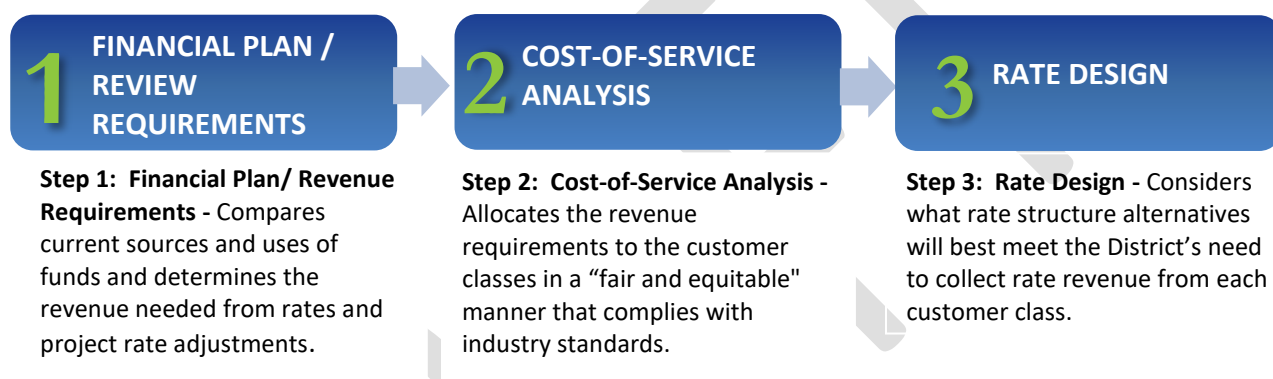
Recommendations – As a part of the water and sewer financial plans, NBS evaluated projected revenues and expenditures to determine net revenue requirements and rate increases. After reviewing the results

along with the District’s capital improvements priorities, the District Board has directed staff to propose rate increases for both water and sewer utilities of 12% for the next three years followed by two years of 9% increases. These increases are needed to fund critical capital improvement priorities set by the District Board.

RATE STUDY METHODOLOGY

Components of the Rate Study Methodology – A comprehensive utility rate study typically has three major components: (1) the utility’s overall revenue requirements and financial plan; (2) the cost-of-service for each customer class; and, (3) rate structure design, as shown in **Figure 1**. These components reflect industry standards, primarily from the American Water Works Association (AWWA)¹, and address the general requirements for equity and fairness. In terms of the chronology of the study, these three steps represent the order they were performed in this study.

Figure 1: Primary Components of a Rate Study



The following sections in this report present an overview of the methodologies, assumptions, and data used along with the financial plans and rates developed.

Rate Design Criteria – Several criteria are typically considered in setting rates and developing sound rate structures. The fundamentals of this process have been documented in several rate-setting manuals. For example, the foundation for evaluating rate structures is generally credited to James C. Bonbright in the *Principles of Public Utility Rates*², which outlines pricing policies, theories, and economic concepts along with various rate designs. The other common industry standard is AWWA Manual M1. The following is a simplified list of the attributes of a sound rate structure:

- Rates should be easy to understand from the customer’s perspective.
- Rates should be easy to administer from the utility’s perspective.
- Rates should promote the efficient allocation of the resource.
- Rates should be equitable and non-discriminating (e.g., cost based).
- There should be continuity in the rate making philosophy over time.
- Other utility policies should be considered (e.g., encouraging conservation & economic development).
- Rates should consider the customer’s ability to pay.
- Rates should provide month-to-month and year-to-year revenue stability.

¹ *Principles of Water Rates, Fees, and Charges*, Manual of Water Supply Practices, M1, AWWA, seventh edition, 2017.

² James C. Bonbright; Albert L. Danielsen and David R. Kamerschen, *Principles of Public Utility Rates*, (Arlington, VA: Public Utilities Report, Inc., Second Edition, 1988), p. 383-384.

The following section covers basic rate design criteria that NBS and District staff considered as a part of their review of the rate structure alternatives.

Rate Structure Issues – The relationship between fixed and variable costs is one of the most fundamental rate structures considerations. Fixed costs typically vary little if any with the amount of water consumed. Debt service and compensation of District personnel are examples of fixed costs. In contrast, variable costs such as the cost of chemicals and electricity tend to change with the quantity of water sold. Most rate structures contain a fixed or minimum charge in combination with a volumetric charge.

The District's rate design objectives are not necessarily the same as those in other communities. For example, some communities, particularly those with very expensive purchased water costs, prioritize conservation-oriented rates by emphasizing the variable cost of water purchases. Other communities that have many low-income customers may want to implement low-income subsidies by using non-rate revenues consistent with Proposition 218.

The District's 2015 rate study considered various combinations of fixed vs. variable charges and recommended collecting 60 percent of rate revenue from fixed charges and 40 percent from variable charges. Additionally, following completion of the 2015 study, the previous four-tiered volumetric rates were replaced with a single-tier (uniform) volumetric rate. This water rate design still appears to be appropriate considering the District's projected water sales and the need to emphasize revenue sufficiency and stability.

Key Financial Assumptions

Following are the key assumptions used in the water and sewer rate analyses:

- **Funding of Capital Projects** – After the District and its consultant extensively reviewed planned CIP projects and funding requirements, the District has decided that loans and grants from both state and federal sources may not be available to fund CIP costs over the next several years. Therefore, it is prudent to assume the District will not take on new debt to fund CIP projects, but will utilize revenue and reserves instead, and focus expenditures on the most urgent projects within the District.
- **Reserve Targets** – The District's water and sewer utility reserves are currently below target levels. Going forward, the target reserves for operations and maintenance (O&M) and capital rehabilitation and replacement (R&R) follow general utility industry standards. This includes approximately 90-days of O&M expenses for both the water and sewer O&M Reserves, and approximately 3% of net assets as the target reserve level for the R&R Reserves.
- **Inflation and Growth Projections:**
 - ✓ Customer growth is assumed to be 0.25% annually. While some additional growth may occur³, NBS did not rely on any additional growth during the next five years.
 - ✓ General cost inflation is about 3% annually.
 - ✓ Operating expenses, which include among other things labor costs, health benefits, and retirement benefits, are inflated at a rate of approximately 3% to 4% annually.
 - ✓ No inflation is added to other costs.

The next two sections discuss the water and sewer rate studies.

³ The District has roughly 700 undeveloped lots, but these are not expected to fully develop within the timeframe of this study and the District cannot accurately predict when and how many lots will be developed.

SECTION 2. WATER RATE STUDY

A. KEY WATER RATE STUDY ISSUES

The revised water rate analysis was undertaken with a few specific objectives, including:

- Reviewing the District’s approach to funding capital improvements, which total about \$3.7 million over the next five years.
- Analyzing changes in water consumption over the past several years.
- Generating additional revenue to meet projected funding requirements and to rebuild reserve funds above the target level.
- Confirming whether continuing to collect approximately 60% of water rate revenue from fixed charges and 40% from volumetric rates is an appropriate and reasonable approach to rate design for the District.
- Update fixed and volumetric charges to reflect changes in consumption patterns and approved District budgets.

NBS considered several water rate alternatives over the course of this study based on industry standards and cost-of-service principles. The fixed and volumetric charges were calculated based on the net revenue requirements, number of customer accounts, water consumption, and other District-provided information. The following are the basic components included in this analysis:

- **Developing Unit Costs:** The water revenue requirements were “functionalized” into three categories: (1) fixed capacity costs; (2) variable costs (or volume-based); and, (3) customer service costs, such as meter reading, billing, mailing, and responding to customer questions. Unit costs for each of these categories were then allocated to functional areas, including water consumption, peaking factors, number of accounts by meter size, and customer class.
- **Determining Revenue Requirements by Customer Class:** The total revenue requirements allocated to each customer classes (i.e., groups of customers with similar consumption patterns) was determined based on the unit costs and the total units of each class. For example, volume-related costs are allocated based on the water consumption for each class, while customer costs are allocated based on number of meters. Once the revenue requirement for each customer class is determined, collecting these revenue requirements from each customer class is addressed in the rate design task.
- **Rate Design and Fixed vs. Variable Costs:** The revenue required from each customer class are collected from fixed charges and volumetric rates. The cost of service analysis indicated that an allocation of 60% of the costs to fixed and 40% to variable rates is a reasonable basis for rate design. State agencies, such as the California Water Efficiency Partnership, would like water utilities to collect at least 70% of rate revenue from volumetric rates. However, many utilities prefer to collect less than 70% from volumetric rates because of the revenue instability that can and has resulted when water use drops unexpectedly.

“The best way to promote financial stability is to collect all fixed costs through fixed charges.”

B. WATER UTILITY REVENUE REQUIREMENTS

Rate increases for municipal utilities are governed by the need to meet operating and capital costs, to maintain adequate reserves, and to meet required minimum debt coverage. These are important in order

to handle emergencies, fund working capital, maintain a good credit rating, and generally follow sound financial management practices. The current financial state of the District’s water utility is as follows:

Capital Improvement Costs: The \$3.7 million in planned capital projects for FY 2020/21 through FY 2024/25 shown in **Figure 2** are a significant factor in the water utility’s projected annual costs. These costs are in current year dollars; future inflation of 3% is assumed for actual funding requirements. There are also another \$6.5 million (\$1.3 million/year) of unfunded capital projects that should be completed in the next 5 years if adequate funding becomes available. These include water line repairs and upgrading fire hydrants.

Figure 2. Summary of Water Capital Project Costs

Funded Priority	Capital Project Descriptions	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
1	Wildfire Resilience/Reliable Water Supply/Replace wooden tanks	\$ 180,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00
3	Disaster mitigation/SCADA Upgrade	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
2	Reliable Water Supply/Automatic Metering Infrastructure	\$ 200,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00
4	Wildfire Resilience/ Reliable Water Supply/PSPS Backup power supply	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
7	IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000.00	
5	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000.00	\$ 25,000.00		
6	Regulatory Compliance/Dump Truck		\$ 37,500.00	\$ 37,500.00		
	Top 6 priorities	\$ 460,000.00	\$ 867,500.00	\$ 867,500.00	\$ 855,000.00	\$ 805,000.00

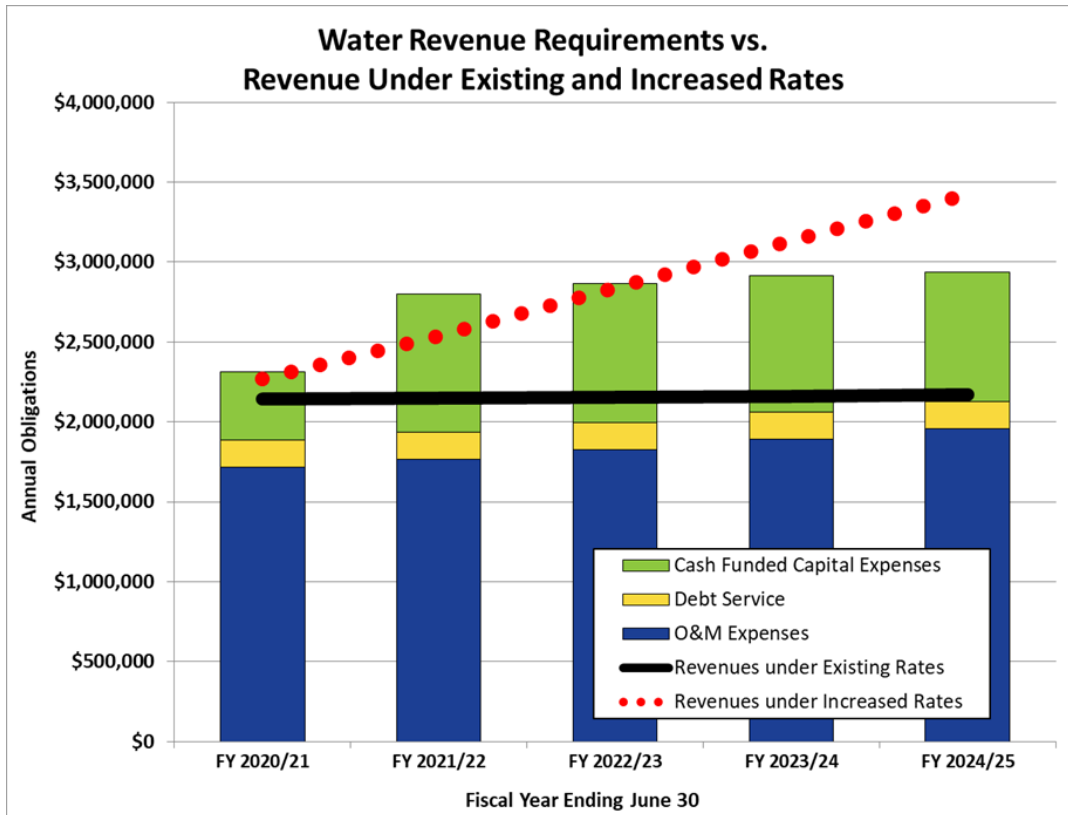
Meeting Net Revenue Requirements: For Fiscal Years 2020/21 through 2024/25, the projected revenue that must be recovered from rates increases by more than 36%, from \$2.10 million to \$2.85 million, as shown in **Figures 3 and 4**. Without additional rate increases, the water utility would run annual deficits that grow to about \$765,000 by the end of FY 2024/25. A summary of the water utility’s proposed 5-year financial plan is included in Appendix A – Water Rate Study Summary Tables, including revenue requirements, reserve funds, revenue sources and proposed rate increases for the 5-year period.

Figure 3. Summary of Water Revenue Requirements

Summary of Sources and Uses of Funds and Net Revenue Requirements	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Water Funds					
Rate Revenue Under Current Rates - Water	\$ 2,069,369	\$ 2,074,542	\$ 2,079,729	\$ 2,084,928	\$ 2,090,140
Non-Rate Revenues	72,700	72,827	72,954	73,081	73,209
Interest Earnings ¹	3,500	4,052	1,800	1,816	5,985
Total Sources of Potable Funds	\$ 2,145,569	\$ 2,151,421	\$ 2,154,483	\$ 2,159,825	\$ 2,169,334
Uses of Water Funds					
Operating Expenses	\$ 1,714,239	\$ 1,765,028	\$ 1,827,967	\$ 1,893,119	\$ 1,959,945
Existing Debt Service	170,746	170,416	170,075	169,721	169,355
Rate-Funded Capital Expenses	295,000	725,000	867,500	855,000	805,000
Total Use of Potable Water Funds	\$ 2,179,985	\$ 2,660,444	\$ 2,865,542	\$ 2,917,840	\$ 2,934,300
Surplus/(Deficiency) before Rate Increase	\$ (34,416)	\$ (509,023)	\$ (711,059)	\$ (758,015)	\$ (764,966)
Additional Revenue from Rate Increases ²	124,162	388,354	685,612	976,059	1,254,676
Surplus/(Deficiency) after Rate Increase	\$ 89,746	\$ (120,669)	\$ (25,448)	\$ 218,044	\$ 489,711
Projected Annual Rate Revenue Adjustment ²	12.00%	12.00%	12.00%	9.00%	9.00%
Net Revenue Requirement - Potable System ³	\$ 2,103,785	\$ 2,583,565	\$ 2,790,788	\$ 2,842,943	\$ 2,855,106

1. Historical interest earning rates were referenced on the California Treasurer’s Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.
2. The FY 2020/21 rate increase is assumed to be implemented on January 1, 2021, and future increases are implemented July 1 thereafter.
3. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from rates.

Figure 4. Water Revenue Requirements through FY 2024/25



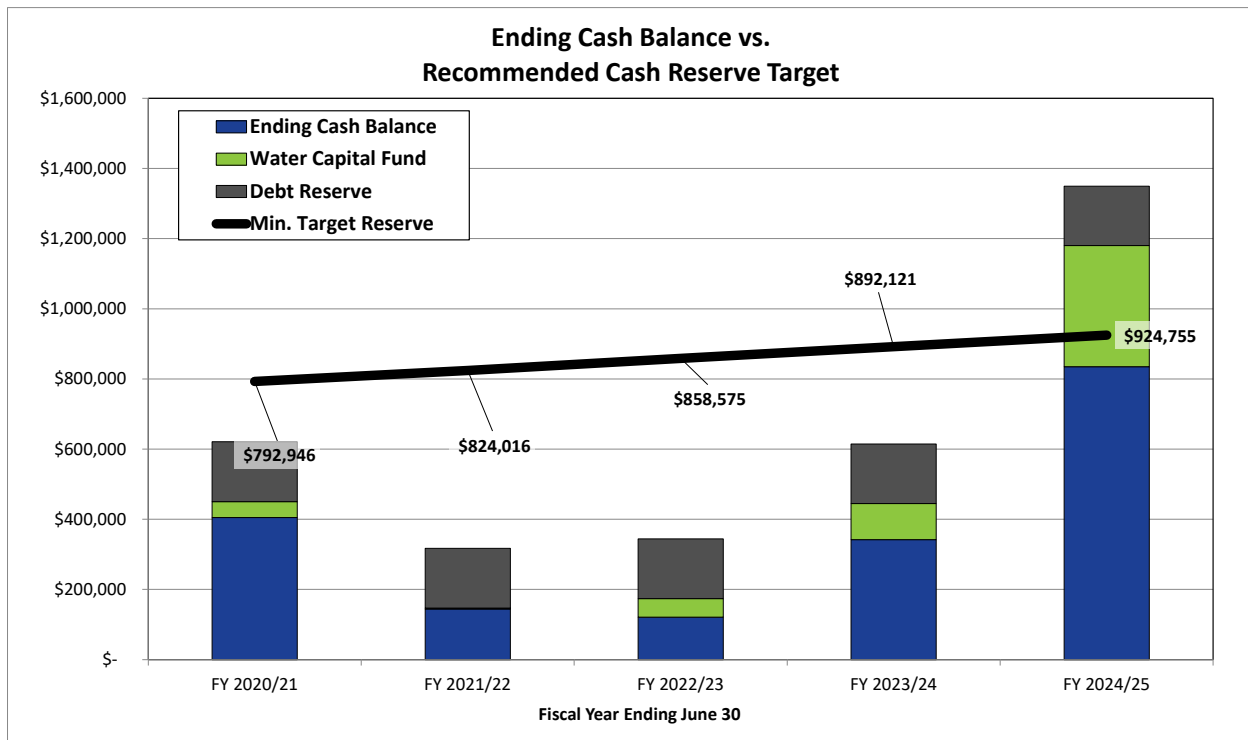
To meet the District’s annual operation and maintenance costs, debt service payments, capital improvement projects and to maintain adequate reserve funds, five years of annual rate increases of 12%, 12%, 12%, 9% and 9% are needed starting January 1, 2021 and every July 1 thereafter.

Figure 5 Summarizes the projected reserve fund balances and reserve targets for the next five years. Figure 6 Indicates that, assuming the proposed rate increases are adopted, the District’s reserves will increase over the next five years; reserve fund target is growing as the District builds additional capital improvements.

Figure 5. Summary of Water Reserve Funds

Beginning Reserve Fund Balances and Recommended Reserve Targets	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Operating Reserve					
Ending Balance	\$ 359,881	\$ 141,250	\$ 68,274	\$ 239,222	\$ 490,000
<i>Target Ending Balance (90-days of O&M Costs)</i>	<i>429,000</i>	<i>441,000</i>	<i>457,000</i>	<i>473,000</i>	<i>490,000</i>
Water Capital Fund					
Transfer of Operating Surplus & Grants	\$ 180,270	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770
Use of Reserves for Capital Projects	\$ (135,000)	\$ (142,500)	\$ -	\$ -	\$ -
Ending Balance	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770	\$ 345,039
<i>Target Ending Balance (3% of Net Capital Assets)</i>	<i>193,200</i>	<i>212,600</i>	<i>231,500</i>	<i>249,400</i>	<i>265,400</i>
Debt Reserve					
Ending Balance	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
<i>Target Ending Balance (Annual Debt Service)</i>	<i>170,746</i>	<i>170,416</i>	<i>170,075</i>	<i>169,721</i>	<i>169,355</i>
Total Ending Balance	\$ 575,897	\$ 314,436	\$ 291,119	\$ 511,713	\$ 1,004,394
<i>Total Recommended Minimum Target</i>	<i>792,946</i>	<i>824,016</i>	<i>858,575</i>	<i>892,121</i>	<i>924,755</i>

Figure 6. Water Reserve Funds through FY 2024/25



Building and Maintaining Reserve Funds: NBS recommends the District adopt and maintain the following reserve fund target balances:

- ✓ **Operating Reserve** should normally be about 25% of the Utility’s budgeted annual operating expenses, which provides a three-month (90-day) cash cushion for normal operations. An Operating Reserve is intended to promote financial viability in the event of any short-term fluctuation in revenues and/or expenditures. Fluctuations might be caused by weather patterns, the natural inflow and outflow of cash during billing cycles, natural variability in demand-based revenue streams (e.g., volumetric charges), local natural disasters and – particularly in periods of economic distress – changes or trends in age of receivables.
- ✓ **Capital Rehabilitation and Replacement (R&R) Reserve** are typically about 3% of depreciable capital assets, which equates to a 33-year replacement cycle for capital assets.
- ✓ **Debt Reserve** is the reserve requirement for the CEIDB loan of approximately \$170,000.
- ✓ **OPEB⁴ Reserve** – The District’s is establishing this reserve fund to begin addressing its current liability for post-retirement benefits.

Summary of Changing Consumption Patterns: NBS confirmed that customer billing data indicate that the District has experienced lower than expected water rate revenues. This was primarily related to the drop in residential water use shown in **Figure 7**, which indicates that residential consumption decreased by 27% between FY’13/14 and FY’15/16, and is still 15% below consumption levels prior to the most recent drought.⁵ The drought surcharges that the District implemented from April 2017 until June 2017 also

⁴ OPEB refers to “Other Post-Employment Benefits”.

⁵ Data for FY’14/15 was not readily available; this was the “gap year” between the data used in the 2015 and 2020 rate studies.

contributed to lower consumption. **Figure 8** shows the consumption for commercial customers in the same time period.

Figure 7: Annual Water Consumption for Single Family Residential Customers from 2013-2020

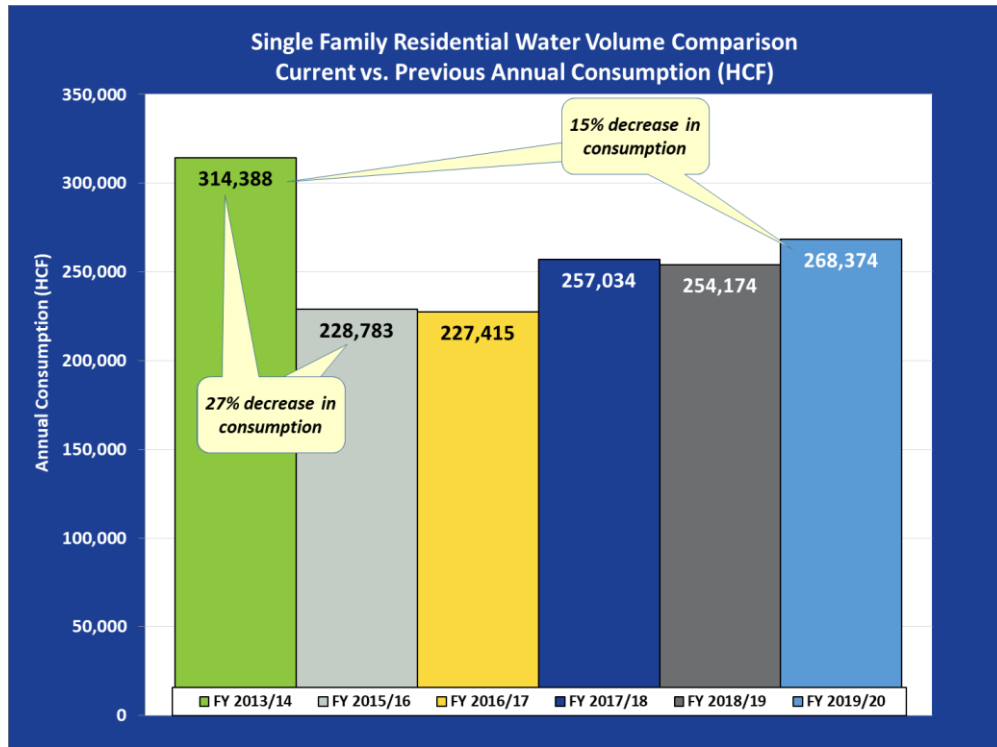
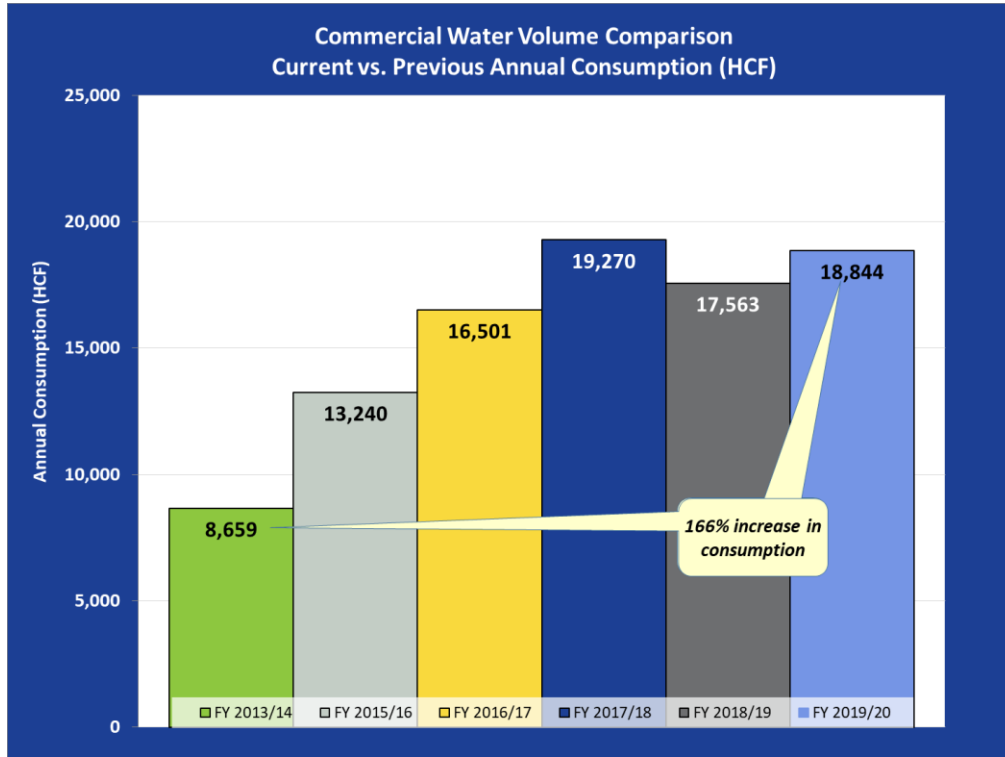


Figure 8: Annual Water Consumption for Commercial Customers from 2013-2020



Customer Classes – Customer classes are typically determined by grouping customers with similar consumption characteristics in order to reflect the differences in the cost of serving each type of customer. In light of the District’s primarily residential customer base (over 99% are residential), the District has historically used meter sizes to represent water customer classes vs. “residential” vs. “commercial” customer classes. The proposed rates will continue this practice.

The District decided to continue to use the same rate design which is a 60/40 mix of fixed and volume-based charges. Therefore, proposed water rates were calculated based on projected net revenue requirements, number of customers, water consumption, and other relevant information provided by the District. The following are the basic components used to calculate new water rates:

- **Cost Allocations:** The water revenue requirements were “functionalized” into three categories: (1) fixed capacity costs; (2) variable (or volume-based) costs; and (3) customer service/admin/overhead costs. These functionalized costs were then used to develop unit costs based on various factors, such as water consumption, peaking factors, and number of accounts by meter size.
- **Revenue Requirements by Customer Class:** The total revenue to be collected from each customer class was determined using the functional costs and allocation factors. For example, fixed costs are allocated to customer classes (meter sizes) based on their percentage of peak system demand while volume-related costs are calculated as a uniform rate, based on total annual water consumption, that applies to all customers. Once the costs are allocated and the net revenue requirement for each customer class is determined, collecting the revenue requirements from each customer class is addressed within the rate design.

- **Rate Design and Fixed vs. Variable Costs:** The revenue requirements for each customer class are collected through a combination of fixed monthly service charges and a uniform volumetric rate. The District Board chose to continue using a rate design that collects 60% of the revenue from fixed charges and 40% from variable charges, with a uniform volumetric rate that to all customers, regardless of meter size.

C. CURRENT VS. PROPOSED WATER RATES

Currently, the District charges all customer classes with a standard 5/8” or 3/4” meter a monthly fixed charge of \$39.58, plus a uniform commodity rate of \$2.68/hcf for all water consumed. The proposed rates follow this same rate design but reflect changes in costs and water consumption (previously noted in Figures 7 and 8). As a result, fixed and volumetric charges do not increase by the same percentages. **Figure 9** compares the current (FY 2020/21) and proposed rates for FY 2020/21 through 2024/25.

Figure 9. Current and Proposed Water Rates for FY 2020/21 through 2024/25

Water Rate Schedule	Current Rates ('20/21)	Proposed Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
<i>Monthly Fixed Service Charge:</i>						
5/8 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
3/4 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
1 inch	\$94.91	\$107.15	\$120.01	\$134.41	\$146.51	\$159.69
1.5 inch	\$187.11	\$211.65	\$237.04	\$265.49	\$289.38	\$315.43
2 inch	\$297.75	\$337.04	\$377.48	\$422.78	\$460.83	\$502.31
Water Commodity Charges per hundred cubic feet (HCF)						
Uniform Rate (All Classes)	\$2.68	\$3.54	\$3.97	\$4.44	\$4.84	\$5.28

Figure 10 Compares monthly bills for residential customers under current and proposed rates at varying levels of water consumption.

Figure 11 Shows projected water bills under average consumption for the next 5 fiscal years.

Figure 12 Provides a comparison of water bills for other regional communities.

Figure 10. Comparison of Monthly Water Bills for Single-Family Residential Customers

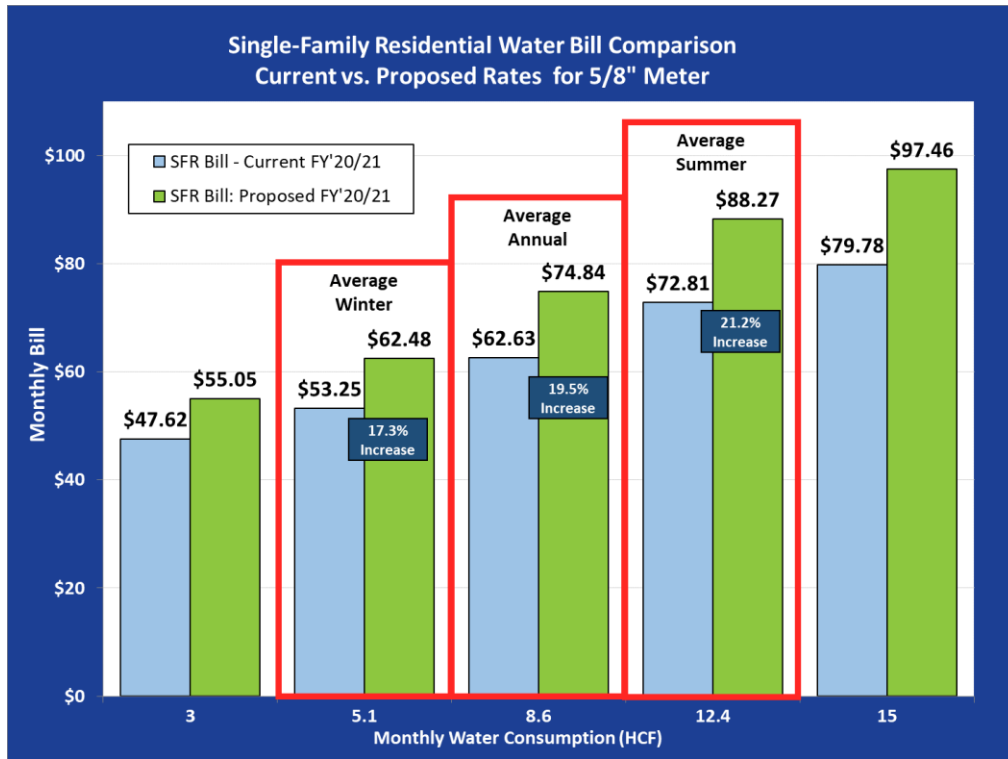


Figure 11. Projected Monthly Single-Family Water Bills – Average Water Use

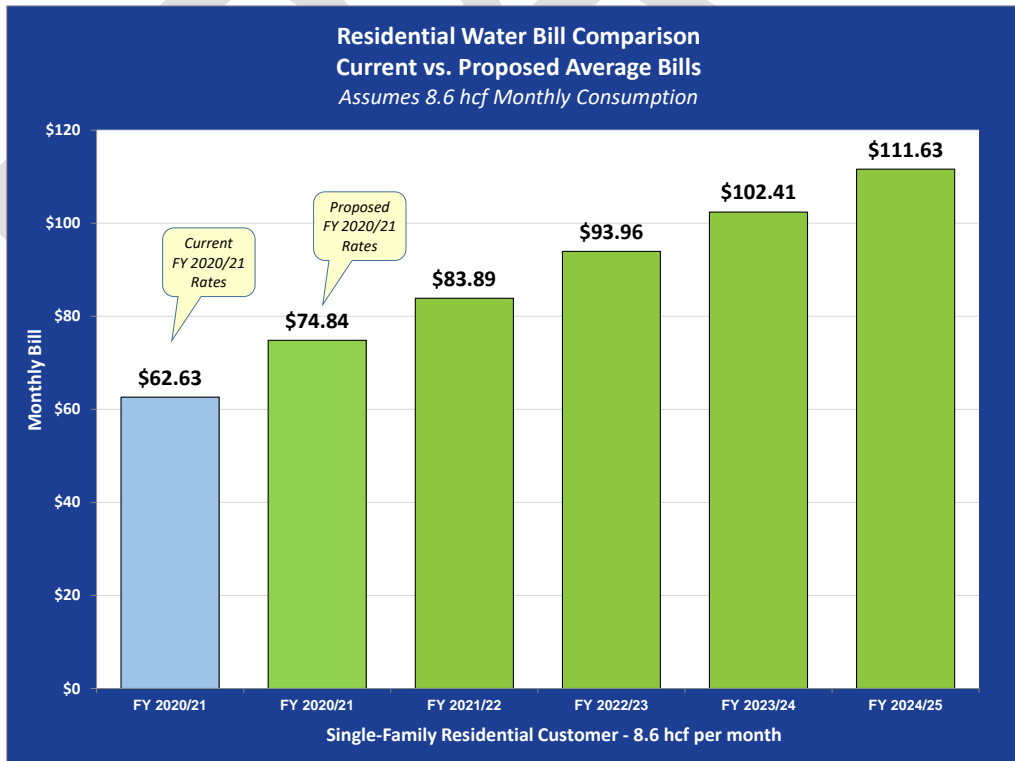
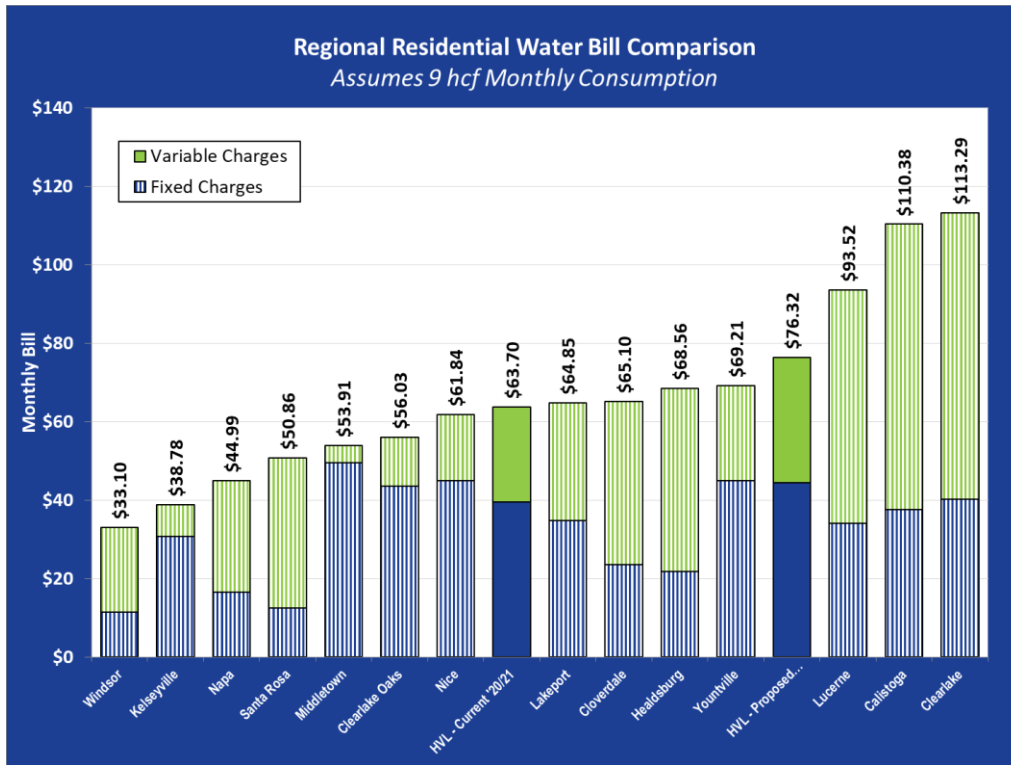


Figure 12. Regional Comparison of Monthly Water Bills for Single-Family Residential



D. DROUGHT RATES

The District’s emergency drought plans have four drought stages requiring progressively greater reductions in water use by 10% through 40%. Assuming consumption is reduced by these amounts, the District will lose revenue from volumetric rates, despite some cost savings as production costs are slightly lower. NBS estimated these cost savings along with revenue losses to calculate drought rates.

After accounting for both cost savings and revenue losses, these drought rates will meet the revenue requirement under each drought stage. These rates are also designed to meet all Governor mandates required by California Districts to comply. **Figure 13** summarizes these drought rates, which reflect the differences in volumetric rates for single-family and multi-family residential (SFR and MFR), commercial and municipal customers.

Figure 13. Proposed Drought Rates

Water Rate Schedule	Current Rates ('20/21)	Proposed Drought Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
Monthly Fixed Service Charge: <i>(Same as Non-Drought Fixed Service Charges)</i>						
Commodity Charges for All Water Consumed per hundred cubic feet (HCF)						
All Customer Classes:						
Drought Stage 1	\$3.35	\$3.86	\$4.32	\$4.84	\$5.28	\$5.75
Drought Stage 2	\$3.75	\$4.38	\$4.90	\$5.49	\$5.99	\$6.52
Drought Stage 3	\$4.02	\$5.04	\$5.65	\$6.33	\$6.90	\$7.52
Drought Stage 4	\$4.47	\$5.93	\$6.64	\$7.44	\$8.11	\$8.84

SECTION 3. SEWER AND RECYCLED WATER RATE STUDY

A. KEY SEWER AND RECYCLED WATER RATE STUDY ISSUES

Some of the specific objectives addressed in the sewer rate analysis included:

- Generating additional revenue needed to meet projected funding requirements.
- Updating the volumetric-based charge for residential customers that maintains the average winter water use basis. This is more equitable than a 100-percent flat rate because it reflects the differences in effluent generation and therefore better aligns with the cost of service.
- Updating the volumetric rate for commercial customers that applies to their monthly water use.
- Updating recycled water rates, which should be increased at the same rate as sewer rates.

As with the water rates, the proposed sewer rates were developed based on industry standards and cost-of-service principles, along with input from District staff and the District Board. The proposed rate structure for residential customers continues to include a fixed monthly charge per housing equivalent unit (HEU) plus a volumetric rate based on their average winter water consumption. This volumetric charge is used to set the volumetric charge each month for the subsequent 12 months and, in this respect, acts like a fixed charge except it varies annually based on each customer's winter consumption. The rate structure for commercial customers is similar, with a fixed monthly charge per HEU plus a volumetric rate based on *monthly* water consumption (not by average winter consumption).

The proposed rates are based on net revenue requirements, number of customer accounts and housing equivalent units, water consumption, and the estimated volume and strength of the effluent. The following are the basic components of this analysis:

- **Customer classes:** Customer classes are typically determined by grouping customers with similar flow and strength characteristics in order to reflect the differences in the cost of serving each type of customer. The District's existing customer classes have been retained in the proposed rates:
 - **Residential** – Consists of single- and multi-family residential customers; multi-family accounts are assessed fixed charges based on the number of housing equivalent units (HEUs), with a single-family account representing one HEU⁶.
 - **Commercial** – Includes all commercial and industrial users, who are assigned HEUs based on their effluent characteristics (e.g., there are currently 15 accounts and 35 HEUs in commercial).
 - **Recycled Water** – The District has one recycled water meter. The recycled water rate represents the additional treatment costs of recycled water.
- **Cost Allocation Factors:** For the purpose of allocating costs to customer classes, the sewer revenue requirements were "functionalized" into five categories:
 1. Flow (volume) related costs
 2. Strength costs related to biochemical oxygen demand (BOD)
 3. Strength costs related to total suspended solids (TSS)
 4. Customer service-related costs, and

⁶ An HEU is the typical (average) winter water use of SFR. It's applied to all SFR and doesn't vary with number of bedrooms. For example, 3-5 people in a home aren't assumed to generate more or less effluent (on average) if they are in a 2- vs. 5- bedroom home. Commercial HEUs are estimates of how they compare to SFR effluent.

5. Recycled water related costs.

These cost allocation factors represent varying levels of the cost of service. For example, effluent with higher levels of BOD and TSS is more costly to treat and, therefore, should be allocated a greater proportion of treatment costs. Details documenting these cost allocations are shown in Appendix B.

- **Determining Revenue Requirements by Customer Class:** Based on the identified cost allocation factors, revenue requirements were allocated to each customer class. For example, customer costs are allocated based on number of accounts and billable units, flow-related costs are allocated based on the estimated effluent generated by each class, and strength-related costs are allocated based on estimated strength of wastewater discharged by each customer class. Once the revenue requirement for each customer class is determined, collecting these revenue requirements from each customer class is reflected in the rate design.
- **Rate Design:** The revenue requirements collected from residential customers were based on the number of housing equivalent units and, for residential customers, the average winter water consumption (December through March). Average winter water use is the best means of estimating potential flow to the wastewater treatment plant because outdoor irrigation is typically at its lowest during the winter months. Revenue requirements recovered from commercial and industrial customers through fixed charges are based on the number of HEUs; their monthly water consumption is applied to volumetric rates. The amount of wastewater discharged by commercial users is generally assumed to be better correlated to their monthly water use and that most commercial customers have separate irrigation meters.

B. SEWER UTILITY REVENUE REQUIREMENTS

Rate increases are governed by the need to meet rate revenue requirements, including operating and capital costs, debt service payments and reserves. The current state of the District’s sewer utility is summarized as follows:

Capital Improvement Costs: As with the water utility, sewer capital projects are a major driver of the projected annual costs. The planned capital improvement costs for FY 2020/21 through FY 2024/25 shown in **Figure 14** total more than \$1.25 million and are shown in current year dollars. Future inflation of 3% is assumed for actual funding requirements.

Figure 14. Summary of Sewer Capital Project Costs

Project Description	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
Regulatory Compliance/I&I Mitigation	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Disaster Mitigation/SCADA Upgrade	\$ 30,000	\$ 30,000	\$ 90,000		
Disaster recovery/WWTP Access Road repair					
Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000	\$ 25,000		
Risk Management Plan/Chlorine Tank Auto Shut-Off		\$ 45,000			
Regulatory Compliance/Dump Truck		\$ 37,500	\$ 37,500		
IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000	
Stormwater Master Planning/Mitigation	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 50,000
Regulatory Compliance/Manhole Rehab		\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000
Total Projects	\$ 140,000	\$ 297,500	\$ 312,500	\$ 250,000	\$ 250,000

1. CIP expenditures provided by District Staff as of 9-17-20.

Meeting Net Revenue Requirements: The District’s sewer utility is currently running a small structural deficit that is likely to increase to over \$730,000 per year without any rate increases. The proposed rate increases would stabilize this deficit over the next five years, although reserves would still be below target levels. Projected net revenue requirements (i.e., total annual expenses less non-rate revenue) increase in Fiscal Years 2020/21 through 2024/25 from about \$1.6 million to \$2.2 million. It’s notable that the District

is expecting an operating deficit in 2020/21 despite the proposed rate adjustments but can expect a surplus in fiscal year 2021/22 forward.

Building and Maintaining Reserve Funds: The District should maintain sufficient reserves. NBS recommends that the District adopt and maintain the following reserve fund targets:

- ✓ **Operating Reserve** equal to 25% of the Utility’s budgeted annual operating expenses. This reserve target is equal to a three-month (90-day) cash cushion for normal operations. An Operating Reserve is intended to promote financial viability in the event of any short-term fluctuation in revenues and/or expenditures.
- ✓ **Capital Facilities Reserve** equal to a minimum of 3% of depreciable capital assets (or approximately \$141,000 based on a total system asset value of approximately \$4.6 million). This reserve provides for capital repair and replacement needs.
- ✓ **Debt Reserve** equal to the reserve requirements for the existing debt, which is approximately \$32,000 annually.

Figures 15 and 16 Summarize the sources and uses of funds, including net revenue requirements, and the recommended annual percent increases in total rate revenue for the next five years. This figure shows the small deficit in FY 2020/21 and, without rate increases, grows to over \$730,000 by FY 2024/25. With rate increases, the deficit turns into small surpluses over the next five years.

Figure 15. Summary of Sewer Revenue Requirements

Summary of Sources and Uses of Funds and Net Revenue Requirements	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Sewer Funds					
Rate Revenue Under Current Rates - Sewer	\$ 1,261,953	\$ 1,265,108	\$ 1,268,271	\$ 1,271,441	\$ 1,274,620
Rate Revenue Under Current Rates - RW	110,000	110,000	110,000	110,000	110,000
Non-Rate Revenues	28,500	28,571	28,643	28,714	28,786
Interest Earnings ¹	1,700	6,545	4,772	3,731	5,296
Total Sources of Funds	\$ 1,402,153	\$ 1,410,225	\$ 1,411,685	\$ 1,413,887	\$ 1,418,702
Uses of Sewer Funds					
Operating Expenses	\$ 1,649,210	\$ 1,694,515	\$ 1,749,104	\$ 1,804,889	\$ 1,861,212
Existing Debt Service	32,255	32,238	32,205	32,158	32,095
Rate Funded Capital Expenses	-	-	112,020	257,500	257,500
Total Use of Funds	\$ 1,681,465	\$ 1,726,753	\$ 1,893,329	\$ 2,094,546	\$ 2,150,807
Surplus (Deficiency) before Rate Increase	\$ (279,312)	\$ (316,528)	\$ (481,644)	\$ (680,660)	\$ (732,106)
Additional Revenue from Rate Increases (Sewer) ²	44,459	349,827	558,100	734,059	926,581
Additional Revenue from Rate Increases (Recycled) ³	6,600	27,984	44,542	58,451	73,611
Surplus (Deficiency) after Rate Increase	\$ (228,253)	\$ 61,283	\$ 120,998	\$ 111,850	\$ 268,087
Projected Annual Rate Revenue Adjustment - Sewer²	12.00%	12.00%	12.00%	9.00%	9.00%
Net Revenue Requirement⁴	\$ 1,651,265	\$ 1,691,636	\$ 1,859,915	\$ 2,062,101	\$ 2,116,725

1. Historical interest earning rates were referenced on the California Treasurer's Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.
2. The FY 2020/21 rate increase is assumed to be implemented on January 1, 2021, and future increases are implemented July 1 each year.
3. The FY 2020/21 rate increase is assumed to be implemented on January 1, 2021, but future increases are implemented July 1 each year.
4. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from rates.

Figure 16. Sewer Revenue Requirements through FY 2024/25

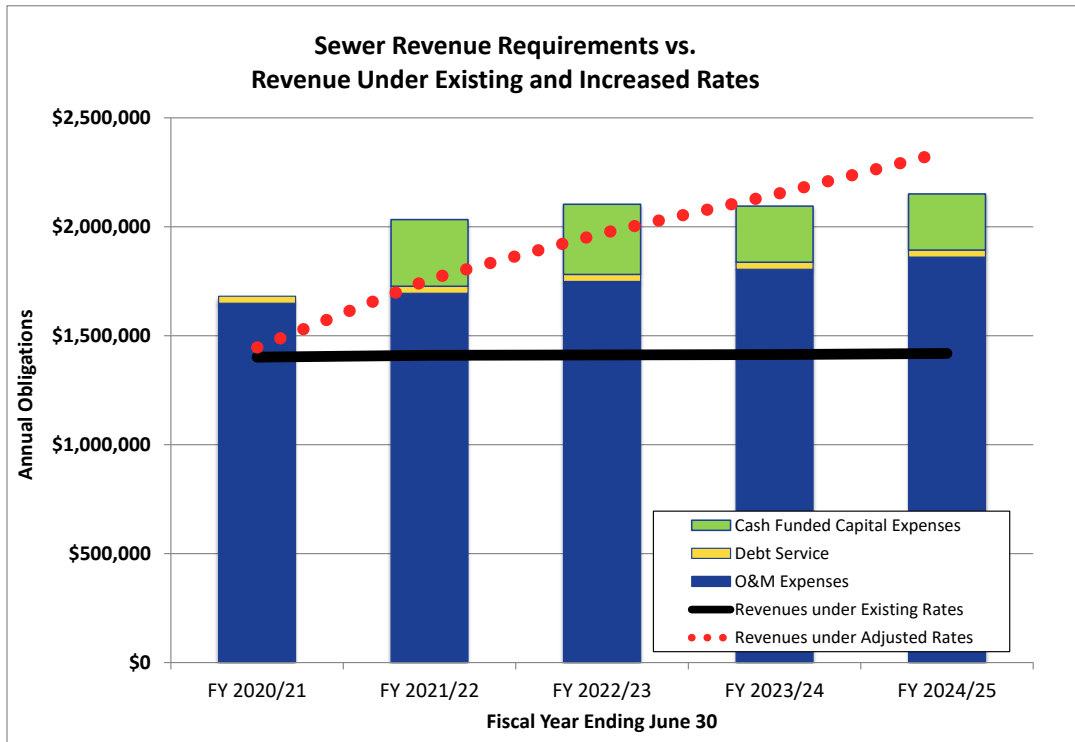
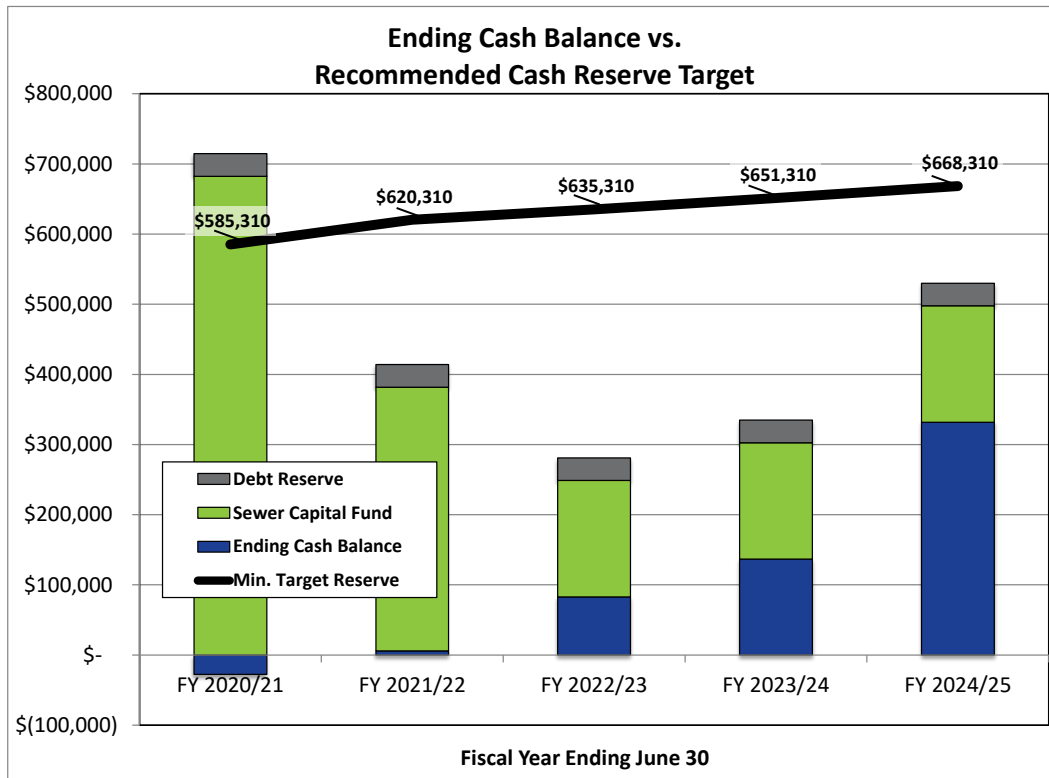


Figure 17 Summarizes the projected reserve fund balances and reserve targets, for the next five years. Figure 18 Indicates that without assuming the proposed rate increases, the District’s initial small surplus of reserves will be drawn down over the next five years. Replenishing the District’s reserve funds are a main factor in the need for sewer rate increases.

Figure 17. Summary of Sewer Reserve Funds

Beginning Reserve Fund Balances and Recommended Reserve Targets	Prop 218 Rate Period				
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Operating Reserve					
Ending Balance	\$ (27,743)	\$ 5,879	\$ 82,740	\$ 136,623	\$ 331,664
<i>Target Ending Balance (90-days of O&M Costs)</i>	<i>412,000</i>	<i>424,000</i>	<i>437,000</i>	<i>451,000</i>	<i>465,000</i>
Sewer Capital Fund					
Transfer In of Operating Reserve Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Reserves for Capital Projects	\$ 229,000	\$ (306,425)	\$ (209,855)	\$ -	\$ -
Ending Balance	\$ 682,280	\$ 375,855	\$ 166,000	\$ 166,000	\$ 166,000
<i>Target Ending Balance (3% of Net Capital Assets)</i>	<i>141,000</i>	<i>164,000</i>	<i>166,000</i>	<i>168,000</i>	<i>171,000</i>
Debt Reserve					
Ending Balance	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
<i>Target Ending Balance (Annual Debt Service)</i>	<i>32,310</i>	<i>32,310</i>	<i>32,310</i>	<i>32,310</i>	<i>32,310</i>
Total Ending Balance	\$ 686,847	\$ 414,044	\$ 281,050	\$ 334,933	\$ 529,974
Total Recommended Minimum Target	\$ 585,310	\$ 620,310	\$ 635,310	\$ 651,310	\$ 668,310

Figure 18. Sewer Reserve Funds Through FY 2024/25



A summary of the sewer utility’s proposed 5-year financial plan is included in Appendix B – Sewer Rate Study Summary Tables. These tables include revenue requirements, reserve funds, revenue source and proposed rate increases for the 5-year period.

C. SEWER CUSTOMER CHARACTERISTICS

The five factors used in allocating costs as a part of the sewer cost-of-service analysis are effluent (flow), BOD, TSS, customer costs, and recycled water costs. Water consumption data from July 2019 through June 2020 was used to estimate the flows to the District’s wastewater treatment plant, and District staff believe this data is representative of future conditions. Residential bills reflect average winter consumption because it is correlated to the amount of residential effluent going to the treatment plant.

The average residential winter water consumption is assumed to include four billing periods; December 2019 - March 2020 were considered the “winter” months because consumption is lowest in these months. Based on water consumption records summarized in **Figure 19** residential customers account for approximately 94.8% of effluent at the plant (i.e., single-family = 89.9% and multi-family = 4.9%). Commercial customers account for the remaining 5.2% of the flow. Effluent strength factors for individual customer classes⁷ are shown in **Figure 20** and described below.

- **Residential** customers, including single-family, multi-family and municipal, have BOD and TSS strength factors of 250 mg/l and 250 mg/l, which is within the normal range for residential users.
- **Commercial** customers, which represent less than three percent of the sewer HEUs, have individual strength factors that are higher or lower than residential, depending on the particular type of

⁷ Strength factors for each customer class were derived from the State Water Resources Control Board Revenue Program Guidelines, Appendix G, page G-21 “Commercial User Strength Characteristics.”

commercial uses. In the District’s case, NBS and the District believe that commercial effluent is, on average, lower than residential strength. The District is also considering updating HEU calculations for commercial customers and possibly creating individual volumetric rates for individual commercial customers. This approach will require extensive field verification and result in significant changes for individual commercial sewer customers, and will be further reviewed and analyzed when additional commercial customers are added to the system.

Figure 19. Summary of Estimated Flow to Treatment Plant

Development of the FLOW Allocation Factor						
Customer Class	Number of HEUs ¹	Annual Volume (hcf)	Average Winter Monthly Consumption ² (hcf)	Annual Winter (or Monthly) Avg. Based Volume (hcf) ⁴	Adjusted Annual Volume (hcf)	Percentage of Adjusted Volume
Single Family Residential	1,444	87,263	7,183	86,197	120,355	89.9%
Multi-Family Residential	54	4,314	391	4,690	6,548	4.9%
Commercial ³	35	5,036	N.A.	5,036	7,031	5.2%
Total ⁴	1,533	96,612	7,574	95,923	133,934	100.0%
					133,934	Flow (hcf/yr.)
					1.40	Flow Adj. Factor

1. Consumption and Meters from source files: *Copy of Customer Data.xlsx* and *NBS 2020_JT.xlsx* (data combined and summarized in pivot tables).
Note: The adjusted annual flow per HEU for commercial customers is approximately twice that of SFR. In this sense, these are not truly "HEU's".
2. Includes months of December 2019 through March 2020.
3. Commercial will be billed based on monthly consumption, not winter average.
4. Recycled Water excluded from flow allocation factor. One customer only in the District, volumetric rate only.

Figure 20. Summary of Annual Flow and Strength Characteristics by Customer Class

Development of the STRENGTH Allocation Factor									
Customer Class	Adjusted Annual Flow (hcf)	Average Strength Factor (mg/l) ²	Biochemical Oxygen Demand (BOD)			Total Suspended Solids (TSS)			
			Calculated BOD (lbs./yr.)	Adjusted BOD (lbs./yr.)	Percent of Total	Average Strength Factor (mg/l) ²	Calculated TSS (lbs./yr.)	Adjusted TSS (lbs./yr.)	Percent of Total
Single Family Residential	120,355	250	187,703	181,794	93.2%	250	187,703	149,316	92.4%
Multi Family Residential	6,548	250	10,213	9,891	5.1%	250	10,213	8,124	5.0%
Commercial ¹	7,031	80	3,509	3,399	1.7%	120	5,264	4,187	2.6%
Total	133,934		201,425	195,084	100%		203,179	161,627	100%
<i>Target, from WWTP Data</i>			195,084 BOD (lbs./yr.)			161,627 TSS (lbs./yr.)			
			0.97 BOD Adj. Factor			0.80 TSS Adj. Factor			

1. Commercial was previously billed on winter water use, now is billed on monthly water use.
2. Typical strength factors for BOD and TSS are derived from the State Water Resources Control Board Revenue Program Guidelines, Appendix G.

Figure 21 Compares the total number of accounts and billing units (depending on how customers are billed) by customer class.

Figure 22 Summarizes the total rate revenue requirements by customer class resulting from the cost-of-service cost allocation components previously shown in Figures 19 and 20 (Flow and Strength Characteristics), and Figure 21 (Customer Costs).

Figure 21. Number of Sewer Accounts and Billing Units by Customer Class

Development of the CUSTOMER Allocation Factor					
Customer Class	Number of Accounts ¹	Percentage of Accounts	Number of HEUs ²	Percentage of Assigned HEUs	Average HEUs per Account
Single Family Residential	1,455	97.1%	1,444	94.1%	0.99
Multi-Family Residential	27	1.8%	56	3.6%	2.07
Commercial & Industrial	15	1.0%	35	2.2%	2.30
Recycled Irrigation ²	1	0.1%	0	0.0%	0.00
Total ²	1,498	100.0%	1,535	100.0%	1.02

1. Source files: *Copy of Customer Data.xlsx* and *NBS 2020_JT.xlsx* . HEU count from March 2020.

2. Recycled Water excluded from customer allocation factor. One customer only in the District, volumetric rate only.

HEU stands for housing equivalent unit, which is equal to one single family residential home (SFR = 1 HEU)

Figure 22. Summary of Sewer Rate Revenue Requirements by Customer Class

Allocation of Revenue Requirements by Customer Class							
Customer Class	Cost Classification Components					Cost-of-Service Net Revenue Req't.	% of COS Net Revenue Req't.
	Volume	Treatment		Customer Related	Recycled Water		
		BOD	TSS				
Net Revenue Requirements ¹	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	--
	42.1%	20.1%	20.1%	10.7%	7.0%	100.0%	
Single-, Multi-Family Residential	\$ 613,306	\$303,164	\$300,546	\$160,229	\$ -	\$ 1,377,246	89.6%
Commercial	33,981	5,375	7,993	3,686	-	51,035	3.3%
Recycled Irrigation	-	-	-	-	108,307	108,307	7.0%
Total	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	100%
Total Excluding Recycled Water						\$ 1,428,281	

1. Revenue requirement for each customer class is determined by multiplying the revenue requirement from each cost classification by the allocation factors for each customer class.

D. CURRENT VS. PROPOSED SEWER RATES

Currently, all customers pay the same fixed monthly charge based on their number of household equivalent units (HEUs). Both residential and commercial customers also pay a volumetric rate, the uniform volumetric rate for residential and commercial customers is applied to average winter water use.

Changes in Residential vs. Commercial Sewer Rates – The proposed rates retain the same customer classes, which combine single- and multi-family residential customers, and combine commercial with industrial customers.

Figure 23 Shows current and proposed sewer rates for FY 2020/21 through FY 2024/25. As previously noted, consumption patterns have changed over time and this has been reflected in the proposed rates. The current HEU assignments for commercial customers indicate there is more consumption than for a typical residential customer; this is also reflected in the rates shown in Figure 23.

Figure 24 Compares the average monthly sewer bills for residential customers under current and proposed rates.

Figure 25 Compares commercial bills under current and proposed rates.

Figure 26 Provides a comparison of monthly sewer bills for other communities in the region.

Figure 23. Current vs. Proposed Sewer Rates

Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates ¹				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge per HEU²						
Residential & Municipal	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.89
Commercial	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.88
Volumetric Charge (\$/hcf)³						
Residential & Municipal (Applied to Average Winter Water Use)	\$2.76	\$4.54	\$5.08	\$5.69	\$6.20	\$6.76
Commercial (Applied to Average Monthly Water Use)	\$3.00	\$5.73	\$6.41	\$7.18	\$7.83	\$8.53

1. Implementation date for FY 2020/21 rates is January 1, 2021, then July in 2021 through 2024.
2. Sewer customers are charged on the basis of their number of assigned Housing Equivalent Units (HEUs). Commercial accounts average 2.4 HEU/Account, according to District records.
3. Proposed volumetric rates after FY 2020/21 are increased by the annual increase in rate revenue shown in the financial plan.

Figure 24. Residential Sewer Bill Comparison – Current vs. Proposed Rates

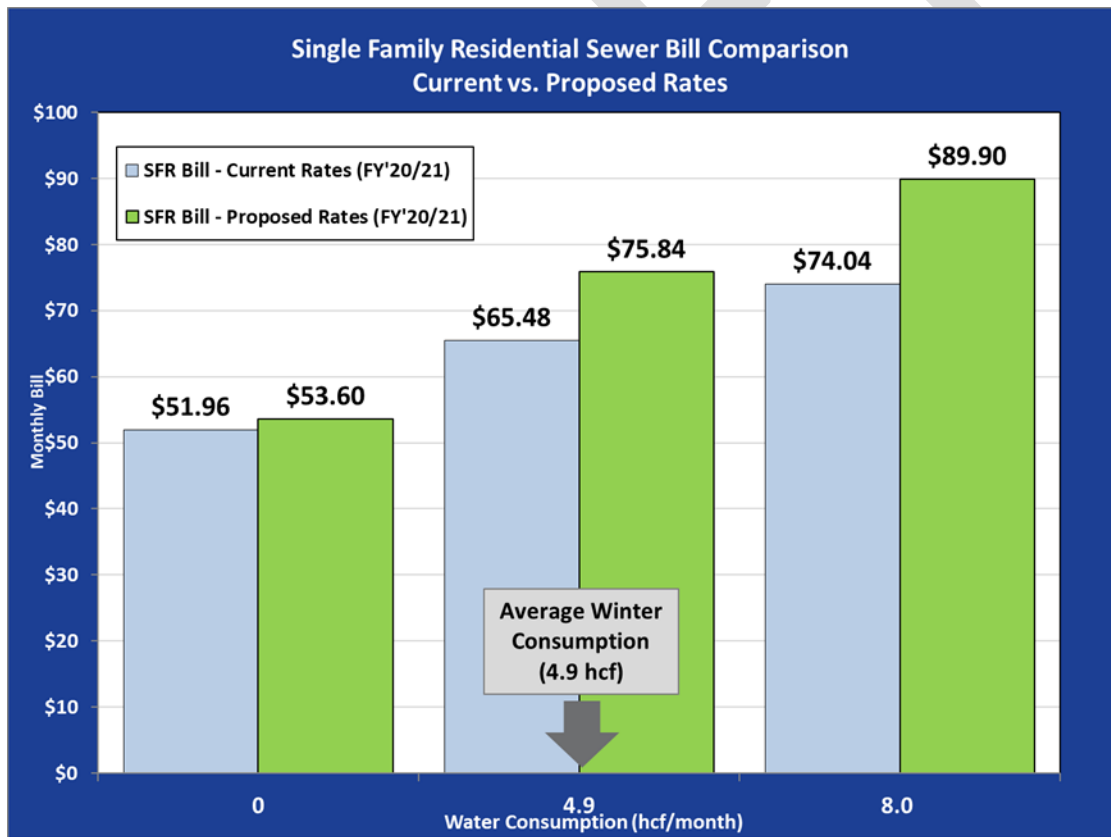


Figure 25. Commercial Sewer Bill Comparison – Current vs. Proposed Rates

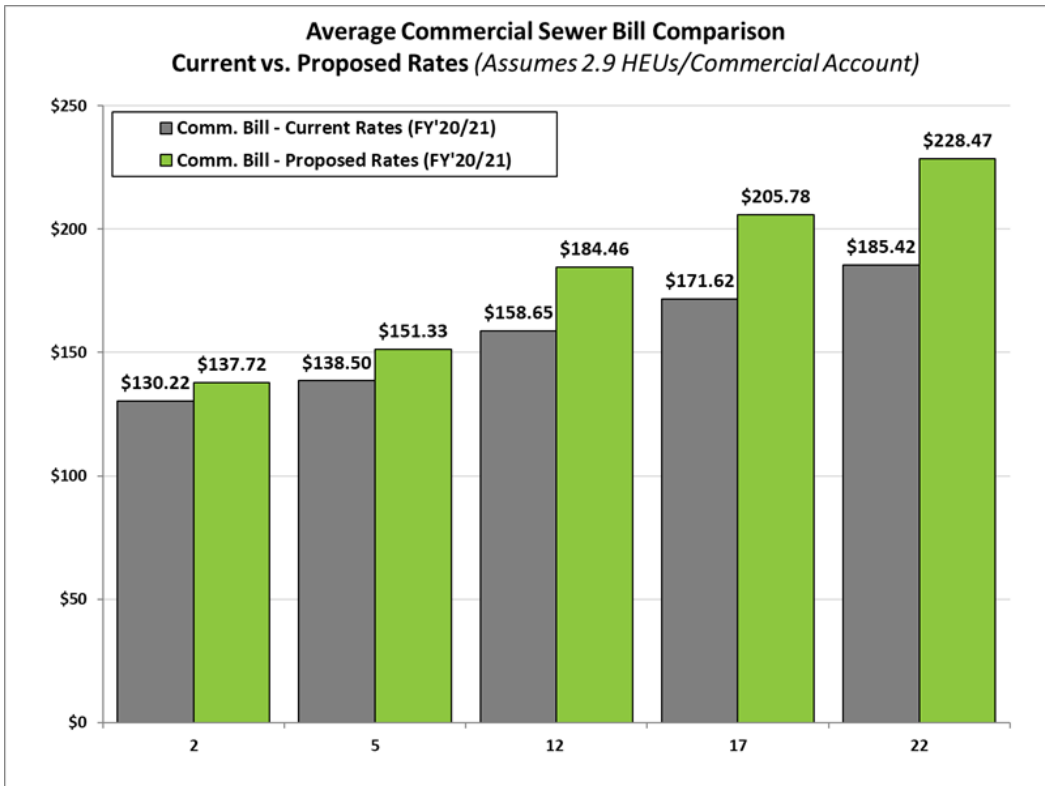
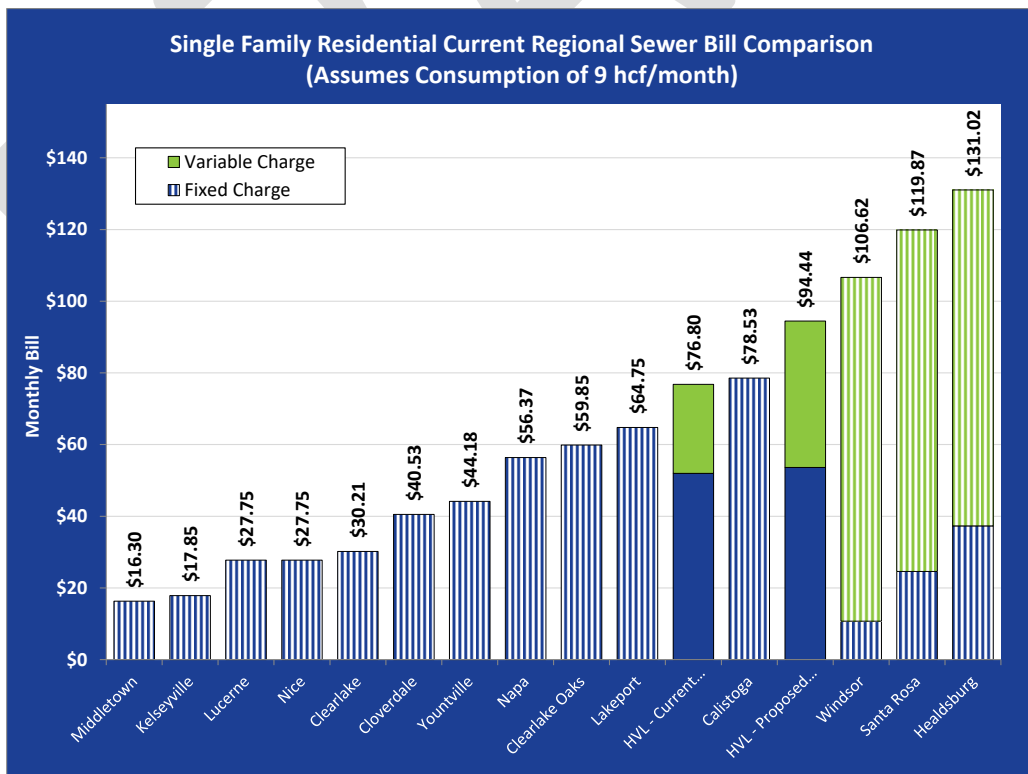


Figure 26. Regional Sewer Bill Comparison – Single Family Residential



E. CURRENT VS. PROPOSED RECYCLED WATER RATES.

The District has maintained one recycled water customer and has not evaluated the recycled water rate since 2012.

Basis for Setting Recycled Water Rate – Industry standard for setting recycled water rates vary from agency to agency, and rates are often set at some percent of potable volumetric rates. Although the allocation of benefits of a recycled water program are not easily assigned to sewer vs. recycled water customers, the benefits are generally described as: (1) benefits to sewer customers from selling recycled water instead of discharging the effluent from the treatment plant through other means; and (2) benefits to recycled water users from lower recycled water costs, although the lower quality of recycled water make it less valuable than potable water and the additional constituents in recycled water typically translate into higher costs for recycled water irrigation systems. While there is no single methodology or calculation formula for determining recycled water rates, the current rate is less than the District’s potable water rate on a per-acre foot basis, and NBS considers the current rate of \$291.64 per acre foot to be consistent with the sewer utility’s annual expenses and how those expenses might be allocated to the recycled water program.

Proposed Recycled Water Rate – The current recycled water rate of \$291.64 is a reasonable and fair rate; updating recycled water rates going forward should reflect the increases in sewer revenue requirements, which have increased for all the reasons previously discussed. A recommended FY 2020/21 volumetric rate is \$326.64 per acre foot, with annual adjustments the same as for sewer rates, as shown in **Figure 27**.

Figure 27. Proposed Recycled Water Rate

Recycled Water Rate Schedule	Current Rates ('19/20)	Proposed Recycled Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
% Increase in Annual Rate Revenue:		12.00%	12.00%	12.00%	9.00%	9.00%
Fixed Service Charge per Acre Foot (AF)						
Recycled Irrigation (\$/AF)	\$291.64	\$326.64	\$365.83	\$409.73	\$446.61	\$486.80

SECTION 4. RECOMMENDATIONS AND NEXT STEPS

CONSULTANT RECOMMENDATIONS

A number of factors have impacted the District's water and sewer rates in the last several years. The drought and related conservation efforts have resulted in lower water sales, and the District's staff time and costs of responding to fires and floods have increased costs. NBS' evaluation of water, sewer and recycled water rates has made adjustments for these factors that, in our opinion, best represent the overall rate objectives of the District in a fair, equitable, and defensible manner. The following recommendations are submitted to the District Board for consideration:

- **Review This Study Report:** NBS recommends the District Board review proposed rates and other recommendations presented in this report, approve the recommendations, and direct staff to proceed with Prop 218 noticing.
- **Adopt Reserve Fund Targets:** NBS recommends the District Board adopt the proposed water and sewer reserve fund targets described in Sections 2 and 3 of this report. The District should periodically evaluate reserve fund levels and make it a long-term goal to achieve and maintain these levels for the Operating, Capital, and Debt Reserves.
- **Complete a Review by a Qualified Attorney:** This rate study outlines proposed new rates that, in NBS' opinion, meet the requirements of Prop 218 and industry standards. However, we are not attorneys and therefore defer to the review provided by the District's legal counsel with respect to Prop 218 noticing and related State laws, as well as the resolutions needed to implement these rates.
- **Review Levels of Rate Increases and Proposed Rates:** Based on the analysis to date, the District Board should consider adopting the proposed rates for the next five years. These updated rates are necessary to ensure the following objectives are met:
 - Providing, maintaining, and protecting the community's water service to its customers.
 - Ensuring water rates comply with Prop 218 requirements and promote water conservation.
 - Ensuring revenue stability through drought rates that can be implemented during the District's four drought stages.
 - Setting sewer rates that reflect the cost of providing service to its customers.
 - Ensuring sewer rates comply with Proposition 218 requirements.
 - Maintaining the overall financial health of the District's water and sewer utilities.
 - Setting recycled water rates at levels that are reasonable, fair, and equitable.

NEXT STEPS

Prop 218 Noticing – Mailing Prop 218 notices to customers as required by State law and then after a minimum of 45 days hold a public hearing to discuss the proposed rates, count any written protests and, assuming there is not a successful challenge of the proposed rates, adopt and implement these rates.

Annually Review Rates and Revenue – Any time an Agency adopts new utility rates or rate structures, those new rates should be closely monitored over the next several years to ensure the revenue generated is sufficient to meet the annual revenue requirements. Changing economic factors, water consumption patterns, regulatory mandates, and unplanned emergencies all underscore the need for annual review.

Note: The attached Technical Appendices provide more detailed information on the analysis of the water and sewer revenue requirements, cost of service and rate design analyses that have been summarized in this report.

PRINCIPAL ASSUMPTIONS AND CONSIDERATIONS

In preparing this report and the recommendations included herein, NBS has relied on several principal assumptions and considerations with regard to financial matters, number of customer accounts, billing records, and other conditions and events that may occur in the future. This information and assumptions, including the District's budgets and customer account information provided by District staff, are sources we believe to be reliable, although NBS has not independently verified this data.

We are also assuming that future water consumption levels, which District staff believe are representative of future conditions, are accurate, and that funding from grants and low-interest loans is largely unavailable or will not be secured in time to construct urgently needed capital projects. We also assume that the District will consider reducing future rate increases or modifying reserve fund requirements if such funding becomes available.

While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report and its recommendations, some assumptions will invariably not materialize as stated herein or may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A – WATER RATE ANALYSIS

RATE REVENUE REQUIREMENTS SUMMARY	Budget	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Potable Water Funds					
Rate Revenue Under Current Rates	\$ 2,069,369	\$ 2,074,542	\$ 2,079,729	\$ 2,084,928	\$ 2,090,140
Non-Rate Revenues	72,700	72,827	72,954	73,081	73,209
Interest Earnings	3,500	4,052	1,800	1,816	5,985
Total Sources of Funds	\$ 2,145,569	\$ 2,151,421	\$ 2,154,483	\$ 2,159,825	\$ 2,169,334
Uses of Potable Water Funds					
Operating Expenses:					
Salaries & Benefits	\$ 876,284	\$ 910,366	\$ 948,328	\$ 988,342	\$ 1,030,553
Water Rights	50,000	51,450	52,942	54,424	55,839
Repair & Replacement	125,000	128,625	132,355	136,061	139,599
Electricity	150,000	153,000	156,060	159,181	162,365
All Other Expenses	512,955	521,586	538,282	555,110	571,589
<i>Subtotal: Operating Expenses</i>	<i>\$ 1,714,239</i>	<i>\$ 1,765,028</i>	<i>\$ 1,827,967</i>	<i>\$ 1,893,119</i>	<i>\$ 1,959,945</i>
Other Expenditures:					
Existing Debt Service ¹	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
New Revenue Bond Debt Service	-	-	-	-	-
Rate-Funded Capital Expenses	295,000	725,000	867,500	855,000	805,000
<i>Subtotal: Other Expenditures</i>	<i>\$ 465,746</i>	<i>\$ 895,416</i>	<i>\$ 1,037,575</i>	<i>\$ 1,024,721</i>	<i>\$ 974,355</i>
Total Uses of Water Funds	\$ 2,179,985	\$ 2,660,444	\$ 2,865,542	\$ 2,917,840	\$ 2,934,300
plus: Revenue from Rate Increases	124,162	388,354	685,612	976,059	1,254,676
Increase/Decrease to Reserves	\$ 89,746	\$ (120,669)	\$ (25,448)	\$ 218,044	\$ 489,711
Net Rev. Req't. (Total Uses less Non-Rate Rev.)	\$ 2,103,785	\$ 2,583,565	\$ 2,790,788	\$ 2,842,943	\$ 2,855,106
Total Rate Revenue After Rate Increases	\$ 2,193,531	\$ 2,462,897	\$ 2,765,340	\$ 3,060,987	\$ 3,344,817
Projected Annual % Rate Increases					
	12.00%	12.00%	12.00%	9.00%	9.00%
Cumulative Increase	12.00%	25.44%	40.49%	53.14%	66.92%
Debt Coverage Without Rate Increase	7.43	7.28	7.09	6.90	6.72
Debt Coverage After Rate Increase	8.16	9.56	11.12	12.65	14.13

1. FUND 218 - CIEDB: Hidden Valley Lake Water System Improvements Project, \$3,000,000 issued in 2002

SUMMARY OF CASH ACTIVITY	Budget	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Total Beginning Unrestricted Cash	\$ 418,803				
Operating Reserve					
Beginning Reserve Balance	\$ 268,533	\$ 359,881	\$ 141,250	\$ 68,274	\$ 239,222
Plus: Net Cash Flow (After Rate Increases)	89,746	(120,669)	(25,448)	218,044	489,711
Plus: Transfer of Debt Reserve Surplus	1,602	2,037	2,471	2,905	3,336
Less: Transfer Out to Water Capital Fund Reserve	-	(100,000)	(50,000)	(50,000)	(242,269)
Ending Operating Reserve Balance¹	\$ 359,881	\$ 141,250	\$ 68,274	\$ 239,222	\$ 490,000
<i>Target Ending Balance (90-days of O&M Costs)</i>	<i>\$ 429,000</i>	<i>\$ 441,000</i>	<i>\$ 457,000</i>	<i>\$ 473,000</i>	<i>\$ 490,000</i>
Water Capital Fund					
Beginning Reserve Balance	\$ 150,270	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770
Plus: Grant Proceeds	30,000	-	-	-	-
Plus: Transfer of Operating Reserve Surplus	-	100,000	50,000	50,000	242,269
Less: Use of Reserves for Capital Projects	(135,000)	(142,500)	-	-	-
Ending Water Capital Fund Balance²	\$ 45,270	\$ 2,770	\$ 52,770	\$ 102,770	\$ 345,039
<i>Target Ending Balance (3% of Net Capital Assets)</i>	<i>\$ 193,200</i>	<i>\$ 212,600</i>	<i>\$ 231,500</i>	<i>\$ 249,400</i>	<i>\$ 265,400</i>
Ending Balance - Excludes Restricted Reserves	\$ 405,151	\$ 144,020	\$ 121,044	\$ 341,992	\$ 835,039
Suggested Minimum Target Ending Balance	\$ 622,200	\$ 653,600	\$ 688,500	\$ 722,400	\$ 755,400
Ending Surplus/(Deficit)					
Compared to Minimum Reserve Targets	\$ (217,049)	\$ (509,580)	\$ (567,456)	\$ (380,408)	\$ 79,639
Days Cash on Hand	79	28	23	61	144

1. Ending Water fund balances (Funds 325 and 130, Money Market & LAIF only) from "Financial Activity, Cash and Investment Summary as of June 30, 2020".

2. Includes Fund 320, Water CIP from "Financial Activity, Cash and Investment Summary as of June 30, 2020".

Restricted Reserves:					
Debt Reserve	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Beginning Reserve Balance ³	\$ 171,065	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721
Revenue Bond Funded Reserve	\$ -				
Plus: Interest Earnings	1,283	1,707	2,130	2,551	2,970
Less: Transfer of Surplus to Operating Reserve	(1,602)	(2,037)	(2,471)	(2,905)	(3,336)
Ending Debt Reserve Balance	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
Target Ending Balance	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
Connection Fee Reserve					
Beginning Reserve Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Interest Earnings	-	-	-	-	-
Plus: Connection Fee Revenue	-	-	-	-	-
Less: Use of Reserves for Capital Projects	-	-	-	-	-
Ending Connection Fee Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Interest Earnings Rate ⁴	0.75%	1.00%	1.25%	1.50%	1.75%

3. Water Operations debt service cash balance found in Source File: #3 - FY End 2017 Hidden Valley Lake Audit.pdf, Page 49. Includes Redemption Fund in Debt Reserve.
 4. Historical interest earning rates were referenced on the California Treasurer's Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.

CAPITAL FUNDING FORECAST	Budget		Projected		
Funding Sources:	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Grants ¹	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Loan Funding	-	-	-	-	-
Use of New Revenue Bond Proceeds	-	-	-	-	-
Use of Connection Fee Reserve	-	-	-	-	-
Use of Capital Rehabilitation and Replacement Reserve	135,000	142,500	-	-	-
Rate Revenue	295,000	725,000	867,500	855,000	805,000
Total Sources of Capital Funds	\$ 460,000	\$ 867,500	\$ 867,500	\$ 855,000	\$ 805,000
Uses of Capital Funds:					
Total Project Costs ²	\$ 460,000	\$ 867,500	\$ 867,500	\$ 855,000	\$ 805,000
Capital Funding Surplus (Deficiency)	\$ -	\$ -	\$ -	\$ -	\$ -

1. FEMA/CalOES grant revenue found in District budget source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf, page 9.
 2. CIP expenditures modified by District Staff as of 9-17-20.

Funded Priority	Capital Project Descriptions	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
1	Wildfire Resilience/Reliable Water Supply/Replace wooden tanks	\$ 180,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00	\$ 405,000.00
3	Disaster mitigation/SCADA Upgrade	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
2	Reliable Water Supply/Automatic Metering Infrastructure	\$ 200,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00
4	Wildfire Resilience/ Reliable Water Supply/PSPS Backup power supply	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
7	IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000.00	
5	Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000.00	\$ 25,000.00		
6	Regulatory Compliance/Dump Truck		\$ 37,500.00	\$ 37,500.00		
	Top 6 priorities	\$ 460,000.00	\$ 867,500.00	\$ 867,500.00	\$ 855,000.00	\$ 805,000.00

Unfunded Priority	Capital Project Descriptions	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
	Reliable Water Supply/Water Quality/Repair water lines	\$ 540,000.00	\$ 540,000.00	\$ 540,000.00	\$ 540,000.00	\$ 540,000.00
	Wildfire Resilience/Upgrade Fire Hydrants	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00
		\$ 1,300,000.00	\$ 1,300,000.00	\$ 1,300,000.00	\$ 1,300,000.00	\$ 1,300,000.00

EXISTING DEBT OBLIGATIONS HVLCSD WATER DISTRICT - POTABLE WATER					
Annual Repayment Schedules:	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
FUND 218 - CIEDB: Hidden Valley Lake Water System Improvements Project, \$3,000,000 issued in 2002					
Principal Payment ¹	\$ 110,065	\$ 113,895	\$ 117,859	\$ 121,960	\$ 126,204
Interest Payment	55,865	52,035	48,072	43,970	39,726
Annual Fee	4,816	4,486	4,144	3,791	3,425
Subtotal: Annual Debt Service	\$ 170,746	\$ 170,416	\$ 170,075	\$ 169,721	\$ 169,355
Coverage Requirement (\$ Amnt. above annual payment)	187,821	187,458	187,083	186,693	186,291
Reserve Requirement (total fund balance) ²	170,746	170,416	170,075	169,721	169,355

1. Fund 218 Loan Doc found in Source File: #9 - Loan Docs Fund 218 - CIEDB 2002.pdf
2. The Reserve Requirement in future years is equal to the lesser of: the maximum annual debt service payment, or the maximum amount then permitted under the Code.

Classification of Expenses		Total Revenue	Volumetric		Fixed		Allocation %'s to Classifications		
			Commodity	Capacity	Customer	COM	CAP	CA	
Budget Items		FY 2020/21	COM	CAP	CA	COM	CAP	CA	
130-5010	Salary & Wages	\$ 511,330	\$ 163,626	\$ 322,138	\$ 25,567	32%	63%	5%	
130-5020	Employee Benefits	198,304	63,457	124,932	9,915	32%	63%	5%	
130-5021	Retirement Benefits	93,850	30,032	59,126	4,693	32%	63%	5%	
130-5022	Clothing Allowance	1,800	540	1,170	90	30%	65%	5%	
130-5024	Workers' Comp Insurance	15,000	4,500	9,750	750	30%	65%	5%	
130-5025	Retiree Health Benefits	14,000	4,200	9,100	700	30%	65%	5%	
130-5030	Director Health Benefits	42,000	12,600	27,300	2,100	30%	65%	5%	
130-5040	Election Expense	12,000	3,600	7,800	600	30%	65%	5%	
130-5060	Gasoline, Oil & Fuel	20,000	6,000	13,000	1,000	30%	65%	5%	
130-5061	Vehicle Maintenance	12,500	3,750	8,125	625	30%	65%	5%	
130-5062	Taxes & Licenses	1,200	360	780	60	30%	65%	5%	
130-5063	Certifications	600	180	390	30	30%	65%	5%	
130-5074	Insurance	54,055	16,217	35,136	2,703	30%	65%	5%	
130-5075	Bank Fees	21,000	6,300	13,650	1,050	30%	65%	5%	
130-5080	Membership & Subscriptions	24,600	7,380	15,990	1,230	30%	65%	5%	
130-5090	Office Supplies	4,000	1,200	2,600	200	30%	65%	5%	
130-5092	Postage & Shipping	6,500	1,950	4,225	325	30%	65%	5%	
130-5121	Legal Services	20,000	6,000	13,000	1,000	30%	65%	5%	
130-5122	Engineering Services	60,000	18,000	39,000	3,000	30%	65%	5%	
130-5123	Other Professional Services	50,000	15,000	32,500	2,500	30%	65%	5%	
130-5126	Audit Services	7,500	2,250	4,875	375	30%	65%	5%	
130-5124	Water Rights	50,000	50,000	-	-	100%	0%	0%	
130-5130	Printing & Publication	7,500	2,250	4,875	375	30%	65%	5%	
130-5135	Newsletter	500	150	325	25	30%	65%	5%	
130-5145	Equipment Rental	45,000	13,500	29,250	2,250	30%	65%	5%	
130-5148	Operating Supplies	5,000	1,500	3,250	250	30%	65%	5%	
130-5150	Repair & Replace	125,000	40,000	78,750	6,250	32%	63%	5%	
130-5155	Maintenance Building & Grounds	12,000	3,840	7,560	600	32%	63%	5%	
130-5156	Custodial Services	4,200	1,260	2,730	210	30%	65%	5%	
130-5157	Security	5,000	1,500	3,250	250	30%	65%	5%	
130-5170	Travel & Meetings	4,200	1,260	2,730	210	30%	65%	5%	
130-5175	Education & Seminars	9,500	2,850	6,175	475	30%	65%	5%	
130-5176	Director Training	5,000	1,500	3,250	250	30%	65%	5%	
130-5179	Admin Miscellaneous Expense	350	105	228	18	30%	65%	5%	
130-5191	Telephone	11,000	3,300	7,150	550	30%	65%	5%	
130-5192	Electricity	150,000	135,000	15,000	-	90%	10%	0%	
130-5193	Other Utilities	2,500	750	1,625	125	30%	65%	5%	
130-5194	IT Services	36,500	10,950	23,725	1,825	30%	65%	5%	
130-5195	Env./Monitoring	17,000	5,100	11,050	850	30%	65%	5%	
130-5196	Risk Management	-	-	-	-	30%	65%	5%	
130-5198	Annual Operating Fees	32,000	9,600	20,800	1,600	30%	65%	5%	
130-5310	Equipment - Field	1,000	300	650	50	30%	65%	5%	
Sub-Total:		\$ 1,693,489	\$ 651,856	\$ 966,958	\$ 74,674	38.5%	57.1%	4.4%	

Classification of Expenses, continued		Total Revenue FY 2020/21	Volumetric Base Commodity COM	Fixed		Allocation %'s to Classifications		
Budget Categories				Capacity	Customer	COM	CAP	CA
				CAP	CA			
130-5311	Equipment - Office	\$ 1,000	\$ 300	\$ 650	\$ 50	30%	65%	5%
130-5312	Tools - Field	1,500	450	975	75	30%	65%	5%
130-5315	Safety Equipment	1,500	450	975	75	30%	65%	5%
130-5505	Water Conservation	9,000	7,650	900	450	85%	10%	5%
130-5545	Recording Fees	250	75	163	13	30%	65%	5%
130-OPEB	OPEB OBLIGATION	7,500	2,250	4,875	375	30%	65%	5%
130-5600	Contingency	-	-	-	-	30%	65%	5%
Sub-Total:		\$ 20,750	\$ 11,175	\$ 8,538	\$ 1,038	53.9%	41.1%	5.0%
Grand Total: Water Fund Operations		\$ 1,714,239	\$ 663,031	\$ 975,496	\$ 75,712	39%	57%	4%

Classification of Expenses, continued		Total Revenue FY 2020/21	Volumetric Base Commodity COM	Fixed		Allocation %'s to Classifications		
Budget Categories				Capacity	Customer	COM	CAP	CA
				CAP	CA			
Debt Service Payments								
Existing Debt Service		170,746	\$ -	\$ 170,746	\$ -	0%	100%	0%
New Revenue Bond Debt Service		-	\$ -	\$ -	\$ -	0%	100%	0%
Capital Expenditures								
Rate Funded Capital Expenses		295,000	\$ -	\$ 295,000	\$ -	0%	100%	0%
TOTAL REVENUE REQUIREMENTS		\$ 2,179,985	\$ 663,031	\$ 1,441,242	\$ 75,712	30%	66%	3%
130-4035	Reconnect Fees	\$ (12,000)	\$ (3,650)	\$ (7,933)	\$ (417)	30%	66%	3%
130-4039	Water Meter Installation	\$ -	-	-	-	30%	66%	3%
130-4040	Recording Fee Income	\$ (1,200)	(365)	(793)	(42)	30%	66%	3%
130-4045	Availability Fees	\$ (22,000)	(6,691)	(14,545)	(764)	30%	66%	3%
130-4110	Commercial Water Use		-	-	-	30%	66%	3%
130-4112	Government Water Use		-	-	-	30%	66%	3%
130-4115	Water Use Charges		-	-	-	30%	66%	3%
130-4210	Late Fee	\$ (32,000)	(9,733)	(21,156)	(1,111)	30%	66%	3%
130-4215	Returned Check Fee	\$ (1,000)	(304)	(661)	(35)	30%	66%	3%
130-4300	Misc. Income	\$ (3,000)	(912)	(1,983)	(104)	30%	66%	3%
130-4310	Other Income	\$ (1,500)	(456)	(992)	(52)	30%	66%	3%
130-4550	Interest Income	\$ (3,500)	(1,065)	(2,314)	(122)	30%	66%	3%
NET REVENUE REQUIREMENTS		\$ 2,103,785	\$ 639,856	\$ 1,390,864	\$ 73,065			
<i>Allocation of Revenue Requirements</i>		<i>100.0%</i>	<i>30.4%</i>	<i>66.1%</i>	<i>3.5%</i>			

Classification of Expenses, continued				
Adjustments to Classification of Expenses				
Adjustment for Current Rate Level:	Total Rev Reqts	COM	CAP	CA
Target Rate Rev. After Rate Increases**	\$ 2,317,693			
Projected Rate Revenue at Current Rates	\$ 2,069,369			
Rate Increase (FY 2018/19)	12.0%			
Target Rate / Adjusted Net Revenue - Requirement	\$ 2,317,693	\$ 704,915	\$ 1,532,284	\$ 80,495
<i>Percent of Revenue</i>		<i>30.4%</i>	<i>66.1%</i>	<i>3.5%</i>

Development of the COMMODITY Allocation Factor		
Customer Class	2019 Volume (hcf) ¹	Percent of Total Volume
Single Family Residential	254,982	92.5%
Multi-Family Residential	2,306	0.8%
Commercial	17,649	6.4%
Municipal	678	0.2%
Total	275,615	100%
Recycled ²	1,403,126	100%
Total in Acre Feet	3,854 AF	

1. Consumption in hcf and customer class from Source file: *Copy of Customer Data.xlsx*

2. Recycled Water excluded from potable water consumption. One customer only in the District.

Development of the PEAK CAPACITY (MAX MONTH) Allocation Factors				
Customer Class	Average Monthly Use (hcf)	Peak Monthly Use (hcf) ¹	Peak Month Factor	Max Month Capacity Factor
Single Family Residential	21,248	34,813	1.64	91.3%
Multi-Family Residential	192	509	2.65	1.3%
Commercial	1,471	2,669	1.81	7.0%
Municipal	56	158	2.79	0.4%
Total	22,968	38,149	1.66	100.2%
Recycled ²	116,927	314,340	2.69	89.2%
Total in Acre Feet	268 AF	722 AF		

1. Based on peak monthly / monthly data (peak day data not available).

2. Recycled Water excluded from potable water consumption. One customer only in the District.

Development of the CUSTOMER ALLOCATION Factor		
Customer Class	Number of Meters ¹	Percent of Total
Single Family Residential	2,462	97.43%
Multi-Family Residential	27	1.07%
Commercial	34	1.35%
Municipal	4	0.16%
Total	2,527	100%
Recycled ²	1	N.A.

1. Meter counts and customer class from January 2020. Source file: *Copy of Customer Data.xlsx*

2. Recycled Water excluded from potable water consumption. One customer only in the District.

Customer Class	Net Revenue Requirements (60% Fixed / 40% Variable)					
	Cost Classification Components				Cost of Service Net Rev. Req't	% of COS Net Revenue Req't
	Commodity Related Costs	Capacity Related Costs - Volumetric Allocation	Capacity Related Costs - Fixed Allocation	Customer Related Costs		
Single Family Residential	\$ 652,144	\$ 202,737	\$ 1,195,564	\$ 78,424	\$ 2,128,869	91.9%
Multi-Family Residential	5,898	2,966	17,494	860	27,218	1.2%
Commercial	46,873	16,459	97,063	1,210	161,606	7.0%
Total	\$ 704,915	\$ 222,163	\$ 1,310,121	\$ 80,495	\$ 2,317,693	100%

Net Revenue Requirements (60% Fixed / 40% Variable)												
Number of Meters by Class and Size ¹	5/8 inch	3/4 inch	1 inch	1.5 inch	2 inch	3 inch	4 inch	6 inch	8 inch	10 inch	12 inch	Total
Single Family Residential	2,223	239	2	-	-	-	-	-	-	-	-	2,464
Multi-Family Residential	27	-	-	-	-	-	-	-	-	-	-	27
Commercial	14	-	12	2	8	-	-	-	-	-	-	36
Total Meters/Accounts	2,264	239	14	2	8	-	-	-	-	-	-	2,527
Hydraulic Capacity Factor ²	1.00	1.00	2.50	5.00	8.00	16.00	25.00	50.00	140.00	210.00	265.00	
Total Equivalent Meters	2,264	239	35	10	64	-	-	-	-	-	-	2,612
Monthly Fixed Service Charges												
Customer Costs (\$/Acct/mo.) ³	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	\$2.65	
Capacity Costs (\$/Acct/mo.) ⁴	\$41.80	\$41.80	\$104.50	\$208.99	\$334.39	\$668.77	\$1,044.95	\$2,089.91	\$5,851.74	\$8,777.61	\$11,076.51	
Total Monthly Meter Charge	\$44.45	\$44.45	\$107.15	\$211.65	\$337.04	\$671.42	\$1,047.61	\$2,092.56	\$5,854.40	\$8,780.27	\$11,079.17	
Annual Fixed Costs Allocated to Monthly Meter Charges												
Customer Costs	\$ 80,495											
Capacity Costs	1,310,121											
Total Fixed Meter Costs	\$ 1,390,616											
Annual Revenue from Monthly Meter Charges												
Customer Charges	\$ 72,117	\$ 7,613	\$ 446	\$ 64	\$ 255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,495
Capacity Charges	\$1,135,572	\$ 119,877	\$ 17,555	\$ 5,016	\$ 32,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,310,121
Total Monthly Meter Charge Reve	\$1,207,689	\$ 127,490	\$ 18,001	\$ 5,079	\$ 32,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,390,616

- Meter counts from January 2020, consumption rates and customer class from Source files: Copy of Customer Data.xlsx
- Meter flow rates are from AWWA M-1 (Seventh Edition) Table B-2. Assumes displacement meters for 5/8 through 2 inch meters, Compound for 3 - 8 inch meters, Turbine for 10 & 12 inch, unless noted otherwise.
- Customer costs are allocated to each customer by dividing the total customer costs by the total number of customers.
- Capacity costs are allocated by meter size and the hydraulic capacity of the meter.

Net Revenue Requirements (60% Fixed / 40% Variable)									FY 2020/21	
Customer Class	Number of Meters ¹	Water Consumption (hcf/yr.)	Water Consump. w/ Conservation ² (hcf/yr.)	Commodity Assigned Costs	Other Volumetric Assigned Costs	Total Target Rev. Req't from Vol. Charges	% of Total Rate Revenue	Uniform Commodity Rates (\$/hcf)	Proposed Rate Structure	
Single Family Residential	2,462	254,982	242,233	\$ 652,144	\$ 202,737	\$ 854,881	36.9%	\$ 3.53	Uniform	
Multi-Family Residential	27	2,306	2,191	5,898	2,966	8,865	0.4%	3.53		
Commercial	38	18,327	17,410	46,873	16,459	63,332	2.7%	3.64	Uniform	
Total	2,527	275,615	261,834	\$ 704,915	\$ 222,163	\$ 927,077	40%			
Uniform Rate (All Classes)								\$ 3.54	Uniform	

- Meter counts, consumption rates and customer class from Source files: Copy of Customer Data.xlsx
- Assumed Conservation = 5.00%

Comparison of Average Residential Consumption - 2015 vs. Current (hcf/month)			
Year	Winter Average	Annual Average	Summer Average
2015	6.9	11.1	17.1
2019	5.1	8.6	12.4
% Change:	-27%	-22%	-27%

Drought Rates: Expenses Assumed to Decrease with Lower Consumption	
Expense Name	FY 2020/21
Variable Portion of Operating Costs¹	
Electricity	\$ 135,000
Other Utilities	\$ 750
Repair & Replace	\$ 40,000
Total:	\$ 175,750

- Expenses primarily related volume of water produced.

Net Revenue Requirements (60% Fixed / 40% Variable)			Target Rev. Req't from Vol. Charges: ¹ \$ 927,077			
Level of Conservation	Total Expected SFR/MFR Consumption ¹	Percent Change	Reduced Expenses Due to Lower Consumption ²	Additional Drought Expenses ³	Revised Target Rev. Req't from Vol. Charges	FY 2021/22 Uniform Rate
Baseline Rate	261,834 ccf	0%	\$ -	\$ -	\$ 927,077	\$3.54
Drought Stage 1	235,651 ccf	-10%	\$ (17,575)	\$ -	\$ 909,502	\$3.86
Drought Stage 2	209,467 ccf	-20%	\$ (35,150)	\$ 25,000	\$ 916,927	\$4.38
Drought Stage 3	183,284 ccf	-30%	\$ (52,725)	\$ 50,000	\$ 924,352	\$5.04
Drought Stage 4	157,100 ccf	-40%	\$ (70,300)	\$ 75,000	\$ 931,777	\$5.93

1. Total 2019 for single- and multi-family customer classes.
2. Purchased water and utility expenses related to treatment costs are directly reduced when the District sells less water.
3. Estimated drought-related additional expenses for each stage.

Water Rate Schedule	Current Rates ('20/21)	Proposed Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
<i>Monthly Fixed Service Charge:</i>						
5/8 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
3/4 inch	\$39.58	\$44.45	\$49.79	\$55.76	\$60.78	\$66.25
1 inch	\$94.91	\$107.15	\$120.01	\$134.41	\$146.51	\$159.69
1.5 inch	\$187.11	\$211.65	\$237.04	\$265.49	\$289.38	\$315.43
2 inch	\$297.75	\$337.04	\$377.48	\$422.78	\$460.83	\$502.31
Water Commodity Charges per hundred cubic feet (HCF)						
Uniform Rate (All Classes)	\$2.68	\$3.54	\$3.97	\$4.44	\$4.84	\$5.28

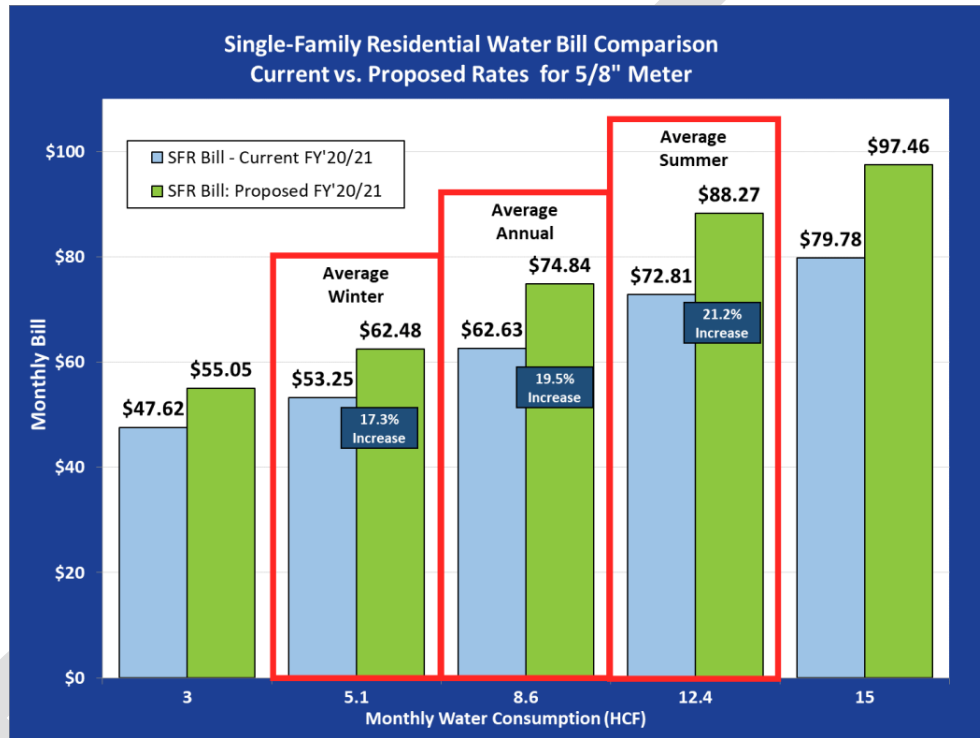
Water Rate Schedule	Current Rates ('20/21)	Proposed Drought Water Rates				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge						
<i>Monthly Fixed Service Charge: (Same as Non-Drought Fixed Service Charges)</i>						
Commodity Charges for All Water Consumed per hundred cubic feet (HCF)						
All Customer Classes:						
Drought Stage 1	\$3.35	\$3.86	\$4.32	\$4.84	\$5.28	\$5.75
Drought Stage 2	\$3.75	\$4.38	\$4.90	\$5.49	\$5.99	\$6.52
Drought Stage 3	\$4.02	\$5.04	\$5.65	\$6.33	\$6.90	\$7.52
Drought Stage 4	\$4.47	\$5.93	\$6.64	\$7.44	\$8.11	\$8.84

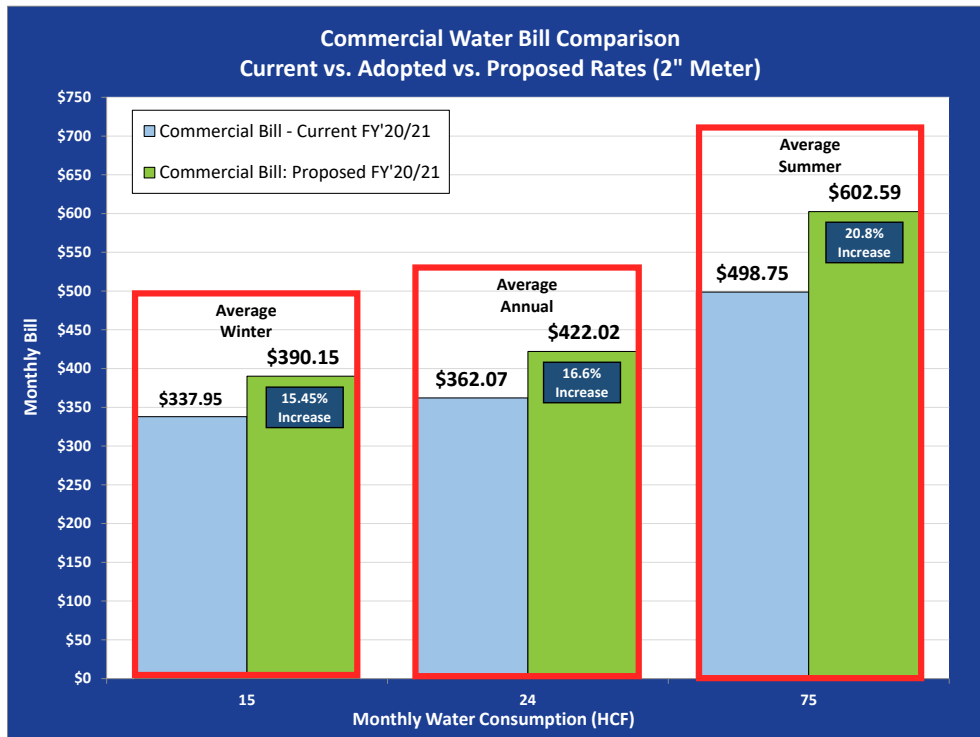
Residential Bill Comparison for 5/8 inch Meter

	Monthly Water Consumption (HCF)							
	1	3	5.1	8.6	12.4	15	20	25
SFR Bill - Current '20/21	\$42.26	\$47.62	\$53.25	\$62.63	\$72.81	\$79.78	\$93.18	\$106.58
SFR Bill - Proposed '20/21	\$47.99	\$55.05	\$62.48	\$74.84	\$88.27	\$97.46	\$115.13	\$132.80
SFR Bill - Proposed '21/22	\$53.75	\$61.68	\$70.01	\$83.89	\$98.96	\$109.27	\$129.10	\$148.93
SFR Bill - Proposed '22/23	\$60.20	\$69.09	\$78.41	\$93.96	\$110.84	\$122.38	\$144.59	\$166.80
SFR Bill - Proposed '23/24	\$65.62	\$75.30	\$85.47	\$102.41	\$120.81	\$133.40	\$157.60	\$181.81
SFR Bill - Proposed '24/25	\$71.53	\$82.08	\$93.16	\$111.63	\$131.68	\$145.40	\$171.79	\$198.17
	Unrounded Avg.:		5.1	8.6	12.4			
	2015 Avg.:		6.9	11.1	17.1			

Residential Bill Comparison for 5/8 inch Meter - Alternative Rates	Winter Average		Annual Average	Summer Average				
	1	3	5.1	8.6	12.4	15	20	25
SFR Bill - Current FY'20/21	\$42.26	\$47.62	\$53.25	\$62.63	\$72.81	\$79.78	\$93.18	\$106.58
SFR Bill: Proposed FY'20/21	\$47.99	\$55.05	\$62.48	\$74.84	\$88.27	\$97.46	\$115.13	\$132.80
SFR Bill: Proposed FY'21/22	\$53.74	\$61.66	\$69.97	\$83.82	\$98.86	\$109.15	\$128.94	\$148.73

Commercial Bill Comparison for 2 inch Meter	Winter Average		Annual Average	Summer Average					
	5	15	24	75	125	175	215	300	500
Commercial Bill - Current FY'20/21	\$311.15	\$337.95	\$362.07	\$498.75	\$632.75	\$766.75	\$873.95	\$1,101.75	\$1,637.75
Commercial Bill: Proposed FY'20/21	\$354.74	\$390.15	\$422.02	\$602.59	\$779.63	\$956.66	\$1,098.29	\$1,399.25	\$2,107.39
Commercial Bill: Proposed FY'21/22	\$397.31	\$436.97	\$472.66	\$674.90	\$873.18	\$1,071.46	\$1,230.09	\$1,567.16	\$2,360.28





Water Consumption Data used for Water Rates:							
Summary of Consumption by Class	2018 Consumption (hcf)	2019 Consumption (hcf)	Jan 2020 Accounts	2019 Avg. hcf/month			Winter-to-Annual Ratio
				Annual	Winter	Summer	
Single Family Residential	260,654	254,982	2,462	8.6	5.1	12.4	0.59
Multi-Family Residential	462	397	2	17	3	24	0.18
Commercial	17,717	18,327	38	104	62	133	0.59
Total	278,833	273,706	2,502	130	70	169	1.36
Recycled	1,050,495	1,403,126	1	87,541	17,325	247,957	0.20

Meter counts, consumption and customer class from Source file: Copy of Customer Data.xlsx

Jan-Mar 19 Jul-Sep 19

APPENDIX B – SEWER RATE ANALYSIS

RATE REVENUE REQUIREMENTS SUMMARY	Budgeted	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Sources of Sewer Funds					
<i>Sewer Rate Revenue:</i>					
Sewer Rate Revenue Under Current Rates	\$ 1,261,953	\$ 1,265,108	\$ 1,268,271	\$ 1,271,441	\$ 1,274,620
Revenue from Rate Increases	37,859	321,843	513,558	675,608	852,969
Subtotal: Rate Revenue After Rate Increases - Sewer	\$ 1,299,812	\$ 1,586,951	\$ 1,781,829	\$ 1,947,049	\$ 2,127,589
<i>Recycled Water Rate Revenue:</i>					
RW Rate Revenue Under Current Rates	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
Revenue from Rate Increases	6,600	27,984	44,542	58,451	73,611
Subtotal: Rate Revenue After Rate Increases - RW	\$ 116,600	\$ 137,984	\$ 154,542	\$ 168,451	\$ 183,611
<i>Non-Rate Revenue:</i>					
Other Non-Rate Revenue	\$ 28,500	\$ 28,571	\$ 28,643	\$ 28,714	\$ 28,786
Interest Income ²	1,700	6,545	4,772	3,731	5,296
Subtotal: Non-Rate Revenue	\$ 30,200	\$ 35,117	\$ 33,414	\$ 32,445	\$ 34,082
Total Sources of Funds	\$ 1,446,612	\$ 1,760,052	\$ 1,969,785	\$ 2,147,945	\$ 2,345,283
Uses of Sewer Funds					
<i>Operating Expenses:</i>					
Salaries & Benefits Expenses	\$ 870,394	\$ 899,927	\$ 930,482	\$ 962,095	\$ 994,800
Other Operating Expenses	778,816	794,589	818,622	842,794	866,413
Subtotal: Operating Expenses:	\$ 1,649,210	\$ 1,694,515	\$ 1,749,104	\$ 1,804,889	\$ 1,861,212
<i>Other Expenditures:</i>					
USDA Solar Loan	\$ 32,255	\$ 32,238	\$ 32,205	\$ 32,158	\$ 32,095
New Debt Service	-	-	-	-	-
Rate-Funded Capital Expenses	-	-	112,020	257,500	257,500
Subtotal: Other Expenditures	\$ 32,255	\$ 32,238	\$ 144,225	\$ 289,658	\$ 289,595
Total Uses of Funds	\$ 1,681,465	\$ 1,726,753	\$ 1,893,329	\$ 2,094,546	\$ 2,150,807
Annual Surplus/(Deficit)	\$ (234,853)	\$ 33,299	\$ 76,456	\$ 53,399	\$ 194,475
Net Revenue Req't. (Total Uses less Non-Rate Revenue)	\$ 1,651,265	\$ 1,691,636	\$ 1,859,915	\$ 2,062,101	\$ 2,116,725
Projected Annual % Rate Increases	12.00%	12.00%	12.00%	9.00%	9.00%
<i>Cumulative Increase from Annual Revenue Increases</i>	12.00%	25.44%	40.49%	53.14%	66.92%
Projected Annual Rate Revenue Adjustment - RW	12.00%	12.00%	12.00%	9.00%	9.00%
<i>Cumulative Increase from Annual Revenue Increases</i>	12.00%	25.44%	40.49%	53.14%	66.92%

1. Revenues and Expenditures budgeted for FY 2020/21 found in source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf

2. Calculated interest in FY 2021/22 and after.

SUMMARY OF CASH ACTIVITY UN-RESTRICTED RESERVES	Budgeted	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Total Beginning Unrestricted Cash	\$ 660,148				
Operating Reserve					
Beginning Reserve Balance ¹	\$ 206,868	\$ (27,743)	\$ 5,879	\$ 82,740	\$ 136,623
Plus: Net Cash Flow (After Rate Increases)	(234,853)	33,299	76,456	53,399	194,475
Plus: Transfer In of Debt Reserve Surplus	242	323	404	485	565
Less: Transfer Out to Capital Facilities Reserve	-	-	-	-	-
Ending Operating Reserve Balance	\$ (27,743)	\$ 5,879	\$ 82,740	\$ 136,623	\$ 331,664
Target Ending Balance (90-days of O&M Costs)	\$ 412,000	\$ 424,000	\$ 437,000	\$ 451,000	\$ 465,000
Capital Facilities Reserve					
Beginning Reserve Balance ²	\$ 453,280	\$ 682,280	\$ 375,855	\$ 166,000	\$ 166,000
Plus: Transfer In of Operating Reserve Surplus	-	-	-	-	-
Less: Use of Reserves for Capital Projects	229,000	(306,425)	(209,855)	-	-
Ending Capital Facilities Reserve Balance	\$ 682,280	\$ 375,855	\$ 166,000	\$ 166,000	\$ 166,000
Target Capital Facilities Reserve (3% of Assets)	\$ 141,000	\$ 164,000	\$ 166,000	\$ 168,000	\$ 171,000
Ending Balance	\$ 654,537	\$ 381,734	\$ 248,740	\$ 302,623	\$ 497,664
Minimum Target Ending Balance	\$ 553,000	\$ 588,000	\$ 603,000	\$ 619,000	\$ 636,000
Ending Surplus/(Deficit) Compared to Reserve Targets	\$ 101,537	\$ (206,266)	\$ (354,260)	\$ (316,377)	\$ (138,336)
Restricted Reserves:					
Debt Reserve Fund					
Beginning Reserve Balance ⁴	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
Plus: Interest Earnings	242	323	404	485	565
Plus: Reserve Funding from New Debt Obligations	-	-	-	-	-
Less: Transfer Out to Operating Reserve	(242)	(323)	(404)	(485)	(565)
Ending Debt Reserve Balance	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
Target Ending Balance ⁵	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310	\$ 32,310
Annual Interest Earnings Rate ⁶	0.75%	1.00%	1.25%	1.50%	1.75%

- Ending Wastewater fund balances (Funds 313 and 120, Money Market & LAIF only) from "Financial Activity, Cash and Investment Summary as of June 30, 2020".
- Includes Fund 314, Wastewater CIP from "Financial Activity, Cash and Investment Summary as of June 30, 2020".
- Sewer debt service cash balances include 6 funds reserved for debt and bonds; found in Source File: #3 - FY End 2017 Hidden Valley Lake Audit.pdf, Page 44 & 45. Balance includes the following accounts: USDA Solar Loan, USDA Reserve, All Bond Admin, Assessments.
- NBS is assuming the Debt Reserve Target to include the reserve requirement for Fund 219 and not including Fund 215.
- Historical interest earning rates were referenced on the California Treasurer's Office website for funds invested in LAIF. Future years earnings were conservatively estimated through 2021 and phase into the historical 10 year average interest earnings rate.

CAPITAL FUNDING FORECAST	Budget	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Funding Sources:					
FEMA/CalOES Grants ¹	\$ 369,000	\$ -	\$ -	\$ -	\$ -
Use of Connection Fee Reserves	-	-	-	-	-
Use of SFR Proceeds	-	-	-	-	-
Use of New Revenue Bond Proceeds	-	-	-	-	-
Use of Capital Rehabilitation and Replacement Reserve	-	306,425	209,855	-	-
Rate Revenue	-	-	112,020	257,500	257,500
Total Sources of Capital Funds	\$ 369,000	\$ 306,425	\$ 321,875	\$ 257,500	\$ 257,500
Uses of Capital Funds:					
Total Project Costs ²	\$ 140,000	\$ 306,425	\$ 321,875	\$ 257,500	\$ 257,500
Capital Funding Surplus (Deficiency)	\$ 229,000	\$ -	\$ -	\$ -	\$ -

- FY 2020/21 FEMA/CalOES Grants found in source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf, page 6
- New CIP expenditures from District staff, email from 4-28-20

Project Description	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
Regulatory Compliance/I&I Mitigation	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Disaster Mitigation/SCADA Upgrade	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00		
Disaster recovery/WWTP Access Road repair					
Reliable Water Supply/Leak Repair/Mini-Excavator		\$ 25,000.00	\$ 25,000.00		
Risk Management Plan/Chlorine Tank Auto Shut-Off		\$ 45,000.00			
Regulatory Compliance/Dump Truck		\$ 37,500.00	\$ 37,500.00		
IT Upgrades/Records Retention/Increase storage capacity				\$ 50,000.00	
Stormwater Master Planning/Mitigation	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00	\$ 50,000.00
Regulatory Compliance/Manhole Rehab		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
Top 6 priorities	\$ 140,000.00	\$ 297,500.00	\$ 312,500.00	\$ 250,000.00	\$ 250,000.00

DISTRICT DEBT OBLIGATIONS	Budget	Projected			
Annual Repayment Schedules:	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
<u>1995-2 Bond Redemption</u> ¹					
Principal Payment	\$ 185,000	\$ 192,000	\$ 199,000	\$ 206,000	\$ 213,000
Interest Payment	99,357	93,231	86,728	79,843	72,720
Subtotal: Annual Debt Service	\$ 284,357	\$ 285,231	\$ 285,728	\$ 285,843	\$ 285,720
Coverage Requirement (\$-Amnt. above annual payment) ²	-	-	-	-	-
Reserve Requirement (total fund balance) ²	-	-	-	-	-
<u>USDA Solar Loan</u> ³					
Principal Payment	\$ 17,000	\$ 17,500	\$ 18,000	\$ 18,500	\$ 19,000
Interest Payment	15,255	14,738	14,205	13,658	13,095
Subtotal: Annual Debt Service	\$ 32,255	\$ 32,238	\$ 32,205	\$ 32,158	\$ 32,095
Coverage Requirement (\$-Amnt. above annual payment) ⁴	35,541	35,541	35,541	35,541	35,541
Reserve Requirement (total fund balance) ⁵	32,310	32,310	32,310	32,310	32,310

1. Info for Fund 215 Loan in source file: #8 - *Repayment Fund 215 - Bond Debt Schedule.pdf*

Per District staff, Fund 215 represents tax roll revenue that covers this debt service in full. NBS is leaving this debt service out of the rate study.

2. Per debt service agreement, this is USDA sponsored, so no coverage or reserve requirement.

3. Info for Fund 219 Loan in source file: #9 - *Loan Docs Fund 219 - Solar 2011.pdf*

4. The District is required to fix, charge and collect from sewer rates, equal to a minimum of 110% of the maximum annual debt service payment.

5. The Reserve Requirement in future years is equal to the lesser of: the maximum annual debt service payment, or the maximum amount then permitted under the Code.

Classification of Expenses ¹												
Budget Categories		Total Revenue Requirements	Flow	Strength		Customer	Recycled Water	Allocation %'s to Classifications				
		FY 2020/21	(VOL)	(BOD)	(TSS)	(CA)	(RW)	(VOL)	(BOD)	(TSS)	(CA)	(RW)
Sewer Fund												
120-5010	Salary & Wages	\$ 511,330	\$ 218,247	\$ 102,266	\$ 102,266	\$ 51,133	\$ 37,418	42.7%	20.0%	20.0%	10.0%	7.3%
120-5020	Employee Benefits	198,414	84,688	39,683	39,683	19,841	14,519	42.7%	20.0%	20.0%	10.0%	7.3%
120-5021	Retirement Benefits	93,850	40,057	18,770	18,770	9,385	6,868	42.7%	20.0%	20.0%	10.0%	7.3%
120-5022	Clothing Allowance	1,800	768	360	360	180	132	42.7%	20.0%	20.0%	10.0%	7.3%
120-5024	Workers' Comp Insurance	15,000	6,402	3,000	3,000	1,500	1,098	42.7%	20.0%	20.0%	10.0%	7.3%
120-5025	Retiree Health Benefits	14,000	5,976	2,800	2,800	1,400	1,024	42.7%	20.0%	20.0%	10.0%	7.3%
120-5030	Director Health Benefits	36,000	15,366	7,200	7,200	3,600	2,634	42.7%	20.0%	20.0%	10.0%	7.3%
120-5040	Election Expense	12,000	5,122	2,400	2,400	1,200	878	42.7%	20.0%	20.0%	10.0%	7.3%
120-5060	Gasoline, Oil & Fuel	20,000	8,536	4,000	4,000	2,000	1,464	42.7%	20.0%	20.0%	10.0%	7.3%
120-5061	Vehicle Maintenance	18,000	7,683	3,600	3,600	1,800	1,317	42.7%	20.0%	20.0%	10.0%	7.3%
120-5062	Taxes & Licenses	800	341	160	160	80	59	42.7%	20.0%	20.0%	10.0%	7.3%
120-5063	Certifications	2,000	854	400	400	200	146	42.7%	20.0%	20.0%	10.0%	7.3%
120-5074	Insurance	54,066	23,077	10,813	10,813	5,407	3,956	42.7%	20.0%	20.0%	10.0%	7.3%
120-5075	Bank Fees	21,000	8,963	4,200	4,200	2,100	1,537	42.7%	20.0%	20.0%	10.0%	7.3%
120-5080	Membership & Subscriptions	7,500	3,201	1,500	1,500	750	549	42.7%	20.0%	20.0%	10.0%	7.3%
120-5090	Office Supplies	5,000	-	-	-	5,000	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5092	Postage & Shipping	7,000	-	-	-	7,000	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5121	Legal Services	20,000	8,536	4,000	4,000	2,000	1,464	42.7%	20.0%	20.0%	10.0%	7.3%
120-5122	Engineering Services	50,000	21,341	10,000	10,000	5,000	3,659	42.7%	20.0%	20.0%	10.0%	7.3%
120-5123	Other Professional Services	50,000	21,341	10,000	10,000	5,000	3,659	42.7%	20.0%	20.0%	10.0%	7.3%
120-5126	Audit Services	7,500	3,201	1,500	1,500	750	549	42.7%	20.0%	20.0%	10.0%	7.3%
120-5130	Printing & Publication	5,000	-	-	-	5,000	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5135	Newsletter	500	-	-	-	500	-	0.0%	0.0%	0.0%	100.0%	0.0%
120-5145	Equipment Rental	5,000	2,134	1,000	1,000	500	366	42.7%	20.0%	20.0%	10.0%	7.3%
120-5148	Operating Supplies	48,000	20,487	9,600	9,600	4,800	3,513	42.7%	20.0%	20.0%	10.0%	7.3%
120-5150	Repair & Replace	145,000	61,889	29,000	29,000	14,500	10,611	42.7%	20.0%	20.0%	10.0%	7.3%
120-5155	Maintenance - Building & Grounds	8,000	3,415	1,600	1,600	800	585	42.7%	20.0%	20.0%	10.0%	7.3%
120-5156	Custodial Services	16,500	7,043	3,300	3,300	1,650	1,207	42.7%	20.0%	20.0%	10.0%	7.3%
120-5157	Security	500	213	100	100	50	37	42.7%	20.0%	20.0%	10.0%	7.3%
120-5160	Sludge Disposal	45,000	19,207	9,000	9,000	4,500	3,293	42.7%	20.0%	20.0%	10.0%	7.3%
120-5170	Travel & Meetings	2,200	939	440	440	220	161	42.7%	20.0%	20.0%	10.0%	7.3%
120-5175	Education/Seminars	9,500	4,055	1,900	1,900	950	695	42.7%	20.0%	20.0%	10.0%	7.3%
120-5176	Director Training	3,600	1,537	720	720	360	263	42.7%	20.0%	20.0%	10.0%	7.3%
120-5179	Admin Misc. Expense	350	149	70	70	35	26	42.7%	20.0%	20.0%	10.0%	7.3%
120-5465	Tertiary Pond Maintenance	50,000	21,341	10,000	10,000	5,000	3,659	42.7%	20.0%	20.0%	10.0%	7.3%
120-5191	Telephone	11,000	-	5,500	5,500	-	-	0.0%	50.0%	50.0%	0.0%	0.0%
120-5192	Electricity	65,000	27,743	13,000	13,000	6,500	4,757	42.7%	20.0%	20.0%	10.0%	7.3%
120-5193	Other Utilities	2,600	1,110	520	520	260	190	42.7%	20.0%	20.0%	10.0%	7.3%
120-5194	IT Services	36,500	15,579	7,300	7,300	3,650	2,671	42.7%	20.0%	20.0%	10.0%	7.3%
120-5195	Env./Monitoring	35,000	14,939	7,000	7,000	3,500	2,561	42.7%	20.0%	20.0%	10.0%	7.3%
120-5196	Risk Management	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
120-5198	Annual Operating Fees	2,000	1,154	300	300	100	146	57.7%	15.0%	15.0%	5.0%	7.3%
120-5310	Equipment - Field	1,000	427	200	200	100	73	42.7%	20.0%	20.0%	10.0%	7.3%
120-5311	Equipment - Office	1,000	427	200	200	100	73	42.7%	20.0%	20.0%	10.0%	7.3%
120-5312	Tools - Field	1,500	640	300	300	150	110	42.7%	20.0%	20.0%	10.0%	7.3%
120-5315	Safety Equipment	1,500	640	300	300	150	110	42.7%	20.0%	20.0%	10.0%	7.3%
120-5545	Recording Fees	200	85	40	40	20	15	42.7%	20.0%	20.0%	10.0%	7.3%
120-5600	Contingency	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
120-6009	Access Road	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
120-OPEB	OPEB OBLIGATION	7,500	3,201	1,500	1,500	750	549	42.7%	20.0%	20.0%	10.0%	7.3%
140-5192	Electricity - Flood Control	-	-	-	-	-	-	42.7%	20.0%	20.0%	10.0%	7.3%
TOTAL: SEWER EXPENSES		\$ 1,649,210	\$ 692,055	\$ 329,542	\$ 329,542	\$ 179,471	\$ 118,600	42.0%	20.0%	20.0%	10.9%	7%

Classification of Expenses Continued ¹											
Budget Categories	Total Revenue Requirements	Flow	Strength		Customer	Recycled Water	Allocation %'s to Classifications				
	FY 2020/21	(VOL)	(BOD)	(TSS)	(CA)	(RW)	(VOL)	(BOD)	(TSS)	(CA)	(RW)
Debt Services											
Existing Debt Service	\$ 32,255	\$ 16,128	\$ 8,064	\$ 8,064	\$ -	\$ -	50.0%	25.0%	25.0%	0.0%	0.0%
New Debt Service	-	-	-	-	-	-	50.0%	25.0%	25.0%	0.0%	0.0%
Capital Expenditures											
Rate Funded Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	50.0%	25.0%	25.0%	0.0%	0.0%
TOTAL REVENUE REQUIREMENTS	\$ 1,681,465	\$ 708,183	\$ 337,606	\$ 337,606	\$ 179,471	\$ 118,600	42.1%	20.1%	20.1%	10.7%	7.1%
Less: Non-Rate Revenues											
Other Non-Rate Revenue	\$ (28,500)	\$ (11,879)	\$ (5,700)	\$ (5,700)	\$ (3,135)	\$ (2,086)	41.7%	20.0%	20.0%	11.0%	7.3%
Interest Income ²	(1,700)	(709)	(340)	(340)	(187)	(124)	41.7%	20.0%	20.0%	11.0%	7.3%
NET REVENUE REQUIREMENTS	\$ 1,651,265	\$ 695,595	\$ 331,566	\$ 331,566	\$ 176,149	\$ 116,390					
Allocation of Revenue Requirements	100.0%	42.1%	20.1%	20.1%	10.7%	7.0%					

Adjustments to Classification of Expenses	FY 2020/21	(VOL)	(BOD)	(TSS)	(CA)	(RW)
Adjustment to Current Rate Level:	Total					
Projected Sewer Rate Revenue at Current Rates	\$1,261,953					
Projected Sewer Rate Increase	12.00%					
Projected Sewer Rate Increase (\$)	\$151,434					
Total Rate revenue (Excluding RW)	\$1,413,387					
Projected RW Rate Revenue at Current Rates	\$110,000					
Projected RW Rate Increase	12.00%					
Projected RW Rate Increase (\$)	\$13,200					
Target Rate Rev. After Rate Increases ²	\$1,536,587					
Adjusted Net Revenue Req't	\$ 1,536,587	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307
<i>Percent of Revenue</i>	<i>100.0%</i>	<i>42.1%</i>	<i>20.1%</i>	<i>20.1%</i>	<i>10.7%</i>	<i>7.0%</i>

1. Revenues and Expenditures budgeted for FY 2020/21 found in source file: 2020-2021 Budget & Narrative APPROVED 6-16-2020-.pdf

Budget values have been adjusted as part of the analysis, as detailed in Exhibit 1 (O&M).

2. Revenue from rate increases assumes an implementation date of January 1, 2019 and July 1 each year thereafter.

3. The FY 2020/21 revenue and operating expenses are from the budget. Inflationary factors are applied to these expenses to project costs.

Development of the FLOW Allocation Factor						
Customer Class	Number of HEUs ¹	Annual Volume (hcf)	Average Winter Monthly Consumption ² (hcf)	Annual Winter (or Monthly) Avg. Based Volume (hcf) ⁴	Adjusted Annual Volume (hcf)	Percentage of Adjusted Volume
Single Family Residential	1,444	87,263	7,183	86,197	120,355	89.9%
Multi-Family Residential	56	4,314	391	4,690	6,548	4.9%
Commercial ³	35	5,036	N.A.	5,036	7,031	5.2%
Total ⁴	1,535	96,612	7,574	95,923	133,934	100.0%
					133,934	Flow (hcf/yr.)
					1.40	Flow Adj. Factor

1. Consumption and Meters from source files: Copy of Customer Data.xlsx and NBS 2020_JT.xlsx (data combined and summarized in pivot tables).

Note: The adjusted annual flow per HEU for commercial customers is approximately twice that of SFR. In this sense, these are not truly "HEU's".

2. Includes months of December 2019 through March 2020.

3. Commercial will be billed based on monthly consumption, not winter average.

4. Recycled Water excluded from flow allocation factor. One customer only in the District, volumetric rate only.

Development of the STRENGTH Allocation Factor									
Customer Class	Adjusted Annual Flow (hcf)	Biochemical Oxygen Demand (BOD)				Total Suspended Solids (TSS)			
		Average Strength Factor (mg/l) ²	Calculated BOD (lbs./yr.)	Adjusted BOD (lbs./yr.)	Percent of Total	Average Strength Factor (mg/l) ²	Calculated TSS (lbs./yr.)	Adjusted TSS (lbs./yr.)	Percent of Total
Single Family Residential	120,355	250	187,703	181,794	93.2%	250	187,703	149,316	92.4%
Multi Family Residential	6,548	250	10,213	9,891	5.1%	250	10,213	8,124	5.0%
Commercial ¹	7,031	80	3,509	3,399	1.7%	120	5,264	4,187	2.6%
Total	133,934		201,425	195,084	100%		203,179	161,627	100%
		<i>Target, from WWTP Data</i>		<i>195,084 BOD (lbs./yr.)</i>				<i>161,627 TSS (lbs./yr.)</i>	
				<i>0.97 BOD Adj. Factor</i>				<i>0.80 TSS Adj. Factor</i>	

1. Commercial was previously billed on winter water use, now is billed on monthly water use.

2. Typical strength factors for BOD and TSS are derived from the State Water Resources Control Board Revenue Program Guidelines, Appendix G.

Development of the CUSTOMER Allocation Factor					
Customer Class	Number of Accounts ¹	Percentage of Accounts	Number of HEUs ²	Percentage of Assigned HEUs	Average HEUs per Account
Single Family Residential	1,455	97.1%	1,444	94.1%	0.99
Multi-Family Residential	27	1.8%	56	3.6%	2.07
Commercial & Industrial	15	1.0%	35	2.2%	2.30
Recycled Irrigation ²	1	0.1%	0	0.0%	0.00
Total ²	1,498	100.0%	1,535	100.0%	1.02

1. Source files: *Copy of Customer Data.xlsx* and *NBS 2020_JT.xlsx*. HEU count from March 2020.

2. Recycled Water excluded from customer allocation factor. One customer only in the District, volumetric rate only.

HEU stands for housing equivalent unit, which is equal to one single family residential home (SFR = 1 HEU)

Allocation of Revenue Requirements by Customer Class							
Customer Class	Cost Classification Components					Cost-of-Service Net Revenue Req't.	% of COS Net Revenue Req't.
	Volume	Treatment		Customer Related	Recycled Water		
		BOD	TSS				
Net Revenue Requirements ¹	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	--
	42.1%	20.1%	20.1%	10.7%	7.0%	100.0%	
Single-, Multi-Family Residential	\$ 613,306	\$303,164	\$300,546	\$160,229	\$ -	\$ 1,377,246	89.6%
Commercial	33,981	5,375	7,993	3,686	-	51,035	3.3%
Recycled Irrigation	-	-	-	-	108,307	108,307	7.0%
Total	\$ 647,287	\$ 308,539	\$ 308,539	\$ 163,916	\$ 108,307	\$ 1,536,587	100%
Total Excluding Recycled Water						\$ 1,428,281	

1. Revenue requirement for each customer class is determined by multiplying the revenue requirement from each cost classification by the allocation factors for each customer class.

*Note: The District is expecting an operating budget for FY'20/21, so the net rev. requirement will be lower this year than needed.

Customer Class	No. of Billing Units (HEU) ¹	Annualized Winter Consumption (hcf) ²	Annual Rev. Req't			Monthly Fixed Charge Per HEU	Volumetric Charge Per hcf
			Total	Fixed ^{2,3}	Volumetric		
Single-, Multi-Family & Municipal Commercial	1,500	90,887	\$1,377,246	\$964,845	\$412,401	\$53.60	\$4.54
	35	5,036	\$51,035	\$22,197	\$28,838	\$53.60	\$5.73
Total	1,535	95,923	\$1,428,281	\$987,042	\$441,239	--	--
			<i>Percent of Revenue from Fixed vs. Volumetric Charges</i>	<i>100.0%</i>	<i>69.1%</i>	<i>30.9%</i>	

1. Sewer customers are charged on the basis of their number of assigned Housing Equivalent Units (HEUs). Commercial accounts average 2.4 HEU/Account, according to District records.

2. Annualized monthly consumption is used for commercial customers.

Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates ¹				
		FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Fixed Service Charge per HEU²						
Residential & Municipal	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.89
Commercial	\$51.96	\$53.60	\$60.03	\$67.24	\$73.29	\$79.88
Volumetric Charge (\$/hcf)³						
Residential & Municipal (Applied to Average Winter Water Use)	\$2.76	\$4.54	\$5.08	\$5.69	\$6.20	\$6.76
Commercial (Applied to Average Monthly Water Use)	\$3.00	\$5.73	\$6.41	\$7.18	\$7.83	\$8.53

1. Implementation date for FY 2020/21 rates is January 1, 2021, then July in 2021 through 2024.

2. Sewer customers are charged on the basis of their number of assigned Housing Equivalent Units (HEUs). Commercial accounts average 2.4 HEU/Account, according to District records.

3. Proposed volumetric rates after FY 2020/21 are increased by the annual increase in rate revenue shown in the financial plan.

Water Consumption Data used for HVLCS Rates ¹									
Customer Class	Customer Type	Accounts	HEUs	Sum of FY19/20 Annual Consumption (HCF)	Average Monthly Consumption per Account (HCF)	Average Monthly Winter Consumption (HCF)	Average Monthly Winter Consumption per Account (HCF)	Winter to Annual Ratio	Avg. EDUs per Account
Single Family Residential	SFR	1,455	1,444	87,263	5.00	7,177	4.93	98.7%	0.99
Multi-Family Residential	MFR	27	56	4,314	13.31	391	14.48	108.7%	2.07
Commercial	Market	3	11	2,511	69.74	209	69.74	100.0%	3.67
Commercial	Office	4	4	841	17.52	70	17.52	100.0%	1.00
Commercial	Park	4	4	386	8.05	32	8.00	99.4%	1.00
Commercial	Retail	3	15	1,221	33.91	95	31.75	93.6%	4.83
Municipal	Fire District	1	1	77	6.42	6	6.42	100.0%	1.00
Recycled Irrigation	Irrigation	1	0	0	0	6	2.14	#DIV/0!	0.00
Total		1,498	1,535	96,612	154	7,987	155	100.7%	1.02

Customer consumption and customer class from Source files: NBS 2020_JT.xlsx

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

DATE: October 20, 2020

AGENDA ITEM: Discussion and Possible Action: Authorize staff to proceed with contract negotiations with the preferred ESCO

RECOMMENDATIONS: Authorize staff to proceed with contract negotiations with the preferred ESCO.

FINANCIAL IMPACT: None

BACKGROUND:

In the last Board of Directors meeting (9/15/20), staff was directed to execute the Request for Qualifications process (RFQ) to Energy Services Companies (ESCOs) for Resilience-based solutions. On 9/20, the District hosted a virtual Q&A session for potential respondents. Two attendees were present. On 9/30 these same two interested parties, SiteLogIQ and Trane submitted responses (See attached). Upon review of these responses, staff again reached out to SiteLogIQ and Trane for additional clarification on 10/9. After all questions were answered, and the responses were finalized, a scoring sheet was established (See Attached). Both respondents present a very strong case, are local, and are clearly leaders in their industry. The final scores were not far apart. Two of the five categories ultimately became the determining factors: Executive Summary and Specific Applicability to HVLCSD.

Executive Summary: In order to provide an equitable comparison between respondents, it is important for staff to follow a specific set of criteria, as laid out in the RFQ. While neither achieved a perfect score, Trane did score slightly higher.

Specific Applicability to HVLCSD: The District's previous experience with Energy Solutions projects was an AMI project in 2017. An SRF application targeting Green Project Reserve goals was not awarded which was a prerequisite for the project moving forward. The potential energy savings for this project was not competitive with other applicants. Given the size of the District, we are often marginalized when competing with larger agencies, and may not envision AMI as a successful endeavor.

The District is encouraged by the creative nature of Energy Solutions that tap into the somewhat destabilized electrical transmission grid in Northern California. The history-making speed in which the SGIP program was depleted is an indicator of the value the CPUC has placed on electric solutions. This may be the niche where smaller agencies such as the District can "shine". Staff requests authorization to proceed with contract negotiations with Trane.

Modification to recommendation and/or other actions:

I, Dennis White, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on October 20, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board



Hidden Valley Lake Community Services District

Request for Qualifications

Resilience Related Energy Services

Submitted September 30, 2020 by Trane U.S. Inc.



TRANE

TRANE
TECHNOLOGIES



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2. Transmittal Letter

Shall include the legal name of the agency or organization submitting a response, business address, name, title, address (mailing and physical), email address, and telephone number of person(s). The letter shall be signed by a principal or officer authorized to make commitments on behalf of the business.

September 30, 2020

Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartman Road
Hidden Valley Lake, CA 95467

RE: RFQ for Resilience Related Energy Services

Dear Ms. Gordon and Selection Committee:

Trane U.S. Inc. is pleased to submit the enclosed qualifications to Hidden Valley Lake Community Services District for the Resilience RFQ. This proposal will demonstrate that Trane has the technical qualifications, highly experienced local team, and strong backing of a global \$13 billion corporation to fully support your project.

Our goal for a program like this is to **partner** with a customer in order to find the best possible combination of improvement measures to meet their needs. In responding to this RFQ, we are detailing the objective capabilities of our team that demonstrate why Trane is the best choice for Hidden Valley Lake CSD in this journey of discovery.

Our company has been helping customers keep their facilities comfortable and cost-effective since 1913. For decades, we have also been offering comprehensive energy solutions that align with this solicitation. Thank you for your consideration in reviewing our response to this RFQ. We look forward to discussing your needs in detail and being selected as your energy partner for this new initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Wax".

Rob Wax, C.E.M.
Regional Director - Comprehensive Solutions
Trane Pacific Southwest Region
4145 Delmar Road
Rocklin, CA 95677
(480) 286-6974
Rob.Wax@trane.com

A handwritten signature in black ink, appearing to read "Michael S. Day".

Michael S. Day
Advanced Energy Program Development
Trane Technologies
4145 Delmar Road
Rocklin, CA 95677
(916) 660-3464
Michael.day@trane.com



3. Executive Summary

An overview of the entire ESCO process anticipated for use in this project, describing its most important elements. This section should include:

- a) A discussion of the potential project elements to be included in the evaluation phase that show:
 - i) The candidate's understanding of the specific needs of Hidden Valley Lake,*
 - ii) Opportunities available to the District, and*
 - iii) Any anticipated constraints.**
- b) The candidate's scope of services, objectives and intended results of the project.*
- c) When in the process any expenditures are required by the District*
- d) When in the process would the District take on any contractually binding financial obligations*
- e) How the response meets the RFQ requirements and why the candidate is best qualified to perform the required work.*
- f) When the candidate can begin work and difficulties this may present with current or future work.*

Trane appreciates the opportunity to become Hidden Valley Lake Community Services District's energy partner going forward. The name of our Energy Services Contracting (ESCO) group is Trane Comprehensive Solutions, and the name really captures the heart of the Trane approach to solving problems. The basic premise on which we operate is to identify opportunities within the energy realm that allow customers like Hidden Valley Lake to accomplish multiple goals at one time.

An example of this comprehensive philosophy is helpful. For the District, replacement of Tank 9 is a high priority.

A traditional Design-Bid-Build approach would see the District pay engineers to develop plans, contractors to develop bids, and the District to pay for the tank replacement.

A standard ESCO response would look at financing the tank replacement cost, finding cash flow-positive energy bill savings from energy efficiency projects, and applying those savings to help make payments for the new tank.

The Trane Comprehensive Solutions approach goes further. Instead of simply replacing the current 50,000 gallon tank with another tank of the same size, one possibility would be to look at replacing the tank with a much larger one, allowing all associated booster and well pumps to be turned off for four hours or more. While this would obviously increase the resilience of the District's ability to provide water to customers, it would also do much more.

Adding a larger tank has the effect of transforming the District's entire hydraulic system into a form of energy storage that can be sold by the District to electric market counterparties. By being able to monetize the electrical impacts of hydraulic system energy storage, the Trane Comprehensive Solutions approach provides an additional method of paying for projects.

When combined with the energy savings from a traditional energy efficiency approach, the total combined economic benefit of both energy bill savings and new revenue is usually far better for a local government than relying on electric energy savings alone.

A. Understanding Your Needs

Hidden Valley Lake CSD is an interesting and potentially unique location in which to design a Resilience-focused Energy Project. Part of that stems from the nature of the CSD structure itself, being a form of local government but not necessarily possessing all of the tools available to a recognized city or town. Part of this is the unique relationship between the District and the Hidden Valley Lake Homeowner's Association. The interaction between the District and the Association across multiple different areas (division of responsibilities, land ownership, right-of-way issues, etc.) makes designing an optimal project more complex than it would be in a traditional municipal government, but not impossible by any means.

Another way to frame the need to truly understand the needs of the District would be to understand what has not gone right in the past as a potential constraint. For example, a solar PV project that relies entirely upon electric bill savings based on PG&E rates might provide a higher initial return, but would expose the District to risk that those savings could vanish in the future with rate changes. Conversely, a contract where payments are guaranteed over the life of the agreement may pay less, but be more appealing to the District due to past negative experience. Finally, understanding the needs of the District also means understanding both the current financial constraints of the budget and the history of what has happened in the District when rates have been raised.

From a technical perspective, our goal would be to design a self-funding, guaranteed, comprehensive energy project to ensure that the critical functions of the District can continue in operation – even in the case of rolling blackouts, storm-induced power losses, or Public Safety Power Shutoffs. This would entail seeking to provide backup energy storage for the District's wells, water treatment, and booster pumps on the *potable water* side, and lift stations and treatment facility on the *wastewater* side.

Even accounting for the presence of high-value incentive programs such as the Self Generation Incentive Program Equity Resilience Budget (SGIP ERB), it is unlikely that the energy storage measures required to provide increased resilience will be able to fund themselves in an entirely reliable method. This is particularly true given that **the entire SGIP ERB budget for PG&E appears to have been fully subscribed in record time (Effectively closed to new applications as of the week of September 21st 2020), eliminating ERB as a funding source for the foreseeable future.** Therefore, in order to cover the marginal debt service shortfall needed to pay for these resilience measures, Trane would seek to complete additional energy projects. These other energy projects would provide the surplus cash flow to cover the **shortfall of the energy storage installations**, as well as add positive cash flow to your budget.

for any given idea is what defines the most important part of the discovery process in ESCO contracting: coming up with ideas is the easy part, having the specialized team knowledge to figure out which ideas will work is the key to long-term success.

Commented [AG1]: 3a,e

B. Scope of Services, Objectives, and Intended Results

C. Expenditure Requirements

D. Contractually Binding Financial Obligations

Commented [AG2]: Not explained as separate sections as requested.

Trane proposes a full scope of resilience-related Energy Service Contracting work. A general description of the Process, Expenditures, and Binding Obligations on the District is outlined below.

Survey, Analysis, and Evaluation (Preliminary Review)

Trane will complete a comprehensive survey of all resilience, general energy, and potential Capital Improvement projects to understand the broadest possible range of opportunities available to the District. Working closely with District leadership, staff and Board representatives (as appropriate), we will craft a proposal package that meets your needs to increase resilience, while balancing this against the desire to also accomplish Capital Improvement projects. Preferentially, this package also would provide a **guaranteed positive cash flow** to the budget of Hidden Valley Lake CSD.

Commented [AG3]: 3a,b

As is normally part of the ESCO process, this Preliminary Review phase of the project will be completed by Trane on a speculative basis. All costs associated with this phase will be borne by Trane, and the District is under no contractual obligation to proceed. The output of this phase will likely be in two parts: a Preliminary Report and an offer (or offers) to proceed.

Commented [AG4]: 3c

The Preliminary Report will be a formal report to the District of Trane's findings and recommendations. This will include the various technical measures being suggested, the anticipated cost, and the financial impacts. Financial impacts analyzed and listed on a Proforma for a given package typically include estimated energy bill savings, available incentives, avoided Capital Improvement costs, payments from third-party entities, and debt service. A particular emphasis will be placed on choosing program elements where the principal economic benefits can be guaranteed, **reducing future risk to the District.**

Commented [AG5]: 3b

Depending upon the measures being considered and the opinion of the District, it may also prove advantageous to conduct an educational workshop prior to finalization of any package or formal offer being presented to the District. This interactive process would allow general concept ideas to be presented in advance, and direct input to be received prior to the package being finalized. In addition to improving the project scope and aligning it ever closer with the needs and priorities of the District, it also ensures that any potential concerns are addressed in the package prior to the offer being made.



The offer (or offers) to proceed are contractual documents that authorize Trane to enter into the subsequent Detailed Design phase. There may be more than one separate offer if the program elements can best operate on different timelines. For example, consider a situation where detailed design on a major civil works element will take 18 months to complete, but an SGIP ERB application needs to be filed within 2 weeks in order to secure some new funds. In such a case, an initial offer covering only the SGIP ERB portion could be separated from the other portions of the overall program in order to meet required incentive timelines.

Commented [AG6]: 3d

Detailed Design

Should the District elect to proceed to the Detailed Design phase on any given package of measures, Trane will begin the process of finalizing the chosen package. Generally, this involves:

- Completing engineering
- Developing plan sets
- Applying for required permits or easements
- Completing any required studies
- Acquiring subcontractor and material supplier bids
- All other actions needed to get to a final price and agreement

As with the preceding phase, Trane bears all costs during the Detailed Design phase. Depending on the type of measures in a given package, the length of the development cycle, and other package specific considerations, Detailed Design offers typically fall into one of two basic formats: Letter of Commitment or Conditional Contract.

Commented [AG7]: 3c

Under a Letter of Commitment format, Trane would develop the proposed project package at risk and deliver a final offer to the District. Prior to entering into the Detailed Design phase, we would document the measures to be implemented, the estimated first cost, and the resulting anticipated beneficial financial impacts of the project. Should the final project prove to be unable to meet the defined financial performance, the District can terminate the project at no cost or obligation.

Commented [AG8]: (sp) and

If, however, Trane makes a final offer to the District that meets the goals stated at the commencement of Detailed Design, and the District then fails to execute the offered contract, the District would then be liable for a termination fee to defray costs expended by Trane during the Detailed Design phase. The District is only liable for this termination fee in a situation where it has agreed to move forward with a Letter of Commitment, Trane has met the previously agreed to financial target, and the District then fails to proceed with the final contract. Trane will include a maximum not-to-exceed value for the termination fee at the time that it offers the Letter of Commitment to the District.

The second form of agreement that can cover the Detailed Design phase is a Conditional Contract. A Conditional Contract is typically offered on larger and more complex projects that involve significant negotiations with third parties. For example, if a large renewable energy and

energy storage project were financially dependent upon sale of wholesale electric grid impacts to a third party, a Conditional Contract gives Trane the standing needed to enter in to those negotiations.

A Conditional Contract is similar in many ways to a Letter of Commitment. Under a Conditional Contract, the measures are defined in advance, as are first-cost and financial benefits to the District. It is also similar in that **Trane bears all of the financial risk for developing the project**, and the District makes no expenditures. A Conditional Contract is different because it involves several assumptions regarding the ability to secure important agreements such as interconnection rights, land rights, easements, etc. Should these “Conditions Precedent” prove to be an insurmountable or economically prohibitive barrier, Trane can cancel the agreement at no cost to itself or the District.

Commented [AG9]: 3d

Implementation / Construction

Once a final agreement is reached, the project transitions to implementation. Implementation involves mobilization, project management, construction, commissioning, and close out. Depending on the specific measures implemented, there also may be a significant training component for the District’s operations staff. For example, if a SCADA system upgrade at the wastewater treatment plant is included in the project, training on the SCADA system would undoubtedly be part of the project deliverables.

Under the Trane ESCO model, all project functions are funded by the financing package arranged as part of the final offer. Trane would make periodic draws against the arranged finance vehicle as the project reaches certain defined project milestones. With certain relatively rare exceptions, there are no expenditures required by the District during this phase. For very large projects that involve significant District staff time, there also can be reimbursement payments to the District from the finance vehicle, particularly under a Public/Private Partnership.

Commented [AG10]: Specifics?

Post-Installation Operation

The cost to the District and involvement of staff in post-installation maintenance are highly dependent on the specific measures selected and installed, as well as the baseline activities already being undertaken. As an example, a **new anaerobic digester** with gas capture and peaker plant operation would be a new process added to the scope of the staff at the plant, and the additional time would need to be accounted for. **A battery pack at a lift station** could have effectively no additional staff cost to the District, while the rollout of **Advanced Metering Infrastructure** could actually reduce manpower costs and needs.

Additionally, some of the larger potential projects that could prove effective for Hidden Valley Lake may be best structured as a **Public/Private Partnership**, with day-to-day operations being entirely handled by Private Partner staff.



5. Global Statement of Experience and Qualifications

Description of the nature of the respondent's present work and how that could relate to potential measures to adopt in a project with the District. Include evidence of any special licensing or qualifications required to perform the specific measures that may be considered.

History of Trane

For more than a century, Trane has been synonymous with technology that maximizes the comfort and energy efficiency of commercial buildings.

Founded in **1913**, the company quickly expanded from a heating systems manufacturer to an air conditioning pioneer. Trane entered the building automation system market in **1978** and was the first to offer integrated controls for all of its products.

We significantly broadened our HVAC and controls system expertise in **1995** by offering a comprehensive range of energy services. Since then, Trane has implemented thousands of facility upgrade initiatives for clients throughout North America. Actual savings from our performance contracting projects exceed the guaranteed amount more than 99% of the time – and these extra savings flow directly to our customers.

Our engineers, project managers and other professionals are well-versed in all traditional energy and water conservation measures, as well as renewable solutions that can help minimize the impact of unstable fossil fuel prices. In addition to reducing costs, we improve the reliability or expand the capability of your existing infrastructure and building systems.

We can also help optimize energy supply contracts and power generation assets for large organizations. And, we support our customers for life through expert maintenance services and HVAC parts support.

NAESCO Accreditation

Trane earned accreditation as an Energy Services Company (ESCO) in 2004 from the National Association of Energy Services Companies (NAESCO) and has retained accreditation every year since then. NAESCO has determined that Trane provides its customers with demonstrated competency and accepted industry practices proven to deliver successful projects. This is a testament to our core competencies in all energy-related technical and business disciplines.



FACT

Trane is a valued member of OMNIA Partners - Public Sector, the nation's largest and most experienced cooperative purchasing organization.

By taking advantage of this contracting vehicle, you will leverage the purchasing power of over 90,000 public agencies and non-profit organizations.

US DOE Qualified

Trane is a qualified U.S. Department of Energy ESCO. We have managed energy services performance contracting (ESPC) programs for several federal government agencies, including the Department of Energy, Department of State, Navy, Army, Air Force, and the General Services Administration. Trane's Federal ESPC portfolio includes \$641 million in DOE ESPC projects. We are delivering more than \$47 million in annual guaranteed savings – \$882 million in guaranteed savings over the life of all 22 contracts.



Under the scope of these projects, **we have saved the federal government more than 1.9 trillion BTU/year in energy**, with an average reduction of 30.4% from the baseline. Our projects have received multiple awards, including the Federal Energy Management Program Award of the Year and the Presidential Award for Leadership in Federal Energy Management.

Other Industry Participation

Trane is well represented in the majority of professional organizations within the heating, ventilation and air conditioning (HVAC) industry. ASHRAE, BOMA, IFMA and ASME are among the prominent organizations in which Trane maintains a leadership position in promoting and developing quality standards. We are also active participants in the U.S. Green Building Council and the U.S. Environmental Protection Agency's Energy Star program.

Business Intelligence Group Award

The Business Intelligence Group recognized Trane for its sustainability leadership and unique role in mitigating the risks of climate change. Trane earned the organization's **2019 Green Company of the Year** honor in the Manufacturing and Technology category.



Strong Corporate Support

Trane Technologies (NYSE: TT) is a global climate innovator with over \$13 billion in annual revenue. We offer a wide range of products and services known for high-performance efficiency and sustainability. These prominent brands include Thermo King and Trane, and a host of other category-leading brands.

By working together across these business areas and learning from each other, Trane is able to bring fresh thinking to our customers and advance the conversation on sustainability. Together, our impact is magnified.





6. Specific Experience and Qualifications

Discuss your approach to resilience related energy contracting projects in California:

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

A. Management Strategies and Approach

The Trane Comprehensive Solutions Management approach to any energy project can be best characterized by four words: holistic, comprehensive, tailored, and interactive.

Holistic means that we explore the entirety of what a customer is trying to accomplish. For example, instead of simply suggesting battery storage to increase resiliency, we probe to understand if there are opportunities elsewhere within the organization that could provide additional benefits.

Comprehensive is related to holistic, but goes a step further. Why just try to solve one problem when, with a bit more work, you can deliver a solution that solves many problems at the same time?

Tailored in this case means a package of improvement measures developed specifically for a given situation. Too often, ESCOs try to make their own lives easier by attempting to force an “off-the-rack,” prepackaged solution onto a customer, whether the solution fits their needs or not. This does not serve the customer well in the long run.

Interactive describes how all of this occurs. Interaction with the customer’s team is the communication process that gives our analysis and development team an in-depth



- Surveying
- Air quality permitting
- Federal Energy Regulatory Commission approvals

Our approach in each of these areas is to use the right professional in a specific specialty area, whether that is a member of our own highly talented development staff or **our accomplished outside consultants**.

An important point to note is that, while the costs associated with specialty consulting may be considerable – and the project development cycle on a major project can easily be longer than a year – **all required consulting costs are covered by Trane during the development phase**. If the project moves forward, the costs are included in the overall project costs. If the project is deemed infeasible and does not move forward, the risk is entirely on Trane.

D. Contract Structures

Trane Comprehensive Solutions offers a broad range of contract structures and associated finance options. This allows our proposals to be tailored to the needs of each opportunity. A non-exhaustive list of examples includes:

1. **Direct Contract.** Where a customer has available funds, the final energy project package can be contracted for directly, with or without a performance guarantee. Piggyback contracts and cooperative purchasing plans can fall into this category, as well.
2. **No/Low-Interest Loan.** Depending upon the improvement measures selected, various no/low-interest finance products are available. Examples include PG&E On-Bill Finance, US Department of Agriculture Rural Water/Wastewater finance, and California Energy Commission Energy Conservation Assistance Account (ECAA) Loan. These programs have attractive rates, which serves to improve cash flow. Although they usually come with significant constraints in areas such as applicability, availability and size, they can often form an important part of an integrated and optimal package of finance products.
3. **Tax-Exempt Municipal Lease.** Tax-Exempt Municipal Leases take advantage of the benefits of exemption on interest income to offer competitive financial vehicles
4. **Power Purchase Agreement (PPA).** A PPA is an agreement by one party to buy some or all of the output of an energy asset owned by another party. PPA usage in the past was focused on sale of electricity from Solar PV installations to customers, but rate structure changes have made those types of projects much less attractive. PPAs can still be valuable parts of larger Advanced Energy Projects, particularly when combined with energy storage.
5. **Public-Private Partnership.** A P3 is a contract structure that involves both public and private party investment in the same project. **Public sector clients cannot make use of**



F. Training and Maintenance

Staff Training

Several Training Options

Trane offers a variety of training programs to choose from, and are closely tied to the specific measures selected for construction. These can be conducted at your location, at a nearby Trane office, at our national training centers, or through training manuals. We can include any combination of these resources, depending on your preference. This project includes on-site training; the other training options below are available for an additional cost.

Select the Training Method That Works for You



On-Site Training
(your facilities)



Office Training
(Trane local office)



Trane University
(factory training)



Air Conditioning
Clinics *(manuals)*

Our course instructors have strong controls and HVAC service backgrounds. They draw on the expertise of Trane applications engineers, product engineers, technical support engineers and product development teams to provide the best training possible.

On-Site Training: This training is designed around applications specific to your facilities.

Office Training: Trane has the ability to customize training for your employees at our offices. This includes the material covered in our Trane University

Trane University: If HVAC equipment is part of the package, Trane University offers Building Systems and Controls training in St. Paul, MN and Technical Service training in La Crosse, WI may be part of the training program.



Trane University is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU



Operating, Capital or Municipal Leases

Tax Exempt Lease Purchase (TELP) is a standard form of financing for public entities and likely the most effective way of financing for tax-exempt entities. The funds for the project implementation come from a third-party financial institution that will pay Trane to implement the scope of the developed project. The client will then make monthly debt service payments back to the financial institution over the contracted term.

This form of financing generally offers the lowest interest rate due to the public entity's tax-exempt status:

- Most common lease arrangement by state and local government agencies
- Allows a public organization to pay for energy upgrades by using money that is already set aside in its annual utility budget
- This type of financing makes it possible for public sector agencies to draw on dollars to be saved in future utility bills to pay for new, energy-efficient equipment and related services today
- Annual construction loan payments should never exceed annual guaranteed savings
- Construction financing to be provided by the ESCO/Finance Partner with minimal effort on your part
- You will authorize the payment draws to the ESCO
- Presumes that the public sector organization will own the assets after the lease term expires.
- Interest rates are appreciably lower than those on a taxable commercial lease-purchase agreement because the interest paid is exempt from federal income tax for public sector organizations
- The financing terms for lease-purchase agreements are typically 5-20 years

Reallocation of Capital Improvement Budgets

It is sometimes advantageous to use a finance vehicle developed for a large energy project to pull through a separate but desired Capital Improvement project. Large energy projects often have more attractive terms than can be gained for small capital improvement initiatives. This type of financing allows you to leverage the cash flow and available funding from an Advanced Energy project for greater long-term benefit to your organization.

Power Purchase Agreement (PPA)

A PPA is typically used for renewable technologies or energy-generating infrastructure. This structure is generally considered off-balance sheet and is not debt for the end user. In this structure, Trane would install the renewable, micro-grid, or energy-generating assets and create a long-term contract with the public agency to purchase the power generated by the



H. Knowledge of Working with Local Agency Projects

Trane Comprehensive Solutions has a long history of working with local agency sponsored projects or programs that share many of the same characteristics. From 2006-2019, Trane operated Energy Efficiency and Energy Storage programs on behalf of Investor Owned Utilities like PG&E and Southern California Edison.

Trane regularly interacts with the Community Choice Aggregators that are rapidly changing the electric markets in California. These new market participants open numerous opportunities to sell the grid impacts of Advanced Energy Projects.

Trane has also had a long and fruitful relationship with the RCRC (Representatives of California's Rural Counties) organization. This organization not only provides support for California's rural communities, but can also provide a key component of any finance package.

Finally, Trane has been selected through a competitive selection process to be a provider to the OMNIA Partners local government cooperative (formerly US Communities).

Overall, Trane's knowledge of and participation in various different local agency projects and programs is yet another way of finding opportunities to optimize a solution for our customers.



L. Trane Version of the ESCO process

Because energy performance contracting projects have a high degree of complexity, we have developed a streamlined process that encourages customer collaboration at every stage – thereby avoiding surprises down the road. **Together, we will make decisions regarding all improvement measures**, how they will be financed, which products and systems will be implemented, and how the results will be measured and reported for the duration of the contract.

The table below illustrates Trane’s step-by-step approach to developing, implementing and supporting a performance contracting program:

Performance Contracting Services



Preliminary Audit

The Preliminary Audit will give our engineers a good indication of the potential for facility improvements and the savings they are likely to generate. These will be subjected to greater scrutiny in the Investment Grade Audit phase.



Investment Grade Audit

Once a potential list of improvements is identified, a more detailed audit – called an Investment Grade Audit – will determine which measures best fit the project’s financial payback criteria, and which ones should be postponed for future consideration.



Selection of Energy Conservation Measures (ECMs)

Our engineers have a wealth of experience designing and developing energy and water conservation measures, renewable energy and other technologies, IT infrastructure, fleet management and many others. Together, we will select the ECMs that meet your financial and operational criteria.



Project Financing

Trane works with strong lenders who understand performance contracting and can obtain the lowest interest rates and most advantageous loan terms. We can help customers secure grants, rebates and other forms of alternative funding for major energy projects.



Installation of ECMs

You will approve all new equipment, systems and subcontractors long before we mobilize our construction team. We are very experienced in making sure that our installation activities have minimal impact on your day-to-day operations.



Training Your Staff

As soon as the final improvement measures are selected, we begin working with your operations management team to structure a training program that will allow your staff to effectively operate the new equipment. We also offer skills enhancement training in other areas, if desired.



Commissioning of Systems and Equipment

Together, we will develop a commissioning plan that will ensure all new systems and equipment are performing as designed. Trane can utilize an in-house or a third-party commissioning agent.



Turnover to Owner

Once the commissioning process is completed to your satisfaction, Trane receives a signed certification of completion. Our team will then deliver Operations and Maintenance manuals for the new systems and equipment.



Measuring the Project's Results

After making a large investment in a wide range of facility improvements, you will want assurance that they are delivering the expected savings. Our measurement and verification (M&V) process is transparent and agreed upon during the ECM development phase.



Reporting the Actual Savings

Our engineers take periodic measurements of the equipment performance and issue quarterly reports, comparing the actual savings to the guaranteed amount. These figures are reconciled annually. Any excess savings are yours to keep. If actual savings fall short of the guarantee for that year, we will write a check for the difference or provide equivalent services or products.



Maintenance of Equipment



Regular maintenance must be provided on new equipment as long as the performance guarantee is in place. This service can be provided by your staff, by Trane or by a third-party firm. Trane offers one of the HVAC industry's largest and most experienced force of service technicians, who know how to optimize the performance of facility equipment from most manufacturers.

Additional Support



Our local offices are fully staffed to provide ongoing support for additional HVAC, building automation and control systems, as well as parts and other services that you identify. We are also able to provide a wide range of energy and operational consulting services.

M. Two California ESCO Public Sector Contracts

Please see the following pages for two sample contracts – one with a California municipality and one with a California school district. Customer-sensitive information and costs have been redacted from the contracts, per our confidentiality agreements with these customers.



CA Contractor's License: #1054171
CA Contractor's License: #646794

REQUEST FOR QUALIFICATIONS – Resilience RFQ

Hidden Valley Lake Community Services District



PROPOSAL

sitealogiq.com

1604 Airport Boulevard
Santa Rosa, California 95403

September 30th, 2020

John J. Burdette III, CEM, CDSM, LEED AP
Mobile: 530.368.7886
Email: john.burdette@sitealogiq.com






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This proposal, in whole or in part, is to be used only for evaluation purposes. If the proposer is accepted and a contract entered into then, to the extent, federal or state law requires disclosure, advance notice to SiteLogIQ is requested with the right to oppose or seek to narrow the disclosure. The data is subject to this restriction is contained in all sheets marked, "Use or disclosure of data contained on this sheet is subject to restriction on the title page of this proposal or quotation."

SiteLogIQ is not a municipal financial advisor and cannot give advice with respect to municipal securities or municipal financial products. This information is provided for educational purposes about the possible financing options and is not the provision of advice, or a recommendation to pursue, any financing option. Consult with your municipal financial advisor or financial advisor about the financing option appropriate for your situation.

SiteLogIQ can provide information to your municipal financial advisor about the hypothetical assumptions and educational scenarios used in these materials.

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Executive Summary

SitelogIQ is very excited about the opportunity to work with the Hidden Valley Lake Community Services District. SitelogIQ meets and exceeds the Minimum Qualifications as set forth in the RFQ. As you will see in our response, we are very experienced in Energy Conservation and Resilience Projects. We have implemented hundreds of Energy Performance Contracts throughout the State of California and across the country. With PG&E Public Safety Power Shut Off (PSPS) Events becoming the new normal and wild fires threatening our communities, many of our clients have requested that we add resilience solutions to our **self-funding energy programs** that we are developing for them.



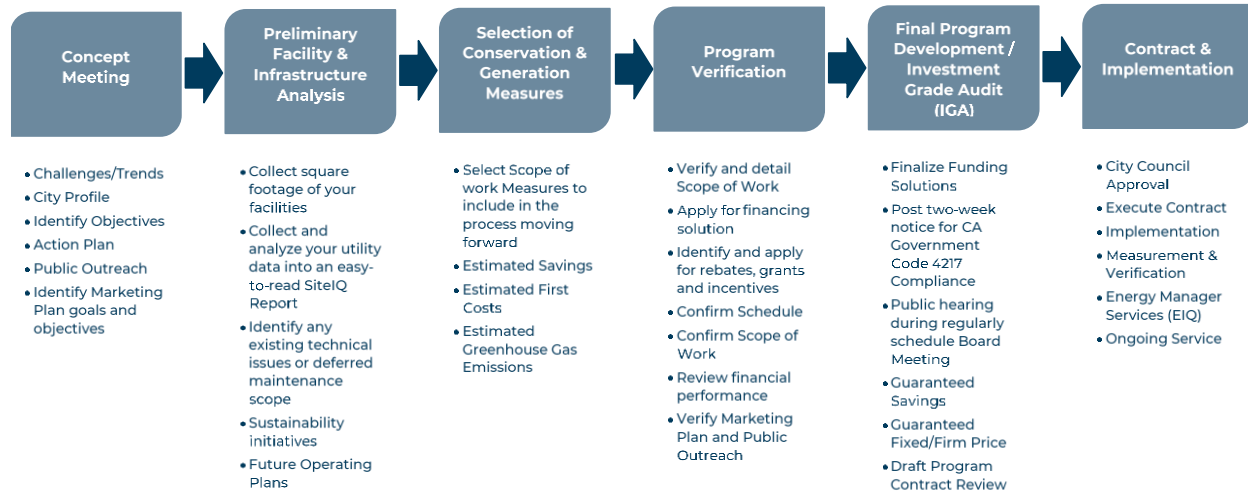
After attending the Non-Mandatory call for this project, it seemed that many of the typical measures that we are doing for our other district clients would also apply to yours. As you will see in our Preliminary Analysis section to follow, we will review all the Energy Efficiency (EE) measures first to reduce your district's energy consumption, then we will evaluate Demand Response (DR) measures to shift, curtail or store energy, then we will size the generation and storage systems last to ensure the highest Return on Investment for your district. Most of the systems that I heard on the telephone are very typical for a district your size. We will look specifically at your Water and Wastewater Treatment Facilities and systems including but not limited to your lift stations, your ground water wells and distribution systems. **We also think there is a huge opportunity in upgrading your water meters throughout the district to an AMR or AMI system.** This will help your district reduce water loss and bypass, reduce your operating costs as well as increase revenues. There are also significant funding opportunities for these types of systems to help reduce first cost. One other statement caught my attention with respect to the elevation of your water storage tanks. **There may be an opportunity for pumped hydro systems here.** These types of systems pump and store water when electricity is in low demand and low cost. The district can then run the water back down via gravity to run a pressure reducing turbine and generate electricity. Depending on the pressures we can get, we might also be able to pressurize the fire suppression systems in your district, so they do not rely on power in the event of a wildfire. I personally used to run the Permanent Load Shifting (PLS) Program for PG&E years ago and am very experienced with these types of solutions.



The following is SitelogIQ's general approach to projects and anticipated approach under this program. We believe in having the customer involved at every step. Our Quality Control and Assurance Approach is adhered to at each stage to ensure high quality projects are installed to our client's satisfaction and to ensure guarantees are met. Our company has the resources and desire to start work at the district's earliest convenience.



OUR PROVEN FACILITY SOLUTIONS (FS) PROGRAM



Concept Meeting

The first step is to meet with the District to understand the District’s Vision and learn what challenges, the City is facing. We would want to meet with individual board members, the General Manager, the Finance Director and stakeholder in the community, if desired, to help identify a program that would meet the needs and goals of your District. In this meeting we will identify the marketing plan and community outreach goals and objectives.

Preliminary Analysis

The next step would be to conduct a Preliminary Analysis to obtain and review the most recent two to three years utility charges history (electric, natural gas, propane, diesel [if any] and water use). SitelogIQ will perform Energy Utilization Analysis (EUA) that will reveal utility rates structures, energy consumption trends and correlations with weather (heating and cooling degree days for the given geographical location), and other cyclical operational factors. We make this process easier for our clients than our competition because we have a program that allows us access to your energy data, with the District’s permission, to download the data directly from the utilities. We try to make the data collection process as easy and burden free as possible for your District’s Staff. We will also engage with your utility representatives early in the process to ensure that we follow early rules and regulations to secure all rebates and incentives that are offered.

The scope of this Preliminary Assessment includes the following:

- Utility Bill & Meter Audit
- Water Meters
- Well Pump Controls
- Well Pump VFD’s
- Irrigation
- Water Conservation in District owned facilities
- Solar Heating
- Backup Generators

- Interior & Exterior Lighting
- HVAC Systems
- Solar & Battery Storage
- Street Lighting
- Traffic Control Lighting
- Micro Grid
- Pumped Hydro
- Smart District Controls
- Aeration
- Digester Gas

Common Energy / Water Conservation, Demand Response, Generation and Greenhouse Gas Reduction Measures for California Special Districts that SitelogIQ has extensive experience with.

<p>Facility & Infrastructure Controls System (BAS)</p> <ul style="list-style-type: none"> • Energy Dashboards with Analytics • New Building Controls Systems • Integrating Existing Controls Systems • Occupancy Control Systems • Control System Maintenance • Measurement & Verification Systems 	<p>Energy Education & Training</p> <ul style="list-style-type: none"> • Conservation Curriculum • Dedicated On-Site Resources • Energy Policy Development • Climate Action Planning (CAP) • Energy Kiosks • Energy Management Services 	<p>Building Envelope</p> <ul style="list-style-type: none"> • Window Replacements / Upgrades • Door Systems • Cool Roof Systems • Wall Insulations • Weather Stripping 	<p>Renewable & Non-Renewable Energy Generation & Storage</p> <ul style="list-style-type: none"> • Landfill Gas Capture • Solar Photovoltaic • Solar Thermal • Battery Storage • EV Charging Stations • Biogas Cogeneration • Geothermal • Wind Turbines • Pumped Hydro Solutions
<p>Lighting Systems</p> <ul style="list-style-type: none"> • Daylight Harvesting • Street Lighting • Traffic Lighting • Interior & Exterior Lighting Retrofits • Occupancy Sensors • Exit Sign LED Retrofits • Dimming Systems • Bi-Level Switching • Lighting Maintenance Services 	<p>Water / Wastewater Management</p> <ul style="list-style-type: none"> • Pumping Optimization • Irrigation Controls & Retrofit • Weather Based Irrigation Systems • AMR - Automated Meter Reading • AMI - Advanced Meter Infrastructure • Wastewater Treatment Upgrades • Waste Water Treatment Maintenance 	<p>HVAC Systems</p> <ul style="list-style-type: none"> • Central Utility Plants • Central Plant Optimization • HVAC Equipment Replacements • Variable Speed HVAC Controllers • Demand Control Ventilation • Piping System Retrofits • Air Handling System Retrofits • Waterside Economizers • Water Treatment Systems • HVAC System Maintenance 	<p>Other Systems & Services</p> <ul style="list-style-type: none"> • Smart City Technologies • Fire Alarm Systems • CCTV Security Systems • Intrusion Security Systems • Oil Recycling Programs • Computer Power Management • High Efficiency PC's • Vending Machine Controls • Power Factor Correction • Program & Construction Management • Master Planning

COVID-19 ENGINEERD INFECTION PROTECTION (EIP)

Our team also includes professionals to help integrate EIP solutions into our Energy Conservation, Generation and Storage programs. We have identified key technologies that can be integrated into your facilities and infrastructure to help combat and mitigate the spread of COVID-19 and other harmful viruses, bacteria, molds and pathogens.



Our Pathogen Mitigation Solutions

Areas we are now prepared to help you triage now:

- Humidification
- Filtration
- Ionization of Air
- Ultraviolet Germicidal
- Irradiation (UVGI) in HVAC Units
- UVGI in Upper Air Zones



These systems are relatively inexpensive to install, offer energy savings, and destroy airborne COVID-19! Who wouldn't want one of these installed where they work every day!

Review of Preliminary Analysis

Our team will come back to the District to review the findings developed by our team. Our team may identify a long menu of options for the District's review and consideration. We suggest that the District create a Special Committee, if one hasn't already been created, with a couple of board members, staff and maybe community members if desired. We will select the Energy Conservation Measures (ECM's), Demand Response Measures (DRM), Renewable Energy Generation (REG) and Energy Storage Measures (ESM's) that the District would like to move forward with in the Investment Grade Audit (IGA). The Preliminary Analysis will provide a detailed picture of your District's overall energy use, budget pricing for each measure with estimated savings and return on investment. During our workshop we will jointly determine the course of action that best meets the financial and performance goals for your District.

SitelogIQ is very familiar with the District's facilities and infrastructure. With the limited information that we have, we have identified millions of dollars of savings to be gained through strategic investments projects such as solar, battery storage, HVAC replacements, building envelope measures, sidewalk lighting and palm tree lighting, as well as lighting for the District Board chambers. We are very flexible with our solar designs and we have provided some concept solar designs for the District's review and consideration below.

Program Verification

Once the conservation measures have been selected by the District, our team will determine the final scope of work, pricing and funding structure. This may include detailed engineering, energy modeling, the creation of construction documents, financial cash flow projections, and a Guaranteed Lump Sum Fixed Price with NO Change Orders for the District.

We would then come back to the District and conduct a final workshop to review and approve our program offering. If changes need to be made, we make those changes and address any questions or concerns before going live onstage in front of the District Board. We would also verify the Marketing Plan and Public Outreach Plan at this time.

Community Outreach Programs

SitelogIQ will provide a host of communications and public relations support to promote community awareness, engagement and recognition of the District's strides toward sustainability. Our experienced national marketing team will be at the disposal of the District to help develop a compelling marketing program through various media types including but not limited to AP press releases, local news, short video production, handouts and flyers, attending District events, District Board meetings, and various public forums.

Final Program Development / Investment Grade Audit (IGA)

Once we have the scope of work clearly defined, we will finalize the program development by applying for the custom-tailored funding solution, apply for all rebates grants and incentives, work through our contract terms and conditions with the District's Attorney, post the two-week public notice as required by California Government Code 4217, and put the approval on the District Board Agenda during a regularly scheduled board meeting including a public hearing before asking the District's Board to pass a resolution approving the proposed Energy Savings Performance Contract (ESPC) or Guaranteed Energy Services Agreement (ESA).

This is where the financial obligation would be presented to the District based on the measures that were selected. SitelogIQ offers the most competitive design build and project development fees in the industry and we are typically less than 2% of total project cost!



Contract & Implementation

After the District's Board passes a resolution, the District can sign our contract and move forward with the project implementation. We will review the project schedule with your team to ensure we are all on the same page before moving forward. Our team will develop submittal packages for the District's review and approval before any equipment and materials are ordered to prevent errors. Our Program, Project and Construction Managers will oversee the implementation process to ensure that we minimize any disruptions to your District's normal operation.

Our team will work with all permitting agencies to ensure code compliance with our installations, work with the utility companies to prove that the conservation measures have been installed and are working as proposed.

Training of Site Personnel

After ECMs are installed and accepted, with commissioning complete (or as deemed necessary and/or practical throughout the commissioning process), SitealogIQ will provide O&M manuals to owner and relevant building personnel.

SitealogIQ will then coordinate staff training to ensure sustainability and optimal operation of the commissioned system. SitealogIQ's professional training staff, in conjunction with equipment manufacturer's personnel, as appropriate, will train all applicable employees in the operation, troubleshooting, and maintenance of each ECM. The training will include on-site instruction and practical application phases. On-site instruction will go into drawings of the systems and provide a background prior to dealing with the actual application. The practical application phase will include going to one or more locations in the facilities where the equipment under study is installed and giving hands-on training in the various modes of its operation. Maintenance manuals, as-built drawings, visual aids, and other training documents that will be customized for the specific ECM training will be provided. SitealogIQ will also ensure that it is being operated and maintained properly.

SitealogIQ will follow up regularly (as determined and agreed upon within Final Commissioning Report with subsequent training sessions) to allow building personnel to familiarize themselves with the equipment and gain a deeper understanding of the system. This will ensure that energy savings expectations are met without compromise of the occupant comfort and working efficiency.

Ongoing Training

Development of an ongoing maintenance and training plan will be approached as a joint venture in conjunction with building staff to ensure maximum clarity and transfer of best practices and system operation experience. Before implementing the plan, SitealogIQ will ask the owner or building manager to assess the skills of the maintenance staff in the various job disciplines. This will ensure that a plan is carefully and effectively constructed such that the skills of each of the maintenance staff is being used properly with respect to the operation of the commissioned system. Based on this evaluation, SitealogIQ and the building owner will formulate a long-term training program that best suits the needs of each staff member. The training may be a combination of on the job training at each respective location, as well as formal, off-site classroom instruction depending on the assigned role and skills of the staff member. Annual meetings will be held with District staff to review current systems, discuss and solve any pending issues and discuss future technological advances.

Closeout Report

Along with annual performance reports, SitelgoIQ will provide the District with a final report comparing baseline totals with guaranteed totals to show the project’s impact. The District will also have the real time, Energy Management System (EIQ Dashboard), as illustrated on page 30 in this response to verify performance real time. There is a hyperlink that will take you to the live version of the City of Thousand Oaks EIQ Dashboard.

Post Implementation Services

SitelogIQ offers custom-tailored service plans based on the District’s needs from full-comprehensive preventative maintenance service plans to minimal service plans that rely on your internal staff to do most of the heavy lifting. SitelogIQ will also provide energy management services to ensure the District realizes the proposed savings. A custom-tailored Dashboard will be provided to the District. This dashboard is used to transform the complex nature of Energy Management into a simple, easy to use graphical interface that can be shared with key staff, the District Board, community members and stakeholders.



Minimum Qualifications

SitelogIQ Company History

SitelogIQ is owned by AEA Investors LP (“AEA”). AEA Investors LP, founded in 1968, is a pioneer in the private equity industry with an unparalleled global network of investors, business leaders and sector-focused industry professionals. AEA has over \$15 billion of assets under management in funds investing equity and debt in private middle market companies. Our business model has become so popular, we are now the largest privately held Energy Services Company (ESCO) in North America and have recently rebranded to SitelogIQ, pronounced (Site-Logic). We are one of the few remaining American-owned ESCO’s. We have over 600 employees with over half of them located here in California. We are growing at an extreme growth rate due to our unique business model which you will learn about more throughout this response. **We have over \$600 million per year in annual revenue, have zero debt, and have never fell short on any of our Guaranteed Energy Savings Performance Contracts.** (www.sitelgoiq.com)

SitelogIQ started off over 30 years ago as an HVAC Service Company and over the years has evolved into a nationwide, comprehensive energy solutions company! Due to the unique evolution of our company, we are now considered “**disrupters**” of the industry. Netflix changed the way people receive and watch television while saving the customer money. Amazon changed the way people purchase products through retail distribution while saving the customer money. SitelogIQ has also changed the way Comprehensive Energy Conservation, Renewable Energy Generation and Storage Programs are procured and implemented here in the State of California and across the entire nation. How you may ask? We **self-perform** most of the work with our in-house labor force, from Project Development, Program Finance Solutions, Engineering, Construction Management, Installation, Commissioning, and Post Construction Services, such as Preventative Maintenance, Staff Training, Community Outreach and Measurement & Verification. We eliminate the middlemen that our competition must hire for construction, resulting in a lower cost, better quality control and quicker speed to implementation to our clients for the same scope of work.

SitelogIQ is typically 15%-40% less cost than our competition who must subcontract most of the trades, therefore adding another level of overhead and profit to their pricing structure making them more expensive!

SitelogIQ has constructed over \$5 billion in infrastructure solutions at over 11,000 customer sites. Our integrated energy efficiency and renewable energy projects have saved customers over \$1 billion in energy and operational costs and continue saving money today. In the previous five years alone, SitelogIQ has audited, designed, engineered and implemented over \$842 million in energy conservation and energy generation projects.



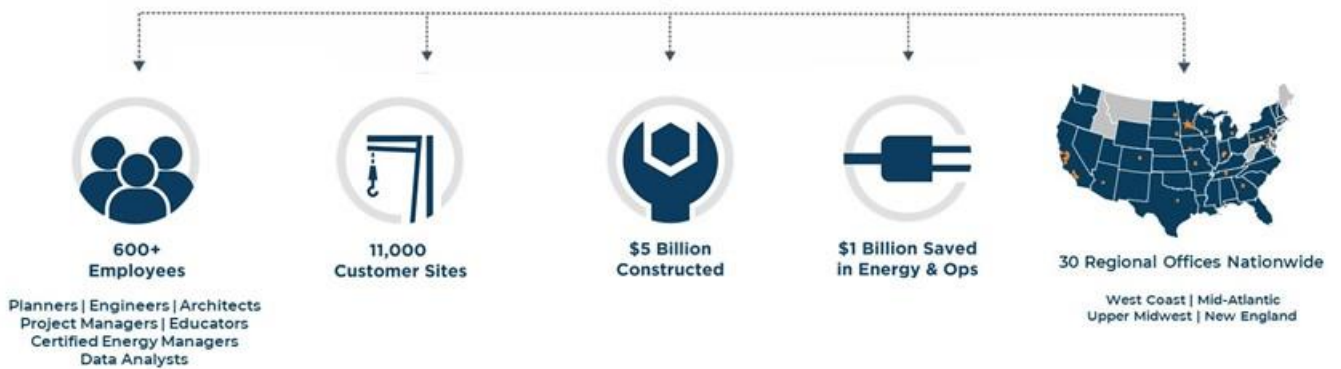


Our Mission

SitelogIQ is dedicated to delivering comprehensive facility solutions that support resiliency, future proofing, energy savings, operating efficiency and sustainability goals of our clients. While doing so, we also create healthy, comfortable, **safe environments** that promote productivity, reduced operating expenses, reduced carbon footprints, increased output and improved experiences. In these unprecedented times, we are integrating systems in our solutions recommendations that kill COVID-19 and help mitigate the risk our clients face when planning to reopen.

SitelogIQ has thirty (30) offices nationwide including ten (10) offices in California located strategically in the cities of Los Angeles, Ontario, Lake Forest, Temecula, Sacramento, **Santa Rosa**, Livermore, Los Gatos, San Luis Obispo and Fresno. We also have local representatives in **Ontario** that live only minutes from the Hidden Valley Lake Community Services District and can respond at a moment's notice to the District's needs. **John Burdette** is the Director of the State & Local Government Division for SitelogIQ and will provide his undivided attention to developing your program.

Delivering world-class energy and infrastructure solutions
for local governments and special districts



OUR CALIFORNIA PRESENCE

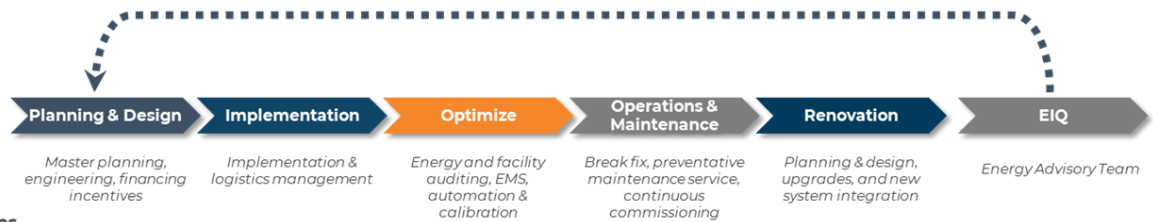


1. Our largest client base is in CA
2. Ten (10) offices in the state
3. Staffed by nearly 350 energy professionals, engineers and highly trained installation and service technicians



Site logiq has more service personnel in the State of California than all other Energy Services Companies (ESCO's) Combined!

SitelogIQ has more in-house, local resources than any of our competitors, streamlining the process and reducing costs for our customers. Many companies claim to have the most in-house resources, however, with our highly trained and skilled labor force, **no other company can beat our costs for the same scope of work.**



Provider Capabilities

	✓	✓	✓	✓	✓	✓
Traditional Providers						
Architects/ Engineers	✓					✓
Construction Managers		✓				✓
Energy Services Companies			✓			
Controls Companies			✓			
Maintenance Companies				✓		

SitelogIQ has two contractors’ licenses as we continue to integrate into one company. Our Lighting Division operates under License #1054171 and our Facility Solutions Division operates under License #646794. In order to provide the in-house labor advantage, we must hold a variety of specialty licenses as well as a valid General Engineering “A” and General Contracting “B” License. We hold the following, active, California State Contractors Licenses:

CA State License #646794	B, C-4, C-20, C-36, C-38, C-43
CA State License #1054171	A, B and C-10
Federal Tax ID:	68-0262819
Department of industrial Relations (DIR):	1000000166

SitelogIQ Government Solutions, LLC, a wholly owned SitelogIQ Company, is a United States Department of Energy (DOE) Qualified and Listed Energy Services Company (ESCO).



DEPARTMENT OF ENERGY'S QUALIFIED LIST OF
ENERGY SERVICE COMPANIES

SitelogIQ Government Solutions, LLC	Bob Griffin General Manager, Government Solutions	800 LaSalle Avenue Suite 1200 Minneapolis, MN 55402	P: 888-819-0041 F: 206-309-0853	E-mail: Bobbie.griffin@sitelogiq.com Website: www.sitelogiq.com
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SitelogIQ is also Certified with the National Association of Energy Services Companies (NAESCO)



SitelogIQ is a NAESCO Certified Energy Services Company also referred to as an ESCO. Confirmation of these credentials can be found on the NAESCO website on the link provided below.

Accredited Energy Service Companies (ESCO)

[SitelogIQ](#)

<https://www.naesco.org/accredited-companies>

Additional Associations & Recognition

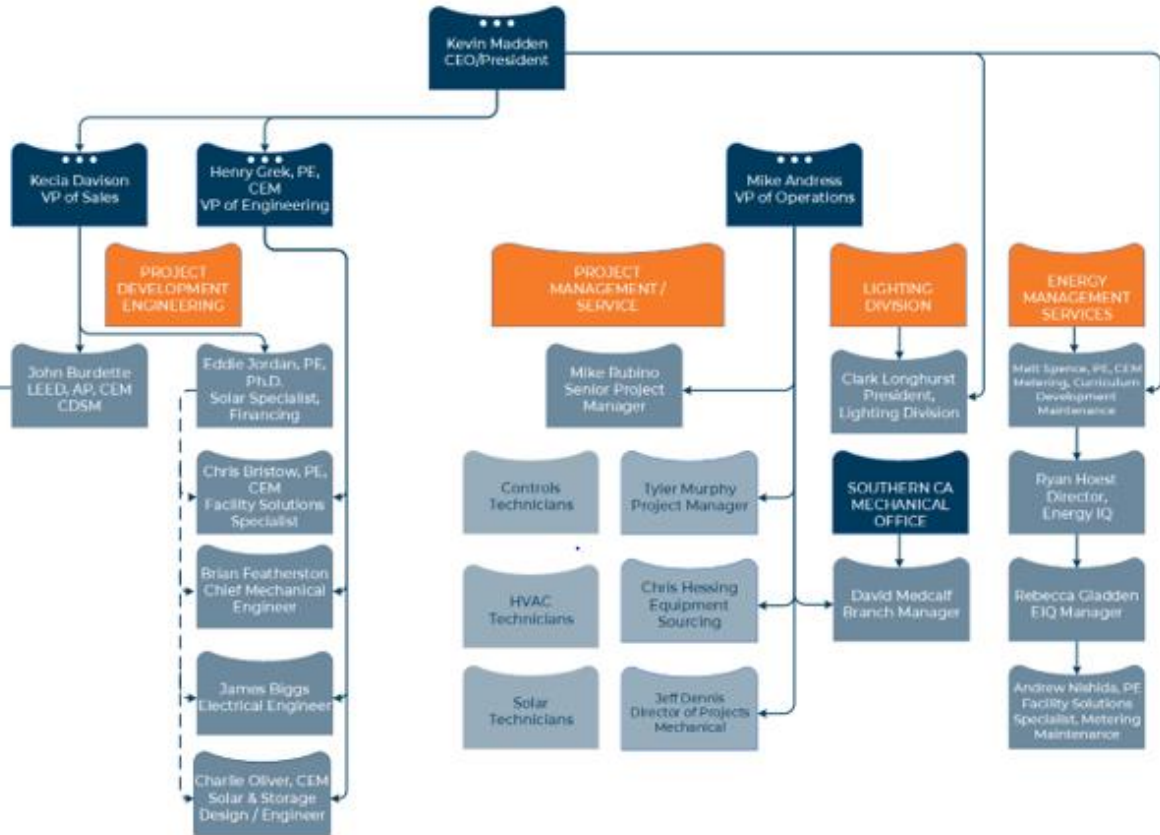
- National Association of Energy Services Company (NAESCO) Accreditation and Member of the Board of Directors
- California Energy Commission / California Department of Education Proposition 39 Energy Conservation Services – Extensive Experience with over 200 School District projects throughout California from 2013 – present.
- Southern California Edison Outstanding Achievement Award
- Mechanical Service Contractors of America (MSCA) – SitelogIQ was the first Contractor in California to receive the MSCA Green Star Certification
- Certificate of Commendation presented by Dianne Feinstein – Energy Star Partner of the Year
- California Society for Healthcare Engineers (CSHE)
- League of California Cities – Platinum Partner Award
- Controls Certification: Distech and Tridium Niagara
- Safety recognition from the Northern California Mechanical Contractors Association for the Safety Excellence Award as the "Lowest Recordable Incident Rate", the "Zero Injury Award" from SMACNA, the "Risk Control Award of Merit", "Outstanding Achievement in Safety"

Partial California Client List with Public Energy Projects in BOLD

City of Parlier	Dinuba USD	Little Shasta Elementary	Robert Half International
City of Thousand Oaks	Dover Elementary	Lockheed Martin	Rocklin USD
City of Roseville	Dr Leads Dentistry	Longo Toyota	Roseville City School District
County of Amador	Durham USD	Los Banos USD	Round Valley USD
Biola Community Services District	Edison Middle School	Lucerne Elementary	Sacramento Double Tree by Hilton
City of Ontario	Electrolux	Madera USD	Saint Joseph Academy
City of Lincoln	Empire Union Elementary	Manteca USD	San Bruno USD
City of Anaheim	Enterprise Rent-A-Car	Maricopa USD	San Diego Zoo
Zone 7 Water Agency	Equity Residential Properties	Marin County High School	San Lorenzo USD
CSU - Sacramento	Escondido Christian	Mariposa County USD	Santa Rosa Junior College
City of Santa Ana	Essex Management Corp	Menifee Union School District	Santa Sophia School
CSU – Dominguez Hills	Exeter USD	Middletown USD	Scripps Health
Arizona Tile	FedEx	Mojave USD	Seiad Elementary
Atlantic Power Corp	Footills Christian High School	Monson-Sultana School District	Selma USD
Bayfair Center Mall	Forks of Salmon Elementary	Morgan Hill USD	Sharp Community Medical Group
Bellemeine College Prep	Frito-Lay	Morgan Hill, Charter School of	Sierra Charter
Berkshire Properties	General Atomics	Mountain Empire USD	Sierra Montessori Academy
Big Creek Elementary	General Mills	Mt. Shasta Union Elementary	Sierra Pacific Properties
Bishop O'Dowd High School	Gonzales USD	Nanosys Inc.	Siskiyou County Office of Education
Bonsall Elementary	Goodyear	Newman Crows Landing USD	Sperry Commercial
Brawley Union High School District	Grain Craft, Inc.	Newport Beach Lexus	St Joseph High School
Bridge Property Management	Greystar	North San Diego Association of Realtors	Steelwave, LLC
Bright Power	Gridley USD	Oak Manor Elementary	Sunstone Hotel Investors
Buttonwillow Elementary	Griffis Residential	Oakland Airport Hilton	Sutter Home
Calvin Christian School	Happy Camp Elementary	Oakley Union Elementary	Terra Bella Union School District
Camden Development, Inc.	Hilton Arden West	O'Neil Data	Tipton Elementary
Campbell Union High School District	Hitachi	Onni Properties LLC	Trader Joe's
Canon USA	Hunter Industries	Orangewood Elementary	Trane Corporation
CBRE	Hyatt Aventine	Pajaro USD	Traver Joint Elementary
Central Union Elementary	Imperial USD	Palm Springs Marriott	UCSF Neurosciences Institute
Chatom Elementary	ING	Panama Buena Vista USD	Under Armour
CHEP USA	Irvine Company	Paperwork Industries	University of Phoenix
Chino Hills Ford	John Swett USD	Patterson Joint USD	Upper Lake Elementary
Chowchilla High School District	Jones Lang LaSalle	Pell Development	Upper Lake High School District
Christ Lutheran Elementary	Kearney Mesa Acura	Penn Valley Union Elementary	Walmart Stores, Inc.
Coast USD	Keys to Learning Charter	Penske Automotive	Weed Elementary
Coleman University	Keyes Union Elementary	Pepsi Bottling Group	Weed Union School District
Commonwealth Audi	Kings Hawaiian	Pleasant Ridge Elementary	West Covina USD
Corning Union School District	Kings River Union Elementary	Pleasant View Elementary	Western National Group
Coronado USD	Kingsburg Elementary Charter School District	Pottery Barn	Westin Company, The
Cortland Partners	KIPP College Prep	Poway USD	Wheatland School District
Cotati-Rohnert Park USD	Kit Carson Union School District	Quaker Oats	White Cap Supply
Cott Bottling	Klamath River School District	R&V Management Corp.	Williams USD
Cottonwood Charter	Lammersville USD	Raintree Partners	Willits USD
Cutler-Orosi Joint USD	Lamont Elementary	Redding School District	Willows USD
Cuyama Joint USD	Laney College	Reef Sunset USD	Wilson's Creek Winery
Del Mar Pines	Lewis Apartment Communities	Rialto USD	Windsor Property Management
Del Monte	Lexus Escondido	Richfield Elementary	Wolff Company
Delano Elementary	Liberty Union High School District	River Delta USD	Yreka Union High School District
Delhi USD	Lincoln Property Company	Riverbank USD & Language Academy	

GLOBAL STATEMENT OF EXPERIENCE & QUALIFICATIONS

Hidden Valley Lake Community Services District Project Team	
Kevin Madden	CEO/President
PROJECT DEVELOPMENT ENGINEERING	
Kecia Davison	Vice President of Sales
John Burdette, LEED, AP, CEM, CDSM	Director of State & Local Government
Eddie Jordan, P.E., Ph.D.	Solar Specialist, Financing
Henry Grek, P.E., CEM, CDSM	Vice President of Engineering
Chris Bristow, P.E., CEM	Facility Solutions Specialist
Brian Featherston, P.E.	Chief Mechanical Engineer
James Biggs	Electrical Engineer
Charlie Oliver, LEED AP, CEM	Solar & Storage Design/Engineer
MECHANICAL & SERVICE	
Mike Andress, LEED	Vice President of Operations
Mike Rubino	Senior Project Manager
Tyler Murphy	Project Manager
Chris Hessing	Equipment Sourcing
Jeff Dennis	Director of Projects, Mechanical
LIGHTING	
Clark Longhurst	President, Lighting Division
SOUTHERN CA MECHANICAL OFFICE	
David Medcalf	Branch Manager
ENERGY MANAGEMENT SERVICES	
Matt Spence, P.E., CEM	Metering, Curriculum Development, Maintenance
Ryan Hoest	Director, Energy IQ
Rebecca Gladden	EIQ Manager
Andrew Nishida, P.E.	Facility Solutions Specialist, Metering Maintenance



Project Team & Management Structure

JOHN J. BURDETE III, CEM, CDSM, LEED AP

Background: Mr. Burdette has over 24 years of experience in developing comprehensive energy services solutions for the public sector. He holds a BS Interdisciplinary Engineering and Management (IE&M) degree from Clarkson University located in Potsdam, NY. His career started in Syracuse, NY working for United Technologies, Carrier Corporation, a world leader in HVAC, building controls and energy solutions. He has also led the energy solutions business for Ingersoll Rand, Trane here in California, and ABM. He has successfully managed development and implementation teams of over \$250 million dollars in energy conservation projects. He has multifaceted experience across many market sectors including but not limited to; Federal, State and Local Government, Prisons and Correctional Facilities, Hospitals, K-14 School Districts, Higher Education, Mission Critical Facilities, Biotech, and more. Mr. Burdette is a Certified Energy Manager (CEM), a Certified Demand Side Manager (CDSM), and a Leader in Energy & Environmental Design (LEED) accredited professional.

Responsibilities: Direct all activities with the respect to developing and implementing a turnkey solution for the City.

KEVIN MADDEN, CEO/PRESIDENT

Background: Kevin Madden is the President and Chief Executive Officer for SitelogIQ. He has been a global innovator in the energy services market for more than three decades and is recognized as a passionate leader that focuses on the people side to drive positive change.

Prior to joining SitelogIQ, he worked for Honeywell in various senior leadership roles, including the Vice President/General Manager, Managing Director of the Energy Services Group, which was responsible for delivering 5,000 energy savings performance contracts and \$4.8 billion in savings to their public sector clients.

He has been a recipient of several prestigious sales and leadership awards and has served as a visionary for creating customer-centric business transformations. Kevin is a highly sought-after inspirational speaker around topics that include sales, leadership and creating a positive culture. His philosophy is also noted in a variety of magazines and sales-related books.

Kevin earned his bachelor's degree from the University of Virginia, is a graduate of the Advanced Managers Program and Advanced Directors Program from Harvard University, and has served on several boards.

Responsibilities: Mr. Madden is responsible for coordinating all facets of the SitelogIQ Team throughout California and Nevada. He maintains and updates all process-related activities.

KECIA DAVISON, VICE PRESIDENT, SALES

Kecia Davison is a VP of Sales with a history of catalyzing more than \$500M in revenue in new energy, water, HVAC, and construction markets. Known as a tenacious do-er and natural coach, she teaches teams how to fish and how to navigate through the best fishing holes. With deep experience in the education, government, water district, utilities, industrial, and private sector markets, she drives profitability while reducing pursuit costs and cultivating peak performing teams.

This energy efficiency thought leader is a sought-after speaker at industry conferences and well-networked through the industry. She influences statewide market shifts via involvement in industry workgroups

Responsibilities: Ms. Davison is responsible for coordinating all facets of the SitelogIQ Team throughout California and Nevada. She maintains and updates all process-related activities.

MIKE ANDRESS, LEED, VICE PRESIDENT, OPERATIONS

Background: Mr. Andress is a solutions-oriented operations professional, with nearly 30 years' experience supporting energy conservation projects, retrofits and special systems construction projects. Mike's professional experience extends from engineering, project development, project management, operation management, service and sales management to executive operations management. Mike has led more than \$1B of Federal ESPC projects spanning 1998 through 2019 with customers including the Army, Airforce, Navy, GSA, Bureau of Prisons, HUD, Department of State, Veterans Administration, the US Mint as well as delivering projects in Public and Commercial and sector environments. Mike holds a BS in Mechanical Engineering, a Master of Business Administration in Finance. Mike holds a general, mechanical and electrical contractors license.

Responsibilities: Mr. Andress will be responsible for all California operations.

HENRY GREK, P.E., CEM VICE PRESIDENT, ENGINEERING

Background: Mr. Grek has over 20 years of experience in the design of HVAC systems, energy management projects, and performance contracting projects for the commercial, health care, institutional, and industrial facilities. He has received an MS Degree in Mechanical Engineering and BS Degree in Civil Engineering. Mr. Grek is a Registered Professional Engineer (PE) in the State of California, Certified Energy Manager (CEM), Senior Member of ASHRAE and Association of Energy Engineers, Atlanta, GA. His experience includes a broad variety of projects in the USA and Europe including work in the Chernobyl area after the nuclear disaster. He is skilled in HVAC systems efficiency enhancement, design-build projects, Title 24, renovation, and upgrade of existing facilities.

Responsibilities: Mr. Grek is responsible for engineering and development of a wide variety of HVAC and Facility Solutions projects. He is personally involved in engineering activities, design processes, evaluation and selection of the most cost effective and reliable technical solutions to satisfy customer requirements within their budget. Mr. Grek also leads all energy engineering efforts for the company.

MIKE RUBINO, FACILITY SOLUTIONS PROJECT MANAGER

Background: Mr. Rubino graduated from University of California, Santa Barbara in 2002 with a Bachelors' Degree in Economics. After graduation he studied Project Management at University of California, Davis. He began his career while still at UCSB working on K-12 modernization projects with a prominent general contractor in Silicon Valley. He has been a Project Manager with SitelogIQ for the past 10 years and has successfully managed more than 500 projects with budgets up to \$22M. Mike specializes in K-12 energy conservation and generation projects, has developed working relationships with not only school Superintendents, Facility Directors, City and County jurisdiction, but also architects and engineers throughout California. His strong leadership skills bring cohesiveness, clarity, and mutual sense of purpose to any multi-discipline team. Because of his dynamic and interactive style, Mike has the ability to deliver superior results on-time and within budget.

Responsibilities: Mr. Rubino is responsible for all Facility Solution projects. His key role is to bring the projects in on-time and on-budget. Mr. Rubino maintains the customer relationship that was established during the development process.

CHRIS BRISTOW, P.E., CEM, FACILITIES SOLUTIONS SPECIALIST

Background: Mr. Bristow has over 20 years of experience in school district modernization and energy services fields. He has worked with over 100 West Coast School Districts within California and Oregon on energy projects as well as lease-lease back agreements. Mr.

Mr. Bristow has been in the K-12 energy retrofit business since 1990, starting as a mechanical consulting engineer. He then moved into energy engineering, working both as a consultant to the California Energy Commission and directly for K-12 clients. Mr. Bristow has experience in all facets of K-12 facility energy retrofit and modernization projects. He has developed energy solutions for lighting, mechanical, HVAC and lighting control, cogeneration, photovoltaic power, water source (ground source) heat pump, vending machine, computer network, roofing, and window systems. He has also led the design-build modernization of school projects including restroom remodels, finishes, and other aspects.

Responsibilities: Mr. Bristow will be responsible for coordinating the project development team and interfacing with the Customer. He prepares contractual documents and works closely with the District to ensure all District requirements are met by Indoor Environmental Services. He is also available at all points during the project process to respond to any customer needs, questions or concerns.

MATT SPENCE, M.B.A, DIRECTOR OF SPECIAL PROGRAMS

Background: Mr. Spence is the Director of Special Programs at SitealogIQ. He has over 8 years of experience in account management, energy analysis and evaluation, and customer service. He holds a Bachelor of Science degree in Mechanical Engineering from Cal Poly in San Luis Obispo and is currently earning his Executive MBA from Sonoma State University. Prior to his current role, he was a Corporate Account Manager for the California’s largest utility, PG&E, managing the deregulated energy programs available to customers for gas and electricity. Matt also managed a customer portfolio of \$30 Million in revenues working with several School districts in Sonoma and Napa Counties including; Napa Unified, Petaluma City Schools, and St. Helena Unified as the primary PG&E point of contact. He assisted these customers with Energy Efficiency programs and implementing energy saving measures that saved customers over \$500 thousand per year in energy costs.

EDDIE JORDAN, P.E., Ph.D., SOLAR SPECIALIST, FINANCING

Background: Dr. Jordan is the Director of Project Development for the West Division. He has over 15 years of experience in developing and building energy efficiency and energy generation projects for federal, municipal, educational, healthcare, commercial, and industrial customers across the United States. He has a Ph.D. in both mechanical and aeronautical engineering from UC Davis and is a registered Professional Engineer (PE) in the State of California. Dr. Jordan is also a licensed General Contractor in California and 13 other states with extensive experience in the general construction and modernization of client facilities. Over the last 10 years he has led the development and construction of over 150 K-12 school facility improvement projects that included electrical, plumbing, mechanical, lighting, HVAC, solar, wind and cogeneration technologies for numerous School Districts.

Responsibilities: Dr. Jordan’s responsibilities include management and oversight of the development and construction of all facility improvement projects for our clients in the Western United States. For each of these projects, Dr. Jordan and his team conduct full energy audits, engineering feasibility studies, resource and needs assessments of the sites, facility planning, community outreach, cost estimates, plans and specifications, request for proposals, project management, construction management, quality control and assurance, commissioning and other engineering and construction services for the client.

BRIAN FEATHERSTON, P.E., SENIOR MECHANICAL ENGINEER

Background: Brian M. Featherston has been in the HVAC, plumbing and piping industry for the last 20 years. Mr. Featherston began working in the field as an industrial piping specialist in the Upper Sacramento Valley as he pursued a degree in Mechanical Engineering from California State University, Chico. Upon completion of his Bachelor of Science Degree he accepted a position in Sacramento with a prominent Mechanical Design- Build Company where he honed his skills and soon received his Professional Engineers License. He would later become license as a Professional Engineer in three states. Mr. Featherston has had the opportunity to work for three prominent Mechanical Design Build firms over the course of his career, each time acquiring additional experience and leadership skills.

Responsibilities: Plan, Design, and Manage full facility building mechanical design projects. Mr. Featherston is thoroughly involved in the project from preconstruction to final building commissioning. He works with each client personally to meet their requirements and expectations.

CHARLIE OLIVER, CEM, SOLAR & STORAGE DESIGN/ENGINEERING

Background: Mr. Oliver is the Senior Design Engineer of HVAC & Renewables at SitelogIQ. He has over 14 years of experience in engineering, energy analysis and evaluation, PV design and implementation, HVAC and customer service. He holds a Bachelor of Science degree in HVAC Engineering Technology from Ferris State University, Big Rapids, MI. Charlie is also a Certified Energy Manager he has versatile skillset and knowledge base for Energy Conservation projects. He has been with SitelogIQ since 2006, six years specifically devoted to solar project development, engineering and energy calculations on projects totaling over 50 MW with school districts across the State of California.

Responsibilities: Mr. Oliver is responsible for project development, engineering and estimating of Facility Solutions products and offerings, including PV Solar, Battery Energy Storage Systems (BESS), Lighting, HVAC and Energy Utility Analysis.

JAMES BIGGS, ELECTRICAL ENGINEER

Background: Mr. Biggs graduated from California Polytechnic State University with a Bachelor of Science in Electrical Engineering and has completed EE coursework in Power Systems, Power Electronics, Photovoltaic Systems Design, Sustainable Energy Conversion, Analog and Digital Electronics, Integrated Circuits, Technical Writing, Public Speaking/Communications, Basic Electronics Manufacturing.

James has designed systems including solar, advanced energy storage, and small wind technologies to maximize return on investment with available usage and utility cost information. He served as a major company's leading resource on federal and state regulations and incentives such as utility tariffs, net metering, and the Self Generation Incentive Program.

Responsibilities: Quality control and quality assurance of solar installation.

Resumes for our proposed team can be found at the end of this response under the tab *Resumes*.

PE – Licensed Professional Engineer in the State of California	Andrew Nishida
	Brian Featherston
	Christopher Bristow
	Eddie Jordan
	Henry Grek
	Matt Spence
LEED® AP Leadership in Energy and Environmental Design	Michael Address
	Brian Featherston
	Charlie Oliver
	Henry Grek
	John Burdette, III
CEM – Certified Energy Managers (Certification through the Association of Energy Engineers)	Charlie Oliver
	Chris Bristow
	Henry Grek
	John Burdette, III
	Matt Spence
CDSMP - Certified Demand-Side Management Professionals (Certification through the Association of Energy Engineers)	Henry Grek
	John Burdette, III

Technical & Financial Management Ability

Financial Strength & Bonding Capacity

SitelogIQ, United with SitelogIQ, has no debt and annual revenues in excess of \$800+ million dollars annually. Our most recent bonding letter state a single project capacity of \$50,000,000 and a combined project capacity of \$150,000,000, which is three times the minimum required per the subject RFP. I have also been told that we can go higher if needed.



February 4, 2020

Re: **PREQUALIFICATION
FAMAND, INC. DBA SITELOGIQ, INC.**

To Whom It May Concern:

FAMAND, INC. DBA SITELOGIQ, INC. is a valued customer of Westchester Fire Insurance Company. The A.M. Best Rating of Westchester Fire Insurance Company is A++, and is listed on the U.S. Treasury Department's Listing of Approved Sureties (Department Circular 570).

FAMAND, INC. DBA SITELOGIQ, INC. is in good standing with Westchester Fire Insurance and currently has a \$50,000,000.00 single bonding capacity with \$150,000,000.00 aggregate bonding capacity.

We would be more than willing to provide the necessary Performance and Payment bonds for projects however, please note that the decision to issue bonds is a matter between FAMAND, INC. DBA SITELOGIQ, INC. and Westchester Fire Insurance Company, and will be subject to the standard underwriting at the time of the final bond request, which will include but not be limited to the acceptability of the contract documents and bond forms.

This letter does not constitute an assumption of liability. We assume no liability to you or to any third party by the issuance of this letter. If you should have any questions regarding this account, please do not hesitate to call at 215-640-3000.

Westchester Fire Insurance Company

Patricia A. Rambo
Attorney-in-Fact

Westchester Fire Insurance Company, 436 Walnut St., WA1206, Philadelphia, PA 19106

CHUBB
Power of Attorney
Westchester Fire Insurance Company (ACE American Insurance Company)

Know All to These Presents, that WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (corporations of the Commonwealth of Pennsylvania), do each hereby certify and approve Kimberly D. Sherrod of Columbus, Ohio; George Glavin, Vicki Johnson, Katelyn Malinowski, Elizabeth Martini, Jacqueline Martis, Wayne D. McVagh, Sara Owens, Patricia A. Rambo, Lori S. Shelton and Joanne C. Wagner of Philadelphia, Pennsylvania; Cathy H. Ho, Justin Johnson and Barbara L. Ruzar of Pittsburgh, Pennsylvania;

with all their real and legal successors here to execute under such designations their names and on their respective behalfs and deliver for and on their behalf as many returns or returns, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations.

In Witness Whereof, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY have each executed and attested these presents and affixed their corporate seals on the 27th day of April, 2020.

Dawn M. Engdahl, Assistant Secretary

Stephen M. Hasey, Vice President

RESOLUTION ADOPTED BY THE BOARD OF DIRECTORS OF WESTCHESTER FIRE INSURANCE COMPANY ON November 9, 2009; ACE AMERICAN INSURANCE COMPANY on March 23, 2009.

WHEREAS, the following resolutions were adopted by the Board of Directors of the Company, to-wit: (a) to authorize the undersigned to execute and deliver for and on behalf of the Company, as authorized by the Board of Directors, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(b) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(c) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(d) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(e) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(f) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(g) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(h) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(i) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(j) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(k) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(l) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(m) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(n) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(o) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(p) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(q) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(r) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(s) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(t) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(u) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(v) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(w) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(x) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(y) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

(z) that the undersigned, the President and the Vice President of the Company is hereby authorized to execute and deliver for and on behalf of the Company, under the seal of the Company, all such instruments, bonds and other things and other writings obligatory to the nature thereof (other than said bonds given or executed in the course of business, and any instruments involving or affecting the same, and contain in the recital of the nature of the instrument delivered hereunder and hereafter obligations);

February 4, 2020
Dawn M. Engdahl
Dawn M. Engdahl, Assistant Secretary

IN WITNESS WHEREOF, THE BOARD OF DIRECTORS OF WESTCHESTER FIRE INSURANCE COMPANY AND ACE AMERICAN INSURANCE COMPANY have each executed and attested these presents and affixed their corporate seals on the 27th day of April, 2020.

Litigation Disclosure

Pending or Recent Litigation Associated with Savings Performance and/or Measurement & Verification of A Guaranteed Energy Savings Project

SitelogIQ, has no pending or recent litigation associated with the savings performance and/or Measurement & Verification of a Guaranteed Energy Savings Project. In fact, SitelogIQ has never had to litigate over our 30+ years in serving our clients with these types of projects and solutions. We have a “No Bad Project” policy and all our customers are positive references for us.

Conflict of Interest Statement

SitelogIQ has no conflicts of interest with the Hidden Valley Lake Community Services District, the District’s Staff, or the District Board. SitelogIQ maintains the highest level of ethical standards in the industry. Please see the attached California Collusion Questionnaire.

World Class Safety Performance Record

	2019	2018	2017	2016	2015
Modification Rate	0.63	0.50	0.54	0.52	0.51

Savings

Savings, Measurement & Verification (M&V)

When preparing a guaranteed energy savings project, SitelogIQ adheres to the most recent Federal Energy Management Program (FEMP) M&V application guidelines and International Performance Measurement and Verification Protocols (IPMVP) as it applies to the given scope. The IPMVP is a set of recommended guidelines and framework to evaluate energy and water efficiency projects. The complete measurement and verification plan will be reviewed, finalized, and approved during the Investment Grade Audit with input from The District. Confirmation of M&V approach, timeline, and measurements will be discussed and agreed to by The District and SitelogIQ prior to implementation of the project.

One post-installation M&V report will be provided following the approved methodologies presented and selected. **Calculations will be made transparent** and any data used will be available at the client's discretion. SitelogIQ's Performance Assurance staff will perform the necessary client meetings and outline specific documentation requirements to ensure a successful energy conservation, storage and generation project.

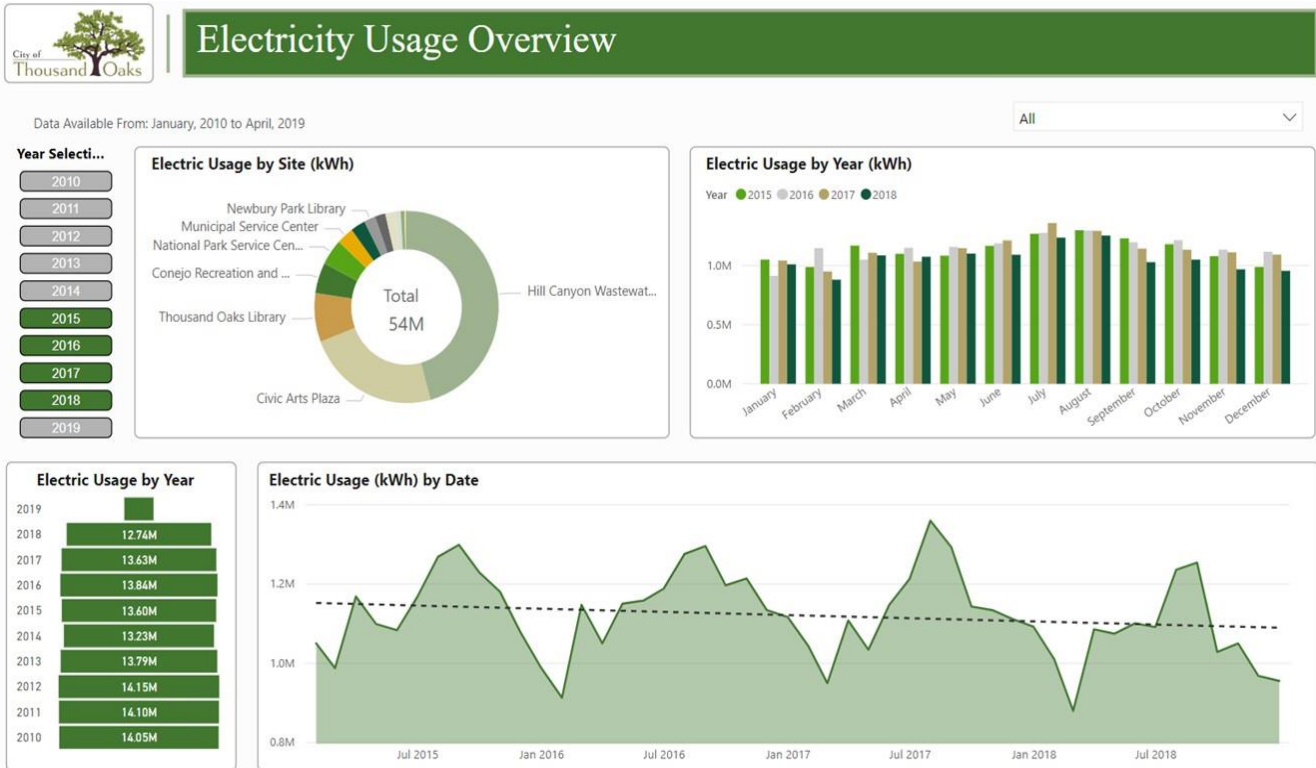
SitelogIQ's portfolio of energy savings agreements are currently achieving 102.8% of our estimated savings projections and we have never experienced an energy savings shortfall.

Energy Management Dashboard (EIQ) Services

Energy is complicated, and these Measurement & Verification Reports that our competitors use can be a nightmare to read. Our **EIQ Dashboards** make energy management easy to understand and easy to prove savings to the District Board, the District Staff and the community.

Due to the page limit requirement of this RFQ, we have redacted our detailed write up on our M&V process and used excerpts from the IPMVP on the next page to illustrate when certain options are used.

City of Thousand Oaks



[City of Thousand Oaks – EcoVox](#)

Click the Link Above



The City of Thousand Oaks has chosen EcoVox, a SiteLogIQ company, to implement their Energy IQ Dashboard, also known as our EIQ Energy Dashboard System which provides real time energy usage and cost data combined with powerful analytics to help prove energy savings from our projects, better manage inefficiencies and identify opportunities for savings. All the California State Universities (CSU's) in the State of California have also switched over to this very powerful and easy to use system. Click on the hyperlink above to take you to a live, real time version for the City of Thousand Oaks. Dash boards can be customized for our client's individual needs and are used to prove energy savings and return on investment, communicating to the community of your progress and for educational purposes.

Table 4-1. Overview of Measurement and Verification Options A, B, C, and D

Measurement and Verification Options	Description	Examples
Option A—Retrofit Isolation with Key Parameter Measurement	<p>This option is based on a combination of measured and estimated factors.</p> <p>Measurements are short-term, periodic, or continuous, and are taken at the component or system level for both the baseline and the retrofit equipment.</p> <p>Measurements should include the key performance parameters that define the energy use of the energy conservation measure. Estimated factors are supported by historical or manufacturers' data.</p> <p>Savings are determined by means of engineering calculations of baseline and reporting period energy use based on measured and estimated values.</p>	<p>Lighting retrofit projects. The key parameters are the power draws of the baseline and retrofit light fixtures. The operating hours are estimated based on facility use and occupant behavior. Energy savings are calculated as the difference in power draw multiplied by the operating hours.</p>
Option B—Retrofit Isolation with All Parameter Measurement	<p>This option is based on short-term, periodic, or continuous measurements of baseline and post-retrofit energy use (or proxies of energy use) taken at the component or system level.</p> <p>Savings are determined from analysis of baseline and reporting-period energy use or proxies of energy use.</p>	<p>Installation of a variable-speed drive and associated controls on an electric motor. Electric power is measured with a meter installed on the electrical supply to the motor. Power is measured during the baseline period to verify constant loading. The meter remains in place throughout the post-retrofit period to measure energy use. Energy savings are calculated as the pre-retrofit energy use (adjusted to correspond to the length of the reporting period) minus the measured energy use during the reporting period.</p>
Option C—Whole-Facility Measurement	<p>This option is based on continuous measurement of energy use (such as utility billing data) at the whole facility or sub-facility level during the baseline and post-retrofit periods.</p> <p>Savings are determined from analysis of baseline and reporting-period energy data. Regression analysis is conducted to correlate energy use with independent variables such as weather and occupancy.</p> <p>Because this option requires a detailed inventory of all equipment included in the meter reading (as well as knowledge of equipment use patterns, building occupancy, and other factors affecting energy use), it is rarely used in federal projects. It can be appropriate for short periods or where equipment included in the meter reading is limited or can be controlled.</p>	<p>Replacement of a gas boiler. Using billed natural gas use data for 12 months during the baseline period, a baseline regression model is developed of monthly natural gas use with monthly heating degree days. Given the monthly heating degree days in a typical year at the site, the baseline model is used to determine baseline gas use in a typical year. Annually during the post-retrofit period a similar regression model is developed using billed natural gas and heating degree day data from the previous 12-month period. The reporting-period model is normalized to determine natural gas use in a typical year. Savings are defined as the normalized baseline gas use minus the normalized reporting-period gas use.</p>

Table 4-1. Overview of Measurement and Verification Options A, B, C, and D (continued)

Measurement and Verification Options	Description	Examples
Option D— Calibrated Computer Simulation	<p>Computer simulation software is used to model energy performance of a whole facility (or sub-facility). Models must be calibrated with actual hourly or monthly billing data from the facility.</p> <p>Implementation of simulation modeling requires engineering expertise. Inputs to the model may include facility characteristics; performance specifications of new and existing equipment or systems; engineering estimates; spot, short-term, or long-term measurements of energy use of system components; and long-term whole-building utility meter data.</p> <p>After the model has been calibrated, savings are determined by comparing a simulation of the baseline with either a simulation of the performance period or actual utility data.</p>	<p>Comprehensive retrofit involving multiple interactive conservation measures in a large building. A simulation model of the building with baseline equipment is developed and calibrated to a minimum of 12 months of utility billing data. The baseline model is used to determine baseline energy use in a typical year at the site. Retrofit measures are implemented in the simulation model, and the model is run to estimate the post-retrofit energy use in a typical year. Energy use is determined as baseline energy use minus reporting-period energy use. Spot measurements of equipment are made during the performance period to ensure that equipment performance conforms to the parameters used in the model.</p>



Performance Guarantee

A performance guarantee will be provided in conjunction with the M&V options A, B, C, and D for a cumulative guarantee upon the nature of the selected energy conservation measures. If your savings falls short, we make up the difference, GUARANTEED!

Independent 3rd Party Review

Many of our funding sources will provide independent 3rd Party review from California Energy Commission (CEC) Engineers and/or PG&E’s Engineering Team to verify that our savings calculations are not overstated and achievable, reducing the risk to the District.

Specific Experience & Qualifications

SitelogIQ's approach is simple. We start by identifying a core energy project that can generate savings and cash flow to help pay for scope measures that might not offer immediate savings from avoided utility costs. We foster a collaborative working environment with our clients to learn and understand what is critical to keep online in the event of a disaster, wildfire or PSPS Event. Once we understand what is most important to your District, we will strive to achieve that goal.

I personally live in a high threat fire district and I have personally applied for the SGIP to get battery storage at my residence. What I learned about doing my own analysis on back up power at my house, which has electricity service from PG&E and Propane, is it costs a great deal of money to operate a home with a generator that operates off of propane, natural gas or diesel fuel. Fuel costs can get very expensive if your district must run for an extended period of time on these types of generation systems. I personally prefer to use solar and battery storage wherever possible. Battery storage is coming down in first cost significantly and if it can be charged by solar, then the fuel is free! Pumped hydro power might be a solution for your district as well. I try to optimize our designs utilizing clean, renewable energy before utilizing expensive generators that run on fuel and pump greenhouse gasses into our atmosphere. Sometimes it is necessary if there is no other way though. In these cases, we typically utilize technology that has the lowest emissions available.

Our engineers are well versed in California Code and CEQA requirements. We will try and get your projects Categorically Exempt wherever possible to avoid expensive Environmental Impact Reports and Mitigation Measures. Our team offers training to staff at start up and commissioning of the project. We also offer classroom training and factory training if so desired.

SitelogIQ has a dedicated, in-house finance department which assists with identifying project funding and obtaining the most competitive financing for our municipal clients. We have over 150 financiers that we compete for the best rates and terms for our clients. We do however try and leverage all Federal, State, Grants first along with Utility Incentive and Rebates. This is money that does not have to be paid back and offers the best return on investment available. We have a team of specialist also following the **Federal CARES Act and Stimulus** packages to determine what funding we can gain through these programs for your project.

We then target State Financing Programs through the California Energy Commission which offers the **Energy Conservation Assistance Act (ECAA) Loan** Program which offers 1% interest loans for up to a 20-year term with a cap of \$3,000,000 per applicant. We would also leverage your local utility's **On Bill Financing Program (OBF)** that offers 0% Interest Loans with a \$2,000,000 cap up to a 10-year term. If your district's needs are greater than this and we can offer savings and positive cash flow, we would recommend additional funding solutions listed below.



- Tax Exempt Municipal Lease
- Certificates of Participation
- Installment Purchase Agreement
- Power Purchase Agreements (PPA’s)
- General Obligation Bonds
- Revenue & Special Local Option Sales Tax Bond
- Public, Private Partnerships (P3)

Funding Opportunity	Examples of Funded Activities
Energy and Water Grant	PV, Water Efficiency
Water SMART Meter Grant	AMI/AMR Water Meter Technology
Storm Water Resource	50% Matching Funds for Reclaim Water
CAL Conserve Water Use Efficiency	Water Pumps, Leak Detection Fixtures, Repair or Replace Items
Drinking Water Grant & Loan Program	Water Distribution, Storage, Treatment
Agricultural Water Efficiency Grant	Implementation of Agricultural Water use Efficiency Projects
Water Recycling	Recycled Water, Treatment, Pump Stations
Clean Water State Revolving Funds	Water Reclamation, Sewer, WWTP

Most of our projects have been developed and implemented with local agencies. We are well versed in **Government Code 4217.10-4217.18** and we can easily apply this process to your project. An outline of our process as stated above is proven and we have hundreds of happy clients in California that have leveraged this procurement vehicle with.

Two examples of ESCO contracts and/or agreements you have entered into with public sector clients within the last five (5) years in California are attached in the email submission for two recent projects that we have just been awarded.

1. Biola Community Services District
2. County of Amador

We also have completed projects for K-12 School Districts in your area such as:

Upper Lake Unified School District, Michael Kauble mkauble@ulusd.org, Chief Business Official
 (707) 275-0338

Lakeport Unified School District, Jill Falconer, jfalconer@lakeport.k12.ca.us, Superintendent
 (707) 262-3000

Additional Information

Additional Benefits & Value Added

American Owned: SitelogIQ is one of the few remaining Energy Services Company (ESCO's) that are owned and headquartered here in the United States. Many of the ESCO's have moved overseas to avoid paying higher taxes here in the United States! These companies really hurt our economy because taxes are what supports our infrastructure and social programs that we all depend on. Just to name a few of our competitors who have moved overseas.

- Climatec – owned by BOSCH Global – German.
- Johnson Controls – Ireland.
- Schneider Electric – France
- Centrica – United Kingdom
- Energy Management Services: Our EIQ dashboard and analytic solutions make complex energy management easy. No other competitor offers the level of customized graphical interfaces with the level of energy savings analytics that SitelogIQ can.
- Service: We have more service personal in the State of California then all the other Energy Services Companies Combined! We can take care of your needs throughout the life of your project. We have a dedicated service team that has a 24/7 customer hotline for immediate service response.
- Lower Cost: SitelogIQ's business model is disrupting the industry like Uber disrupted the taxi service industry. We are cutting out the middlemen and lowering the costs for our clients by self-performing more in-house than our competition, resulting in lower costs for the same scope of work for our clients.
- AB 32 Implementation of Energy Efficiency Programming (CAP): All our projects reduce Green House Gas (GHG) emissions which help achieve the goals set by AB32. SitelogIQ can help create and or assist in the development or revision of the District's Implementation of Energy Efficiency Program.
- Stimulating Local Economy: SitelogIQ hires local labor and utilizes local subcontractors whenever possible. We provide training so you can hire locally for operational and maintenance services once we have completed our performance period.
- Manufacturer Agnostic: Many of our competitors are manufacturers of equipment and control products, such as Trane. Their whole motivation in the Energy Services Marketplace is to sell the widgets and equipment that they manufacture, even if they are not the right fit for your District. We do not manufacture any equipment or controls and will objectively select the best equipment and controls for the District's applications.
- Guarantee: We offer guaranteed fixed project costs with zero change orders. We offer energy savings and financial performance guarantees and because we control our in- house labor force, we can also guarantee our workmanship.

- Sustainability: SitelogIQ practices what we preach with respect to being environmentally friendly and sustainable. It is one of our core values. We utilize recycled paper; we have installed energy efficient equipment and systems on our own facilities and offer some of the best working environments for our employees and clients. All our employees and subcontractors are paid at or above prevailing wage and have world class benefits and fringe benefits to ensure a healthy, happy and fun working environment.
- Personal Guarantee: You have my personal guarantee that I will work diligently to serve the District. I have been developing comprehensive energy solutions my entire professional career. I am honest, hardworking and highly competitive. I hold myself to the highest professional and ethical standards and I would be honored to serve your community. I personally guarantee that I will provide the most competitive solutions available in the marketplace, and that you will be completely satisfied with our team, our final product and our ongoing services. A personal goal of mine on every project that I have worked on is to secure a letter of recommendation and use my recent clients as references. This will not happen unless your team is completely satisfied.
- Better Occupancy Environment: Occupants of District owned facilities shall experience better lighting, better air quality and temperature control resulting in a healthier, happier, and more productive people. With the inclusion of Engineered Infection Protection (EIP) systems into your facilities, the people that occupy District facilities can rest assure that the District has done everything in it's power to help kill and mitigate the spread of COVID-19 utilizing the best available technologies that are available today. Due to the fact that we live in such a litigious world, integration of these EIP systems can also reduce liability risks to the District should someone get COVID-19 in a District Facility and try and lay blame on the District.

Fee Proposal

SitelogIQ proposes to conduct an ASHARE Level 2 Energy and Resilience Audit on all District owned facilities and infrastructure, including but not limited to; District owned buildings, water and wastewater treatment facilities, water distributions systems, water metering systems, irrigation systems, existing energy generation and storage systems, landfills, street lighting systems and any other energy or resource consuming system within the District.

SiteLogIQ shall perform services described above “At Risk”. If the District chooses not to move forward with SitelogIQ by entering into a comprehensive Energy Services Agreement (ESA), the District owes SitelogIQ nothing, zero, zilch!

We would love the opportunity to meet with you and your team to discuss our approach and our services. Maybe the Hidden Valley Lake Community Services District could hold a round of interviews before making the final decision on who will be selected.



John J. Burdette III, CEM, CDSM, LEED AP
Director, ESCO West, State & Local Government

Resilience RFQ Score						
Categories	SiteLogiq	SJ weighted score	Trane	T weighted score	Weight	Possible Points
Quality and Responsiveness	18	1.8	20	2	0.1	20
Executive Summary	15	1.5	18	1.8	0.1	20
Global Experience & Qualifications	20	4	20	4	0.2	20
Specific Experience & Qualifications	20	7	20	7	0.35	20
Specific Applicability to HVLCS D	15	3.75	20	5	0.25	20
Totals:	88	18.05	98	19.8	1	100

Recording Requested By:

Hidden Valley Lake Association
18174 Hidden Valley Rd
Hidden Valley Lake, CA. 95467

And When Recorded Mail To:

Hidden Valley Lake Association
18174 Hidden Valley Rd
Hidden Valley Lake, CA. 95467

Space Above This Line For Recorder's Use

Mail Tax Statements To:

Hidden Valley Lake Community Services District
Attn: Accounting Supervisor
19400 Hartmann Rd
Hidden Valley Lake, CA. 95467

No Tax Due

Record Without Fee, Government Section 27383

District Secretary

Hidden Valley Lake Association

EASEMENT NO. _____ AFFECTS A.P.N.: 144-011-02 ESCROW NO. _____

GRANT OF EASEMENT

By this instrument dated _____, for a valuable consideration, _____

hereinafter "GRANTOR", being owners of the real property described in Exhibit "A" attached hereto and incorporated by this reference, hereby GRANTS to HIDDEN VALLEY LAKE ASSOCIATION, a not-for-profit mutual benefit corporation, the following described interest in the real property located in the State of California, County of Lake: a perpetual, irrevocable, non-exclusive Right of Way Easement for the purpose of parking and storage of Association and/or member-owned equipment and property; or future use as otherwise mutually agreed in writing with lessors, subject to County zoning regulations.

To the extent permitted by law, each Party will indemnify, defend and hold all other Parties and their directors, officers, agents, and employees safe and harmless from any and all claims, suits, judgments, damages, penalties, costs, expenses, liabilities and losses that arise from or are related in any way to each Party's, directors, officers, agents, and employees negligent acts, errors or omissions, or willful misconduct.

GRANTOR hereby agrees to refrain from building, erecting, or allowing any structure or improvement, or planting of trees on, within, or over the easement herein granted. IN WITNESS WHEREOF, GRANTOR has executed this Grant of Easement as of the day and year first above written.

GRANTOR

Hidden Valley Lake Community Services District,
a political subdivision organized and existing
under the community services district laws of the
State of California, County of Lake
By : Its Board President

Jim Lieberman, President
Hidden Valley Lake Community Services District Board of Directors

Recording Requested By:

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

And When Recorded Mail To:

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

Space Above This Line For Recorder's Use

Mail Tax Statements To:

Hidden Valley Lake Association
Attn: Accounting Director
18174 Hidden Valley Rd
Hidden Valley Lake, CA. 95467

No Tax Due

Record Without Fee, Government Section 27383

Dennis White, District Secretary
Hidden Valley Lake Community
Services District

EASEMENT NO. _____ AFFECTS A.P.N.: 142-301-01 ESCROW NO. _____

GRANT OF EASEMENT

By this instrument dated _____, for a valuable consideration, _____

hereinafter "GRANTOR", being owners of the real property described in Exhibit "A" attached hereto and incorporated by this reference, hereby GRANTS to HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, a political subdivision organized and existing under the community services district laws of the State of California, County of Lake, the following described interest in the real property located in the State of California, County of Lake: a perpetual, irrevocable, non-exclusive Public Utility and Right of Way Easement for the purpose of excavating, installing, constructing, reconstructing, repairing, maintaining and operating improvements, including but not limited to a water storage tank, and building that contains pumps, controls, electrical equipment, and all appurtenances necessary to maintain water pressure, chlorine residual, security, and communications; power poles, sanitary sewer lines; potable water lines; recycled water lines, and all appurtenances thereto, together with the right of ingress and egress therefore, in, on, under, over, along, through and across that certain land:

As shown on plat map in Exhibit "B" attached hereto and incorporated by this reference.

To the extent permitted by law, each Party will indemnify, defend and hold all other Parties and their directors, officers, agents, and employees safe and harmless from any and all claims, suits, judgments, damages, penalties, costs, expenses, liabilities and losses that arise from or are related in any way to each Party's, directors, officers, agents, and employees negligent acts, errors or omissions, or willful misconduct.

GRANTOR hereby agrees to refrain from building, erecting, or allowing any structure or improvement, or planting of trees on, within, or over the easement herein granted. IN WITNESS WHEREOF, GRANTOR has executed this Grant of Easement as of the day and year first above written.

GRANTOR

Hidden Valley Lake Association,
a not-for-profit Mutual Benefit Corporation
By : Its Board President

Bruce Brashares, President
Hidden Valley Lake Association Board of Directors

Exhibit "A"

EASEMENT DESCRIPTION
for Hidden Valley Lake CSD
Easement over APN 142-301-01

Lying within County of Lake, State of California, and being a portion of the lands of Hidden Valley Lake Association, said lands are shown as "Parcel N-N" on that certain map of Hidden Valley Lake Unit No. 9 filed in Book 11 of Town Maps at Pages 5 to 14, inclusive, in the Office of the County Recorder of said Lake County, said portion of land is more particularly described as follows:

BEGINNING at the northwest corner of the lands of Stonehouse Mutual Water Company as described in Corporation Grant Deed recorded on March 8, 1971 in Book 657 of Official Records at Page 241, Lake County Records, said lands are also shown as "Parcel M-M" on said map; thence

along the westerly line of said Parcel M-M and the prolongation thereof South 11°40'43" West 200.00 feet; thence

North 45°54'37" West 779.66 feet; thence

North 49°46'15" East 156.00 feet to a point on the northeasterly line of said lands of Hidden Valley Lake Association; thence

along said northeasterly line South 40°13'45" East 552.19 feet and South 78°19'17" East 127.38 feet to the POINT OF BEGINNING.

Containing 95,014 square feet or 2.18 acres more or less.

END OF DESCRIPTION

Prepared by Cinquini & Passarino, Inc.

Preliminary

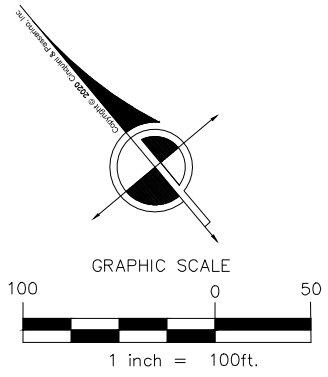
08/27/2020 12:23:33 PM

Davit C. Sulam, PLS 8224

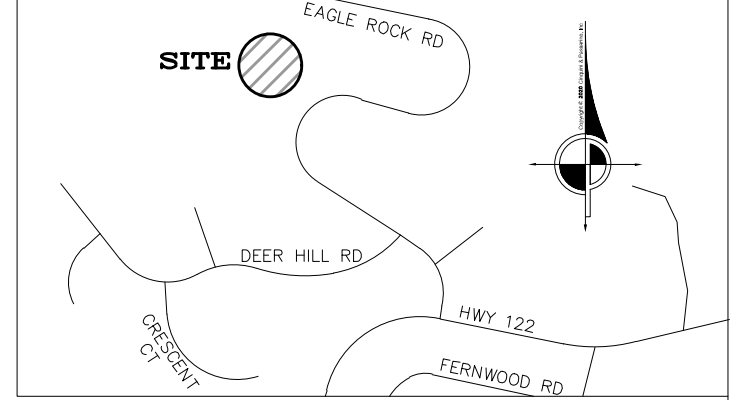
Date

LEGEND

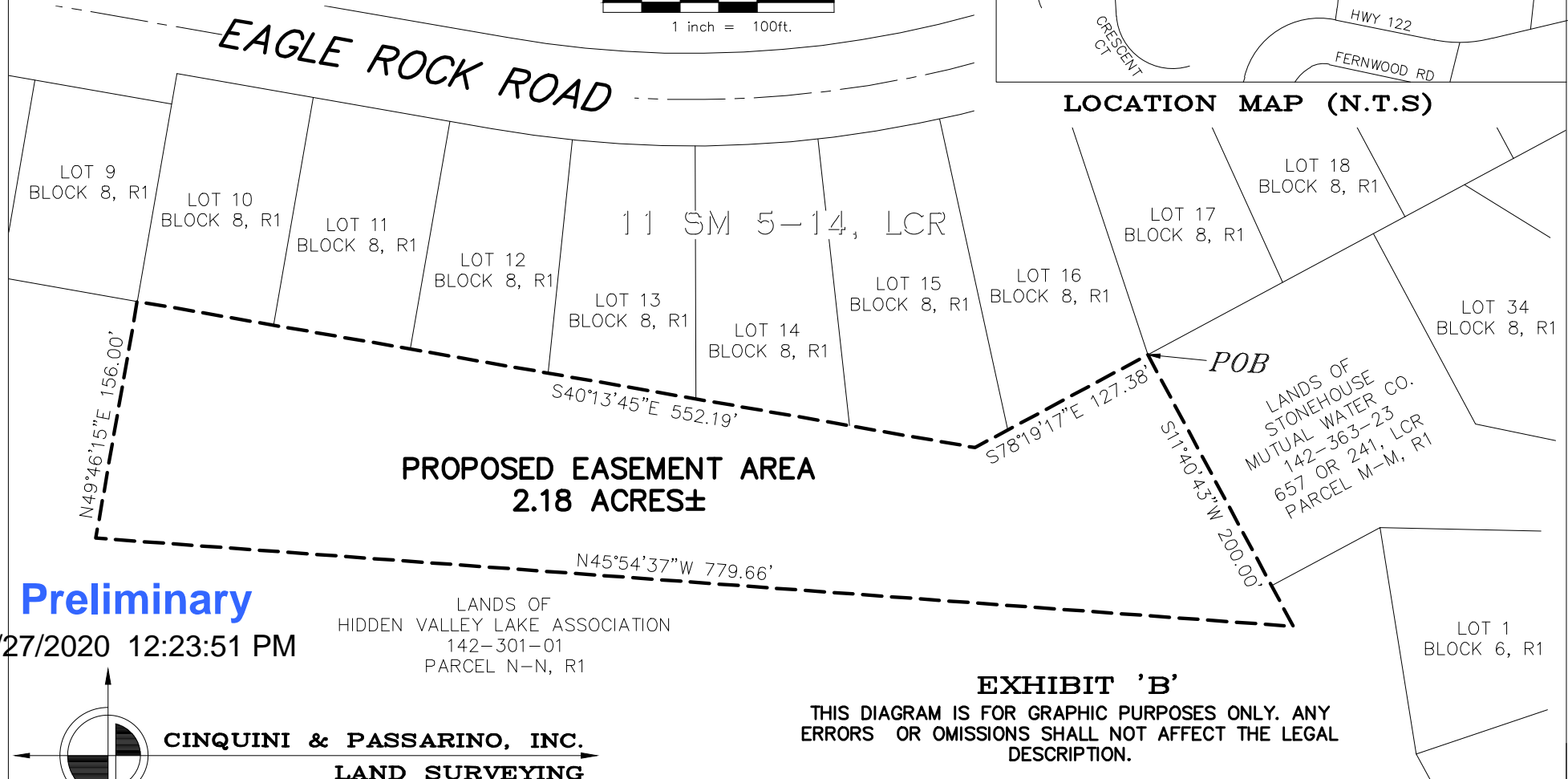
- LCR LAKE COUNTY RECORDS
- NTS NOT TO SCALE
- POB POINT OF BEGINNING
- EXISTING LINES
- - - CENTERLINE
- - - PROPOSED EASEMENT
- R1 11 SM 5-14, LCR



COUNTY OF LAKE



LOCATION MAP (N.T.S)

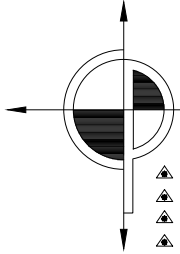


Preliminary

08/27/2020 12:23:51 PM

LANDS OF
HIDDEN VALLEY LAKE ASSOCIATION
142-301-01
PARCEL N-N, R1

LANDS OF
STONEHOUSE
MUTUAL WATER CO.
142-363-23
657 OR 241, LCR
PARCEL M-M, R1



CINQUINI & PASSARINO, INC.
LAND SURVEYING

- ▲ BOUNDARY
- ▲ TOPOGRAPHIC
- ▲ CONSTRUCTION
- ▲ SUBDIVISIONS

1804 Soscol Avenue, Suite 202
Napa, CA. 94559
Phone: (707) 690-9025
Fax: (707) 433-9761
WWW.CINQUINIPASSARINO.COM

EXHIBIT 'B'

THIS DIAGRAM IS FOR GRAPHIC PURPOSES ONLY. ANY ERRORS OR OMISSIONS SHALL NOT AFFECT THE LEGAL DESCRIPTION.

JOB NAME: HIDDEN VALLEY LAKE CSD	DRAWN BY: DS	CHECKED BY:
DESCRIPTION: PROPOSED 2.2 ACRE EASEMENT	SCALE: 1" = 100'	DATE: 08/27/2020
	JOB #: 9081-20	PAGE: 1 OF 1

CLOSURE CALCULATIONS

CPI No.: **9081-20**

Page 1 of 1



CPI No.: 9081-20

By: D. Sulam

Date: 10/8/2020

Description: Hidden Valley Lake CSD 2.2-acre Easement

Parcel name: HVL CSD Water Tank

North: 10182.0504 East : 4823.9632
 Line Course: S 78-19-17 E Length: 127.38
 North: 10156.2659 East : 4948.7062
 Line Course: S 11-40-43 W Length: 200.00
 North: 9960.4062 East : 4908.2218
 Line Course: N 45-54-37 W Length: 779.66
 North: 10502.8811 East : 4348.2302
 Line Course: N 49-46-15 E Length: 156.00
 North: 10603.6332 East : 4467.3311
 Line Course: S 40-13-45 E Length: 552.19
 North: 10182.0541 East : 4823.9610

Perimeter: 1815.23 Area: 95,014 sq.ft. 2.18 acres

Mapcheck Closure - (Uses listed courses and chords)
 Error Closure: 0.0043 Course: N 29-36-48 W
 Error North: 0.00376 East : -0.00214
 Precision 1: 422,146.51



Accounting Supervisor

Hidden Valley Lake Community Services District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HOURLY PAY SCALE

Reports to: General Manager					
Status:	Step A	Step B	Step C	Step D	Step E
7% Lag: Pending	\$36.82	\$38.76	\$40.80	\$42.95	\$45.21
Current: Approved 7/2018	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41

DEFINITION:

Under general direction, plans, organizes, supervises and participates in all aspects of the District's Financial activities, including general accounting, cash management internal control functions, customer accounts service, billing, payroll, accounts payable and accounts receivable; prepares a variety of monthly and annual reports; assists in the preparation and administration of the District's budget; provides highly responsible and complex staff assistance to the General Manager

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises general supervision over Account Representative, Sr Account Representative staff.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for all accounting related duties, including general ledger, accounts payable, accounts receivable, payroll, billing, customer accounts and cost accounting.
- Performs complex analysis of revenues and expenditures; recommends amendments to the budget. Serves as a financial resource to the General Manager and the Board of Directors as required; provides information regarding a variety of accounts, revenues, and expenditures.
- Reviews, edits and updates financial information to be posted to the general ledger.
- Assists staff in the proper classification of revenues and expenditures.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
- Prepare comprehensive financial studies, reports and statements as directed. Maintain and adjust the District's fixed assets records.
- Performs the more technical and complex tasks and trains others to do the same.
- Participates in the interviewing and hiring of new staff; counsels' employees on performance issues, approves time off for payroll purposes, and prepares and signs employee performance evaluations.

- Supervises and participates in customer service account and billing functions; handles and resolves the more difficult customer service inquiries.
- Oversees and supervises collection efforts to ensure all accounts are paid on a timely basis and in compliance with the fair debt standards act.
- Reviews bank and investment account statement reconciliations; assists with petty cash handling; ensures that all payments are received and appropriately posted; process payment errors, bank transfers and wire transfers as needed.
- Processes and reconciles miscellaneous payments received for miscellaneous payments, property taxes, liens and surplus payments.
- Supervises and participates in the preparation of the District's financial statements in accordance with knowledge of generally accepted accounting standards; reviews accounting documents to ensure accurate information and calculations.
- Oversees and participates in accounts payable activities; reviews invoices and approves requisitions and fund availability; processes canceled checks; issues payment on invoices; maintains and issues payment for debt accounts.
- Oversees and participates in payroll activities; reviews timesheets and processes discrepancies; approves and ensures accuracy of pay rate changes; reviews and approves Federal and State quarterly reports; oversees vacation and sick leave payouts.
- Assists in preparing the District's annual budget and midyear budget as required by the General Manager.
- Prepares and participates in the preparation of the District's policies and procedures in accounts payable, accounts receivable, payroll, cash receipts, fixed assets, utility billings and the District's Financial Statements.
- Sets up, reviews, authorizes and maintains journal entries, journals, ledgers and supporting financial records and maintains the general ledger.
- Performs special projects for the General Manager.
- Responds to District staff, auditors and other governmental agencies on a variety of requests relating to District accounting information and records.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from a four-year college or university with a Bachelor's degree in Accounting, Finance or Business Administration, and a minimum of two (2) years of experience in finance and accounting at a senior management level and supervisory capacity within local Government.

Licenses/Certificates:

- Possession of a valid Class C California driver's license and satisfactory driving record is required.
- Possession of or ability to obtain within six months of employment, a valid Notary Public designation.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Advanced principles, practices and terminology of general funds, and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Budgeting principles, methods and terminology.
- Cost accounting principles, methods and procedures.
- Laws and regulations relating to the financial administration of public agencies.
- Principles and practices of auditing and internal control.
- Principles and procedures of cash management.
- Principles, procedures and techniques of financial analysis.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.
- Principles and practices of business data management, particularly related to the processing of accounting information and interpretation of input and output data.
- Safe work methods and safety regulations.

Ability to:

- Plan, assign, train, evaluate and supervise the work of subordinates engaged in accounting and customer service work.
- Develop and implement account system modifications.
- Analyze, interpret, and prepare financial and accounting records and reports.
- Analyze and interpret complex utility billing records and coordinate the Accounts Representative staff.
- Interpret and explain District financial policies and practices.
- Verify and ensure the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursement.
- Analyze, post, balance and reconcile complex financial data and accounts.
- Prepare clear, concise and complete financial documents, statements and reports.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with District staff and Board, and the general public.
- Operate a computer and related software at an advanced level.

I have reviewed this Job Description with my Supervisor and agree with its contents

Employee Signature

Date

Employer Signature

Date

DRAFT



Administrative Services Manager

Hidden Valley Lake Community Services

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

HOURLY PAY SCALE

Reports to: General Manager					
Status:	Step A	Step B	Step C	Step D	Step E
7% Lag: Pending	\$29.51	\$31.05	\$32.69	\$34.41	\$36.22
Current: Approved 7/2018	\$27.05	\$28.40	\$29.82	\$31.31	\$33.00

DEFINITION:

To provide administrative support to the General Manager and Board of Directors and assist the General Manager in the implementation of District policies and procedures, to perform duties pertinent to office administration and operation and to carry out special projects for the District.

DISTINGUISHING CHARACTERISTICS:

This is the advanced management level class in which incumbents perform highly responsible administrative and management duties for the General Manager and Board of Directors and in support of a major function. Incumbents in this class work with substantial independence and assume responsibility for complex duties associated with administrative support and record keeping based on extensive knowledge of District operations, policies, procedures and practices.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises general supervision over administrative support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Gathers and organizes a variety of information and materials for the General Manager and Board of Directors Prepare and post agendas for District Board meetings and committee meetings; assemble all materials for meeting packets, prepare minutes and committee reports for meetings; attend meetings. Schedules and ensures completion of Board mandatory trainings
- Performs highly responsible and complex administrative, secretarial and office support functions for the General Manager, Board of Directors and District staff
- Prepares correspondence, memoranda, and other items as delegated by the General Manager and Board Members
- Makes appointments, coordinates meetings with high level executives and maintains appointment calendar for the General Manager and Board of Directors; arranges travel and conference registrations for the General Manager, Board of Directors and staff; processes expense reports and invoices for reimbursement and payment
- Serves as a confidential assistant to the General Manager for District administrative functions

- Maintains all District Records and Files including complete and up-to-date record of all Board actions, Resolutions and Ordinances sufficient to ensure accuracy and easy access
- Oversee processes mandated by the Public Records Act, FOIA, and other Federal, State and Local "Right to Know" regulations.
- Administers the Fair Political Practices Commission guidelines and the filing of economic interest statements; issues campaign packets
- Administer clerical tasks for District programs including Employee Relations, insurance, workers' compensation, public information and education.
- Maintain District insurance records including District vehicle and facility inventory
- Manage the District Records Retention and Records Destruction Policy
- Maintain the District website and provide basic IT support for the District
- Maintain personnel and payroll records; process paperwork for job postings including reviewing applicants/resumes, terminations and promotions; monitor performance evaluation dates and provide appropriate forms to staff. Provide benefit enrollment assistance; serves as the employee benefit representative and processes benefit related changes.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions; handle vendor/solicitation phone calls and emails
- Assists in the preparation of the annual budget related to administrative expenses and manages and reviews expenditures for accuracy
- Serve as a District representative on various committees, as assigned
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District staff and Board, and the general public.
- Works weekends, evenings and holidays as required, to accommodate the District's needs in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work on multiple concurrent tasks; work with interruptions and interact with all levels of District management, board members, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an Associate degree in business Administration, Public Administration, or a closely related field, and five (5) years of secretarial and office administration experience. Additional experience may be substituted for the educational requirement on a year-for-year basis.

Licenses/Certificates:

- Incumbent must possess a valid Class C California driver's license and satisfactory driving record.
- Special District Institute Certification is required and may be completed within the first two years of employment.

- Incumbent must be a Certified Notary.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Modern office practices, equipment and procedures
- Business correspondence, filing systems, and standard office operations Statistical and record keeping methods
- Operations, procedures, policies and precedents of the District
- Federal, State and local laws, rules and regulations relative to the Brown Act; records management; resolutions, ordinances, Political Reform Act; Public Information Act, Elections and Appointments, and related
- Agenda preparation and distribution requirements for the District Board
- District organization, functions and policies
- Water and sewer related services
- Personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software
- Customer service and customer relations practices and principles
- English usage, spelling, grammar, and punctuation
- Principles of supervision and work coordination
- Research methods and techniques
- Principles and practices of sound business communication
- Safe work methods and safety regulations

Ability to:

- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors with speed and accuracy
- Prepare agenda, minutes, and records for the Board of Directors
- Take notes and prepare minutes of meetings
- Keyboard at a minimum speed of 65 words per minute
- Provide supervision and work coordination for office support staff, as assigned
- Perform research and prepare documents and reports
- Operate a variety of office equipment including computers and applicable software at an advanced level
- Effectively represent the District, including its programs and policies with the public
- Exercise tact, diplomacy and discretion in dealing with highly sensitive and confidential information
- Exercise independent judgment and initiative within established guidelines
- Establish and maintain effective working relationships with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work
- Understand and follow oral and written directions
- Work effectively with a small group or individually
- Provide excellent customer service and resolve public concerns and complaints
- Skillfully and safely operate a mother vehicle when required in the course of performing work duties

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date

DRAFT