



**Hidden Valley Lake Community Services District  
Regular Board Meeting  
Tuesday, July 18, 2023 – 7:00 PM  
19400 Hartmann Road, Hidden Valley Lake, CA.**

To join the meeting by teleconference, go to [www.hvllcsd.org](http://www.hvllcsd.org) select the July 18, 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 the June 20, 2023, Regular Board of Directors Meeting Minutes.

B. **MINUTES**: Approval of the June 13, 2023 Finance Committee Meeting Minutes

C. **DISBURSEMENTS**: Check #001785 - #001884 including drafts and payroll for a total of \$462,038.16.

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

Tank 4

Well Fields

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 2023-06 Award of Contract to Brelje & Race Consulting Engineers (BRCE) for Construction Management & Inspection Services (CMI) for the Water Storage Reliability (WSR) Project
- 10) **DISCUSSION AND POSSIBLE ACTION:** ACWA Committee Member Consideration
- 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](http://www.hvlcsd.org/meetings) . In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting. Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE  
Tuesday, June 13, 2023 – 12:30 P.M.  
Meeting Minutes**

The Hidden Valley Lake Community Services District Finance Committee was held 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  
Alyssa Gordon, Project Manager Via Teleconference  
Jacob Lampert, CivicSpark Fellow

**CALL TO ORDER**

The meeting was called to order at 12:30 p.m. by Director Graves.

**APPROVAL OF AGENDA**

Motion by Director Freeman to approve the Tuesday, June 13, 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, June 13, 2023, Finance Committee Agenda approved by roll call vote.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Draft FY 2023-2024 Budget**

The Committee reviewed individual line items of the Proposed Draft 2023-2024 Budget. The Committee will conduct the final review at the May committee meeting.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Monthly Financial Reports & Disbursements**

The Committee reviewed and discussed the financial reports for the period ending March 31, 2023. Staff addressed inquiries as presented by the committee.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Projects Update**

Project updates provided by Alyssa Gordon, Project Manager and Jacob Lampert, CivicSpark Fellow; all inquiries addressed as presented by the committee.

**PUBLIC COMMENT**

No Public Comment

**COMMITTEE MEMBER COMMENT**

Members of the Committee expressed appreciation to staff for their work on the budget and projects.

Director Freeman informed the Committee of his planned vacation and will be attending the June Board Meeting remotely, following all Brown Act Requirements.

**ADJOURNMENT**

Motion by Director Freeman to adjourn the meeting at 1:48 p.m. Seconded by Director Graves

Motion carried to adjourn the meeting at 1:48 p.m.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: Tuesday, June 20, 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, California.

**Directors Present:**

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

**Via Teleconference:**

Director Jim Freeman Attended remotely from  
1310 Cascade St  
Pittsfield Ma. 01201

**Staff Present:**

Dennis White, General Manager,  
Penny Cuadras, Administrative Services Manager  
Trish Wilkinson, Accounting Supervisor  
Hannah Davidson, Water Resources Specialist I

**Via Teleconference:**

Alyssa Gordon, Project Manager  
Jacob Lampert, CivicSpark Fellow

**Also Present:**

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

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

Motion by Director Millerick to approve the June 20, 2023, Regular Board Agenda.  
Seconded by Director Lieberman.

**Roll Call Vote:**

AYES: (5) Directors, Graves, Freeman, Lieberman, Millerick and Brown  
NAYS: (0)  
ABSTAIN: (0)  
ABSENT: (0)

Motion carries to approve the June 20, 2023, Regular Board Agenda.

**CONSENT CALENDAR**

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

- A. **MINUTES**: Approval of the May 11, 2023, Finance Committee Meeting Minutes.
- B. **MINUTES**: Approval of the May 16, 2023, Regular Board of Directors Meeting Minutes.
- C. **DISBURSEMENTS**: Check #001707 - #001778 including drafts and payroll for a total of \$307,379.70.

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 5/11

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: Have not met.

### **STAFF REPORTS**

Financial Report: No discussion

Administration/Customer Services Report: No Discussion

Field Operation Report: No Discussion

ACWA State Legislative Committee: Updates provided by Hannah Davidson

Projects Update: Update provided by Alyssa Gordon and Jacob Lampert

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

### **DISCUSSION AND POSSIBLE ACTION:** **Adopt the FY 2023-24 Budget and Investment Policy**

Public Hearing – Director Brown opened the hearing at 7:08 p.m. to receive comment on proposed FY 2023-24 Budget. There were no comments from the public. The public hearing was closed at 7:10 p.m.

Director Millerick moved to Approve Resolution 2023-04 Adopting the FY 2023-24 Budget. Seconded by Director Graves.

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 by unanimous vote to Approve Resolution 2023-04 Adopting the FY 2023-24 Budget.

Director Millerick moved to Approve Resolution 2023-05 Approving and Adopting the Investment Policy for FY 2023-24. Seconded by Director Graves.

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 by unanimous vote to Approve Resolution 2023-05 Approving and Adopting the Investment Policy for FY 2023-24.

**DISCUSSION AND POSSIBLE ACTION:**

**Provide Direction on Financing Structure and Terms as Presented by NHA**

Director Freeman moved to approve NHA to work with the District staff to execute a financing plan based on a 25-Year Term. Seconded by Director Millerick.

NHA proposes to present a complete financial plan at the September Board Meeting for Board Approval of Financing.

No Public Comment

Roll Call Vote:

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

NAYS: (1) Director Brown

ABSTAIN: (0)

ABSENT: (0)

Motion Carries 4 to 1 to approve NHA to work with the District staff to execute a financing plan based on a 25-Year Term.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve a 5.2% Cost- Of-Living Adjustment for all Non-Contracted District Employees Effective July 1, 2023**

Director Millerick moved to Approve a 5.2% Cost- Of-Living Adjustment for all Non-Contracted District Employees Effective July 1, 2023. Seconded by Director Lieberman.

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 by unanimous vote to Approve a 5.2% Cost- Of-Living Adjustment for all Non-Contracted District Employees Effective July 1, 2023.

**DISCUSSION AND POSSIBLE ACTION:**

**Authorize the General Manager to Proceed with the Lining of Tank 1-A**

Director Graves moved to Authorize the General Manager to Proceed with the Lining of Tank 1-A. Seconded by Director Millerick.

Staff reached out to several vendors, but only received two bids for the project. Lining the tanks will extend the life of the tank 20-25 years.

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries by unanimous vote to Authorize the General Manager to Proceed with the Lining of Tank 1-A.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve Policy #2105 Vehicle and Equipment Replacement Policy**

Director Lieberman moved to Approve Policy #2105 Vehicle and Equipment Replacement Policy. Seconded by Director Graves.

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 by unanimous vote to Approve Policy #2105 Vehicle and Equipment Replacement Policy.

**DISCUSSION AND POSSIBLE ACTION:**

**Approve and Adopt the District Sewer System Management Plan (SSMP)**

Director Millerick moved to Approve and Adopt the District Sewer System Management Plan (SSMP). Seconded by Director Graves.

No further Discussion

No Public Comment

Roll Call Vote:



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	346.55
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,017.85
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	1,943.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	248.59
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	279.46
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	18,064.48
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,359.97
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	4,616.94
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	495.19
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	9,999.22
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,125.79
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	4,961.95
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	515.70
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	20,575.60
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	597.26
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	203.05
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	455.75
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	5.00
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	104.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	2,082.80
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	277.12
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	23.92
01-2780	DNA RIDGE ROCK			N		FUND TOTAL FOR VENDOR	16.22
01-2788	GHD			N		FUND TOTAL FOR VENDOR	2,551.85
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	3,362.28
01-2819	SWRCB - DWOCP			N		FUND TOTAL FOR VENDOR	110.00

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

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	4,676.50
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	2,099.99
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	558.04
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	2,222.67
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2913	CRESCO EQUIPMENT RENTALS			N		FUND TOTAL FOR VENDOR	3,817.50
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	90.81
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	2,970.10
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	184.85
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	139.77
01-2961	BODEAN COMPANY			N		FUND TOTAL FOR VENDOR	260.78
01-2981	MILLERICK PLUMBING			N		FUND TOTAL FOR VENDOR	227.00
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	82.38
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	183.96
01-3027	DONNA MAHONEY			N		FUND TOTAL FOR VENDOR	49.13
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	1,466.25
01-3051	DEMARCO DESIGN			N		FUND TOTAL FOR VENDOR	97.50
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	42.59
01-3060	R&S TRUCKING			N		FUND TOTAL FOR VENDOR	540.00
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	534.37
01-3071	BARTKIEWICZ, KRONICK & SH			N		FUND TOTAL FOR VENDOR	412.50
01-3076	UBEO WEST, LLC			N		FUND TOTAL FOR VENDOR	89.31
01-3085	WEST YOST & ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	10,468.00
01-3086	CLEARLAKE PAPER SUPPLY			N		FUND TOTAL FOR VENDOR	68.16
01-3087	SERVICO BUILDING MAINTENA			N		FUND TOTAL FOR VENDOR	2,133.33
01-3090	JARROD CUNNINGHAM			N		FUND TOTAL FOR VENDOR	39.44

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
01-8	AT&T			N		FUND TOTAL FOR VENDOR	659.49
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	5,467.31
*** FUND TOTALS ***							120,224.27



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	909.32
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	346.55
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,952.79
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	711.69
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	248.60
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	279.46
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	536.25
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	18,064.45
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,293.46
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	635.81
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	495.18
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	9,121.43
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,125.77
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	354.04
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	20,575.59
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	596.96
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	203.05
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	455.75
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	5.00
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	104.50
01-2685	LAYNE PAVING & TRUCKING,			N		FUND TOTAL FOR VENDOR	195.75
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	7,748.11
01-2749	NAPA AUTO PARTS			N		FUND TOTAL FOR VENDOR	23.92
01-2780	DNA RIDGE ROCK			N		FUND TOTAL FOR VENDOR	16.22
01-2788	GHD			N		FUND TOTAL FOR VENDOR	64,969.66
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	4,545.98

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2819	SWRCB - DWOCP			N		FUND TOTAL FOR VENDOR	160.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,015.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	2,100.01
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	8,913.50
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	2,222.65
01-2880	MIDDLETOWN COPY & PRINT			N		FUND TOTAL FOR VENDOR	91.25
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2913	CRESCO EQUIPMENT RENTALS			N		FUND TOTAL FOR VENDOR	5,463.80
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	90.81
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	184.86
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	139.77
01-2961	BODEAN COMPANY			N		FUND TOTAL FOR VENDOR	260.78
01-2981	MILLERICK PLUMBING			N		FUND TOTAL FOR VENDOR	227.00
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	189.10
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	183.95
01-3027	DONNA MAHONEY			N		FUND TOTAL FOR VENDOR	49.12
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	1,466.25
01-3051	DEMARCO DESIGN			N		FUND TOTAL FOR VENDOR	97.50
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	42.56
01-3060	R&S TRUCKING			N		FUND TOTAL FOR VENDOR	540.00
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	534.39
01-3071	BARTKIEWICZ, KRONICK & SH			N		FUND TOTAL FOR VENDOR	412.50
01-3076	UBEO WEST, LLC			N		FUND TOTAL FOR VENDOR	89.31
01-3078	CIVICWELL			N		FUND TOTAL FOR VENDOR	11,000.00
01-3081	BENNETT ENGINEERING SERVI			N		FUND TOTAL FOR VENDOR	63,633.19
01-3085	WEST YOST & ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	10,468.00

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
01-3086	CLEARLAKE PAPER SUPPLY			N		FUND TOTAL FOR VENDOR	68.15
01-3087	SERVICO BUILDING MAINTENA			N		FUND TOTAL FOR VENDOR	1,066.67
01-3089	CENTRAL VALLEY SALINITY C			N		FUND TOTAL FOR VENDOR	303.23
01-8	AT&T			N		FUND TOTAL FOR VENDOR	659.48
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	15,186.21
*** FUND TOTALS ***							267,676.83

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-9	PACIFIC GAS & ELECTRIC CO				N	FUND TOTAL FOR VENDOR	61.11
*** FUND TOTALS ***							61.11
*** REPORT TOTALS ***			387,962.21				387,962.21

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	139.77
120 2088	SURVIVOR BENEFITS - PERS	20.26
120 2090	PERS PAYABLE	4,342.04
120 2091	FIT PAYABLE	3,442.47
120 2092	CIT PAYABLE	1,426.72
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	943.15
120 2095	S D I PAYABLE	585.38
120 2099	DEFERRED COMP - 457 PLAN	2,099.99
120 5-00-5025	RETIREE HEALTH BENEFITS	1,470.84
120 5-00-5060	GASOLINE, OIL & FUEL	2,222.67
120 5-00-5061	VEHICLE MAINT	600.27
120 5-00-5074	INSURANCE	84.80
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	110.00
120 5-00-5092	POSTAGE & SHIPPING	646.38
120 5-00-5121	LEGAL SERVICES	1,878.75
120 5-00-5122	ENGINEERING SERVICES	2,551.85
120 5-00-5130	PRINTING & PUBLICATION	481.80
120 5-00-5135	NEWSLETTER	97.50
120 5-00-5145	EQUIPMENT RENTAL	476.32
120 5-00-5148	OPERATING SUPPLIES	6,434.07
120 5-00-5150	REPAIR & REPLACE	16,845.73
120 5-00-5155	MAINT BLDG & GROUNDS	269.85
120 5-00-5156	CUSTODIAL SERVICES	2,133.33
120 5-00-5191	TELEPHONE	1,596.15
120 5-00-5192	ELECTRICITY	5,467.31
120 5-00-5193	OTHER UTILITIES	279.46
120 5-00-5194	IT SERVICES	20,575.60
120 5-00-5195	ENV/MONITORING	4,676.50

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5010	SALARIES & WAGES	429.25
120 5-10-5020	EMPLOYEE BENEFITS	4,720.12
120 5-10-5021	RETIREMENT BENEFITS	2,807.11
120 5-10-5090	OFFICE SUPPLIES	570.15
120 5-10-5170	TRAVEL MILEAGE	1,546.39
120 5-10-5175	EDUCATION / SEMINARS	87.50CR
120 5-10-5179	ADM MISC EXPENSES	114.20
120 5-30-5010	SALARIES & WAGES	510.45
120 5-30-5020	EMPLOYEE BENEFITS	9,410.21
120 5-30-5021	RETIREMENT BENEFITS	2,829.81
120 5-30-5063	CERTIFICATIONS	110.00
120 5-30-5090	OFFICE SUPPLIES	32.38
120 5-30-5170	TRAVEL MILEAGE	826.13
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	558.04
120 5-70-7202	DISASTER MITIGATION	10,468.00
120 5-70-7206	RECORDS RETENTION	184.85
	** FUND TOTAL **	120,224.27
130 1052	ACCTS REC WATER USE	859.32
130 2075	AFLAC	139.77
130 2088	SURVIVOR BENEFITS - PERS	18.80
130 2090	PERS PAYABLE	4,010.51
130 2091	FIT PAYABLE	3,507.28
130 2092	CIT PAYABLE	1,402.22
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	877.69
130 2095	S D I PAYABLE	544.82
130 2099	DEFERRED COMP - PLAN 457 PAYAB	2,100.01
130 5-00-5025	RETIREE HEALTH BENEFITS	1,470.84
130 5-00-5060	GASOLINE, OIL & FUEL	2,222.65
130 5-00-5061	VEHICLE MAINT	600.26
130 5-00-5074	INSURANCE	84.80
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	109.99
130 5-00-5092	POSTAGE & SHIPPING	646.38
130 5-00-5121	LEGAL SERVICES	1,878.75
130 5-00-5123	OTHER PROFESSIONAL SERVICES	11,536.25
130 5-00-5130	PRINTING & PUBLICATION	1,284.72
130 5-00-5135	NEWSLETTER	97.50
130 5-00-5145	EQUIPMENT RENTAL	2,122.61
130 5-00-5148	OPERATING SUPPLIES	901.33
130 5-00-5150	REPAIR & REPLACE	14,428.38
130 5-00-5155	MAINT BLDG & GROUNDS	269.84
130 5-00-5156	CUSTODIAL SERVICES	1,066.67
130 5-00-5191	TELEPHONE	1,595.85

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5192	ELECTRICITY	15,186.21
130 5-00-5193	OTHER UTILITIES	279.46
130 5-00-5194	IT SERVICES	20,575.59
130 5-00-5195	ENV/MONITORING	2,318.23
130 5-00-5505	WATER CONSERVATION	50.00
130 5-10-5010	SALARIES & WAGES	429.16
130 5-10-5020	EMPLOYEE BENEFITS	4,720.11
130 5-10-5021	RETIREMENT BENEFITS	2,807.10
130 5-10-5090	OFFICE SUPPLIES	570.16
130 5-10-5170	TRAVEL MILEAGE	1,546.34
130 5-10-5175	EDUCATION / SEMINARS	87.50CR
130 5-10-5179	ADM MISC EXPENSES	114.18
130 5-30-5010	SALARIES & WAGES	444.73
130 5-30-5020	EMPLOYEE BENEFITS	9,133.07
130 5-30-5021	RETIREMENT BENEFITS	2,285.02
130 5-30-5063	CERTIFICATIONS	160.00
130 5-30-5090	OFFICE SUPPLIES	32.38
130 5-30-5170	TRAVEL MILEAGE	893.41
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 5-70-7202	DISASTER MITIGATION	10,468.00
130 5-70-7204	RELIABLE WATER SUPPLY	138,493.42
130 5-70-7206	RECORDS RETENTION	184.86
	** FUND TOTAL **	267,676.83
140 5-00-5192	ELECTRICITY	61.11
	** FUND TOTAL **	61.11

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 \*\* TOTAL \*\* 387,962.21

NO ERRORS

SELECTION CRITERIA

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

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TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 6/01/2023 THRU 6/30/2023	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

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

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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>252,897.05</u>	<u>2,193,359.85</u>	<u>( 82,711.85)</u>	<u>103.92</u>
TOTAL REVENUES	<u>2,110,648.00</u>	<u>252,897.05</u>	<u>2,193,359.85</u>	<u>( 82,711.85)</u>	<u>103.92</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	973,522.00	70,399.27	944,278.82	29,243.18	97.00
ADMINISTRATION	457,701.00	39,813.45	453,618.17	4,082.83	99.11
FIELD	492,852.00	49,033.57	494,813.07	( 1,961.07)	100.40
DIRECTORS	34,159.00	3,380.22	34,647.52	( 488.52)	101.43
SPECIAL PROJECTS	0.00	0.00	1,080.00	( 1,080.00)	0.00
CAPITAL PROJECTS & EQUIP	<u>532,500.00</u>	<u>11,210.89</u>	<u>348,692.05</u>	<u>183,807.95</u>	<u>65.48</u>
TOTAL EXPENDITURES	<u>2,490,734.00</u>	<u>173,837.40</u>	<u>2,277,129.63</u>	<u>213,604.37</u>	<u>91.42</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 380,086.00)	79,059.65	( 83,769.78)	( 296,316.22)	22.04



120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	1,000.00	100.00	500.00	500.00	50.00
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	1,696.80	8,917.20 (	3,417.20)	162.13
120-4050 SALES OF RECLAIMED WATER	154,542.00	21,439.39	116,479.90	38,062.10	75.37
120-4111 COMM SEWER USE	85,538.00	7,993.97	79,606.52	5,931.48	93.07
120-4112 GOV'T SEWER USE	1,200.00	109.14	1,200.54 (	0.54)	100.05
120-4116 SEWER USE CHARGES	1,836,418.00	153,153.71	1,845,545.72 (	9,127.72)	100.50
120-4210 LATE FEE	22,000.00	3,180.29	36,312.98 (	14,312.98)	165.06
120-4300 MISC INCOME	2,500.00	0.00	382.90	2,117.10	15.32
120-4310 OTHER INCOME	1,450.00	318.80	2,533.80 (	1,083.80)	174.74
120-4320 FEMA/CalOES GRANTS	0.00	0.00	1,969.00 (	1,969.00)	0.00
120-4325 GRANTS	0.00	64,902.99	90,573.50 (	90,573.50)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	500.00	1.96	1,288.43 (	788.43)	257.69
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	8,049.36 (	8,049.36)	0.00
<b>TOTAL REVENUES</b>	<b>2,110,648.00</b>	<b>252,897.05</b>	<b>2,193,359.85 (</b>	<b>82,711.85)</b>	<b>103.92</b>
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120-SEWER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	12,000.00	0.00	10,023.65	1,976.35	83.53
120-5-00-5025 RETIREE HEALTH BENEFITS	8,452.00	561.09	7,595.95	856.05	89.87
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	31.17	2,468.83	1.25
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	2,222.67	20,554.61	9,445.39	68.52
120-5-00-5061 VEHICLE MAINT	26,415.00	599.79	32,613.32 (	6,198.32)	123.47
120-5-00-5062 TAXES & LIC	800.00	0.00	152.38	647.62	19.05
120-5-00-5074 INSURANCE	104,000.00	84.80	104,186.05 (	186.05)	100.18
120-5-00-5075 BANK FEES	30,000.00	2,120.51	25,023.66	4,976.34	83.41
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000.00	110.00	13,498.57 (	2,498.57)	122.71
120-5-00-5092 POSTAGE & SHIPPING	9,000.00	646.38	8,002.30	997.70	88.91
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	1,878.75	19,228.25 (	7,228.25)	160.24
120-5-00-5122 ENGINEERING SERVICES	49,000.00	2,551.85	55,131.17 (	6,131.17)	112.51
120-5-00-5123 OTHER PROFESSIONAL SERVICE	10,000.00	191.75	7,814.50	2,185.50	78.15
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	481.80	5,965.51	34.49	99.43
120-5-00-5135 NEWSLETTER	1,000.00	97.50	390.00	610.00	39.00
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	476.32	6,837.04 (	1,837.04)	136.74
120-5-00-5148 OPERATING SUPPLIES	50,000.00	6,434.07	86,671.23 (	36,671.23)	173.34
120-5-00-5150 REPAIR & REPLACE	180,000.00	16,804.07	113,377.61	66,622.39	62.99
120-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	269.85	9,798.17	2,201.83	81.65
120-5-00-5156 CUSTODIAL SERVICES	17,500.00	2,133.33	10,925.50	6,574.50	62.43
120-5-00-5157 SECURITY	1,000.00	0.00	858.00	142.00	85.80
120-5-00-5160 SLUDGE DISPOSAL	35,000.00	0.00	42,082.36 (	7,082.36)	120.24
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	15,000.00	1,596.15	16,170.95 (	1,170.95)	107.81
120-5-00-5192 ELECTRICITY	155,000.00	5,467.31	116,494.21	38,505.79	75.16
120-5-00-5193 OTHER UTILITIES	3,500.00	279.46	3,055.97	444.03	87.31
120-5-00-5194 IT SERVICES	35,000.00	20,575.60	48,768.21 (	13,768.21)	139.34
120-5-00-5195 ENV/MONITORING	40,000.00	4,676.50	52,619.75 (	12,619.75)	131.55
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	7,500.00	0.00	23,968.00 (	16,468.00)	319.57
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	0.00	60.10	1,139.90	5.01
120-5-00-5311 EQUIPMENT - OFFICE	1,200.00	0.00	1,556.76 (	356.76)	129.73
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	5,448.75 (	1,948.75)	155.68
120-5-00-5317 COVID-19	7,500.00	0.00	0.00	7,500.00	0.00
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	310.00 (	60.00)	124.00
120-5-00-5580 TRANSFERS OUT	32,205.00	139.72	38,840.12 (	6,635.12)	120.60

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2023

120-SEWER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>973,522.00</b>	<b>70,399.27</b>	<b>944,278.82</b>	<b>29,243.18</b>	<b>97.00</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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	30,030.18	305,434.88 (	16,369.88)	105.66
120-5-10-5020 EMPLOYEE BENEFITS	93,926.00	4,720.12	76,570.52	17,355.48	81.52
120-5-10-5021 RETIREMENT BENEFITS	59,860.00	2,919.91	58,734.35	1,125.65	98.12
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	570.15	3,998.69	1.31	99.97
120-5-10-5170 TRAVEL MILEAGE	5,000.00	1,546.39	5,039.50 (	39.50)	100.79
120-5-10-5175 EDUCATION / SEMINARS	5,000.00 (	87.50)	2,780.30	2,219.70	55.61
120-5-10-5179 ADM MISC EXPENSES	350.00	114.20	1,059.93 (	709.93)	302.84
<b>TOTAL ADMINISTRATION</b>	<b>457,701.00</b>	<b>39,813.45</b>	<b>453,618.17</b>	<b>4,082.83</b>	<b>99.11</b>

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	35,712.24	307,421.99 (	5,095.99)	101.69
120-5-30-5020 EMPLOYEE BENEFITS	122,616.00	9,410.21	121,695.89	920.11	99.25
120-5-30-5021 RETIREMENT BENEFITS	57,910.00	2,942.61	56,103.96	1,806.04	96.88
120-5-30-5022 CLOTHING ALLOWANCE	2,500.00	0.00	1,864.33	635.67	74.57
120-5-30-5063 CERTIFICATIONS	1,500.00	110.00	376.00	1,124.00	25.07
120-5-30-5090 OFFICE SUPPLIES	1,000.00	32.38	844.54	155.46	84.45
120-5-30-5170 TRAVEL MILEAGE	1,000.00	826.13	3,502.52 (	2,502.52)	350.25
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	3,003.84	996.16	75.10
<b>TOTAL FIELD</b>	<b>492,852.00</b>	<b>49,033.57</b>	<b>494,813.07 (</b>	<b>1,961.07)</b>	<b>100.40</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2023

120-SEWER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	3,229.80 (	229.80)	107.66
120-5-40-5020 DIRECTOR BENEFITS	230.00	5.75	75.00	155.00	32.61
120-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629.00	3,105.32	31,201.36 (	5,572.36)	121.74
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	141.36	1,358.64	9.42
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
<b>TOTAL DIRECTORS</b>	<b>34,159.00</b>	<b>3,380.22</b>	<b>34,647.52 (</b>	<b>488.52)</b>	<b>101.43</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

120-SEWER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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	558.04	323,822.56	61,177.44	84.11
120-5-70-7202 DISASTER MITIGATION	100,000.00	10,468.00	21,823.87	78,176.13	21.82
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	184.85	3,045.62	21,954.38	12.18
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>532,500.00</b>	<b>11,210.89</b>	<b>348,692.05</b>	<b>183,807.95</b>	<b>65.48</b>
<b>TOTAL EXPENDITURES</b>	<b>2,490,734.00</b>	<b>173,837.40</b>	<b>2,277,129.63</b>	<b>213,604.37</b>	<b>91.42</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 380,086.00)</b>	<b>79,059.65</b>	<b>( 83,769.78)</b>	<b>( 296,316.22)</b>	<b>22.04</b>

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



130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>3,084,096.00</u>	<u>291,094.45</u>	<u>3,190,390.86</u>	<u>( 106,294.86)</u>	<u>103.45</u>
TOTAL REVENUES	<u>3,084,096.00</u>	<u>291,094.45</u>	<u>3,190,390.86</u>	<u>( 106,294.86)</u>	<u>103.45</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,223,181.00	80,322.07	2,211,147.71	( 987,966.71)	180.77
ADMINISTRATION	455,901.00	39,813.48	453,768.21	2,132.79	99.53
FIELD	492,952.00	43,734.26	474,852.37	18,099.63	96.33
DIRECTORS	35,559.00	3,380.16	34,911.73	647.27	98.18
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>1,050,000.00</u>	<u>149,146.28</u>	<u>839,197.76</u>	<u>210,802.24</u>	<u>79.92</u>
TOTAL EXPENDITURES	<u>3,257,593.00</u>	<u>316,396.25</u>	<u>4,013,877.78</u>	<u>( 756,284.78)</u>	<u>123.22</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 173,497.00)	( 25,301.80)	( 823,486.92)	649,989.92	474.64

130-WATER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	5,000.00	1,800.00	15,910.00 (	10,910.00)	318.20
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	3,290.00	459.00	5,394.00 (	2,104.00)	163.95
130-4040 LIEN RECORDING FEES	1,200.00	198.72	2,140.20 (	940.20)	178.35
130-4045 AVAILABILITY FEES	22,000.00	6,787.20	35,548.80 (	13,548.80)	161.59
130-4110 COMM WATER USE	144,786.00	13,461.50	82,304.37	62,481.63	56.85
130-4111 BULK WATER SALES	7,500.00	0.00	52,980.67 (	45,480.67)	706.41
130-4112 GOV'T WATER USE	6,500.00	801.15	8,838.46 (	2,338.46)	135.98
130-4115 WATER USE	2,848,200.00	259,381.14	2,730,248.09	117,951.91	95.86
130-4210 LATE FEE	32,000.00	4,604.70	55,498.57 (	23,498.57)	173.43
130-4215 RETURNED CHECK FEE	500.00	100.00	1,400.00 (	900.00)	280.00
130-4300 MISC INCOME	1,500.00	0.00	2,017.06 (	517.06)	134.47
130-4310 OTHER INCOME	100.00	244.00	3,704.39 (	3,604.39)	3,704.39
130-4320 FEMA/CalOES GRANTS	0.00	0.00	174,143.19 (	174,143.19)	0.00
130-4325 GRANTS	0.00	0.00	0.00	0.00	0.00
130-4330 HYDRANT METER USE DEPOSIT	9,720.00	3,240.00	6,480.00	3,240.00	66.67
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	1,800.00	17.04	2,104.71 (	304.71)	116.93
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	11,678.35 (	11,678.35)	0.00
<b>TOTAL REVENUES</b>	<b>3,084,096.00</b>	<b>291,094.45</b>	<b>3,190,390.86 (</b>	<b>106,294.86)</b>	<b>103.45</b>
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130-WATER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	10,500.00	0.00	10,023.66	476.34	95.46
130-5-00-5025 RETIREE HEALTH BENEFITS	8,452.00	909.74	7,944.61	507.39	94.00
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	31.18	2,468.82	1.25
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	2,222.65	20,554.55	9,445.45	68.52
130-5-00-5061 VEHICLE MAINT	25,000.00	599.78	26,305.82 (	1,305.82)	105.22
130-5-00-5062 TAXES & LIC	1,200.00	0.00	211.38	988.62	17.62
130-5-00-5074 INSURANCE	104,000.00	84.80	104,452.50 (	452.50)	100.44
130-5-00-5075 BANK FEES	30,000.00	2,120.54	25,023.58	4,976.42	83.41
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000.00	109.99	30,772.58 (	2,772.58)	109.90
130-5-00-5092 POSTAGE & SHIPPING	7,500.00	646.38	8,002.22 (	502.22)	106.70
130-5-00-5110 CONTRACTUAL SERVICES	60,000.00	0.00	18,256.69	41,743.31	30.43
130-5-00-5121 LEGAL SERVICES	30,000.00	1,878.75	22,645.75	7,354.25	75.49
130-5-00-5122 ENGINEERING SERVICES	65,000.00	0.00	8,464.51	56,535.49	13.02
130-5-00-5123 OTHER PROFESSIONAL SERVICE	15,000.00	11,728.00	22,337.89 (	7,337.89)	148.92
130-5-00-5124 WATER RIGHTS	15,000.00	0.00	1,163.94	13,836.06	7.76
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	6,225.00	1,275.00	83.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	1,284.72	6,833.95	666.05	91.12
130-5-00-5135 NEWSLETTER	1,200.00	97.50	390.00	810.00	32.50
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	2,122.61	8,135.42	26,864.58	23.24
130-5-00-5148 OPERATING SUPPLIES	7,500.00	901.33	6,681.07	818.93	89.08
130-5-00-5150 REPAIR & REPLACE	225,000.00	14,273.43	131,426.00	93,574.00	58.41
130-5-00-5155 MAINT BLDG & GROUNDS	15,000.00	269.84	9,798.17	5,201.83	65.32
130-5-00-5156 CUSTODIAL SERVICES	5,000.00	1,066.67	4,349.50	650.50	86.99
130-5-00-5157 SECURITY	5,000.00	0.00	456.00	4,544.00	9.12
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	15,000.00	1,595.85	16,170.48 (	1,170.48)	107.80
130-5-00-5192 ELECTRICITY	200,000.00	15,186.21	186,180.67	13,819.33	93.09
130-5-00-5193 OTHER UTILITIES	3,600.00	279.46	3,055.88	544.12	84.89
130-5-00-5194 IT SERVICES	55,000.00	20,575.59	60,802.74 (	5,802.74)	110.55
130-5-00-5195 ENV/MONITORING	20,000.00	2,318.23	13,275.73	6,724.27	66.38
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	40,000.00	0.00	19,073.88	20,926.12	47.68
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	60.10	939.90	6.01
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	5,000.00	0.00	5,448.73 (	448.73)	108.97
130-5-00-5317 COVID-19	7,500.00	0.00	0.00	7,500.00	0.00
130-5-00-5505 WATER CONSERVATION	5,000.00	50.00	246.96	4,753.04	4.94
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	310.00 (	60.00)	124.00
130-5-00-5580 TRANSFERS OUT	96,979.00	0.00	1,426,036.57 (	1,329,057.57)	1,470.46

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2023

130-WATER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	30,000.00	0.00	0.00	30,000.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,223,181.00</b>	<b>80,322.07</b>	<b>2,211,147.71 (</b>	<b>987,966.71)</b>	<b>180.77</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2023

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	30,030.29	305,581.08 (	16,516.08)	105.71
130-5-10-5020 EMPLOYEE BENEFITS	93,926.00	4,720.11	76,574.02	17,351.98	81.53
130-5-10-5021 RETIREMENT BENEFITS	59,860.00	2,919.90	58,734.11	1,125.89	98.12
130-5-10-5063 CERTIFICATIONS	200.00	0.00	0.00	200.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	570.16	3,999.47	0.53	99.99
130-5-10-5170 TRAVEL MILEAGE	4,000.00	1,546.34	5,039.35 (	1,039.35)	125.98
130-5-10-5175 EDUCATION / SEMINARS	4,500.00 (	87.50)	2,780.30	1,719.70	61.78
130-5-10-5179 ADM MISC EXPENSES	350.00	114.18	1,059.88 (	709.88)	302.82
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>455,901.00</b>	<b>39,813.48</b>	<b>453,768.21</b>	<b>2,132.79</b>	<b>99.53</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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	31,117.58	288,615.01	13,710.99	95.46
130-5-30-5020 EMPLOYEE BENEFITS	122,616.00	9,133.07	121,396.28	1,219.72	99.01
130-5-30-5021 RETIREMENT BENEFITS	57,910.00	2,397.82	54,146.00	3,764.00	93.50
130-5-30-5022 CLOTHING ALLOWANCE	2,500.00	0.00	1,864.25	635.75	74.57
130-5-30-5063 CERTIFICATIONS	600.00	160.00	871.00 (	271.00)	145.17
130-5-30-5090 OFFICE SUPPLIES	1,000.00	32.38	1,160.85 (	160.85)	116.09
130-5-30-5170 TRAVEL MILEAGE	2,000.00	893.41	4,596.06 (	2,596.06)	229.80
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,202.92	1,797.08	55.07
<b>TOTAL FIELD</b>	<b>492,952.00</b>	<b>43,734.26</b>	<b>474,852.37</b>	<b>18,099.63</b>	<b>96.33</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2023

130-WATER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	3,229.20 (	229.20)	107.64
130-5-40-5020 DIRECTOR BENEFITIS	230.00	5.75	75.00	155.00	32.61
130-5-40-5030 DIRECTOR HEALTH BENEFITS	25,629.00	3,105.31	31,201.17 (	5,572.17)	121.74
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	265.00 (	65.00)	132.50
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	141.36	1,358.64	9.42
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
<b>TOTAL DIRECTORS</b>	<b>35,559.00</b>	<b>3,380.16</b>	<b>34,911.73</b>	<b>647.27</b>	<b>98.18</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2023

130-WATER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

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



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 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	65,006.47	9,993.53	86.68
130-5-70-7202 DISASTER MITIGATION	200,000.00	10,468.00	22,193.88	177,806.12	11.10
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	138,493.42	747,395.05 (	47,395.05)	106.77
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	184.86	4,602.36	20,397.64	18.41
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>1,050,000.00</b>	<b>149,146.28</b>	<b>839,197.76</b>	<b>210,802.24</b>	<b>79.92</b>
<b>TOTAL EXPENDITURES</b>	<b>3,257,593.00</b>	<b>316,396.25</b>	<b>4,013,877.78 (</b>	<b>756,284.78)</b>	<b>123.22</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 173,497.00)</b>	<b>( 25,301.80)</b>	<b>( 823,486.92)</b>	<b>649,989.92</b>	<b>474.64</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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>106,026.07</u>	<u>311,257.87</u>	( <u>15,889.87</u> )	<u>105.38</u>
TOTAL REVENUES	<u>295,368.00</u>	<u>106,026.07</u>	<u>311,257.87</u>	( <u>15,889.87</u> )	<u>105.38</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>295,368.00</u>	<u>598.50</u>	<u>298,301.65</u>	( <u>2,933.65</u> )	<u>100.99</u>
TOTAL EXPENDITURES	<u>295,368.00</u>	<u>598.50</u>	<u>298,301.65</u>	( <u>2,933.65</u> )	<u>100.99</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	105,427.57	12,956.22	( 12,956.22 )	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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	105,106.88	262,081.65	12,918.35	95.30
215-4540 DELINQUENT ASSESSMENTS	7,124.00	606.79	21,038.58 (	13,914.58)	295.32
215-4541 DELINQ PENALTY & INTEREST	5,520.00	311.81	22,026.58 (	16,506.58)	399.03
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	0.59	6,111.06 (	4,911.06)	509.26
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>295,368.00</b>	<b>106,026.07</b>	<b>311,257.87 (</b>	<b>15,889.87)</b>	<b>105.38</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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	598.50	12,573.65 (	2,933.65)	130.43
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	86,728.00	0.00	86,728.00	0.00	100.00
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	199,000.00	0.00	199,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>295,368.00</b>	<b>598.50</b>	<b>298,301.65 (</b>	<b>2,933.65)</b>	<b>100.99</b>
<b>TOTAL EXPENDITURES</b>	<b>295,368.00</b>	<b>598.50</b>	<b>298,301.65 (</b>	<b>2,933.65)</b>	<b>100.99</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>105,427.57</b>	<b>12,956.22 (</b>	<b>12,956.22)</b>	<b>0.00</b>

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

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>9,137.00</u>	<u>127,504.13</u>	<u>42,570.87</u>	<u>74.97</u>
TOTAL REVENUES	<u>170,075.00</u>	<u>9,137.00</u>	<u>127,504.13</u>	<u>42,570.87</u>	<u>74.97</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>170,075.00</u>	<u>0.00</u>	<u>170,074.51</u>	<u>0.49</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>170,075.00</u>	<u>0.00</u>	<u>170,074.51</u>	<u>0.49</u>	<u>100.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	9,137.00	( 42,570.38)	42,570.38	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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	9,137.00	36,548.00	36,148.00	50.28
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	400.00	0.00	3,114.62 (	2,714.62)	778.66
218-4580 TRANSFERS IN	96,979.00	0.00	87,841.51	9,137.49	90.58
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>170,075.00</b>	<b>9,137.00</b>	<b>127,504.13</b>	<b>42,570.87</b>	<b>74.97</b>

218-CIEDB REDEMPTION FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	48,072.00	0.00	48,071.66	0.34	100.00
218-5-00-5560 BAD DEBT	0.00	0.00	0.00	0.00	0.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	4,144.00	0.00	4,144.11 (	0.11)	100.00
218-5-00-5599 PRINCIPAL PMT	117,859.00	0.00	117,858.74	0.26	100.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	170,075.00	0.00	170,074.51	0.49	100.00
TOTAL EXPENDITURES	170,075.00	0.00	170,074.51	0.49	100.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	9,137.00 (	42,570.38)	42,570.38	0.00

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

219-USDA SOLAR LOAN  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,205.00</u>	<u>0.00</u>	<u>32,226.01</u>	( <u>21.01</u> )	<u>100.07</u>
TOTAL REVENUES	<u>32,205.00</u>	<u>0.00</u>	<u>32,226.01</u>	( <u>21.01</u> )	<u>100.07</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,205.00</u>	<u>0.00</u>	<u>32,205.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>32,205.00</u>	<u>0.00</u>	<u>32,205.00</u>	<u>0.00</u>	<u>100.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	21.01	( 21.01)	0.00



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 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	21.01 (	9.01)	175.08
219-4580 TRANSFERS IN	32,193.00	0.00	32,205.00 (	12.00)	100.04
TOTAL REVENUES	32,205.00	0.00	32,226.01 (	21.01)	100.07
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2023

219-USDA SOLAR LOAN  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	14,205.00	0.00	14,205.00	0.00	100.00
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	18,000.00	0.00	18,000.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	32,205.00	0.00	32,205.00	0.00	100.00
TOTAL EXPENDITURES	32,205.00	0.00	32,205.00	0.00	100.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	21.01 (	21.01)	0.00

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



**Hidden Valley Lake Community Services District**  
**Financial Activity, Cash and Investment Summary**  
**As of June 30, 2023**  
**(Rounded and Unaudited)**

	<b>Operating Checking</b>	<b>Money Market</b>	<b>LAIF</b>	<b>Bond Trustee</b>	<b>Total All Cash/Investment Accounts</b>
	<b>West America Bank 1010</b>	<b>West America Bank 1130</b>	<b>State Treasurer 1133</b>	<b>US Bank 1200</b>	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	\$ 553,374	\$ 2,788,067	\$ 640,007	\$ 148,273	\$ 4,129,722
<b>Cash Receipts</b>					
Utility Billing Deposits	\$ 524,349	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 113,714	\$ -	\$ 562	
<b>Total Cash Receipts</b>	<b>\$ 524,349</b>	<b>\$ 113,714</b>	<b>\$ -</b>	<b>\$ 148,836</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	\$ 350,996	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 38,675	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 68,126	\$ -	\$ -	\$ -	
Bank Fees	\$ 4,241	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
<b>Total Disbursements</b>	<b>462,038</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>					
Transfers In	\$ 2,290	\$ 152,192	\$ -	\$ -	
Transfers Out	\$ 152,192	\$ 2,290	\$ -	\$ -	
<b>Total Transfers Between Accounts</b>	<b>\$ 154,482</b>	<b>\$ 154,482</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 435,539</b>	<b>\$ 3,051,684</b>	<b>\$ 640,007</b>	<b>\$ 148,836</b>	<b>\$ 4,276,065</b>
<b>Financial Institution Ending Balances</b>	<b>\$ 504,877</b>	<b>\$ 3,051,684</b>	<b>\$ 640,007</b>	<b>\$ 148,836</b>	<b>\$ 4,345,404</b>

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

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	290,646	11,425	73,927	-	375,998
<b>130</b> Water Operating	144,893	62,139	110,172	-	317,204
<b>140</b> Flood Enterprise	-	-	-	-	-
<b>215</b> 2016 Sewer Refinancing Bond	-	390,672	97,183	148,836	636,691
<b>218</b> 2002 CIEDB Loan	-	77,598	15,614	-	93,212
<b>219</b> 2012 USDA Solar COP	-	8,380	900	-	9,281
<b>313</b> Wastewater Operating Reserve	-	154,369	60,220	-	214,589
<b>314</b> Wastewater CIP	-	485,373	97,370	-	582,742
<b>319</b> 2012 USDA Solar COP Reserve	-	31,373	-	-	31,373
<b>320</b> Water CIP	-	1,650,173	-	-	1,650,173
<b>325</b> Water Operating Reserve	-	180,181	-	-	180,181
<b>350</b> 2002 CIEDB Loan Reserve	-	-	184,621	-	184,621
<b>Total Ending Balances in General Ledger</b>	<b>435,539</b>	<b>3,051,684</b>	<b>640,007</b>	<b>148,836</b>	<b>4,276,065</b>

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

[2] See Reconciliation Detail Summary for details

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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 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	6/02/2023	BANK-DRAFT	000883	AFLAC	107.94CR	CLEARED	A	6/05/2023
1010	6/02/2023	BANK-DRAFT	000884	CALIFORNIA PUBLIC EMPLOYEES RE	6,338.84CR	CLEARED	A	6/05/2023
1010	6/02/2023	BANK-DRAFT	000885	NATIONWIDE RETIREMENT SOLUTION	1,400.00CR	CLEARED	A	6/02/2023
1010	6/02/2023	BANK-DRAFT	000886	STATE OF CALIFORNIA EDD	1,207.97CR	CLEARED	A	6/02/2023
1010	6/02/2023	BANK-DRAFT	000887	US DEPARTMENT OF THE TREASURY	3,247.58CR	CLEARED	A	6/02/2023
1010	6/16/2023	BANK-DRAFT	000888	AFLAC	85.80CR	OUTSTND	A	0/00/0000
1010	6/16/2023	BANK-DRAFT	000889	CALIFORNIA PUBLIC EMPLOYEES RE	6,412.50CR	CLEARED	A	6/20/2023
1010	6/16/2023	BANK-DRAFT	000890	NATIONWIDE RETIREMENT SOLUTION	1,400.00CR	CLEARED	A	6/16/2023
1010	6/16/2023	BANK-DRAFT	000891	STATE OF CALIFORNIA EDD	1,421.02CR	CLEARED	A	6/16/2023
1010	6/16/2023	BANK-DRAFT	000892	US DEPARTMENT OF THE TREASURY	3,718.37CR	CLEARED	A	6/16/2023
1010	6/30/2023	BANK-DRAFT	000893	AFLAC	85.80CR	OUTSTND	A	0/00/0000
1010	6/30/2023	BANK-DRAFT	000894	CALIFORNIA PUBLIC EMPLOYEES RE	6,369.31CR	CLEARED	A	6/27/2023
1010	6/30/2023	BANK-DRAFT	000895	NATIONWIDE RETIREMENT SOLUTION	1,400.00CR	CLEARED	A	6/30/2023
1010	6/30/2023	BANK-DRAFT	000896	STATE OF CALIFORNIA EDD	1,341.65CR	CLEARED	A	6/30/2023
1010	6/30/2023	BANK-DRAFT	000897	US DEPARTMENT OF THE TREASURY	3,687.48CR	CLEARED	A	6/30/2023

CHECK:								
ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
1010	6/02/2023	CHECK	001785	ALPHA ANALYTICAL LABORATORIES	906.25CR	CLEARED	A	6/07/2023
1010	6/02/2023	CHECK	001786	VOID CHECK	0.00	CLEARED	A	6/02/2023
1010	6/02/2023	CHECK	001787	AT&T MOBILITY	90.81CR	CLEARED	A	6/09/2023
1010	6/02/2023	CHECK	001788	CENTRAL VALLEY SALINITY COALIT	303.23CR	CLEARED	A	6/14/2023
1010	6/02/2023	CHECK	001789	JAMES DAY CONSTRUCTION, INC.	1,943.00CR	CLEARED	A	6/13/2023
1010	6/02/2023	CHECK	001790	MEDIACOM	497.19CR	CLEARED	A	6/09/2023
1010	6/02/2023	CHECK	001791	PACE SUPPLY CORP	2,373.90CR	CLEARED	A	6/07/2023
1010	6/02/2023	CHECK	001792	SMALLCOMB, LISA	32.75CR	CLEARED	A	6/02/2023
1010	6/02/2023	CHECK	001793	SPECIAL DISTRICT RISK MANAGEME	169.60CR	CLEARED	A	6/07/2023
1010	6/02/2023	CHECK	001794	TYLER TECHNOLOGY	41,151.19CR	CLEARED	A	6/05/2023
1010	6/02/2023	CHECK	001795	USA BLUE BOOK	958.38CR	CLEARED	A	6/20/2023
1010	6/02/2023	CHECK	001796	WESTGATE PETROLEUM CO., INC.	1,274.57CR	CLEARED	A	6/05/2023
1010	6/09/2023	CHECK	001797	ACTION SANITARY, INC.	406.10CR	CLEARED	A	6/20/2023
1010	6/09/2023	CHECK	001798	ACWA/JPIA	990.37CR	CLEARED	A	6/15/2023
1010	6/09/2023	CHECK	001799	ADVENTIST HEALTH ST HELENA - J	277.12CR	CLEARED	A	6/14/2023
1010	6/09/2023	CHECK	001800	ALPHA ANALYTICAL LABORATORIES	1,157.50CR	CLEARED	A	6/14/2023
1010	6/09/2023	CHECK	001801	APPLIED TECHNOLOGY SOLUTIONS	369.71CR	CLEARED	A	6/20/2023
1010	6/09/2023	CHECK	001802	CLEARLAKE PAPER SUPPLY	136.31CR	CLEARED	A	6/20/2023
1010	6/09/2023	CHECK	001803	COUNTY OF LAKE SOLID WASTE	10.00CR	CLEARED	A	6/15/2023
1010	6/09/2023	CHECK	001804	GHD	64,969.66CR	CLEARED	A	6/13/2023
1010	6/09/2023	CHECK	001805	HANNAH DAVIDSON	7.00CR	CLEARED	A	6/14/2023
1010	6/09/2023	CHECK	001806	HARDESTER'S MARKETS & HARDWARE	869.74CR	CLEARED	A	6/30/2023
1010	6/09/2023	CHECK	001807	GARDENS BY JILLIAN	200.00CR	CLEARED	A	6/16/2023
1010	6/09/2023	CHECK	001808	JARROD CUNNINGHAM	39.44CR	CLEARED	A	6/14/2023
1010	6/09/2023	CHECK	001809	MIDDLETOWN COPY & PRINT	91.25CR	CLEARED	A	6/26/2023
1010	6/09/2023	CHECK	001810	ODP BUSINESS SOLUTIONS, LLC	71.51CR	CLEARED	A	6/16/2023
1010	6/09/2023	CHECK	001811	SOUTH LAKE REFUSE & RECYCLING	558.92CR	CLEARED	A	6/13/2023

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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	6/09/2023	CHECK	001812	SPECIAL DISTRICT RISK MANAGEME	35,959.33CR	CLEARED	A	6/14/2023
1010	6/09/2023	CHECK	001813	STREAMLINE	200.00CR	CLEARED	A	6/14/2023
1010	6/09/2023	CHECK	001814	SWRCB - DWOCP	80.00CR	CLEARED	A	6/16/2023
1010	6/09/2023	CHECK	001815	SWRCB - DWOCP	80.00CR	CLEARED	A	6/20/2023
1010	6/09/2023	CHECK	001816	SWRCB - DWOCP	110.00CR	CLEARED	A	6/15/2023
1010	6/09/2023	CHECK	001817	THATCHER COMPANY, INC.	350.00CR	CLEARED	A	6/13/2023
1010	6/09/2023	CHECK	001818	USA BLUE BOOK	2,344.47CR	CLEARED	A	7/03/2023
1010	6/09/2023	CHECK	001819	WELLS FARGO FINANCIAL LEASING	367.91CR	CLEARED	A	6/20/2023
1010	6/09/2023	CHECK	001820	WEST YOST & ASSOCIATES, INC.	12,435.00CR	CLEARED	A	6/13/2023
1010	6/09/2023	CHECK	001821	WESTGATE PETROLEUM CO., INC.	849.59CR	CLEARED	A	6/13/2023
1010	6/09/2023	CHECK	001822	OBARR, STEPHEN & MEG	179.15CR	CLEARED	A	6/22/2023
1010	6/09/2023	CHECK	001823	VERDIN, FRED J	130.62CR	CLEARED	A	6/21/2023
1010	6/09/2023	CHECK	001824	KILPATRICK, LEE	13.81CR	OUTSTND	A	0/00/0000
1010	6/09/2023	CHECK	001825	SAUNDERS, JAMES & JE	25.43CR	CLEARED	A	6/28/2023
1010	6/16/2023	CHECK	001826	ALESHIRE & WYNDER, LLP	2,932.50CR	CLEARED	A	6/29/2023
1010	6/16/2023	CHECK	001827	ALPHA ANALYTICAL LABORATORIES	994.00CR	CLEARED	A	6/22/2023
1010	6/16/2023	CHECK	001828	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	6/23/2023
1010	6/16/2023	CHECK	001829	AT&T	1,318.97CR	CLEARED	A	6/23/2023
1010	6/16/2023	CHECK	001830	BARTKIEWICZ, KRONICK & SHANAHA	825.00CR	CLEARED	A	6/23/2023
1010	6/16/2023	CHECK	001831	BENNETT ENGINEERING SERVICES	63,633.19CR	CLEARED	A	6/21/2023
1010	6/16/2023	CHECK	001832	CRESO EQUIPMENT RENTALS	1,646.30CR	CLEARED	A	6/22/2023
1010	6/16/2023	CHECK	001833	DATAPROSE, LLC	1,809.39CR	CLEARED	A	6/22/2023
1010	6/16/2023	CHECK	001834	DNA RIDGE ROCK	32.44CR	CLEARED	A	6/26/2023
1010	6/16/2023	CHECK	001835	GHD	2,551.85CR	CLEARED	A	6/23/2023
1010	6/16/2023	CHECK	001836	LAKE COUNTY RECORD BEE	711.69CR	CLEARED	A	6/26/2023
1010	6/16/2023	CHECK	001837	LAYNE PAVING & TRUCKING, INC.	195.75CR	CLEARED	A	6/27/2023
1010	6/16/2023	CHECK	001838	NAPA AUTO PARTS	46.88CR	CLEARED	A	6/23/2023
1010	6/16/2023	CHECK	001839	ODP BUSINESS SOLUTIONS, LLC	171.59CR	CLEARED	A	6/26/2023
1010	6/16/2023	CHECK	001840	PACE SUPPLY CORP	2,821.65CR	CLEARED	A	6/21/2023
1010	6/16/2023	CHECK	001841	SERVICO BUILDING MAINTENANCE C	1,600.00CR	CLEARED	A	6/20/2023
1010	6/16/2023	CHECK	001842	SMALLCOMB, LISA	32.75CR	CLEARED	A	6/23/2023
1010	6/16/2023	CHECK	001843	USA BLUE BOOK	1,071.56CR	OUTSTND	A	0/00/0000
1010	6/16/2023	CHECK	001844	VERIZON WIRELESS	938.58CR	CLEARED	A	6/22/2023
1010	6/16/2023	CHECK	001845	VERDIN, FRED J	133.62CR	OUTSTND	A	0/00/0000
1010	6/23/2023	CHECK	001846	ADTS, INC	209.00CR	CLEARED	A	6/28/2023
1010	6/23/2023	CHECK	001847	ALPHA ANALYTICAL LABORATORIES	1,683.75CR	CLEARED	A	6/28/2023
1010	6/23/2023	CHECK	001848	CARDMEMBER SERVICE	7,908.26CR	CLEARED	A	6/30/2023
1010	6/23/2023	CHECK	001849	CITRIX SYSTEMS INC. VOIDED	1,455.30CR	VOIDED	A	6/23/2023
1010	6/23/2023	CHECK	001850	COASTLAND CIVIL ENGINEERING, I	9,471.54CR	CLEARED	A	6/28/2023
1010	6/23/2023	CHECK	001851	DEMARCO DESIGN	195.00CR	OUTSTND	A	0/00/0000
1010	6/23/2023	CHECK	001852	HANNAH DAVIDSON	157.76CR	CLEARED	A	6/23/2023
1010	6/23/2023	CHECK	001853	MARY RINCON	50.00CR	OUTSTND	A	0/00/0000
1010	6/23/2023	CHECK	001854	MILLERICK PLUMBING	454.00CR	CLEARED	A	6/28/2023
1010	6/23/2023	CHECK	001855	ODP BUSINESS SOLUTIONS, LLC	825.66CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	6/23/2023	CHECK	001856	R&S TRUCKING	1,080.00CR	CLEARED	A	6/28/2023
1010	6/23/2023	CHECK	001857	THATCHER COMPANY, INC.	2,620.10CR	CLEARED	A	6/28/2023
1010	6/23/2023	CHECK	001858	UBEO WEST, LLC	178.62CR	CLEARED	A	6/28/2023
1010	6/23/2023	CHECK	001859	VERIZON WIRELESS	255.64CR	OUTSTND	A	0/00/0000
1010	6/23/2023	CHECK	001860	WAGNER & BONSIGNORE CCE	536.25CR	CLEARED	A	6/30/2023
1010	6/23/2023	CHECK	001861	WESTGATE PETROLEUM CO., INC.	1,540.20CR	CLEARED	A	6/27/2023
1010	6/23/2023	CHECK	001862	LUIS, JOSE	180.60CR	CLEARED	A	7/03/2023
1010	6/30/2023	CHECK	001863	ALPHA ANALYTICAL LABORATORIES	1,950.00CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001864	AT&T MOBILITY	90.81CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001865	VOID CHECK	0.00	CLEARED	A	6/30/2023
1010	6/30/2023	CHECK	001866	VOID CHECK	0.00	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001867	B & G TIRES OF MIDDLETOWN	911.50CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001868	BODEAN COMPANY	521.56CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001869	CIVICWELL	11,000.00CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001870	CRESCO EQUIPMENT RENTALS	7,635.00CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001871	DATAPROSE, LLC	442.17CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001872	DONNA MAHONEY	98.25CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001873	HANNAH DAVIDSON	106.72CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001874	PACE SUPPLY CORP	4,438.75CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001875	PACIFIC GAS & ELECTRIC COMPANY	20,714.63CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001876	RAINBOW AGRICULTURAL SERVICES	693.10CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001877	SERVICO BUILDING MAINTENANCE C	1,600.00CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001878	SMALLCOMB, LISA	19.65CR	CLEARED	A	7/03/2023
1010	6/30/2023	CHECK	001879	TELSTAR INSTRUMENTS	4,961.95CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001880	USA BLUE BOOK	878.34CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001881	WEST YOST & ASSOCIATES, INC.	8,501.00CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001882	WESTGATE PETROLEUM CO., INC.	780.96CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001883	MACINNES, DUNCAN & Z	165.49CR	OUTSTND	A	0/00/0000
1010	6/30/2023	CHECK	001884	SPITZKA, ROBERT & PE	30.60CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	6/01/2023	DEPOSIT		CREDIT CARD 6/01/2023	1,895.45	CLEARED	C	6/02/2023
1010	6/01/2023	DEPOSIT	000001	REGULAR DAILY POST 6/01/2023	62.95	CLEARED	C	6/02/2023
1010	6/01/2023	DEPOSIT	000002	CREDIT CARD 6/01/2023	8,264.05	CLEARED	C	6/05/2023
1010	6/01/2023	DEPOSIT	000003	REGULAR DAILY POST 6/01/2023	510.70	CLEARED	C	6/05/2023
1010	6/01/2023	DEPOSIT	000004	CREDIT CARD 6/01/2023	442.71	CLEARED	C	6/02/2023
1010	6/01/2023	DEPOSIT	000005	CREDIT CARD 6/01/2023	433.34	CLEARED	C	6/02/2023
1010	6/01/2023	DEPOSIT	000006	CREDIT CARD 6/01/2023	612.28	CLEARED	C	6/06/2023
1010	6/01/2023	DEPOSIT	000007	REGULAR DAILY POST 6/01/2023	365.00	CLEARED	C	6/02/2023
1010	6/02/2023	DEPOSIT		CREDIT CARD 6/02/2023	5,203.42	CLEARED	C	6/05/2023
1010	6/02/2023	DEPOSIT	000001	REGULAR DAILY POST 6/02/2023	375.98	CLEARED	C	6/05/2023
1010	6/02/2023	DEPOSIT	000002	CREDIT CARD 6/02/2023	2,770.02	CLEARED	C	6/06/2023
1010	6/02/2023	DEPOSIT	000003	REGULAR DAILY POST 6/02/2023	145.41	CLEARED	C	6/06/2023
1010	6/02/2023	DEPOSIT	000004	CREDIT CARD 6/02/2023	447.51	CLEARED	C	6/05/2023

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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 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	6/02/2023	DEPOSIT	000005	CREDIT CARD 6/02/2023	5,841.89	CLEARED	C	6/05/2023
1010	6/02/2023	DEPOSIT	000006	CREDIT CARD 6/02/2023	754.88	CLEARED	C	6/06/2023
1010	6/02/2023	DEPOSIT	000007	CREDIT CARD 6/02/2023	452.40	CLEARED	C	6/07/2023
1010	6/02/2023	DEPOSIT	000008	REGULAR DAILY POST 6/02/2023	825.17	CLEARED	C	6/05/2023
1010	6/03/2023	DEPOSIT		DAILY PAYMENT POSTING - ADJ	756.95CR	CLEARED	U	6/14/2023
1010	6/05/2023	DEPOSIT		CREDIT CARD 6/05/2023	1,212.23	CLEARED	C	6/06/2023
1010	6/05/2023	DEPOSIT	000001	REGULAR DAILY POST 6/05/2023	447.98	CLEARED	C	6/06/2023
1010	6/05/2023	DEPOSIT	000002	CREDIT CARD 6/05/2023	100.00	CLEARED	C	6/06/2023
1010	6/05/2023	DEPOSIT	000003	CREDIT CARD 6/05/2023	3,023.27	CLEARED	C	6/07/2023
1010	6/05/2023	DEPOSIT	000004	REGULAR DAILY POST 6/05/2023	559.93	CLEARED	C	6/07/2023
1010	6/05/2023	DEPOSIT	000005	CREDIT CARD 6/05/2023	2,136.81	CLEARED	C	6/07/2023
1010	6/05/2023	DEPOSIT	000006	CREDIT CARD 6/05/2023	2,746.48	CLEARED	C	6/06/2023
1010	6/05/2023	DEPOSIT	000007	CREDIT CARD 6/05/2023	613.42	CLEARED	C	6/07/2023
1010	6/05/2023	DEPOSIT	000008	CREDIT CARD 6/05/2023	132.79	CLEARED	C	6/06/2023
1010	6/05/2023	DEPOSIT	000009	CREDIT CARD 6/05/2023	510.42	CLEARED	C	6/07/2023
1010	6/05/2023	DEPOSIT	000010	CREDIT CARD 6/05/2023	61.89	CLEARED	C	6/07/2023
1010	6/05/2023	DEPOSIT	000011	DAILY PAYMENT POSTING - ADJ	542.30CR	CLEARED	U	6/05/2023
1010	6/05/2023	DEPOSIT	000012	Payment on Account	542.30	CLEARED	R	6/05/2023
1010	6/05/2023	DEPOSIT	000013	CREDIT CARD 6/05/2023	1,065.76	CLEARED	C	6/09/2023
1010	6/05/2023	DEPOSIT	000014	REGULAR DAILY POST 6/05/2023	1,907.66	CLEARED	C	6/06/2023
1010	6/06/2023	DEPOSIT		CREDIT CARD 6/06/2023	5,386.87	CLEARED	C	6/07/2023
1010	6/06/2023	DEPOSIT	000001	REGULAR DAILY POST 6/06/2023	564.83	CLEARED	C	6/07/2023
1010	6/06/2023	DEPOSIT	000002	CREDIT CARD 6/06/2023	200.00	CLEARED	C	6/07/2023
1010	6/06/2023	DEPOSIT	000003	CREDIT CARD 6/06/2023	1,606.53	CLEARED	C	6/07/2023
1010	6/06/2023	DEPOSIT	000004	CREDIT CARD 6/06/2023	1,075.39	CLEARED	C	6/09/2023
1010	6/06/2023	DEPOSIT	000005	REGULAR DAILY POST 6/06/2023	6,900.15	CLEARED	C	6/07/2023
1010	6/06/2023	DEPOSIT	000006	DAILY PAYMENT POSTING - ADJ	168.77CR	CLEARED	U	6/07/2023
1010	6/07/2023	DEPOSIT		CREDIT CARD 6/07/2023	3,604.75	CLEARED	C	6/09/2023
1010	6/07/2023	DEPOSIT	000001	REGULAR DAILY POST 6/07/2023	1,205.69	CLEARED	C	6/09/2023
1010	6/07/2023	DEPOSIT	000002	CREDIT CARD 6/07/2023	2,128.36	CLEARED	C	6/09/2023
1010	6/07/2023	DEPOSIT	000003	CREDIT CARD 6/07/2023	180.02	CLEARED	C	6/07/2023
1010	6/07/2023	DEPOSIT	000004	CREDIT CARD 6/07/2023	504.41	CLEARED	C	6/09/2023
1010	6/07/2023	DEPOSIT	000005	CREDIT CARD 6/07/2023	1,836.68	CLEARED	C	6/12/2023
1010	6/07/2023	DEPOSIT	000006	REGULAR DAILY POST 6/07/2023	4,323.02	CLEARED	C	6/09/2023
1010	6/08/2023	DEPOSIT		CREDIT CARD 6/08/2023	3,312.37	CLEARED	C	6/09/2023
1010	6/08/2023	DEPOSIT	000001	REGULAR DAILY POST 6/08/2023	344.44	CLEARED	C	6/09/2023
1010	6/08/2023	DEPOSIT	000002	CREDIT CARD 6/08/2023	979.97	CLEARED	C	6/09/2023
1010	6/08/2023	DEPOSIT	000003	CREDIT CARD 6/08/2023	564.43	CLEARED	C	6/09/2023
1010	6/08/2023	DEPOSIT	000004	CREDIT CARD 6/08/2023	808.16	CLEARED	C	6/13/2023
1010	6/08/2023	DEPOSIT	000005	REGULAR DAILY POST 6/08/2023	27,332.96	CLEARED	C	6/09/2023
1010	6/09/2023	DEPOSIT		CREDIT CARD 6/09/2023	3,306.15	CLEARED	C	6/12/2023
1010	6/09/2023	DEPOSIT	000001	REGULAR DAILY POST 6/09/2023	158.56	CLEARED	C	6/12/2023
1010	6/09/2023	DEPOSIT	000002	CREDIT CARD 6/09/2023	2,599.77	CLEARED	C	6/12/2023
1010	6/09/2023	DEPOSIT	000003	CREDIT CARD 6/09/2023	1,119.69	CLEARED	C	6/12/2023

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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 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	6/09/2023	DEPOSIT	000004	CREDIT CARD 6/09/2023	1,467.72	CLEARED	C	6/14/2023
1010	6/09/2023	DEPOSIT	000005	REGULAR DAILY POST 6/09/2023	9,462.56	CLEARED	C	6/12/2023
1010	6/12/2023	DEPOSIT		CREDIT CARD 6/12/2023	2,178.67	CLEARED	C	6/13/2023
1010	6/12/2023	DEPOSIT	000001	REGULAR DAILY POST 6/12/2023	80.00	CLEARED	C	6/13/2023
1010	6/12/2023	DEPOSIT	000002	CREDIT CARD 6/12/2023	6,768.58	CLEARED	C	6/14/2023
1010	6/12/2023	DEPOSIT	000003	REGULAR DAILY POST 6/12/2023	3,603.65	CLEARED	C	6/14/2023
1010	6/12/2023	DEPOSIT	000004	CREDIT CARD 6/12/2023	1,977.62	CLEARED	C	6/14/2023
1010	6/12/2023	DEPOSIT	000005	CREDIT CARD 6/12/2023	787.30	CLEARED	C	6/13/2023
1010	6/12/2023	DEPOSIT	000006	CREDIT CARD 6/12/2023	698.52	CLEARED	C	6/14/2023
1010	6/12/2023	DEPOSIT	000007	CREDIT CARD 6/12/2023	748.63	CLEARED	C	6/14/2023
1010	6/12/2023	DEPOSIT	000008	CREDIT CARD 6/12/2023	623.89	CLEARED	C	6/13/2023
1010	6/12/2023	DEPOSIT	000009	CREDIT CARD 6/12/2023	348.66	CLEARED	C	6/14/2023
1010	6/12/2023	DEPOSIT	000010	CREDIT CARD 6/12/2023	1,476.62	CLEARED	C	6/15/2023
1010	6/12/2023	DEPOSIT	000011	REGULAR DAILY POST 6/12/2023	13,892.16	CLEARED	C	6/13/2023
1010	6/13/2023	DEPOSIT		CREDIT CARD 6/13/2023	3,030.18	CLEARED	C	6/14/2023
1010	6/13/2023	DEPOSIT	000001	REGULAR DAILY POST 6/13/2023	231.62	CLEARED	C	6/14/2023
1010	6/13/2023	DEPOSIT	000002	CREDIT CARD 6/13/2023	1,898.17	CLEARED	C	6/14/2023
1010	6/13/2023	DEPOSIT	000003	CREDIT CARD 6/13/2023	337.99	CLEARED	C	6/14/2023
1010	6/13/2023	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	7,396.26CR	CLEARED	U	6/14/2023
1010	6/13/2023	DEPOSIT	000005	DAILY PAYMENT POSTING	7,396.26	CLEARED	U	6/13/2023
1010	6/13/2023	DEPOSIT	000006	CREDIT CARD 6/13/2023	921.01	CLEARED	C	6/16/2023
1010	6/13/2023	DEPOSIT	000007	REGULAR DAILY POST 6/13/2023	59,289.99	CLEARED	C	6/14/2023
1010	6/14/2023	DEPOSIT		CREDIT CARD 6/14/2023	3,057.39	CLEARED	C	6/15/2023
1010	6/14/2023	DEPOSIT	000001	REGULAR DAILY POST 6/14/2023	344.55	CLEARED	C	6/15/2023
1010	6/14/2023	DEPOSIT	000002	CREDIT CARD 6/14/2023	1,278.98	CLEARED	C	6/15/2023
1010	6/14/2023	DEPOSIT	000003	CREDIT CARD 6/14/2023	168.83	CLEARED	C	6/15/2023
1010	6/14/2023	DEPOSIT	000004	CREDIT CARD 6/14/2023	1,119.76	CLEARED	C	6/20/2023
1010	6/14/2023	DEPOSIT	000005	REGULAR DAILY POST 6/14/2023	11,176.00	CLEARED	C	6/15/2023
1010	6/14/2023	DEPOSIT	000006	CREDIT CARD 6/14/2023	4,730.72	CLEARED	C	6/16/2023
1010	6/14/2023	DEPOSIT	000007	REGULAR DAILY POST 6/14/2023	443.43	CLEARED	C	6/16/2023
1010	6/14/2023	DEPOSIT	000008	CREDIT CARD 6/14/2023	1,085.91	CLEARED	C	6/16/2023
1010	6/14/2023	DEPOSIT	000009	CREDIT CARD 6/14/2023	327.87	CLEARED	C	6/16/2023
1010	6/14/2023	DEPOSIT	061420	CHARGEBACK/E-CHECK	6,828.80CR	CLEARED	G	6/14/2023
1010	6/14/2023	DEPOSIT	061423	REV CHARGEBACK/E-CHECK	6,828.80	CLEARED	G	6/14/2023
1010	6/14/2023	DEPOSIT	061424	CORR CHARGEBACK/ECHK	6,828.80	CLEARED	G	6/14/2023
1010	6/15/2023	DEPOSIT		CREDIT CARD 6/15/2023	2,828.76	CLEARED	C	6/20/2023
1010	6/15/2023	DEPOSIT	000001	CREDIT CARD 6/15/2023	101.85	CLEARED	C	6/20/2023
1010	6/15/2023	DEPOSIT	000002	CREDIT CARD 6/15/2023	617.28	CLEARED	C	6/21/2023
1010	6/15/2023	DEPOSIT	000003	REGULAR DAILY POST 6/15/2023	6,911.18	CLEARED	C	6/16/2023
1010	6/15/2023	DEPOSIT	000004	DRAFT POSTING	20,972.45	CLEARED	U	6/20/2023
1010	6/16/2023	DEPOSIT		CREDIT CARD 6/16/2023	31,689.00	CLEARED	C	6/20/2023
1010	6/16/2023	DEPOSIT	000001	REGULAR DAILY POST 6/16/2023	2,769.34	CLEARED	C	6/20/2023
1010	6/16/2023	DEPOSIT	000002	CREDIT CARD 6/16/2023	3,222.60	CLEARED	C	6/20/2023
1010	6/16/2023	DEPOSIT	000003	CREDIT CARD 6/16/2023	1,745.37	CLEARED	C	6/20/2023



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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 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	6/16/2023	DEPOSIT	000004	DAILY PAYMENT POSTING	226.48	CLEARED	U	6/20/2023
1010	6/16/2023	DEPOSIT	000005	CREDIT CARD 6/16/2023	1,788.20	CLEARED	C	6/22/2023
1010	6/16/2023	DEPOSIT	000006	REGULAR DAILY POST 6/16/2023	10,164.05	CLEARED	C	6/20/2023
1010	6/19/2023	DEPOSIT		CREDIT CARD 6/19/2023	9,247.38	CLEARED	C	6/21/2023
1010	6/19/2023	DEPOSIT	000001	REGULAR DAILY POST 6/19/2023	580.41	CLEARED	C	6/21/2023
1010	6/19/2023	DEPOSIT	000002	CREDIT CARD 6/19/2023	5,262.92	CLEARED	C	6/22/2023
1010	6/19/2023	DEPOSIT	000003	REGULAR DAILY POST 6/19/2023	60.07	CLEARED	C	6/22/2023
1010	6/19/2023	DEPOSIT	000004	CREDIT CARD 6/19/2023	4,655.49	CLEARED	C	6/22/2023
1010	6/19/2023	DEPOSIT	000005	REGULAR DAILY POST 6/19/2023	697.11	CLEARED	C	6/22/2023
1010	6/19/2023	DEPOSIT	000006	CREDIT CARD 6/19/2023	2,262.44	CLEARED	C	6/21/2023
1010	6/19/2023	DEPOSIT	000007	CREDIT CARD 6/19/2023	709.52	CLEARED	C	6/22/2023
1010	6/19/2023	DEPOSIT	000008	CREDIT CARD 6/19/2023	1,359.03	CLEARED	C	6/21/2023
1010	6/19/2023	DEPOSIT	000009	CREDIT CARD 6/19/2023	349.64	CLEARED	C	6/22/2023
1010	6/19/2023	DEPOSIT	000010	CREDIT CARD 6/19/2023	419.60	CLEARED	C	6/22/2023
1010	6/20/2023	DEPOSIT		CREDIT CARD 6/20/2023	2,690.92	CLEARED	C	6/22/2023
1010	6/20/2023	DEPOSIT	000001	REGULAR DAILY POST 6/20/2023	7,856.69	CLEARED	C	6/20/2023
1010	6/20/2023	DEPOSIT	000002	CREDIT CARD 6/20/2023	9,234.25	CLEARED	C	6/22/2023
1010	6/20/2023	DEPOSIT	000003	REGULAR DAILY POST 6/20/2023	855.68	CLEARED	C	6/22/2023
1010	6/20/2023	DEPOSIT	000004	CREDIT CARD 6/20/2023	3,276.15	CLEARED	C	6/22/2023
1010	6/20/2023	DEPOSIT	000005	CREDIT CARD 6/20/2023	504.79	CLEARED	C	6/22/2023
1010	6/20/2023	DEPOSIT	000006	DAILY PAYMENT POSTING	0.02	CLEARED	U	6/22/2023
1010	6/20/2023	DEPOSIT	000007	CREDIT CARD 6/20/2023	5,795.54	CLEARED	C	6/23/2023
1010	6/20/2023	DEPOSIT	000008	REGULAR DAILY POST 6/20/2023	14,808.92	CLEARED	C	6/21/2023
1010	6/21/2023	DEPOSIT		CREDIT CARD 6/21/2023	17,288.16	CLEARED	C	6/22/2023
1010	6/21/2023	DEPOSIT	000001	REGULAR DAILY POST 6/21/2023	3,006.71	CLEARED	C	6/22/2023
1010	6/21/2023	DEPOSIT	000002	CREDIT CARD 6/21/2023	4,750.82	CLEARED	C	6/22/2023
1010	6/21/2023	DEPOSIT	000003	CREDIT CARD 6/21/2023	1,592.11	CLEARED	C	6/22/2023
1010	6/21/2023	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	209.48CR	CLEARED	U	6/20/2023
1010	6/21/2023	DEPOSIT	000005	DAILY PAYMENT POSTING	209.48	CLEARED	U	6/20/2023
1010	6/21/2023	DEPOSIT	000006	CREDIT CARD 6/21/2023	1,122.72	CLEARED	C	6/26/2023
1010	6/21/2023	DEPOSIT	000007	REGULAR DAILY POST 6/21/2023	1,216.85	CLEARED	C	6/22/2023
1010	6/21/2023	DEPOSIT	000008	DAILY PAYMENT POSTING - ADJ	145.94CR	CLEARED	U	6/21/2023
1010	6/21/2023	DEPOSIT	000009	DAILY PAYMENT POSTING - ADJ	200.14CR	CLEARED	U	6/23/2023
1010	6/21/2023	DEPOSIT	000010	DAILY PAYMENT POSTING - ADJ	191.21CR	CLEARED	U	6/23/2023
1010	6/21/2023	DEPOSIT	000011	DAILY PAYMENT POSTING	101.21	CLEARED	U	6/23/2023
1010	6/22/2023	DEPOSIT		CREDIT CARD 6/22/2023	3,208.16	CLEARED	C	6/23/2023
1010	6/22/2023	DEPOSIT	000001	REGULAR DAILY POST 6/22/2023	426.69	CLEARED	C	6/23/2023
1010	6/22/2023	DEPOSIT	000002	CREDIT CARD 6/22/2023	341.19	CLEARED	C	6/23/2023
1010	6/22/2023	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	141.17CR	CLEARED	U	6/22/2023
1010	6/22/2023	DEPOSIT	000004	CREDIT CARD 6/22/2023	972.00	CLEARED	C	6/27/2023
1010	6/22/2023	DEPOSIT	000005	REGULAR DAILY POST 6/22/2023	2,380.33	CLEARED	C	6/23/2023
1010	6/22/2023	DEPOSIT	000006	CREDIT CARD 6/22/2023	1,189.58	CLEARED	C	6/23/2023
1010	6/23/2023	DEPOSIT		CREDIT CARD 6/23/2023	1,401.44	CLEARED	C	6/26/2023
1010	6/23/2023	DEPOSIT	000001	REGULAR DAILY POST 6/23/2023	537.82	CLEARED	C	6/26/2023

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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 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	6/23/2023	DEPOSIT	000002	CREDIT CARD 6/23/2023	483.90	CLEARED	C	6/26/2023
1010	6/23/2023	DEPOSIT	000003	CREDIT CARD 6/23/2023	899.20	CLEARED	C	6/26/2023
1010	6/23/2023	DEPOSIT	000004	CREDIT CARD 6/23/2023	413.66	CLEARED	C	6/28/2023
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1010	6/26/2023	DEPOSIT	000009	CREDIT CARD 6/26/2023	227.78	CLEARED	C	6/27/2023
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1010	6/30/2023	DEPOSIT	063023	RECONCILE CC DEPOSIT	200.54CR	CLEARED	G	6/30/2023

EFT:								
1010	6/30/2023	EFT	006302	CalPERS 1959 SURVIVOR 1739	115.20CR	CLEARED	G	7/03/2023
1010	6/30/2023	EFT	063023	CalPERS 1959 SURVIVOR 26384	336.00CR	CLEARED	G	7/03/2023

MISCELLANEOUS:								
1010	6/02/2023	MISC.		PAYROLL DIRECT DEPOSIT	31,699.30CR	CLEARED	P	6/02/2023

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

CHECK DATE: 6/01/2023 THRU 6/30/2023  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
1010	6/16/2023	MISC.		PAYROLL DIRECT DEPOSIT	32,087.04CR	CLEARED	P	6/16/2023
1010	6/22/2023	MISC.	062223	NBS ADMIN FEES	2,289.80	CLEARED	G	6/22/2023
1010	6/22/2023	MISC.	062224	FUND 218 CKG TO MM	9,137.00CR	CLEARED	G	6/22/2023
1010	6/22/2023	MISC.	062225	FUND 313 CKG TO MM	143,055.00CR	CLEARED	G	6/22/2023
1010	6/23/2023	MISC.	001849	CITRIX SYSTEMS INC. VOIDED	1,455.30	VOIDED	A	6/23/2023
1010	6/30/2023	MISC.		PAYROLL DIRECT DEPOSIT	36,038.93CR	CLEARED	P	6/30/2023
SERVICE CHARGE:								
1010	6/02/2023	SERV-CHG	060523	CHASE FEES MAY	3,313.31CR	CLEARED	G	6/05/2023
1010	6/02/2023	SERV-CHG	060524	CHASE FEES POS MAY	495.38CR	CLEARED	G	6/05/2023
1010	6/05/2023	SERV-CHG	060623	AMX FEES MAY	61.63CR	CLEARED	G	6/05/2023
1010	6/06/2023	SERV-CHG	060623	DEPOSIT SLIPS	77.35CR	CLEARED	G	6/06/2023
1010	6/16/2023	SERV-CHG	061623	ANALYSIS FEE MAY 2023	293.38CR	CLEARED	G	6/16/2023
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	350,995.68CR		
				DEPOSIT	TOTAL:	524,348.99		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	248,272.17CR		
				SERVICE CHARGE	TOTAL:	4,241.05CR		
				EFT	TOTAL:	451.20CR		
				BANK-DRAFT	TOTAL:	38,224.26CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	350,995.68CR		
				DEPOSIT	TOTAL:	524,348.99		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	248,272.17CR		
				SERVICE CHARGE	TOTAL:	4,241.05CR		
				EFT	TOTAL:	451.20CR		
				BANK-DRAFT	TOTAL:	38,224.26CR		





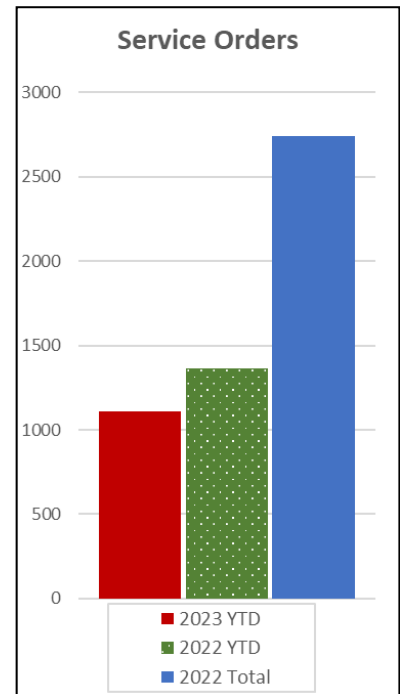
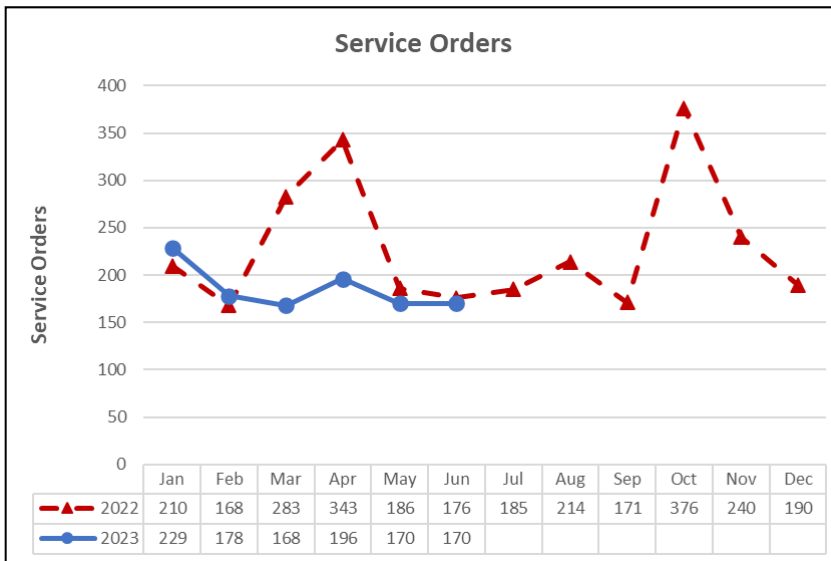
# Hidden Valley Lake Community Services District

## Field Operations Report

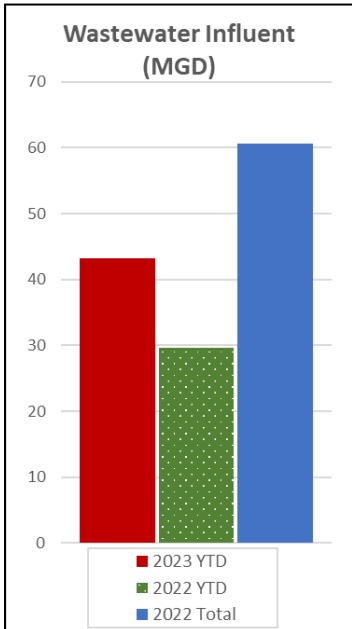
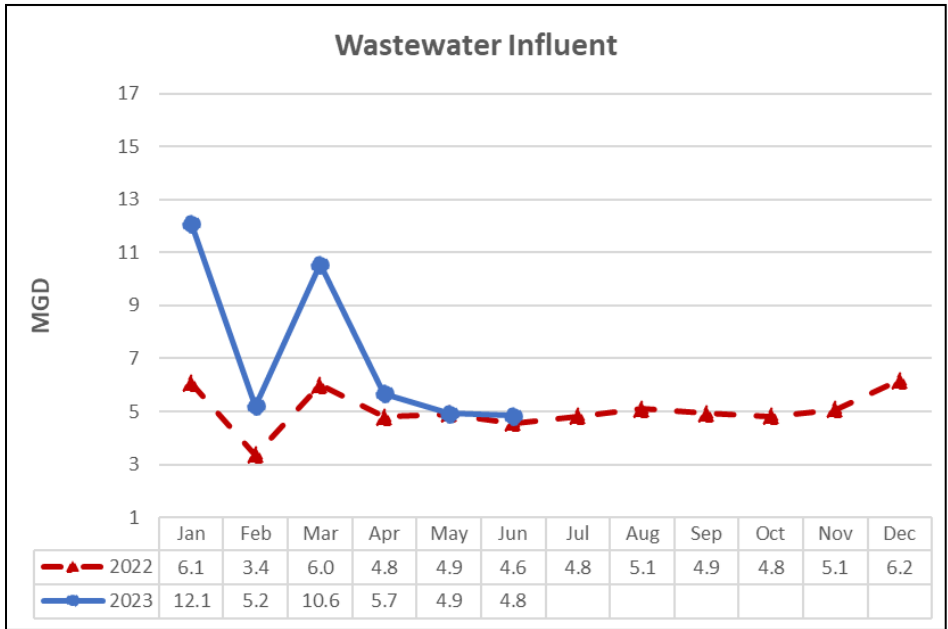
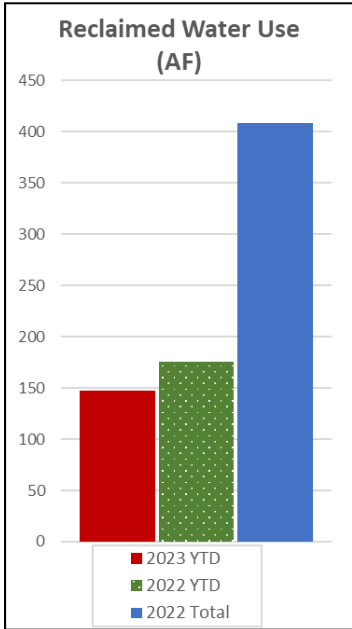
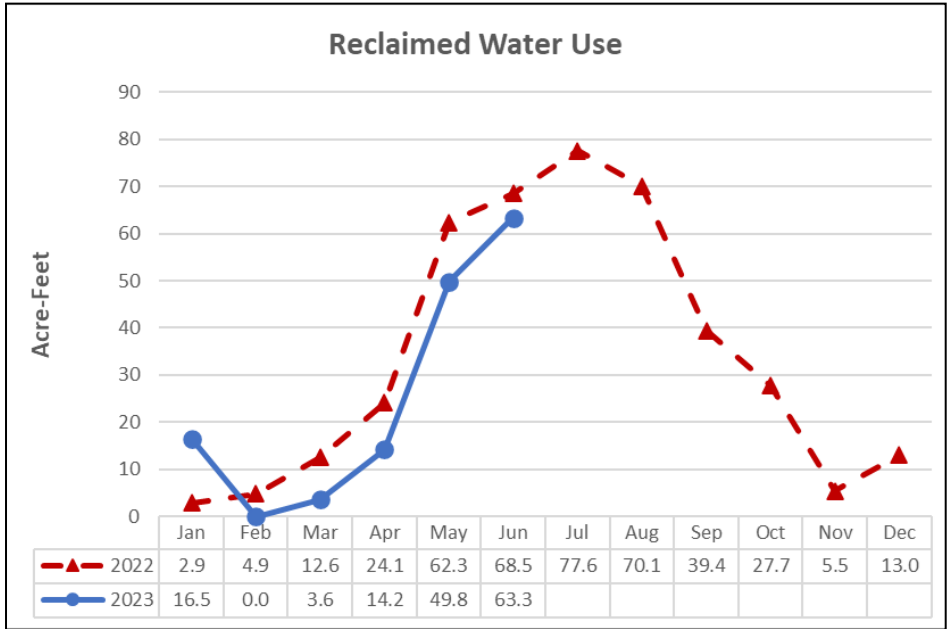
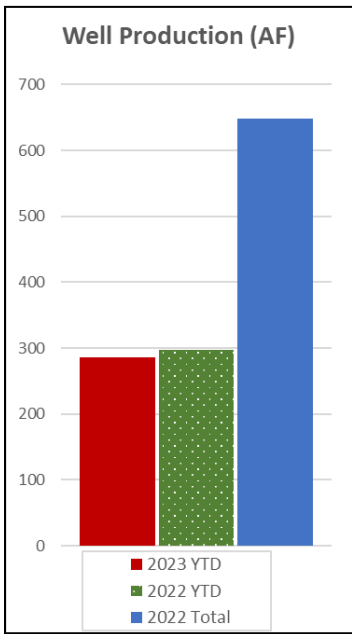
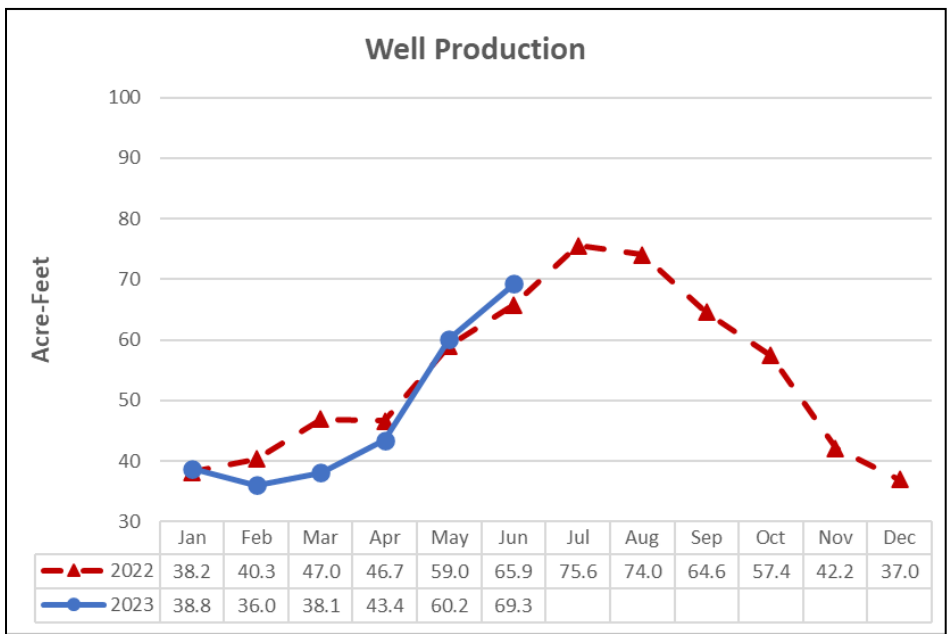
June 2023

Water Connections		Wastewater Connections	
New (current month)	1	New (current month)	4
Residential (previous month)	2474	Residential (previous month)	1482
Commercial & Govt (previous month)	37	Commercial & Govt (previous month)	15
<b>Total Water Connections:</b>	<b>2512</b>	<b>Total Wastewater Connections:</b>	<b>1501</b>

Precipitation		
June	Previous Year June	Historical
0.00 in	0.01 in	0.22 in

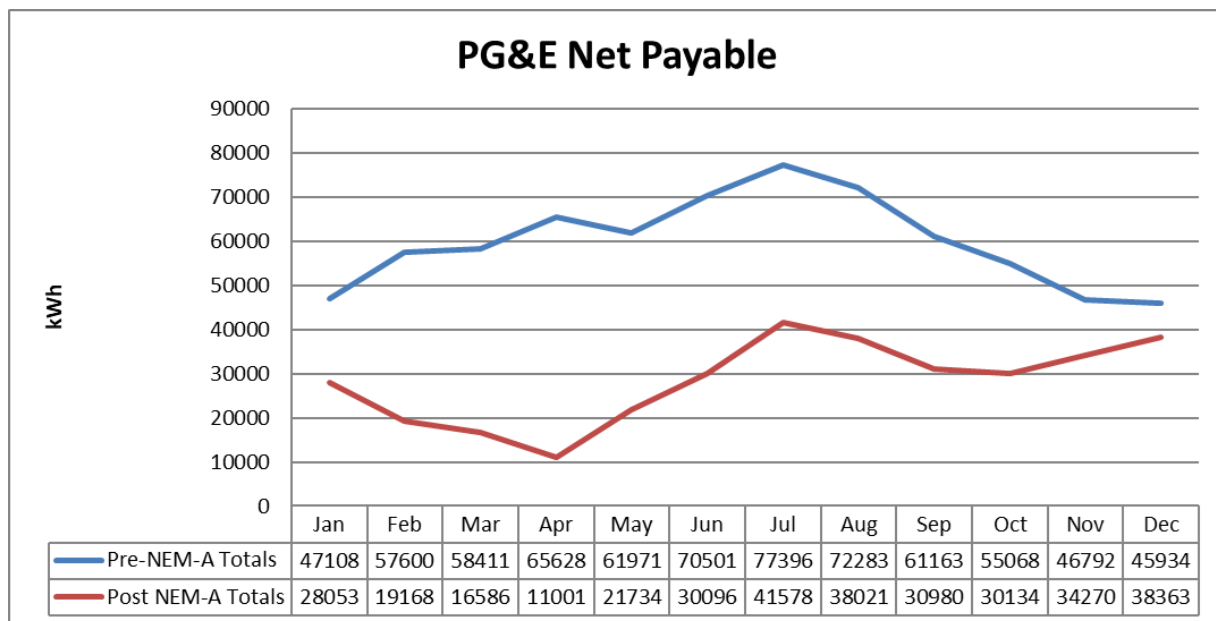


Hours		
<b>Overtime Hours:</b>	136.75	\$6,427.41

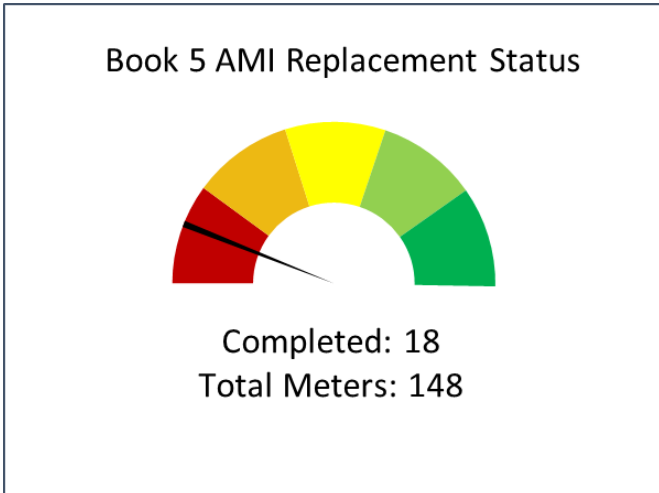
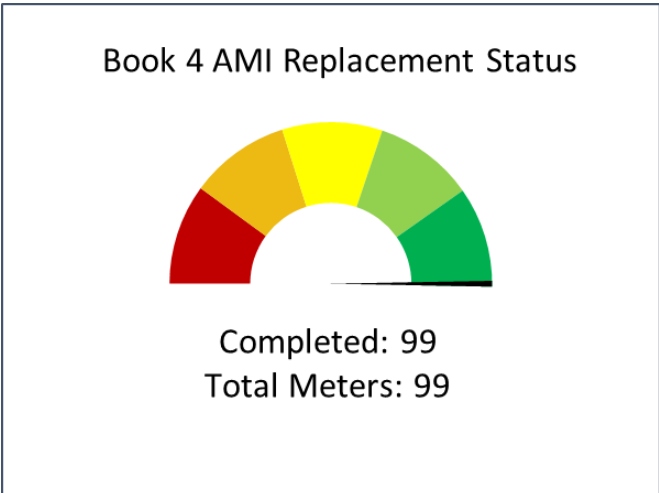
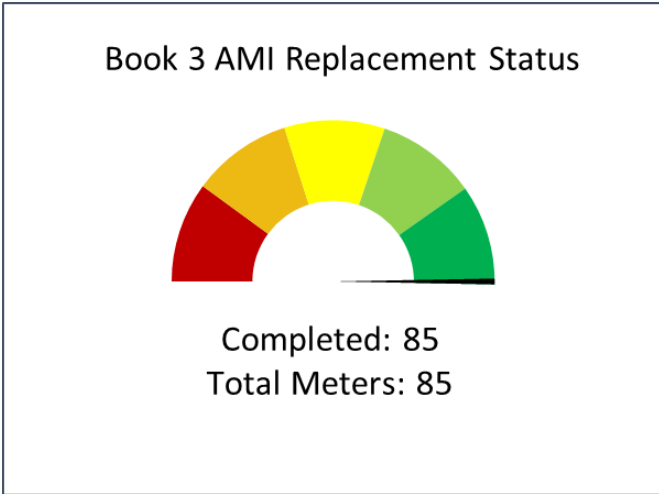
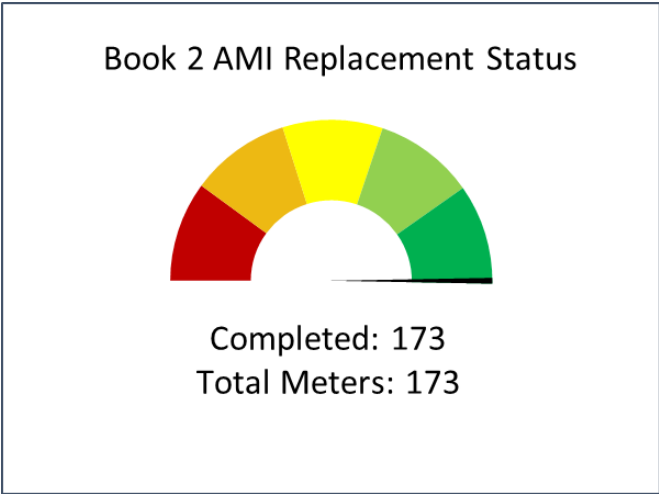
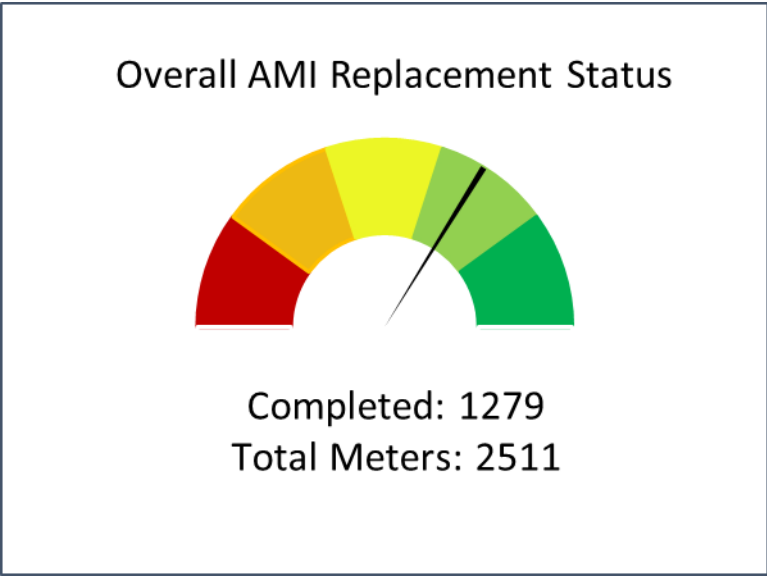


Vehicle Mileage	
Vehicle	Mileage
Truck 2	1,266
Truck 3	929
Truck 4	2,251
New Truck 6	902
Truck 7	2,398
Truck 8	-
Truck 9	256
Tractor	12.00 hours
Vac Truck	86.00
Excavator	24.10 hours
Skid Steer	8.60 hours

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	386.00	292.30
Fuel Log	377.60	292.20



# AMI Project Status



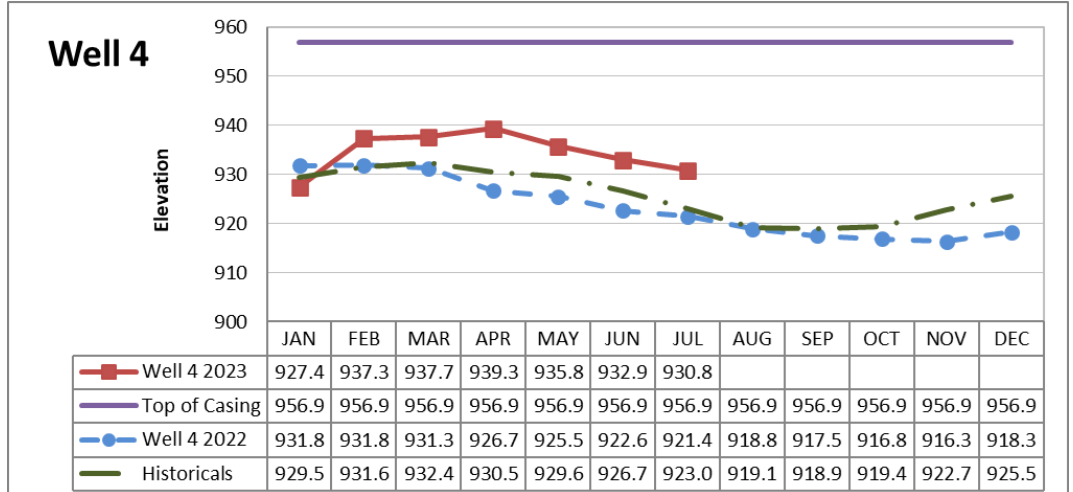


# Groundwater Data

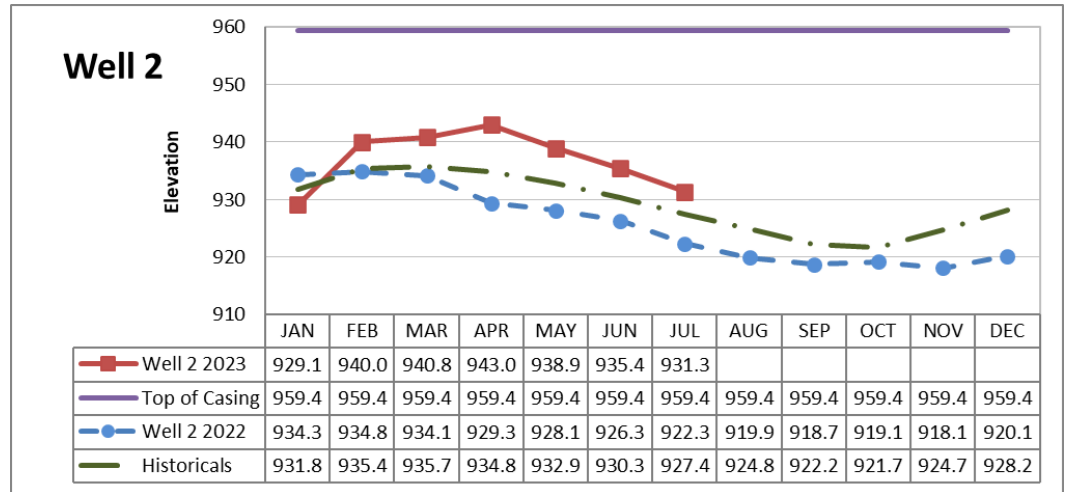
## Drawdown

## Recharge Rate

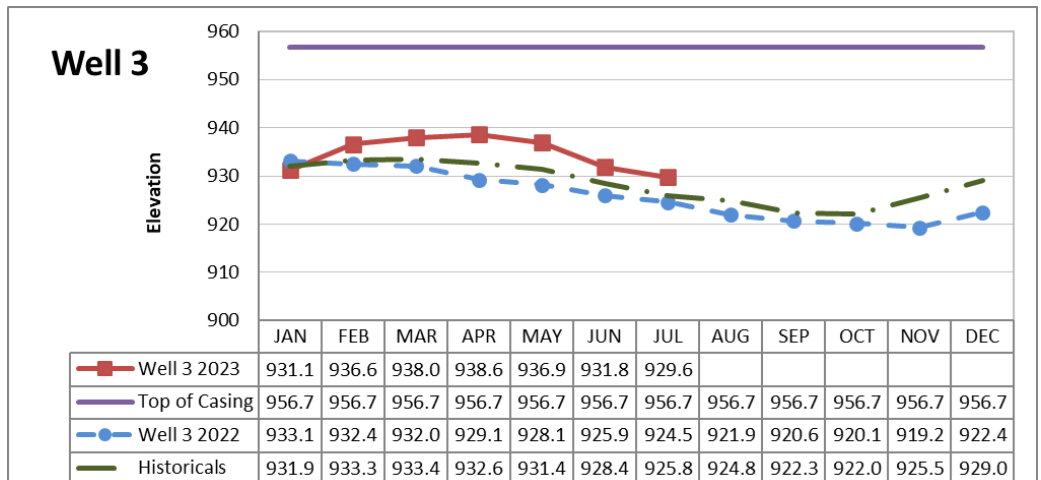
June: 106%  
July: 112%



June: 101%  
July: 100%



June: 101%  
July: 102%



## Water System Highlights

- Vegetation management around water tanks, booster stations, and wastewater treatment plant
- Service line repair on Spyglass Rd
- Scheduled mainline repair on Moonridge Rd
- Mainline break and service line break on Donkey Hill Rd and Honey Hill Dr
- Tree removal at Unit 9 tank site
- AMI meter installations
- Meter reads 6/26—6/29
- Routine maintenance and operations

## Wastewater System Highlights

- Routine maintenance and operations

## Water Resources Specialist Highlights

- Completed the 2022 Annual Groundwater Monitoring Report
- I/I flow monitor maintenance and data collection
- GIS field mapping and database edits
- Scanning and digitizing maps/documents
- Lead Service Line Inventory (LSLI) 15% complete
- Database maintenance, reports, and SOP development

## Association of California Water Agencies—Committee Highlights

### **Water Quality Committee**

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

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

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

On June 16, 2023, the SWRCB released a Notice of Proposal Rulemaking Regarding the Hexavalent Chromium MCL. On August 2, 2023, there will be a public hearing that District staff will attend and provide public comment as needed.

#### Per- and Polyfluoroalkyl Substances (PFAS) (no updates)

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

### **Water Management Committee**

No updates.

## Association of California Water Agencies—Committee Highlights

### **State Legislative Committee** 6/16 and 7/14

#### **AB 1423: Favor**—Product safety: PFAS: artificial turf or synthetic surfaces

Beginning July 1, 2024, this bill would require a manufacturer or installer of artificial turf (artificial grass) to notify the purchaser if the turf contains regulated PFAS. Also, public entities and public and private K-12 and higher education schools would be prohibited from installing artificial turf containing regulated PFAS. Beginning January 1, 2026, the manufacturing, distribution, and sale of artificial turf containing regulated PFAS would be prohibited and artificial turf manufacturers must use the least toxic alternative when replacing regulated PFAS chemicals.

This bill seeks to reduce human exposure to PFAS chemicals and could help mitigate contamination of drinking water supplies by treating contamination at the source as well as the avoid the costly process of treating PFAS in drinking water supplies.

#### **SB 3: Not-Favor-Unless-Amended**—Discontinuation of residential water service: public water system

This bill would expand the provisions of SB 998 (passed in 2018), which sets forth regulations pertaining to the discontinuation of residential water service due to nonpayment, to public water systems with fewer than 200 connections. The bill would also require all public water systems—regardless of size—to make deferred payment plans and alternative payment schedules available to all customers regardless of delinquency status and without providing proof of financial hardship.

Providing alternative payment plans to customers not facing delinquency and financial hardship would interfere with revenue streams the District relies on to provide safe and reliable drinking water and wastewater services and threaten the progression of ongoing and future projects. ACWA has proposed amendments to the bill to make deferred and alternative payment plans available only to customers that are experiencing legitimate financial hardship or who are primary care providers and where service discontinuation would pose a serious threat to the health and safety of the customer/patient.

## Additional Legislative Updates

### **PFAS Liability Exemption (no updates)**

In May of 2023 U.S. Senator Cynthia Lummis introduced five bills to ensure industries and municipalities are not subject to liability claims if the U.S. EPA designates PFAS compounds a hazardous substance. The covered entities in these bills either do not contribute to PFAS contamination or are required to use PFAS-containing substances due to regulations (such as airports that are required to use fire suppression foams that contain PFAS).

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



# Hidden Valley Lake Community Services District

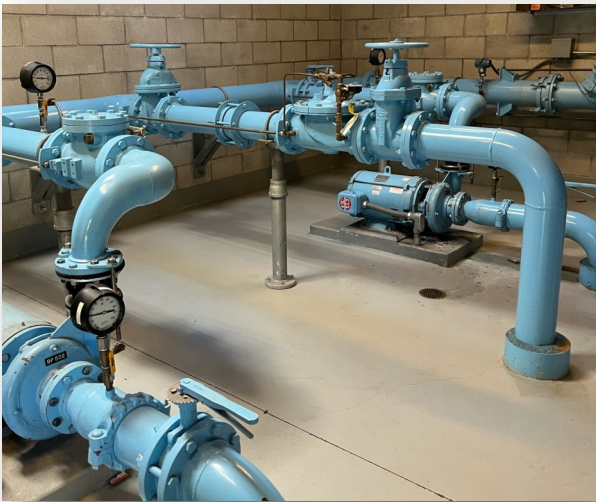
## Projects Update Report

### June/July 2023

#### Backup Power Reliability Project

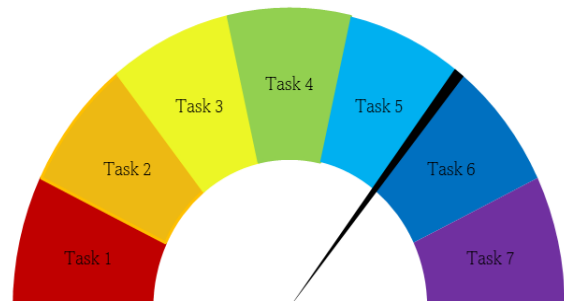
- 6/21 Submitted extension request to CalOES
- 6/22 Received feedback from CalOES
- 6/28 Received 90% Design documents
- 7/3 Submitted RFP for CMI
- 7/3 Submitted comments to 90% Design documents
- 7/5 Meeting to review 90% comments
- 7/13 On-site walk-thru for CMI proposers
- 7/14 GHD Response to CalOES feedback

Expense Pd.	Request Date	Request Amt	NOP Amt	Warrant	Difference
Q3 2022	10/15/2022	\$370.62	\$250.14	01/31/2023	108 Days
Q4 2022	01/10/2023	\$2,240.97	\$1,512.45	02/14/2023	35 Days
Q1 2023	4/7/2023	\$3,397.21	\$2,292.81	05/05/2023	28 Days
Q2 2023	7/10/2023	\$45,239.00			



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

Design Status





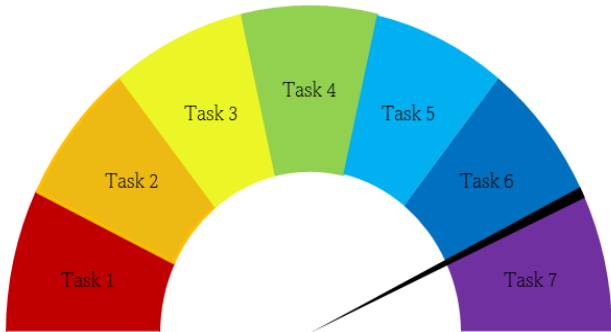
# Defensive Space and Ignition Resistant Construction Project

- 6/20 Meeting to review 95% comments
- 6/20 Follow-up with SLCFD on NOE
- 7/5 Plant survey
- 7/7 Developing front-end docs for Bid Specifications

Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Q3 2022	10/06/2022	\$2,501.64	\$1,688.38	01/23/2023	109 Days
Q4 2022	01/10/2023	\$3,981.15	\$2,686.92	02/03/2023	24 Days
Q1 2023	04/10/2023	\$100,002.50	\$67,492.69	05/05/2023	25 Days
Q2 2023	7/10/23	\$166,307.65			



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

- 6/14 Invitation for Bids submitted for construction contract
- 6/21 Submitted revised increase request to CalOES
- 6/21 CMI submittal deadline.
- 6/23 Began tree-trimming
- 6/28 Pre-bid site walk-thru
- 6/30 Received feedback on tank material
- 7/6 Bid addendum to extend due date to 8/1

Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Pre-Award	10/21/2022	\$19,076.17	\$12,876.41	12/02/2022	42 Days
Q3 2022	10/21/2022	\$4,350.45	\$2,936.55	12/02/2022	42 Days
Q4 2022	01/06/2023	\$15, 995.73	\$10,594.62	01/23/2023	17 Days
Q1 2023	04/11/2023	\$64,128.44	\$43,286.70	05/05/2023	24 Days
Q2 2023	7/10/2023	\$75,689.98			

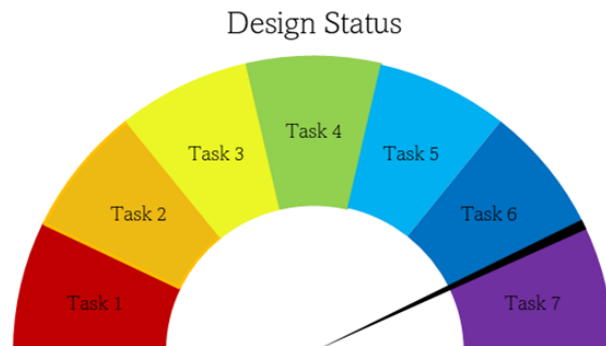


Close-up Unit 9 Tank



Unit 9 Tank

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

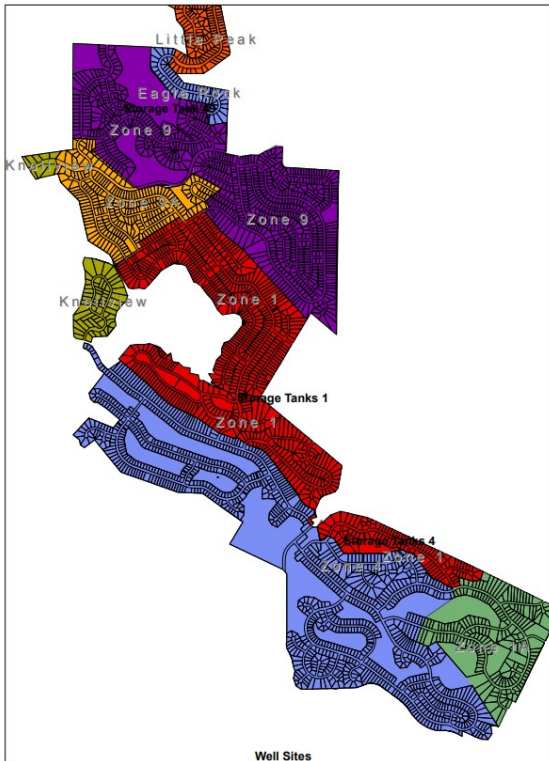




# Water Distribution Reliability Project

- 6/19 Delivered water loss map to Coastland
- 6/23 Provided additional consumption & infrastructure data to Coastland
- 6/26 Coastland collecting data on-site
- 7/12 Geo located 48 valves
- 7/13 Geotechnical report, AutoCAD map, and Condition Summary Rpt delivered

Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Q4 2022	01/10/2023	\$1,450.49	\$978.95	02/14/2023	35 Days
Q1 2023	04/08/2023	\$34,543.03	\$23,313.44	05/05/2023	27 Days
Q2 2023	7/10/2023	\$46,174.40			



Design Status

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







# Other Project Updates

## FLASHES Project

- Submitted Pre-Application for FOA 3045

## DWSRF 50924

- Developing Water Reliability Plan of Study
- Costs include Tank 4, Tank 9, Wellfield, Generators, & SCADA

## I & I

- Received reimbursement for 10/1—1/31 expenses

<b>DWR/IRWM I &amp; I Project reimbursement history</b>			
<b>Amt</b>	<b>Requested</b>	<b>Received</b>	<b>Days</b>
\$ 23,865.00	5/6/2021	8/25/2021	111
\$ 198,659.47	8/26/2021	12/16/2021	112
\$ 174.00	11/9/2021	3/15/2022	126
\$ 10,393.65	2/24/2022	7/19/2022	145
\$ 5,046.77	4/29/2022	9/27/2022	151
\$ 10,230.09	8/24/2022	12/8/2022	106
\$ 13,402.03	11/29/2022	6/12/2023	195
\$ 51,500.96	2/8/2023	6/26/2023	138
\$ 24,228.03	6/1/2023		
\$ 337,500.00			135

## Brambles

- Scheduling cultural resources on-site consultation

## IRWM

- HVLCSD mentioned in Annual Report



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

## MEMO

To: Board of Directors  
From: Dennis White  
Date: July 18, 2023  
RE: General Manager's Report

---

Below is a shortened version of activities on various tasks.

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

#### **Finance**

Thank you, Directors, for voting to accept and adopt the District's 2023/2024 Budget. With your support, we are making strides to improve this community's infrastructure, while simultaneously keeping pace with inflation and rising operational costs.

While the District's 5-year rate structure was enacted on January 1, 2021, this coming year will see many planned activities come to fruition. That is in large part because of your vision back in 2020 to recognize the cost of service to our ratepayers included capital expenditures. While it is unusual to have multiple improvement activities in a single year, we are still grateful for the grant funding, despite their decision to award all four in 2022. I hope that you share my enthusiasm for a great coming year!

Moving forward, it was suggested that the team may benefit from a workshop to further delve into the risk/reward relationship of these projects. Our Project Manager is happy to discuss details of timelines, deadlines, and different costing scenarios. A deeper understanding of the importance of these projects can be great talking points when responding to any inquiries of our ratepayers. Perhaps we could prepare to discuss everyone's availability for a Projects Workshop in early August? Do you think it makes sense to invite District counsel?

Our Accounting Supervisor has run the numbers on the Single Audit criteria for the previous year and has found that we do qualify for this unique audit. She will be working closely with our Auditors to comply with all requirements in addition to the regularly scheduled annual audit.

We are also in close communication with NHA Advisors, and they report they are narrowing down on the selection of Bond financing legal services.



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### **Staffing**

My apologies for not reporting this sooner, but I am pleased to report that our Water Resources Specialist has recently received an Associates of Science Degree in Water and Wastewater Technology, AND a Certificate in Water and Wastewater Technology this past May. These accomplishments are all in addition to her Bachelor of Arts Degree from 2019. She has been taking classes for the past year and a half. Please join me in congratulating her!

### **Other Business**

The Brambles project has discovered pipeline dig areas as having potential cultural significance. We are working with the Middletown Rancheria to schedule a site walk-thru to gain further insight.

The Unit 9 Tank project had its optional site walk-thru last month. We are encouraged by the amount of folks that attended. Lots of interest, and GHD has also reported a respectable amount of planholders of bid documents. The latest amendment to bid documents has delayed the opening of bids to August 1<sup>st</sup>. This will give time to potential contractors to determine delivery timelines for tank materials.

A Pre-Application for the Department of Energy's funding opportunity for the FLASHES project was submitted earlier this month. We continue to be optimistic, and hope that our project concept gains some traction with funding agencies.

Our engineers for the Mainline planning project, Coastland has provided the first deliverable of the project, the Condition Statement of the Water Distribution System. This delivery also included tables and maps of the infrastructure within the service boundary, and a geological assessment. It was helpful to learn of their initial observation of vulnerability, and we look forward to the next step, which will be hydraulic modelling. Staff has also been working together to discover a build a current geodatabase of infrastructure appurtenances.

The District has recently been recognized for our "proactive approach to modernization" by our WestSide Sacramento Integration Regional Water Management (IRWM) group. The WestSide Sac IRWM is comprised of water related agencies from four counties, and their Annual Report reaches a large audience. A mention in this report is an honor, and we are grateful. I've included an excerpt from this report for your review.

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

**DATE:** July 18, 2023

**AGENDA ITEM:** Adopt Resolution 2023-06 Award of Contract to Brelje & Race Consulting Engineers (BRCE) for Construction Management & Inspection Services (CMI) for the Water Storage Reliability (WSR) Project.

---

**RECOMMENDATION:** Adopt Resolution 2023-06 Award of Contract to BRCE for CMI for the WSR Project

**FINANCIAL IMPACT:** \$256,700

**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 consequently taken action to mitigate against the risk of natural hazards to District infrastructure. The Water Storage Reliability Project is one such project that will improve reliability by replacing and right-sizing a water storage tank.

In the interest of fair and open competition, and in compliance with 2 CFR 200.319, the District has submitted a Request for Proposals (RFP) for the Construction Management and Inspection services for the Water Storage Reliability (WSR) Project. This RFP was issued on May 12, 2023, stating a proposal deadline of 2PM PDT June 21, 2023. Staff analyzed each of the four responses for their adherence to the Proposal Requirements listed in the RFP, and the level of commitment to and interpretation of the RFP's Scope of Work. The Fee Proposals for each responder were also reviewed for their value to the District, as well as their alignment to the total level of effort. Staff also took time to pose questions, request clarification, and negotiate fees to respondents.

After careful review, and confirmation of references, staff recommends an Award of Contract be issued to Brelje & Race Consulting Engineering (BRCE).

BRCE has been in business for over 65 years, has specific experience in Lake County, and has introduced a unique approach to CMI Services. In addition to their commitment to value engineering, they will provide a peer review of the project. Having had experience with over 100 water tank projects, BRCE also recognizes the importance of grant administration responsibilities, and safety on the job-site and will apply this experience and support to the WSR Project.

Encl: CMI WSR RPF; BRCE Proposal, BRCE Fee Proposal, Resolution 2023-

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Hidden Valley Lake  
Community Services District



Issued: Friday, May 12, 2023

**Request for Proposals**

Construction Management & Inspection Services for the  
Water Storage Reliability (WSR) Project

**Submission Deadline: 2pm, Wednesday, June 21, 2023**

## Contents

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## Introduction

The Hidden Valley Lake Community Services District (District) is requesting proposals from qualified consultants (Proposers) to provide professional construction management and inspection services for the Water Storage Reliability Project. Per Government Code Section 4525-4529.5 Construction Manager shall be a licensed architect, registered engineer, or licensed general contractor.

## Project Description

This project involves the demolition of the existing 150,000-gallon redwood water storage tank (Unit 9 Tank), and the construction of 2 250,000 gallon steel bolted water tanks (Tank 9a, 9b).

This project is part of the District's ongoing effort to harden critical infrastructure against potential future hazards and is funded in part by the Hazard Mitigation Grant Program (HMGP).

See attachments for project plans & specifications.

Estimated Construction Start Date: August 1, 2023

Construction Cost Estimate: \$3,000,000

Estimated Construction Duration: 120 Working Days


## Scope of Work

Proposer shall be responsible for managing and inspecting work related to all civil, electrical, structure, mechanical, and related fields. Proposer shall submit a Proposal and Cost Proposal with Fee Schedule that describes the scope of their services to be provided. Include the attached Construction Management Services Terms and Inspection Services Terms documents to your Proposal as attachments.

## 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 120-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
  - Previous experience performing construction management and inspection services for HMGP funded projects is desirable.

- 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.
  - Include a project description, **construction dates**, construction estimate, and actual construction cost including change orders and claims.
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 PDF file)
    - 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 PDT on Wednesday, June 21, 2023 please submit an electronic copy of the proposal in PDF to Alyssa Gordon ([agordon@hvlcsd.org](mailto:agordon@hvlcsd.org)) with the following subject line: **RFP Response - WSR Construction Management & Inspection Services**. The electronic fee proposal should be sent separately, password protected, to the same inbox.

Questions regarding the RFP may be submitted to Alyssa Gordon via email ([agordon@hvlcsd.org](mailto:agordon@hvlcsd.org)) prior to the deadline of Friday May 26, 2023

## RFP Schedule

Advertisement of RFP	Friday May 12, 2023, 2PM PDT
Deadline for questions	Friday May 26, 2023, EOB PDT
Deadline for District responses	Wednesday June 7, 2023, EOB PDT
Deadline for RFP submittal	Wednesday June 21, 2023, EOB PDT
District Proposal review	Ends Friday July 7, 2023, EOB PDT
Award of contract (tentative)	Wednesday July 19, 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. In the event the District is unable to negotiate a satisfactory contract with the initial selected proposer, the District will subsequently undertake negotiations with the second most qualified firm.

## Exhibits

1. Construction Management Services Terms
2. Inspection Services Terms
3. Plans (90%)
4. Specifications (90%)
5. Professional Services Agreement

# Exhibit 1


## Hidden Valley Lake Community Services District Construction Management Services Terms for Capital Improvement Projects

Consultant  
shall:

### A. *General*

1. Per California Government Code Section 4525-4529.5, **Construction Manager (CM)** shall be a licensed Architect, registered engineer, or licensed general contractor.
2. The CM is the primary point of contact and is responsible for the contract administration, construction engineering, and engineering integrity of the project. This includes engagement with the engineers of record, when necessary. The CM must ensure the contractor complies with the requirements of the contract documents.
3. The project team is defined as key District staff, and key staff of the engineers on record.

### B. *Project Coordination and Correspondence*

1. Coordinate among Contractor, the project team, various utility companies (such as PG&E, AT&T, Comcast, etc.), and other parties as required.
2. Receive all Contractor correspondences. Coordinate with applicable parties as necessary to develop responses. Prepare and transmit responses.
3. Maintain logs of requests for information, submittals, plan clarifications, claims, proposed change orders, final change orders.
4. Provide status updates on significant issues to the District.
5. Provide any documentation required by District, County, State, or Federal requirements for contract administration.
6. Lead preconstruction conference. Prepare agenda and minutes.
7. Lead progress meetings as needed (or regularly scheduled) with Contractor and District staff. Prepare agenda and minutes.
8. Coordinate testing with District project  am.
9. Contract for and manage material testing services.
10. Coordinate testing and startup including efforts by Contractor, manufacturers, and District staff.

### C. *Reports*

#### 1. Weekly

Prepare concise (1 page) weekly progress reports including a list of key items of work completed during the week and expected work the following week. Include approximately 2 photos. Submit to the District by Monday 12:00 noon the following week.

Submit copies of Inspector's Daily Construction Reports by Monday 12:00 noon the following week.

Submit Weekly Statement of Working Days by Monday 12:00 noon the following week.

#### 2. Monthly

Prepare and submit a progress report describing key issues, status of schedule, budget, payments, RFI's, submittals, claims, potential change orders, and change orders by 12:00 noon on the first Monday of the following month.

3. Complete all documentation and coordination required for final acceptance and closeout of construction contracts.

#### ***D. Submittal Management***

1. Receive, stamp, and log submittals, and distribute for review by the design team.
2. Monitor review of submittals to foster timely review and return of submittals to Contractor.
3. Review administrative submittals for conformance with Contract plans and specification requirements and District standards.
4. Transcribe reviewer's comments to duplicate copies for return to Contractor and distribution.

#### ***E. Change Order and Claims Management***

1. Analyze requested change orders for validity, cost, and schedule impacts. Provide information to the project team necessary to review the requested change order. The project team shall be responsible for the consideration, negotiation and resolution of all requests for change orders.
2. Analyze claims for validity, cost, and schedule impacts. Provide information to the project team necessary to review and resolve the claim. The project team shall be responsible for the consideration, negotiation and resolution of all claims.

# Exhibit 2

## Hidden Valley Lake Community Services District Construction Inspection Services Terms for Capital Improvement Projects

Consultant shall:

### **A. *Deliverables / Documentation***

1. Prepare pre-construction photo log within Project limits. Provide a copy to the District.
2. Complete and sign Daily Construction Reports.
3. Take digital construction progress photos, label, and store in a logical manner.
4. Complete Weekly Statement of Working Days.
5. Document all warnings given to the Contractor.
6. Ensure marked up drawings that record as-built conditions are kept up to date.
7. Review Contractor's monthly payment requests, establish payment quantities, review materials on hand, prepare, sign, and date payment recommendations.
8. Create Punch List of outstanding items to be completed when the project is at substantial completion.
9. Make "Record Plan" redline revisions to the original project drawings to show changes that occurred during construction in concert with the engineers on record.

June 21, 2023

Alyssa Gordon, Project Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake CA 95467

**Subject: Cost Proposal for Construction Management and Inspection Services – Water Storage Reliability Project; B&R File No. 4992.00**

Dear Ms. Gordon:

Brelje & Race Consulting Engineers is pleased to submit the enclosed cost proposal for the subject project.

We propose to accomplish the work described in our proposal on a time and materials, not-to-exceed basis within a total budget of **\$256,700**. A portion of this fee is for peer review services, which may be omitted if the HVLCS D elects to forego the peer review. (Based on the current plans, there is likely significant potential for construction savings should the peer review be performed.) The enclosed Task, Work Hour and Cost Tabulation worksheet presents the proposed work tasks and the expected hours for staff to accomplish each task.

Also enclosed is our current Services Rate Schedule. Please note that our hourly rates used to develop this fee are inclusive of most expenses except reproduction costs. Unless requested by the City, Brelje & Race does not charge separately for expenses that are traditionally recouped as “reimbursable”, such as for vehicles or mileage, surveying materials, copies of recorded documents, and computer maintenance and equipment costs.

Respectfully yours,

BRELJE & RACE



---

M. Sean Jeane, P.E.  
Senior Principal

enc.

**Water Storage Reliability (WSR) Project**  
**Construction Management and Inspection**  
Hidden Valley Lake Community Services District  
**TASK, WORK HOUR and COST TABULATION**  
June 21, 2023

TASK	DESCRIPTION	WORKHOURS					
		Principal-in-Charge/ Construction Manager	Project Advisor	Construction Inspector	Construction Engineer	Support Staff	
		Senior Principal	Senior Principal	Construction Engineer	Engineer I	Clerical	
		Jeane	Beazor	Potter	Urbanek	Tallman	
1 Optional: Design Review and Value Engineering	1.01 Construction Document Peer Review & Memo	8			16		\$4,960
	1.02 Contract Change Order for Revised Scope	2			4	2	\$1,420
	<b>Subtotal</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>	<b>\$6,380</b>
2 Construction Management	2.01 Administration of Grant Services	8	4			16	\$4,440
	2.02 Project Coordination & Correspondence	24			4	4	\$7,100
	2.03 Schedule Management, Meetings, Reports	24			12	4	\$8,580
	2.04 Submittal Management	8			24	8	\$7,160
	2.05 Records Management & Document Control	4	8		8	12	\$5,560
	2.06 Requests for Information	4			12	2	\$3,400
	2.07 Change Orders and Claims Management	6			12	2	\$3,900
	2.08 Coordination of Testing and Start-up	4		8			\$2,440
	2.09 Contract Closeout/Punchlist	2		16	8	2	\$5,040
<b>Subtotal</b>	<b>84</b>	<b>12</b>	<b>24</b>	<b>80</b>	<b>50</b>	<b>\$47,620</b>	
3 Construction Inspection	3.01 Documentation <sup>1</sup>	16				8	\$4,720
	3.02 Construction Monitoring <sup>2,3</sup>			960		4	\$173,160
	3.03 Liability Awareness <sup>4</sup>	1					\$250
	3.04 Testing <sup>4</sup>	1					\$250
	3.05 Public Relations <sup>4</sup>	4					\$1,000
<b>Subtotal</b>	<b>22</b>	<b>0</b>	<b>960</b>	<b>0</b>	<b>12</b>	<b>\$179,380</b>	
<b>TASKS 1 - 3 (includes optional Task 1)</b>							
<b>Total Hours</b>		116	12	984	100	64	
<b>Hourly Rate<sup>2</sup></b>		\$250	\$250	\$180	\$185	\$90	
<b>Subtotal Cost</b>		\$29,000	\$3,000	\$177,120	\$18,500	\$5,760	
SUBTOTAL		\$233,380					
CONTINGENCY <sup>5</sup> 10%		\$23,300					
REPRO & PLOT		\$0					
<b>TOTAL</b>		<b>\$256,700</b>					
<b>C.M. &amp; INSPECTION ONLY (Tasks 2 - 3)</b>							
<b>Total Hours</b>		106	12	984	80	62	
<b>Hourly Rate<sup>2</sup></b>		\$250	\$250	\$180	\$185	\$90	
<b>Subtotal Cost</b>		\$26,500	\$3,000	\$177,120	\$14,800	\$5,580	
SUBTOTAL		\$227,000					
CONTINGENCY <sup>5</sup> 10%		\$22,700					
REPRO & PLOT		\$0					
<b>TOTAL</b>		<b>\$249,700</b>					

Note: Proposal fee budget based on an expected project duration of 120 working days.

- (1) Documentation will be performed daily while inspecting; Photo journals, punch lists, and change order work documentation may be performed outside of inspection hours.
- (2) Proposal assumes 120 days of full-time field inspection, 8 hours per day.
- (3) Hourly Rate for Inspector includes vehicle and miscellaneous materials.
- (4) Liability awareness tasks, public relations, testing coordination tasks will be handled primarily by our field observer while performing daily field duties.
- (5) Contingency funds are for uncertainty regarding number of submittals, contractor effectiveness, etc., and will not be used without prior approval of the District.

## SERVICES RATE SCHEDULE EFFECTIVE MARCH 1, 2023

### PROFESSIONAL SERVICES

Senior Principal.....	\$250.00/hour
Associate Principal.....	235.00/hour
Associate (Managing Engineer).....	220.00/hour
Senior Project Advisor.....	215.00/hour
Senior Engineer.....	210.00/hour
Engineer II.....	195.00/hour
Engineer I.....	185.00/hour
Engineering Technician II.....	170.00/hour
Engineering Technician I.....	160.00/hour
Senior Planner.....	185.00/hour
Planner.....	160.00/hour
Senior Surveyor.....	190.00/hour
Surveyor.....	175.00/hour
Survey Technician.....	165.00/hour
CAD Technician Supervisor.....	170.00/hour
CAD Designer.....	150.00/hour
CAD Technician.....	145.00/hour
Engineering Intern.....	130.00/hour
Construction Engineer.....	180.00/hour
Construction Technician II.....	155.00/hour
Construction Technician I.....	130.00/hour
Technical Writer.....	125.00/hour

**EXPERT WITNESS & MEDIATION SERVICES** \$600.00/hour

### FIELD SURVEYING

One-man Party (Including Survey Equipment & Vehicle)	\$220.00/hour
Two-man Party (Including Survey Equipment & Vehicle)	\$300.00/hour
Three-man Party (Including Survey Equipment & Vehicle)	\$370.00/hour

**CLERICAL SERVICES** \$95.00/hour

**OUTSIDE CONSULTANTS** Cost + 10% Handling Charge

**OUTSIDE PLOTTING AND REPRODUCTION** Cost + 10% Handling Charge

### IN-HOUSE PLOTTING

Vellum or Bond	\$8.00/sheet
Mylar	20.00/sheet

### Note

Brelje & Race does not charge separately for many of the expenses that are traditionally recouped from the Client as "reimbursable". The hourly rates listed above are inclusive of all expenses for vehicle mileage, surveying materials, incidental copying services and computer hardware, software and other information technology costs.



Proposal for:



## Construction Management and Inspection Services Water Storage Reliability Project



**Brelje & Race**  
CONSULTING ENGINEERS

Prepared for:  
**Hidden Valley Lake  
Community Services District**

June 21, 2023





## Over 65 Years of Proudly Serving the North Coast



**1954**  
*Brelje & Race Consulting Engineers is formed in Santa Rosa*



**1960s**  
*Engineering design services for The Sea Ranch and Oakmont*



**1970s**  
*Cloverdale Treatment Plant and Christian Life Center, now the Wells Fargo Center*



**1980s**  
*Airport Business Center and Expansion of Airport Treatment Plant and Disposal Field*



**1990s**  
*Advanced Wastewater Treatment and Recycled Water System for the Town of Windsor*

**2000s**  
*Numerous capital projects for the Sonoma County Junior College District*



**2010s**  
*Large scale landmark projects such as the new AmericanAg Credit Campus and Sutter Santa Rosa Regional Hospital*

June 21, 2023

Alyssa Gordon, Project Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake CA 95467

**Subject: Proposal for Construction Management and Inspection Services – Water Storage Reliability Project; B&R File No. 4992.00**

Dear Ms. Gordon:

Brelje & Race Consulting Engineers is pleased to present this proposal for professional construction management and inspection services to the Hidden Valley Lake Community Services District (District) for your planned Water Storage Reliability (WSR) project. We present a team of civil engineering and inspection professionals with a wealth of experience in the design, specification, construction management, and inspection of steel water tanks including new construction and rehabilitation of existing tanks. Our recent experience includes over 100 water storage tank projects throughout the North Coast, providing design, construction management, and inspection services for local agencies over the last decade including the Cities of Rohnert Park, Santa Rosa, Cobb Area Water District, and many others.

Our team will deliver thorough and responsive construction management services, enhanced by the broad foundation of knowledge and expertise earned through providing comprehensive civil engineering services for a multitude of local tank projects.

For this project, we also propose including a brief but comprehensive peer review effort at the start of the construction phase. From our experience, we are generally able to develop recommendations for improvements resulting in lower construction costs, avoiding construction claims, and achieving generally more efficient piping and tank appurtenance arrangements for improved efficiencies. This has been presented as an option, however, and is highly recommended.

We appreciate the District's efforts to retain local firms to meet your professional engineering and consulting service needs. The staff of Brelje & Race is based out of one office located about an hour's drive from your facilities. The stability of our firm combined with knowledge gained from over 65 years of relevant project work ensures the District will consistently receive professional expertise and responsive service.

Brelje & Race affirms our ability to perform successfully under the terms and conditions of the District's standard consultant services agreement as provided with the Request for Proposals. Our proposal is valid for 120 days. Should you have any questions or require further information regarding our submittal, please contact me at (707) 636-3740 or by email at [jeane@brce.com](mailto:jeane@brce.com). We look forward to hearing from you.

Very truly yours,

BRELJE & RACE



M. Sean Jeane, P.E.  
Senior Principal

enc.

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**Team Organization and Qualifications ..... 6**

**Project Understanding & Approach..... 9**

**Scope of Services ..... 11**

**Level of Effort ..... 15**

**Schedule ..... 16**

**Appendix A: Resumes**

Note: Cost and Fee Proposal Provided in Separate File

## Evaluation Criteria

	Pages
Completeness of the proposal	all
Overall project approach and scope of work	9-14
Relevant work experience	2-5
Qualifications of key project team members	6-8
Level of hourly effort estimated	15

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# Firm Overview

Brelje & Race has been providing professional engineering the North Coast for 69 years. We take pride as we continue to serve many clients 30 years and more after their original projects were completed.

The staff of Brelje & Race presently includes 15 professional engineers, an environmental planning and permitting specialist, a LEED accredited professional, a supporting group of CAD technicians, EIT-credentialed engineering technicians, construction inspectors, land surveyors, and clerical personnel. The organization is extremely stable – most of the key members of our firm have been with us for over 15 years.

Brelje & Race’s proposal is arranged to reflect the submittal requirements delineated in the Request for Proposals (RFP). Our proposal is outlined as follows:

- Experience and Project Examples
- Project Team Qualifications
- Project Understanding and Approach
- Scope of Work
- Amount of Effort
- Project Schedule

A cost proposal is provided separately as requested.

The Hidden Valley Lake Community Services District (District) has expressed their desire for complete yet concise proposals. Brelje & Race understands the importance of the District’s request. If more information is needed, we are available to discuss at any time.

# Brelje & Race

CONSULTING ENGINEERS



Based in one  
**Sonoma County**  
office

Over  
**35**  
employees

**15**  
professional  
engineers

**PRIMARY CONTACT:**

**Sean Jeane, P.E., Senior Principal**

475 Aviation Boulevard, Suite 120  
Santa Rosa, CA 95403

(707) 636-3740, email: jeane@brce.com

## Our Services



**Water**

Supply, treatment, storage, and distribution.



**Wastewater/ Recycled Water**

Collection, treatment, and recycled water.



**Site Development**

Education, healthcare, mixed-use and more.



**Schools**

Campus planning, modernizations, and accessibility.



**Winery and Vineyards**

Permitting, development, water, and process wastewater.



**Land Surveying**

Boundary, topography, subdivision, easements, and rights-of-way.



**Public Project Financing**

Application assistance, reporting, and program administration.



**Environmental Planning and Permitting**

Planning, permitting, and CEQA/NEPA.



**Construction Management**

Bidding administration, construction observation, budget management, and more.



# Relevant Experience and Project Examples

Brelje & Race has provided services similar to those required by the RFP for numerous local agencies. We have selected the following projects that demonstrate our relevant experience and provide client references. We encourage you to contact our references for additional insight into the superior quality of service that Brelje & Race provides.

## Water Storage Tank 8, Dual Pipelines, and Multi-Use Access Road

### City of Rohnert Park

#### KEY PROJECT ELEMENTS

- Steel Water Storage Tank
- Value Engineering/Peer Review
- Construction Management and Inspection



The City embarked on the construction of a new water storage tank to meet growing demand. Brelje & Race provided peer review of original designs, design services for site plan alterations and construction management for the installation of the 900,000-gallon welded steel water storage tank, half-mile underground dual 12-inch and 16-inch water pipelines, half-mile combination access road and multi-use path with a Contech steel and concrete vehicular bridge and 300 ft long by 22 ft tall soil nail retaining wall. Initial site redesign allowed for future construction of a second water tank on site. Subsequent redesigns responded to site constraints that emerged during construction, realigning the access road/path and other improvements around protected resources. Brelje & Race provided construction management and inspection services that kept the project on track while navigating complex requirements around protected cultural resources and bridge construction over jurisdictional wetlands.

#### REFERENCE CONTACT

Vanessa Garrett  
Public Works Director  
City of Rohnert Park  
(707) 588-2251, vgarrett@rpcity.org

#### FEE

Design and CM/Inspection: \$1.12 million (\$250,000 in subconsultants)

#### CONSTRUCTION COST

Estimate: \$4.35 million (by others)  
Actual: \$6.39 million

#### DATES

2018 to 2020

#### PROJECT TEAM

Sean Jeane – Principal-in-Charge and Construction Manager  
George Potter – Resident Engineer / Construction Inspector  
Brennen Urbanek – Engineering Technician

## Water Storage Tank 9 Pad and Retaining Wall

### City of Rohnert Park

#### KEY PROJECT ELEMENTS

- Tank Site Grading and Drainage Design
- Construction Management and Inspection



Having recently completed construction of the 900,000-gallon water storage tank 8 (see above), the City engaged Brelje & Race to design site improvements for a second future tank on the same site. Project improvements included hillside site grading, a shotcrete soil nail retaining wall, tank pad and site drainage. Design leveraged existing site infrastructure and matched the design of the prior tank. Brelje & Race prepared construction documents and provided comprehensive construction management and inspection services for the project.

#### REFERENCE CONTACT

Vanessa Garrett  
Public Works Director  
City of Rohnert Park  
(707) 588-2251, vgarrett@rpcity.org

#### FEE

CM/Inspection: \$210,000

#### CONSTRUCTION COST

Estimate: \$1.25 million  
Actual: \$1.06 million

#### DATES

2022

#### PROJECT TEAM

Sean Jeane – Principal-in-Charge and Construction Manager  
Brennen Urbanek – Engineering Technician

## Office Building and Treatment Plant Reconstruction Callayomi County Water District

### KEY PROJECT ELEMENTS

- FEMA Funding Compliance
- Water Filtration Plant Improvements
- Construction Management and Inspection



Callayomi County Water District suffered the loss of their water treatment facilities and their office building in the 2015 Valley Fire. As a disaster recovery project, California Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) funding was available for reconstruction. The District retained Brelje & Race to assist them with navigating the Cal OES/FEMA application process and provide engineering and construction management through the rebuilding of the District's treatment and office facilities.

Brelje & Race provided a phased approach for reconstructing the District's water treatment facilities and office building. Services included preliminary analysis to determine the plant capacity and treatment operation capabilities prior to the fire, and the needs of the new facility in order to meet current drinking water and other codes while maintaining the facility's original level of treatment. Design services extended to a replacement structure for the office building that satisfied the District's needs and met FEMA funding requirements.

### REFERENCE CONTACT

Todd Fiora, General Manager  
Callayomi County Water District  
(707) 987-2180, ccwdooffice@att.net

### FEE

CM/Inspection: \$380,000

### CONSTRUCTION COST

Estimate: N/A

Actual: \$2.95 million

### DATES

2018 to 2020

### PROJECT TEAM

Sean Jeane – Principal-in-Charge/  
Project Manager  
George Potter – Resident  
Engineer/ Construction Inspector

## Branding Iron and Hill 9 & 10 Water System Consolidation and Improvements Cobb Area County Water District

### KEY PROJECT ELEMENTS

- Federal Grant Funding Compliance (HUD)
- Bolted Steel Water Storage Tank
- Construction Management and Inspection



Following the destruction of the 2015 Valley Fire, the water storage and distribution system for Cobb needed to be rebuilt and modernized to comply with current water quality and fire suppression standards. As part of this effort, Cobb Area County Water District annexed and consolidated eight public water systems, including the Hill 9 & 10 and Branding Iron Mutual Water systems. Brelje & Race designed system improvements including 4,300 linear feet (LF) of replacement and new water mains, a replacement 70,000-gallon bolted steel water storage tank, a booster pump station, well field improvements at two sites and a treatment plant. Brelje & Race assisted the District in applying for State and Federal funding for the project, as well as environmental review under CEQA/NEPA, US Fish & Wildlife consultation, and permit approvals from the California Department of Fish and Wildlife and Regional Water Quality Control Board. Brelje & Race also provided full construction management and observation services for project improvements, including coordinating encroachment permitting with Caltrans, and coordinating biological and cultural resources monitoring.

### REFERENCE CONTACT

Ben Murphy, General Manager  
Cobb Area County Water District  
(707) 928-5262  
ben@cobbareawater.com

### FEE

CM/Inspection: \$390,000

### CONSTRUCTION COST

Estimate: \$3,298,500

Actual: \$2,412,823

### DATES

2018 to 2020

### PROJECT TEAM

Brent Beazor – Principal-in-Charge  
and Construction Manager  
Bob Clemens – Construction  
Inspector

**Brelje & Race Consulting Engineers** • Proposal for Construction Management and Inspection Services  
Water Storage Reliability Project • Hidden Valley Lake Community Services District



# Redwood Valley Water Infrastructure Retrofit Project

## Redwood Valley County Water District

### KEY PROJECT ELEMENTS

- FEMA HMGP Funding Compliance
- Water System Improvements
- Construction Management and Inspection



Brelje & Race provided engineering design, construction management, and inspection services for the replacement of water mains in portions of the Redwood Valley County Water District to improve seismic resiliency. Additional new water mains were installed to intertie with existing and replacement mains further strengthening the water distribution system. The project included meter replacements to facilitate residential fire sprinkler systems as well as flush-out valves to improve distribution system water quality and facilitate future installation of fire hydrants. A total of 9,100 LF of existing pipelines were replaced and 10,900 LF of entirely new piping were installed. The upgraded water service connections will also facilitate replacement of housing lost during the Redwood Valley component of the Mendocino Lake Complex Fire. As construction manager, Brelje & Race conducted full-time inspection; documented progress; processed submittals, RFIs, change orders and payment requests; and managed project team communications. Our team assisted the District in ensuring compliance with FEMA Hazard Mitigation Grant Program (HMGP) requirements during construction.

### REFERENCE CONTACT

Howard N. Dashiell, Director,  
Mendocino County Department of  
Transportation, (707) 463-4363  
dashielh@mendocinocounty.org

### FEE

\$216,000 (budget for construction observation, close-out and record drawings)

### CONSTRUCTION COST

Estimate: \$2.65 million  
Actual: \$2.86 million  
(CCOs: \$211,661)

### DATES

June 2021 to January 2022

### PROJECT TEAM

Brent Beazor – Principal-in-Charge  
and Construction Manager  
George Potter – Construction  
Inspector  
Brennen Urbanek – Construction  
Engineer and Inspector

# Slater and Lewrosa Sewer and Water Replacement Inspection

## City of Santa Rosa

### KEY PROJECT ELEMENTS

- Water System Improvements
- Construction Inspection



The City engaged Brelje & Race to provide construction inspection services for the replacement of water and sewer main and related improvements in an older residential neighborhood. The project included replacing 1,900 LF of water main, replacement of a water main creek crossing with a new casing utilizing a jack and bore technique, replacement of four hydrants and 50 services, replacement of 2,030 LF of sewer main including 325 LF utilizing a pipe bursting technique, replacement of 9 manholes and 63 sewer laterals, full reconstruction of 46,000 square feet of roadway, and stormwater improvements. Construction inspection services included progress meetings, daily construction observation and monitoring, payment request reviews and recommendations, oversight of job safety, monitoring of hazardous materials handling for a portion of the project, water testing, and public outreach.

### REFERENCE CONTACT

Sara Mathews, Assistant Engineer  
City of Santa Rosa  
(707) 543-3866  
smathews@srcity.org

### FEE

\$217,700

### CONSTRUCTION COST

Estimate: \$2,624,875 (by others)  
Actual: \$2,189,167

### DATES

October 2021 to April 2022

### PROJECT TEAM

Sean Jeane – Principal in Charge  
George Potter – Construction  
Inspector  
Brennen Urbanek – Construction  
Inspector

# Alta/Almond and Adrian Sewer and Water Rehabilitation

## City of Rohnert Park

### KEY PROJECT ELEMENTS

- Value Engineering/Peer Review
- Water System Improvements
- Construction Management and Inspection



Over three separate project phases, Brelje & Race provided construction management services for the rehabilitation of the sewer and water facilities along Alta Avenue and Almond Street for the first project, and along Southwest Boulevard, and Adrian Drive over two phases of the subsequent project. All three projects included rehabilitation and replacement of the existing sewer collection system including mains, laterals and manholes. The aging water mains, valves, and hydrants were also replaced to meet current City standards. The Alta/Almond project additionally included the lining of two existing sewer mains located in adjacent public rights-of-way. For each phase, Brelje & Race provided peer review and value engineering services after design, and full construction management services with daily inspection. Peer review and value engineering efforts resulted in several design improvements, providing the City with significant construction cost savings.

### REFERENCE CONTACT

George Frostick, City Inspector  
City of Rohnert Park  
(707) 588-2237  
gfrostick@rpcity.org

### FEE

Combined construction management and value engineering fee: \$747,800 (design by others)

### CONSTRUCTION COST

Actual: \$7.5 million

### DATES

2012 to 2015

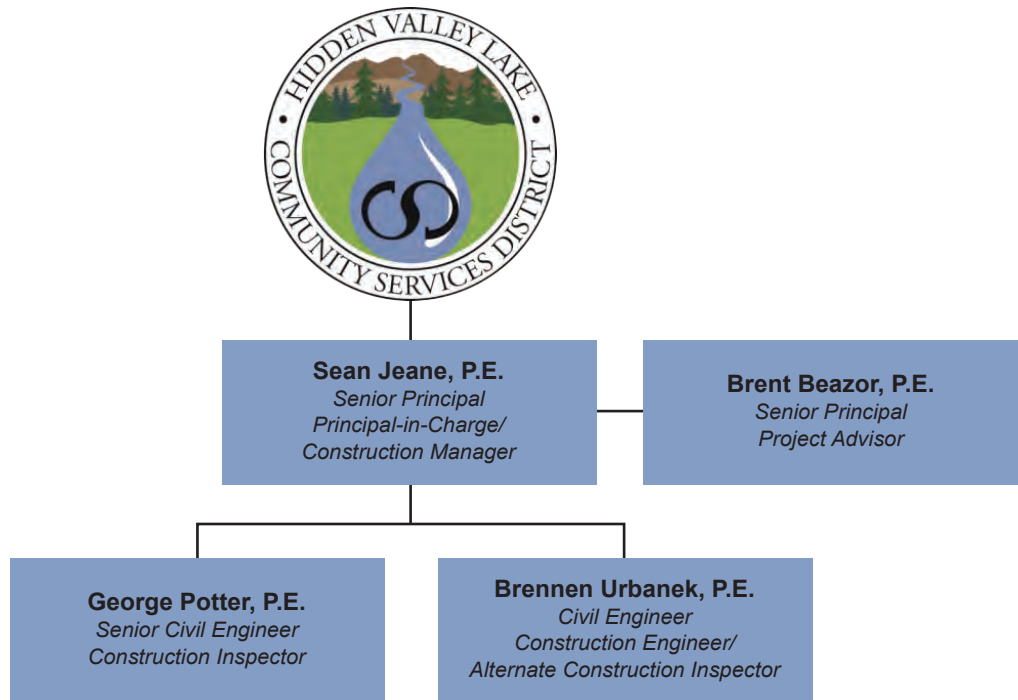
### PROJECT TEAM

Sean Jeane - Principal-in-Charge  
George Potter: Construction Inspector (Adrian Dr. Ph. I)

# Team Organization and Qualifications

Our team is structured as follows:

**Figure 1: Project Team Organization**



Brelje & Race offers the District a team of qualified professionals with a shared history of successful projects. Our proposed team includes Sean Jeane, Brent Beazor, George Potter, and Brennen Urbanek. These key team members have the necessary experience and will provide the effective communications needed for comprehensive management and inspection of the construction work. The District may also elect to utilize our team's many years of design experience as an excellent opportunity to perform peer review and value engineering of the project plans for an improved layout, enhanced constructability and overall cost savings. Professional experience for each team member is highlighted in Table 1. Additional credentials for the core team, including licenses and certifications, are provided in their resumes in **Appendix A**.

Serving as Principal-in-Charge and Construction Manager, **Sean Jeane** will direct the inspection team and will be available to represent the District's interests on a day-to-day basis. Sean will be the primary point of contact and will promptly resolve issues when they arise. Sean has considerable civil engineering experience both in design and construction management services over his 33-year career, including numerous successful construction management projects for water storage tanks and

related system improvements. Sean's responsibilities will focus on directing inspection staff and keeping current and complete records of all construction documents in compliance with funding requirements. Sean will be responsible coordinating the efforts of office and field staff and monitoring the contractor's efforts and compliance with requirements of the contract documents. Sean is well acquainted with the administrative and reporting requirements of federal and state funded projects.

Sean will be aided by Senior Principal **Brent Beazor** with FEMA HMGP compliance requirements. Brent possesses 27 years of engineering experience primarily focused on managing the planning, design, and construction of water system facilities for our clients, including numerous recent tank projects in Lake County and recently led construction management and inspection services for the FEMA HMGP funded Water Infrastructure Improvements project for Redwood Valley County Water District. Brent is well versed in the construction phase administration and reporting requirements of the grant program.

With 34 years of field and design experience, Senior Civil Engineer **George Potter** will be responsible for field



**Sean Jeane, P.E.**  
Senior Principal



**Brent Beazor, P.E.**  
Senior Principal



**George Potter, P.E.**  
Senior Civil Engineer /  
Inspection Engineer



**Brennen Urbanek, P.E.**  
Civil Engineer I

observation duties. Mr. Potter has been involved in the selection, design, and specification of water storage tank and pipeline projects over the past three decades. He is strongly field-oriented and has been responsible for regulatory interaction, design, construction management, and inspection related to water storage and conveyance systems throughout his career. George has inspected new construction and rehabilitation of existing water storage tanks for the Cities of Rohnert Park, Santa Rosa, Cloverdale, and the Town of Windsor – to name a few.

Civil Engineer **Brennen Urbanek** will serve in an office support role during construction. Brennen will assist Sean with the day-to-day construction management activities including timely processing and routing of submittal and RFI responses, coordinating meeting agendas and minutes, and managing documentation. Brennen will also be available to step in as an additional inspector in instances where George is unavailable, or when an additional inspector is needed on site. Brennen brings 8 years of

*Having licensed engineers serving as construction manager and construction inspector will ensure the project is constructed in compliance with the contract document engineering requirements and California Government Code Section 4525-4529.5 which requires the Construction Manager “carrying out onsite responsibilities” to be licensed.*

engineering design, construction support, and inspection experience.

Our core team will be supported by the rest of our qualified staff of over 35 professionals including civil engineers, engineering technicians, several CAD drafters, and land surveyors.

**Table 1: Summary of Key Personnel Qualifications and Experience**

Team Member	Qualifications and Experience
<p><b>Sean Jeane, P.E.</b> Senior Principal Professional Civil Engineer CA No. C52402 B.S., Civil Engineering, California State University, Chico, 1988 Role: Principal-in-Charge and Construction Manager</p>	<ul style="list-style-type: none"> <li>• Senior Principal of Brelje &amp; Race with over 33 years of experience, including 28 years with the firm.</li> <li>• Seasoned project manager in planning, design, construction management and peer review for private and public agency projects including; potable water storage, pipeline, treatment, and pump stations; water well design and rehabilitation; wastewater treatment and pumping facilities; roadway improvements; drainage systems and erosion control; and earth retaining structures.</li> <li>• Experienced in administration and reporting for state and federal project funding, including FEMA/Cal OES.</li> <li>• Construction Manager and Design Engineer for numerous local water storage and distribution projects, including:               <ul style="list-style-type: none"> <li>» Water Storage Tank 8, Transmission Mains, and Access Roadway, City of Rohnert Park</li> <li>» Headquarters and Treatment Plant Reconstruction, Callayomi County Water District (FEMA PA grant funded)</li> <li>» Alta/Almond and Adrian Sewer and Water Rehabilitation, City of Rohnert Park</li> </ul> </li> </ul>
<p><b>Brent Beazor, P.E.</b> Senior Principal Professional Civil Engineer CA No. 60683 B.S., Civil Engineering, UC Davis, 1996 Role: Project Advisor and Grant Administration Support</p>	<ul style="list-style-type: none"> <li>• Over 27 years of experience in the design and construction of water supply, treatment, distribution and storage improvements. Specialist in the design of water tanks having completed over 10 tank projects in the past 10 years.</li> <li>• Experienced as both design and resident engineer and has led construction management and inspection services for numerous public agencies.</li> <li>• Recent experience providing engineering design and construction management services includes:               <ul style="list-style-type: none"> <li>» Water Infrastructure Improvements, Redwood Valley County Water District (FEMA HMGP grant funded)</li> <li>» Hill 9 &amp; 10 and Branding Iron Water System Improvements, Cobb Area Water District</li> <li>» Forestry Road Water Tank Replacement, Cobb Area Water District</li> <li>» Mt. Hannah Water Tank Replacement, Lake County Special Districts</li> <li>» Water System Improvements, Phase II, City of Cloverdale</li> </ul> </li> </ul>



**Table 1: Summary of Key Personnel Qualifications and Experience (continued)**

Team Member	Qualifications and Experience
<p><b>George Potter, P.E.</b>                      Senior Civil Engineer                      Professional Civil Engineer                      CA No. C52700                      M.S., Civil Engineering,                      Brigham Young University, 1989                      B.S., Civil Engineering, Brigham                      Young University, 1988                      Role: Construction Inspector</p>	<ul style="list-style-type: none"> <li>• Senior Civil Engineer with more than 34 years of experience in civil engineering</li> <li>• Provided construction management for water projects of both new construction and rehabilitation/recoating, including numerous tank replacements.</li> <li>• Specialized expertise in construction inspection, tank coatings, lead removal, and hazardous waste. Certifications include AMPP, HAZWOPER, and Confined Space.</li> <li>• Construction management and inspection experience includes:                             <ul style="list-style-type: none"> <li>» Water Storage Tank 8, Transmission Mains, and Access Roadway, City of Rohnert Park</li> <li>» Slater and Lewrosa Sewer and Water Replacement Construction Inspection, City of Santa Rosa</li> <li>» Water Storage Tanks R2-A, R4-B and R14 Seismic Upgrades, City of Santa Rosa</li> <li>» Water Tanks #1, 3, 4, and 5 Exterior Recoating, City of Rohnert Park</li> <li>» Headquarters and Treatment Plant Reconstruction, Callayomi County Water District</li> </ul> </li> </ul>
<p><b>Brennen Urbanek, P.E.</b>                      Civil Engineer                      Professional Civil Engineer                      CA No.                      B.S., Civil Engineering,                      California State University,                      Chico, 2014                      Role: Construction Engineer</p>	<ul style="list-style-type: none"> <li>• Civil Engineer with 8 years of civil design and construction management experience.</li> <li>• Solid background in the design and construction management of water storage tanks and distribution facilities, including site grading.</li> <li>• Experience includes construction engineering and inspection services for numerous recent water infrastructure projects in the region, including:                             <ul style="list-style-type: none"> <li>» Slater and Lewrosa Sewer and Water Replacement Construction Inspection, City of Santa Rosa</li> <li>» Water Infrastructure Improvements, Redwood Valley County Water District</li> <li>» Water Storage Tank 8, Transmission Mains, and Access Roadway, City of Rohnert Park</li> </ul> </li> </ul>

# Project Understanding & Approach

## Project Understanding

Brelje & Race's understanding of the project derives from the information and scope provided in the RFP, including a thorough review of the 90% construction documents dated March 29, 2023. The Water Storage Reliability (WSR) project is part of the District's ongoing efforts to strengthen critical facilities against potential hazards. Located at 16393 Eagle Rock Road, the project site is a sloping parcel adjoined by several single-family homes in the rural community of Hidden Valley Lake. Project improvements include the erection of two new 250,000-gallon bolted steel water tanks (Tanks 9A and 9B) and related electrical systems, site grading, yard piping, and asphalt concrete paving. The project replaces an aging redwood water storage tank (Tank 9), which will be demolished and salvaged as part of the project. The facility is essential to the operation of the District's water system and construction and demolition activities will need to be carefully sequenced to maintain uninterrupted water service to District customers. Specifically, Tank 9A must be completed and in service before the existing Tank 9 may be decommissioned and demolished. Tank 9 then must be removed prior to erection of Tank 9B, as their locations overlap.

The project is funded in part by the FEMA Hazard Mitigation Grant Program (HMGP). The engineer's estimate of probable costs for the project is \$3,000,000. Construction is planned to start August 1, 2023, and is expected to take place over 120 working days.

## Project Approach

Brelje & Race will represent the District's interests and manage and inspect construction activities to ensure quality and compliance with the contract documents. Our approach will include comprehensive observation and management activities with an emphasis on strict documentation of all contractor activities and submittals, and timely communications to stay ahead of project schedules and needed sequencing activities. In addition, an initial peer review step will help to ensure the most efficient piping layouts, best sequencing, and other improvements to potentially save on construction cost. The approach for each of these tasks is further described as follows.

### Task 1: Peer Review and Value Engineering (Optional but Recommended)

Brelje & Race proposes adding a brief but comprehensive peer review effort at the start of the construction phase to provide recommendations for improvements to the design to potentially lower construction costs, to avoid

**Figure 2: Project Site**



*The project site is a sloping parcel adjoined by several single family homes in the rural community of Hidden Valley Lake.*

construction claims and to provide an overall more constructable and efficient layout for long-term operations. Our initial review of the 90% complete plans provided with the RFP indicated numerous opportunities for cost savings and improved operational or maintenance efficiencies. However, as construction documents are already past 90% completion and the District plans to start construction in August, we propose that this peer review effort occur simultaneous with project bidding to avoid delays.

A thorough review of the 100% construction documents will examine appropriateness of material selections, piping layouts for efficiency and constructability, testing methods, compliance with the District's and other applicable standards, plan accuracy, and any ambiguities or conflicts requiring resolution. Brelje & Race will issue a memorandum describing issues to resolve and identifying opportunities for increased efficiency and/or reduced construction costs. A meeting will be held with District staff to review Brelje & Race's findings, discuss proposed changes, and determine a course of action. Resulting changes to the construction contract scope will be addressed through a reductive change order with the awarded contractor before initiation of construction efforts.

### Task 2: Construction Management

Our approach will draw upon our strong foundation of construction management experience for similar water system improvement projects where cooperation and

frequent communication between all parties ensured a successful outcome.

Construction Manager Sean Jeane will act as the single point-of-contact for communication with both District staff and the Contractor in the delivery of construction management services. CM services will include regular and frequent communication with District staff, project scheduling, progress meetings, cost breakdown evaluations, submittal organization, change order development, payment request processing, project closeout and documentation, grant administration, and other management tasks associated with all public works construction projects. As the project site adjoins several residences, careful attention will be required to communicate potentially disruptive activities with neighbors. Brelje & Race will coordinate with the contractor and District to ensure advanced notice and effective lines of communication are in place for impacted parties during construction.

Construction Management also involves supporting the District should a construction dispute, unforeseen condition, or private property issue develop. It is the Construction Manager's responsibility to maintain proper and robust project documentation, resolve issues in a timely fashion, and ensure the project remains on schedule, all with the goal of providing a successful outcome with minimal dispute. Should a dispute develop, the Construction Manager needs to keep the District apprised of the situation, advise the District on potential outcomes, review the long-term implications and maintain a focus on successfully constructing the project. (The Callayomi CWD treatment plant replacement project experienced numerous disputes and problems during construction which required constant diligence and an abundance of communications to resolve and keep the project on track with minimal costly change orders.)

### **Task 3: Construction Inspection**

Construction inspection services for this project will include progress meetings, construction observation and monitoring, payment request reviews and recommendations, oversight of job safety, water testing, public outreach, and other construction inspection tasks associated with all public works construction projects. We will work in close coordination with the contractor and District staff to ensure work complies with project documents and District design standards. Any changed conditions will be observed by the Construction Inspector and any changes from the original design will be reported to the Construction Manager for resolution with the District and Design Engineers when necessary.

We understand that projects requiring continued operation of water infrastructure in close proximity to related construction, excavation, and demolition can face significant risk and uncertainty. Heavy equipment

excavation close to operating storage and distribution facilities can raise the stakes for field safety and potentially complicate project delivery. Our construction inspector, George Potter, is a seasoned professional civil engineer with over three decades of field experience. His full-time presence on the job site during construction will afford the District a keen eye on safety and liability compliance and an expert professional to lead swift and decisive response to any emerging problem situations. While providing inspection services for the City of Santa Rosa on the Slater and Lewrosa Sewer and Water Project, George provided valuable guidance in response to emergent conditions. George developed timely solutions based on proven best practices while actively coordinating changes with the contractor, City staff, and the Construction Manager. George's ability to foresee construction issues before they arise coupled with his extraordinary communication with nearby residents and property owners has time and again eliminated complaints that are a frequent occurrence of many public works projects in residential neighborhoods.

Shortly following the preconstruction meeting, George will perform a "meet and greet" with neighbors of the project site. The anticipated project schedule, distribution of contact information, and review of anticipated construction impacts will be discussed. George will provide his contact information for neighbors to have an immediate point of contact for any issues they may experience.

# Scope of Services

The following tasks describe Brelje & Race’s recommended scope of work to perform construction management and inspection services for the project. These services generally follow the responsibilities of a Construction Manager and Inspector as described in the Caltrans Construction Manual, the American Public Works Association (APWA) publication titled “Management of Public Works Construction Projects,” and those services indicated in the services terms for Construction Management (Exhibit 1) and Construction Inspection (Exhibit 2) as enclosed with the RFP.

## Task 1: Peer Review and Value Engineering (Optional but Recommended)

### 1.01 Construction Document Peer Review

- A. Conduct detailed review of 100% construction documents for fire flow capabilities of new water piping and pipe adequacy, compliance with the District’s and other applicable standards, useful life expectations of new facilities, appropriateness of material selections and testing methods, as well as verifying constructability, accuracy, and any ambiguities or conflicts requiring resolution.
- B. Prepare project memorandum detailing findings from the construction document review and recommending modifications that could lower costs or improve the final product.
- C. Meet with District staff and the Design Engineer to review findings and decide upon revisions to the construction documents.

### 1.02 Contract Change Order for Revised Scope

- A. Prepare a construction change order for approved revisions to the construction scope based on design review memorandum and meeting.
- B. Negotiate construction change order with the Contractor.

## Task 2: Construction Management Services

### 2.01 Administration of Grant Services

- A. Coordinate efforts of the project management team.
- B. Monitor project costs and prepare monthly billing to the District in compliance with grant funder requirements.
- C. Maintain spreadsheet of costs to track and comply with funding agency requirements.

### 2.02 Project Coordination and Correspondence

- A. Coordinate between Contractor, Construction Inspector, materials testing technicians, testing laboratories, surveying department, utility companies, other nearby construction projects, and the District.
- B. Provide regular status updates to the District including meetings and written reports. Immediately notify the Contractor and the District of any work not being performed in compliance with the requirements of the Contract Documents.
- C. Prepare short weekly progress reports each Monday by 12:00 p.m. that include a list of key items of work completed during the previous week and expected work for the upcoming week. Upload reports to a ShareFile website for access by the District.
- D. Coordinate with District for operational changes or anticipated modifications to the system facilities associated with the Project.

### 2.03 Schedule Management, Progress Meetings, and Reports

- A. Schedule, attend, and administer the preconstruction meeting including preparation of a preconstruction meeting agenda. Provide responses and clarification to questions raised at the meeting and prepare and distribute minutes from the preconstruction meeting.
- B. Review the Contractor’s schedule and identify critical path items and milestones. Monitor updates of the



construction schedule and assess the potential impacts of weather or other delays and change orders on progress of the work.

- C. Schedule and administer weekly Construction Progress Meetings including preparation of meeting agendas and notes. Resolve conflicts at the meeting and inform the District of important or pending issues.

#### **2.04 Submittal Management**

- A. Develop a submittal distribution list.
- B. Receive, stamp, log and distribute submittals for review by the Design Engineers and District.
- C. Review and process construction submittals and other construction documents including material, schedule, equipment, and work plan submittals.
- D. Verify that submittals meet the specified requirements of the contract documents.
- E. Submittals will be uploaded to a ShareFile website for quick review by the Design Engineer, returned to the Contractor, and distributed to the field inspector and District. Submittal review will include the District's stock review text.

#### **2.05 Records Management and Document Control**

- A. Develop and maintain project field files including daily inspection reports, weekly statement of working days, compliance testing results, preconstruction and construction photos.
- B. Maintain logs of Requests for Information (RFIs), proposed and final change orders.
- C. Upload copies of project documentation to a ShareFile website for access by the District.
- D. Review monthly progress payment requests submitted by the Contractor. Resolve any discrepancies as compared to field observation records, submit recommended payment requested to District representatives.

#### **2.06 Requests for Information**

- A. Review and process RFIs from the Contractor.
- B. Prepare responses to RFIs, incorporating information from the Design Engineer and the District, when necessary.
- C. Meetings with the Contractor, Construction Inspector, and Design Engineer to resolve RFIs, if needed.

#### **2.07 Change Order and Claims Management**

- A. Develop and maintain a log of change order claims, responses, and status.
- B. Review claims for validity, cost, and schedule impacts and coordinate requests with District representatives.
- C. Negotiate and draft proposed change orders.

#### **2.08 Coordination of Testing and Start-up**

- A. Coordination with Construction Inspector, District operations staff, materials testing lab, and water sampling lab.
- B. Coordination with District staff.

#### **2.09 Contract Closeout**

- A. Complete and assemble all project documentation and submit to the District.
- B. Prepare final punch list and monitor progress on correcting deficiencies noted.

### **Task 3: Construction Inspection Services**

#### **3.01 Documentation**

- A. Document the preconstruction project area conditions by recording videos and photographs of the project area. Upload information with labeled photographs to a ShareFile website for access by the Construction Manager and District.

- B. Prepare daily inspection reports that include a summary of construction activities, changed conditions, warnings to the Contractor regarding safety issues, and materials testing results. Upload signed reports to a ShareFile website on a near daily but no later than Monday at 12:00 p.m. the following week for access by the Construction Manager and District.
- C. Photograph to document project progress and construction. Upload photographs to a ShareFile website on a near daily but no later than Monday at 12:00 p.m. the following week for access by the Construction Manager and District.
- D. Prepare Weekly Statement of Working Days and upload to a ShareFile website on a weekly basis by Monday at 12:00 p.m. the following week for use by the Construction Manager.
- E. Review and provide comment to the Construction Manager on the Contractor's progress schedule when requested.
- F. Review Contractor's initial cost breakdown and monthly progress payment requests. Note any discrepancies in requested quantities as compared to field observations and assist the Construction Manager with resolving discrepancies. Submit signed progress payment request to the Construction Manager for processing.
- G. Keep an up to date set of marked up project plans documenting changes during construction for use by the Construction Manager in preparing redline record drawings on the official project mylars.
- H. Assist the Construction Manager in preparing a punch list when the project is at a substantial completion. Monitor progress on correcting deficiencies noted and conduct final inspections.
- I. Assemble all project inspection information compiled during construction and submit to the District.

### **3.02 Construction Monitoring**

- A. Provide full time on-the-job observation of all aspects of the project by the Construction Inspector. Monitor for conformance with the contract documents and communicate with the Contractor to ensure compliance with the specifications and approved submittals.
- B. Observe and monitor installation of water utilities and structures including excavation, subgrade preparation, pipe and structure installation, bedding, fill material conditions, trench dams, compaction methods, and rate of installation.
- C. Monitor weather conditions and project pollution prevention, spill prevention, and erosion control measures. Prepare stormwater correction notices as necessary.
- D. Observe and approve excavations and over-excavation of weak soils and/or granular materials within trenching subgrade areas.
- E. Observe reconstruction including excavation, placement, and final grading of asphalt surfaces.

### **3.03 Liability Awareness**

- A. Identify and comply with all relevant aspects of multi-employer jobsite regulations. Confirm and document that Contractor, sub-contractors, consultant personnel, and visitors to the jobsite are notified of jobsite hazards. Provide site emergency contact information and response procedures.
- B. Maintain a project telephone contact list and provide an emergency telephone contact person that is available 24 hours a day, 7 days a week.
- C. Confirm and document that the Contractor is notified that the Contractor is responsible for conducting jobsite hazard assessments.
- D. Confirm that the Contractor has published health and injury prevention procedures and made them available to Contractor personnel at the jobsite regarding the possible hazards that might be associated with conducting the work at the jobsite.
- E. Monitor and observe jobsite hazard assessment and safety procedures. Act promptly to notify the Contractor, Construction Manager, and the District if an imminent and flagrant threat to life or safety is observed.
- F. Confirm and document Contractor confined space entry procedures for conformance with the Contract Documents. Perform inspections within confined spaces in accordance with these requirements.

### **3.04 Testing**

- A. Perform bacteriological water sampling per the Contract Documents and as directed by the District.
- B. Coordinate materials testing with materials lab.
- C. Review construction material characteristics at the site to verify conformance with an approved submittal. Notify the Contractor and Construction Manager upon identifying any materials being incorporated into the work that do not comply with the Contract Document requirements.

### **3.05 Public Relations**

- A. Perform a “meet and greet” walk of the project vicinity to discuss the anticipated project schedule, distribute contact information, and review anticipated project construction activity.
- B. Serve as the primary contact for the public during construction. Notify and meet with neighboring property owners to keep them informed of anticipated construction activities which may affect them.

## **Assumptions and Limitations**

1. Documentation will be performed daily while inspecting; Photo journals, punch lists, and change order work documentation may be performed outside of inspection hours.
2. Proposal assumes 120 days of full-time field inspection, 8 hours per day.
3. Hourly Rate for Inspector includes vehicle and miscellaneous materials.
4. Liability awareness tasks, public relations, testing coordination tasks will be handled primarily by our field observer while performing daily field duties.
5. Contingency funds are for uncertainty regarding number of submittals, contractor effectiveness, etc., and will not be used without prior approval of the District.

# Level of Effort

The following table summarizes our estimated level of effort required to provide comprehensive construction management and inspection services for the project.

A detailed cost proposal with estimated fees corresponding to the table below is provided separately in the enclosed PDF file alongside a copy of our current Services Rate Schedule.

**Figure 3: Level of Effort**

TASK	DESCRIPTION	WORKHOURS				
		Principal-in-Charge/ Construction Manager	Project Advisor	Construction Inspector	Construction Engineer	Support Staff
		Senior Principal	Senior Principal	Construction Engineer	Engineer I	Clerical
		Jeane	Beazor	Potter	Urbanek	Tallman
1 Design Review and Value Engineering	1.01 Construction Document Peer Review & Memo	8			16	
	1.02 Contract Change Order for Revised Scope	2			4	2
	<b>Subtotal</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>
2 Construction Management	2.01 Administration of Grant Services	8	4			16
	2.02 Project Coordination & Correspondence	24			4	4
	2.03 Schedule Management, Meetings, Reports	24			12	4
	2.04 Submittal Management	8			24	8
	2.05 Records Management & Document Control	4	8		8	12
	2.06 Requests for Information	4			12	2
	2.07 Change Orders and Claims Management	6			12	2
	2.08 Coordination of Testing and Start-up	4		8		
	2.09 Contract Closeout/Punchlist	2		16	8	2
<b>Subtotal</b>	<b>84</b>	<b>12</b>	<b>24</b>	<b>80</b>	<b>50</b>	
3 Construction Inspection	3.01 Documentation <sup>1</sup>	16				8
	3.02 Construction Monitoring <sup>2,3</sup>			960		4
	3.03 Liability Awareness <sup>4</sup>	1				
	3.04 Testing <sup>4</sup>	1				
	3.05 Public Relations <sup>4</sup>	4				
<b>Subtotal</b>	<b>22</b>	<b>0</b>	<b>960</b>	<b>0</b>	<b>12</b>	
<b>Total Hours (Tasks 1 - 3)</b>		116	12	984	100	64
<b>Total Hours: C.M. and Inspection only (Tasks 2 and 3)</b>		106	12	984	80	62

Note: Proposed level of effort based on an expected project duration of 120 working days.



# Schedule

We anticipate construction will be completed over 120 working days with full-time (8-hours per day) field inspection required. The District anticipates a construction start date of August 1, 2023.

Brelje & Race offers a team that is experienced, available, and motivated to meet the District’s schedule. The staff proposed for this project have sufficient time in their schedules to provide complete construction management and inspection services during the anticipated construction period. Our Construction Inspector, George Potter, will be on site throughout the anticipated project duration. With the rest of our team based in one Santa Rosa office about an hour from the project site, we are well positioned to mobilize quickly to the project site when needed.

# Resumes

## Brelje & Race Consulting Engineers

**M. Sean Jeane, P.E.**

**Brent Beazor, P.E.**

**George Potter, P.E.**

**Brennen Urbanek, E.I.T.**

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## M. SEAN JEANE, P.E.



### Education

B.S., Civil Engineering,  
California State University,  
Chico, 1988

### Registration

Professional Civil Engineer,  
CA No. C52402 (1994)

### Training/Certifications

Kentucky Pipe Networks,  
University of Kentucky,  
Haestad Methods Cybernet/  
WaterCAD  
MWH Soft H2ONet Water  
Model Workshop

### Professional Affiliations

American Council of  
Engineering Companies,  
North Coast Chapter, Past  
President  
American Water Works  
Association

Leadership Santa Rosa Class  
XXIV

### Experience

Joined firm in 1995  
Entered profession in 1991

Sean Jeane is a Senior Principal with 33 years of civil engineering experience, including 28 years with Brelje & Race. Sean's professional experience has spanned master planning, preparation of construction documents, and construction management for streets, sidewalks and walking/biking paths, potable water infrastructure, and wastewater treatment and conveyance facilities. His potable water portfolio has included both private and public clients in the areas of master planning, hydraulic modeling, treatment facilities, storage tanks, transmission and distribution piping, pump stations and municipal supply wells. His wastewater portfolio for municipal clients has covered various types of treatment facilities, sewer lift stations, sludge handling and drying, and sewer main rehabilitation. More recently his design and project management experience has expanded to include roadway rehabilitation, ADA improvements, ADA compliant pedestrian and bike paths, and other recreational/park facilities. Additional services he's provided have included performing third-party grading and drainage review for Sonoma County PRMD and providing on-call construction management, peer review and value engineering assistance to the City of Rohnert Park and other clients.

### City of Rohnert Park

- **Water Storage Tank 8 and Twin Transmission Mains**  
Project Manager and Construction Manager providing follow-up design and construction management services for a new 1 MG welded water storage tank, two ½-mile transmission mains, paved access road, bridge structure and 20-ft. soil nail retaining wall. Design included redesigning all roadway and piping facilities due to realignment, and additional facilities to accommodate a future second tank on site.
- **Alta-Almond and Adrian Sewer and Water Rehabilitation, Ph. I and II**  
Principal-in-Charge for rehabilitation and replacement of aging water mains, valves, and hydrants to meet current City Standards. Existing sewer collection rehabilitation included replacement of mains, laterals and manholes as well as lining of two existing sewer mains. Affected street surfaces were ground out and reconstructed to original road profile.
- **Tank 2 Interior Recoating**  
Project Manager and Construction Manager for spot repair and interior recoating of existing 300,000-gallon weathering steel (COR-TEN) potable water storage tank. Led project through a condition assessment, design and specification of repair and reconditioning work, and construction management and inspection. Interior finishes were prepared and coated with three coats of potable water epoxy paint.
- **Water Storage Tanks 1, 3, 4, and 5 Exterior Recoating**  
Project Manager and Construction Manager for recoating to address significant exterior coating deterioration on four of the City's potable water storage tanks (ranging in size from 300,000 to 1.0 MG). The project included a conditional assessment and report including an analysis of the thickness of the existing lead-based coatings to determine the best surface preparation techniques for removal and recoating. Exterior surfaces were prepared and recoated with a three-part acrylic system. Project improvements also included modification of the inlet, outlet, and overflow piping, valve replacements, and installation of overflow drain boxes at each of the tanks.



# M. SEAN JEANE, P.E.

## City of Santa Rosa

- **Slater and Lewrosa Sewer and Water Replacement Inspection**  
Principal in Charge leading construction inspection for replacement of 1,900 LF of water main, replacement of a water main creek crossing with a new casing utilizing a jack and bore technique, replacement of four hydrants and 50 services, replacement of 2,030 LF of sewer main including 325 LF utilizing a pipe bursting technique, replacement of 9 manholes and 63 sewer laterals, full reconstruction of 46,000 square feet of roadway, ADA compliance upgrades at 9 curb ramps, and stormwater improvements.
- **Proctor Heights Water Storage Tanks and Pump Station**  
Project Manager and Construction Manager for twin 2.6MG welded steel potable water storage tanks and on-site pump station to direct water from tanks to pressure zones above.

## City of Petaluma

- **Paula Lane Water Tank Seismic Upgrades**  
Project Manager for rehabilitation of 1.0MG welded steel potable water storage tank. Led project through a condition assessment, design and specification of repair and reconditioning work, and construction administration, including responding to RFIs and contractor submittals. Improvements included new interior and exterior coatings with proper removal of hazardous lead paint, piping and valve alterations, and repairs to the foundation and shell wall.
- **Manor Tank Improvements and Seismic Upgrades**  
Project Manager for rehabilitation of 2.0MG welded steel potable water storage tank. A detailed condition assessment informed a technical memorandum detailing the tank conditions and recommending a set of improvements, including inspection and recommendations from tank seismic specialist. Led design of repair and reconditioning work, and construction administration, including responding to RFIs and contractor submittals, construction meetings, and record drawings. Project improvements included interior and exterior recoating, replacement or removal of degraded appurtenances and controls, and structural and electrical improvements to comply with current building code standards.

## Valley of the Moon Water District

- **Bolli/Crest Way Water Storage Tanks A & B**  
Design and Construction Engineer for two new welded steel potable water storage tanks with a total capacity of 500,000 gallons.

## CYO Catholic Charities – Youth Camp, Occidental

- **Water System Treatment and Storage Improvements**  
Project Manager and Construction Manager for upgrade and replacement of the CYO Camp's aging, home-built sand filtration system with repurposed and reconstructed redundant microfiltration units and backwashing systems. The project also included design and construction of complete new water system piping, service laterals and 100,000 gallon steel potable water storage tank.

## BRENT BEAZOR, P.E.



### Education

B.S., Civil Engineering,  
University of California,  
Davis, 1996

### Registrations

Professional Civil Engineer,  
CA No. 60683 (2000)

### Certifications

Construction Specifications  
Institute – Construction  
Documents Technologist

### Professional Affiliations

American Council of  
Engineering Companies

American Society of Civil  
Engineers

American Water Works  
Association

Wine Country Water Works  
Association

### Experience

Joined firm in 1997  
Entered profession in 1997

Brent Beazor is a Senior Principal with 27 years of experience as a civil engineer, all with the firm. Brent's professional experience includes project management and design of new water distribution systems, and renovations and replacements of existing systems; preparation of engineering and feasibility reports; and preparation of annexation, boundary, and water distribution system maps. Brent is also an experienced resident engineer, having provided construction management and inspection services on numerous utility projects.

## Water

### Cobb Area County Water District

- **Hill 9/10 and Branding Iron Water Systems Improvements Phase 1**  
Project Manager for the physical consolidation of two water systems. Provided both design engineering services and construction management services. The project included water treatment for iron and manganese, a 200,000-gallon water storage tank and associated piping, water transmission main, pressure reducing valve station, hydro-pneumatic booster system, and booster pump station.
- **Forestry Water Tank Replacement**  
Project Manager for design engineering and support during construction of a 200,000-gallon water storage tank and associated piping. The project was delivered on an accelerated timeline to replace a tank facility damaged in a wildfire, with commissioning completed less than a year after award of funding.

### City of Cloverdale

- **Water System Improvement Project, Phases I-II**  
Design Engineer and Construction Manager for multi-phase water system expansion and improvement project. Improvements included new water supply wells, upgrades to existing well stations, rehabilitation of two package filtration units, a new 775,000-gallon bolted steel water tank, recoating two existing welded steel tanks, and roof replacement of an in-ground storage reservoir.

### Sunrise Shore Mutual Water Company

- **Test Well, Treatment and Storage Facilities**  
Lead Engineer for a Water Boards DFA funded planning project to correct water supply, storage, and treatment deficiencies. Project improvements include a new treatment facility, two new 45,000-gallon bolted steel water storage tanks, back-up power for the current supply well and a new controls/SCADA system. This program of improvements will achieve compliance with State drinking water regulations and enhance fire protection capabilities.

### Sonoma County Public Works CSA #41 Freestone Water District

- **Water Treatment Upgrade**  
Design Engineer for treatment improvements project. An alternatives analysis examined new treatment options. Operational considerations for two preferred alternatives were further studied in a technical memorandum, including preliminary cost estimates for installation and operation. Prepared schematic design for the selected cartridge filtration system to guide procurement and installation.

# **BRENT BEAZOR, P.E.**

## **Circle Oaks County Water District**

- **Water System Improvements**  
Design Engineer and Construction Manager for water system improvements including expansion of an existing water treatment plant, construction of a new chlorine contact tank and three bolted steel water storage tanks ranging in size from 100,000 gallons to 200,000 gallons, replacement of wharf hydrants with standard fire hydrants and construction of a new office building.

## **Inverness Public Utility District**

- **Tenny and Stockstill Water Storage Tank Replacements**

## **Roberts Road Properties, LLC.**

- **2200 Roberts Road Bolted Steel Tank and Site Improvements**

## **County of Lake Special Districts**

- **Bonanza Springs, Starview, and Mt. Hannah Water Tank Replacement Project Preliminary Engineering Report**
- **Mt. Hannah Water Tank Replacement**

## **Valley of the Moon Water District, Sonoma, CA**

- **Boyes Hot Springs Area Water Main Replacements**

## **Loch Lomond Mutual Water Company**

- **Water Distribution System Improvements**

## **Bolinas Community Public Utilities District, Bolinas, CA**

- **Water System Improvements**

## **Sweetwater Springs Water District, Guerneville and Monte Rio, CA**

- **Phase IV-B, Project 3-Distribution System Improvements**
- **Phase IV-B, Project 2-Distribution System Improvements**
- **Phase IV-B, Project 1-Distribution System and Storage System Improvements**
- **Phase IV-A, Project 2-Water Main Replacements**
- **Phase IV-A, Project 1-Water Main Replacements**
- **Phase III Water Distribution and Storage Improvement Project**
- **Hwy 116 Water Main Replacements**

# GEORGE W. POTTER III, P.E.



## Education

M.S., Civil Engineering,  
Brigham Young University,  
Utah, 1989

B.S., Civil Engineering,  
Brigham Young University,  
Utah, 1988

## Registration

Professional Civil Engineer,  
CA No. C0052700  
TX No. 124507

## Certifications

Basic Coatings Inspector,  
Association of Materials  
Protection and Performance  
(AMPP), exp. 12/2024

Lead Paint Removal (SSPC-  
C3 Certification), 2/2011, 4-  
day onsite course by SSPC

24-Hour HAZWOPER  
(Hazardous Waste  
Operations and Emergency  
Response), under 29 CFR  
1910.120(e), 2/2011,  
Compliance Solutions

8-Hour HAZWOPER  
Refresher, 1/2023,  
Compliance Solutions

Confined Space Entry, under  
29 CFR 1910.146, 3/2020,  
Compliance Solutions

Contractor Liability for  
Public Entities, 5/2010, Risk  
Management Solutions

Respirator Use, under 29  
CFR 1910.134, 4/2011,  
Compliance Solutions

Asphalt Inspector Series, 9.5  
hours, 5/2020, Asphalt  
Institute

## Professional Affiliations

American Society of Civil  
Engineers

American Water Works  
Association

Society for Protective  
Coatings

## Experience

Joined firm in 1989

Entered profession in 1989

George Potter is a Senior Engineer with 34 years of civil engineering experience, primarily involved with the planning, design and construction management of water, wastewater, storm drainage, and roadway projects. He has also assumed the role of resident engineer for numerous infrastructure, utility piping, and water tank construction and recoating projects. George's design experience includes the preparation of technical reports, construction plans, and specifications for sewer mains, wastewater lift stations, water main replacements, water storage tanks, and water pumping stations. As the Program Administrator in charge of Brelje & Race's Injury and Illness Prevention Program, George manages employee work site hazard assessment education and development of Site Specific Health and Safety Plans for their construction site activities. Project experience includes:

## City of Rohnert Park

### • **Water Storage Tank 8 and Twin Transmission Mains**

Resident Engineer and Construction Inspector for a new 900,000-gallon welded water storage tank, two half-mile transmission mains, paved access road, bridge structure and 20-ft. soil nail retaining wall. Project included redesigning all roadway and piping facilities due to realignment, and additional facilities to accommodate a future second tank on site.

### • **Tank 2 Interior Recoating**

Construction Inspector for project to spot repair and recoat the interior of an existing 300,000-gallon weathering steel (COR-TEN) potable water storage tank. Interior finishes were prepared to Near White Blast Cleaning (SSPC-SP 10) and coated with three coats of potable water epoxy paint.

### • **Water Storage Tank Exterior Recoating – Tanks 1, 3, 4, and 5**

Project Engineer and Inspector for recoating to address significant exterior coating deterioration on four of the City's potable water storage tanks (ranging in size from 300,000 gallon to 1.0 MG). The project included a conditional assessment and report including an analysis of the thickness of the existing lead-based coatings to determine the best surface preparation techniques for removal and recoating. Project improvements also included modification of the inlet, outlet, and overflow piping, valve replacements, and installation of overflow drain boxes at each of the tanks.

## City of Santa Rosa

### • **Water Storage Tank Seismic Upgrades, Phases I and II**

Project Engineer for first two phases of the City of Santa Rosa's planned multi-phase seismic upgrades to all of their municipal storage tanks. Phase I included seismic improvements to three storage tanks, including R6 (4.0 MG), R-2B (1.0 MG), and R-12A (0.10 MG). Tanks R-2B and R-12 each had their concrete ring foundations replaced along with other seismic improvements at all tanks, and each had their interior and exterior coatings replaced. Phase II included seismic improvements and ring foundation replacements to an additional three tanks, R-10, R4-A, and R-13.

### • **Water Storage Tank Seismic Upgrades, Phase V**

Project Engineer for fifth phase of the City of Santa Rosa's planned multi-phase seismic upgrades to all of their municipal storage tanks. Phase 5 included seismic improvements to four welded steel storage tanks, including R17 (0.75 MG), R16 (0.25 MG), R9A (2.0 MG), and R9B (2.5 MG). In addition, interior and exterior coatings were replaced at each tank.

# GEORGE W. POTTER III, P.E.

## Town of Windsor

- **Welded Steel Water Storage Tank Rehabilitation**  
Design Engineer and Construction Inspector for rehabilitation of five welded steel water storage tanks ranging in size from 100,000 gallons to 2 million gallons. Tank rehabilitation work included complete recoating, improved ventilation, and new tank access and fall protection systems. Served on the peer review and design team and acted as the resident engineer and certified coatings inspector during construction.
- **AWT Clarifier Rehabilitation, Phases 1 and 2**  
Design and Resident Engineer for mechanical repairs and recoating of three steel clarifier tanks at the Town's wastewater treatment plant.

## Yulupa Mutual Water Company

- **Upper Water Tank**  
Design Engineer for new 100,000-gallon bolted steel water storage tank and related site improvements, including a retaining wall, perimeter fencing, drainage, site piping, and surfacing. Served on observation team assuring vacuum and thickness testing.

## Inverness Public Utility District

- **Conner Tank Replacement**  
Resident Engineer for construction of new 102,000-gallon glass-fused-to-steel bolted steel tank, concrete slab ring footing tank foundation, new controls, booster pump station, site piping and related site improvements, including grading and drainage, and surfacing.
- **Stockstill Tank Replacement**

## City of Cloverdale

- **Water System Improvement Project**  
Resident Engineer and Construction Inspector for multi-phase water system improvements project that included recoating of two existing welded steel water storage tanks and installation of a new 500,000-gallon welded steel tank.
- **Ritter and South Crest Tank Design**
- **Hot Springs Tank Rehabilitation**

## Forestville Water District

- **Hwy 116 Tank Evaluation and Rehabilitation**  
As Project Engineer, conducted visual inspection and adhesion testing of the exterior coating and prepared a technical memorandum and PS&E for rehabilitation. Improvements included complete sandblasting and recoating of the tank shell and roof with special measures to safely contain the removed lead coating. Provided construction inspection and observation services during construction.

## City of Petaluma

- **Paula Lane Water Tank Seismic Upgrades**  
Project Engineer for rehabilitation of 1.0 MG welded steel water storage tank, including new interior and exterior coatings with proper removal of hazardous lead paint, piping and valve alterations, and repairs to the foundation and shell wall. Services including preparing a tank condition

# GEORGE W. POTTER III, P.E.

assessment and construction documents, plus engineering services during construction.

- **Manor Tank Improvements and Seismic Upgrades**

Project Engineer for rehabilitation of 2.0 MG water storage tank, including interior and exterior recoating, replacement or removal of degraded appurtenances and controls, and structural and electrical improvements to comply with current building code standards. Services included visual inspection for condition evaluation, coordinating structural inspection by specialty diver, and preparation of a technical memorandum and construction documents.

## **Bohemian Grove**

- **Wastewater and Recycled Water Storage Tanks**

Project Engineer and Construction Inspector for two bolted steel tanks storing wastewater pre- and post-treatment as part of major wastewater collection and treatment upgrades project. The 246,000-gallon pre-treatment storage tank features a factory coated glass-fused-to-steel bolted shell with open top. The tank rests on a reinforced concrete foundation and floor, treated with cementitious waterproofing for acidic conditions. Specialty sealants encapsulate bolt connections and shell joints to further protect the tank from corrosion. The 30,000-gallon post-treatment recycled water storage tank features a factory-installed Thermoset liquid suspension epoxy coating and rests on a reinforced concrete ring foundation.

## **CYO Catholic Charities – Youth Camp, Occidental**

- **Water Storage Tank Replacement**
- **Water System Replacement**

## **Loch Lomond Mutual Water Company**

- **Tank Rehabilitation**

## **Russian River County Water District**

- **Four Water Tank Evaluations**

## **North Marin Water District**

- **Water Treatment Plant Clear Wells Evaluation and Coating**

## **Branger Mutual Water Company, Santa Rosa**

- **Water Storage Tank Replacements**

## **Cobb Area Water District**

- **Tank Evaluations and Rehabilitations**

## **Kelly Mutual Water Company, Sebastopol**

- **Water Main and Storage Tank Replacement**



# BRENNEN URBANEK, P.E.



## Education

B.S., Civil Engineering,  
California State University,  
Chico, 2014

## Registration

Professional Civil Engineer,  
CA No. 95239

## Professional Affiliations

American Society of Civil  
Engineers

## Experience

Joined firm in 2018  
Entered profession in 2015

Brennen Urbanek has eight years of experience in civil design for site development, water and wastewater infrastructure, ADA compliance, storm water mitigation, pavement maintenance systems, and construction management and observation. He possesses a knowledge base of municipal, state and federal regulations, policies, and procedures. Brennen's experience includes construction document development, water, sewer and storm drainage utility design, grading and drainage design, earthwork calculation and cost estimating utilizing a variety of software including AutoCAD Civil 3D, Excel, and ArcGIS.

## City of Rohnert Park

- **Water Tank 8, Access Road, and Water Mains**  
Construction Inspector for a new 900,000-gallon welded water storage tank, two half-mile transmission mains, and paved access road. Provided observation for new interior and exterior coatings.
- **Water Tank 9 Pad and Retaining Wall**  
Design Technician and Construction Inspector for site preparation for a future 900,000-gallon welded steel water storage tank. Project improvements include hillside site grading, a shotcrete soil nail retaining wall, and tank pad and site drainage. Project leveraged existing site infrastructure and matched the design of the prior tank.

## City of Santa Rosa

- **Water Tank and Pump Station Seismic Upgrades Phase 5**  
Design Technician on multi-disciplinary team designing safety and resiliency improvements at three steel water storage tanks (250,000 gallon to 2MG capacity) and two pump stations. Project improvements will include the addition, replacement, or modification of tank appurtenances and piping, and strengthening or replacement to the tank column, roof, shell, foundation, and anchorages.

## Redwood Valley County Water District

- **Water Infrastructure Retrofit Project**  
Construction Inspector for improvements to bolster seismic resiliency by replacing water mains and addition of interties for system redundancy. A total of 9,100 feet of existing pipelines were replaced and 10,900 feet of entirely new piping installed. Improvements also included new meter replacements to facilitate residential fire sprinkler systems as well as flush-out valves to improve distribution system water quality and facilitate future installation of fire hydrants.

## Callayomi County Water District

- **Water Treatment Plant and Office Replacement**  
Engineer providing construction phase services for the replacement of the Water District's treatment facilities and main office building following their loss due to the Valley Fire in 2015. Reconstructed facilities included twin treatment filtration vessel train for iron and manganese removal, followed by granular activated carbon filtration for taste and odor control, as well as other improvements to damaged offsite storage and supply facilities

## County of Sonoma

- **Occidental ADA Improvements, Phase 3**  
Design Technician and Construction Inspector for the replacement of concrete sidewalk, ADA ramps, and driveway aprons as well as curb and gutter and AC paving.

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Civil and Environmental Engineers  
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RESOLUTION 2023-06



A RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE GENERAL MANAGER TO SIGN A PROFESSIONAL SERVICES CONTRACT  
WITH BRELJE & RACE CONSULTING ENGINEERS (BRCE) FOR THE CONSTRUCTION  
MANAGEMENT & INSPECTION (CMI) SERVICES FOR THE WATER STORAGE RELIABILITY  
(WSR) PROJECT

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

WHEREAS, Mitigation Action Strategies #1 and #4 of the District's Local Hazard Mitigation Plan of 2020 specifically identify Water 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 Construction Management & Inspection services to advance the WSR Project; and

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

WHEREAS, a Request for Proposals was advertised on May 12, 2023 in conformance with federal regulations (2 CFR 200.319) and four proposals were received on June 21, 2023; and

WHEREAS, a thorough review of the proposers' approach to work, scope of work, and cost and price analysis were conducted; and

WHEREAS, BRCE has provided an agreeable and reasonably priced proposal to the District at \$256,700.

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 Construction Management & Inspection services for the WSR Project is hereby awarded to BRCE in the amount not to exceed of \$256,700 conditioned on BRCE's timely execution of the Professional Services Agreement and submitting all required documents which includes 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 BRCE 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 18<sup>th</sup> day of July 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Claude Brown  
President of the Board

---

Dennis White  
General Manager/Secretary to the Board



# JOIN A COMMITTEE AND GET INVOLVED

ACWA has 13 standing committees that members can join and get involved. This is a great way for members to engage in state and local issues and influence policy and legislation. Committees are structured to include representation from all 10 ACWA Regions, bringing together diverse voices on technical and policy matters. **Take action, join a committee!**

## COMMITTEE APPOINTMENT PROCESS TIMELINE

### 2024 - 2025 TERM

Committee consideration forms emailed to member agency general managers and board presidents.

28

JUNE

Region Chair and Vice Chair recommendation deadline.

9

NOV

Incoming ACWA President appoints members of committees.

13

DEC

30

SEPT

All completed consideration forms due.  
*Any consideration submitted after deadline will be put on a waiting list.*

29

NOV

Region recommendations given to incoming ACWA President.

31

DEC

ACWA notifies committee members of appointments and rosters posted on [acwa.com](http://acwa.com).

# COMMITTEE COMPOSITION

Committee members are appointed for two-year terms that begin on Jan. 1 of even-numbered years. You can learn more about ACWA's 13 standing committees below. For more information and bylaws, visit [www.acwa.com](http://www.acwa.com). If you have any questions, please contact Region and Member Engagement Specialist Ana Javid at [anaj@acwa.com](mailto:anaj@acwa.com).

Committee	Description	Composition	Meetings Per Year	Liaison
Agriculture	<ul style="list-style-type: none"> <li>Makes recommendations to the Board of Directors, State Legislative Committee, Federal Affairs Committee or other committees, as appropriate, regarding agricultural issues affecting the interests of ACWA and its members.</li> </ul>	Unlimited	4	<b>Stephen Pang</b> State Relations Advocate <a href="mailto:stephenp@acwa.com">stephenp@acwa.com</a>
Business Development	<ul style="list-style-type: none"> <li>Develops and recommends to the Board of Directors programs and activities to be provided or administered by the association that generate non-dues revenue and provide a service or benefit to association members.</li> </ul>	Unlimited	2	<b>Joseph Ramos</b> Business Development Representative <a href="mailto:josephr@acwa.com">josephr@acwa.com</a>
Communications	<ul style="list-style-type: none"> <li>Develops and recommends to the Board of Directors and ACWA staff regarding communications and public affairs programs.</li> <li>Promotes sound public information and education programs and practices among member agencies.</li> <li>Prepares and distributes materials for use by member agencies in their local outreach efforts.</li> <li>Provides input and guidance to ACWA's Communications Department.</li> </ul>	Limited to 40	4	<b>Heather Engel</b> Director of Communications <a href="mailto:heathere@acwa.com">heathere@acwa.com</a>
Energy	<ul style="list-style-type: none"> <li>Recommends policies and programs to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee as appropriate.</li> </ul>	Unlimited	4	<b>Nick Blair</b> State Relations Advocate <a href="mailto:nickb@acwa.com">nickb@acwa.com</a>
Federal Affairs	<ul style="list-style-type: none"> <li>Coordinates with other ACWA committees regarding input on federal issues before both Congress and the federal administrative branches.</li> </ul>	Limited to 5 per Region	2	<b>David Reynolds</b> Director of Federal Relations <a href="mailto:davidr@acwa.com">davidr@acwa.com</a>
Finance	<ul style="list-style-type: none"> <li>Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and auditor selection, dues formula and schedule, and other financial matters.</li> </ul>	Limited to 2 per Region (1 Region Chair/ Vice Chair and 1 with financial experience)	4 - 5	<b>Dan Gumpert</b> Controller <a href="mailto:dang@acwa.com">dang@acwa.com</a>
Groundwater	<ul style="list-style-type: none"> <li>Makes recommendations to the Board of Directors on groundwater policy issues.</li> <li>Monitors state and federal regulations and legislation affecting the quality and management of groundwater.</li> <li>Conducts studies and gathers data on groundwater issues.</li> <li>Develops policies regarding groundwater management.</li> <li>Coordinates with other committees on groundwater issues.</li> </ul>	Unlimited	4	<b>Soren Nelson</b> State Relations Advocate <a href="mailto:sorenn@acwa.com">sorenn@acwa.com</a>

Committee	Description	Composition	Meetings Per Year	Liaison
Legal Affairs	<ul style="list-style-type: none"> <li>• Acts on requests for assistance on legal matters of significance to ACWA member agencies.</li> <li>• Reviews proposed ACWA bylaw revisions and works with staff to produce publications to assist member agencies in complying with state and federal laws.</li> <li>• Files amicus curiae filing on important cases, comments on proposed regulations and guidelines of state agencies such as the Fair Political Practices Commission and monitors and engages in water rights matters of interest to member agencies.</li> </ul>	Limited to 45	2 - 3	<b>Kris Anderson</b> State Relations Advocate <a href="mailto:krisa@acwa.com">krisa@acwa.com</a>
Local Government	<ul style="list-style-type: none"> <li>• Makes recommendations to the Board of Directors and the State Legislative Committee on local government matters affecting water agencies, including planning issues, local government organization, and finance.</li> <li>• Gathers and disseminates information on the value of special districts, and shares information promoting excellence in local government service delivery.</li> </ul>	Limited to 3 per Region	2	<b>Julia Hall</b> Legislative Relations Manager <a href="mailto:juliah@acwa.com">juliah@acwa.com</a>
Membership	<ul style="list-style-type: none"> <li>• Makes recommendations to the Board of Directors regarding membership policies, eligibility and applications for membership.</li> <li>• Assists staff in developing membership recruitment and retention programs and reviews and makes recommendations to the Finance Committee regarding an equitable dues structure.</li> </ul>	Unlimited	2	<b>Katie Dahl</b> Member Services Manager <a href="mailto:katied@acwa.com">katied@acwa.com</a>
State Legislative	<ul style="list-style-type: none"> <li>• Reviews relevant introduced and amended legislation, and develops positions and provides recommendations to the Board of Directors on ballot measures and other major statewide policy issues.</li> <li>• Works with staff amendments to bills and provides direction for staff on legislative matters.</li> </ul>	Limited to 4 per Region	10 - 12	<b>Adam Quiñonez</b> Director of State Relations <a href="mailto:adamq@acwa.com">adamq@acwa.com</a>
Water Management	<ul style="list-style-type: none"> <li>• Makes recommendations to the Board of Directors on policy and programs related to water management.</li> <li>• Reviews and recommends positions on legislation and regulations as requested by other committees.</li> <li>• Assists in gathering and disseminating information regarding agricultural and urban water management, water conservation and water use efficiency, development and use of water resources, wastewater treatment and water recycling and reuse.</li> </ul>	Limited to 4 per Region	4	<b>Chelsea Haines</b> Regulatory Relations Manager <a href="mailto:chelseah@acwa.com">chelseah@acwa.com</a>
Water Quality	<ul style="list-style-type: none"> <li>• Makes recommendations to the Board of Directors, the State Legislative Committee and the Federal Affairs Committee on policy and programs regarding water quality issues.</li> <li>• Promotes cost-effective state and federal water quality regulations and provides a forum for members to work together to develop and present unified comments on water quality regulations.</li> <li>• Develops and recommends positions and testimony on water quality regulatory issues.</li> </ul>	Unlimited	4	<b>Nick Blair</b> State Relations Advocate <a href="mailto:nickb@acwa.com">nickb@acwa.com</a>

TO GET INVOLVED, SUBMIT YOUR CONSIDERATION FORM NOW!



# COMMITTEE CONSIDERATION FORM

PLEASE PRINT LEGIBLY

Agency Name (DO NOT use acronyms or abbreviations)		ACWA Region #
Agency Address	City, State & Zip	Phone

**BELOW PLEASE LIST ALL THOSE INTERESTED IN BEING ON ACWA COMMITTEES FOR YOUR AGENCY. FOR ADDITIONAL RECOMMENDATIONS PLEASE FILL OUT ANOTHER FORM.**

*\*If an individual is not an agency employee or director, please indicate company affiliation.*

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

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Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Name	Title/Company*	Email Address
Committee 1st Choice	Committee 2nd Choice	Committee 3rd Choice

Signature <i>(Agency/District General Manager or Board President signature required)</i>	Title	Date
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*Committee member contact information will be shared on the committee roster and is to be used for committee business only.*

**QUESTIONS?**

Contact [acwacommittees@acwa.com](mailto:acwacommittees@acwa.com)  
or (916) 441-4545

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Sacramento, CA 95814  
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