



**Hidden Valley Lake Community Services District
Regular Board Meeting
Tuesday, February 21, 2023 – 7:00 PM
19400 Hartmann Road, Hidden Valley Lake, CA.**

To join the meeting by teleconference, go to www.hvlcsd.org select the February 21, 2023, Regular Board Meeting and select the Microsoft teams link, select open Microsoft teams, select join now.

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

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **CONSENT CALENDAR**
 - A. **MINUTES**: Approval of January 9, 2023, Closed Session of the Board of Directors Meeting Minutes.
 - B. **MINUTES**: Approval of January 10, 2023, Finance Committee Meeting Minutes.
 - C. **MINUTES**: Approval of January 17, 2023, Regular Board of Directors Meeting Minutes.
 - D. **APPROVE**: Revision to Policy 3004.19.3 Medical Insurance for Retirees
 - E. **DISBURSEMENTS**: Check #1385 - #1457 Including Drafts and Payroll for a Total of \$463,064.60.
- 6) **BOARD COMMITTEE REPORTS** (for information only, no action anticipated)
 - Finance Committee
 - Personnel Committee
 - Emergency Preparedness Committee
 - Lake Water Use Agreement-Ad Hoc Committee
 - Trane Ad-Hoc Committee
 - Valley Oaks Project Sub-Committee
- 7) **BOARD LIST OF PRIORITIES**:
 - Underground Infrastructure – Water Mainlines
 - I&I
 - Tank 9
 - Generators
 - SCADA
- 8) **STAFF REPORTS** (for information only, no action anticipated)
 - Financial Report

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

- 9) **DISCUSSION AND POSSIBLE ACTION:** Adopt Resolution 2023-01 Award of Contract to Coastland | DCCM for the Consulting and Engineering Services for the Water Distribution Reliability (WDR) Project.
- 10) **DISCUSSION AND POSSIBLE ACTION:** Authorize the General Manager to Purchase a Skid Steer and Construction Truck
- 11) **PUBLIC COMMENT**
- 12) **BOARD MEMBER COMMENT**
- 13) **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. Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING CLOSED SESSION MEETING MINUTES
MONDAY JANUARY 9, 2023 -3:00 PM**

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

Present:

Director Gary Graves
Director Claude Brown
Director Jim Lieberman
Director Sean Millerick
Director Jim Freeman
General Manager, Dennis White
Project Manager, Alyssa Gordon

Also Present:

Michael Day, Trane Industries

CALL TO ORDER

The meeting was called to order at 3:01 PM by Director Graves.

Director Brown moved to approve the January 9, 2023, Closed Session Agenda. Seconded by Director Lieberman.

Roll Call Vote;

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimous to approve the January 9, 2023, Closed Session Agenda as presented.

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Pursuant to Gov. Code section 54956.8.

Property:

APN: 013-008-21

APN: 013-060-01

APN: 013-060-03

Agency Negotiator: Dennis White, General Manager

Negotiating Parties: Trane International (Michael Day)

Under Negotiation: Price and Terms of Payment for Long-Term Lease

Members of the Board entered Closed Session at 3:03 p.m.

Reconvene To Open Session at 4:50 p.m. with no reportable action.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE
Tuesday January 10, 2023 – 12:30 P.M.
Meeting Minutes**

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

Present were:

Director Jim Freeman

Director Gary Graves

Dennis White, General Manager

Penny Cuadras, Administrative Services Manager

Trish Wilkinson, Accounting Supervisor

Jacob Lampert, CivicSpark Fellow

Via Teleconference:

Alyssa Gordon, Project Manager

Olya Egorov, CivicSpark Fellow

CALL TO ORDER

The meeting was called to order at 12:33 p.m. by Director Graves.

APPROVAL OF AGENDA

Motion by Director Freeman to approve the Tuesday, January 10, 2023, Finance Committee agenda as presented. Seconded by Director Graves

Roll Call:

Ayes: (2) Directors Graves, and Freeman

Nays: (0)

Abstain: (0)

Absent: (0)

Tuesday January 10, 2023, Finance Committee Agenda approved by roll call vote.

REVIEW AND POSSIBLE RECOMMENDATION:

Monthly Financial Reports & Disbursements

The Committee reviewed and discussed the financial reports for the period ending December 30, 2022. Staff addressed inquiries as presented by the committee.

REVIEW AND POSSIBLE RECOMMENDATION:

Projects Update

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

PUBLIC COMMENT

No Public Comment

COMMITTEE MEMBER COMMENT

Members of the committee welcomed CivicSpark Fellow and expressed appreciation to staff.

ADJOURNMENT

Motion by Director Freeman to adjourn the meeting at 1:38 p.m. Seconded by Director Graves

Motion carried to adjourn the meeting at 1:38 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE:
TUESDAY, JANUARY 17, 2023– 7:00 PM**

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

Directors Present:

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

Staff Present:

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

Via Teleconference

Alyssa Gordon, Project Manager

CALL TO ORDER

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

APPROVAL OF AGENDA

Moved by Director Freeman to approve the January 17, 2023, Regular Board Agenda.
Seconded by Director Lieberman.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to approve the January 17, 2023, Regular Board Agenda.

BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS

Election of the Board President for the 2023 calendar year

Election of the Vice President for the 2023 calendar year

Director Graves called for nominations for the position of President. Director Freeman nominated Director Brown; seconded by Director Millerick. Director Graves then called for nominations for the position of Vice President. Director Lieberman nominated Director Millerick seconded by Director Freeman. All Directors present unanimously approved the nominations. Gavel passed to Director Brown, President to the Board.

**APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC
COMMITTEES**

Director Brown made the following Board Member Committee Assignments for the 2023 calendar year:

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

All Directors present unanimously approved the nominations.

CONSENT CALENDAR

Moved by Director Freeman, seconded by Director Lieberman and approved by the following roll call vote to approve the Consent Calendar as presented as written.

- A. **MINUTES**: Approval of December 13, 2022, Finance Committee Meeting Minutes.
- B. **MINUTES**: Approval of December 20, 2022, Regular Board of Directors Meeting Minutes.
- C. **DISBURSEMENTS**: Check # 1293 - #1384 including drafts and payroll for a total of \$401,858.22.

No Further Discussion.
No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to approve the Consent Calendar as presented.

BOARD COMMITTEE REPORTS

Finance Committee: Met 1/10

Personnel Committee: Have not met

Emergency Preparedness Committee: Have not met

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

Valley Oaks Sub-Committee: Have not met

Trane Energy Resilience Ad Hoc Committee: Met 1/9

STAFF REPORTS

Financial Report: No discussion

Administration/Customer Services Report: Director Freeman requests staff provide a graph of a 6-month trend of customers locked off for nonpayment.

Field Operation Report: No Discussion

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

DATE: February 21, 2023

AGENDA ITEM: DISCUSSION AND POSSIBLE ACTION: Review and Approve Revision to Policy 3004.19.3 Medical Insurance for Retirees

RECOMMENDATIONS: Approve Revisions to Policy 3004.19.3

FINANCIAL IMPACT: None

BACKGROUND: November 15, 2022 the Board approved the CERBT agreement to Prefund OPEB through CalPERS and adopted Resolution 2022-11 Modifying Health Benefits For District Retirees For New Employees.

Revisions to the policy is necessary to include changes to medical benefits for employees hired after November 15, 2022.



POLICY	Medical Insurance For Retirees	
POLICY # 3004.19.3	ADOPTED: November 16, 2021	REVISION: 02/21/2023

3004.19.3 Employees hired BEFORE November 15, 2022

Pursuant to Resolution 2007-13 Establishing Health benefits for Retirees, The District provides medical insurance for retirees that have been employed for a minimum of five years and have retired no earlier than 55 years of age. Each such retiree and dependent must enroll in Medicare Part A and Part B coverage at the retiree's own expense when the retiree attains age 65 in order to continue the retiree's medical benefits coverage through the District.

The District's contribution for each retiree and dependents shall be 50% of the medical benefit premium per month. It is the responsibility of each such retiree to pay the retiree's obligation on a timely basis, and any amount owed by the retiree that is not received by the District by the 15th of the month in which the payment is due will disqualify the retiree from continuing the medical benefits.

3004.19.3.1 Employees hired AFTER November 15, 2022

Pursuant to Resolution 2022-11 Modifying Health Benefits For District Retirees For New Employees, the District provides medical insurance for retirees hired after November 15, 2022, with a minimum of 15 years of consecutive service as an employee of the District and no earlier than 55 years of age. Each such retiree must enroll in Medicare Part A and Part B coverage at the retiree's own expense when the retiree attains age 65 in order to continue the retiree's medical benefits coverage through the District.

District retiree health benefits shall be for the retiree only and do not include coverage for any dependent of the retiree.

The District will make contributions towards the cost of the retiree health benefits for new employees hired after November 15, 2022 during their active employment rather than just during their retirement; upon retirement the District shall contribute, from the OPEB 115 Trust, toward the cost of the District offered retiree medical plan, a monthly contribution not to exceed \$600 (RU 65) or \$350 (RO 65); provided, however, that the District's contribution amount is subject to change at any time by amendment to this resolution by the District's Board of Directors.

The retiree shall be responsible for the balance of the health benefit premium owed to the District by no later than the 15th of each month. It is the responsibility of each such retiree to pay the retiree's obligation on a timely basis, and any amount owed by the retiree that is not received by the District by the 15th of the month in which the payment is due will disqualify the retiree from continuing the medical benefits.

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	45.98
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,806.24
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	56.83
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	250.42
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	276.60
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	21,601.52
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,064.19
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	2,797.99
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	592.01
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,513.12
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,474.81
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	1,033.00
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	12,132.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	259.07
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	2,513.18
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	636.72
01-2674	EUREKA OXYGEN CO.			N		FUND TOTAL FOR VENDOR	263.73
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	130.50
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	94.02
01-2745	EMERGENCY CARE TRAINING &			N		FUND TOTAL FOR VENDOR	480.00
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	158.76
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	3,016.67
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	4,387.50
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,099.99
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	23,096.25

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

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	125.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	2,373.18
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	102.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	190.01
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	45.09
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	2,935.05
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	525.75
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	107.94
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	7,609.54
01-2952	MACLEOD WATTS, INC.			N		FUND TOTAL FOR VENDOR	2,675.00
01-2992	BACKGROUNDS ONLINE			N		FUND TOTAL FOR VENDOR	13.00
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	76.17
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	183.96
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	1,766.92
01-3028	POTRERO HILLS LANDFILL, I			N		FUND TOTAL FOR VENDOR	7,402.44
01-3042	RUSSELL MURPHY			N		FUND TOTAL FOR VENDOR	56.28
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	892.00
01-3057	HERO RENTS			N		FUND TOTAL FOR VENDOR	450.73
01-3058	NATHAN REESE			N		FUND TOTAL FOR VENDOR	51.39
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	216.13
01-3068	WILLETTA CALLAGHAN			N		FUND TOTAL FOR VENDOR	18.75
01-3071	BARTKIEWICZ, KRONICK & SH			N		FUND TOTAL FOR VENDOR	937.50
01-3079	PUMPMAN NORCAL			N		FUND TOTAL FOR VENDOR	13,118.29
01-8	AT&T			N		FUND TOTAL FOR VENDOR	541.04
01-82	E & M ELECTRIC & MACHINER			N		FUND TOTAL FOR VENDOR	1,170.00
*** FUND TOTALS ***							131,667.26

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	892.07
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,822.16
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	56.83
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	250.41
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	276.59
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	58.78
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	21,601.51
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,111.96
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	814.98
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	592.00
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,520.58
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,474.79
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	263.70
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	2,513.17
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	636.71
01-2674	EUREKA OXYGEN CO.			N		FUND TOTAL FOR VENDOR	263.72
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	7,656.88
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	94.01
01-2745	EMERGENCY CARE TRAINING &			N		FUND TOTAL FOR VENDOR	480.00
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	158.74
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	3,043.76
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	600.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,100.01
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	2,373.15
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	1,874.37

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

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	102.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	190.00
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	45.08
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	525.75
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	107.94
01-2952	MACLEOD WATTS, INC.			N		FUND TOTAL FOR VENDOR	2,675.00
01-2992	BACKGROUNDS ONLINE			N		FUND TOTAL FOR VENDOR	13.00
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	76.17
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	183.95
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	1,766.92
01-3042	RUSSELL MURPHY			N		FUND TOTAL FOR VENDOR	56.27
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	892.00
01-3057	HERO RENTS			N		FUND TOTAL FOR VENDOR	450.72
01-3058	NATHAN REESE			N		FUND TOTAL FOR VENDOR	51.38
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	216.12
01-3068	WILLETTA CALLAGHAN			N		FUND TOTAL FOR VENDOR	18.75
01-3071	BARTKIEWICZ, KRONICK & SH			N		FUND TOTAL FOR VENDOR	937.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	541.03
01-82	E & M ELECTRIC & MACHINER			N		FUND TOTAL FOR VENDOR	1,170.00
*** FUND TOTALS ***							68,852.96

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

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2893	U.S. BANK				N	FUND TOTAL FOR VENDOR	41,077.97
*** FUND TOTALS ***							41,077.97

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1636	US BANK			N		FUND TOTAL FOR VENDOR	146,038.68
*** FUND TOTALS ***							146,038.68
*** REPORT TOTALS ***			387,636.87				387,636.87

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	107.94
120 2088	SURVIVOR BENEFITS - PERS	13.31
120 2090	PERS PAYABLE	2,844.93
120 2091	FIT PAYABLE	1,731.89
120 2092	CIT PAYABLE	862.29
120 2093	SOCIAL SECURITY PAYABLE	40.99
120 2094	MEDICARE PAYABLE	625.08
120 2095	S D I PAYABLE	38.71
120 2099	DEFERRED COMP - 457 PLAN	1,099.99
120 5-00-5025	RETIREE HEALTH BENEFITS	1,470.84
120 5-00-5060	GASOLINE, OIL & FUEL	2,395.03
120 5-00-5061	VEHICLE MAINT	2,170.91
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	1,329.94
120 5-00-5092	POSTAGE & SHIPPING	629.24
120 5-00-5121	LEGAL SERVICES	1,829.50
120 5-00-5123	OTHER PROFESSIONAL SERVICES	2,688.00
120 5-00-5130	PRINTING & PUBLICATION	1,008.33
120 5-00-5145	EQUIPMENT RENTAL	373.97
120 5-00-5148	OPERATING SUPPLIES	12,815.25
120 5-00-5150	REPAIR & REPLACE	17,732.70
120 5-00-5155	MAINT BLDG & GROUNDS	235.24
120 5-00-5160	SLUDGE DISPOSAL	19,534.94
120 5-00-5191	TELEPHONE	1,774.39
120 5-00-5193	OTHER UTILITIES	276.60
120 5-00-5194	IT SERVICES	3,138.93
120 5-00-5195	ENV/MONITORING	4,387.50
120 5-10-5010	SALARIES & WAGES	338.04
120 5-10-5020	EMPLOYEE BENEFITS	6,837.25
120 5-10-5021	RETIREMENT BENEFITS	1,900.13

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5090	OFFICE SUPPLIES	222.56
120 5-10-5170	TRAVEL MILEAGE	18.75
120 5-10-5175	EDUCATION / SEMINARS	240.00
120 5-10-5179	ADM MISC EXPENSES	31.60
120 5-30-5010	SALARIES & WAGES	309.04
120 5-30-5020	EMPLOYEE BENEFITS	11,623.63
120 5-30-5021	RETIREMENT BENEFITS	1,754.75
120 5-30-5022	CLOTHING ALLOWANCE	398.49
120 5-30-5063	CERTIFICATIONS	125.00
120 5-30-5170	TRAVEL MILEAGE	95.11
120 5-30-5175	EDUCATION / SEMINARS	240.00
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	5.75
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,255.32
120 5-70-7201	REGULATORY COMPLIANCE	23,096.25
	** FUND TOTAL **	131,667.26
130 1052	ACCTS REC WATER USE	892.07
130 2075	AFLAC	107.94
130 2088	SURVIVOR BENEFITS - PERS	13.66
130 2090	PERS PAYABLE	2,857.09
130 2091	FIT PAYABLE	1,772.66
130 2092	CIT PAYABLE	872.34
130 2093	SOCIAL SECURITY PAYABLE	41.00
130 2094	MEDICARE PAYABLE	628.73
130 2095	S D I PAYABLE	39.16
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,100.01
130 5-00-5025	RETIREE HEALTH BENEFITS	1,470.84
130 5-00-5060	GASOLINE, OIL & FUEL	2,395.01
130 5-00-5061	VEHICLE MAINT	2,170.90
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	1,329.94
130 5-00-5092	POSTAGE & SHIPPING	629.23
130 5-00-5121	LEGAL SERVICES	1,829.50
130 5-00-5123	OTHER PROFESSIONAL SERVICES	2,746.78
130 5-00-5130	PRINTING & PUBLICATION	1,008.31
130 5-00-5145	EQUIPMENT RENTAL	373.95
130 5-00-5148	OPERATING SUPPLIES	18.30CR
130 5-00-5150	REPAIR & REPLACE	4,244.82
130 5-00-5155	MAINT BLDG & GROUNDS	235.26
130 5-00-5191	TELEPHONE	1,774.34
130 5-00-5193	OTHER UTILITIES	276.59
130 5-00-5194	IT SERVICES	4,369.79
130 5-00-5195	ENV/MONITORING	600.00
130 5-10-5010	SALARIES & WAGES	337.95
130 5-10-5020	EMPLOYEE BENEFITS	6,837.08
130 5-10-5021	RETIREMENT BENEFITS	1,900.13
130 5-10-5090	OFFICE SUPPLIES	222.55

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 218 CIEDB REDEMPTION FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-10-5170	TRAVEL MILEAGE	18.75
130 5-10-5175	EDUCATION / SEMINARS	240.00
130 5-10-5179	ADM MISC EXPENSES	31.60
130 5-30-5010	SALARIES & WAGES	312.52
130 5-30-5020	EMPLOYEE BENEFITS	11,629.20
130 5-30-5021	RETIREMENT BENEFITS	1,749.70
130 5-30-5022	CLOTHING ALLOWANCE	398.44
130 5-30-5170	TRAVEL MILEAGE	95.11
130 5-30-5175	EDUCATION / SEMINARS	240.00
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITS	5.75
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,255.31
130 5-70-7204	RELIABLE WATER SUPPLY	7,798.15
	** FUND TOTAL **	68,852.96
215 5-00-5522	INTEREST ON LONG-TERM DEBT	41,077.97
	** FUND TOTAL **	41,077.97
218 5-00-5522	INTEREST ON LONG-TERM DEBT	24,035.83
218 5-00-5595	CIEDB LOAN ANNUAL FEE	4,144.11
218 5-00-5599	PRINCIPAL PMT	117,858.74
	** FUND TOTAL **	146,038.68

 ** TOTAL ** 387,636.87

NO ERRORS

SELECTION CRITERIA

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

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 1/01/2023 THRU 1/31/2023	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

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

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,110,648.00</u>	<u>177,000.66</u>	<u>1,280,744.68</u>	<u>829,903.32</u>	<u>60.68</u>
TOTAL REVENUES	<u>2,110,648.00</u>	<u>177,000.66</u>	<u>1,280,744.68</u>	<u>829,903.32</u>	<u>60.68</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	973,522.00	67,649.30	597,899.43	375,622.57	61.42
ADMINISTRATION	457,701.00	37,390.51	292,273.57	165,427.43	63.86
FIELD	492,852.00	41,935.13	319,238.70	173,613.30	64.77
DIRECTORS	34,159.00	3,380.22	17,746.42	16,412.58	51.95
CAPITAL PROJECTS & EQUIP	<u>532,500.00</u>	<u>23,096.25</u>	<u>50,787.50</u>	<u>481,712.50</u>	<u>9.54</u>
TOTAL EXPENDITURES	<u>2,490,734.00</u>	<u>173,451.41</u>	<u>1,277,945.62</u>	<u>1,212,788.38</u>	<u>51.31</u>
REVENUES OVER/(UNDER) EXPENDITURES	(380,086.00)	3,549.25	2,799.06	(382,885.06)	0.74-

120-SEWER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	1,000.00	0.00	300.00	700.00	30.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	0.00	2,605.20	2,894.80	47.37
120-4050 SALES OF RECLAIMED WATER	154,542.00	5,112.22	90,255.11	64,286.89	58.40
120-4111 COMM SEWER USE	85,538.00	6,115.81	47,140.89	38,397.11	55.11
120-4112 GOV'T SEWER USE	1,200.00	109.14	654.84	545.16	54.57
120-4116 SEWER USE CHARGES	1,836,418.00	153,452.46	1,080,019.08	756,398.92	58.81
120-4210 LATE FEE	22,000.00	3,281.20	21,526.35	473.65	97.85
120-4300 MISC INCOME	2,500.00	351.75	361.35	2,138.65	14.45
120-4310 OTHER INCOME	1,450.00	528.72	1,800.31 (350.31)	124.16
120-4320 FEMA/Caloes GRANTS	0.00	0.00	1,969.00 (1,969.00)	0.00
120-4325 GRANTS	0.00	0.00	25,670.51 (25,670.51)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	500.00	0.00	392.68	107.32	78.54
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	8,049.36	8,049.36 (8,049.36)	0.00
TOTAL REVENUES	2,110,648.00	177,000.66	1,280,744.68	829,903.32	60.68

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	3,923.08 (3,923.08)	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	12,000.00	0.00	10,023.65	1,976.35	83.53
120-5-00-5025 RETIREE HEALTH BENEFITS	8,452.00	735.42	1,406.94	7,045.06	16.65
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	2,395.03	11,885.56	18,114.44	39.62
120-5-00-5061 VEHICLE MAINT	26,415.00	2,168.36	17,141.64	9,273.36	64.89
120-5-00-5062 TAXES & LIC	800.00	0.00	152.38	647.62	19.05
120-5-00-5074 INSURANCE	104,000.00	0.00	104,101.25 (101.25)	100.10
120-5-00-5075 BANK FEES	30,000.00	1,999.03	14,670.66	15,329.34	48.90
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000.00	1,329.94	6,656.60	4,343.40	60.51
120-5-00-5092 POSTAGE & SHIPPING	9,000.00	629.24	4,077.89	4,922.11	45.31
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	12,000.00	1,829.50	12,443.25 (443.25)	103.69
120-5-00-5122 ENGINEERING SERVICES	49,000.00	0.00	29,088.93	19,911.07	59.37
120-5-00-5123 OTHER PROFESSIONAL SERVICE	10,000.00	2,688.00	7,544.00	2,456.00	75.44
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,225.00	1,275.00	83.00
120-5-00-5130 PRINTING & PUBLICATION	6,000.00	1,008.33	3,532.99	2,467.01	58.88
120-5-00-5135 NEWSLETTER	1,000.00	0.00	195.00	805.00	19.50
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	373.97	5,312.82 (312.82)	106.26
120-5-00-5148 OPERATING SUPPLIES	50,000.00	12,815.25	45,464.57	4,535.43	90.93
120-5-00-5150 REPAIR & REPLACE	180,000.00	17,732.07	67,525.85	112,474.15	37.51
120-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	235.24	4,600.49	7,399.51	38.34
120-5-00-5156 CUSTODIAL SERVICES	17,500.00	0.00	4,968.50	12,531.50	28.39
120-5-00-5157 SECURITY	1,000.00	0.00	324.00	676.00	32.40
120-5-00-5160 SLUDGE DISPOSAL	35,000.00	12,132.50	37,957.19 (2,957.19)	108.45
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	15,000.00	1,774.39	8,795.04	6,204.96	58.63
120-5-00-5192 ELECTRICITY	155,000.00	0.00	33,424.43	121,575.57	21.56
120-5-00-5193 OTHER UTILITIES	3,500.00	276.60	1,663.05	1,836.95	47.52
120-5-00-5194 IT SERVICES	35,000.00	3,138.93	21,869.04	13,130.96	62.48
120-5-00-5195 ENV/MONITORING	40,000.00	4,387.50	29,662.75	10,337.25	74.16
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	7,500.00	0.00	23,968.00 (16,468.00)	319.57
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	0.00	60.10	1,139.90	5.01
120-5-00-5311 EQUIPMENT - OFFICE	1,200.00	0.00	778.38	421.62	64.87
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	2,268.58	1,231.42	64.82
120-5-00-5317 COVID-19	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	235.00	15.00	94.00
120-5-00-5580 TRANSFERS OUT	32,205.00	0.00	25,952.82	6,252.18	80.59

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

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	973,522.00	67,649.30	597,899.43	375,622.57	61.42

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

120-SEWER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	289,065.00	21,890.22	187,861.16	101,203.84	64.99
120-5-10-5020 EMPLOYEE BENEFITS	93,926.00	13,087.25	50,320.60	43,605.40	53.57
120-5-10-5021 RETIREMENT BENEFITS	59,860.00	1,900.13	47,845.72	12,014.28	79.93
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	222.56	1,935.91	2,064.09	48.40
120-5-10-5170 TRAVEL MILEAGE	5,000.00	18.75	1,860.53	3,139.47	37.21
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	240.00	1,992.80	3,007.20	39.86
120-5-10-5179 ADM MISC EXPENSES	350.00	31.60	456.85 (106.85)	130.53
TOTAL ADMINISTRATION	457,701.00	37,390.51	292,273.57	165,427.43	63.86

120-SEWER ENTERPRISE FUND
 FIELD
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	302,326.00	21,623.15	187,154.15	115,171.85	61.90
120-5-30-5020 EMPLOYEE BENEFITS	122,616.00	17,873.63	80,030.27	42,585.73	65.27
120-5-30-5021 RETIREMENT BENEFITS	57,910.00	1,754.75	46,263.41	11,646.59	79.89
120-5-30-5022 CLOTHING ALLOWANCE	2,500.00	398.49	1,716.86	783.14	68.67
120-5-30-5063 CERTIFICATIONS	1,500.00 (50.00)	155.00	1,345.00	10.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	611.04	388.96	61.10
120-5-30-5170 TRAVEL MILEAGE	1,000.00	95.11	1,090.52 (90.52)	109.05
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	240.00	2,217.45	1,782.55	55.44
TOTAL FIELD	492,852.00	41,935.13	319,238.70	173,613.30	64.77

120-SEWER ENTERPRISE FUND
DIRECTORS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	1,884.05	1,115.95	62.80
120-5-40-5020 DIRECTOR BENEFITS	230.00	5.75	46.25	183.75	20.11
120-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629.00	3,105.32	15,674.76	9,954.24	61.16
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	141.36	1,358.64	9.42
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL DIRECTORS	34,159.00	3,380.22	17,746.42	16,412.58	51.95

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

120-SEWER ENTERPRISE FUND
CAPITAL PROJECTS & EQUIP
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 REGULATORY COMPLIANCE	385,000.00	23,096.25	50,675.00	334,325.00	13.16
120-5-70-7202 DISASTER MITIGATION	100,000.00	0.00	112.50	99,887.50	0.11
120-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
120-5-70-7205 RISK MANAGEMENT	22,500.00	0.00	0.00	22,500.00	0.00
120-5-70-7206 RECORDS RETENTION	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	532,500.00	23,096.25	50,787.50	481,712.50	9.54
TOTAL EXPENDITURES	<u>2,490,734.00</u>	<u>173,451.41</u>	<u>1,277,945.62</u>	<u>1,212,788.38</u>	<u>51.31</u>
REVENUES OVER/(UNDER) EXPENDITURES	(380,086.00)	3,549.25	2,799.06	(382,885.06)	0.74-

*** END OF REPORT ***

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>3,084,096.00</u>	<u>240,341.86</u>	<u>1,838,678.71</u>	<u>1,245,417.29</u>	<u>59.62</u>
TOTAL REVENUES	<u>3,084,096.00</u>	<u>240,341.86</u>	<u>1,838,678.71</u>	<u>1,245,417.29</u>	<u>59.62</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,223,181.00	115,083.08	555,998.28	667,182.72	45.46
ADMINISTRATION	455,901.00	37,390.42	292,423.15	163,477.85	64.14
FIELD	492,952.00	42,228.29	306,344.35	186,607.65	62.14
DIRECTORS	35,559.00	3,380.16	18,010.93	17,548.07	50.65
CAPITAL PROJECTS & EQUIP	<u>1,050,000.00</u>	<u>7,655.06</u>	<u>48,981.31</u>	<u>1,001,018.69</u>	<u>4.66</u>
TOTAL EXPENDITURES	<u>3,257,593.00</u>	<u>205,737.01</u>	<u>1,221,758.02</u>	<u>2,035,834.98</u>	<u>37.50</u>
REVENUES OVER/(UNDER) EXPENDITURES	(173,497.00)	34,604.85	616,920.69	(790,417.69)	355.58-

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	5,000.00	1,440.00	7,630.00 (2,630.00)	152.60
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	3,290.00	0.00	1,507.00	1,783.00	45.81
130-4040 LIEN RECORDING FEES	1,200.00	0.00	749.16	450.84	62.43
130-4045 AVAILABILITY FEES	22,000.00	0.00	10,360.80	11,639.20	47.09
130-4110 COMM WATER USE	144,786.00	5,196.14	45,932.12	98,853.88	31.72
130-4111 BULK WATER SALES	7,500.00	142.46	46,688.56 (39,188.56)	622.51
130-4112 GOV'T WATER USE	6,500.00	825.84	4,308.60	2,191.40	66.29
130-4115 WATER USE	2,848,200.00	205,580.54	1,644,644.10	1,203,555.90	57.74
130-4210 LATE FEE	32,000.00	4,538.62	33,879.86 (1,879.86)	105.87
130-4215 RETURNED CHECK FEE	500.00	0.00	600.00 (100.00)	120.00
130-4300 MISC INCOME	1,500.00	1,785.91	1,995.51 (495.51)	133.03
130-4310 OTHER INCOME	100.00	500.00	1,627.98 (1,527.98)	1,627.98
130-4320 FEMA/CalOES GRANTS	0.00	12,283.00	30,064.97 (30,064.97)	0.00
130-4325 GRANTS	0.00	0.00	0.00	0.00	0.00
130-4330 HYDRANT METER USE DEPOSIT	9,720.00	0.00	0.00	9,720.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	1,800.00	0.00	640.70	1,159.30	35.59
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	8,049.35	8,049.35 (8,049.35)	0.00
TOTAL REVENUES	3,084,096.00	240,341.86	1,838,678.71	1,245,417.29	59.62

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	3,923.07 (3,923.07)	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	10,500.00	0.00	10,023.66	476.34	95.46
130-5-00-5025 RETIREE HEALTH BENEFITS	8,452.00	735.41	1,406.99	7,045.01	16.65
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	2,395.01	11,885.57	18,114.43	39.62
130-5-00-5061 VEHICLE MAINT	25,000.00	2,168.36	17,141.58	7,858.42	68.57
130-5-00-5062 TAXES & LIC	1,200.00	0.00	152.38	1,047.62	12.70
130-5-00-5074 INSURANCE	104,000.00	0.00	104,367.70 (367.70)	100.35
130-5-00-5075 BANK FEES	30,000.00	1,999.01	14,670.59	15,329.41	48.90
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000.00	1,329.94	24,753.60	3,246.40	88.41
130-5-00-5092 POSTAGE & SHIPPING	7,500.00	629.23	4,077.84	3,422.16	54.37
130-5-00-5110 CONTRACTUAL SERVICES	60,000.00	0.00	0.00	60,000.00	0.00
130-5-00-5121 LEGAL SERVICES	30,000.00	1,829.50	12,863.25	17,136.75	42.88
130-5-00-5122 ENGINEERING SERVICES	65,000.00	0.00	155.00	64,845.00	0.24
130-5-00-5123 OTHER PROFESSIONAL SERVICE	15,000.00	2,746.78	10,046.93	4,953.07	66.98
130-5-00-5124 WATER RIGHTS	15,000.00	563.94	1,163.94	13,836.06	7.76
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,225.00	1,275.00	83.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	1,008.31	3,453.11	4,046.89	46.04
130-5-00-5135 NEWSLETTER	1,200.00	0.00	195.00	1,005.00	16.25
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	373.95	4,878.03	30,121.97	13.94
130-5-00-5148 OPERATING SUPPLIES	7,500.00 (18.30)	546.35	6,953.65	7.28
130-5-00-5150 REPAIR & REPLACE	225,000.00	4,224.45	68,985.61	156,014.39	30.66
130-5-00-5155 MAINT BLDG & GROUNDS	15,000.00	235.26	4,600.50	10,399.50	30.67
130-5-00-5156 CUSTODIAL SERVICES	5,000.00	0.00	1,692.50	3,307.50	33.85
130-5-00-5157 SECURITY	5,000.00	0.00	324.00	4,676.00	6.48
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	15,000.00	1,774.34	8,794.94	6,205.06	58.63
130-5-00-5192 ELECTRICITY	200,000.00	0.00	91,735.98	108,264.02	45.87
130-5-00-5193 OTHER UTILITIES	3,600.00	276.59	1,662.99	1,937.01	46.19
130-5-00-5194 IT SERVICES	55,000.00	4,369.79	28,877.76	26,122.24	52.51
130-5-00-5195 ENV/MONITORING	20,000.00	600.00	7,090.00	12,910.00	35.45
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	40,000.00	0.00	19,073.88	20,926.12	47.68
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	60.10	939.90	6.01
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	778.38	221.62	77.84
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	5,000.00	0.00	2,268.58	2,731.42	45.37
130-5-00-5317 COVID-19	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5505 WATER CONSERVATION	5,000.00	0.00	46.96	4,953.04	0.94
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	0.00	0.00	0.00
130-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	250.00	0.00	235.00	15.00	94.00
130-5-00-5580 TRANSFERS OUT	96,979.00	87,841.51	87,841.51	9,137.49	90.58

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

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	30,000.00	0.00	0.00	30,000.00	0.00
TOTAL NON-DEPARTMENTAL	1,223,181.00	115,083.08	555,998.28	667,182.72	45.46

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	289,065.00	21,890.31	188,006.65	101,058.35	65.04
130-5-10-5020 EMPLOYEE BENEFITS	93,926.00	13,087.08	50,324.24	43,601.76	53.58
130-5-10-5021 RETIREMENT BENEFITS	59,860.00	1,900.13	47,845.51	12,014.49	79.93
130-5-10-5063 CERTIFICATIONS	200.00	0.00	0.00	200.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	222.55	1,936.66	2,063.34	48.42
130-5-10-5170 TRAVEL MILEAGE	4,000.00	18.75	1,860.49	2,139.51	46.51
130-5-10-5175 EDUCATION / SEMINARS	4,500.00	240.00	1,992.80	2,507.20	44.28
130-5-10-5179 ADM MISC EXPENSES	350.00	31.60	456.80 (106.80)	130.51
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	455,901.00	37,390.42	292,423.15	163,477.85	64.14

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

130-WATER ENTERPRISE FUND
 FIELD
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	302,326.00	21,865.84	175,564.37	126,761.63	58.07
130-5-30-5020 EMPLOYEE BENEFITS	122,616.00	17,879.20	80,035.60	42,580.40	65.27
130-5-30-5021 RETIREMENT BENEFITS	57,910.00	1,749.70	45,233.42	12,676.58	78.11
130-5-30-5022 CLOTHING ALLOWANCE	2,500.00	398.44	1,716.78	783.22	68.67
130-5-30-5063 CERTIFICATIONS	600.00	0.00	140.00	460.00	23.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	0.00	927.37	72.63	92.74
130-5-30-5170 TRAVEL MILEAGE	2,000.00	95.11	2,116.81 (116.81)	105.84
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	240.00	610.00	3,390.00	15.25
TOTAL FIELD	492,952.00	42,228.29	306,344.35	186,607.65	62.14

130-WATER ENTERPRISE FUND
DIRECTORS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	1,883.70	1,116.30	62.79
130-5-40-5020 DIRECTOR BENEFITIS	230.00	5.75	46.25	183.75	20.11
130-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629.00	3,105.31	15,674.62	9,954.38	61.16
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	265.00 (65.00)	132.50
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	141.36	1,358.64	9.42
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL DIRECTORS	35,559.00	3,380.16	18,010.93	17,548.07	50.65

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

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7201 REGULATORY COMPLIANCE	75,000.00	0.00	0.00	75,000.00	0.00
130-5-70-7202 DISASTER MITIGATION	200,000.00	0.00	482.50	199,517.50	0.24
130-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 RELIABLE WATER SUPPLY	700,000.00	7,655.06	48,498.81	651,501.19	6.93
130-5-70-7205 RISK MANAGEMENT	50,000.00	0.00	0.00	50,000.00	0.00
130-5-70-7206 RECORDS RETENTION	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	1,050,000.00	7,655.06	48,981.31	1,001,018.69	4.66
TOTAL EXPENDITURES	3,257,593.00	205,737.01	1,221,758.02	2,035,834.98	37.50
REVENUES OVER/(UNDER) EXPENDITURES	(173,497.00)	34,604.85	616,920.69	(790,417.69)	355.58-

*** END OF REPORT ***

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

215-RECA REDEMPTION 1995-2
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>295,368.00</u>	<u>0.00</u>	<u>48,745.08</u>	<u>246,622.92</u>	<u>16.50</u>
TOTAL REVENUES	<u>295,368.00</u>	<u>0.00</u>	<u>48,745.08</u>	<u>246,622.92</u>	<u>16.50</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>295,368.00</u>	<u>41,672.50</u>	<u>293,513.19</u>	<u>1,854.81</u>	<u>99.37</u>
TOTAL EXPENDITURES	<u>295,368.00</u>	<u>41,672.50</u>	<u>293,513.19</u>	<u>1,854.81</u>	<u>99.37</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(41,672.50)	(244,768.11)	244,768.11	0.00

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

215-RECA REDEMPTION 1995-2
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-4525 PRO-RATA BOND PAYMENT FEE	1,994.00	0.00	0.00	1,994.00	0.00
215-4530 TAXES, ASSMT & BOND PROCEEDS	275,000.00	0.00	9,467.32	265,532.68	3.44
215-4540 DELINQUENT ASSESSMENTS	7,124.00	0.00	16,221.38 (9,097.38)	227.70
215-4541 DELINQ PENALTY & INTEREST	5,520.00	0.00	20,655.15 (15,135.15)	374.19
215-4542 DELINQ ASSMT MONTHLY PENALTY	4,530.00	0.00	0.00	4,530.00	0.00
215-4550 INTEREST INCOME	1,200.00	0.00	2,401.23 (1,201.23)	200.10
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	295,368.00	0.00	48,745.08	246,622.92	16.50

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

215-RECA REDEMPTION 1995-2
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
215-5-00-5123 OTHER PROFESSIONAL SERVICE	9,640.00	0.00	7,785.19	1,854.81	80.76
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	86,728.00	41,672.50	86,728.00	0.00	100.00
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	199,000.00	0.00	199,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	295,368.00	41,672.50	293,513.19	1,854.81	99.37
TOTAL EXPENDITURES	295,368.00	41,672.50	293,513.19	1,854.81	99.37
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(41,672.50)	(244,768.11)	244,768.11	0.00

*** END OF REPORT ***

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

218-CIEDB REDEMPTION FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>170,075.00</u>	<u>87,841.51</u>	<u>115,971.05</u>	<u>54,103.95</u>	<u>68.19</u>
TOTAL REVENUES	<u>170,075.00</u>	<u>87,841.51</u>	<u>115,971.05</u>	<u>54,103.95</u>	<u>68.19</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>170,075.00</u>	<u>146,038.68</u>	<u>170,074.51</u>	<u>0.49</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>170,075.00</u>	<u>146,038.68</u>	<u>170,074.51</u>	<u>0.49</u>	<u>100.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(58,197.17)	(54,103.46)	54,103.46	0.00

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

218-CIEDB REDEMPTION FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-4030 WATER CAPACITY FEES	72,696.00	0.00	27,411.00	45,285.00	37.71
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	400.00	0.00	718.54 (318.54)	179.64
218-4580 TRANSFERS IN	96,979.00	87,841.51	87,841.51	9,137.49	90.58
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	170,075.00	87,841.51	115,971.05	54,103.95	68.19

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

218-CIEDB REDEMPTION FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	48,072.00	24,035.83	48,071.66	0.34	100.00
218-5-00-5560 BAD DEBT	0.00	0.00	0.00	0.00	0.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	4,144.00	4,144.11	4,144.11 (0.11)	100.00
218-5-00-5599 PRINCIPAL PMT	117,859.00	117,858.74	117,858.74	0.26	100.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	170,075.00	146,038.68	170,074.51	0.49	100.00
TOTAL EXPENDITURES	170,075.00	146,038.68	170,074.51	0.49	100.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (58,197.17) (54,103.46)	54,103.46	0.00

*** END OF REPORT ***

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

219-USDA SOLAR LOAN
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,205.00</u>	<u>0.00</u>	<u>25,245.14</u>	<u>6,959.86</u>	<u>78.39</u>
TOTAL REVENUES	<u>32,205.00</u>	<u>0.00</u>	<u>25,245.14</u>	<u>6,959.86</u>	<u>78.39</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,205.00</u>	<u>0.00</u>	<u>25,237.50</u>	<u>6,967.50</u>	<u>78.37</u>
TOTAL EXPENDITURES	<u>32,205.00</u>	<u>0.00</u>	<u>25,237.50</u>	<u>6,967.50</u>	<u>78.37</u>
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	7.64 (7.64)	0.00

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

219-USDA SOLAR LOAN
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-4300 MISC INCOME	0.00	0.00	0.00	0.00	0.00
219-4550 INTEREST INCOME	12.00	0.00	7.64	4.36	63.67
219-4580 TRANSFERS IN	32,193.00	0.00	25,237.50	6,955.50	78.39
TOTAL REVENUES	32,205.00	0.00	25,245.14	6,959.86	78.39

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

219-USDA SOLAR LOAN
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	14,205.00	0.00	7,237.50	6,967.50	50.95
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	18,000.00	0.00	18,000.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	32,205.00	0.00	25,237.50	6,967.50	78.37
TOTAL EXPENDITURES	32,205.00	0.00	25,237.50	6,967.50	78.37
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	7.64 (7.64)	0.00

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of January 31, 2023
(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	\$ 2,225,429	\$ 1,321,373	\$ 632,419	\$ 146,007	\$ 4,325,227
Cash Receipts					
Utility Billing Deposits	\$ 409,513	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 78	\$ 3,304	\$ 427	
Total Cash Receipts	\$ 409,513	\$ 78	\$ 3,304	\$ 146,434	
Cash Disbursements					
Accounts Payable Checks issued	\$ 362,214	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 25,254	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 71,598	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,998	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
Total Disbursements	463,064	\$ -	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ 41,078	\$ -	\$ -	\$ -	
Transfers Out	\$ -	\$ 41,078	\$ -	\$ -	
Total Transfers Between Accounts	\$ 41,078	\$ 41,078	\$ -	\$ -	
Ending Balances in General Ledger	\$ 2,212,956	\$ 1,280,373	\$ 635,722	\$ 146,434	\$ 4,275,486
Financial Institution Ending Balances	\$ 2,244,670	\$ 1,280,373	\$ 635,722	\$ 146,434	\$ 4,307,200

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	396,266	7,843	73,432	-	477,541
130 Water Operating	1,683,172	39,541	109,435	-	1,832,148
140 Flood Enterprise	-	-	-	-	-
215 2016 Sewer Refinancing Bond	-	136,581	96,532	146,434	379,548
218 2002 CIEDB Loan	-	68,439	14,273	-	82,713
219 2012 USDA Solar COP	-	8,378	894	-	9,272
313 Wastewater Operating Reserve	133,518	11,311	59,817	-	204,645
314 Wastewater CIP	-	485,217	96,718	-	581,935
319 2012 USDA Solar COP Reserve	-	31,362	-	-	31,362
320 Water CIP	-	311,578	-	-	311,578
325 Water Operating Reserve	-	180,123	-	-	180,123
350 2002 CIEDB Loan Reserve	-	-	184,621	-	184,621
Total Ending Balances in General Ledger	2,212,956	1,280,373	635,722	146,434	4,275,485

[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: 1/01/2023 THRU 1/31/2023
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	1/13/2023	BANK-DRAFT	000827	AFLAC	107.94CR	CLEARED	A	1/18/2023
1010	1/13/2023	BANK-DRAFT	000828	CALIFORNIA PUBLIC EMPLOYEES RE	6,423.42CR	CLEARED	A	1/17/2023
1010	1/13/2023	BANK-DRAFT	000829	NATIONWIDE RETIREMENT SOLUTION	850.00CR	CLEARED	A	1/13/2023
1010	1/13/2023	BANK-DRAFT	000830	STATE OF CALIFORNIA EDD	1,778.54CR	CLEARED	A	1/13/2023
1010	1/13/2023	BANK-DRAFT	000831	US DEPARTMENT OF THE TREASURY	2,869.33CR	CLEARED	A	1/13/2023
1010	1/27/2023	BANK-DRAFT	000832	AFLAC	107.94CR	OUTSTND	A	0/00/0000
1010	1/27/2023	BANK-DRAFT	000833	CALIFORNIA PUBLIC EMPLOYEES RE	6,610.28CR	CLEARED	A	1/30/2023
1010	1/27/2023	BANK-DRAFT	000834	NATIONWIDE RETIREMENT SOLUTION	1,350.00CR	OUTSTND	A	0/00/0000
1010	1/27/2023	BANK-DRAFT	000835	STATE OF CALIFORNIA EDD	1,849.86CR	CLEARED	A	1/27/2023
1010	1/27/2023	BANK-DRAFT	000836	US DEPARTMENT OF THE TREASURY	3,306.82CR	CLEARED	A	1/27/2023

CHECK:								
1010	1/06/2023	CHECK	001385	ALPHA ANALYTICAL LABORATORIES	2,137.50CR	CLEARED	A	1/12/2023
1010	1/06/2023	CHECK	001386	APPLIED TECHNOLOGY SOLUTIONS	1,051.50CR	CLEARED	A	1/17/2023
1010	1/06/2023	CHECK	001387	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	1/11/2023
1010	1/06/2023	CHECK	001388	BACKGROUNDS ONLINE	26.00CR	CLEARED	A	1/11/2023
1010	1/06/2023	CHECK	001389	BADGER METER	1,230.87CR	CLEARED	A	1/18/2023
1010	1/06/2023	CHECK	001390	DATAPROSE, LLC	442.17CR	CLEARED	A	1/11/2023
1010	1/06/2023	CHECK	001391	NATHAN REESE	901.45CR	CLEARED	A	1/19/2023
1010	1/06/2023	CHECK	001392	JL MECHANICAL	2,858.84CR	CLEARED	A	1/11/2023
1010	1/06/2023	CHECK	001393	LAYNE PAVING & TRUCKING, INC.	130.50CR	CLEARED	A	1/17/2023
1010	1/06/2023	CHECK	001394	MEDIACOM	500.83CR	CLEARED	A	1/19/2023
1010	1/06/2023	CHECK	001395	MIDDLETOWN COPY & PRINT	204.00CR	CLEARED	A	1/30/2023
1010	1/06/2023	CHECK	001396	NATHAN REESE	37.88CR	CLEARED	A	1/11/2023
1010	1/06/2023	CHECK	001397	ODP BUSINESS SOLUTIONS, LLC	108.77CR	CLEARED	A	1/12/2023
1010	1/06/2023	CHECK	001398	PACE SUPPLY CORP	884.00CR	CLEARED	A	1/10/2023
1010	1/06/2023	CHECK	001399	POTRERO HILLS LANDFILL, INC.	7,402.44CR	OUTSTND	A	0/00/0000
1010	1/06/2023	CHECK	001400	STREAMLINE	200.00CR	CLEARED	A	1/11/2023
1010	1/06/2023	CHECK	001401	US BANK	146,038.68CR	CLEARED	A	1/10/2023
1010	1/06/2023	CHECK	001402	USA BLUE BOOK	1,594.45CR	CLEARED	A	1/19/2023
1010	1/06/2023	CHECK	001403	WELLS FARGO FINANCIAL LEASING	367.91CR	CLEARED	A	1/11/2023
1010	1/06/2023	CHECK	001404	WIPF CONSTRUCTION	12,132.50CR	CLEARED	A	1/19/2023
1010	1/06/2023	CHECK	001405	RINCON-OROS, VICTOR-	190.69CR	CLEARED	A	1/23/2023
1010	1/13/2023	CHECK	001406	ACWA/JPIA	1,184.01CR	CLEARED	A	1/19/2023
1010	1/13/2023	CHECK	001407	ADVENTIST HEALTH ST HELENA - J	188.03CR	CLEARED	A	1/19/2023
1010	1/13/2023	CHECK	001408	ALPHA ANALYTICAL LABORATORIES	445.00CR	CLEARED	A	1/19/2023
1010	1/13/2023	CHECK	001409	AT&T	1,082.07CR	CLEARED	A	1/20/2023
1010	1/13/2023	CHECK	001410	BADGER METER	643.50CR	CLEARED	A	1/24/2023
1010	1/13/2023	CHECK	001411	DATAPROSE, LLC	2,065.26CR	CLEARED	A	1/18/2023
1010	1/13/2023	CHECK	001412	EMERGENCY CARE TRAINING & SUPP	960.00CR	CLEARED	A	1/23/2023
1010	1/13/2023	CHECK	001413	HARDESTER'S MARKETS & HARDWARE	522.77CR	CLEARED	A	1/20/2023
1010	1/13/2023	CHECK	001414	GARDENS BY JILLIAN	200.00CR	CLEARED	A	1/20/2023
1010	1/13/2023	CHECK	001415	MACLEOD WATTS, INC.	5,350.00CR	CLEARED	A	1/24/2023
1010	1/13/2023	CHECK	001416	ODP BUSINESS SOLUTIONS, LLC	157.20CR	CLEARED	A	1/19/2023

2/03/2023 8:57 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
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 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	1/13/2023	CHECK	001417	RUSSELL MURPHY	112.55CR	CLEARED	A	1/17/2023
1010	1/13/2023	CHECK	001418	SOUTH LAKE REFUSE & RECYCLING	553.19CR	CLEARED	A	1/24/2023
1010	1/13/2023	CHECK	001419	SPECIAL DISTRICT RISK MANAGEME	43,203.03CR	CLEARED	A	1/19/2023
1010	1/13/2023	CHECK	001420	STATE WATER RESOURCES CONTROL	125.00CR	CLEARED	A	1/23/2023
1010	1/13/2023	CHECK	001421	TYLER TECHNOLOGY	5,026.35CR	CLEARED	A	1/18/2023
1010	1/13/2023	CHECK	001422	WESTGATE PETROLEUM CO., INC.	1,910.69CR	CLEARED	A	1/18/2023
1010	1/13/2023	CHECK	001423	WILLETTA CALLAGHAN	37.50CR	CLEARED	A	1/13/2023
1010	1/13/2023	CHECK	001424	SODINI, MARK & DEBBI	385.40CR	CLEARED	A	1/24/2023
1010	1/13/2023	CHECK	001425	FOX, JUSTIN/JEANEIL	315.98CR	CLEARED	A	1/31/2023
1010	1/20/2023	CHECK	001426	ALESHIRE & WYNDR, LLP	1,784.00CR	CLEARED	A	1/26/2023
1010	1/20/2023	CHECK	001427	ALPHA ANALYTICAL LABORATORIES	1,515.00CR	CLEARED	A	1/25/2023
1010	1/20/2023	CHECK	001428	BARTKIEWICZ, KRONICK & SHANAHA	1,875.00CR	CLEARED	A	1/27/2023
1010	1/20/2023	CHECK	001429	CARDMEMBER SERVICE	6,060.43CR	CLEARED	A	1/27/2023
1010	1/20/2023	CHECK	001430	E & M ELECTRIC & MACHINERY, IN	2,340.00CR	CLEARED	A	1/24/2023
1010	1/20/2023	CHECK	001431	EUREKA OXYGEN CO.	527.45CR	CLEARED	A	1/25/2023
1010	1/20/2023	CHECK	001432	JENFITCH, LLC	7,609.54CR	CLEARED	A	1/31/2023
1010	1/20/2023	CHECK	001433	JL MECHANICAL	675.00CR	OUTSTND	A	0/00/0000
1010	1/20/2023	CHECK	001434	LAKE COUNTY RECORD BEE	113.66CR	CLEARED	A	1/26/2023
1010	1/20/2023	CHECK	001435	NAPA AUTO PARTS	61.79CR	CLEARED	A	1/26/2023
1010	1/20/2023	CHECK	001436	NATHAN REESE	64.89CR	CLEARED	A	1/24/2023
1010	1/20/2023	CHECK	001437	ODP BUSINESS SOLUTIONS, LLC	4.60CR	CLEARED	A	1/26/2023
1010	1/20/2023	CHECK	001438	PUMPMAN NORCAL	13,118.29CR	CLEARED	A	1/24/2023
1010	1/20/2023	CHECK	001439	RAINBOW AGRICULTURAL SERVICES	45.98CR	CLEARED	A	1/27/2023
1010	1/20/2023	CHECK	001440	TELSTAR INSTRUMENTS	1,033.00CR	CLEARED	A	1/24/2023
1010	1/20/2023	CHECK	001441	U.S. BANK	41,077.97CR	CLEARED	A	1/25/2023
1010	1/20/2023	CHECK	001442	VERIZON WIRELESS	964.39CR	CLEARED	A	1/30/2023
1010	1/20/2023	CHECK	001443	VERIZON WIRELESS	309.04CR	CLEARED	A	1/30/2023
1010	1/20/2023	CHECK	001444	WAGNER & BONSIGNORE CCE	58.78CR	CLEARED	A	1/27/2023
1010	1/20/2023	CHECK	001445	WESTGATE PETROLEUM CO., INC.	2,371.43CR	CLEARED	A	1/24/2023
1010	1/27/2023	CHECK	001446	ALPHA ANALYTICAL LABORATORIES	890.00CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001447	AT&T MOBILITY	90.17CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001448	COASTLAND CIVIL ENGINEERING, I	23,096.25CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001449	DATAPROSE, LLC	442.17CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001450	HANNAH DAVIDSON	152.34CR	CLEARED	A	1/31/2023
1010	1/27/2023	CHECK	001451	NAPA AUTO PARTS	249.36CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001452	ODP BUSINESS SOLUTIONS, LLC	161.68CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001453	PACE SUPPLY CORP	6,610.05CR	CLEARED	A	1/31/2023
1010	1/27/2023	CHECK	001454	RAY MORGAN COMPANY	380.01CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001455	THATCHER COMPANY, INC.	2,935.05CR	CLEARED	A	1/31/2023
1010	1/27/2023	CHECK	001456	USA BLUE BOOK	2,018.52CR	OUTSTND	A	0/00/0000
1010	1/27/2023	CHECK	001457	WESTGATE PETROLEUM CO., INC.	464.21CR	CLEARED	A	1/31/2023
DEPOSIT:								
1010	1/03/2023	DEPOSIT		CREDIT CARD 1/03/2023	2,553.61	CLEARED	C	1/04/2023

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

CHECK DATE: 1/01/2023 THRU 1/31/2023
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	1/03/2023	DEPOSIT	000001	REGULAR DAILY POST 1/03/2023	1,100.74	CLEARED	C	1/04/2023
1010	1/03/2023	DEPOSIT	000002	CREDIT CARD 1/03/2023	1,655.23	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000003	REGULAR DAILY POST 1/03/2023	276.72	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000004	CREDIT CARD 1/03/2023	10,553.07	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000005	REGULAR DAILY POST 1/03/2023	614.51	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000006	CREDIT CARD 1/03/2023	3,874.28	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000007	REGULAR DAILY POST 1/03/2023	169.21	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000008	CREDIT CARD 1/03/2023	486.77	CLEARED	C	1/04/2023
1010	1/03/2023	DEPOSIT	000009	CREDIT CARD 1/03/2023	947.41	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000010	CREDIT CARD 1/03/2023	910.33	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000011	CREDIT CARD 1/03/2023	3,033.00	CLEARED	C	1/04/2023
1010	1/03/2023	DEPOSIT	000012	CREDIT CARD 1/03/2023	1,919.51	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000013	CREDIT CARD 1/03/2023	356.43	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000014	CREDIT CARD 1/03/2023	69.61	CLEARED	C	1/05/2023
1010	1/03/2023	DEPOSIT	000015	CREDIT CARD 1/03/2023	985.54	CLEARED	C	1/06/2023
1010	1/03/2023	DEPOSIT	000016	REGULAR DAILY POST 1/03/2023	4,317.46	CLEARED	C	1/04/2023
1010	1/03/2023	DEPOSIT	010323	Reconcile Ck 1364	7,402.44	CLEARED	G	1/03/2023
1010	1/03/2023	DEPOSIT	010324	Reconcile Ck 1375	50.00	CLEARED	G	1/03/2023
1010	1/03/2023	DEPOSIT	010325	Reconcile Ck 1366	125.00	CLEARED	G	1/03/2023
1010	1/04/2023	DEPOSIT		CREDIT CARD 1/04/2023	7,722.40	CLEARED	C	1/05/2023
1010	1/04/2023	DEPOSIT	000001	REGULAR DAILY POST 1/04/2023	251.92	CLEARED	C	1/05/2023
1010	1/04/2023	DEPOSIT	000002	CREDIT CARD 1/04/2023	100.00	CLEARED	C	1/05/2023
1010	1/04/2023	DEPOSIT	000003	CREDIT CARD 1/04/2023	2,604.42	CLEARED	C	1/05/2023
1010	1/04/2023	DEPOSIT	000004	CREDIT CARD 1/04/2023	431.81	CLEARED	C	1/05/2023
1010	1/04/2023	DEPOSIT	000005	CREDIT CARD 1/04/2023	793.75	CLEARED	C	1/09/2023
1010	1/04/2023	DEPOSIT	000006	REGULAR DAILY POST 1/04/2023	914.04	CLEARED	C	1/05/2023
1010	1/04/2023	DEPOSIT	010423	Daily Cash Posting Gain/Loss	16,098.71	CLEARED	G	1/04/2023
1010	1/05/2023	DEPOSIT		CREDIT CARD 1/05/2023	4,334.91	CLEARED	C	1/06/2023
1010	1/05/2023	DEPOSIT	000001	REGULAR DAILY POST 1/05/2023	117.76	CLEARED	C	1/06/2023
1010	1/05/2023	DEPOSIT	000002	CREDIT CARD 1/05/2023	1,285.21	CLEARED	C	1/06/2023
1010	1/05/2023	DEPOSIT	000003	CREDIT CARD 1/05/2023	655.57	CLEARED	C	1/06/2023
1010	1/05/2023	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	20.45CR	CLEARED	U	1/05/2023
1010	1/05/2023	DEPOSIT	000005	DAILY PAYMENT POSTING	20.45	CLEARED	U	1/05/2023
1010	1/05/2023	DEPOSIT	000006	CREDIT CARD 1/05/2023	396.93	CLEARED	C	1/10/2023
1010	1/05/2023	DEPOSIT	000007	REGULAR DAILY POST 1/05/2023	2,940.27	CLEARED	C	1/06/2023
1010	1/06/2023	DEPOSIT		CREDIT CARD 1/06/2023	5,022.70	CLEARED	C	1/09/2023
1010	1/06/2023	DEPOSIT	000001	REGULAR DAILY POST 1/06/2023	178.81	CLEARED	C	1/09/2023
1010	1/06/2023	DEPOSIT	000002	CREDIT CARD 1/06/2023	958.30	CLEARED	C	1/09/2023
1010	1/06/2023	DEPOSIT	000003	CREDIT CARD 1/06/2023	78.76	CLEARED	C	1/09/2023
1010	1/06/2023	DEPOSIT	000004	CREDIT CARD 1/06/2023	669.98	CLEARED	C	1/11/2023
1010	1/06/2023	DEPOSIT	000005	REGULAR DAILY POST 1/06/2023	6,003.78	CLEARED	C	1/09/2023
1010	1/09/2023	DEPOSIT		CREDIT CARD 1/09/2023	5,569.39	CLEARED	C	1/10/2023
1010	1/09/2023	DEPOSIT	000001	REGULAR DAILY POST 1/09/2023	368.11	CLEARED	C	1/10/2023
1010	1/09/2023	DEPOSIT	000002	CREDIT CARD 1/09/2023	2,075.13	CLEARED	C	1/11/2023

2/03/2023 8:57 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 4
 CHECK DATE: 1/01/2023 THRU 1/31/2023
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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1010	1/09/2023	DEPOSIT	000004	CREDIT CARD 1/09/2023	348.66	CLEARED	C	1/11/2023
1010	1/09/2023	DEPOSIT	000005	CREDIT CARD 1/09/2023	169.97	CLEARED	C	1/11/2023
1010	1/09/2023	DEPOSIT	000006	REGULAR DAILY POST 1/09/2023	578.19	CLEARED	C	1/11/2023
1010	1/09/2023	DEPOSIT	000007	CREDIT CARD 1/09/2023	878.26	CLEARED	C	1/10/2023
1010	1/09/2023	DEPOSIT	000008	CREDIT CARD 1/09/2023	617.30	CLEARED	C	1/11/2023
1010	1/09/2023	DEPOSIT	000009	CREDIT CARD 1/09/2023	1,671.95	CLEARED	C	1/10/2023
1010	1/09/2023	DEPOSIT	000010	CREDIT CARD 1/09/2023	324.88	CLEARED	C	1/11/2023
1010	1/09/2023	DEPOSIT	000011	CREDIT CARD 1/09/2023	176.88	CLEARED	C	1/11/2023
1010	1/09/2023	DEPOSIT	000012	CREDIT CARD 1/09/2023	1,223.28	CLEARED	C	1/12/2023
1010	1/09/2023	DEPOSIT	000013	REGULAR DAILY POST 1/09/2023	3,321.43	CLEARED	C	1/10/2023
1010	1/10/2023	DEPOSIT		CREDIT CARD 1/10/2023	4,064.21	CLEARED	C	1/11/2023
1010	1/10/2023	DEPOSIT	000001	CREDIT CARD 1/10/2023	3,067.59	CLEARED	C	1/11/2023
1010	1/10/2023	DEPOSIT	000002	CREDIT CARD 1/10/2023	343.10	CLEARED	C	1/11/2023
1010	1/10/2023	DEPOSIT	000003	CREDIT CARD 1/10/2023	1,225.72	CLEARED	C	1/13/2023
1010	1/10/2023	DEPOSIT	000004	REGULAR DAILY POST 1/10/2023	5,735.47	CLEARED	C	1/11/2023
1010	1/11/2023	DEPOSIT		CREDIT CARD 1/11/2023	9,949.20	CLEARED	C	1/12/2023
1010	1/11/2023	DEPOSIT	000001	REGULAR DAILY POST 1/11/2023	465.83	CLEARED	C	1/12/2023
1010	1/11/2023	DEPOSIT	000002	CREDIT CARD 1/11/2023	4,307.03	CLEARED	C	1/12/2023
1010	1/11/2023	DEPOSIT	000003	CREDIT CARD 1/11/2023	1,618.84	CLEARED	C	1/17/2023
1010	1/11/2023	DEPOSIT	000004	REGULAR DAILY POST 1/11/2023	9,281.83	CLEARED	C	1/12/2023
1010	1/12/2023	DEPOSIT		CREDIT CARD 1/12/2023	2,912.34	CLEARED	C	1/13/2023
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1010	1/12/2023	DEPOSIT	000002	CREDIT CARD 1/12/2023	2,540.26	CLEARED	C	1/13/2023
1010	1/12/2023	DEPOSIT	000003	CREDIT CARD 1/12/2023	338.67	CLEARED	C	1/13/2023
1010	1/12/2023	DEPOSIT	000004	CREDIT CARD 1/12/2023	719.21	CLEARED	C	1/18/2023
1010	1/12/2023	DEPOSIT	000005	REGULAR DAILY POST 1/12/2023	6,802.17	CLEARED	C	1/13/2023
1010	1/13/2023	DEPOSIT		CREDIT CARD 1/13/2023	4,576.09	CLEARED	C	1/17/2023
1010	1/13/2023	DEPOSIT	000001	REGULAR DAILY POST 1/13/2023	674.28	CLEARED	C	1/17/2023
1010	1/13/2023	DEPOSIT	000002	CREDIT CARD 1/13/2023	1,897.64	CLEARED	C	1/17/2023
1010	1/13/2023	DEPOSIT	000003	CREDIT CARD 1/13/2023	427.71	CLEARED	C	1/17/2023
1010	1/13/2023	DEPOSIT	000004	CREDIT CARD 1/13/2023	1,602.01	CLEARED	C	1/19/2023
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1010	1/13/2023	DEPOSIT	000006	DRAFT POSTING	18,688.17	CLEARED	U	1/17/2023
1010	1/13/2023	DEPOSIT	011323	CA DEPT TAX FEE - WTR RIGHTS	563.94CR	CLEARED	G	1/13/2023
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2/03/2023 8:57 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

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1010	1/17/2023	DEPOSIT	000014	CREDIT CARD 1/17/2023	285.53	CLEARED	C	1/19/2023
1010	1/17/2023	DEPOSIT	000015	CREDIT CARD 1/17/2023	473.52	CLEARED	C	1/19/2023
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1010	1/17/2023	DEPOSIT	000017	REGULAR DAILY POST 1/17/2023	35,074.40	CLEARED	C	1/18/2023
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1010	1/18/2023	DEPOSIT		CREDIT CARD 1/18/2023	7,369.49	CLEARED	C	1/19/2023
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1010	1/19/2023	DEPOSIT	000006	REGULAR DAILY POST 1/19/2023	14,597.71	CLEARED	C	1/20/2023
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2/03/2023 8:57 AM
 COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1010 CASH - POOLED
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 6
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 CLEAR DATE: 0/00/0000 THRU 99/99/9999
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 VOIDED DATE: 0/00/0000 THRU 99/99/9999
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1010	1/25/2023	DEPOSIT	000002	REGULAR DAILY POST 1/25/2023	3,590.09	CLEARED	C	1/26/2023
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1010	1/25/2023	DEPOSIT	000004	REGULAR DAILY POST 1/25/2023	54.17	CLEARED	C	1/26/2023
1010	1/26/2023	DEPOSIT		CREDIT CARD 1/26/2023	1,073.43	CLEARED	C	1/27/2023
1010	1/26/2023	DEPOSIT	000001	CREDIT CARD 1/26/2023	810.06	CLEARED	C	1/27/2023
1010	1/26/2023	DEPOSIT	000002	CREDIT CARD 1/26/2023	74.23	CLEARED	C	1/31/2023
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1010	1/27/2023	DEPOSIT	000001	REGULAR DAILY POST 1/27/2023	140.90	CLEARED	C	1/30/2023
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1010	1/31/2023	DEPOSIT	000001	CREDIT CARD 1/31/2023	431.73	OUTSTND	C	0/00/0000
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MISCELLANEOUS:								
1010	1/13/2023	MISC.		PAYROLL DIRECT DEPOSIT	36,643.05CR	CLEARED	P	1/13/2023
1010	1/27/2023	MISC.		PAYROLL DIRECT DEPOSIT	34,954.82CR	CLEARED	P	1/27/2023
SERVICE CHARGE:								
1010	1/05/2023	SERV-CHG		DECEMBER CHASE FEES	3,392.01CR	CLEARED	G	1/05/2023
1010	1/05/2023	SERV-CHG	000001	DECEMBER CHASE FEES	437.48CR	CLEARED	G	1/05/2023
1010	1/05/2023	SERV-CHG	000002	DECEMBER AMEX FEES	34.00CR	CLEARED	G	1/05/2023
1010	1/17/2023	SERV-CHG		DEC ACCOUNT ANALYSIS FEES	155.55CR	CLEARED	G	1/17/2023
1010	1/23/2023	SERV-CHG		NOVEMBER ANALYSIS CREDIT	21.00	CLEARED	G	1/23/2023

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

CHECK DATE: 1/01/2023 THRU 1/31/2023
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 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

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TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:				362,213.56CR
				DEPOSIT	TOTAL:				450,590.58
				INTEREST	TOTAL:				0.00
				MISCELLANEOUS	TOTAL:				71,597.87CR
				SERVICE CHARGE	TOTAL:				3,998.04CR
				EFT	TOTAL:				0.00
				BANK-DRAFT	TOTAL:				25,254.13CR
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:				362,213.56CR
				DEPOSIT	TOTAL:				450,590.58
				INTEREST	TOTAL:				0.00
				MISCELLANEOUS	TOTAL:				71,597.87CR
				SERVICE CHARGE	TOTAL:				3,998.04CR
				EFT	TOTAL:				0.00
				BANK-DRAFT	TOTAL:				25,254.13CR



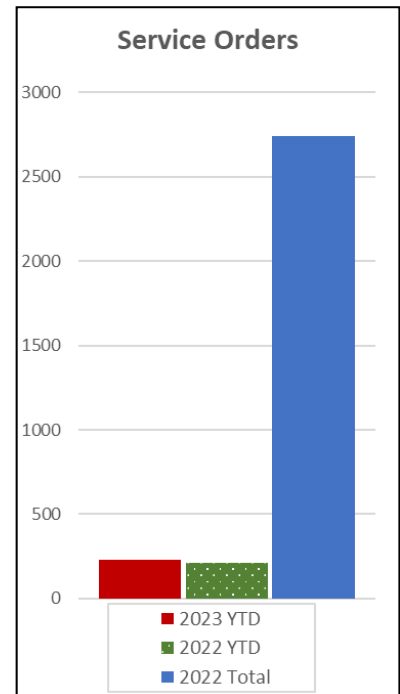
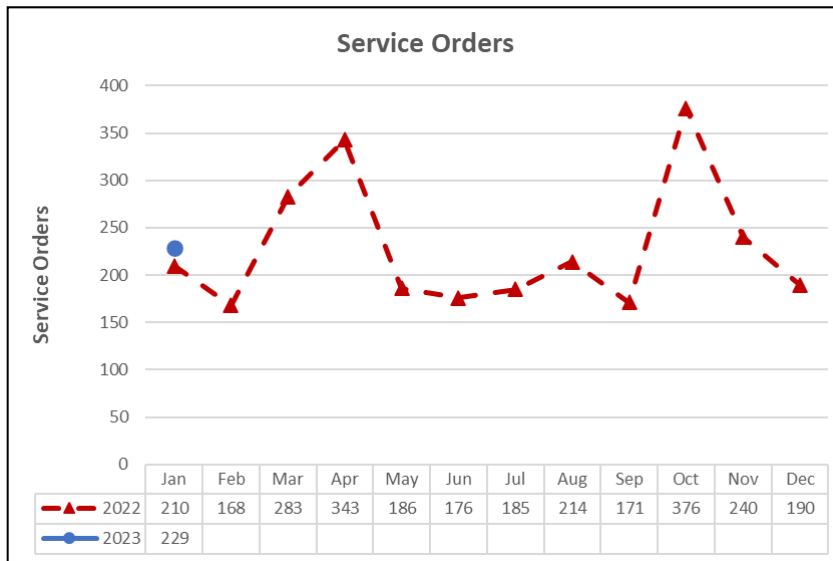
Hidden Valley Lake Community Services District

Field Operations Report

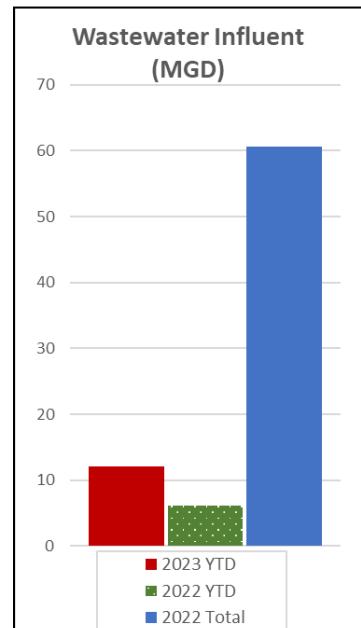
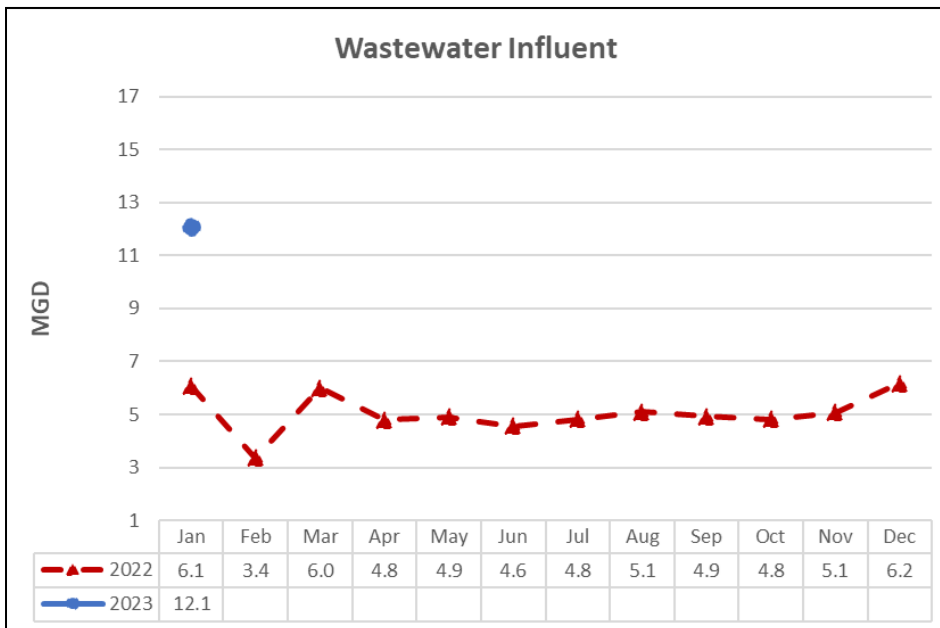
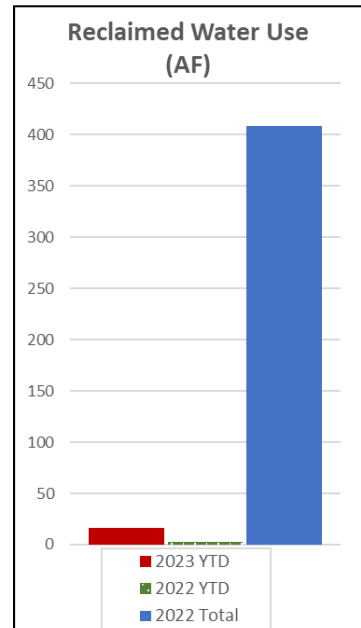
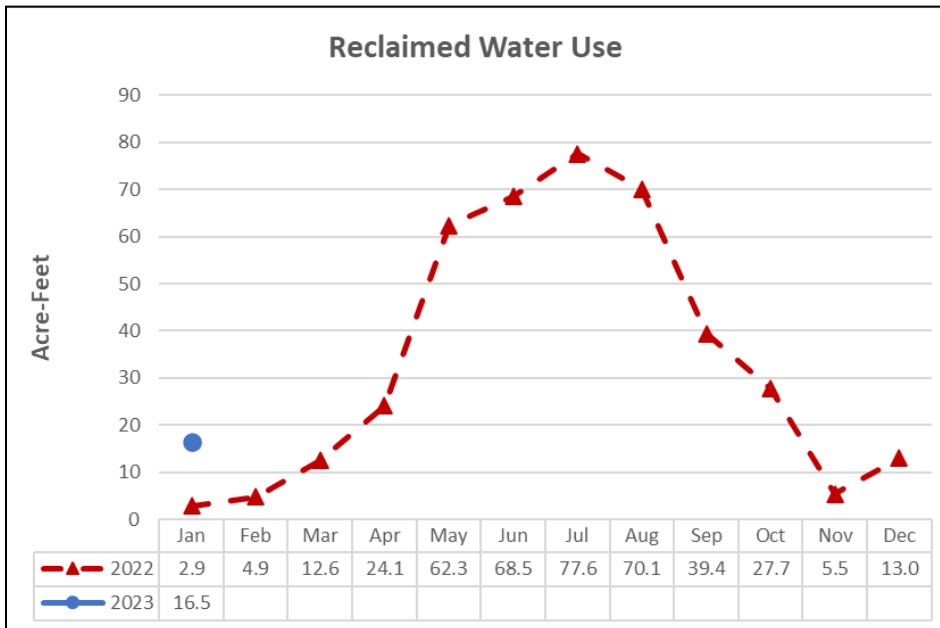
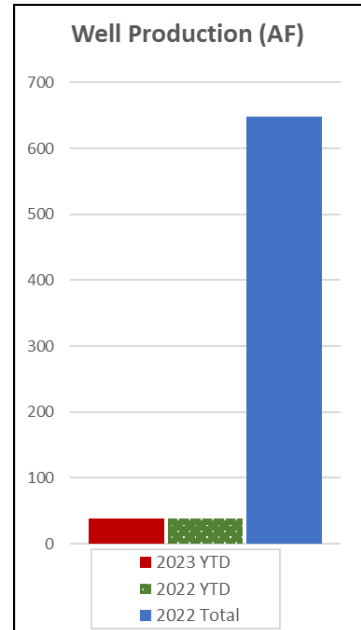
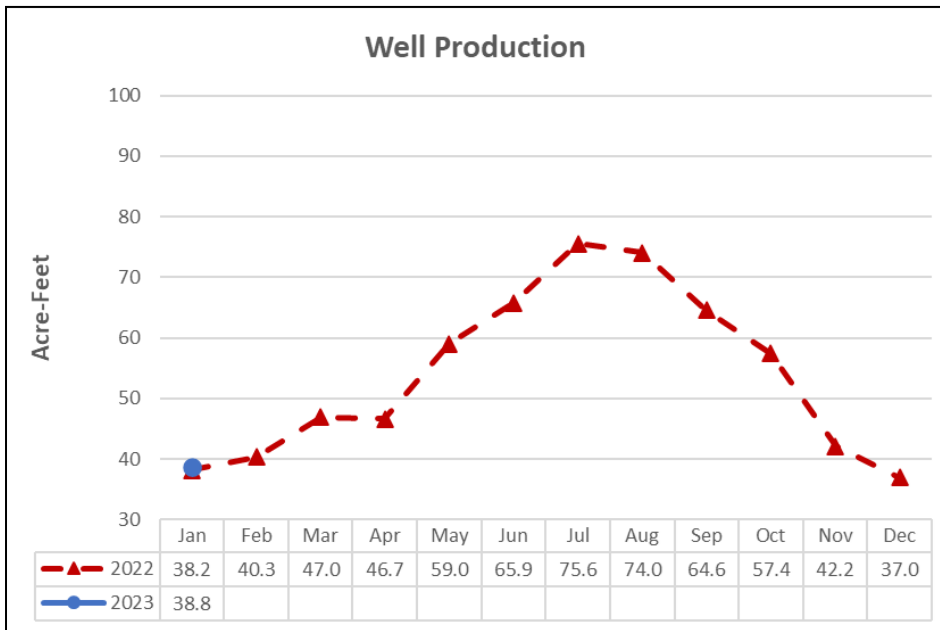
January 2023

Water Connections		Wastewater Connections	
New (current month)	1	New (current month)	0
Residential (previous month)	2473	Residential (previous month)	1480
Commercial & Govt (previous month)	35	Commercial & Govt (previous month)	15
Total Water Connections:	2509	Total Wastewater Connections:	1495

Precipitation		
January	Previous Year January	Historical
13.43 in	0.39 in	7.96 in

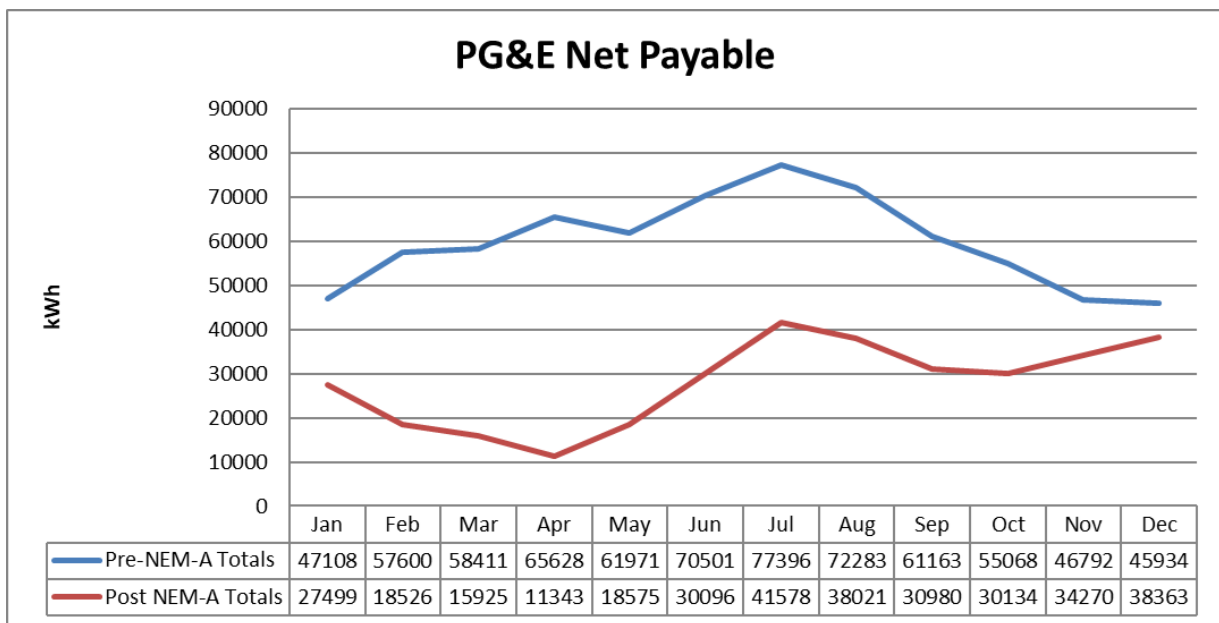


Hours		
Overtime Hours:	52.00	\$2,095.71

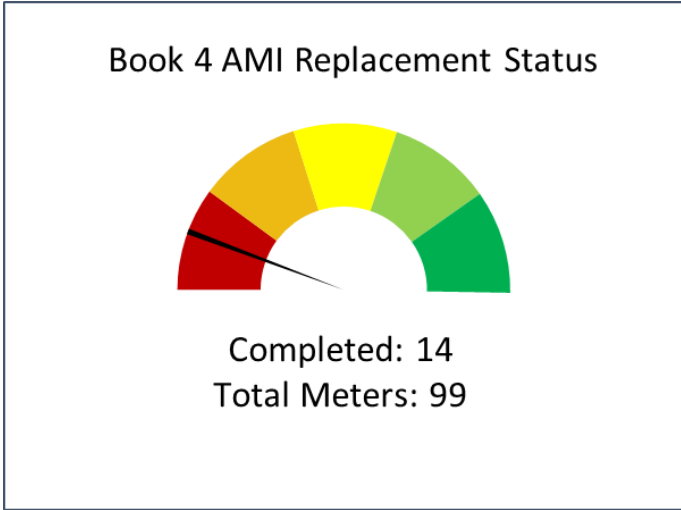
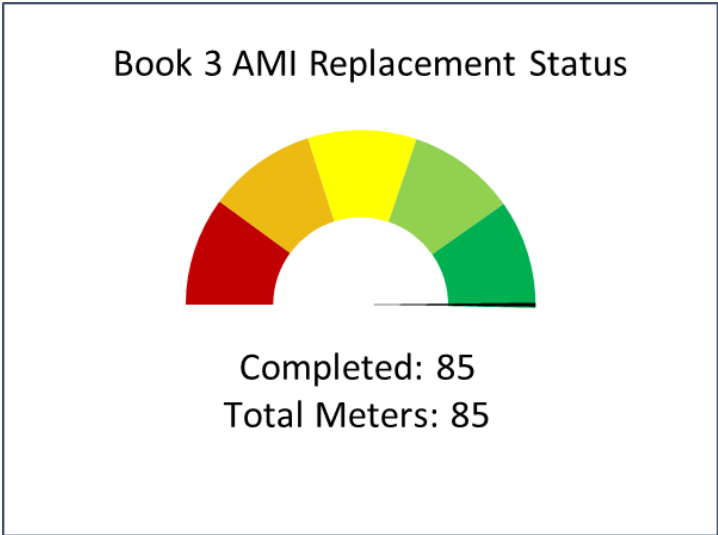
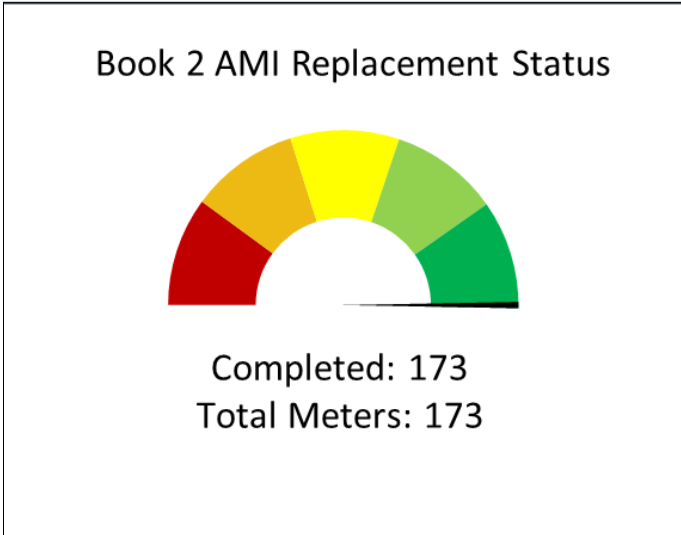
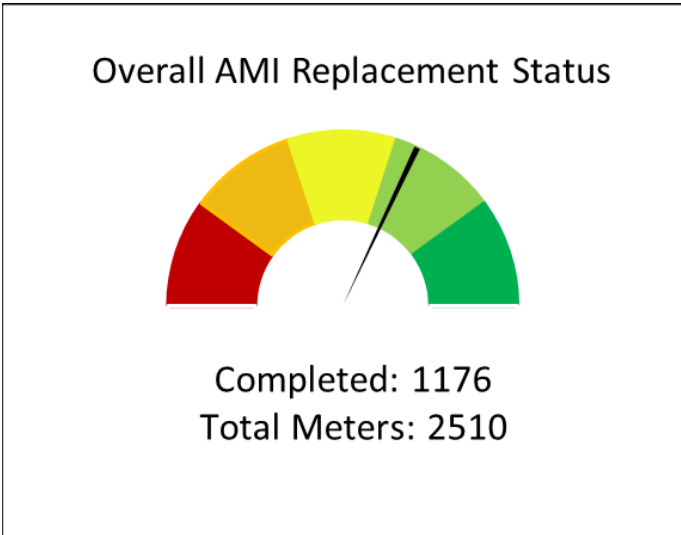


Vehicle Mileage	
Vehicle	Mileage
Truck 2	1,151
Truck 3	1,943
Truck 4	1,690
Truck 7	1,977
Truck 8	1,233
Truck 9	542
Tractor	5.20 hours
Vac Truck	114.70
Excavator	6.30 hours

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	406.50	461.00
Fuel Log	406.10	460.40



AMI Project Status

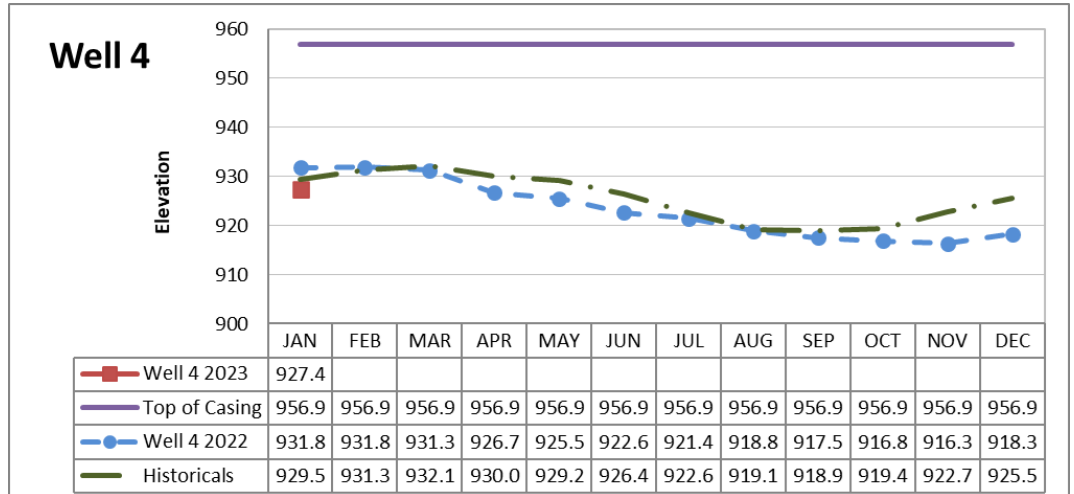


Groundwater Data

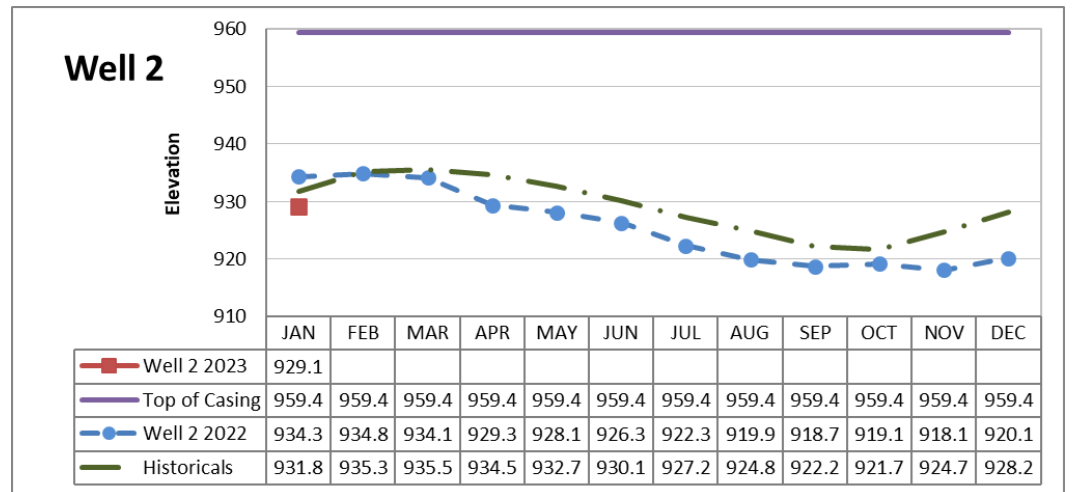
Drawdown

Recharge Rate

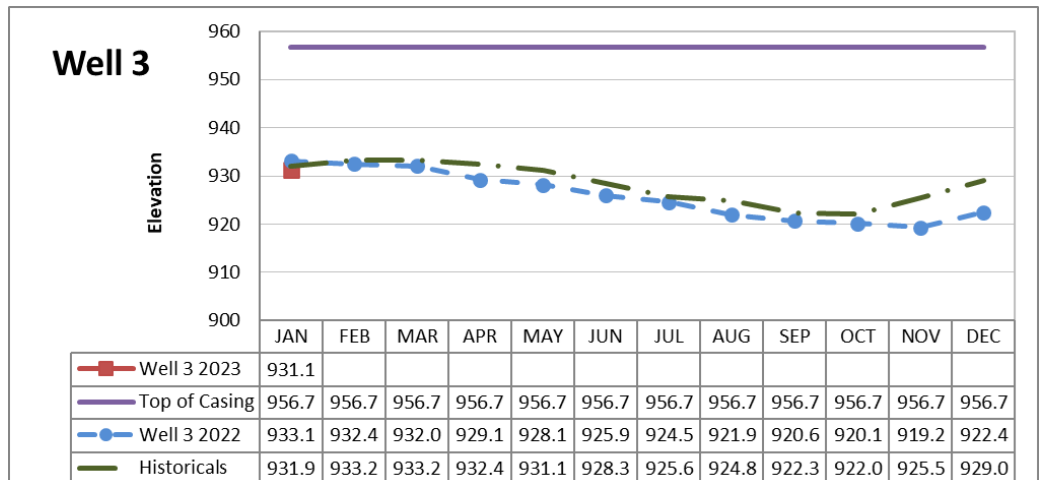
January: 104%



January: 101%



January: 104%



Water System Highlights

- Repaired mainline leak on Eagle Rock Rd
- Service line repair on Bunker Rd
- AMI meter installations
- Meter reads 1/25—1/30
- Routine maintenance and operations

Wastewater System Highlights

- Monitored lift stations during wet weather event
- Monitored residential cleanouts and manholes for I/I during wet weather event; two Notices of Violation sent (see CVRWQCB I/I progress report attached)
- Repaired residential cleanout on Kentwood Rd during wet weather event to reduce I/I
- Equalization Basin overflowed into Reclamation Pond due to wet weather event storm flows
- Routine maintenance and operations

Water Resources Specialist Highlights

- Sent out backflow testing notices to commercial customers
- Began Annual Groundwater Monitoring Report; awaiting engineers for final components
- Performed sewer system inspections for I/I during wet weather event. Inspections include:
 - Manhole and cleanout inspections
 - Camera-inspections
- Scanning and digitized maps/documents
- Report training for CivicSpark Fellows
- Sent D2 certification application to SWRCB
- Completed Central Valley Regional Water Quality Control Board I/I progress report (attached)
- Strategic Plan development and brainstorming
- Began second semester of core classes for Water/Wastewater Technology Associate's Program
- I/I analysis, flow monitor maintenance, and annual I/I report edits
- Lead Service Line Inventory (LSLI) 13% complete
- Database maintenance, GIS edits, reports, and SOP development

Association of California Water Agencies—Committee Highlights

State Legislative Committee 1/20/23

SB 3: Watch—Discontinuation of residential water service: community water system

This bill is identical to SB 998, the Water Shutoff Protection Act—passed in 2018, which required water systems with more than 200 connections to comply with shutoff restrictions. Restrictions include:

- To adopt a written policy on discontinuation of water service for non-payment
- To post the policy on the water system’s website
- Inability to discontinue water service for 60 days due to non-payment; water systems must adhere to all shutoff procedures.
- Inability to discontinue water service in certain specified conditions, such as for life threatening or health and safety related situations, or due to severe financial hardship.
- To restrict reconnection fees for residents at or below 200% of the federal poverty level
- To adhere to the notification procedures as defined in the Act
- To report the number of annual discontinuations on the system’s website and to the State Water Resources Control Board

This bill would not impact the District since as it expands the language of SB 998 to include community water systems with 200 or fewer connections, i.e., all water systems.

SB 23: Sponsor—Water supply and flood risk reduction projects: expedited permitting

The Newsom administration’s *Water Supply Strategy* included intentions to expedite the regulatory permitting process for water supply and flood risk reduction projects. This bill would streamline the regulatory permitting process for such projects in response to 2020—2022 drought conditions and assist in modernizing infrastructure. Key changes include:

- Requiring permit review and approval to be completed within 180 days after the submittal of a complete permit application
- Allowing state permitting agencies to enter into an agreement with a project applicant to recover costs for supplemental consultation that is above the usual level of service in order to expedite the review of documents/processing and approval of the project.

Association of California Water Agencies—Committee Highlights

Water Quality Committee

Hexavalent Chromium

On 3/22/22 the SWRCB released the new **proposed** hexavalent chromium Maximum Contaminant Level (MCL) at 10 ppb from the previous 50 ppb. If approved, a compliance period of 3 years (January 1, 2027) could be expected. The District and ACWA sent comment letters on 4/15 and 4/29 and the rule is still being reviewed by the SWRCB. The SWRCB reviewed cost analysis studies performed by water systems and is planning to revise their original cost estimates for new compliance. A Standardized Regulatory Impact Assessment (SRIA) was submitted on December 13, 2022; a SRIA was required since the proposed rulemaking is suspected to have an economic impact exceeding \$50 million during the first 12-months of implementation.

Staff reviewed the SRIA findings which were controversial since the rulemaking justifications are based off of health assumptions and there are little-to-no arguments for true economic feasibility. To the benefits of a lower MCL, the assessment claims that approximately “898 cancer cases will be avoided over 70 years statewide.” Economically the proposed regulation would “result in direct costs to PWS, which will likely have spillover effects to individuals and businesses that purchase water from [PWS that are impacted by the new MCL]...The direct costs to PWS and higher water bills result in direct and induced costs to the economy statewide.”

Below is a summarization of annual direct costs to PWS:

Year	Cost (2022 \$)				
	Monitoring	Capital	O&M	Compliance	Total
2024	533,295	0	0	1,775,281	2,308,576
2025	533,295	0	0	0	533,295
2026	698,418	58,088,212	49,359,423	0	108,146,053
2027	820,137	87,593,620	75,623,224	0	164,045,981
2028	1,006,018	95,226,624	83,335,540	0	179,568,183
2029	1,006,018	95,226,624	53,335,540	0	179,568,183

Average monthly water bills for ratepayers served by an affected PWS are suspected to increase between \$20.46—\$463.21. Staff predict that affected ratepayers are those already paying disproportionately higher water bills since they are in rural or farming communities that are unable to benefit from economies of scale. The total impact, by 2028, to households is predicted to be \$218,660,175 in the form of higher water bills—which can also be interpreted as the total cost of compliance since treatment costs are typically inelastic and will pass on to the ratepayers.

ACWA sent another letter to OEHHA in February expressing concerns.

Hidden Valley Lake

Community Services District



19400 Hartmann Road

Hidden Valley Lake, CA 95467

707.987.9201

February 1, 2023

Mr. Guy Childs
California Regional Water Quality Control Board
Central Valley Region
11020 Sun Center Drive, #200
Rancho Cordova, CA 95670-6114

Re: Quarterly Progress Report

Dear Mr. Childs,

In response to your request from August 2018 for quarterly progress reports, we have compiled a list of completed and ongoing activities with respect to our Infiltration and Inflow (I/I) Work Plan Assessment. Attached in the appendix are the associated figures.

COMPLETED:

November

1. I/I data analysis and flow monitoring.
2. Removed fat, oil, and grease build up in lift stations with VacTruck.

December

3. Two manhole lid replacements on Meadow View Dr (manholes 13.1-1 and 13.1-2), sub-basin 6; replaced cast-iron lid with air-tight composite lid (see Figure 1 for manhole map).
4. I/I data analysis and flow monitoring.
5. Removed fat, oil, and grease build up in lift stations with VacTruck. Lift stations were monitored more closely in preparation of January severe weather events.

January

6. Increased monitoring of Mountain Meadow South flood control/levee for potential flooding during heavy wet weather event.
7. Sewer inspections (manholes, lift stations) during severe wet weather event.

Highlights include:

- a. Broken residential cleanout with severe intrusion located at [REDACTED] Deer Hill Rd; was repaired (see Figure 2).
- b. District cleanout on Fishhook Ct inspected; two points of intrusion were identified further down the line, sources yet to be identified (see Figure 3).

- c. Various manholes were inspected, one added to the priority lid replacement list (see Figure 4).
- d. Residential cleanout on an empty lot was sealed to prevent inflow.
- 8. Equalization basin overflowed into reclamation pond due to storm related I/I.
- 9. Distributed two Notices of Violation to residential customers in sub-basin 3 for misusing sewer cleanouts during the wet weather event. Customers opened their cleanouts to drain stormwater to prevent flooding on their property (see Figure 5). A downstream manhole was observed before and after both cleanouts were sealed and an immediate reduction in flow was noticed.
- 10. North Shore Ct sub-basin 7 sewer main rehabilitation project in progress. Contractors are implementing cured in place technologies and repairing various bellies in the line.
- 11. I/I data analysis and flow monitoring.
- 12. Removed fat, oil, and grease build up in lift stations with VacTruck.

FOR NEXT QUARTER:

- 13. Identify locations of intrusion on Fishhook Ct.
- 14. Camera Deer Hill Rd customer laterals to find sewer intrusion point.
- 15. Complete North Shore Ct sub-basin 7 sewer main rehabilitation – 620 feet total.
- 16. Continue manhole lid replacements.
- 17. Continue grant applications for aged line replacements.
- 18. Complete more SOPs to improve wastewater activities and operations.
- 19. Continue digitizing infrastructure documents.
- 20. Continue I/I studies to evaluate system priority areas and repair progress.

This concludes the eighteenth quarterly report delivered to the Central Valley Regional Water Boards. Do you have any recommendations on how to proceed? We welcome your guidance on any next steps. Thank you for your help and consideration in advance.

Dennis White

General Manager, Cert #40478

Cell 707-533-3498

Barry Silva

Utility Supervisor, Cert #39363

707-987-9201

Alyssa Gordon

Project Manager

707-987-9201

Hannah Davidson

Water Resources Specialist

707-987-9201

Figure 1. Updated manhole lid replacement status as of November 1, 2022 (Note: due to technical difficulties with the ArcGIS software, a new map could not be created and the two recently replaced manhole lids on Meadow View Dr are not included; also, the uncovered manhole lid on Mountain Meadow South has not yet been mapped).

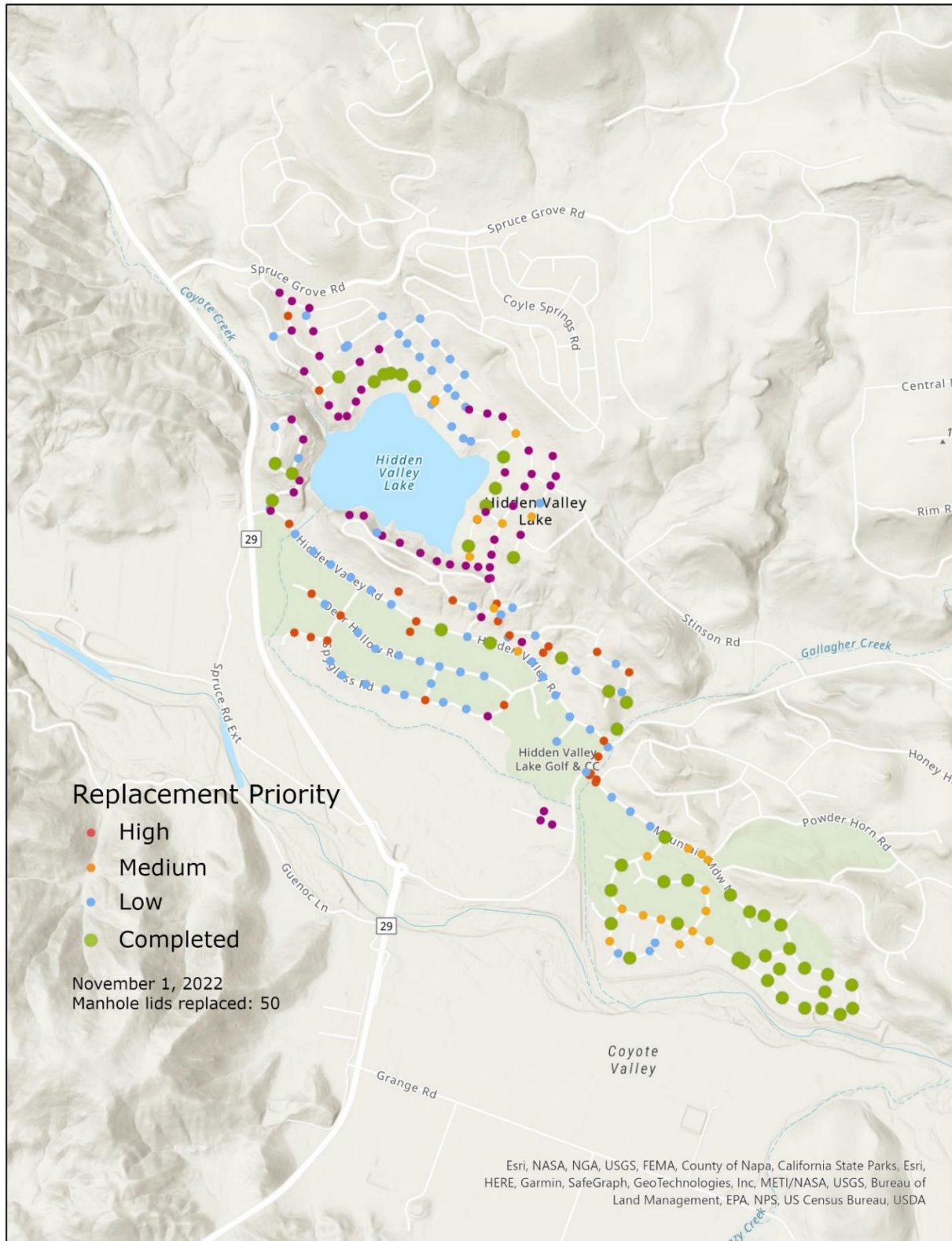
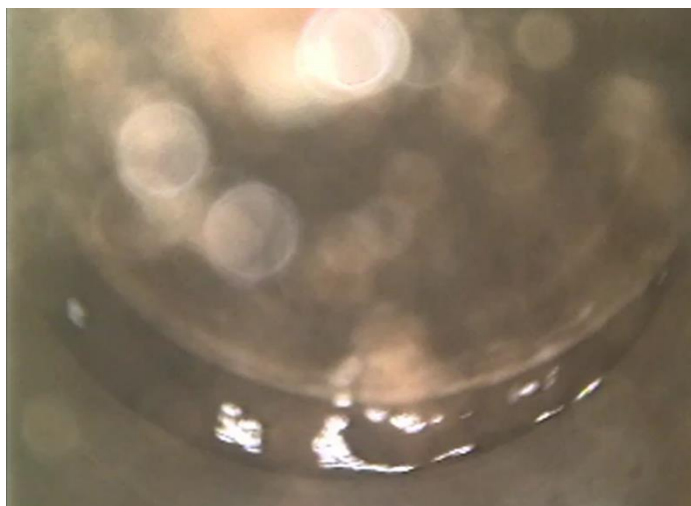


Figure 2: █████ Deer Hill Rd broken cleanout repair (initial break footage is of low quality).



Cleanout intrusion from the main.



Cleanout break and intrusion from residential cleanout.



Cleanout repair from the residential cleanout.

Figure 3: One point of intrusion from Fishhook Ct.



Figure 4: Manhole 9.0-3 with direct inflow stream flowing from uphill.



Figure 5: Residential cleanouts opened to reduce flooding on residential property.





Hidden Valley Lake Community Services District Projects Update Report February 2023

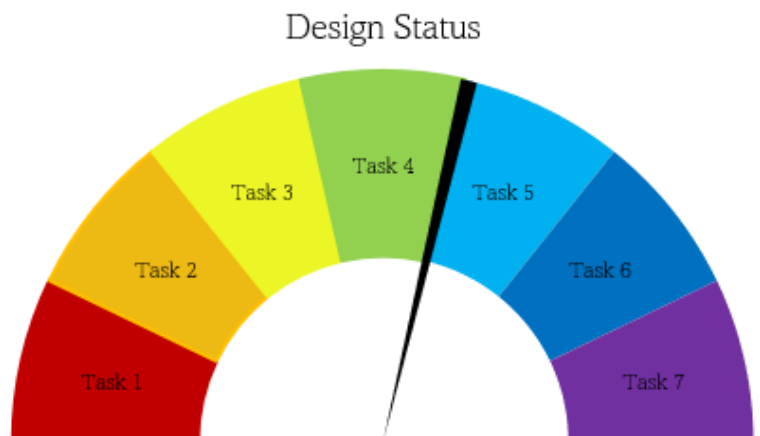
Backup Power Reliability Project

- 1/9 Submitted Quarterly Report and reimbursement request of \$3,154.81
- 1/18 Received Notice of Payment of \$250.14
- 1/31 Received payment of \$250.14
- 2/1 On-site electrical assessment
- 2/6 New CalOES representative assignment
- 2/14 Received payment of \$1,512.45

Expense Period	Request Date	Request Amount	NOP Amount	Warrant	Difference
Q3 2022	10/15/2022	\$370.62	\$250.14	01/31/2023	108 Days
Q4 2022	01/10/2023	\$2,240.97	\$1,512.45	02/14/2023	35 Days



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



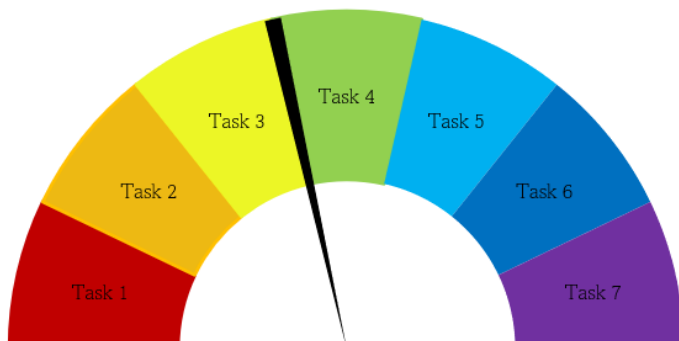
Defensive Space and Ignition Resistant Construction Project

- 1/9 Submitted Quarterly Report and reimbursement request of \$5,788.11
- 1/20 Received 35% Design documents from Ben-En
- 1/23 Received payment of \$1,688.38
- 1/30 Received approval of 6 month extension requested (submitted on 11/3)
- 1/31 On-site environmental walk through
- 2/1 Delivered feedback on 35% Design documents
- 2/3 Received payment of \$2,686.92
- 2/7 Meeting with Ben-En to discuss District feedback on 35% Design documents
- 2/13 Follow-up meeting with Ben-En to discuss District feedback on 35% Design documents

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



Design Status



- Task 1: Geotechnical and Survey Field Work
- Task 2: Geotechnical Report
- Task 3: 35% Engineering Design Package
- Task 4: 65% Engineering Design Package
- Task 5: 95% PS&E
- Task 6: CEQA Initial Study/Mitigated Negative Declarations
- Task 7: Bidding Support

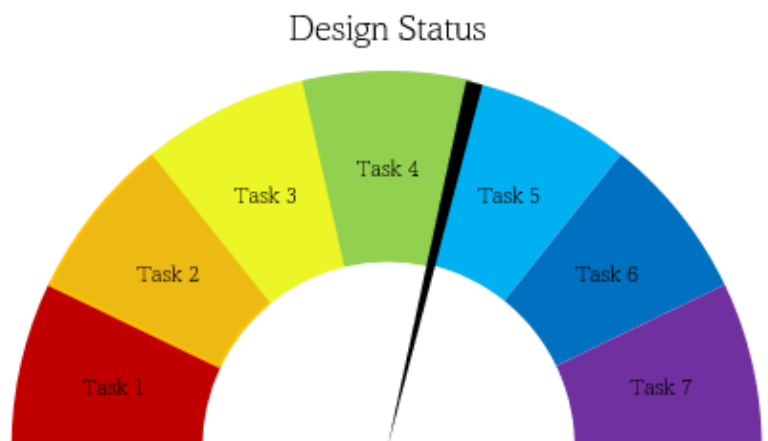
Water System Storage Reliability Project

- 1/10 Quarterly Report and reimbursement request of \$15,695.73
- 1/18 Received 35% Design documents from GHD
- 1/20 CalOES set-aside discussion
- 1/23 Received payment of \$10,594.62
- 2/1 On-site electrical assessment
- 2/1 Delivered feedback on 35% Design documents
- 2/15 Meeting with GHD to discuss District feedback on 35% Design documents

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



- Task 1: Project Kick-off Meeting
- Task 2: Geotechnical Report
- Task 3: Basis of Design Tech Memo
- Task 4: 35% Engineering Design Package
- Task 5: 65% Engineering Design Package
- Task 6: Final Engineering Design Package
- Task 7: Bidding Support

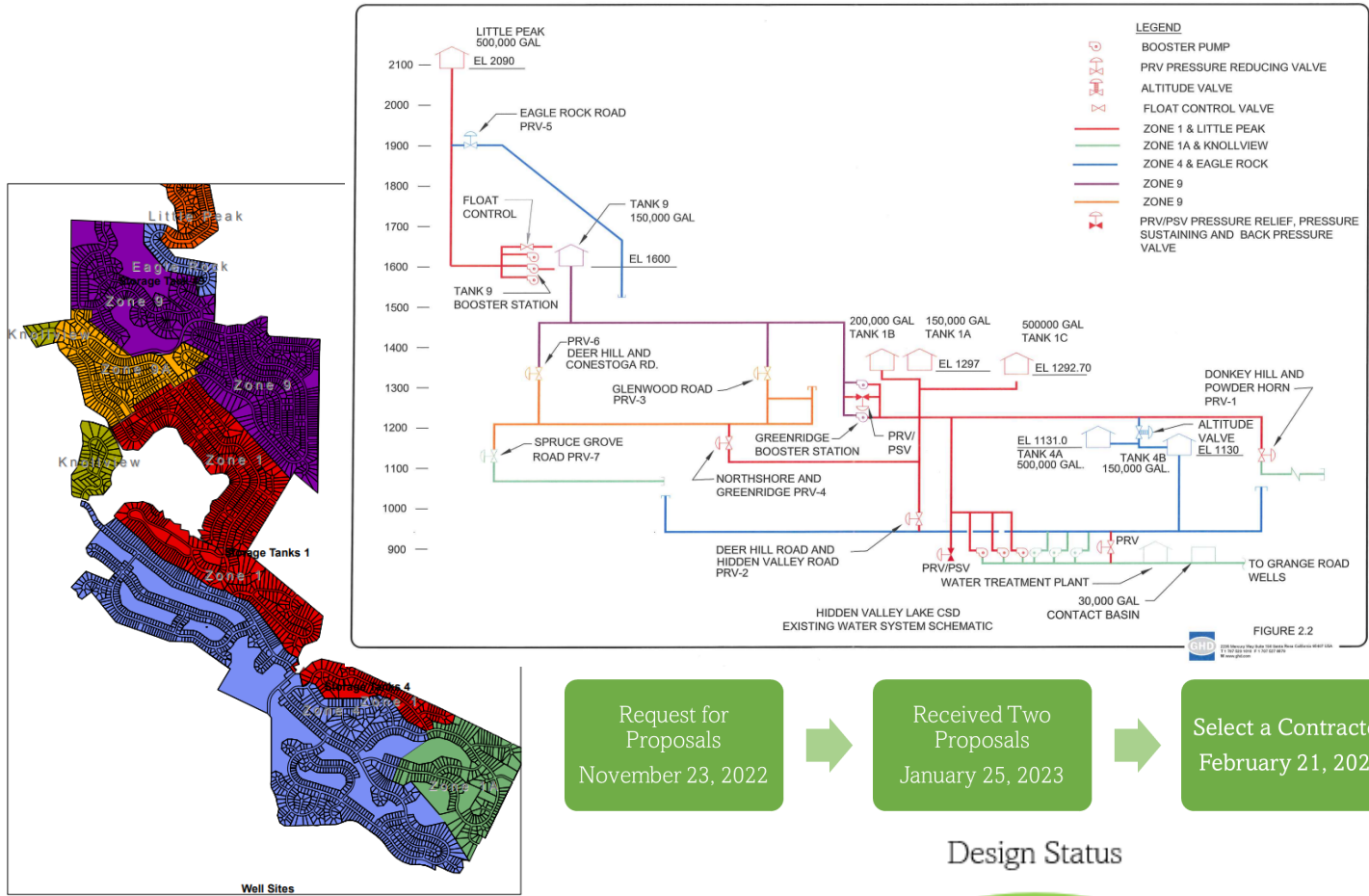




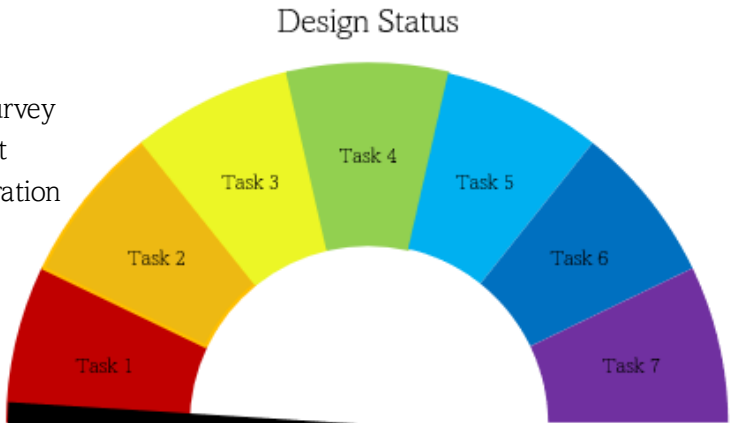
Water Distribution Reliability Project

- 1/10 Quarterly Report and reimbursement request of \$1,450.49
- 1/25 Received two proposals from Kier+Wright and Coastland | DCCM
- 1/27 Received Notification of Payment of \$978.95
- 1/31 Delivered follow-on questions to proposers
- 2/3 Received responses to follow-on questions from both proposers
- 2/14 Received payment of \$978.95

Expense Period	Request Date	Request Amount	NOP Amount	Warrant	Difference
Q4 2022	01/10/2023	\$1,450.49	\$978.95	02/14/2023	35 Days



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



Other Project Updates

Advanced Metering Infrastructure (AMI) Project

- 1/6 Weather impacts delayed progress
- 2/1 AMI training with CivicSpark Fellows
- 2/3 Developing radio inventory
- 2/6 Developing radio inventory
- 2/7 600 meters, radios, and stakes delivered

FLASHES Project

- 1/9 Full Board of Director Meeting to discuss the closed session topic of real property
- 1/19 Meeting with District counsel regarding contract amendment
- 2/2 Meeting to discuss County FLASHES O&M

SCADA

- 1/17 Board of Directors authorized Professional Services Agreement negotiations
- 1/19 Contract negotiations with SDRMA
- 1/24 Contract negotiations with District counsel
- 2/2 PSA fully executed
- 2/21 Kick-off meeting scheduled

LNU Lightning Complex Fire

- 1/31 Submitted closeout documentation

I & I

- 1/26 Piazza confirms outstanding tasks of CIP lining
- 2/8 Submitted Quarterly Report and reimbursement request for \$51,500.96
- 2/8 Meeting with Coastland | DCCM to discuss final tasks

Other Activities

- CivicSpark Fellows, Jacob and Olya, entered their fifth week of work
- CRWA Leak Detection program
- GIS Database discussion
- WaterWorth Orientation and Training
- Leak Logger order placed and received
- Brambles Design development
- Additional funding research

Meet the Fellows!





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MEMO

To: Board of Directors
From: Dennis White
Date: February 21, 2023
RE: General Manager's Report

Below is an overview of District operational activities.

Management of the Day-to-Day Operations

Finance

As mentioned in last month's finance section, revenue/expense figures to budget are still looking good. Just last week, staff met to plan the upcoming budget year. We will be working with a new tool, called WaterWorth. This very powerful program allows us to create multiple "scenarios", which will instantly show the effects of a single line item to the bottom line. It also has an extended time horizon, which should prove beneficial to capital expenditure forecasting.

Staffing

Despite Ryan leaving the District mid-December, we were lucky to have Jarrod accept a position in the field, and he was able to start mid-January. We wish Ryan the best of luck in his future endeavors, and a big welcome to Jarrod!

I'd also like to report advancement on the Wastewater side of field operations. Congratulations are due to Dominic, Nathan, and Jessika for passing the textbook portion of the W2 certification! While it is important to have knowledgeable and qualified wastewater operators on-site, I am very pleased to see staff advancing themselves in their career goals. Way to go team!

As illustrated in this month's Field Report, we have identified Sewer Ordinance violations, and issued notices per our enforcement provisions. On the one hand, we can consider January's rains to be a drain on resources, but



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on the other hand, it can also be seen as an opportunity. Largely due to the research that Hannah, our Water Resources Specialist has conducted on our sewer collection system flow, once the sewer ordinance violations were rectified, she was able to confirm a very significant reduction in inflow. Not only are we taking measures to reduce infiltration and inflow, but we are also tracking the results. This is key to our success in the battle against I/I, and we are lucky to have Hannah doing this valuable work for us!

We are entering our seventh month on being short-staffed in the billing department. I just need to say, Trish, Donna, and Willetta are rock-stars! We are also deeply grateful to Jacob, our “Sparky” who is fully exercising the capacity-building clause of the CivicSpark contract to help out with AMI inventory.

I’ve also just learned of a work anniversary. February 15th marked the first day of the tenth year for our Project Manager, Alyssa. Thanks for all you do!

Other Business

Brambles – I’ve been working with GHD on developing the designs for the underground infrastructure that will connect their golf course to our reclaimed water infrastructure. From a strictly linear-foot perspective, this is a small project, but also quite notable for a few reasons. GHD has confirmed their willingness to make the piping installation a trainable moment for our field staff. This will be a great opportunity for growth within the department, and a significant value-add to the District. Also, this marks the second customer to be added to the reclaimed water connection. This will be a welcome addition to the District’s revenue stream.

Equipment – This continues to be a priority. In fact two items have been agendized tonight, and we are moving forward with leak detection training for Jacob. The FCS loggers arrived last week, and are looking forward to detecting water leaks, and not reacting to them.

FLASHES – Somewhat out of scope for the HVL FLASHES project, we have discovered a potential opportunity to grow the field staff, increase revenues, and expand the reach of the District. As potential investors are expressing interest in the County FLASHES project, they are also expressing interest in the Operations and Maintenance of the equipment for the life of the project. This interest could translate into the growth of our field operations department, their level of expertise, and in a small part help bring skilled labor



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to the area. We plan to keep the conversation going and will update you as the County FLASHES project matures.

Major Projects

- Mainlines
 - The Award of Contract recommendation has been agendized.
- I & I
 - We are continuing to work towards a finished project. Final closing tasks include laterals, paving and cleanup.
- Tank 9
 - 35% designs have been delivered, which presented potential cost savings from the original, preliminary designs.
- AMI
 - The latest installment of 600 radios arrived this month.
 - CivicSpark Fellows are assisting with Inventory management.
- SCADA
 - Our kick-off meeting was scheduled for earlier today (2/21).
- FLASHES
 - District counsel is assisting staff with contract amendment negotiations.
- DSIRC
 - 35% designs have been delivered, which spurred some very productive collaboration.
- Generators
 - The Professional Services Agreement was fully executed, and an electrician has been on-site.

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

DATE: February 21, 2023

AGENDA ITEM: Discussion and Possible Action: Adopt Resolution 2023-01 Award of Contract to Coastland | DCCM for the Consulting and Engineering Services for the Water Distribution Reliability (WDR) Project.

RECOMMENDATIONS: Adopt Resolution 2023-01 Award of Contract to Coastland | DCCM for the Consulting and Engineering Services for the Water Distribution Reliability (WDR) Project.

FINANCIAL IMPACT: \$489,622

BACKGROUND:

The District recognizes the importance of Water Reliability, which is supported in the Capital Improvement Plan and the adopted LHMP of 2020. Staff has taken action to mitigate against the risk of natural hazards to District infrastructure.

A Request For Proposals (RFP) was issued on November 23, 2022, to seek Consulting and Engineering Services for the Water Distribution Reliability (WDR) Project. WDR seeks to strengthen existing mainline infrastructure with a focus on reducing the loss of potable water and supporting firefighting services in the event of a catastrophic seismic event for the Hidden Valley Lake Community Services District (HVLCS D). The Hazard Mitigation Assistance (HMA) Contracting Guidance for FEMA-Eligible Projects, Non-State Subrecipients document explains that an RFP is an eligible method of procurement for the professional services needed. On January 25, 2023, the District received two responses.

Staff analyzed each of the two responses for their adherence to the Proposal Requirements listed in the RFP, and the level of commitment to the proposed Scope of Work listed in the RFP. The Fee Proposals for each responder were also reviewed for their value to the District and their mathematical accuracy. Staff developed a list of questions based on both applicants' submissions, where Coastland | DCCM correctly interpreted a CEQA inquiry that led to a much appreciated flexibility in costs. Additionally, Coastland | DCCM demonstrated familiarity with Hidden Valley Lake and CSD operations due to former work experience in the area, pointing to their reliability. After thorough consideration and follow-up correspondence with the responders, staff recommends an Award of Contract be issued to Coastland | DCCM.

Coastland | DCCM has strong knowledge about Hidden Valley Lake and deep experience in water resource projects. They have applied value engineering to their approach of this project in design, materials, and bid support. They were quick to respond to inquiries, and adaptable to pricing negotiations.

Attached to this staff report are: RFP, Coastland | DCCM Response & Fee Proposal, and Resolution 2023-01.

Hidden Valley Lake
Community Services District



Issued: Wednesday, November 23, 2022

Request for Proposals

Consulting and Engineering Services for the Water
Distribution Reliability (WDR) Project

Submission Deadline: 2pm, Wednesday, January 25, 2023

Contents

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Proposal Requirements	4
Submittal Process	5
RFP Schedule	5
Selection Process	6
Exhibits	6

Introduction

The Hidden Valley Lake Community Services District (District) is requesting proposals for the identification and planning of infrastructure mitigation efforts to protect against the risk of service interruption of water, wastewater and fire flow to the community of Hidden Valley Lake in the case of seismic damage and failure. Upon completion, these mitigations will be compiled into a full Hazard Mitigation Grant Program (HMGP) project Subapplication for Water Distribution Reliability.

Background

In the late 1960s, the Boise-Cascade Corporation developed the Hidden Valley Lake planned community. In 2001 a Water Master Plan was developed to map out infrastructure improvements as the community grew. Growth, demand, and the increased severity and intensity of climactic events have outpaced the District's capability for mitigation.

The District's Local Hazard Mitigation Plan of March 2020 also identifies earthquakes and seismic activity as highly likely (see page 4-79) and the community is juxtaposed between known active faults and numerous active geothermal sites. The risk of axial pull and compression on water distribution main joints has historically caused pipeline failure and unknown occurrences of degradation to the integrity of the District's system. The distribution system was constructed prior to when modern seismic construction codes and standards were adopted, including the 1975 lateral force requirement and the Uniform Building Code of 1994 that mandates the inclusion of seismic safety provisions.

Seismic wave propagation is greatest at the ground surface and is greater in soft soil vs. hard soil or bedrock. The majority, if not all, of the HVLCSD water mains are buried in shallow, soft soils.

Active faults have not been discovered immediately underlying the HVLCSD systems, but the area is generally known for being in an understudied or unevaluated area in an active seismic zone accommodating shear from the San Andreas Fault System. The Coyote Valley basin is filled with young soft alluvial sediments that could overlie active blind extensions of known active faults that project at and through Coyote Valley in a northwest orientation.

In 2021, the District applied for Advance Assistant grant funding for the project from the Federal Emergency Management Agency (FEMA) through the Hazard Mitigation Grant Program (HMGP). In 2022, the District was awarded funding for the project.

Scope of Work

A proposed scope of work is shown below. The Consultant shall effectively organize and co-manage workflow with District staff, implement quality controls/assurances, achieve performance parameters (ie budget, schedules, milestones, and deadlines), collaboratively engage with District staff, present and co-lead at public outreach meetings, and conduct work professionally and productively.

Project Design

- The Consultant should meet with District staff to kick-off project, review the terms of the professional services contract, observe site conditions, and identify design constraints and opportunities.

- The Consultant should review the HMGP WDR Scope of Work (attached) to effectively plan and design the desired output of this project.
- The Consultant should review previous environmental investigations and be prepared to conduct an **Initial Study under CEQA**.
- The Consultant should compile a working database of infrastructure for vulnerability analysis.
- The Consultant should conduct further analysis to develop an informed preliminary engineering design (30%), which may include but is not limited to topographical, hydraulic, and geotechnical investigations.
- The Consultant's preliminary engineering design should include plans, and an engineer's estimate of probable costs.
- The Consultant should develop a 65% level of engineering design to meet NEPA analysis and permit development.
- The Consultant's 65% design documents should include plans, technical specifications, and engineers estimate of probable costs.
- Project drawings are to be "to scale" and furnished to the District in Portable Document Format (PDF) file format. Final drawings are also to be furnished in Autodesk AutoCAD format.
- The Consultant should be familiar with and be prepared to develop a complete HMGP WDR construction Subapplication including a viable Benefit Cost Analysis (BCA).
- The Consultant should perform value engineering efforts with each submittal and document any recommended cost savings that should be considered by the District.

Proposal Requirements

Proposals are to be straightforward, clear, concise, and responsive to the information requested. In order for proposals to be considered complete, proposers must provide all requested information.

1. Cover Letter
 - Name, address, and telephone number of the firm.
 - Signed by an authorized representative of the Consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant.
 - State the proposal is firm for a 90-day period from the proposal submission deadline.
 - Pledge to have the ability to perform successfully under the terms of the Professional Services Agreement, giving consideration to such matters as integrity, public policy compliance, record of past performance, and financial and technical resources (**2 CFR 200.318(h)**).
2. Experience and Project Examples
 - List three of the most relevant projects of primary consultant only, with contact names, phone numbers, and email addresses of clients where the services were performed.
3. Project Team Information
 - Please include all subconsultants, taking into consideration the affirmative steps listed in 2 CFR 200.321
 - Provide resumes for key staff, in an appendix
4. Project Understanding and Approach to Work

5. Scope of Work
6. Amount of effort (in hours) anticipated for each task of the work.
7. Project Schedule
 - Proposal shall include level of effort detail for every task, for every subconsultant
8. Fee Proposal (to be attached in a separate sealed envelope.)
 - Proposal shall include an hourly breakdown and total costs for each task, as well as any additional costs.

Submittal Process

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of the RFP. Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public, following the completion of negotiations. By submitting a proposal, each proposer certifies that all statements in this proposal are true.

The District is not liable for costs incurred in the preparation of this submission and any other subsequent submissions or presentations. The District reserves the right to accept or reject any submission when it is considered to be in the best interest of the District.

On or before 2:00pm PST on Wednesday, January 25, 2023 please submit an electronic copy of the proposal in PDF to Alyssa Gordon(agordon@hvlcsd.org) with the following subject line: RFP Response - WDR Consulting Services. The fee proposals should be sent via mail in sealed envelopes, attention Alyssa Gordon, to the District Office.

HVLCSD
 19400 Hartmann Road
 Hidden Valley Lake, CA 95467
 Attn: Alyssa Gordon

Questions regarding the RFP may be submitted to Alyssa Gordon via email (agordon@hvlcsd.org) prior to the deadline of Friday December 23, 2022

RFP Schedule

Advertisement of RFP	Wednesday November 23, 2022, 2PM PST
Field walk-through (optional)	Wednesday December 14, 2022, 10AM PST
Deadline for questions	Friday December 23, 2022, EOB PST
Deadline for District responses	Wednesday January 4, 2023, EOB PST
Deadline for RFP submittal	Wednesday January 25, 2023, 2PM PST
District Proposal review	Ends Friday February 3, 2023, EOB PDT
Award of contract (tentative)	Wednesday February 15, 2023

Selection Process

Consulting firms will be evaluated based on the following criteria:

Completeness of the Proposal
Overall project approach and scope of work
Relevant work experience
Qualifications of key project team members
Level of hourly effort estimated.

The District shall perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a consulting firm that best satisfies the District's requirements. The District may select more than one firm to design these improvements and/or decide not to award any improvement contemplated in this RFP and/or execute multiple contracts with the same consultant, as may be in the best interests of the District. The District suggests that each proposer tailor their example projects to highlight how they are qualified for each phase of the improvements. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interests of the District to do so. The District may require the proposer selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.

Exhibits

1. HMGP Advance Assistant Water Distribution Reliability Scope of Work
2. Professional Services Agreement
3. Maps/Photos



Hidden Valley Lake Community Services District Water Distribution System Reliability Advance Assistance Project - Scope of Work

1. Introduction

The mitigation goals of the proposed advance assistance project focus on reducing the risk of loss of potable water service, wastewater service, and associated firefighting services in the event of a catastrophic seismic event for the Hidden Valley Lake, CA community served by the Hidden Valley Lake Community Services District (HVLCSO or District).

1.1 Background

The District's Local Hazard Mitigation Plan of March 2020 identifies earthquakes and seismic activity as highly likely (see page 4-79) and is juxtaposed between known active faults and numerous active geothermal sites. The risk of axial pull and compression on water distribution main joints has historically caused pipeline failure and unknown occurrences of degradation to the integrity of the District's system. The distribution system was constructed prior to when modern seismic construction codes and standards were adopted, including the 1975 lateral force requirement and the Uniform Building Code of 1994 that mandates the inclusion of seismic safety provisions.

Although buried gravity pipelines (non-pressurized pipelines) historically and typically perform relatively well during seismic shaking, the same cannot be said for pressurized pipelines such as water mains that experience significantly higher rates of failure during seismic shaking (e.g. joint separation, joint pounding). This is in part due to their surface installation depth, which experiences much higher seismic wave propagation (measured as peak site acceleration or peak ground velocity, PGV). Seismic wave propagation is greatest at the ground surface and is greater in soft soil vs. hard soil or bedrock. The majority, if not all, of the HVLCSO water mains are buried in shallow, soft soils. The gravity pipelines like sanitary sewer generally fare much better during ground shaking events since they are buried relatively much deeper than pressurized pipelines.

Active faults have not been discovered immediately underlying the HVLCSO systems, but the area is generally known for being in an understudied or unevaluated area in an active seismic zone accommodating shear from the San Andreas Fault System. The Coyote Valley basin is filled with young soft alluvial sediments that could overlie active blind extensions of known active faults (recent CGS active fault maps of Coyote Valley and southern Lake County) that project at and through Coyote Valley in a northwest orientation and should be evaluated further.



Absent of any fault or offset of liquefaction (documented to be absent in the vicinity); landsliding (including slope creep and lateral spreading) is the remaining seismic risk for all the HVLCSD pipeline infrastructure. Much of the District pipelines are located in topography that is relatively flat to mildly sloping, with little to no landsliding risk. However, there are existing sections of pipelines located in, or directly adjacent to, much steeper topography that has been recently burned by fires and often is inundated in saturated soil and groundwater conditions. Therefore, the risk of seismically induced landsliding impacting portions of the pipeline systems may be higher than previously evaluated and/or some conditions may have changed in recent decades, increasing landsliding risks.

1.2 Objectives

The mitigation objectives of the proposed advance assistance project are to identify and plan for the mitigation of infrastructure that poses risks to the community associated with loss of water, wastewater, and fire service to the community of Hidden Valley Lake in the case of seismic damage and failure. The proposed project will identify mitigations for earthquake and associated fires through improving the seismic resiliency of the water distribution systems serving the community Hidden Valley Lake. Upon completion, these mitigations will be compiled into a full project Subapplication for Water Distribution System Reliability.

2. Project Scope

This section presents a detailed description of the tasks necessary to complete the advance assistance project. The estimated **total duration of the proposed project is 36 months from when this grant application has been accepted and the final funding details have been determined**. See the grant application schedule for anticipated duration and starting point of the tasks detailed below.

The project scope below will be broken into two phases – Pre-Award Phase and the Grant Period of Performance Phase. This phasing was delineated to align with FEMA’s HMG Program. Pre-Award costs are those anticipated to occur prior to award of a grant agreement. The Grant Period of Performance costs are those that would occur after a FEMA funding agreement is executed.

2.1 Pre-Award Phase

The pre-award phase will include preparation of the Hazard Mitigation Grant including the HMGP DR-4558 Application, Scope of Work, and project costs. Also included within this task is the effort to respond to Requests for Information during (RFIs) the Cal OES and FEMA review period, prior to grant award. The deliverables for this task are the completed grant application and response to RFIs.

2.2 Grant Period of Performance

After full project funding is awarded, the Grant Period of Performance will begin which includes all project components associated with consultant procurement, project management, vulnerability assessment, preliminary design and environmental investigations, BCA analysis, FEMA / Cal OES reporting and review, and grant closeout.



Task 1 - Consultant Procurement

The District will solicit proposals for consultation and engineering services to assist in the development of the project activities as prescribed in the following Tasks. Specifically, the District will be seeking proposals from individuals, not-for-profit and for-profit organizations with the background, experience, skills, capabilities, and capacities to perform and execute the prescribed work in full.

- *Task 1: Milestones: Signed contract with winning consultant*
- *Task 1 Duration: 3 months*

Task 2 - Project Management

Under this task, the District will manage the project and the consultants doing the work. This will include coordination calls, supplying requested data, schedule coordination for field services, and payment of contractors. There are no specific deliverables for this task.

- *Task 2 Duration: 33 months during funding of Grant Period of Performance*

Task 3 - Background Infrastructure Data and System Risk Assessment

The Background Data Review and System Risk Assessment aims to compile a working database of District-owned potable water system infrastructure for vulnerability analysis. Information gathered during this task includes but is not limited to quantity and or length, precise location, size, and age of operational infrastructure. Initial system component data will be gathered from existing As-built drawings, reports, and other literature provided by the District. Field verification will supplement all initial data gathered, and when possible, infrastructure will be tested and exercised to document existing conditions of infrastructure where applicable. The consultant will coordinate and work with District staff to accomplish this task.

- *Task 3: Milestones: Summary Condition Technical Memorandum*
- *Task 3 Duration: 4 months*

Task 4 - Survey and Preliminary Engineering Design

Sub-Task 4.1 - Topographical Survey

Topographic data will be collected for the vulnerable regions in the HVLCSD potable water distribution system as defined by the System Risk Assessment. A preliminary topographic survey giving elevation contours and locations of structures will be required to allow for preliminary design of the project. Ground features including grade breaks and ground shots sufficient to create a digital terrain model will be determined. Topographic data will include structures, paved areas, underground utilities, fences, trees 12" and larger, and other miscellaneous topographic items will also be shown on the survey. The survey will be used to create a base map suitable for development of the final preliminary design, 65% design, and preparation of final design plans.

- *Task 4.2 Milestone: Completion of topographical survey*
- *Task 4.2 Duration: 4 months*



Sub-Task 4.2 - *Hydraulic Systems Model*

The District is seeking to create and analyze the results a computer-aided hydraulic model of their potable water distribution system. The extended period model shall run using **an applicable program (WaterCAD, Innovyze InfoWater, Innovyze H2OMap, etc) for 7-day simulations**. The model shall consider scenarios of operational procedures and constraints on the system resulting from pipe failure after seismic events such that certain sectors or pressure zones may be isolated or optimized to maintain prioritized system integrity and operation.

- *Task 4.2 Milestone: Completion of Hydraulic Systems Model Technical Memorandum*
- *Task 4.2 Duration: 4 months*

Sub-Task 4.3 - *Preliminary Geotechnical Analysis*

The District intends to compile and update geotechnical information about the project region that is accessible without ground disturbance or soil analyses. Specifically, this task will rely upon analyzing the District facility design specifications and As-Built drawings so a geotechnical vulnerability matrix table can be prepared using known pipeline depths, pipeline types, and the associated slopes and mapped soil types to target the most vulnerable locations to seismic risk factors. Additional gathered previously written reports and compiled local data, along with regional and national soil database queries, and open-source geospatial data will also be utilized as part of the preliminary geotechnical analysis. The resultant Preliminary Geotechnical Memorandum will serve as a basis for more exploratory geotechnical evaluations including the potential installation of seismic/vibrational monitoring devices, should the proposed project develop further.

- *Task 4.3 Milestone: Completion of Preliminary Geotechnical Memorandum*
- *Task 4.3 Duration: 4 months*

Sub-Task 4.4 - *Preliminary Engineering Design (30%)*

The Preliminary Design builds off the Background Data Review and System Risk Assessment documentation. This data represents all work necessary to develop a basis of design resulting in preliminary design documents. The preliminary design will be used to estimate costs for the prioritized mitigation project, which will inform the Benefit Cost Analysis.

- *Task 4.4 Milestone: Preliminary Design Documents (plans and engineer's opinion of probable cost)*
- *Task 4.4 Duration: 4 months*

Sub-Task 4.5 - *65% Engineering Design*

Under this task, the project 65% design will be developed to the level needed for NEPA analysis and permit development based on comments received from the Preliminary Design.

- *Task 4.5 Milestone: 65% Project Construction Documents (plans, technical specifications, and engineer's opinion of probable cost)*
- *Task 4.5 Duration: 3 months*



Task 5 - Environmental Documentation

Under this task, the Project Team will develop supporting environmental documents for the eventual NEPA and CEQA processes. Work is anticipated to include a non-protocol level biological survey, cultural resources survey, and provision of maps documenting findings. A biological resources assessment will be developed and cover the project work areas and staging area. The non-protocol level biological survey will be conducted prior to construction to delineate any wetlands, and to identify potential adverse impacts to wildlife and if consultation with USFWS is necessary. It is assumed that there are no wetlands or that they can be avoided at all project sites, but a final determination will be made after the survey. If a formal wetlands delineation is needed, it would be conducted at a later date.

Under this task the CEQA Initial Study Checklist will be completed. Under this task, consultant staff will conduct a site visit to collect photos of representative project areas and identify general environmental endangered and threatened plants and animals, air quality, and wetland and waters of interest in the area to address checklist requirements.

The potential need for the following agency coordination, permits and/or approvals will be summarized in an attachment to the Checklist:

- CWA Section 404/RHA Section 10
 - Clean Water Act Section 401/402
 - EO 11988 Floodplains 8-step Process
 - EO 11990 Wetlands 8-step Process
 - CZMA CC/Negative Determination
 - Section 7 ESA
 - NHPA Section 106
 - FLPA Farmland Conversion Form AD-1006
 - CAA General Conformity Determination
 - Migratory Bird Treaty Act
 - Fish and Wildlife Coordination Act
 - Magnuson-Stevens Fishery & Management Act
-
- *Task 6 Milestone: Final Environmental Checklist and Attachments, Final MND, and NOD*
 - *Task 6 Duration: 13 months*

Task 6 - Benefit Cost Analysis

The BCA software version 6.0 will be used to conduct a preliminary benefit cost analysis (BCA) to ensure the project meets the threshold eligibility criteria of a benefit cost ratio (BCR) greater than 1. The damage frequency assessment module of the BCA software will likely be used.

Data on number of structures, and structure and land values will be needed for the Project area. Information on potential critical facilities affected by hazard will be included, supplemented with data from the District for critical infrastructure to estimate the potential maximum damages. This will be combined with data from the Local Hazard Mitigation Plan (LHMP) on wildfire severity for the area as well as fire data pulled from FEMA BCA guidance documents or models and/or US Forest Service Wildfire assessment and recurrence data, as well as data collected during this Project.



- *Task 6 Milestone: Benefit Cost Analysis Report and Attachments, Final BCA Model Files*
- *Task 6 Duration: 3 months*

Task 7 - Closeout - Final Project Subapplication

With the assistance provided by this program, the final task will be to complete the Subapplication for the Water Distribution System Reliability Project. This task is associated with the compilation of all memoranda, analyses, and documents and their preparation for review from Cal OES and FEMA. This task will also incorporate presentation and review by the HVLCSD Board of Directors, and subsequent authorization.

- *Task 7 Milestones: Completion of the Water Distribution System Reliability Project Subapplication*
- *Task 7 Duration: 2 months development, 1 month CalOES review*

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, by and between Hidden Valley Lake Community Services District, hereinafter referred to as DISTRICT, and _____, hereinafter referred to as CONSULTANT, whose address is _____.

RECITALS

WHEREAS, the DISTRICT requires assistance with _____; and

WHEREAS, DISTRICT desires to contract for such services with a private consultant; and

WHEREAS, CONSULTANT is duly licensed and sufficiently experienced in providing such services and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS, DISTRICT wishes to retain CONSULTANT in a contractual capacity, to furnish professional services in connection with the project which is described as:

[INSERT PROJECT NAME]

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions herein contained, the parties agree as follows:

Section I - Basic Services of Consultant

CONSULTANT shall provide for DISTRICT the professional design services described in detail in Exhibit A, Scope of Work, attached hereto and made a part hereof.

Section II - Additional Services of Consultant

If authorized in writing by DISTRICT, CONSULTANT shall furnish additional services which are in addition to basic services. To the extent that the additional services have been identified at the time of executing this Agreement, they are itemized in Exhibit A and will be paid for by DISTRICT as indicated in Section III hereof. As further additional services are requested by DISTRICT, this Agreement may be modified subject to mutual consent by execution of an addendum by authorized representative of both parties, setting forth the additional scope of services to be performed, the performance time schedule, and the compensation for said services.

Section III - Compensation of Consultant

DISTRICT shall compensate CONSULTANT for basic services rendered under Section I, as more particularly described in Exhibit A, in accordance with the terms and conditions indicated in Exhibit B, Compensation; and DISTRICT shall compensate CONSULTANT for additional services rendered under Section II as more particularly described in a fully-approved and executed addendum to this Agreement.

CONSULTANT may submit monthly statements for basic and additional services rendered. "DISTRICT shall pay for work satisfactorily performed within thirty (30) days after receipt of a statement or within 30 days of receipt of grant funds from the awarding agency."

Section IV - Indemnification

CONSULTANT agrees to indemnify, defend and hold harmless DISTRICT and its officers, officials, employees and agents from and against any and all liability, loss, damage, claims, expenses, and costs to the extent arising out of the, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT in connection with CONSULTANT 's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, excluding liability due to the sole negligence or willful misconduct of DISTRICT. Indemnity provisions under this Agreement are subject to the provisions of Section 2782.8 of the Civil Code.

Section V - Insurance Required

Without in any way limiting CONSULTANT'S liability pursuant to the indemnification described above, CONSULTANT shall maintain, during the term of this standing contract and for a five-year period following completion of the project, the following insurance with companies, and on terms, satisfactory to DISTRICT:

- A. CONSULTANT shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by CONSULTANT. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance must be provided with limits of not less than \$1,000,000.00 per accident. The insurance must be endorsed to waive all rights of subrogation against the DISTRICT and its officials, officers, employees, and volunteers for loss arising from or related to the Services.
- B. Comprehensive General Liability Insurance (bodily injury and property damage), the limits of which shall be not less than one million dollars (\$1,000,000) combined single limit per occurrence and two million dollars (\$2,000,000) annual aggregate, whichever is greater, and which includes the following supplementary coverages:
 1. Primary contractual liability to cover liability assumed under the contract and Section IV hereinafter;
 2. Broad form property damage liability insurance.
- C. Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than one million dollars (\$1,000,000) combined single limit per occurrence, whichever is greater. Such insurance shall extend to owned, non-owned and hired automobiles used by CONSULTANT'S employees, agents or assigns in the performance of this contract.
- D. The insurance policies specified above shall be endorsed to provide the following:
 1. Name DISTRICT, their directors, officers, employees and agents as additional insured with respect to the services performed hereunder;

2. Include a requirement that the insurer provide DISTRICT with a thirty-day written notice prior to the effective date of any cancellation of the insurance, with ten days notice if cancelled for non-payment; and
 3. Contain a waiver of subrogation in favor of the indemnities.
- E. Design Professional Liability Insurance covering negligent acts, errors, or omissions of CONSULTANT, the limits of which shall not be less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) annual aggregate covering errors and omissions .
- F. Before commencing the work hereunder, CONSULTANT shall provide DISTRICT with certificates of insurance or other documentary evidence of the above insurance satisfactory to DISTRICT. For all policies, with respect to the insurance coverage above required, except Workers' Compensation and Design Professional Liability Insurance coverage, CONSULTANT shall obtain additional endorsements naming DISTRICT, its directors, officers, employees and agents as additional insured with respect to liabilities arising out of the performance of professional services hereunder. Copies of all certificates and notices required hereunder should be mailed to: Hidden Valley Lake Community Services District, 19400 Hartmann Road, Hidden Valley Lake, California 95467.

Section VI - Insurance Required from Subconsultants

Without in any way limiting CONSULTANT'S liability pursuant to the indemnification described above, CONSULTANT shall attempt to obtain from its subconsultants the insurance coverages and endorsements as set forth above.

Section VII - Independent Consultant Status

CONSULTANT shall be an Independent Consultant and shall have responsibility for and control over the details, means, methods and sequence for providing the services under the agreement.

Section VIII - Maintenance and Ownership of Documents

DISTRICT acknowledges that CONSULTANT'S reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other similar documents are instruments of professional services, not products. Although ownership of such documents normally is retained by CONSULTANT, they nonetheless shall in this instance become property of DISTRICT. DISTRICT recognizes that no such documents should be subject to unauthorized re-use, that is, re-use without written authorization of CONSULTANT to do so. In return for CONSULTANT'S relinquishment of ownership, DISTRICT agrees to waive any claim against CONSULTANT and indemnify and hold CONSULTANT harmless from any claim or liability for injury or loss arising from unauthorized re-use of CONSULTANT'S instruments of service by DISTRICT. DISTRICT further agrees to compensate CONSULTANT for any time spent or expenses incurred by CONSULTANT in defense of any such claim, in accordance with CONSULTANT'S prevailing fee schedule and expense reimbursement policy. DISTRICT shall not be responsible to CONSULTANT for any re-use of said instruments of service if such re-use is without DISTRICT'S prior written consent.

Section IX - Suspension of Work

DISTRICT may, at any time, by ten-day written notice, suspend further performance by CONSULTANT. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and CONSULTANT shall be paid for services performed and reimbursable expenses prior to the suspension date.

Section X - Termination

This contract may be terminated with or without cause. The District may terminate this Agreement by giving at least 30 days written notice to the CONSULTANT specifying the termination effective date. CONSULTANT may continue performance of the services through the date of termination.

With Cause: If Consultant fails to perform any of its obligations under this Agreement within the time and in the manner herein provided or otherwise violates any of the terms of this Agreement, in addition to all other remedies provided by law, District may terminate this Agreement immediately upon written notice. In such event, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total fee; provided, however, that the District shall deduct from such amount the amount of damages, if any, sustained by District by virtue of the breach of the Agreement by consultant.

Without Cause: In the event this Agreement is terminated by District without cause, Consultant shall be entitled to any compensation owing to it hereunder up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payment.

Upon termination of this Agreement with or without cause, Consultant shall turn over to the District Manager immediately any and all copies of studies, sketches, drawings, computations, and other data, whether or not completed, prepared by Consultant or its subconsultants, if any, or given to Consultant or its subconsultants, if any, in connection with this Agreement. Such materials shall become the permanent property of the District. Consultant, however, shall not be liable for the District's use of incomplete materials nor for the District's use of complete documents if used for other than the project contemplated by this Agreement.

Section XI - Compliance with Law

DISTRICT and CONSULTANT will use reasonable care to comply with applicable laws in effect at the time the services are performed hereunder which, to the best of their knowledge, information and belief, apply to their respective obligations under this Agreement.

Section XII - Successors and Assigns

This Agreement shall be binding on the successors and assigns of the parties, but it shall not be assigned by CONSULTANT without written consent of DISTRICT.

Section XIII - Disputes

All disputes relating to the Contract shall be resolved by the following procedures:

- a. Mediation. The parties shall first participate in non-binding mediation of any dispute arising under this Contract (whether contract, tort, or otherwise), as provided hereafter:
 1. The party desiring mediation shall first give written notice thereof to the other party to this Contract, specifying the dispute to be mediated.
 2. The mediation shall be held in Hidden Valley Lake, California, or at such other location as may be mutually agreed among the parties. The mediation shall be conducted according to and a mediator chosen pursuant to the rules of the American Arbitration Association.
 3. At least ten (10) business days before the date of the mediation, each side shall provide the mediator with a statement of its position and copies of all supporting documents. Each party shall send to the mediation a person who has authority to bind the party. If a subsequent dispute will involve third parties, such as insurers or subconsultants, they shall also be asked to participate in the mediation.
 4. If a party hereto has participated in the mediation and is dissatisfied with the outcome, that party may either invoke the arbitration provision XIII(b) of this Contract by giving written notice thereof to all other parties hereto no later than thirty (30) days after the mediation decision has been completed, or such party may file legal action covering such dispute.
- b. Binding Arbitration. All disputes covered by the Paragraph XIII and not resolved by non-binding mediation may be resolved by mutual Contract of the parties by binding arbitration before the American Arbitration Association's local office with the hearing locale to be in Santa Rosa, California, or such other location as the parties shall mutually agree. To initiate such binding arbitration, one party shall give the other party written notice of its intent to do so, and the other party shall have fifteen (15) days after receipt of such notice in which to provide its written consent to such binding arbitration. If the other party does not provide its written consent within such fifteen (15) day period or declines in writing to provide such consent prior to the end of such fifteen (15) day period, or if neither party has sent a notice of intent to initiate binding arbitration, either party shall be free thereafter to initiate legal action against the other party relating to the subject matter of the dispute. Copies of all documents to be used at the arbitration hearing shall be furnished to the other party no later than thirty (30) days prior to the hearing or the documents shall be barred. The arbitration award shall be enforceable in any court having jurisdiction without the mutual consent of the parties.

Section XIV - Attorney Fees

In the event of legal action by one party against the other relating to the Contract, the prevailing party shall be entitled to reasonable attorney's fees and costs as allowed by the Court.

Section XV – Non-Discrimination Clause

During the performance of this contract, CONSULTANT agrees as follows:

- (1) The consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The consultant will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the consultant's legal duty to furnish information.
- (4) The consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the consultant's commitments under this Section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The consultant will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of

September 24, 1965, so that such provisions will be binding upon each subconsultant or vendor. The consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of consultants and subconsultants with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a consultant debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon consultants and subconsultants by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

Section XVI – Access to Records

Records of CONSULTANT'S direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to DISTRICT.

CONSULTANT agrees to provide DISTRICT, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Consultant which are directly pertinent to this contract for the purposes

of making audits, examinations, excerpts, and transcriptions.

CONSULTANT agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

CONSULTANT agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

In compliance with Section 1225 of the Disaster Recovery Reform Act of 2018, the DISTRICT and the CONSULTANT acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

Section XVII - Waiver by Non-Complying Performance

Any failure to require strict compliance with any provisions of this Agreement shall not be a waiver of strict compliance with regard to subsequent performance of such provision.

Section XVIII - Miscellaneous Provisions

This Agreement is subject to the following special provisions:

- A. The titles used in this Agreement are for general reference only and are not a part of the Agreement.
- B. This Agreement shall be interpreted as though prepared by both parties.
- C. Any provision of this Agreement held to violate any law shall not invalidate the remainder of this Agreement.
- D. This Agreement shall be interpreted under the laws of the State of California. Jurisdiction and venue of any action filed pertaining to this Agreement shall be in Lake County, California.
- E. This Agreement comprises a final and complete repository of the understandings between the parties. It supersedes all prior or contemporary communications, representations or agreements, whether oral or written, relating to the subject matter of this Agreement.

Section XIX – Conflict of Interest Prohibition

CONSULTANT may employ no DISTRICT official, officer or employee in the performance of the services. No official, officer, employee or consultant of District may have any financial interest in this Agreement in violation of California Government Code Section 1090 and following. DISTRICT and CONSULTANT will comply with the requirements of the DISTRICT's Conflict of Interest Code adopted pursuant to the provisions of California Government Code Section 87300 and following and any other ethics laws applicable to the performance of the services and/or this Agreement.

CONSULTANT hereby covenants that it has, at the time of the execution of this Agreement, no interest, direct or indirect, and that it shall not acquire any interest in the future, direct or indirect,

which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this work, no person having such interest shall be employed.

Section XX – Suspension and Disbarment

This contract is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, CONSULTANT is required to verify that none of the CONSULTANT's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

CONSULTANT must comply with 2 C.F.R. Part 180, subpart C and 2C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by DISTRICT. If it is later determined that the CONSULTANT did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, in addition to remedies available to DISTRICT, the federal government may pursue available remedies, including but not limited to suspension and/or debarment. The CONSULTANT agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The CONSULTANT further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Section XXI – Byrd Anti-Lobbying Clause

Consultants who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency.

Section XXII – Procurement of Recovered Materials

In the performance of this contract, the Consultant shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

- Competitively within a timeframe providing for compliance with the contract performance schedule;
- Meeting contract performance requirements; or
- At a reasonable price.

Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines webpage:

<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>

The Consultant also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

Section XXIII – Changes

To be allowable under a FEMA grant or cooperative agreement award, the cost of any contract change, modification, amendment, addendum, change order, or constructive change must be necessary, allocable, within the scope of the grant or cooperative agreement, reasonable for the scope of work, and otherwise allowable.

Section XXIV – Federal Funding Requirements

CONSULTANT will comply with all Federal regulations listed in Exhibit C, Federal Funding Requirements.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

CONSULTANT
[CONSULTANT NAME]

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Address: 19400 Hartmann Road
Hidden Valley Lake, CA 95467

Address: _____

Telephone: (707) 987-9201

Telephone: _____

FAX: (707) 987-3237

FAX: _____

Exhibit "A"
SCOPE OF WORK

[INSERT SCOPE OF WORK HERE]

**Exhibit "B"
Compensation**

[INSERT PAYMENT TERMS HERE]

Exhibit "C"
Federal Funding Requirements

In pursuance of this contract, Consultant shall comply with the following Federal funding requirements and include them as appropriate in all work products defined within this agreement:

Davis-Bacon Act (40 U.S.C. §§ 3141-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5.5

(1) **Minimum wages.**

- (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act ([29 CFR part 3](#))), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the consultant and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of [paragraph \(a\)\(1\)\(iv\)](#) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in [§ 5.5\(a\)\(4\)](#). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under [paragraph \(a\)\(1\)\(ii\)](#) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the consultant and its subconsultants at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

- (ii)
 - (A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

 - (B) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

- (C) The classification is utilized in the area by the construction industry; and
 - (D) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
 - (E) If the consultant and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.
 - (F) In the event the consultant, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.
 - (G) The wage rate (including fringe benefits where appropriate) determined pursuant to [paragraphs \(a\)\(1\)\(ii\) \(B\)](#) or [\(C\)](#) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.
- (iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the consultant shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
 - (iv) If the consultant does not make payments to a trustee or other third person, the consultant may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the consultant, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the consultant to set aside in a separate account assets for the meeting of obligations under the plan or program.
- (2) **Withholding.** The (write in name of Federal Agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the consultant under this

contract or any other Federal contract with the same consultant, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same consultant, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the consultant or any subconsultant the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the (Agency) may, after written notice to the consultant, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records.

- (i) Payrolls and basic records relating thereto shall be maintained by the consultant during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under [29 CFR 5.5\(a\)\(1\)\(iv\)](#) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the consultant shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Consultants employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.
- (ii)
 - (A) The consultant shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the consultant will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency). The payrolls submitted shall set out accurately and completely all of the information required to be maintained under [29 CFR 5.5\(a\)\(3\)\(i\)](#), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in

any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site.

The consultant is responsible for the submission of copies of payrolls by all subconsultants. Consultants and subconsultants shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the consultant will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency), the consultant, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a consultant to require a subconsultant to provide addresses and social security numbers to the consultant for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

- (B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the consultant or subconsultant or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
 - (1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, [29 CFR part 5](#), the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, [29 CFR part 5](#), and that such information is correct and complete;
 - (2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, [29 CFR part 3](#);
 - (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.
 - (C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by [paragraph \(a\)\(3\)\(ii\)\(B\)](#) of this section.
 - (D) The falsification of any of the above certifications may subject the consultant or subconsultant to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.
- (iii) The consultant or subconsultant shall make the records required under [paragraph \(a\)\(3\)\(i\)](#) of this section available for inspection, copying, or

transcription by authorized representatives of the (write the name of the agency) or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the consultant or subconsultant fails to submit the required records or to make them available, the Federal agency may, after written notice to the consultant, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to [29 CFR 5.12](#).

(4) ***Apprentices and trainees*** -

- (i) ***Apprentices.*** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the consultant as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a consultant is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the consultant's or subconsultant's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the consultant will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (ii) **Trainees.** Except as provided in [29 CFR 5.16](#), trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the consultant will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- (iii) **Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and [29 CFR part 30](#).
- (5) **Compliance with Copeland Act requirements.** The consultant shall comply with the requirements of [29 CFR part 3](#), which are incorporated by reference in this contract.
- (6) **Subcontracts.** The consultant or subconsultant shall insert in any subcontracts the clauses contained in [29 CFR 5.5\(a\)\(1\)](#) through [\(10\)](#) and such other clauses as the (write in the name of the Federal agency) may by appropriate instructions require, and also a clause requiring the subconsultants to include these clauses in any lower tier subcontracts. The consultant shall be responsible for the compliance by any subconsultant or lower tier subconsultant with all the contract clauses in [29 CFR 5.5](#).
- (7) **Contract termination: debarment.** A breach of the contract clauses in [29 CFR 5.5](#) may be grounds for termination of the contract, and for debarment as a consultant and a subconsultant as provided in [29 CFR 5.12](#).
- (8) **Compliance with Davis-Bacon and Related Act requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in [29 CFR parts 1, 3, and 5](#) are herein incorporated by reference in this contract.

(9) **Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in [29 CFR parts 5, 6, and 7](#). Disputes within the meaning of this clause include disputes between the consultant (or any of its subconsultants) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) **Certification of eligibility.**

- (i) By entering into this contract, the consultant certifies that neither it (nor he or she) nor any person or firm who has an interest in the consultant's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or [29 CFR 5.12\(a\)\(1\)](#).
- (ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or [29 CFR 5.12\(a\)\(1\)](#).
- (iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, [18 U.S.C. 1001](#).

Copeland "Anti-Kickback" Act (18 U.S.C. § 874201 and 40 U.S.C. § 3145202), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3.

- (1) *Consultant.* The consultant shall comply with 18 U.S.C. § 874,40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this contract.
- (2) *Subcontracts.* The consultant or subconsultant shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subconsultants to include these clauses in any lower tier subcontracts. The consultant shall be responsible for the compliance by any subconsultant or lower tier subconsultant with all of these contract clauses.
- (3) *Breach.* A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a consultant and subconsultant as provided in 29 C.F.R. § 5.12.

Compliance with Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3702 and 3704), as supplemented by Department of Labor regulations at 29 C.F.R. Part 5.

- (1) *Overtime requirements.* No consultant or subconsultant contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the consultant

and any subconsultant responsible therefor shall be liable for the unpaid wages. In addition, such consultant and subconsultant shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

- (3) *Withholding for unpaid wages and liquidated damages.* The DISTRICT shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the consultant or subconsultant under any such contract or any other federal contract with the same consultant, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same consultant, such sums as may be determined to be necessary to satisfy any liabilities of such consultant or subconsultant for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.
- (4) *Subcontracts.* The consultant or subconsultant shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subconsultants to include these clauses in any lower tier subcontracts. The consultant shall be responsible for compliance by any subconsultant or lower tier subconsultant with the clauses set forth in paragraphs (b)(1) through (4) of this section.

Rights to Inventions Made Under a Contract or Agreement

- (a) This contract provision outlines the rules governing the ownership of inventions created using federal funds. If CONSULTANT enters into any contract involving performance of experimental, developmental, or research work under that funding agreement, then the CONSULTANT must comply with the requirements of 37 C.F.R. Part 401 and any implementing regulations issued by FEMA.

Clean Air Act (42 U.S.C. §§ 7401-7671q.)

- (a) The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*
- (b) The CONSULTANT agrees to report each violation to the DISTRICT and understands and agrees that the DISTRICT will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.
- (c) The CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

Federal Water Pollution Control Act, as amended (33 U.S.C. §§ 1251-1387).

- (a) The CONSULTANT agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.
- (b) The CONSULTANT agrees to report each violation to DISTRICT and understands and agrees that the DISTRICT will, in turn, report each violation as required to assure notification to the Cal-OES, Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.
- (c) The CONSULTANT agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

Procurement of Recovered Materials (Section 6002 of the Solid Waste Disposal Act)

DHS Seal, Logo, and Flags

- (a) CONSULTANT shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. CONSULTANT shall include this provision in any subcontracts.

Compliance with Federal Law, Regulations, And Executive Orders and Acknowledgement of Federal Funding

- (a) This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. CONSULTANT will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

No Obligation by Federal Government or Cal OES

- (a) The federal government and Cal OES are not parties to this contract and are not subject to any obligations or liabilities to DISTRICT, CONSULTANT, or any other party pertaining to any matter resulting from the contract.

Program Fraud and False or Fraudulent Statements or Related Acts

- (a) CONSULTANT acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the CONSULTANT's actions pertaining to this contract.

Affirmative Socioeconomic Steps

- (a) If subcontracts are to be let, CONSULTANT is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

License and Delivery of Works Subject to Copyright and Data Rights

- (a) CONSULTANT grants to the DISTRICT, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the CONSULTANT will identify such data and grant to the DISTRICT or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Consultant will deliver to the (insert name of the non-federal entity) data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the DISTRICT.

Prohibition on Contracting for Covered Telecommunications Equipment or Services

- (a) *Definitions.* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—
- (b) *Prohibitions.*
 - (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
 - (2) Unless an exception in paragraph (iii) of this clause applies, the consultant and its subconsultants may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
 - (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - (iii) Enter into, extend, or renew contracts with entities that use covered

telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or

- (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) *Exceptions.*

(1) This clause does not prohibit consultants from providing—

- (i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or Contract Provisions Guide 28
- (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) By necessary implication and regulation, the prohibitions also do not apply to:

- (i) Covered telecommunications equipment or services that:
 - 1. Are not used as a substantial or essential component of any system; and
 - 2. Are not used as critical technology of any system.
- (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) *Reporting requirement.*

(1) In the event the consultant identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the consultant is notified of such by a subconsultant at any tier or by any other source, the consultant shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2) The Consultant shall report the following information pursuant to paragraph (d)(1) of this clause:

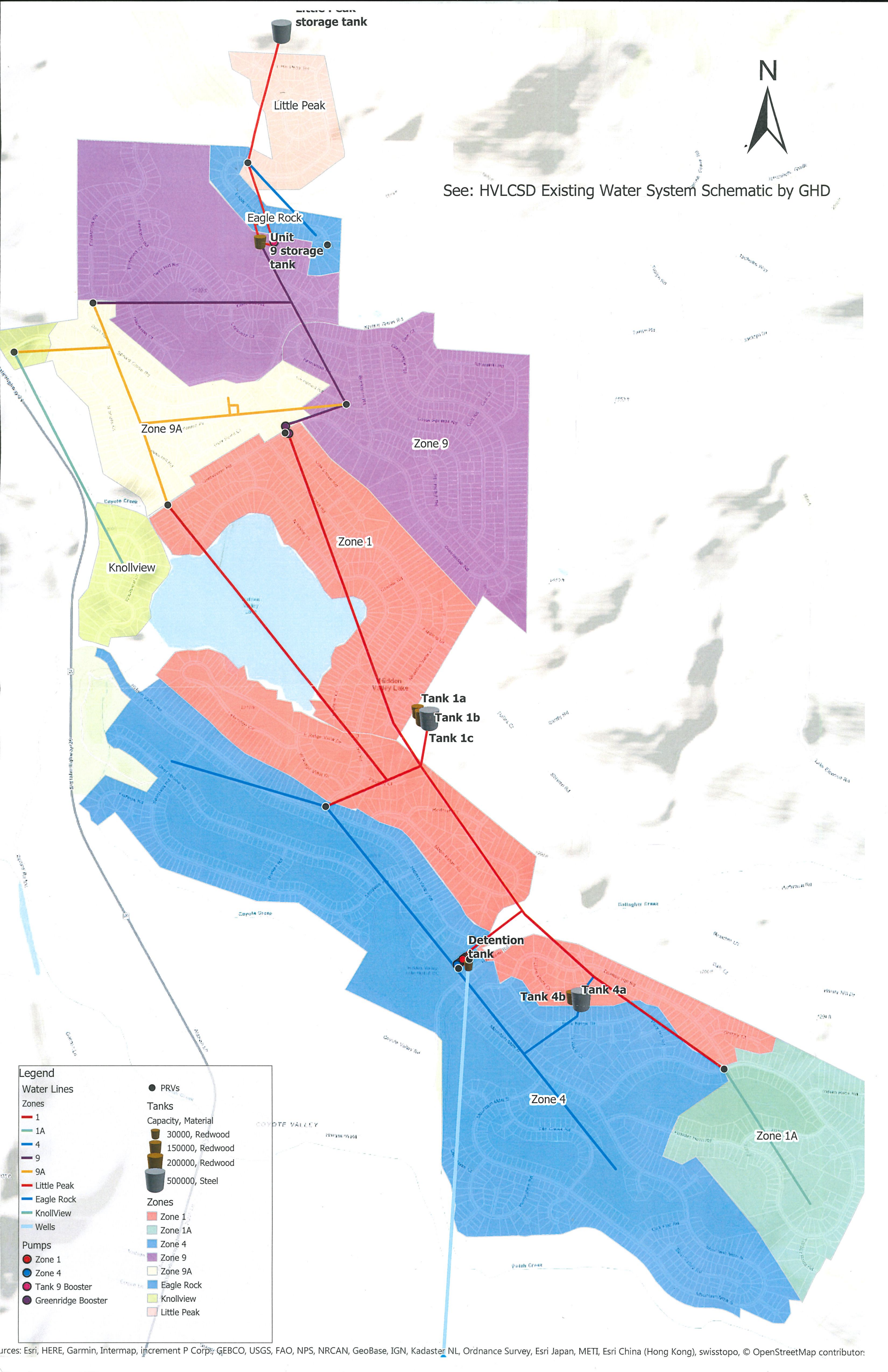
- (i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
- (ii) Within 10 business days of submitting the information in paragraph

(d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the consultant shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

- (e) *Subcontracts*. The Consultant shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

Domestic Preferences for Procurements

- (a) As appropriate, and to the extent consistent with law, the consultant should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.
- (b) For purposes of this clause:
 - (1) Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - (2) Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



See: HVLCSO Existing Water System Schematic by GHD

Legend

Water Lines

- Zone 1
- Zone 1A
- Zone 4
- Zone 9
- Zone 9A
- Little Peak
- Eagle Rock
- KnollView
- Wells

Pumps

- Zone 1
- Zone 4
- Tank 9 Booster
- Greenridge Booster

Tanks

Capacity, Material

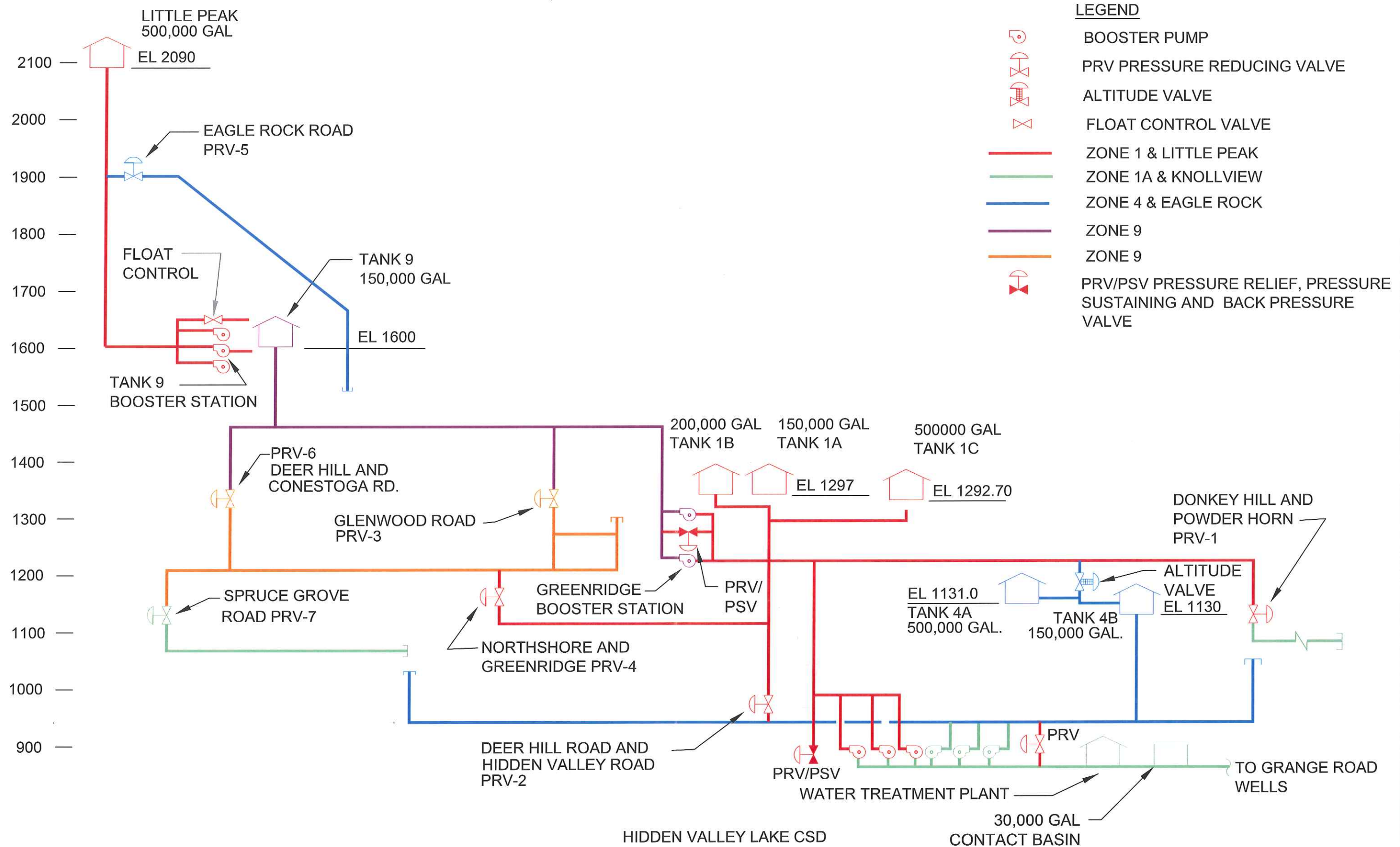
- 30000, Redwood
- 150000, Redwood
- 200000, Redwood
- 500000, Steel

Zones

- Zone 1
- Zone 1A
- Zone 4
- Zone 9
- Zone 9A
- Eagle Rock
- Knollview
- Little Peak

PRVs

J:\001205303\CAD\05303F22.DWG 4-10-01 1:52:10 PM



LEGEND

	BOOSTER PUMP
	PRV PRESSURE REDUCING VALVE
	ALTITUDE VALVE
	FLOAT CONTROL VALVE
	ZONE 1 & LITTLE PEAK
	ZONE 1A & KNOLLVIEW
	ZONE 4 & EAGLE ROCK
	ZONE 9
	ZONE 9
	PRV/PSV PRESSURE RELIEF, PRESSURE SUSTAINING AND BACK PRESSURE VALVE

HIDDEN VALLEY LAKE CSD EXISTING WATER SYSTEM SCHEMATIC

FIGURE 2.2



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

Proposal to Provide Consulting Engineering Services for the:
**Water Distribution Reliability (WDR)
Project**

January 25, 2023

COASTLAND

DCCM



SERVICES

MUNICIPAL ENGINEERING
CAPITAL PROJECT DESIGN
CONSTRUCTION MANAGEMENT
BUILDING & SAFETY
FINANCING ASSISTANCE

MARKETS

TRANSPORTATION
ADA COMPLIANCE
FLOOD CONTROL & DRAINAGE
WATER
WASTEWATER
PUBLIC FACILITIES & PARKS

January 25, 2023

Alyssa Gordon, Project Manager
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
(Sent via email to agordan@hvlcsd.org)

Subject: Proposal to Provide Professional Engineering Services for the Water Distribution Reliability (WDR) Project

Dear Alyssa:

Hidden Valley Lake Community Services District (District) seeks an engineering consultant to identify and design infrastructure mitigation efforts to protect the community against risk of service interruption of potable water and fire flow in the case of seismic damage and failure. For this effort, the District has been awarded funding through the Advance Assist program of the FEMA Hazard Mitigation Grant Program (HMGP). The ultimate goal of this project will be to complete a FEMA HMGP subapplication for the final design and construction of the mitigation efforts conceived under this project.

Coastland | DCCM and the District have successfully gone through the HMGP funding process together with the subapplication for the Unit 9 Tank Replacement. We both understand the importance of building a narrative with supporting studies that effectively demonstrate the need and benefits of the proposed mitigation efforts. We, at Coastland | DCCM, will strive to use this valuable opportunity to the District's greatest advantage: to identify mitigation projects that not only meet FEMA's stringent grant criteria but also serve the District's most critical infrastructure needs.

You know our strengths as a company. We have assisted cities, counties and special districts throughout the North and East Bay with the design and assessment of the full range of water supply infrastructure, including tanks, wells, pipeline, pump stations, treatment and controls.

As CEO of Coastland | DCCM, I am authorized to sign contracts on behalf of the company. Per the RFP, our cost proposal is submitted in a separate password protected document. This proposal and its associated cost shall remain a firm offer for a period of 90 days from the submission deadline of the proposal. I can be reached by email at wanger@coastlandcivil.com. We are grateful for your consideration of this proposal.

Sincerely,



John Wanger, PE
CEO



Nathan Fishman, PE
Project Manager

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

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

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

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

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Project Schedule 21

Fee Proposal..... Separate File

Appendix
 A. Resumes



“As a small Utility District, we have worked with Coastland Engineering on many projects and are always pleased with their responsiveness, thoroughness, and ability to find flexible and efficient solutions for our engineering needs. Throughout our relationship, they have been very creative and value conscious, they always keep sight of a project's goals and objectives. We are delighted to have them as part of our team.”

– Felix Hernandez III,
*Former General Manager,
 Bodega Bay Public Utility
 District*

					
94%	31	4	75+	100+	24
Repeat Clients	Years in Business	Offices	Employees	Cities, Counties & Districts Served	Contract City/District Engineering Clients

PROJECT EXPERIENCE

Coastland | DCCM and our project team offer a wide breadth of experience performing site investigations, evaluating as built conditions as it relates to seismic impacts, water system modeling, water master plans, and assessing water distribution systems. Our team has successfully planned and designed projects that improve water distribution reliability and serviceability. We will provide positive and effective project management that will generate design outcomes that benefit the District and its customers for years to come. The following pages present a selection of project descriptions and references for similar work that is relevant to the WDR Project. Our experience with these projects includes project management, alternatives assessment, design, bidding support and construction management. Our proposed subconsultants have been involved in a number of these projects.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT DISTRICT ENGINEERING SERVICES

As District Engineer for HVLCSD since 2014, Coastland | DCCM has provided a variety of services related to the District's water, reclaimed water, and wastewater systems. Services include evaluating the capacity of utility infrastructure to accommodate additional or new uses, evaluating and recommending changes to customer rates and charges, providing engineering support for the development of projects for grant applications, providing recommendations for the maintenance and upgrade of utility infrastructure, providing input for the drafting of resolutions and ordinances, as well as conducting base mapping, modeling, condition assessment and design of facilities improvements, oversight of other consultants, plan checking of submittals to the District, construction management, construction observation, and project management.

Client Contact

Alyssa Gordon, Water Resources Specialist
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
(707) 987-9201
agordon@hvlcsd.com

WATER SYSTEM STORAGE RELIABILITY PROJECT CALOES HAZARD MITIGATION GRANT PROGRAM PROJECT SUBAPPLICATION

HVLCSD has sustained significant damage from wildfires over many consecutive years. As District Engineers we prepared and submitted a subapplication to CalOES for the Water System Storage Reliability Project. **The subapplication, submitted in February 2018, identified the project as necessary for maintaining basic water supply during and after a fire by replacing a 150,000-gallon redwood tank with dual steel tanks with a combined capacity of 0.5 million gallons, which would better serve the community's water storage and firefighting needs.** Other proposed project features include a service road around the tanks that is accessible to fire-fighting equipment, retaining walls, piping improvements, perimeter fencing and a maintenance program for providing a defensible space around the tanks.



The amount requested in the subapplication was \$1,387,655 with a non-federal share of \$462,552 for a total project cost estimate of \$1,850,207.

Our services involved developing the grant application package, which included a project description, detailed scope of work, preliminary conceptual plans, project alternatives, cost estimates, cost-benefit analyses, construction schedule and flood risk assessment.

Other projects have included:

- North Shore Court Sewer Rehabilitation Project
- Meadow View Sanitary Sewer Repair
- Mountain Meadow Water Main Replacement
- WWTP Access Road Improvements
- Coyote Valley Road Water and Sewer Main Extensions
- Conceptual Wastewater Disinfection Options Technical Memorandum
- Chlorination Facilities Retrofit
- Sanitary Sewer Management Plan
- Chlorine Disinfection Upgrades Design and Regulatory Assistance
- Risk Management Plan
- Coordination with FEMA for a temporary trailer facility to replace the District office that burned in the 2015 Valley Fire
- Hexavalent Chromium Engineer Report

BODEGA BAY PUBLIC UTILITY DISTRICT COUNTY SEISMIC HAZARD ASSESSMENT

As District Engineer, Coastland | DCCM is assisting Bodega Bay Public Utility District (BBPUD) to assess the risk of damage to water and sewer facilities from seismic and tsunami events. The District has critical facilities located in close proximity to several earthquake fault lines, including the San Andreas fault, and/or within mapped tsunami hazard areas. The Seismic Hazard Assessment will examine the potential types and severity of earthquakes and will include the inventory and characterization of critical assets as well as their potential failures and consequences, needed mitigation, cost estimates and identification of funding. This project will also include preparation of an emergency response plan for District employees in the event of a major earthquake or tsunami.

Client Contact

Janet Ames, District Manager
Bodega Bay Public Utility District
265 Doran Park Rd.
Bodega Bay, CA 95423
(707) 875-3332
j.ames@bodegabaypubd.com

CITY OF COTATI

P-1: PORTAL, MERCANTILE, AND AARON MAIN REPLACEMENT PROJECT

Coastland | DCCM is providing engineering design services to the City of Cotati to replace aging water infrastructure in several city streets. The project areas are within a commercial district, and the project has been designed to minimize any disruptions to service during implementation. The project is identified in the City's Water Distribution System Master Plan to provide adequate fire flow in the area. The work consists of replacing approximately 2,100 lineal feet of existing undersized 6-inch and 8-inch water main. The new water main will be 10-inch PVC per current City Standards. The existing water meter and private fire lateral connections will be maintained and extended to the main accordingly. The project also includes the replacement of all public fire hydrants and the installation of a metered water filling station for use by the public.

Client Contact

Craig Scott, City Engineer
City of Cotati
201 West Sierra Avenue
Cotati, CA 94931
(707) 665-3638
cscott@cotaticity.org

The project is funded through the Enterprise – Water Capital funds. The City budget is \$609,000 for design, construction, contingency, construction management, and City staff time. The project is expected to go to bid in February 2023.

SWEETWATER SPRINGS WATER DISTRICT

DISTRICT MASTER PLAN

As District Engineer, Coastland | DCCM is assisting the District with an update to their Water Master Plan. The District serves over 2,000 connections with potable water. The work associated with the Master Plan Update will include an evaluation of the existing facilities, identifying needed upgrades for redundancy, fire protection and reliability, completion of a water model for the overall district, and completion of a full GIS system for the entire water distribution system.

Client Contact

Ed Fortner, General Manager
Sweetwater Springs Water District
17081 CA-116
Guerneville, CA 95446
efortner@sweetwatersprings.com
(707) 869-4000

CITY OF AMERICAN CANYON

NAPA EARTHQUAKE REPAIR PROJECT

Coastland | DCCM was contacted by the City of American Canyon shortly after the Napa Earthquake in 2016 to assist with the evaluation and repair of one of the City's major sewer pump stations that was impacted by the earthquake. The work involved site investigations, installation of 3 new major pumps in an underground structure, installation of a new exterior fueling system, and installation of seismic bracing for all piping in the pump station.

Client Contact

Erica Ahmann Smithies, PE, Public Works Director/City Engineer
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503
(707) 647-4366
esmithies@cityofamericancanyon.org

COLUSA COUNTY

STONYFORD WATER STORAGE TANK EVALUATION AND DESIGN

Coastland | DCCM provided field inspections and condition assessment of Colusa County's 450,000-gallon, bolted-steel tank located in the Stonyford area (County Service District No. 1).

During the fire suppression efforts of the Mendocino Complex fire in August 2018, the tank was completely exhausted. The rapid, total dewatering of the system placed a greater than normal strain on the 450,000-gallon chlorine contact tank, resulting in failure of several of the tank's roof supports and partial failure of the tank wall.

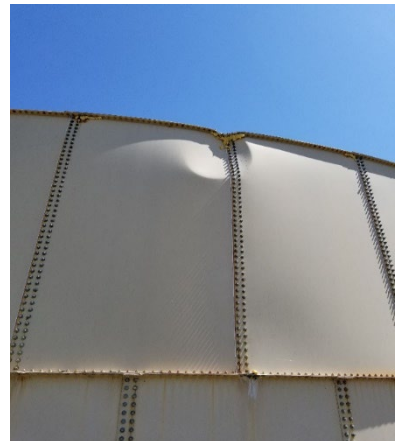
Our team delivered a quick response condition assessment inspection and engineering report in July 2019 with cost estimates for the repair or replacement of the tank to support the County's funding request through the California Governor's Office of Emergency Services (Cal OES).

At the County's request, we performed the engineering design and prepared construction documents for a new 450,000 gallon Epoxy-Coated, Cone-Deck, Bolted Steel Tank. The project was bid in the Summer of 2020 with construction completed in 2021.

Our approach enabled the County to obtain the needed support from Cal OES to secure USDA Rural Development Grant funding and provide a timely replacement of the tank before catastrophic failure occurred.

Client Contact

Michael Azevedo, Assistant Director of Public Works
Colusa County Public Works
1215 Market Street
Colusa, CA 95932
(530) 458-0466
mjazevedo@countyofcolusa.org



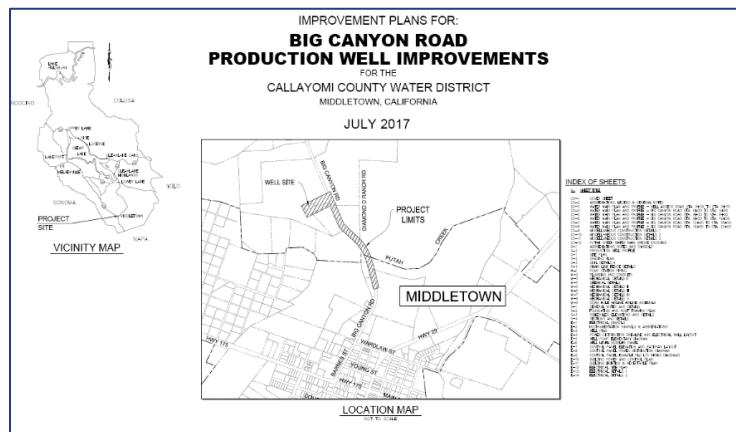
CALLAYOMI COUNTY WATER DISTRICT BIG CANYON WELL AND PIPELINE PROJECT

Coastland | DCCM provided both preliminary and final design and environmental clearances for the completion of the new Big Canyon Well, which is located west of Big Canyon Road and north of Putah Creek in Middletown, California.

Client Contact

John Hamner, General Manager
Callayomi County Water District
P.O. Box 623
Middletown, CA 95461
(707) 987-2180
ccwdhamner@att.net

The initial portion of the project included assisting with a State Revolving Loan Fund (SRF) for the installation of a test well and evaluation of the groundwater. After the grant application was approved, Coastland | DCCM completed design for the test well and oversaw its construction and testing. Once it was determined that the water source was reliable, we assisted Callayomi Water District (CCWD) with obtaining the final SRF grant funding for installation of the permanent well and facilities. The final project consisted of installation of an access road, construction of a pad to install the wellhead, well pump and controls, a control building, an emergency generator, 2,600 feet of offsite waterline and radio telemetry and PLC controls integrated with CCWD's SCADA control system. Included in the offsite water main design was suspending the waterline on brackets attached to the Big Canyon Road Bridge over Putah Creek. The overall project is designed to tie into an existing raw water line, which provides well water from several wells operated by the District to the District's water treatment plant.



PACIFIC UNION COLLEGE WATER TANK REPLACEMENT

Coastland | DCCM assisted Pacific Union College (PUC) with the initial structural evaluation of the main water storage tanks (four 400,000 gallon potable water tanks.) The tanks dated back to the 1950's and some of the tanks were damaged and all four needed to be replaced. Coastland | DCCM completed the design of the new tanks and assisted with bidding the project in compliance with Measure A funds (from Napa County). Once the construction contract was awarded, Coastland | DCCM provided construction management and inspection services for the replacement of the four water tanks on the PUC campus. The improvements consisted of new bolted steel water tanks and associated appurtenances. Construction was completed in late 2019 at a cost of \$2.06 million. The project had to be phased in order to have a continuous water supply available to the campus during construction.

Client Contact

Dale Withers, Director of Facilities Management
Pacific Union College
205 Highland Oaks
Angwin, CA 94508
(707) 965-7150
dwithers@puc.edu

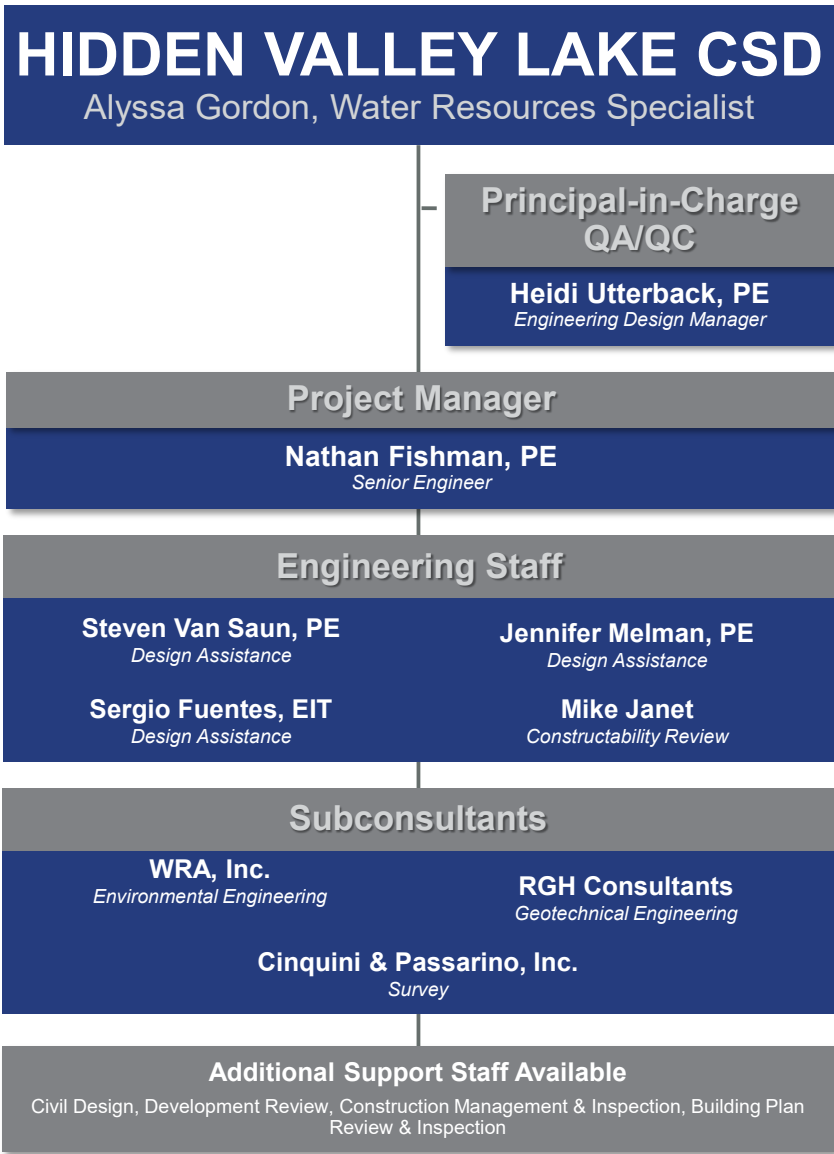


OUR PROJECT TEAM

ORGANIZATIONAL CHART

With a staff of more than 75 professional engineers, technicians, construction managers and support team members, Coastland | DCCM has ample resources to meet the needs of this project. Proposed Project Manager Nathan Fishman, PE, will be the District’s single point of contact and will manage communications and coordinate day-to-day activities among our support staff and subconsultants.

The following organization chart illustrates the personnel who are committed to be available to the WDR project. All proposed team members are qualified and available to serve the District and will be committed to providing efficient services on your project.



COASTLAND | DCCM TEAM

Our key staff is dedicated to the District and this project. Following are brief summaries of our team members and their experience. Complete resumes of relevant projects for each staff member may be found in [Appendix A](#).

HEIDI UTTERBACK, PE PRINCIPAL IN CHARGE, QA/QC



Education: B.S., Civil Engineering, University of California, Davis
License: Civil Engineer, CA 53723

Selected Experience Overview:

City of Santa Rosa

- 20+Sewer, Water and Storm Drain Improvement Projects

Bodega Bay Public Utility District

- Ranch Rd. Sewer Repairs
- Zone 1 and 2 Sewer Rehabilitation Project

City of Cloverdale

- Clark Ave. 27" Sewer Main Replacement
- Sewer Master Plan Update

City of Rohnert Park

- Adrian Wy. Sewer and Water Rehabilitation
- Alta Ave. and Almond St. Sewer and Water Rehabilitation

Sweetwater Springs Water District

- 2018 CIP Water Main Replacement
- 2017 CIP Water Main Replacement

NATHAN FISHMAN, PE PROJECT MANAGER



Education: B.S., Civil Engineering, California State Polytechnic University – Pomona
License: Civil Engineer, CA 93427

Selected Experience Overview:

City of Cotati

- P-1 Water Pipe Line

City of Piedmont

- Crocker Park Pathways
- 2022 Striping Project
- Dracena Quarry Park ADA Pathway

City of Rohnert Park

- B Section Water Line Replacement
- 2021-2022 Preventative Pavement Maintenance

City of Santa Rosa

- Sewer Main Replacement – Alderbrook Ln. and Denton Wy.
- Dutch Flohr Neighborhood Park

Town of Tiburon

- 2022 Storm Drain Rehabilitation

STEVEN VAN SAUN, PE DESIGN ASSISTANCE



Education: M.S., Civil Engineering, Rutgers University
B.S. Civil Engineering, New Jersey Institute of Technology
License: Civil Engineer, CA 86180

Selected Experience Overview:

County of Colusa

- Water Storage Tank Replacement

Pacific Union College

- Water Storage Tank Replacement

City of Rohnert Park

- State Farm Dr. and Commerce Blvd. Water Line Replacement

City of Santa Rosa

- Oakmont Dr. Sewer Main Upsizing
- La Paloma, E. Haven Dr., Rogers Wy. Sewer and Water System Improvements
- Slater St. and Lewrosa Wy. Sewer and Water System Improvements

Sweetwater Springs Water District

- 2021 CIP Water Main Replacement

JENNIFER MELMAN, PE DESIGN ASSISTANCE



Education: B.S. Environmental Resources Engineering, Humboldt State University
License: Civil Engineer, CA 62260
NASSCO-certified for assessment of pipelines, manholes and laterals

Selected Experience Overview:

Hidden Valley Lake CSD

- *District Engineering*
- 0.5 MG Water Tank Replacement

City of Berkeley

- Sanitary Sewer Rehab – Seawall Dr. Seventh St. et. al.
- Sanitary Sewer Rehab – Walnut, Spruce St. et. al.
- Sanitary Sewer Rehab – MLK Jr. et. al.

Bodega Bay Public Utility District

- *District Engineering*
- 2020 Sewer Rehab Project

Callayomi County Water District

- Big Canyon Well Construction

City of Piedmont

- 2020 Priority Sewer Rehabilitation

SERGIO FUENTES, EIT
DESIGN ASSISTANCE



Education: B.S., Civil and Environmental Engineering, University of California, Davis
License: EIT, California

Selected Experience Overview:

City of Santa Rosa

- Slater St. and Lewrosa Wy. Sewer and Water System Improvements

City of Berkeley

- MLK Jr. Et. Al. Sewer Rehabilitation

Bodega Bay Public Utility District

- Contract District Engineering
- Sewer Rehabilitation Project

City of Piedmont

- Storm Drain Mapping Project
- Annual Sanitary Sewer Rehabilitation

City of Rohnert Park

- State Farm Dr. and Commerce Blvd. Water Line Replacement
- 2019 Pavement Preventative Maintenance Program

Sweetwater Springs Water District

- 2021 CIP Water Main Replacement

MICHAEL JANET
CONSTRUCTABILITY REVIEW / BID SUPPORT



Selected Experience Overview:

City of Santa Rosa

- 30+Sewer, Water and Storm Drain Improvement Projects

Bodega Bay Public Utility District

- Ranch Rd. Sewer Repairs
- Zone 1and2 Sewer Rehabilitation Project

City of Cloverdale

- Clark Ave. 27" Sewer Main Replacement
- Sewer Master Plan Update

City of Rohnert Park

- Adrian Wy. Sewer and Water Rehabilitation
- Alta Ave. and Almond St. Sewer and Water Rehabilitation

Sweetwater Springs Water District

- 2018 CIP Water Main Replacement
- 2017 CIP Water Main Replacement

SUBCONSULTANTS

Our subconsultants have been selected based on their technical abilities, their experience with Coastland | DCCM, and their successful direct experience in similar projects. Resumes for all subconsultants are provided in [Appendix A](#).



RGH Consultants is a privately owned company that ranges from 25 to 30 employees depending on seasonal workload. RGH Consultants was founded in 1991 as a full-service firm with expertise in geotechnical engineering, engineering geology, and construction observation and testing. RGH has grown to become one of the largest locally owned geotechnical engineering firms in the northern Bay Area. Headquartered in Santa Rosa, California, RGH has a satellite office in Napa, California. In 1997, RGH added a geotechnical testing laboratory that subsequently expanded to include asphalt testing. RGH's laboratory is certified by AMRL, the

California Division of the State Architect (DSA), the Army Corps of Engineers and Caltrans. RGH's staff of professional engineers and geologists, field engineers and engineering technicians collectively have decades of experience in geotechnical engineering, engineering geology, construction observation, and materials testing in northern California with an emphasis on work in Sonoma County and Napa County. These services have been provided on public works projects including design and construction of roadways, bridges, treatment facilities and pipelines.



WRA is an environmental consultancy firm that's making a net positive impact. They are proud to be an employee-owned, certified small business (SB-PW ref. #13333) with 100 team members working from four offices in California, and a growing distributed workforce throughout the West. As a tenacious team of planners, engineers, and scientists, they

partner with public agencies, non-profits, and private entities on multidiscipline projects. With more than 40 years of experience in California's diverse ecoregions, they have an in-depth understanding of the unique habitats throughout the state and the growing needs of local communities.

WRA has extensive experience in Lake County and has performed environmental compliance (CEQA, NEPA and permitting) as well as biological studies for over two dozen projects in the county for the past 20 years. This includes two previous projects with Coastland | DCCM, one of which was for the District. From 2017-2022, WRA performed biological resources surveys and provided regulatory permitting support for the Guenoc Mixed-Use Development project just outside of Middletown. Because of this experience, they are very knowledgeable about the plants, wildlife, and regulatory setting in the District's service area. Since 2007 WRA and Coastland | DCCM have successfully partnered on 11 projects for municipal clients throughout Northern California.



Established in 1954, **Cinquini and Passarino, Inc.** (CPI) has a history of stability and reliability throughout the North Bay, providing municipal and private clients with reliable surveying services ranging from topographic surveys, airport surveys, railroad surveys, boundary surveys, right of way surveys, terrestrial laser scanning surveys, GPS surveys, GIS data collection and construction surveys. CPI is a proven leader among land surveying consultants servicing the northern Bay Area. They are focused

on land surveying and have offices in Santa Rosa, Healdsburg and Oakland. Coastland | DCCM has worked with CPI on nearly every roadway project Coastland | DCCM has designed over the past 20 years.

PROJECT UNDERSTANDING & APPROACH

PROJECT UNDERSTANDING

Hidden Valley Lake Community Services District (District) has applied for and been awarded advanced assistance funding through FEMA's Hazard Mitigation Grant Program (HMGP) under the California Wildfire disaster declaration DR-4558. These funds will be used to complete capital improvement project planning with the goal of identifying opportunities that increase the District's resiliency against seismic events as part of the Water Distribution Reliability (WDR) project. The District is also within a region that has a high wildfire threat; prioritizing actions that will enable the district to restore the firefighting capacity quickly after a seismic event is an important goal of the project.

All underground infrastructure is susceptible to damage from seismic events and other geologic hazards. Seismic wave propagation and permanent ground deformation (faulting, liquefaction, landslides, etc.) are the primary mechanisms for damage. **Lake County is a seismically active region with mapped faults that accommodate shear from the San Andreas Fault System. The District does not currently have any mapped active faults, but this project will include geotechnical review of published geologic and seismic hazard maps in an effort to further refine the potentially vulnerable areas within the district.**

The age, configuration (pipe material, segment joint type, etc.), and condition (level of corrosion, previous spot repairs, etc.) of pipelines can exacerbate these considerations. The District's principal water distribution network was installed in the late 1960's by the Boise-Cascade Corporation. As such it is anticipated that many of the pipes within the network are reaching the end of their service life. The project will need to develop a database of all pipes, valves, hydrants, pumps, tanks, and other appurtenances within the distribution networks to assist with the identification of potential capital improvements.

The HMGP funding will require that the project complete Benefit Cost Analysis (BCA) per FEMA guidelines such that it can be demonstrated that the project provides, at minimum, a Benefit Cost Ratio (BCR) of 1.0 or greater. This BCA will require that the project team collect and assess cost data for structures, utility components and land value(s) for the regions within the district that could be affected by these climatic and seismic events.

At the completion of the planning, modeling, design, and cost analysis efforts, the project team will work with the District as needed to complete the HMGP subapplication to CalOES and FEMA to successfully closeout the project. The following sections further expand on our approach to the project.

PROJECT APPROACH

The WDR project will provide the opportunity to assess the District's water system infrastructure and plan capital improvements that will augment the resiliency and serviceability of this infrastructure. **This will be accomplished by gathering data about the existing earthquake faulting and other geologic hazards in the area; existing pipeline locations and tank locations such that accurate mapping can be generated; creating updated hydraulic models; gathering information on pipe materials, and ages of infrastructure and other pertinent system information.** Once all of this information is compiled, the overall system vulnerability can be qualified, priorities can be determined, and cost estimating can be completed. Our initial system assessments will be supplemented by geotechnical investigations of the District and its associated geologic formations. The resulting geotechnical memorandum will provide critical data and identify any hazardous geological formations or regions that may affect the District's utility network(s).

Our team will begin our assessment with the review of background data available from the District's records. As needed system components will be verified in the field by visual observation to confirm their relative position; GPS locating of valves or other appurtenances is not intended for this project. Completing this **initial audit** of the existing infrastructure is essential to producing an accurate model of the pipe networks and will further enable assessments of the seismic vulnerability of specific components and the current performance of the entire network. **Once a baseline model of the existing pipe network is established, we will overlay earthquake fault and geologic hazard information on the overall system map to view any direct impacts that these hazards may have on water facilities.** We will also gather information regarding the age and material types of the water distribution system to help determine if there are highly vulnerable areas due to pipe material or age. Additionally, our team will work to identify all key facilities (tanks, main transmission lines, **key valves**, etc.) and evaluate various scenarios for the damage that may be sustained by the system during/after a seismic event. These scenarios will be informed by the findings of the geotechnical study and will prioritize identifying any system vulnerabilities that would impede the District's ability to respond to a seismic event or fire that may occur afterwards.

The goal is to enable the District to identify critical assets that need to be checked immediately following a seismic event to check for damage. Both maintaining fire flows and providing reliable potable water service immediately after a seismic event will be the primary focus. Our team will work to provide a clear path forward on how to isolate any failures to minimize water loss and how to restore interrupted services as expeditiously as possible. It is anticipated that this portion of the work will primarily focus on how the various well and tank site supply locations might be maintained, despite damage within the network, as well as identifying key valve locations that should be utilized to isolate damaged regions of the network after a seismic event.

Improving the overall system serviceability is essential to improving the water distribution network's reliability. **This may involve a valve replacement project wherein existing main line valves are repaired or replaced if found to be inoperable.** Coastland | DCCM will also work to identify if there are additional locations where new valves should be installed to provide additional means to isolate regions within the pressure zones or protect other critical infrastructure.

Our project team includes surveyors who will collect topographic data of portions of the District once the potential project areas are identified. The topographic data and mapping produced will be used as the basis of the preliminary 30% / 65% design efforts and plan production. Our team will work to ensure that sufficient survey data is collected for the preliminary design efforts. We will work to identify a realistic scope for surveying data collection, focusing on areas identified as critical locations where water system improvements will be needed.

Once critical infrastructure improvements are identified, during the preliminary design development our team will work to assemble a probable construction cost estimate for the improvements proposed. We will coordinate with the District throughout the design process, but the initial 30% design and cost estimate will help identify which regions or potential projects should take priority. This will be a crucial step to further refine the direction of this reliability project, and will inform the benefit cost analysis such that we ensure that the direction of the project will produce a benefit cost ratio (BCR) greater than 1. Following the preliminary design effort, Coastland | DCCM will further iterate on the proposed project sites and work to produce a 65% design level package of plans, technical specifications, and probable construction cost estimate(s).

At completion of the 65% design package, our team will work to complete the Benefit Cost Analysis using the current release of the BCA Toolkit (version 6.0) from FEMA. Our team will review available data available from the district, Lake County, and FEMA as needed to further refine the estimate of the potential damage as needed to justify the future risk reduction benefit of the proposed project(s).

Finally, Coastland | DCCM will assemble all the memoranda, analyses, and project documents as needed for the Cal OES / FEMA Subapplication. Prior to submitting back to FEMA, these items will be made available to the HVLCSD Board of Directors for review and authorization to proceed with the HMGP project closeout.

SCOPE OF WORK

TASK 1 – PROJECT KICK OFF AND PROJECT MANAGEMENT

Coastland | DCCM will conduct an initial kick-off meeting with District staff and our project team to review assessment goals and to identify the types of mitigation projects that are likely to meet District needs as well as the HMGP funding criteria. We will review the critical water infrastructure with the District and take note of any facilities that are known to be particularly vulnerable.

Following the kick-off meeting, Coastland | DCCM will begin our background data and system risk assessment efforts, including the geotechnical studies and the environmental documentation. Throughout the project, we will provide status updates to District staff and coordinate work between the District and the project team. We have budgeted up to eight progress meetings with the District.

TASK 2 – WATER SYSTEM INVENTORY, CONDITIONS ASSESSMENT AND MAPPING

This task includes the preparation of an inventory and facility map of the District's water system, and a conditions assessment of the system elements based on District-provided information and the project's seismic assessment.

Coastland | DCCM will prepare an inventory of the District's water system infrastructure including wells, chemical treatment facilities, tanks, valves, hydrants and piping, and characterize their general service condition and age based on District-provided information including record drawings, reports, and maintenance logs. We will field verify the approximate locations of readily observable valves and hydrants and other above grade features (up to 80 staff hours). The provided data will be compiled into a database for District use. Where available, the data will include pipe lengths, pipe material, pipe diameter, installation dates, valve locations, valve types, hydrant locations, location(s) of previous breaks or point repairs, and any additional pertinent data reviewed. At the District's request we will provide unique identification number for each item in the inventory. This scope does not include GPS survey of facilities, locating lost or buried facilities, potholing, pipe location, or field verification of pipe diameters.

We will prepare a system-wide facility map of the District's water system. Features on this map will be based upon existing GIS data and shall be expanded to include all water system facilities as documented from field verification and from available as-builts and other District mapping. Features will be shown schematically with approximate locations only (not GPS located). Mapping shall include County parcel data, aerial imagery provided by County or open sources, and street names. Mapping will be prepared using AutoCAD Civil 3D with a scale of 1" = 500'. Data from AutoCAD mapping may be readily downloaded into GIS-compatible shapefiles at the District's request.

Once our team has completed the Seismic and Geologic Hazard Evaluation (as described in Task 4), we will identify specific components or regions within the District's water system that may be particularly vulnerable to seismic hazards. These findings will be incorporated into a Condition Summary Technical Memorandum which will identify portions of the District's water system that are at high-risk of damage during a seismic event.

Deliverables: District Water System Inventory (Excel and PDF versions), District Water System Mapping (AutoCAD Civil 3D and PDF versions, and GIS shapefile download), Condition Summary Technical Memorandum (PDF version).

TASK 3 – TOPOGRAPHIC SURVEY

Cinquini & Passarino, Inc. (CPI) will be retained to complete the topographic mapping required for the mitigation project and subsequent preliminary design & plan production. At this time, it is difficult to fully state what areas within the District will need to be surveyed as the background data, system assessment, and geotechnical studies will all inform the areas/project actions that will be considered for design. **At this time we have allotted 8 full days of fieldwork and associated office setup, reduction, drafting and QC/QA of field data collected. This would be the level of effort associated with surveying approximately 6,000 lineal feet of a roadway corridor with the District.**

CPI will conduct a topographic survey of the project area. **The topographic survey will be at a drawing scale of 1 inch = 20 feet, with a one-foot contour interval.**

The topographic survey will include the following:

- Topographic survey coverage area will include mapping a roadway from 10' beyond the edge of pavement to 10' beyond the edge of pavement. The roadway will be cross sectioned at intervals of 500 feet along tangents and 25 feet when the roadway is curve, sufficient to define the slope of the roadway.
- Topographic survey will include all necessary work to produce a topographic map, including features such as, but not limited to; building corners and elevations, curb lines, edges of pavement, grade breaks, water meters, sewer cleanouts, valves, manholes (including rim, invert and pipe information), culverts, utility markings on the pavement, utility poles, driveway locations, trees twelve (12) inches and larger, retaining walls, and any other pertinent information that could apply to the project during design.
- Topographic survey will be provided on North American Vertical Datum of 1988 as established by GNSS observations.
- Topographic map to horizontally relate to California Coordinate System of 1983 Zone II, Epoch 2017.50.

Deliverables: Sealed hardcopy of the Topographic Survey Map and an electronic file (.dwg) used to create the hardcopy.

TASK 4 – GEOTECHNICAL STUDY & SEISMIC HAZARD REVIEW

The geological and seismic hazard assessment will be a critical aspect of this water distribution reliability project. Our project team includes RGH Consultants as geotechnical engineers.

RGH will review selected published geologic and seismic hazard mapping, LiDAR (if available), and our previous work in the Hidden Valley Lake area. Their engineers and geologists will perform a surficial reconnaissance of the existing tanks and the distribution systems, as depicted in the RFP documents. The reconnaissance will generally consist of observing exposed topographic features, surface soils, rock outcroppings, cut banks, and potentially unstable areas with respect to fire damage.

Based on the geologic literature review and site reconnaissance, RGH will develop the following geotechnical information:

- A brief description of surface soil, geologic exposures and spring or seepage conditions observed during our reconnaissance;
- Distances to nearby faults;
- Discussion of seismic and geologic hazards that may affect the tanks and distribution systems;
- A map presenting the geology, seismic hazards, and geologic hazards;
- Possible mitigation measures for identified hazards; and
- Supplemental geotechnical engineering services.

This scope of services does not include site-specific exploration and laboratory testing, nor does it include the determination or evaluation of the presence or absence of hazardous materials, toxic mold or the corrosion potential of the site soils/rock. Extensive site exploration and sample collection throughout the District's region would be too large a cost for this project, but if a specific site or hazard is identified, additional investigation(s) may be warranted. At the conclusion of the initial investigation, the project team will determine if the findings warrant any additional site exploration, borings, or collection of soils samples for laboratory testing.

Coastland | DCCM will work with the geotechnical team to produce a Preliminary Geotechnical Memorandum that summarizes the findings and develop a geotechnical vulnerability matrix that tabulates the system components and what geotechnical risks are applicable throughout the region.

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

TASK 5 – HYDRAULIC SYSTEMS MODELING

After completion of the background data and system risk assessment task, Coastland | DCCM will work to assemble a hydraulic model of the District's existing water distribution network. This hydraulic model will be assembled in **WaterCAD** and will be used to complete both steady state and extended period analysis for the system. This will enable an evaluation of any system deficiencies or vulnerabilities inherent within the existing system.

Calibration of the model will require hydrant flow test results at various points within the District's different pressure zones. We will review record data that is available, but pending how recent these tests were performed, and their relative locations within the pipe networks, additional flow tests and data collection may be needed. We understand that the District will conduct additional flow testing if needed to supplement the record data for model calibration purposes.

Another important aspect of this modeling effort will be to develop various operating scenarios that the network might realize during/after a seismic event. These hypothetical scenarios may range from assuming there are breaks in the main lines in various zones, to the catastrophic loss of booster pump stations, wells or tanks. By considering a variety of potential damage or failure schemes from a seismic event, we will work to identify critical actions the District could then take to bring the system back to full capacity as quickly as possible.

At the conclusion of our various modeling efforts, Coastland | DCCM will generate a Water Distribution Hydraulic Model Technical Memorandum that summarizes our findings. This will be used to define the scope of the design efforts for the preliminary engineering design.

Deliverables: One (1) hard copy and one (1) electronic copy of the Water Distribution Hydraulic Model Summary Technical Memorandum.

TASK 6 – ENVIRONMENTAL INVESTIGATIONS AND ENVIRONMENTAL DOCUMENTATION

WRA Environmental Consultants have joined the Coastland | DCCM team to address the Environmental Documentation effort for the project. WRA will also assist with the BCA effort and support the subapplication closeout effort. The sections below provide an overview of their anticipated tasks and scope.

PREPARE PROJECT DESCRIPTION FOR CEQA INITIAL STUDY/MITIGATED NEGATIVE DECLARATION

Once full project funding is awarded, WRA will prepare a draft Project Description for the California Environmental Quality Act (CEQA) Initial Study/Mitigated Negative Declaration (IS/MND) which will include

discussions of the following: 1) project area regional and local location, including photographs of representative project areas; 2) project objectives and goals; 3) project characteristics; and 4) a list of required approvals and regulatory permits.

PREPARE CEQA ADMINISTRATIVE DRAFT IS/MND

WRA will prepare a CEQA Administrative Draft IS/MND for the project that will include the project description, a completed environmental checklist form, an evaluation of impacts, and mitigation measures for any potentially significant impacts. WRA will **cull excerpts** from existing documents to the extent feasible, including the County of Lake's General Plan EIR, project geotechnical and hydraulic analyses, and other available reports prepared for District projects such as the Defensive Space Ignition Resistant Construction project. WRA has also retained Alta Archaeological Consulting (ALTA) to assist with Cultural Resources analysis. The Administrative Draft IS/MND and supporting technical studies and the FEMA EHP Checklist will also be used to support FEMA's environmental documentation pursuant to the National Environmental Policy Act (NEPA) including the potential need for the following agency coordination, permits and/or approvals:

- CWA Section 404/RHA Section 10
- Clean Water Act Section 401/402
- EO 11988 Floodplains 8-step Process
- EO 11990 Wetlands 8-step Process
- CZMA CC/Negative Determination
- Section 7 ESA
- NHPA Section 106
- FLPA Farmland Conversion Form AD-1006
- CAA General Conformity Determination
- Migratory Bird Treaty Act
- Fish and Wildlife Coordination Act
- Magnuson-Stevens Fishery & Management Act

BIOLOGICAL RESOURCES ASSESSMENT

Desktop Research and Site Visit

Prior to the site visit, a search of the California Department of Fish and Wildlife (CDFW) Natural Diversity Data Base, the California Native Plant Society database, and the US Fish and Wildlife Service's (USFWS) County list will be conducted to determine which protected species, and/or critical habitat potentially occur in the vicinity of the project sites. Based on this search, and a review of other CDFW lists and publications, a list of potential species will be generated. In addition, available aerial photography, USGS maps, and other sources will be reviewed for the potential location of wetland, riparian, oak woodland, or other sensitive species for the area.

A non-protocol level survey will be undertaken of all project work areas and staging areas which will be traversed on foot and the habitats present assessed to determine suitability for special status wildlife and plants. Possible impacts to sensitive species located within the footprint of the project sites will be the focus of the site inspection; however, any potential indirect impacts from the project will also be assessed.

If the site inspections suggest that wetlands that may be present that are subject to state and/or federal jurisdiction, an assessment will be made to make a preliminary determination of the extent of any federal or state "waters". The field work will be conducted in conformance with criteria used to delineate wetlands using methods described in the appropriate federal and/or state guidance documents for the region. A map will be prepared to show the extent of any areas subject to the Clean Water Act (federal "waters"), the Porter Cologne Act (state "waters"), and the Fish and Game Code (Section 1600 waters). Additional documentation may be needed for permitting with the prospective agencies if activities are proposed in these areas.

Biological Letter Report

A technical report on biological resources will discuss the results of the literature search and field reconnaissance. The report will provide information on the known or potential use of the site by any sensitive species. Potential use will be ranked as either low, moderate, or high depending upon the suitability of the habitat or proximity of any known records uncovered in the database search. If any sensitive species are observed, they will be reported in the findings. Any sensitive habitats areas will also be described and mapped. If wetlands, streams, or ponds, are confirmed, a formal wetland delineation will be prepared at a later date pursuant to the RFP. An analysis of potential impacts and mitigation measures will also be prepared to address those issues.

CULTURAL RESOURCES ASSESSMENT

Background Research and Literature Review

Alta Archaeological Consulting (ALTA) will perform a records search at the California Historical Resources Information System, Northwest Information Center (NWIC) located on the campus of Sonoma State University. The Information Center is the primary repository for cultural resources information that covers an 18-county area including Lake County. The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the project sites and within a one-half mile radius of the sites. In addition, ethnographic and historic literature will be reviewed to create background contextual information relevant to the project area.

Native American Outreach

Assembly Bill 52, which went into effect in July 2015, is an amendment to CEQA Section 5097.94 of the Public Resources Code. AB52 established a consultation process with all California Native American tribes identified by the Native American Heritage Commission (NAHC) with cultural ties to an area and created a new class of resources under CEQA known as Tribal Cultural Resource. ALTA will request the NAHC review the Sacred Lands Files for any resources that may be present within the project areas and to provide a list of local Native American tribes. ALTA will contact the Native American groups or individuals identified by the NAHC to inform them of the proposed project and solicit input from the tribe regarding their knowledge of cultural resources that may be within the project area. The letter will state that our outreach letter does not constitute AB52 consultation and that the Lead Agency should be contacted directly if the tribe would like to enter into consultation under AB52. The tribe may be invited to accompany the archaeological surveyor. Follow up phone calls may be made to ensure that letters were received and to discuss any potential concerns with the project. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports.

Field Survey

ALTA staff will conduct an on-site field reconnaissance of the project sites. The project sites will be intensively examined for cultural resources. A complete inventory entails systematic pedestrian examination of the ground surface. In accordance with established standards, field reconnaissance will be conducted using transects spaced no more than 10 meters apart. As this survey area is predominately urban, a geoarchaeological approach will be used to help direct field efforts. Transect interval spacing will be reduced in areas depending upon the sensitivity or the parcel. Systematic shovel scrapes will be performed to increase soil visibility. Areas of low sensitivity will be given cursory survey coverage. The field crew will maintain daily field notes and the findings will be made available immediately following the field investigation.

All resources identified within the project areas will be recorded using the standard State of California Department of Parks and Recreation Archaeological Site Forms. A cultural resource shall have a minimum age of 45 years. As cultural resources are located during survey, approximate boundaries will be delineated and the location of the resource plotted on topographic maps. GPS mapping of each site location will be undertaken. Site recordation will include site and feature mapping, completing site record forms, and photography. All photographs will be done in a digital format. A review of the potential impact agents will

be noted for each resource in the project area. As appropriate, a limited narrative will be provided to further describe the nature, extent, and location of resources.

Archaeological Survey Report

ALTA will prepare an Archaeological Survey Report (ASR) in accordance with the standard guidelines in Archaeological Resource Management Reports (1990). The ASR will include a summary of the identification efforts undertaken in the study, outreach with agencies and local governments, provide a summary of archaeological methods and findings, and make preliminary recommendations for appropriate treatment for any resources identified.

PREPARE CEQA SCREENCHECK DRAFT IS/MND

After providing the Administrative Draft Initial Study to the District for review, WRA will address the District's comments. WRA will prepare one electronic copy of a Screencheck Draft Initial Study/MND that the District can review to confirm that all comments have been addressed.

PUBLICATION OF THE DRAFT IS/MND

Upon approval of the Screencheck Draft IS/MND, WRA will reproduce additional copies of the Draft IS/MND for the District's use during the 30-day public review period. Additionally, WRA will coordinate with the District in providing web-ready documents for publication on the District's website. WRA will also produce and circulate the Notice of Intent (NOI), as well as any other CEQA noticing requirements, including the Notice of Completion (NOC) and Notice of Determination (NOD) to the County Clerk and the State Clearinghouse CEQANet portal. This proposal assumes the District will pay for the NOI to be posted in the local newspaper.

PREPARE RESPONSE TO COMMENTS AND FINAL IS/MND

Following completion of the 30-day public review period, WRA will respond to agency and public comments submitted on the Draft IS/MND. The extent of work necessary to complete the Final IS/MND is contingent upon the number and nature of public comments received after the Draft IS/MND is circulated. The Final IS/MND will include the response to comments, any edits required to the Draft IS/MND, and a Mitigation Monitoring and Reporting Program (MMRP). In addition to the kick-off meeting, this scope of work includes attendance at one public hearing. WRA will file the CEQA NOD with the County Clerk within five working days of project approval; a copy of the NOD will also be submitted to the State Clearinghouse CEQANet portal.

CLOSEOUT – PREPARE UPDATED BENEFIT COST ANALYSIS AND FINAL PROJECT SUBAPPLICATION

WRA will assist Coastland | DCCM and the District in updating the BCA as necessary and to complete the Subapplication for the project, including compilation of all memoranda, analyses, and documents for review by Cal OES and FEMA.

Deliverables: One (1) hard copy and one (1) electronic copy of both the environmental and biological reports as well as environmental compliance documents. Draft Project Description, Initial Study, Mitigated Negative Declaration documents and checklist for review and coordination with team and District ahead of submission.

TASK 7 – PRELIMINARY ENGINEERING DESIGN

Once the background data, system risk assessment, geotechnical investigations, and hydraulic modeling tasks are complete, our team will develop a Mitigation Alternatives Memorandum that identifies potential projects for the preliminary engineering design. This technical memorandum will identify at least three project alternatives with a conceptual plan and order of magnitude cost estimate. These alternatives will be developed with careful consideration from District staff to ensure that they provide the best value and benefit

to the District and its stakeholders. After the District has reviewed the Mitigation Alternatives Memorandum, we will have a meeting at the District office to select the mitigation project(s) that will be developed for the 30% Design.

Once the District has selected the mitigation project(s) for design, Coastland | DCCM will provide the survey team with an overview of the work areas proposed, and further define the extent of the topographic mapping to be completed. This topographic mapping will be utilized to generate the initial 30% design plans & costs, as well as the subsequent refinement of these items during the 65% engineering design.

The preliminary 30% design package will include a set of plans and an estimation of the associated construction costs we anticipate. Coastland will review the 30% design package with the district before further refining these items as part of the 65% design effort. The preliminary 65% design package will include plans, technical specifications, and cost estimates sufficiently detailed as needed to inform the NEPA analysis and permit development as needed to support the proposed improvement actions.

Deliverables: Mitigation Alternatives Memorandum (PDF version), Preliminary 30% Design plans and probable cost estimate (PDF version). Preliminary 65% Design plans, probable construction cost estimate, project technical specifications (PDF version).

TASK 8 – BENEFIT COST ANALYSIS

Coastland | DCCM and our subconsultants utilize the FEMA BCA toolkit as needed to show that the proposed mitigation project achieves a benefic cost ratio greater than 1.0. As outlined in FEMA BCA Reference guide our effort will cover the four basic elements:

- Scope of Work
- Schedule
- Project Cost Estimate
- Cost Share Allocation as well as address

As well as address the following:

- Decision Making Process
- Damage History
- Property Data
- Facility Data
- Engineering Feasibility
- Cost Effectiveness
- Environment/Historic Preservation (EHP) compliance

TASK 9 – PROJECT CLOSEOUT AND SUBAPPLICATION PREPARATION

The final actions for this project will be to assemble all the documents and data from the preceding tasks and complete the subapplication for the Hazard Mitigation Grant Program. Coastland | DCCM will ensure that the award closeout process documents the scope of work has been completed and that all reimbursable costs are eligible. Coastland | DCCM will work to complete the Checklist for Hazard Mitigation Grant Program Subawards within 90 days of the end of the Period of Performance. This subapplication will be comprehensive to include all pertinent documents but we anticipate the following contents:

- Subapplication
- Scope of Work Narrative
- Design Plans, Specifications, and all Technical Memorandum
- Maps (seismic hazard maps, fire risk maps, etc)
- Photos of pertinent district areas (existing conditions)

- Project Schedules
- Probable Construction Cost Estimates
- Local Match Commitment Letter
- BCA Reports, Pre-Mitigation Damage Costs & Post-Mitigation Damage Cost
- Maintenance Considerations
- Environmental FEMA Checklist, Biological & Cultural Resources Memorandum
- Additional supporting documents pertinent to the application.

EXCLUSIONS

The following work is not included in our proposal, however, we would be pleased to provide a scope and fee for these services if the District desires:

- Meetings beyond those noted
- Permitting fees
- Permit applications with the Division of Drinking Water, CDFW, RWQCB, and the Army Corps of Engineers
- Construction management and inspection
- Geological field investigations or soil borings
- SCADA and telemetry software or hardware assessment
- Flow testing of hydrants
- GPS survey of water system facilities
- Field location of lost or buried valves, appurtenances or pipelines
- Field testing or operation of hydrants or valves
- Potholing or other field verification of pipe diameter or valve type or size
- Final design

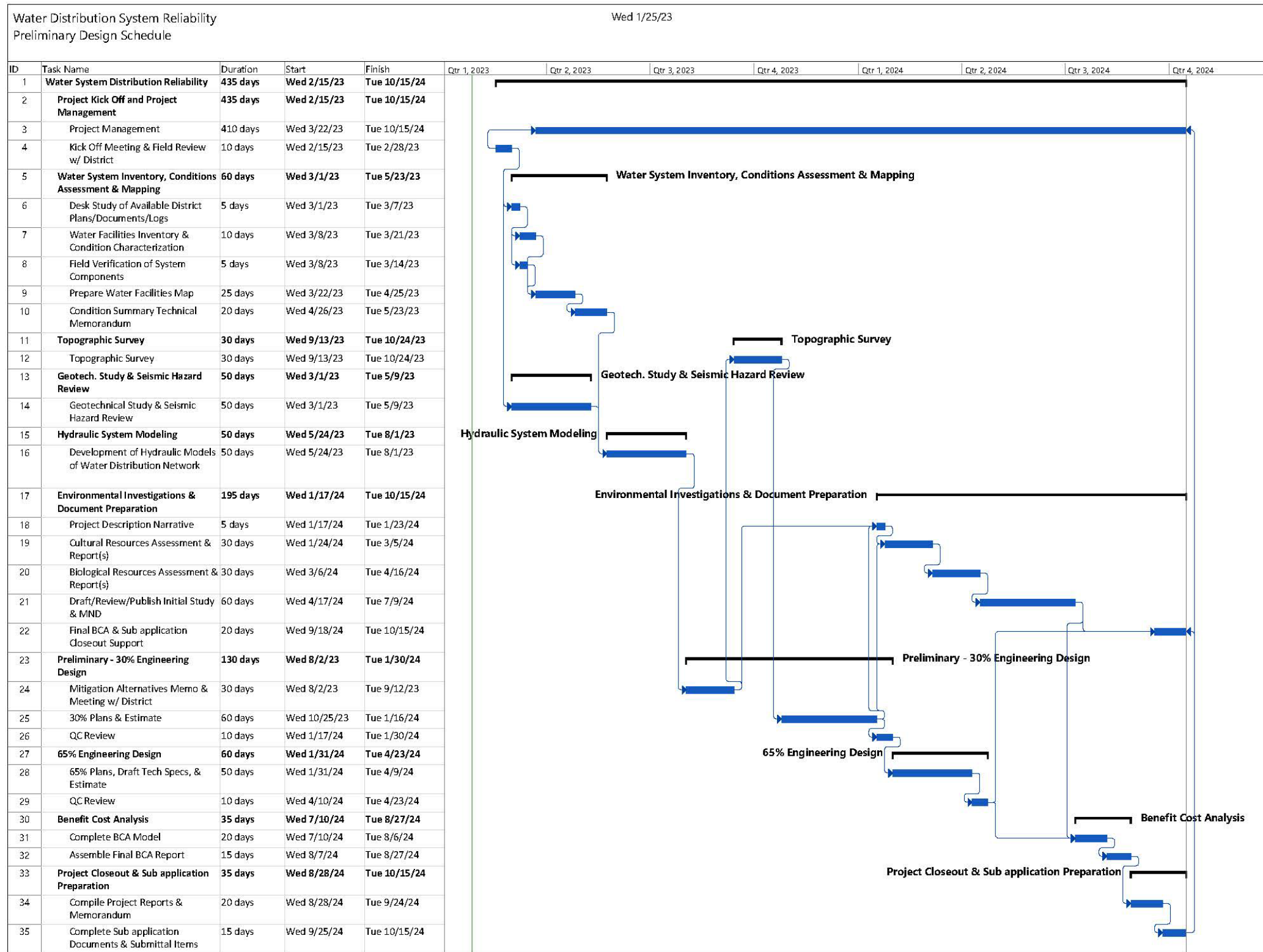
PROJECT FEE

Attached as a separate file.

EFFORT SUMMARY

COASTLAND DCCM Effort Summary By Hours													
Water Distribution Reliability Project			Engineering Design Services					Hidden Valley Lake Community Services District					
Task Information								Subconsultant Hours					
TASK			Principal Engineer	Supervising Engineer	Senior Engineer	Assistant Engineer	Senior Eng. Technician	Construction Manager	Admin	Cinquini & Passafiumo	RGH Consultants	WRA	TOTAL HOURS
1	Project Kick Off and Project Management											Task 1 Subtotal	120
1.1	Kick-off Meeting & Field Review with District		4	4	6	6					4	4	28
1.2	Assemble Meeting Minutes				4	4							8
1.3	Progress Meetings (assume 8 meetings)		8		16	8		4					36
1.4	Project Management		8		40								48
2	Water System Inventory, Conditions Assessment & Mapping											Task 2 Subtotal	336
2.1	Desk Study of Available District Plans / Documents / Logs			8	20	16							44
2.2	Water Facilities Inventory & Condition Characterization			8	20	40							68
2.3	Field Verification of System Components				16	24							40
2.4	Prepare Water Facilities Map			4	40	80							124
2.5	Condition Summary Technical Memorandum		2	8	24	24		2					60
3	Topographic Survey											Task 3 Subtotal	302
3.1	Topographic Survey			2	4		16		280				302
4	Geotechnical Study & Seismic Hazard Review											Task 4 Subtotal	114
4.1	Geotechnical Study & Seismic Hazard Assessment			2	2	4		2		104			114
5	Hydraulic Systems Modeling											Task 5 Subtotal	272
5.1	Development of Hydraulic Models of Water Distribution Network		16	16	160	80							272
6	Environmental Investigations & Document Preparation											Task 6 Subtotal	557
6.1	Project Description Narrative										44		44
6.2	Cultural Resources Assessment & Report(s)				2						143		145
6.3	Biological Resources Assessment & Report(s)				2						68		70
6.4	Draft / Review / Publish Initial Study & Mitigated Negative Declaration				2						176		178
6.5	Final BCA & Subapplication Closeout Support				2						96		98
6.6	Project Management										22		22
7a	Preliminary - 30% Engineering Design											Task 7a Subtotal	444
7a	Mitigation Alternatives Memo & Meeting with District		4	8	32	32							76
7a.1	30% Plans			24	160		80						264
7a.3	Initial Cost Estimate				32	40							72
7a.4	QC Review		8	16				8					32
7b	65% Engineering Design											Task 7b Subtotal	348
7b.1	65% Plans				120		80						200
7b.2	Draft Technical Specifications				40	20							60
7b.3	Cost Estimate Update 65%				24	32							56
7b.4	QC Review		8	16				8					32
8	Benefit Cost Analysis											Task 8 Subtotal	100
8.1	Complete BCA Model		2	8	24	40		2					76
8.2	Assemble Final BCA Report		2	4	16			2					24
9	Project Closeout & Subapplication Preparation											Task 9 Subtotal	72
9.1	Compile Project Reports & Memorandum			2	8	4	4	2					20
9.2	Complete Subapplication Documents & Submittal Items			2	24	24		2					52
Total Project Hours			62	132	840	478	180	16	16	280	108	553	2,665

PROJECT SCHEDULE



APPENDIX A

RESUMES

Heidi Utterback, PE

Principal / Supervising Engineer

EDUCATION

B.S., Civil Engineering
University of California, Davis

A.S, Civil Engineering
Santa Rosa Junior College

REGISTRATION

Civil Engineer, California
53723

PROFESSIONAL HISTORY

Supervising Engineer
Coastland | DCCM
January 2000 - Present

Project Engineer
Shutt Moen Associates
1993 -1999

Design Engineer
Mitchell & Heryford
1989 -1993

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Heidi Utterback, Supervising Engineer and Principal for Coastland | DCCM, has **33 years** of experience designing and managing public works projects. As manager of Coastland's civil design group she is responsible for staff oversight as well as project management, design, client coordination and project budgets.

Ms. Utterback's design experience includes various transportation improvements, ADA and sidewalk facilities, storm drain systems, grading plans, water distribution systems, wastewater collection systems and all associated calculations. Her background also includes plan check and assessment district engineering. Ms. Utterback has designed the pavement rehabilitation, ADA/Sidewalk grading, utility layouts, performed QA/QC, sewer capacity calculations, storm drain hydrology and hydraulic calculations, prepared plans, specifications and engineer's estimates for a number of projects. She has managed numerous projects requiring close coordination with Caltrans, RWQCB, Corps of Engineers, the National Marine Fisheries and Fish and Wildlife to obtain all necessary approvals. Additionally, she has experience assisting environmental permitting coordination.

REPRESENTATIVE EXPERIENCE:

City of Berkeley

- Sanitary Sewer Rehabilitation on Seawall Dr. 7tg St., et al.
- Sanitary Sewer Rehabilitation on Walnut Street, Spruce Street, et al.
- Sanitary Sewer Rehabilitation on MLK Jr. Boulevard, et al.

Bodega Bay Public Utility District

- *District Engineering Support*
- Ranch Road Sewer Collection System Repairs
- Zone 1 & 2 Sewer Rehabilitation Project

Callayomi County Water District

- *District Engineering Support*
- Big Canyon Well Final Design
- Valley Fire Disaster Recovery Assistance
- USDA PER, CEQA & Environmental Checklist
- Cedra Well Site
- New Tank and Well Site Evaluation

City of Piedmont

- *On-Call City Engineering Support*
- Sanitary Sewer Rehabilitation Phase 5
- City Hall Sump & Lateral
- Sewer Data Management & Mapping EPA Compliance

City of Rohnert Park

- I&I Reduction – B Section East of Adrian Drive
- SCWA Spool Lining Project
- Adrian Sewer & Water Rehab
- Alta Almond Sewer & Water Rehab

City of Santa Rosa

- 20+ Sewer, Water and Storm Drain Improvement Projects
- Reservoir R7 Access Road & Drainage Improvements

Sonoma Water

- Review of Development Improvement Plans for Flood & Drainage
- Russian River CSD
- Fulton Street Storm Drain Ph. 1 & 2

Sweetwater Springs Water District

- 2017-2021 CIP Water Main Replacement

Nathan Fishman PE

Senior Civil Engineer

EDUCATION

B.S. Civil Engineering, California State Polytechnic University - Pomona

REGISTRATION

Civil Engineer, CA #93427

PROFESSIONAL HISTORY

Senior Engineer
Coastland | DCCM
2022 - Present

Senior Associate Civil Engineer
Steven J. Lafranchi & Associates, Inc.
2017 - 2022

Project Engineer
Building Solutions
2016 - 2017

Project Engineer
Dixon Marine Services, Inc.
2012 - 2016

Nathan Fishman recently joined Coastland | DCCM as a Senior Engineer in the Santa Rosa office. He has **10 years** of experience as an engineer in the land development industry, with a wide range of design, surveying, and construction and project management experience. Nathan has served as a Senior Associate Civil Engineer and Project Engineer for civil engineering design firms and general engineering contractors. Nathan has worked on projects ranging from land planning and site development to dredging and environmental remediation projects.

His design experience includes grading plans, ADA compliance, and utilities including water mains, sanitary sewer mains, and storm drains. Nathan has spent time supporting a variety of residential/commercial projects, overseeing budgets, entitlements, and the preparation of construction documents. Nathan has also served as project manager coordinating with clients, sub consultants, and regulatory agencies on dynamic projects.

RELEVANT EXPERIENCE:

City of Santa Rosa

- Parking Lot 10 Reconstruction
- Sewer Main Replacement – Alderbrook Lane and Denton Way
- Dutch Flohr Neighborhood Park Improvements

City of Piedmont

- Crocker Park Pathways
- 2022 Striping Project
- Dracena Quarry Park ADA Pathway

City of Rohnert Park

- B Section Water Line Replacement
- 2021-2022 Preventive Maintenance

Town of Tiburon

- 2022 Storm Drain Rehabilitation

PRIOR TO COASTLAND:

Riverscape Townhomes

- Tentative Parcel Map, Site Plan and Architectural Review, Public Improvements Plans

People's Village: Interim Emergency Housing

- Site Plan Development, Design of Water & Sewer Mains, Grading & ADA Compliance Review

Riverview Apartments: Wetland Mitigation and Hazardous Material Remediation

- Grading & Drainage Design, Hydrologic & Hydraulic Studies, Construction Estimating

Brody Ranch Subdivision

- Public & Private Improvement Plan Development, Field Engineering, Construction Tracking

Steven Van Saun, PE

Supervising Engineer

EDUCATION

M.S., Civil Engineering, Rutgers University

B.S. Civil Engineering, New Jersey Institute of Technology

REGISTRATION

Civil Engineer, CA (#86180)

PROFESSIONAL HISTORY

Supervising Engineer
Coastland | DCCM
2017 - Present

Project Engineer (Engineer III)
BKF Engineers
2015 - 2017

Project Engineer
Greenman-Pederson, Inc. (GPI)
2009 - 2015

Design Engineer
Keller & Kirkpatrick (subsidiary of GPI)
2008 - 2009

Mr. Steven Van Saun is a Licensed Professional Engineer with expertise in roadway design, hydrology, hydraulics, environmental permitting, dam safety, stormwater management, roadway drainage, and soil erosion and sediment control measures. He brings over **14 years** of experience in the industry and has managed and designed a wide variety of public improvement projects, including highway interchanges, bridge reconstruction and replacement, roadway intersections, pedestrian safety enhancements, and storm drainage and sanitary sewer improvements. He has been involved in more than 30 capital roadway projects ranging from \$200,000 to \$1 billion. Mr. Van Saun's background also includes private and commercial land development and land surveying.

RELEVANT EXPERIENCE:

Bodega Bay Public Utility District

- *District Engineering Support Services*

City of Cloverdale

- *On-going Development Review*
- 4th Street Reconstruction Project
- Vista View Slide Repair RFP and Project Oversight

County of Colusa

- Water Storage Tank Replacement

City of Napa

- *On-going Development Review*

County of Nevada

- Cascade Shores Community Leachfield Design

Pacific Union College

- Water Storage Tank Replacement

City of Piedmont

- *City Engineering Support Services*
- Ramona Avenue Drainage Study
- Pacific Avenue Drainage Study

City of Rohnert Park

- State Farm Drive/Commerce Boulevard Water Line Replacement
- B Section Water Line Replacement
- L Section Pavement Maintenance

City of Santa Rosa

- East Haven Drive Sewer & Water Improvements
- Oakmont Drive Sewer Main Upsizing
- La Paloma Avenue, East Haven Drive, & Rogers Way Sewer & Water Replacement
- Slater Street Sewer & Water Replacement

Sonoma County Water Agency

- *On-going Flood and Drainage Review*

Sweetwater Springs Water District

- *District Engineering Support Services*
- 2021 CIP Project
- 2020 Storm Drain Rehabilitation
- Lower Harrison Tank Replacement
- Water System Model

City of Willows

- Sycamore Street Rehabilitation & Reconstruction Project
- North Lassen Street Rehabilitation
- West Sycamore Street Rehabilitation

Town of Windsor

- Enhanced Crosswalk Improvements Project
- 2017 Pavement Preservation

Jennifer Melman, PE, QSP/QSD

Senior Engineer

EDUCATION

B.S., Environmental Resources Engineering, Humboldt State University

REGISTRATION

Civil Engineer, CA (#62260)

CERTIFICATION

Qualified SWPPP Developer
Qualified SWPPP Practitioner

NASSCO Pipeline Assessment Certification Program

PROFESSIONAL HISTORY

Senior Engineer
Coastland | DCCM
2019 - Present

Design Group Manager
Prunuske Chatham, Inc.
2009 - 2012

Principal/Senior Civil Engineer
Prunuske Chatham, Inc.
2004 - 2012

Project Engineer
Winzler and Kelly Consulting Engineers
2009 - 2015

Staff Engineer
Harding Lawson Associates
1997 - 2001

Jennifer Melman is a Licensed Professional Engineer with expertise in the hydraulic analysis and design of water, sewer, storm water and flood control projects, as well as bridges and roadways. She brings more than **25 years** of experience in the industry and has managed and designed a wide variety of public improvement projects, including the design and assessment of community water supply booster pump stations and sewer lift stations, as well as water supply tanks, reservoirs and well improvements. Jennifer also has extensive experience in creek restoration, constructed wetlands, pond design, storm water quality, and fish passage improvements.

REPRESENTATIVE EXPERIENCE:

City of Cloverdale

- LLAD FY 2022-2023

City of Healdsburg

- LLAD FY 2022-2023

City of Willows

- *City Engineering 2018-2019*
- LLAD FY 2019-2020
- LLAD FY 2022-2023

Town of Windsor

- Starr Road Sidewalk Extension – River Road to Vivian Court
- LLAD FY 2019-2020
- LLAD FY 2022-2023

City of Berkeley

- Sanitary Sewer Rehabilitation – Seawall Drive, 7th Street, et al.
- Sanitary Sewer Rehabilitation on MLK Jr. Boulevard, et al.

Bodega Bay Public Utility District

- *BBPUD District Engineering 2018-2020*
- Sewer Rehabilitation Project
- Sludge Storage Bin Roof Project
- Highway 1 Caltrans Emergency Repair Project
- Lift Station Discharge Piping Replacement – CM
- WWTP Cloth Filter Project
- Effluent Pond Leak Repair

City of Calistoga

- Grant Street Reconstruction

Callayomi County Water District

- Big Canyon Well Construction

City of Cloverdale

- Cloverdale Emergency Airport Levee and WTP Embankment Repairs

Hidden Valley Lake Community Services District

- *HVLCSD District Engineering 2018-2020*
- HMGP Application
- Permanent and Potable Emergency Generators
- 0.5 MG Water Tank Replacement
- Mountain Meadow Road Water Main Replacement

City of Ione

- Castle Oaks Village 8

City of Piedmont

- 2020 Priority Sewer Rehabilitation
- Oakland Avenue Bulb-outs at Jerome and El Cerrito Avenues
- Piedmont Community Hall Foundation Drain

City of Richmond

- Sanitary Sewer System

Sergio Fuentes, EIT

Assistant Engineer

EDUCATION

BS Civil and Environmental Engineering,
University of California, Davis

REGISTRATION

Engineer-in-Training,
California No. 149917

CERTIFICATIONS

Caltrans Resident Engineer Training

Caltrans Federal Aid Funded Project Training

PROFESSIONAL HISTORY

Assistant Engineer
Coastland
2020 - present

Staff Engineer/Lead Plan Checker
Green Valley Consulting Engineers
2017 - 2020

Engineering Technician
City of Fort Bragg
2015 - 2017

Sergio Fuentes brings over **7 years** of experience in the industry with expertise in a variety of land development and capital improvement projects. His experience includes all aspects of civil engineering, including plan checking, grading and drainage, utility layout, storm water management and ADA compliance. He has also assisted in hydrology, hydraulic, sanitary sewer and fire flow calculations. His first assignments at Coastland include assisting with the Rohnert Park State Farm and Commerce Water Line Replacement Project and the Country Club Drive Pavement Rehabilitation Project.

RELEVANT EXPERIENCE:

City of American Canyon

- Watson Ranch Rough Grading Phase 1
- Watson Ranch Backbone Improvement Plans – Ph. 1A

City of Benicia

- Park Road Improvement Project

City of Berkeley

- MLK Jr. et. al. Sewer Rehabilitation
- Walnut Street Sanitary Sewer Rehabilitation

Bodega Bay Public Utilities District

- *Contract District Engineering*
- 2022 Sewer Rehabilitation Project

City of Cloverdale

- 4th Street Reconstruction

City of Napa

- Valle Verde/Heritage House Development Review
- Embassy Suites Addition Development Review

City of Piedmont

- *City Engineering Support Services*
- Storm Drain Mapping Project
- Oakland Ave. Pavement Rehabilitation Project
- FY20-21 Measure B-BB-VRF Compliance Reporting

City of Rohnert Park

- 2019 Pavement Preventative Maintenance Program
- State Farm Dr./Commerce Blvd. Water Line Replacement
- L Section Pavement Maintenance
- B Section I&I Reduction

City of Santa Rosa

- Slater Street Water and Sewer Replacement
- Alderbrook Lane and Denton Sewer Main Replacement
- East Haven Dr. Sewer and Water Improvements
- Dutch Flohr Neighborhood Park Improvements

Solano Irrigation District

- Lower Weyand Pipeline
- Vaughn Lateral 5

Sonoma County Water Agency

- *On-going Development Review Services*

City of St. Helena

- Silverado Trail Guardrail Replacement

City of Willows

- S. Willows Commercial Lot Line Adjustment Lots 4-6

Town of Windsor

- Starr Rd. Sidewalk Gap Closure, Ph. 4



Geoff Reilly, AICP

Senior Environmental Planner

YEARS OF EXPERIENCE

30

EDUCATION

B.A., Resource and Environmental Geography, Spanish Minor, San Diego State University

CERTIFICATIONS

American Institute of Certified Planners

Caltrans Local Assistance Training Certification, 2013, 2022

NWETC NEPA Certification: Writing the Perfect EA/FONSI or EIS, 2013

PROFESSIONAL AFFILIATIONS

Association of Environmental Professionals

American Planning Association

American Public Works Association

Floodplain Management Association

SPECIALIZED

TRAINING/PRESENTATIONS

Annual AEP Advanced CEQA Workshops

Lorman Education Services CEQA Presentation (“Completing the CEQA Process”), 2012

AEP CEQA Basics Workshop Presentation, 2012



Geoff Reilly has 30 years of experience in the preparation and management of environmental review documents pursuant to CEQA and NEPA. He has a broad knowledge of environmental and regulatory issues that affect land development and has successfully managed the environmental review process for many complex and controversial projects. He has acted both as project manager and principal writer for a wide variety of projects, including bridge replacements, and roadway improvements. Geoff has supervised the preparation of all types of CEQA and NEPA documents for both public and private sector clients, including initial studies, mitigated negative declarations, environmental assessments, EIRs, EISs, categorical exemptions and exclusions, constraints analyses, technical background reports, expert witness testimony, and third-party review.

RELEVANT PROJECT EXPERIENCE

Callayomi County Water District | Middletown, California

Big Canyon Well Final Design Project Initial Study/Mitigated Negative Declaration and CEQA Plus

Geoff prepared an Initial Study/Mitigated Negative Declaration for the Callayomi County Water District. In addition, Mr. Reilly also prepared NEPA documentation in the form of an Evaluation Form for the Environmental Review and Federal Coordination in accordance with the State Water Resources Control Board’s Clean Water State Revolving Fund Program, commonly referred to as “CEQA Plus”. The site is located in unincorporated Lake County just north of the Middletown. The proposed project would install a new well to replace the District’s primary source of water for the area as well as associated infrastructure including a well house, access road, parking area, and water main.

Hidden Valley Lake Community Services District | Lake County, California

Water System Storage Reliability Project NEPA

The Hidden Valley Community Services District (District) proposed the Water System Storage Reliability Project (Project) to increase fire flow capacity to improve emergency response capabilities. The proposed project would replace the existing 150,000-gallon redwood tank that has been service for 55 years (originally constructed in 1964) with two bolted steel tanks with a combined 500,000-gallon capacity. Mr. Reilly assisted with the FEMA Site Information, Environmental Review and checklist pursuant to NEPA.

County of Lake | California

Cristallago Master Plan EIR

Prior to joining WRA, Geoff managed and prepared a Program EIR for the County of Lake for the proposed Cristallago project. The proposed project is a Master Plan for a mixed-use and resort community, including 650 single family residential homes covering 157 total acres, a “Jack Nicklaus Signature” golf course, spa, 366 acres of conserved open space, and a neighborhood commercial area providing basic services to the resort guests and property owners. Environmental issues specific to this project include agricultural resources, land use, oak woodland, water quality impacts to Clear Lake, visual resources, cultural resources and exposure to naturally occurring asbestos.



Yingying Cai

Environmental Planner

YEARS OF EXPERIENCE

5

EDUCATION

Master of Urban Planning,
University of Washington, Seattle

B.S., Environmental Sciences,
University of California, Los
Angeles

Yingying has five years of experience working as an environmental planner. Her experience includes preparing environmental documents for infrastructure, planning, and water resources projects in compliance with the California Environmental Quality Act (CEQA). She also has experience preparing permit applications for U.S. Army Corps of Engineers (USACE), California Department of Fish and Wildlife (CDFW), and Regional Water Quality Control Boards. Additionally, she conducts construction site inspections and review compliance documentation in support of project mitigation monitoring efforts.

RELEVANT PROJECT EXPERIENCE

County of Napa | Napa, California

Napa County Fire Grant Writing

WRA is providing grant writing services as part of the County's portfolio of funding requests to the Federal Emergency Management Agency's ("FEMA") Hazard Mitigation Grant Program ("HMGP") for hazardous fuels management to reduce the risk to Napa County in the event of catastrophic wildfire. In coordination with the County and Napa Communities Firewise Foundation (NCFW), WRA wrote four (4) distinct sub-applications, totaling \$48M in federal request, which included the development of project sub-applications, scopes of work, budgets, GIS analyses and benefit cost analyses as required for federal funding. WRA provided grant project management support and coordination among multiple entities in the County to develop a suite of highly fundable federal requests.

Hidden Valley Lake Community Services District | Lake County, California

Water System Storage Reliability Project NEPA

The Hidden Valley Community Services District (District) proposes the Water System Storage Reliability Project (Project) to increase fire flow capacity to improve emergency response capabilities. The proposed project would replace the existing 150,000-gallon redwood tank that has been service for 55 years (originally constructed in 1964) with two bolted steel tanks with a combined 500,000-gallon capacity. Yingying assisted the District with the CEQA requirements for Phase II of the project.

Sonoma County Department of Transportation and Public Works | Sonoma County, California

2017 Fire Debris Damaged Roads Paving Project

The Sonoma County Department of Transportation and Public Works plans to improve 31 roadways (totaling 42.3 miles) under the jurisdiction of Sonoma County. The improvement work will include placement of an asphalt overlay and removal and replacement of asphalt concrete. The project will also place thermoplastic traffic strips and/or pavement markers on most of the project roadways. Yingying prepared the CEQA Notice of Exemption for the project as it meets the requirements for a Class 1 Exemption for Maintenance of Existing Highways and Streets.



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Environmental
Consultants



Brian Freiermuth

Senior Wildlife Biologist

YEARS OF EXPERIENCE

16 as a biologist in California

11 years as an environmental consultant

EDUCATION

M.S., Evolution, Ecology and Conservation Biology, San Francisco State University

B.S., Earth Systems Science and Policy California State University, Monterey Bay

SPECIALIZED TRAINING

Amphibian Ark/Toledo Zoo

Amphibian Academy, 2013

California Rare Pond Species

Workshop, Sonoma State, 2008

Brian Freiermuth has more than 10 years of experience working as an environmental consultant in California. Brian currently manages and plays technical roles in projects across phases, including initial environmental review, permitting, CEQA, construction environmental compliance and post-project performance monitoring. Brian's diverse project experience combined with his field and regulatory permitting experience, especially with California special-status amphibians and reptiles such as California red-legged frog, California tiger salamander, foothill yellow-legged frog, Sierra Nevada yellow-legged frog, arroyo toad, western pond turtle, and San Francisco garter snake, make him a highly sought-after collaborator and project manager. In addition to his expertise with amphibians and reptiles, Brian regularly assists with technical tasks involving a variety of other species, including burrowing owl, salt marsh harvest mouse, marine mammals, nesting birds, rails, bats and more.

RELEVANT PROJECT EXPERIENCE

Private Client | Lake County, California

Guenoc Valley Mixed-Use Planned Development, Wildlife Biologist

Guenoc Ranch, home to the Langtry Farms winery, sits on 22,000 acres in Lake and Napa counties. WRA worked with a private client to create a sustainable development and conservation plan for the property and is assisting the project through the CEQA and other regulatory processes. As the wildlife biologist for the project, Brian oversaw efforts to document biological resources within the site to inform the CEQA and permitting processes. When the project moves into the construction phase, Brian will lead those aspects of environmental compliance specific to wildlife and other aspects of permit and CEQA compliance.

City of Pacifica | Pacifica, California

Serra Drive Stormwater Outfall Improvement, Project Manager and Wildlife Biologist

Having deteriorated with age and exposure to the elements, the City needed to replace and upgrade an existing stormwater outfall along San Pedro Creek. The project required the demolition and removal of the current outfall pipe, grading, and revegetation of portions of the site to restore the riparian zone. Because the new design of the outfall required work within San Pedro Creek, a system that supports listed species including California red-legged frog and steelhead, permitting through multiple agencies was required. Brian led WRA's efforts in conducting the biological resources assessment, permitting efforts (including a United States Army Corp Section 404, formal consultation with the U.S. Fish and Wildlife Service and National Marine Fisheries Service (resulting in biological opinions from both agencies), Regional Water Quality Control Board Section 401 certification, California Department of Fish and Wildlife Lake and Streambed Alteration Agreement, and CEQA services, including an Initial Study/Mitigated Negative Declaration (IS/MND). Beyond these phases, Brian is overseeing the implementation of environmental compliance for the project and will oversee the restoration and required performance monitoring after the conclusion of construction activities.



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Santa Rosa Office
1305 North Dutton Ave
Santa Rosa, CA 95401
707-544-1072

Napa Office
1041 Jefferson St, Suite 4
Napa, CA 94559
707-252-8105

ERIC G. CHASE

Principal Geotechnical Engineer/Project Manager

EDUCATION:

California Polytechnic State University, San Luis Obispo, B.S. Civil Engineering, 1990

REGISTRATION:

California Geotechnical Engineer, 2003, GE 2628
California Civil Engineer, 1995, CE 53150

PROFESSIONAL HISTORY:

2000 - Present	RGH Consultants, Santa Rosa, CA; Principal Engineer
1992 - 2000	Geomatrix Consultants, Inc., San Francisco and Oakland, CA; Senior Engineer
1990 - 1992	Herzog Associates, Inc., Petaluma, CA; Staff Engineer

REPRESENTATIVE EXPERIENCE:

Mr. Chase is responsible for geotechnical studies, design, consultation, and construction observation. His experience includes roadways and bridges, water and wastewater pipelines and treatment plants, pump stations, power plants, port facilities, schools, hospitals, multi-story buildings, deep foundations, levees, hillside development, and residential construction. He has also performed seismic/geologic hazard evaluations for various Army installations and Navy facilities throughout the western United States. He has over 30 years of experience in geotechnical and earthquake engineering in the greater Bay area including Sonoma, Napa, Mendocino and Lake Counties, Humboldt County, Los Angeles, San Diego and the States of Alaska, Arizona, Washington, Nevada, Utah, and Kansas.

AFFILIATIONS:

- ASCE - American Society of Civil Engineers
- Chi Epsilon Honor Society



Experience is the difference

Santa Rosa Office
1305 North Dutton Ave
Santa Rosa, CA 95401
707-544-1072

Napa Office
1041 Jefferson St, Suite 4
Napa, CA 94559
707-252-8105

JARED PRATT

Principal Engineering Geologist/Project Manager

EDUCATION:

Ricks College, Idaho, A.A. Natural Science, 1993

California State University System: Sonoma State University, California, B.S. Geology, 1999

REGISTRATIONS:

Certified Engineering Geologist, No. 2453

California Professional Geologist, No. 7901

State of California Safety Assessment Program Certified Volunteer, No. 75881

Qualified SWPPP Developer (QSD), No. GO2453

PROFESSIONAL HISTORY:

2006 - Present RGH Consultants, Santa Rosa, CA; Project Geologist, Project Manager

1999 - 2006 Kleinfelder Associates, Santa Rosa, CA; Project Geologist, Project Manager

REPRESENTATIVE EXPERIENCE:

Mr. Pratt has provided geologic mapping and analysis for numerous Sonoma and Marin County projects and has experience working in Alameda, San Francisco, Mendocino, Napa and Lake Counties. Mr. Pratt has managed several hundred individual projects including geotechnical studies for capital improvement projects, roadway improvement, commercial and residential development as well as construction inspection and testing programs. He is extremely familiar with mapping and methods to locate, identify, and explore Bay Mud and soft soil deposits, having worked on dozens of Bay Mud projects throughout the North Bay. Mr. Pratt has also specialized in hillside construction and landslide evaluation studies as well as fault evaluations. He has extensive experience with grading projects including roadway preparation, building site improvements and landslide repair.

AFFILIATIONS:

- AEG - Association of Engineering Geologists – Former San Francisco Chair
- ASCE - American Society of Civil Engineers
- ACEC - American Council of Engineering Companies
- AIA - American Institute of Architects

Geotechnical, Geological and Laboratory Services



Santa Rosa Office
1305 North Dutton Ave
Santa Rosa, CA 95401
707-544-1072

Napa Office
1041 Jefferson St, Suite 4
Napa, CA 94559
707-252-8105

LIAM CAMPBELL
Project Engineer

EDUCATION:

California Polytechnic State University, San Luis Obispo, M.S. Civil Engineering, 2018
California Polytechnic State University, San Luis Obispo, B.S. Civil Engineering, 2017

REGISTRATION:

Registered Civil Engineer No. 92921
Cal OES Safety Assessment Program (SAP) Coordinator
HAZWOPER 40-Hour

PROFESSIONAL HISTORY:

2018 - Present	RGH Consultants, Santa Rosa, CA; Project Engineer
2017 - 2018	Central Coast Transportation Consulting, Morro Bay, CA; Transportation Engineer
2016 - 2016	LSC Transportation Consultants, Inc., Tahoe City, CA; Intern

REPRESENTATIVE EXPERIENCE:

Mr. Campbell is responsible for performing geotechnical investigations, construction observation and testing, engineering analysis and preparation of geotechnical studies. His experience includes logging borings and test pits, observation of concrete placement, observation of epoxy, as well as the preparation of geotechnical studies, construction observation reports, and plan reviews.

AFFILIATIONS:

- ASCE – American Society of Civil Engineers
- CalGeo – The California Geotechnical Engineering Association
- EERI – Earthquake Engineering Research Institute



Experience is the difference

Santa Rosa Office

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707-252-8105

NICK S. MOCHA

Staff Geologist

EDUCATION:

California Polytechnic State University, San Luis Obispo, B.S. Environmental Earth and Soil Sciences with a Minor in Geology, 2020

PROFESSIONAL HISTORY:

2020 - Present RGH Consultants, Santa Rosa, CA; Staff Geologist

CERTIFICATIONS:

ACI Concrete Field Testing Technician, Level I

OSHA 40-Hour HAZWOPER

REPRESENTATIVE EXPERIENCE:

Mr. Mocha is responsible for geotechnical studies, geologic investigations, design, consultation, and construction observation and testing. He is responsible for logging borings, test pits, fault trenches, mapping geologic features, observation during fill placement and foundation excavations, and the compilation of geotechnical and geologic documents. His experience includes roadways, pump stations, commercial buildings, schools, multi-story buildings, deep foundations, hillside development, and residential construction.

AFFILIATIONS:

- AEG – Association of Engineering Geologists



CINQUINI & PASSARINO INC.
LAND SURVEYING

Anthony G. Cinquini, P.E., P.L.S.
1360 N. Dutton Ave., Ste. 150, Santa Rosa, CA 95401
(707) 542-6268 Fax (707) 542-2106

TITLE

Principal Professional
Land Surveyor

ROLE

Principal in Charge

EXPERIENCE

24 Years

EDUCATION

Bachelor of Science,
1998, Civil Engineering
California State
University, Chico

LICENSES &

CERTIFICATIONS

Professional Engineer,
Civil, California,
P.E. C62341

Professional Land Surveyor,
California, P.L.S. 8614

*FAA Remote Pilot for Small
Unmanned Aircraft Systems
Cert No. 3906702*

PROFESSIONAL

MEMBERSHIPS

American Society of
Civil Engineers,
*San Francisco Section
Past-President*

American Council of
Engineering Companies
California (ACEC-CA),
North Coast Chapter-

- *Past Ch. President*
- *Membership Chair*
- *ACEC-CA
Professional
Surveyor's
Committee*

California Land
Surveyors Association
*Sonoma County Chapter
Past-President*

PROFESSIONAL PROFILE

Mr. Cinquini, Chief Financial Officer at Cinquini & Passarino, Inc. is a California licensed Professional Civil Engineer and licensed Professional Land Surveyor with over twenty-four years of experience in design and project management, topographic surveys and boundary surveys for infrastructure improvements, construction surveys, legal descriptions and plats, laser scanning and remote sensing technology enhances his ability to effectively plan and execute surveys for infrastructure improvements, redevelopment and development projects.

PROFESSIONAL EXPERIENCE

Mountain Meadow Way Waterline Replacement Project, Hidden Valley Lake, CA. Mr. Cinquini planned and processed the topographic survey for the water main replacement which included mapping approximately 375 feet Mountain Meadow Way and Hartmann Road.

Unit 9 Tank Topographic Survey, Hidden Valley Lake, CA.

Mr. Cinquini was the Principal Project Manager responsible for the topographic and boundary survey of approximately 1.3 acres at the Unit 9 Tank site facilitate design improvements to the aging tank infrastructure.

Highland Park, Clearlake, CA.

Mr. Cinquini was the Principal Project Manager responsible for the topographic survey of approximately 2.86 acres at Highland Park and surrounding roadways for the design of drainage improvements.

Ellis Creek Recycled Water Recycling Facility Outfall, Petaluma, CA.

Mr. Cinquini was the Principal in Charge and Project Manager responsible for the planning, coordination, GNSS network adjustments of data and deliverables for supplemental upland topography, transects and multibeam bathymetric surveys to update and expand existing base mapping for the facility. Bathymetric survey located the existing outfall within the Petaluma River.

Bodega Bay PUD 2020 Sewer Rehabilitation Project, Bodega Bay, CA.

As Principal in Charge and project manager, Mr. Cinquini performed primary control resolutions to control a District wide aerial survey and coordinated supplemental surveys to locate and document with depth, pipe sizes, photos and general condition for approximately 200 sewer manholes over five different collection zones.

MMWD Marin East Bay Emergency Intertie Project, Marin County, CA.

Mr. Cinquini was the primary contact and project manager responsible for the planning and execution of the surveys for the design of a pipeline connecting Marin Municipal Water District to the East Bay Municipal Water District via the Richmond/San Rafael bridge. Work included establishing site control, aerials survey, and supplemental topographic surveys for approximately 21,000 linear feet in Marin County and terrestrial topographic mapping for approximately 7,600 linear feet in Contra Costa County. Right-of-way was performed for both segments.



SERVICES

MUNICIPAL ENGINEERING
CAPITAL PROJECT DESIGN
CONSTRUCTION MANAGEMENT
BUILDING & SAFETY
FINANCING ASSISTANCE

MARKETS

TRANSPORTATION
ADA COMPLIANCE
FLOOD CONTROL & DRAINAGE
WATER
WASTEWATER
PUBLIC FACILITIES & PARKS

COASTLAND



SANTA ROSA

1400 Neotomas Avenue
Santa Rosa, CA 95404
(707) 571-8005

AUBURN

11641 Blocker Drive Suite 170
Auburn, CA 95603
(530) 888-9929

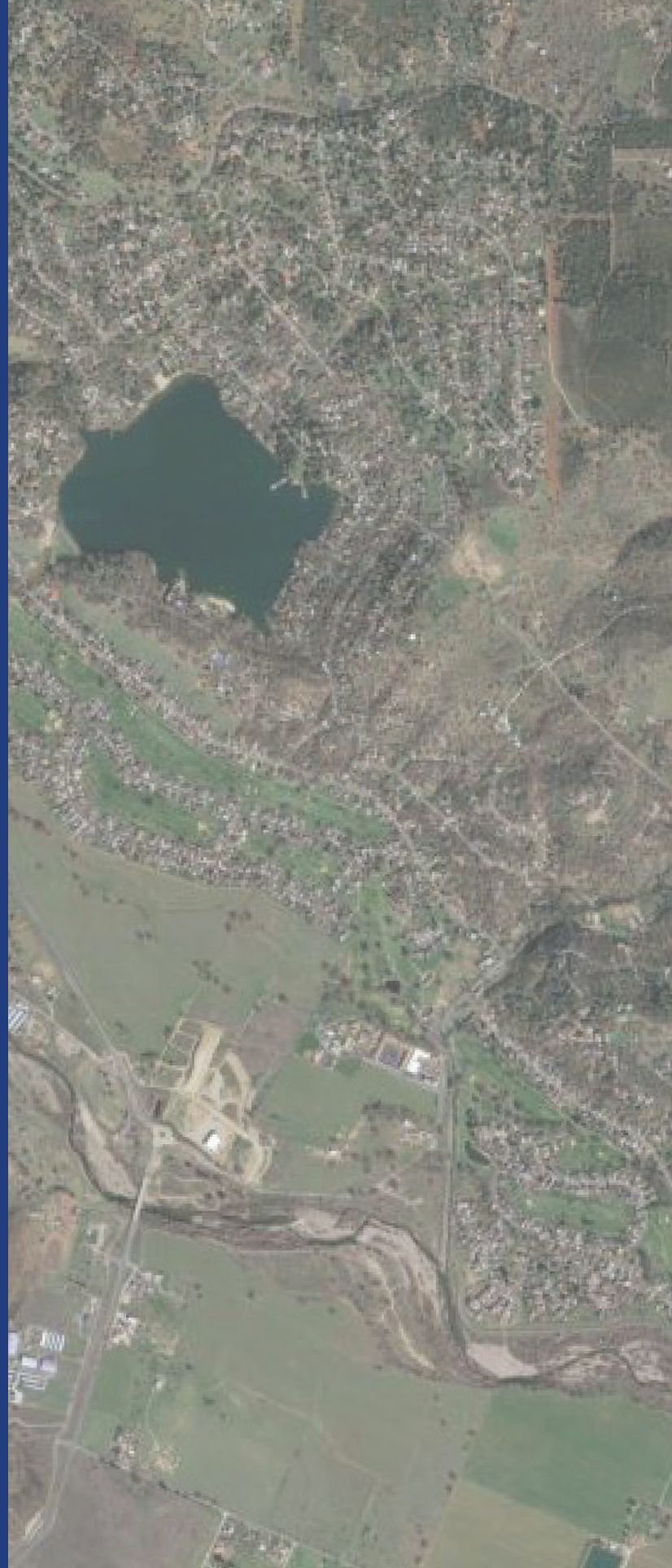
FAIRFIELD

324 Campus Lane Suite A
Fairfield, CA 94534
(707) 702-1961

PLEASANT HILL

3478 Buskirk Avenue Suite 1000
Pleasant Hill, CA 94523
(925) 233-5333

(800) 409-2435 toll free
info@coastlandcivil.com



WORK ESTIMATE

Water Distribution Reliability Project		Engineering Design Services						Hidden Valley Lake Community Services District					
Task Information								Subconsultant Cost			Hours & Cost		
TASK	Principal Engineer	Supervising Engineer	Senior Engineer	Assistant Engineer	Senior Eng. Technician	Construction Manager	Admin	Cinquini & Passarino	RGH Consultants	WRA	TOTAL HOURS	TOTAL FEE	
	\$215	\$195	\$185	\$160	\$160	\$185	\$100						
1 Project Kick Off and Project Management													
1.1	Kick-off Meeting & Field Review with District	4	4	6	6				\$920	\$1,049	20	\$5,679	
1.2	Assemble Meeting Minutes			4	4						8	\$1,380	
1.3	Progress Meetings (assume 8 meetings)	8		16	8		4				36	\$6,360	
1.4	Project Management	8		40							48	\$9,120	
	Subtotal										112	\$22,539	
2 Water System Inventory, Conditions Assessment & Mapping													
2.1	Desk Study of Available District Plans / Documents / Logs		8	20	16						44	\$7,820	
2.2	Water Facilities Inventory & Condition Characterization		8	20	40						68	\$11,660	
2.3	Field Verification of System Components			16	24						40	\$6,800	
2.4	Prepare Water Facilities Map		4	40	80						124	\$20,980	
2.5	Condition Summary Technical Memorandum	2	8	24	24		2				60	\$10,470	
	Subtotal										336	\$57,730	
3 Topographic Survey													
3.1	Topographic Survey		2	4		16		\$48,760			22	\$52,450	
	Subtotal										22	\$52,450	
4 Geotechnical Study & Review of Hazards													
4.1	Geotechnical Study & Seismic Hazard Assessment		2	2	4		2		\$19,447		10	\$21,047	
	Subtotal										10	\$21,047	
5 Hydraulic Systems Modeling													
5.1	Development of Hydraulic Models of Water Distribution Network	16	16	160	80						272	\$48,960	
	Subtotal										272	\$48,960	
6 Environmental Investigations & Document Preparation													
6.1	Project Description Narrative									\$8,483	0	\$8,483.00	
6.2	Cultural Resources Assessment & Report(s)			2					\$26,565		2	\$26,935.00	
6.3	Biological Resources Assessment & Report(s)			2					\$15,735		2	\$16,105.00	
6.4	Draft / Review / Publish Initial Study & Mitigated Negative Declaration			2					\$34,733		2	\$35,103.00	
6.5	Final BCA & Subapplication Closeout Support			2					\$21,878		2	\$22,248.00	
6.6	Project Management								\$6,742		0	\$6,742.00	
	Subtotal										8	\$115,616	
7a Preliminary - 30% Engineering Design													
7a	Mitigation Alternatives Memo & Meeting with District	4	8	32	32						76	\$13,460	
7a.1	30% Plans		24	160		80					264	\$47,080	
7a.3	Initial Cost Estimate			32	40						72	\$12,320	
7a.4	QC Review	8	16				8				32	\$6,320	
	Subtotal										444	\$79,180	
7b 65% Engineering Design													
7b.1	65% Plans			120		80					200	\$35,000	
7b.2	Draft Technical Specifications			40	20						60	\$10,600	
7b.3	Cost Estimate Update 65%			24	32						56	\$9,560	
7b.4	QC Review	8	16				8				32	\$6,320	
	Subtotal										348	\$61,480	
8 Benefit Cost Analysis													
8.1	Complete BCA Model	2	8	24	40		2				76	\$13,030	
8.2	Assemble Final BCA Report	2	4	16			2				24	\$4,370	
	Subtotal										100	\$17,400	
9 Project Closeout & Subapplication Preparation													
9.1	Compile Project Reports & Memorandum		2	8	4	4	2				20	\$3,350	
9.2	Complete Subapplication Documents & Submittal Items		2	24	24		2				52	\$8,870	
	Subtotal										72	\$12,220	
	Direct Costs (repro, mileage, etc.)											\$1,000	
Total Cost		62	132	840	478	180	16	16	\$ 48,760	\$ 20,367	\$ 115,185	1,724	\$489,622

RESOLUTION 2023-01



A RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
AUTHORIZING THE GENERAL MANAGER TO SIGN A PROFESSIONAL SERVICES CONTRACT
WITH COASTLAND | DCCM FOR THE CONSULTING AND ENGINEERING SERVICES FOR THE
WATER DISTRIBUTION RELIABILITY (WDR) PROJECT

WHEREAS, the District recognizes the urgent need for mitigation of natural hazards in its critical infrastructure; and

WHEREAS, Mitigation Action Strategy #1 of the District's Local Hazard Mitigation Plan of 2020 specifically identify with Water Distribution System Reliability as projects to address the risk natural hazards pose to the District's critical infrastructure; and

WHEREAS, the District requires assistance with the required Consulting and Engineering Services to advance the WDR Project; and

WHEREAS, the District desires to contract for such services with a private consultant; and

WHEREAS, a Request for Proposals was advertised on November 23, 2022 in conformance with federal regulations (2 CFR 200) and two proposals were received on January 25, 2023; and

WHEREAS, after a thorough review of responders, Coastland | DCCM provided the most beneficial proposal to the District at \$489,622.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, as follows:

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the Board of Directors of the Hidden Valley Community Services District.
2. The contract for the Consulting and Engineering Services for the WDR Project is hereby awarded to Coastland | DCCM in the amount not to exceed of \$489,622 conditioned on Coastland | DCCM's timely execution of the Professional Services Agreement and submitting all required documents which include certificates of insurance or other documentary evidence of insurance requirements enumerated in Sections V and VI of the Professional Services Agreement.
3. The General Manager is hereby authorized to execute upon submission by Coastland | DCCM all documents required pursuant to the Request for Proposal and Professional Services Agreement and to take all other necessary actions for performance of the contract.
4. This Resolution shall become effective immediately upon its adoption.

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the 21st day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Claude Brown
President of the Board

Dennis White
General Manager/Secretary to the Board

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

DATE: February 21, 2023

AGENDA ITEM: Discussion and Possible Action: Purchase of Skid Steer and Construction Truck

RECOMMENDATIONS: To approve the purchase of Skid Steer and Construction Truck

FINANCIAL IMPACT: \$173,256

Skid Steer \$83,256.39

Construction Truck estimated \$90,000 (yet to receive final quote)

Budgeted CIP

Fund 120 - \$75,000 - Construction Truck

Fund 130 - \$75,000 - Construction Truck

Gain on Sale of Assets FY 21-22 \$40,000

BACKGROUND:

The District's Skid Steer, purchased in 2010, is exceeding its useful life and will soon require replacement. Staff are aiming to be proactive in replacing equipment before it is completely nonfunctional. A Skid Steer is used for wastewater operations in the sludge bed drying process. After sludge is deposited into the drying bed it must be evenly distributed in order to properly dry; sludge must be dried prior to annual removal. A Skid Steer may also be used for moving chemical totes and off-loading deliveries; the District's current skid steer does not have these capabilities, therefore requires the rental of equipment with loading capabilities. Purchasing a Skid Steer would generate cost-savings by eliminating the need to rent additional vehicles. The proposed model's versatility in adding attachments would allow the District to purchase additional equipment in the future, such as a mulcher for fire abatement purposes, and utilize it outside of just the sludge bed.

The District's current Construction Truck is the primary utility vehicle with the most functionality in terms of tool-carrying and passenger capacity and has a crane for performing pump and motor maintenance, loading heavy equipment, and is the only vehicle capable of towing the excavator. Field staff often encounter difficulties towing the excavator or other trailers when the Construction Truck is in use, under maintenance, or required at another site; this limitation is felt the highest during emergency situations. The purchase of an additional Construction Truck would accelerate the District's response time, increase the number of jobs that could be completed, and allow for equipment to be towed when the current Construction Truck's crane is in use. It would also allow field staff to respond to various job sites given that there is a truck shortage.

Purchasing a construction truck without the crane not only provides a cost savings allowing the extra funds to go towards the purchase of the Skid Steer, it also provides the ability to make the vehicle available to staff sooner due to the build out for a construction truck with the crane is 1-Year out.