



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: September 17, 2019  
TIME: 6:00 p.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) ADJOURN TO CLOSED SESSION
- 6) CLOSED SESSION: The Board will call to order and recess to Closed Session to discuss the following items:  
PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957: Review and discussion of the General Manager's finalized performance evaluation  
PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957.6: Review and negotiate General Manager's contract provisions

RECONVENE TO OPEN SESSION: Presentation of any reportable items

- 7) DISCUSSION AND POSSIBLE ACTION: Possible Action Resulting from Closed Session; Approve General Manager's Employment Contract Revisions.
- 8) EMPLOYEE RECOGNITION
  - A) Introduction of Cody Lockwood-New District employee
  - B) Introduction of Hannah Davidson -CivicSpark 2019/20
  - C) Introduction of Zachary Gianotti -CivicSpark 2019/20
- 9) CONSENT CALENDAR
  - A. MINUTES: Approval of the August 20, 2019 Board of Directors Regular Board Meeting Minutes.

- B. MINUTES: Approval of the August 20, 2019 Finance Committee Meeting Minutes.
  - C. MINUTES: Approval of the August 19, 2019 Special Meeting Minutes.
  - D. Approval of Revised District Nepotism Policy
  - E. Approval of District Transparency Policy
  - F. Approval of Revised District Lien Policy
- 10) DISBURSEMENTS: Check # 036601 - # 036673 including drafts and payroll for a total of \$802,564.83.
- 11) BOARD COMMITTEE REPORTS  
(for information only, no action anticipated)
- Finance Committee
  - Personnel Committee
  - Emergency Preparedness Committee
  - Lake Water Use Agreement-Ad Hoc Committee
  - Valley Oaks Project Committee
- 12) STAFF REPORTS  
(for information only, no action anticipated)
- Financial Report
  - Administration/Customer Service Report
  - ACWA State Legislative Committee
  - Field Operations Report
  - I.T. Monthly Report
  - General Manager's Report
- 13) DISCUSSION AND POSSIBLE ACTION: CPS HR Salary Study 1.0 vs. 2.0-CPS  
1.0 used the Mean & not the Median to recommend salary ranges for District positions. The result was several positions received an increase that should not have while others did not receive an increase that should have (Based on study 1.0.) Staff would like to know how the Board wishes to proceed.  
Options include:
- A. No change until next study in 2020;
  - B. Adjust pay for those underpaid positions from Sept. 20, 2019 forward; or
  - C. Adjust pay for those underpaid positions from Sept. 20, 2019 forward and provide back pay to July 1, 2018 when the error was first implemented.

- 14) DISCUSSION AND POSSIBLE ACTION: Approve Resolution 2019-09 Approving The Form Of And Authorizing Execution Of The Memorandum Of Understanding And Authorizing Participation In The Special District Risk Management Authority Health Benefits Ancillary Coverages (Vision Insurance)
- 15) DISCUSSION AND POSSIBLE ACTION: SUEZ and FERGUSON AMR/AMI options and comparison. Suez provides an AMI option and maintenance program where they own the meters and data collection system while Ferguson offers an AMR system that can be upgrade to an AMI system using the same meters. Provide staff direction as to which option to pursue and identify financing for. Staff to return to the Board for final approval.
- 16) DISCUSSION AND POSSIBLE ACTION: Authorize the General Manager to enter into a professional service agreement not to exceed \$25,000 and proceed with the 218 process. Current responsive quotes include RGS & CV Strategies.
- 17) DISCUSSION AND POSSIBLE ACTION: Board discussion of the Brown Act with legal counsel and commitment to abide by all Brown Act regulations as noted in Resolution 2012-12.
- 18) PUBLIC COMMENT
- 19) BOARD MEMBER COMMENT
- 20) ADJOURNMENT

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 (707)987-9201 at least 48 hours prior to the scheduled meeting.

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

HVLCSD Board Meetings are conducted under the guidelines set forth by G.C. 54954.2 known as the Brown Act.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
EXECUTIVE MEETING  
MEETING DATE: AUGUST 19, 2019**

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

Present were:

Director Linda Herndon, President  
Director Judy Mirbегian, Vice President  
Director Jim Freeman  
Director Jim Lieberman  
Director Carolyn Graham  
Kirk Cloyd, General Manager

Dr Larry Bienati

**CALL TO ORDER**

The meeting was called to order at 3:30 p.m. by President Herndon.

**APPROVAL OF AGENDA**

Director Herndon requests Agenda Item 5.4- Discussion of GM Salary Peer Review / Compensation Policy be moved to Open Session.

Director Mirbегian moved to approve the agenda with the amendment of Item 5.4- Discussion of the GM Salary Peer Review / Compensation Policy moved to Open Session

Seconded by Director Graham.

The Board unanimously approved the amended agenda.

**Closed Session: (A) Government Code 54957 (b) Personnel  
Performance Evaluation – General Manager Annual Evaluation**

**The Board will meet in closed session to discuss the following:**

- **Public Employee Performance Evaluation (Gov. Code §54957)**
- **Setting of G.M. Goals**
- **G.M. Contract Revisions**

Members of the Board entered into closed session at 3:34 p.m. The Board reconvened into Open Session at 4:58 p.m. Reportable action from closed session: GM goals for 2019-2020 set by the Board.

**Discuss GM Salary Peer Review/ Compensation Study**

The BOD discussed GM salary studies and current Peer Review Opportunities for GM salary adjustment in Open Session and agreed to finish the discussion decided from one of the five options at the August 20, 2019 regular meeting of the Board.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: August 20, 2019**

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

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

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

Staff request Agenda Item 7-H be removed from the agenda and placed on the September Consent Calendar.

Director Freeman request Agenda Item 10 be moved to follow Agenda Item 6.

On a motion made by Director Freeman and second by Director Lieberman the Board unanimously approved the amended agenda.

The Agenda was unanimously approved with the noted changes.

**PRESENTATIONS: (Suez/Ferguson-Neptune)**

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss District meter replacement with an AMR/AMI option and provide staff with direction**

The Board directed Staff to provide a side by side comparison of Suez and Neptune to be presented at the September Regular Board Meeting

**CONSENT CALENDAR**

On a motion made by Director Graham and second by Director Lieberman the Board unanimously approved the following Consent Calendar.

Director Mirbegian request items I-N be moved to the regular Agenda to allow for discussion. Motion carries unanimously.

(A) MINUTES: Approval of the July 16, 2019 Board of Directors Regular Board Meeting Minutes.

- (B) MINUTES: Approval of the July 3, 2019 Special Meeting Minutes.
- (C) MINUTES: Approval of the July 3, 2019 Personnel Committee Meeting Minutes.
- (D) MINUTES: Approval of the June 4, 2019 Personnel Committee Meeting Minutes.
- (E) DISBURSEMENTS: Check #036533 - #036600 including drafts and payroll for a total of \$335,001.18.
- (F) ACCEPT: Westside IRWM 2019 "Update" Plan
- (G) REVISION: Rename Resolution 2019-06 to Resolution 2019-07
- (H) LIEN POLICY (Revision): Approve revision to the District Lien Policy to reflect: Staff's authority to adjust fees according to Lake County requirements.

Moved to September Agenda

- (I) NEPOTISM POLICY(Revision): Review and consider adoption of the revised Nepotism Policy based on CSDA's recommendation.

Director Mirbegian provided an adopted Nepotism policy passed March 2013. Director Mirbegian prefers revised policy be accepted. Clarification of "immediate family" was provided according to California Law.

Staff recommend item be moved to September to allow further review.

- (J) ADOPTION AND AMENDMENT OF POLICIES POLICY (Revision): Review and consider adoption of the revised Adoption and Amendment of Policies Policy.

Director Mirbegian moved to accept the ADOPTION AND AMENDMENT OF POLICIES Policy, striking "*at a meeting of the Board*" from the policy. Seconded by Director Lieberman. Motion carries unanimously.

- (K) ASSOCIATION MEMBERSHIPS POLICY (Revision): Review and consider adoption of the revised Association Membership Policy

Director Graham moved to approve ASSOCIATION MEMBERSHIPS POLICY with the amendment to Section 1005.2 Appointment of Representatives; "*The appointment by the Board President and ratified by the Board Members*" ... Seconded by Director Mirbegian. Motion carries unanimously.

- (L) BASIS OF AUTHORITY POLICY (Revision): Review and consider adoption of the revised Basis of Authority Policy

Director Mirbegian moved to approve the revised BASIS OF AUTHORITY POLICY as presented.

Seconded by Director Graham.

Motion carries unanimously.

- (M) BOARD STAFF COMMUNICATION POLICY (Revision): Review and consider adoption of the revised Board Staff Communication Policy

Director Graham moved to table the revised Board Staff Communication Policy until an established Board Governance Model has been developed.

Seconded by Director Lieberman and tabled by the Board.

- (N) CODE OF ETHICS POLICY (Revision): Review and consider adoption of the revised Code of Ethics Policy

Director Graham moved to table the revised Code of Ethics Policy until an established Board Governance Model has been developed.

Seconded by Director Lieberman and tabled by the Board.

### **BOARD COMMITTEE REPORTS**

Finance Committee: Met today, discussed OPEB and Committee Charter.

Personnel Committee: Have not met. Meeting to be scheduled

Safety and Security Committee: Director Graham reviewed the 2012 VA. Committee toured facility and discussed possible vulnerable areas. Staff is currently working on the hand held radios and will be issued to staff during emergencies.

Lake Water Use Agreement-Ad Hoc Committee: Staff met with HVLA GM for quarterly meeting.

Valley Oaks Sub-Committee: On hold until a Developer's agreement with Valley Oaks is created, approved and signed by the HVLCSB Board and Valley Oaks Representative.

Revision of Committee Charters will be tabled until an established Board Governance Model has been developed.

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

None

### **STAFF REPORTS**

Financial Report: A Board member requested to review Budget Accountability Policy provided by District Counsel

Administration/Customer Services Report: Reviewed & accepted.

Field Operation Report: Reviewed & accepted.

ACWA State Legislative Committee: Reviewed & accepted.

I.T Monthly Report: Reviewed & accepted.

General Manager's Report: General Manager provided information about Sourcewell, an option to purchase new and used equipment without the District being required to go out for bid.



The General Manager also provided an update on Trane and the future possibilities for the District.

**DISCUSSION AND POSSIBLE ACTION:**

**Acceptance of NBS Rate Study, discuss Proposition 218 and provide Staff with direction. Staff recommends proceeding with the Prop. 218 rate increase process based on NBS's recommendations**

Finance Committee made the recommendation to the Board to accept the NBS Rate Study as ceiling rates and provide direction to staff to present quotes for scope of work from PR Firms for a Prop 218 public outreach.

Director Freeman moved to accept the NBS Rate Study as presented.  
Seconded by Director Graham,  
Motion carried unanimously.

Staff directed to develop a scope of work and provide sealed bid for a PR Firm to be presented to the Finance Committee then to the Board for approval.

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss and provide staff with direction for Committee Charters**

Director Mirbegian moved to table item until a Board Governance Model has been established.  
Seconded by Director Freeman,  
Motion carried unanimously.

**DISCUSSION AND POSSIBLE ACTION:**

**Discuss GM salary study**

Director Mirbegian moved to approve the revised June 19<sup>th</sup> 2019 CPS Salary Survey at Dr Bienati's recommendation.  
Seconded by Director Graham  
Motion carried unanimously.

**PUBLIC COMMENT**

Member of the public glad to hear work is being done to improve the infrastructure. Concerns expressed with automatic meter reading system replacing employees. Staff ensured the public that no employee jobs are at risk with the implementation of automated meters.

**BOARD MEMBER COMMENT**

Director Mirbegian expressed appreciation to staff for work on bringing policies up to date.  
Staff met with constituents concerned with moratorium concerns and have assured them the District is meeting all requirements and continue to work on lifting the State imposed moratorium.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: August 20, 2019**

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

Director Mirbegian  
Director Freeman  
General Manager, Kirk Cloyd  
Full Charge Bookkeeper, Trish Wilkinson  
Administrative Assistant, Penny Cuadras

**CALL TO ORDER**

The meeting was called to order at 12:31 pm by Director Mirbegian.

**APPROVAL OF AGENDA**

It was moved by Director Freeman and seconded by Director Mirbegian to approve the agenda as presented, motion carries.

**DISCUSS AND REVIEW:**  
**Committee Charter**

The Committee recommend the revised Finance Committee Charter be presented to the full Board for consideration at the September 17, 2019 Regular Board Meeting.

**DISCUSS AND RECOMMEND:**  
**Credit Card Fees**

The Committee recommend a policy be presented to the full Board for consideration and approval at the September 17, 2019 Regular Board Meeting.

**DISCUSS AND RECOMMEND:**  
**Rate Increase Recommendation**

The Committee recommend the NBS Rate Study be presented to the full Board to accept and implement NBS Rate Study as presented.

**DISCUSS AND REVIEW:**  
**GASB 75 Report and Monthly Statements**

Monthly statements will be reviewed during monthly Committee meetings.

**PUBLIC COMMENT**

No public present.

**COMMITTEE MEMBER COMMENT**

No Committee Member comment.

**ITEMS FOR NEXT AGENDA**

Budget Actuals

**ADJOURNMENT**

The meeting was adjourned at 1:49 p.m.



<b>POLICY TITLE:</b>	<b>NEPOTISM</b>	
<b>POLICY #:</b> 3126	<b>ADOPTED DATE:</b> March 19, 2013	<b>REVISION DATE:</b> September 17, 2019
	<b>PRESIDENT:</b> Judy Mirbегian	<b>PRESIDENT:</b> Linda Herndon

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions Policies and or Rules on the Employee Handbook.

**PURPOSE** It is the policy of Hidden Valley Lake Community Services District to seek for its staff the best possible candidates through appropriate search procedures. There shall be no bars to appointment of individuals who have close relatives in any staff category in the same or different departments so long as the following standard is met:

**POLICY** No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

**3126.1.1.1** For the purpose of this policy, "close relative" is defined as husband, wife, domestic partner, mother, father, son, daughter, sister, brother, father-in, law, mother-in-law, sister-in-law, brother-in-law and grandparent.

**3126.2** When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

**3126.3** When an individual is considered for appointment in a department where a close relative has supervisory responsibility, the appointment shall not be granted.

Approved and Adopted on

\_\_\_\_\_  
Linda Herndon, President to the Board

**Attest:** \_\_\_\_\_  
Kirk Cloyd, General Manager

## **RULE 8 - NEPOTISM**

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### **Section 8.1**

#### **1. Purpose**

To ensure a fair and measured approach to the employment of relatives and to avoid conflicts (actual or potential) that can arise from nepotism.

A relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Nepotism is prohibited and no relative, as defined, can work at the district.



POLICY TITLE:	RECORDING OF MEETINGS	
POLICY #: 4221	ADOPTED DATE:	REVISION DATE:
	PRESIDENT: LINDA HERNDON	PRESIDENT:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

Purpose: The recording of Board meetings supports the District’s efforts in transparency to the public. Recording of background, discussion and actions on items of business to the District thoroughly captures the policymaking process.

Hidden Valley Lake Community Services District’s website is devoted to providing valuable information about the district and important water/sewer related issues. It is a transparency tool, as well as an educational resource. The collection of information in this section is intended to provide easy access to public information related to our operations, services and finances.

**4221.1 Retention of Recordings.**

California Government Code Section 54953.5 reads as follows:

*54953.5. (a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.*

*(b) Any audio or video recording of an **open and public meeting** made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.*

The District shall comply with these provisions through posting the recordings on the District’s website and making copies of recordings available for public request.

## 4221.2 Recording of Meeting Minutes.

District staff shall utilize the meeting recordings to develop "action minutes". Action minutes shall provide a summary of the actions of the Board (motion, second and vote results) for each item as well as a summary of any future actions the Board requests for consideration. The meeting recordings shall be made available to provide record of all discussion.

Approved and Adopted on

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Linda Herndon,  
President to the Board

**Attest:** \_\_\_\_\_  
Kirk Cloyd, General Manager





POLICY TITLE:	<b>LIEN POLICY</b>	
POLICY #: 2111	ADOPTED DATE: <b>July 19, 2016</b>	REVISION DATE: <b>September 17, 2019</b>
	PRESIDENT: <b>Jim Freeman</b>	PRESIDENT: <b>Linda Herndon</b>

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

**2111.1 PURPOSE**

The purpose of the Lien Policy/Procedure is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (HVLCS D) to consistently collect default balances on accounts in accordance with California Government Code 61115.

**2111.2 POLICY**

Within the framework identified in Resolution 2016-14, HVLCS D will begin the lien process once the defaulting bill reaches \$500.00. The lien process will be imposed at a frequency of no less than 6 months.

The method by which HVLCS D applies the lien against real property (regular District lien or tax assessment roll) will be at the discretion of the General Manager.

The costs for the Certificate, Lien Recording (filing costs, staff time and mileage), and Lien Release (filing costs, notary, staff time and mileage) will be applied to the customer's account. All costs are based on actual cost and subject to change based on District, County and State Regulations.

**Approved and Adopted on**

\_\_\_\_\_  
Linda Herndon, President to the Board

**Attest:** \_\_\_\_\_

Kirk Cloyd, General Manager

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# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

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## *LIEN POLICY*

### **I. PURPOSE**

The purpose of the Lien Policy/Procedure is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (HVLCS D) to consistently collect default balances on accounts in accordance with California Government Code 61115.

### **II. POLICY**

Within the framework identified in Resolution 2016-14, HVLCS D will begin the lien process once the defaulting bill reaches \$500.00. The lien process will be imposed at a frequency of no less than 6 months.

The method by which HVLCS D applies the lien against real property (regular District lien or tax assessment roll) will be at the discretion of the General Manager.

### **III. PROCEDURE**

#### **A. Review accounts**

Run the "Account Balance Report" in Incode.

#### **B. Courtesy Lien Notification.**

The lien notification letter should be mailed to the customer no less than 30 days before the lien is recorded. The fee of \$13.13 will be applied to the customer's account. (Lien notification is NOT required in Ca Gov Code 61115.) See Appendix A, Figure 1

\*\*Original liens should never be removed; additional liens should be added to the properties.

#### **District Lien**

#### **C. Apply Fees:**

The costs for the Certificate, Lien Recording (filing costs, staff time and mileage), and Lien Release (filing costs, notary, staff time and mileage) will be applied to the customer's account. See Fees section for more details.

#### **D. Certificate.**

Complete the Certificate of unpaid water and/or sewer service form declaring the delinquent amount of the charges and penalties due, the name and last known address of the person liable for those charges and penalties. Notary is not required on the Certificate See Appendix A, Figure 2

#### **E. Lien Recording.**

A lien may be recorded for the full amount of the Default Balance with the county assessor by submitting an original completed Certificate (item 2). The County will send a recorded copy of the Certificate to whoever is listed in the upper left hand corner of the Certificate.

#### **F. Lien Release.**

Within 30 days of receipt of payment for all amounts due, including the recordation fees paid by the district, the district shall record an original, notarized release of the lien. See Appendix A, Figure 3

### **Tax Assessment Roll Lien**

#### **C. Prior to Public Hearing**

##### **(1) Staff Report to Set Public Hearing.**

A staff report will be issued to the Board of Directors setting a public hearing to determine the Default Balances to be imposed on the respective real property. See Fees section for more details. A summary of costs for all Defaulting Bills shall be attached to the notice. This item needs to be placed on the official agenda of the next board meeting. See Appendix B, Figure 4

##### **(2) Mailed Notice of Public Hearing.**

Notice shall be mailed to each individual noticing the potential lien against their real property on the tax roll in the same manner as property taxes and the time and place of the public hearing to discuss/protest any Default Balance after the public hearing date has been set. Mail no later than 2 1/2 weeks prior to hearing date. See Appendix B, Figure 5

##### **(3) Published Notice of Public Hearing.**

Notice of the public hearing will be published once a week for two successive weeks as required by Section 6066 of the California Government Code, in a newspaper published once a week or more often, with at least five days intervening between the respective publication dates not counting such publication dates. The period of notice commences upon the first day of publication and terminates at the end of the 14<sup>th</sup> day, including the first day published. You should request an affidavit from the newspaper after the publication, which certifies that the notice was published. (email public hearing notice to the Record Bee – [advertising@record-bee.com](mailto:advertising@record-bee.com). Submit dates to be published in email.) See Appendix B, Figure 6

#### **D. Public Hearing**

The Board of Directors will hold a public hearing on the Default Balances on the date provided in the mailed and public notices, with all protests to any Default Balance being heard and considered by the Board prior to the close of the public hearing. Place on the agenda of the hearing date. This is usually placed at the beginning of the agenda items.

**(1) Staff Report to Confirm Lien.**

For the public hearing, a staff report to the Board of Directors shall be prepared to confirm the Default Balance against the respective real property. The Certification of Mailing, Evidence of Publications, and the respective resolution will be attached. See Appendix B, Figure 7

**(2) Resolution Confirming a Default Balance.**

The confirmation of the Lien shall be in the form of a resolution. See Appendix B, Figure 8

**(3) Certificate of Mailing.**

A certificate is to be completed by the person responsible for mailing the notices to the property owners, which includes a list of the owner's information as an attachment. This is not required by Cal Gov Code 61115 (b), but is an additional step that we recommend. See Appendix B, Figure 9

**E. Post Public Hearing**

**(1) Recordation of Default Balance Lien.**

Upon confirmation of the Default Balance, a lien may be recorded for the full amount of the Default Balance and addition fees with the county assessor. See Appendix B, Figure 10

**(2) Lien Release.**

Upon satisfaction of the amount due under the Default Balance Lien, the HVLCS D shall record a lien release against the affected parcel within 30 days of payment. See Appendix B, Figure 11

**FEE SCHEDULE:**

As referenced in Resolution 2016-14, Section 1B, "For each Defaulting Bill, the District may collect all charges, fees, costs and penalties (collectively, a "Default Balance") associated with the default."

\*Weighted cost/hr, mileage rate, recording and notary fee, all of which comprise the following table, are subject to change.

\*Cost calculated on six liens

These fees are itemized as follows:

<b>Category</b>	<b>Cost</b>	<b>Description</b>	<b>Details (subject to change)</b>
Courtesy Letter	\$13.13	1 hr. run report, 1 hr. prepare letters, postage. Weighted cost of staff time, avg. of 6 letters.	$((39.15 * 2) + .47)/6$
Certificate Form	\$6.53	1 hr. prepare certificates. Weighted cost of staff time, avg. of 6 forms.	$39.15/6$
Lien Recordation	\$25.77	1.5 hr. staff time, 67.4 miles round trip, \$10 for a two-paged lien. Weighted cost of staff time, avg. of 6 liens.	$((39.15 * 1.5) + (67.4 * .53))/6 + 10$
Lien Release	\$35.77	1.5 hr. staff time, 67 miles round trip, \$10 for a two-paged lien. \$10 notary. Weighted cost of staff time, avg. of 6 liens.	$((39.15 * 1.5) + (67.4 * .53))/6 + 10 + 10$
<b>Total</b>	<b>\$81.20</b>		

## IV. Appendix A – District Lien

Figure 1 - Courtesy Lien Notification



### Hidden Valley Lake Community Services District

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

Date

Customer Name  
Address  
City, State Zip

Dear Customer,

This letter is to inform you of a past due balance in the amount of \$xxxx on your account with Hidden Valley Lake Community Services District (District) related to your property at xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Should the balance remain outstanding on xx/xx/xxxx , the District will begin the lien against real property process per California Government Code Section 61115(c). The property will continue to accumulate monthly charges and may incur additional fees if payments to the District are not received by the due date.

If you have any questions, or believe we have sent this letter in error, please contact the District Office at (707) 987-9201 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday (excluding holidays.)

Thank you,

Staff

Hidden Valley Lake CSD

**Figure #1**

**Figure 2 - Lien Certification**

Recording requested by and  
when recorded, return to:  
**Hidden Valley Lakes  
Community Services District**  
**Attn:**  
**Address**  
**City, State, Zip**

Record without fee pursuant to Government Code § 27383

**Certificate of Unpaid Water and Sewer Service Charges  
and  
Notice of Lien therefor**

HIDDEN VALLEY LAKES COMMUNITY SERVICES DISTRICT (HVLCS D), a local government agency in the State of California, hereby declares that payment for water and sewer services is in default by the customer at the address below.

This action is based on the non-payment or late payment of water and/or sewer service, pursuant to Hidden Valley Lake CSD Resolution 2016-14 and as authorized by California Government Code section 61115(c).

NOTICE IS HEREBY GIVEN that, should the current property owner attempt to sell, or otherwise transfer the property there are past due water and sewer service charges that constitute a lien on the land, which need to be paid in full before ownership thereof can change hands.

Property Information:

HVLCS D Account #  
Amount Past Due (as of ): \$

Service Address      Address  
   C,S Z

Owner Name      Name  
Owner Address    Address 1  
   Address 2

Signature: \_\_\_\_\_  
   HVLCS D Representative

**Figure #2 - Complete Item #4**



Figure 3 - Lien Release

RECORDING REQUESTED BY:

Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
Attn: Secretary of the Board of Directors

(Space above this line for Recorder's use)

HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT
19400 HARTMANN ROAD
HIDDEN VALLEY LAKE, CA 95467

RELEASE OF LIEN

I, Jim Freeman, President of the Board of the Hidden Valley Lake Community Services District, State of California, hereby release and certify that there has been released all property from any lien imposed thereon by filing and recording that certain DEFAULT BALANCE LIEN for the unpaid Default Balance adopted by the Board of Directors on \_\_\_\_\_, 20\_\_ Resolution No. 20\_\_ - \_\_, for the following:

ADDRESSEE PARCEL AMOUNT

As recorded on \_\_\_\_\_, 20\_\_, as Document No. \_\_\_\_\_ in the Office of the Recorder of Lake County.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Jim Freeman
President of the Board of Directors

State of California

County of Lake

On \_\_\_\_\_ before me, \_\_\_\_\_ Notary Public, personally appeared Jim Freeman

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in her authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

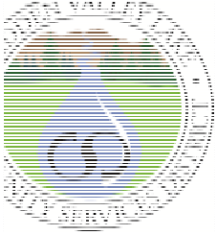
I certify PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Notary Seal)

## V. Appendix B – Tax assessment roll lien

Figure 4 - Staff Report



### Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
— [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com)

TO: Board of Directors

FROM:

MEETING DATE:

REPORT PREPARATION DATE:

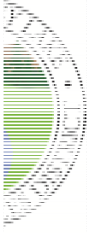
SUBJECT: Setting Public Hearing to Confirm the Default Balance and Lien Amount

---

- I. RECOMMENDATION: That the Board of Directors set the date for a public hearing to confirm the Default Balance associated with a Defaulting Bill for \_\_\_\_\_ [address] \_\_\_\_\_, A.P.N. \_\_\_\_\_, and to direct the County Clerk to file a lien on said property.
- II. BACKGROUND: The District previously cited the properties listed in Exhibit A.
- III. DISCUSSION: In accordance with Resolution 2016-14 and Section 6066 of the California Government Code, the property owner(s) shall be notified of the Default Balance associated with the Defaulting Bill for which they are liable. In accordance with Section 61115 of the California Government Code, the Board of Directors are to hold a public hearing for protests or objections to the Default Balance. After such hearing, the Board of Directors may confirm or modify the Default Balance and, may then place a lien on the property.
- IV. FISCAL IMPACT: Recovery of \$ \_\_\_\_\_ to the District.
- V. ALTERNATIVES: To not set a public hearing on the Default Balance.
- VI. SUGGESTED HEARING DATE: \_\_\_\_\_
- VII. ATTACHMENTS: Summary of Default Balance and Affected Address.

Figure #4

Figure 5 - Notice of Public Hearing



# Hidden Valley Lake Community Services District

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

## NOTICE OF HEARING TO CONFIRM A LIEN AGAINST REAL PROPERTY FOR A DEFAULT BALANCE

PLEASE TAKE NOTICE that the Secretary of the Board of Directors of Hidden Valley Lake Community Services District has filed a report with the District setting forth a public hearing to place a lien on the real property of individuals that have a Default Balance payable to the District. The purpose of the lien is to allow the District to recover funds due to it for services and facilities provided.

NOTICE IS HEREBY GIVEN that the Board of Directors of the Hidden Valley Lake Community Services District, California, will, on the \_\_ day of \_\_\_\_\_, 20 \_\_, in the Boardroom at 19400 Hartmann Road, Hidden Valley Lake, California, beginning at the hour of 7:00 p.m. of said day, hold a public hearing to confirm a lien against the real property, for a Default Balance owed to the District by you, located at:

\_\_\_\_\_ [Street] \_\_\_\_\_,

\_\_\_\_\_ [City & State] \_\_\_\_\_

A.P.N. \_\_\_\_\_

At that time and place, any interested person, including all persons owning property in the District, may appear and be heard on any matter relating to a Default Balance.

Prior to the hearing, if you have any questions or would like to obtain copies of any public information pertaining to this matter, please contact the District Office at (707) 987-9201.

Dated this \_\_ day of \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Secretary to the Board of Directors

Figure #5

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**NOTICE OF PUBLIC HEARING ON DEFAULT BALANCES PAYABLE TO THE DISTRICT**

**PLEASE TAKE NOTICE** that the Secretary of the Board of Directors of Hidden Valley Lake Community Services District has filed a report with the District setting forth a public hearing to place a lien on the real property of individuals that have a Default Balance payable to the District. The purpose of the lien is to allow the District to recover funds due to it for payments owed to the District.

Prior to placing a lien on the real property of the individuals associated with a Default Balance, the District will hold a public hearing to give any interested person, including all property owners in the District, an opportunity to comment on, or protest any Default Balance. The public hearing will occur on \_\_\_\_\_, 20\_\_, at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California. If you oppose any Default Balance, you may protest to the District prior to the close of the public hearing orally or in writing. At the public hearing, the District Board of Directors will consider the protests in determining the final amount of each Default Balance.

Written protests must be received prior to the close of the public hearing. They must include the name, address and signature of the drafter, and should be sent to:

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

Please contact the District Office at (707) 987-9201 regarding any questions or concerns, or to receive any public information relating to this matter.

Published: \_\_\_\_\_, 20\_\_  
                  \_\_\_\_\_, 20\_\_

Posted: \_\_\_\_\_, 20\_\_

**Figure #6**

Figure 7 - Staff report to confirm lien



## Hidden Valley Lake Community Services District

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

TO: Board of Directors

FROM:

MEETING DATE:

REPORT PREPARATION DATE:

SUBJECT: Confirming the Default Balance and Lien Amount from Exhibit A

---

- I. RECOMMENDATION: That the Board of Directors adopt a resolution confirming the Default Balances and direct the County Clerk to file a lien on said property.
- II. BACKGROUND: On \_\_\_\_\_, 2016, at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California, the Board of Directors held a public hearing on the Default Balances owed by property owners listed in Exhibit A and the recommendation by the staff to place a Default Balance Lien on those real property.
- III. DISCUSSION: In accordance with Resolution No. 2016-14 and Section 6066 of the California Government Code, the property owner(s) has be notified of the Default Balances associated with the Defaulting Bill for which they are liable. In accordance with Section 61115 of the California Government Code, the Board of Directors are to hold a hearing for protests or objections to the Default Balances. After such hearing, the Board of Directors may confirm or modify the Default Balances. The Default Balances may then be made a lien against the real property of the individual liable for the Defaulting Bill.
- IV. FISCAL IMPACT: Recovery of \$ \_\_\_\_\_ in costs, fees, expenses and penalty charges.
- V. ALTERNATIVES: To modify the Default Balances herein, or take other action.
- VI. LEGAL REVIEW:
- VII. ATTACHMENTS:
  - a. Certificate of Mailing
  - b. Evidence of Publication
  - c. Resolution Confirming a Default Balance

Figure #7

Figure 8 - Resolution confirming a default balance

RESOLUTION NO. 20\_\_ - \_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT CONFIRMING THE DEFAULT BALANCE ASSOCIATED WITH THE DEFAULTING BILL LISTED IN EXHIBIT A AND DIRECTING STAFF TO FILE A LIEN ON SAID PROPERTY

WHEREAS, the Hidden Valley Lake Community Services District (the "District") previously cited the properties identified in Exhibit A for a Defaulting Bill (as defined in Resolution No. 2016-14); and

WHEREAS, notice of a public hearing to determine the amount of the Default Balance (as defined in Resolution No. 2016-14) under a Defaulting Bill was mailed to the property owners listed in Exhibit A; and

WHEREAS, notice of said public hearing was published in accordance with Section 6066 of the California Government Code; and

WHEREAS, in accordance with Resolution No. 2016-14, said public hearing was conducted on \_\_\_\_\_, \_\_\_\_ at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California; and

WHEREAS, it is necessary for the District to recover the Default Balance; and

WHEREAS, the District has satisfied all notice and hearing requirements under Section 61115 of the California Government Code; and

NOW, THEREFORE, BE IT RESOLVED, the District Board of Directors hereby adopts Resolution No. 20\_\_ - \_\_ confirming the Default Balance in the amount of \$ \_\_\_\_\_; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the District does direct the staff to file a lien for the unpaid Default Balances listed in exhibit A in the amount of \$ \_\_\_\_\_.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of the Hidden Valley Lake Community Services District, County of Lake, State of California, on the \_\_\_\_ of \_\_\_\_\_, 20\_\_, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this \_\_\_\_ of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Jim Freeman  
President of the Board of Directors

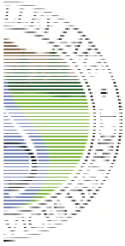
\_\_\_\_\_  
Secretary to the Board of Directors

**PROPERTY LIENS - \_\_\_\_\_ (month and year)**  
**EXHIBIT A**

<b>NAME</b>	<b>ADDRESS</b>	<b>APN</b>	<b>AMOUNT</b>

Figure #8

Figure 9 - Certificate of Mailing



# Hidden Valley Lake Community Services District

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

## CERTIFICATE OF MAILING

(Notice to Property Owners)

I, \_\_\_\_\_, whose business address is \_\_\_\_\_, do hereby certify that I mailed a copy of the attached NOTICE OF HEARING TO CONFIRM A LIEN AGAINST REAL PROPERTY FOR THE DEFAULT BALANCE DUE UNDER A DEFAULTING BILL (the "Notice") to each individual associated with a Defaulting Bill within the Hidden Valley Lake Community Services District, according to the list of such individuals and their addresses attached to this Certificate, and that I personally mailed such Notice by depositing a copy of same, addressed to each such listed last known individual, first-class mail, postage prepaid, in the United States mail at Middletown, California, on \_\_\_\_\_, 20\_\_.

I declare under penalty of perjury that the foregoing is true and correct.

DATED: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Hidden Valley Lake, California

Figure #9



Figure 10 - Recordation of default balance lien

RECORDING REQUESTED BY AND

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Attn: Secretary to the Board of Directors

(Space above this line for Recorder's use)

DEFAULTING BALANCE LIEN  
DEBTOR:

\_\_\_\_\_  
A.P.N.: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
CONFIRMING THE DEFAULT BALANCE ASSOCIATED WITH THE DEFAULTING BILL LISTED IN EXHIBIT A AND  
DIRECTING THE COUNTY CLERK TO FILE A LIEN ON SAID PROPERTY

WHEREAS, the Hidden Valley Lake Community Services District (the "District") previously cited the properties in Exhibit A for a Defaulting Bill (as defined in Resolution No. 2016-14); and

WHEREAS, notice of a public hearing to determine the amount of the Default Balance (as defined in Resolution No. 2016-14) under a Defaulting Bill was mailed to property owners listed in Exhibit A ; and

WHEREAS, notice of said public hearing was published in accordance with Section 6066 of the California Government Code; and

WHEREAS, in accordance with Resolution No. 2016-14, said public hearing was conducted on \_\_\_\_\_, at 7:00 p.m. at 19400 Hartmann Road, Boardroom, Hidden Valley Lake, California; and

WHEREAS, it is necessary for the District to recover the Default Balance; and

WHEREAS, the District has satisfied all notice and hearing requirements under Section 61115 of the California Government Code; and

NOW, THEREFORE, BE IT RESOLVED, the District Board of Directors hereby adopts Resolution No. \_\_\_\_\_ confirming the Default Balance in the amount of \$ \_\_\_\_\_; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, the District does direct the County Clerk to file a lien for the unpaid Default Balances listed in Exhibit A in the amount of \$ \_\_\_\_\_.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced and adopted by the Board of Directors of the Hidden Valley Lake Community Services District, County of Lake, State of California, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

AYES: Directors  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Jim Freeman President to the Board of Directors

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which

Figure 11 - Lien release

RECORDING REQUESTED BY:

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Attn: Secretary of the Board of Directors

(Space above this line for Recorder's use)

HIDDEN VALLEY LAKE  
COMMUNITY SERVICES DISTRICT  
19400 HARTMANN ROAD  
HIDDEN VALLEY LAKE, CA 95467

RELEASE OF LIEN

I, Jim Freeman, President of the Board of the Hidden Valley Lake Community Services District, State of California, hereby release and certify that there has been released all property from any lien imposed thereon by filing and recording that certain DEFAULT BALANCE LIEN for the unpaid Default Balance adopted by the Board of Directors on \_\_\_\_\_, 20\_\_ Resolution No. 20\_\_ - \_\_, for the following:

<u>ADDRESSEE</u>	<u>PARCEL</u>	<u>AMOUNT</u>
------------------	---------------	---------------

As recorded on \_\_\_\_\_, 20\_\_, as Document No. \_\_\_\_\_ in the Office of the Recorder of Lake County.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

\_\_\_\_\_  
Jim Freeman  
President of the Board of Directors

State of California

County of Lake

On \_\_\_\_\_ before me, xxx Notary Public, personally appeared Jim Freeman

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in her authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Notary Seal)

\_\_\_\_\_  
**Figure #11**

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	107.68
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	49.41
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,543.01
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	2,087.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	259.49
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	242.25
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,750.91
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	7,154.83
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.51
01-1999	GRAINGER			N		FUND TOTAL FOR VENDOR	131.60
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	8,318.95
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,400.34
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	12,279.95
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	195.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	42.86
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	368.89
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	570.93
01-2607	PATRICIA WILKINSON			N		FUND TOTAL FOR VENDOR	88.89
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	12.38
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	73.00
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	657.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	605.00
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,674.58
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	3,019.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	200.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	768.75
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	931.15
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	371.25
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	27.19
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	65.10
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	4,181.80
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	171.41
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	1,684.49
01-2943	DICKENSON PEATMAN & FOGAR			N		FUND TOTAL FOR VENDOR	80.00
01-2944	AQUATIC HARVESTING			N		FUND TOTAL FOR VENDOR	35,000.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	3,543.30
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	315.06
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	2,411.62
01-2952	MACLEOD WATTS, INC			N		FUND TOTAL FOR VENDOR	800.00
01-2978	JT AUTO GLASS			N		FUND TOTAL FOR VENDOR	387.17
01-2980	OWEN EQUIPMENT			N		FUND TOTAL FOR VENDOR	200,125.92
01-2981	MILLERICK PLUMBING			N		FUND TOTAL FOR VENDOR	140.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	117.66
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	17,010.81
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	100.00

\*\*\* FUND TOTALS \*\*\*

327,887.29

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	405.44
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	107.67
01-1046	RAINBOW AGRICULTURAL SERV			N		FUND TOTAL FOR VENDOR	49.40
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	2,954.78
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	259.48
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	242.24
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	465.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,750.90
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	8,198.92
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	567.50
01-1999	GRAINGER			N		FUND TOTAL FOR VENDOR	131.58
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	9,369.09
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,400.34
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	195.00
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	118.26
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	189.18
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	570.92
01-2607	PATRICIA WILKINSON			N		FUND TOTAL FOR VENDOR	88.88
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	12.37
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	73.00
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2781	SAM GARCIA			N		FUND TOTAL FOR VENDOR	100.00
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,446.24
01-2819	SWRCB - DWCP			N		FUND TOTAL FOR VENDOR	90.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	732.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	200.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	768.75
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	37,542.28
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	168.40
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	931.14
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	371.25
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	27.19
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	69.10
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	171.40
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	1,782.30
01-2943	DICKENSON PEATMAN & FOGAR			N		FUND TOTAL FOR VENDOR	80.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	3,543.30
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	357.87
01-2952	MACLEOD WATTS, INC			N		FUND TOTAL FOR VENDOR	800.00
01-2978	JT AUTO GLASS			N		FUND TOTAL FOR VENDOR	387.17
01-2980	OWEN EQUIPMENT			N		FUND TOTAL FOR VENDOR	133,417.28
01-8	AT&T			N		FUND TOTAL FOR VENDOR	117.65
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	3,475.36
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	100.00

\*\*\* FUND TOTALS \*\*\*

229,394.77



VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 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	67.64
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\*\*\* FUND TOTALS \*\*\*

67.64

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-2893	U.S. BANK			N	FUND TOTAL FOR VENDOR	233,035.48
*** FUND TOTALS ***						233,035.48
*** REPORT TOTALS ***			790,385.18			790,385.18

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	315.06
120 2088	SURVIVOR BENEFITS - PERS	15.89
120 2090	PERS PAYABLE	3,608.78
120 2091	FIT PAYABLE	5,561.95
120 2092	CIT PAYABLE	2,002.78
120 2093	SOCIAL SECURITY PAYABLE	29.14
120 2094	MEDICARE PAYABLE	767.22
120 2095	S D I PAYABLE	526.82
120 2099	DEFERRED COMP - 457 PLAN	768.75
120 5-00-5025	RETIREE HEALTH BENEFITS	1,856.91
120 5-00-5060	GASOLINE, OIL & FUEL	931.15
120 5-00-5061	VEHICLE MAINT	1,282.97
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	6.97
120 5-00-5092	POSTAGE & SHIPPING	1,027.97
120 5-00-5121	LEGAL SERVICES	451.25
120 5-00-5123	OTHER PROFESSIONAL SERVICES	5,094.30
120 5-00-5130	PRINTING & PUBLICATION	472.37
120 5-00-5145	EQUIPMENT RENTAL	220.34
120 5-00-5148	OPERATING SUPPLIES	4,099.32
120 5-00-5150	REPAIR & REPLACE	15,573.59
120 5-00-5155	MAINT BLDG & GROUNDS	433.33
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5165	TERTIARY POND MAINTENANCE	35,000.00
120 5-00-5191	TELEPHONE	1,013.18
120 5-00-5192	ELECTRICITY	17,010.81
120 5-00-5193	OTHER UTILITIES	242.25
120 5-00-5194	IT SERVICES	3,603.80
120 5-00-5195	ENV/MONITORING	3,019.00
120 5-00-5315	SAFETY EQUIPMENT	4.68

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5545	RECORDING FEES	67.50
120 5-10-5010	SALARIES & WAGES	442.16
120 5-10-5020	EMPLOYEE BENEFITS	5,757.15
120 5-10-5021	RETIREMENT BENEFITS	2,774.80
120 5-10-5090	OFFICE SUPPLIES	132.10
120 5-10-5170	TRAVEL MILEAGE	194.13
120 5-10-5175	EDUCATION / SEMINARS	228.05
120 5-30-5010	SALARIES & WAGES	318.40
120 5-30-5020	EMPLOYEE BENEFITS	5,343.46
120 5-30-5021	RETIREMENT BENEFITS	1,919.48
120 5-30-5022	CLOTHING ALLOWANCE	382.66
120 5-30-5090	OFFICE SUPPLIES	152.49
120 5-40-5010	DIRECTORS COMPENSATION	35.96
120 5-40-5020	DIRECTOR BENEFITS	13.41
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,360.90
120 5-40-5176	DIRECTOR TRAINING	435.64
120 5-70-7101	VAC TRUCK	200,125.92
	** FUND TOTAL **	327,887.29
130 1052	ACCTS REC WATER USE	405.44
130 2075	AFLAC	357.87
130 2088	SURVIVOR BENEFITS - PERS	17.59
130 2090	PERS PAYABLE	4,040.53
130 2091	FIT PAYABLE	6,434.48
130 2092	CIT PAYABLE	2,356.53
130 2093	SOCIAL SECURITY PAYABLE	32.86
130 2094	MEDICARE PAYABLE	849.44
130 2095	S D I PAYABLE	583.16
130 2099	DEFERRED COMP - PLAN 457 PAYAB	768.75
130 5-00-5025	RETIREE HEALTH BENEFITS	1,856.91
130 5-00-5060	GASOLINE, OIL & FUEL	931.14
130 5-00-5061	VEHICLE MAINT	1,282.97
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	6.96
130 5-00-5092	POSTAGE & SHIPPING	1,027.97
130 5-00-5121	LEGAL SERVICES	451.25
130 5-00-5123	OTHER PROFESSIONAL SERVICES	912.50
130 5-00-5124	WATER RIGHTS	465.00
130 5-00-5130	PRINTING & PUBLICATION	472.37
130 5-00-5145	EQUIPMENT RENTAL	295.62
130 5-00-5148	OPERATING SUPPLIES	1,785.50
130 5-00-5150	REPAIR & REPLACE	658.72
130 5-00-5155	MAINT BLDG & GROUNDS	433.31
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5191	TELEPHONE	1,017.15
130 5-00-5192	ELECTRICITY	3,475.36
130 5-00-5193	OTHER UTILITIES	242.24
130 5-00-5194	IT SERVICES	3,603.80



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      :    8/01/2019 THRU    8/31/2019      0/00/0000 THRU 99/99/9999      0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

REPORT SEQUENCE: FUND  
G/L EXPENSE DISTRIBUTION: YES  
CHECK RANGE: 000000 THRU 999999  
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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

120-SEWER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,502,648.00</u>	<u>360,349.42</u>	<u>498,145.01</u>	<u>1,004,502.99</u>	<u>33.15</u>
TOTAL REVENUES	<u>1,502,648.00</u>	<u>360,349.42</u>	<u>498,145.01</u>	<u>1,004,502.99</u>	<u>33.15</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	654,560.00	80,709.64	150,240.05	504,319.95	22.95
ADMINISTRATION	443,138.00	42,570.02	73,809.95	369,328.05	16.66
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	338,928.00	32,857.21	56,750.97	282,177.03	16.74
DIRECTORS	49,730.00	3,912.87	7,340.73	42,389.27	14.76
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>201,000.00</u>	<u>200,125.92</u>	<u>200,160.19</u>	<u>839.81</u>	<u>99.58</u>
TOTAL EXPENDITURES	<u>1,687,356.00</u>	<u>360,175.66</u>	<u>488,301.89</u>	<u>1,199,054.11</u>	<u>28.94</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 184,708.00)	173.76	9,843.12	( 194,551.12)	5.33-

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	100.00	100.00	400.00	20.00
120-4036 DEVELOPER SEWER FEES	15,200.00	0.00	0.00	15,200.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,000.00	225.00	225.00	4,775.00	4.50
120-4050 SALES OF RECLAIMED WATER	118,000.00	21,431.67	49,565.10	68,434.90	42.00
120-4111 COMM SEWER USE	36,959.00	3,008.06	6,016.12	30,942.88	16.28
120-4112 GOV'T SEWER USE	855.00	71.21	142.42	712.58	16.66
120-4116 SEWER USE CHARGES	1,167,934.00	98,508.93	197,098.36	970,835.64	16.88
120-4210 LATE FEE	20,000.00	1,829.54	3,591.73	16,408.27	17.96
120-4300 MISC INCOME	1,500.00	5.57	8.47	1,491.53	0.56
120-4310 OTHER INCOME	200.00	0.00	0.00	200.00	0.00
120-4320 FEMA/CalOES Grants	135,000.00	0.00	0.00	135,000.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,500.00	43.52	578.89	921.11	38.59
120-4580 TRANSFERS IN	0.00	235,125.92	240,818.92 (	240,818.92)	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>1,502,648.00</b>	<b>360,349.42</b>	<b>498,145.01</b>	<b>1,004,502.99</b>	<b>33.15</b>
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HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2019

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	11,770.00	0.00	11,762.13	7.87	99.93
120-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	928.45	928.45	21,911.55	4.07
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	12,000.00	931.15	1,233.56	10,766.44	10.28
120-5-00-5061 VEHICLE MAINT	15,000.00	1,282.97	1,601.12	13,398.88	10.67
120-5-00-5062 TAXES & LIC	800.00	0.00	0.00	800.00	0.00
120-5-00-5074 INSURANCE	27,000.00	0.00	33,137.94 (	6,137.94)	122.73
120-5-00-5075 BANK FEES	21,000.00	1,610.98	2,848.54	18,151.46	13.56
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	6.97	106.97	7,393.03	1.43
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	1,027.72	1,027.47	5,972.53	14.68
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00	371.25	371.25	4,628.75	7.43
120-5-00-5122 ENGINEERING SERVICES	27,000.00	0.00	0.00	27,000.00	0.00
120-5-00-5123 OTHER PROFESSIONAL SERVICE	30,000.00	5,444.30	5,444.30	24,555.70	18.15
120-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	472.37	472.37	4,527.63	9.45
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	220.34	413.49	4,586.51	8.27
120-5-00-5148 OPERATING SUPPLIES	40,000.00	2,417.45	2,963.21	37,036.79	7.41
120-5-00-5150 REPAIR & REPLACE	142,000.00	4,438.64	6,610.80	135,389.20	4.66
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	333.33	488.50	5,011.50	8.88
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,262.50	1,262.50	15,237.50	7.65
120-5-00-5157 SECURITY	5,000.00	0.00	0.00	5,000.00	0.00
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	16,087.50	28,912.50	35.75
120-5-00-5165 TERTIARY POND MAINTENANCE	35,000.00	35,000.00	35,000.00	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	9,500.00	1,013.18	1,425.91	8,074.09	15.01
120-5-00-5192 ELECTRICITY	60,000.00	17,010.81	17,010.81	42,989.19	28.35
120-5-00-5193 OTHER UTILITIES	2,600.00	242.25	242.25	2,357.75	9.32
120-5-00-5194 IT SERVICES	45,000.00	3,603.80	4,825.80	40,174.20	10.72
120-5-00-5195 ENV/MONITORING	32,000.00	3,019.00	4,884.00	27,116.00	15.26
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	0.00	2,000.00	0.00
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	0.00	1,300.00	0.00
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	4.68	4.68	3,495.32	0.13
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	67.50	86.50	163.50	34.60
120-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00



HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

120-SEWER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	654,560.00	80,709.64	150,240.05	504,319.95	22.95

AS OF: AUGUST 31ST, 2019

## 120-SEWER ENTERPRISE FUND

## ADMINISTRATION

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	281,602.00	30,456.53	50,822.32	230,779.68	18.05
120-5-10-5020 EMPLOYEE BENEFITS	93,979.00	5,999.46	12,031.64	81,947.36	12.80
120-5-10-5021 RETIREMENT BENEFITS	57,507.00	5,559.75	10,101.49	47,405.51	17.57
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	132.10	373.64	3,626.36	9.34
120-5-10-5170 TRAVEL MILEAGE	1,200.00	194.13	252.81	947.19	21.07
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	228.05	228.05	3,771.95	5.70
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	443,138.00	42,570.02	73,809.95	369,328.05	16.66

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2019

120-SEWER ENTERPRISE FUND  
OFFICE  
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2019

120-SEWER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	215,150.00	22,274.18	36,578.78	178,571.22	17.00
120-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,343.46	10,780.56	57,473.44	15.79
120-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,704.42	8,745.43	37,978.57	18.72
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	382.66	382.66	1,417.34	21.26
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-30-5090 OFFICE SUPPLIES	1,000.00	152.49	258.32	741.68	25.83
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	5.22	494.78	1.04
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
<b>TOTAL FIELD</b>	<b>338,928.00</b>	<b>32,857.21</b>	<b>56,750.97</b>	<b>282,177.03</b>	<b>16.74</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

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	270.96	505.96	2,494.04	16.87
120-5-40-5020 DIRECTOR BENEFITS	90.00	13.41	13.41	76.59	14.90
120-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	3,192.86	6,385.72	34,954.28	15.45
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	435.64	435.64	3,164.36	12.10
<b>TOTAL DIRECTORS</b>	<b>49,730.00</b>	<b>3,912.87</b>	<b>7,340.73</b>	<b>42,389.27</b>	<b>14.76</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

120-SEWER ENTERPRISE FUND  
 SPECIAL PROJECTS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	0.00	0.00	0.00	0.00	0.00
<b>TOTAL SPECIAL PROJECTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

120-SEWER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	201,000.00	200,125.92	200,125.92	874.08	99.57
120-5-70-7201 I & I	0.00	0.00	34.27 (	34.27)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>201,000.00</b>	<b>200,125.92</b>	<b>200,160.19</b>	<b>839.81</b>	<b>99.58</b>
<b>TOTAL EXPENDITURES</b>	<b>1,687,356.00</b>	<b>360,175.66</b>	<b>488,301.89</b>	<b>1,199,054.11</b>	<b>28.94</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 184,708.00)</b>	<b>173.76</b>	<b>9,843.12 (</b>	<b>194,551.12)</b>	<b>5.33-</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,119,035.00</u>	<u>329,137.14</u>	<u>541,518.26</u>	<u>1,577,516.74</u>	<u>25.55</u>
TOTAL REVENUES	<u>2,119,035.00</u>	<u>329,137.14</u>	<u>541,518.26</u>	<u>1,577,516.74</u>	<u>25.55</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	873,602.00	20,887.69	70,573.88	803,028.12	8.08
ADMINISTRATION	443,438.00	42,357.99	73,770.52	369,667.48	16.64
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	339,528.00	39,721.10	67,657.23	271,870.77	19.93
DIRECTORS	54,530.00	3,949.12	7,406.97	47,123.03	13.58
CAPITAL PROJECTS & EQUIP	<u>158,988.00</u>	<u>154,573.16</u>	<u>154,573.16</u>	<u>4,414.84</u>	<u>97.22</u>
TOTAL EXPENDITURES	<u>1,870,086.00</u>	<u>261,489.06</u>	<u>373,981.76</u>	<u>1,496,104.24</u>	<u>20.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	248,949.00	67,648.08	167,536.50	81,412.50	67.30



HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

130-WATER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	1,395.00	2,500.00	9,500.00	20.83
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	0.00	0.00	1,000.00	0.00
130-4040 LIEN RECORDING FEES	500.00	0.00	786.15 (	286.15)	157.23
130-4045 AVAILABILITY FEES	25,000.00	900.00	900.00	24,100.00	3.60
130-4110 COMM WATER USE	104,000.00	10,286.00	21,797.43	82,202.57	20.96
130-4112 GOV'T WATER USE	6,000.00	496.80	893.90	5,106.10	14.90
130-4115 WATER USE	1,940,435.00	191,163.36	369,301.40	1,571,133.60	19.03
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	3,172.59	5,951.40	19,048.60	23.81
130-4215 RETURNED CHECK FEE	1,000.00	100.00	150.00	850.00	15.00
130-4300 MISC INCOME	2,000.00	644.36	1,069.31	930.69	53.47
130-4310 OTHER INCOME	100.00	0.00	0.00	100.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	2,000.00	378.63	1,181.87	818.13	59.09
130-4580 TRANSFER IN	0.00	120,600.40	136,986.80 (	136,986.80)	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>2,119,035.00</b>	<b>329,137.14</b>	<b>541,518.26</b>	<b>1,577,516.74</b>	<b>25.55</b>
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HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2019

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	11,770.00	0.00	11,762.13	7.87	99.93
130-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	928.46	928.46	21,911.54	4.07
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	11,000.00	931.14	1,233.54	9,766.46	11.21
130-5-00-5061 VEHICLE MAINT	24,292.00	1,282.97	1,601.11	22,690.89	6.59
130-5-00-5062 TAXES & LIC	1,200.00	0.00	0.00	1,200.00	0.00
130-5-00-5074 INSURANCE	27,000.00	0.00	33,137.93 (	6,137.93)	122.73
130-5-00-5075 BANK FEES	21,000.00	1,610.95	2,526.11	18,473.89	12.03
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	6.96	106.96	23,893.04	0.45
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	1,027.72	1,027.47	4,972.53	17.12
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	371.25	371.25	9,628.75	3.71
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	0.00	60,000.00	0.00
130-5-00-5123 OTHER PROFESSIONAL SERVICE	40,000.00	1,262.50	1,262.50	38,737.50	3.16
130-5-00-5124 WATER RIGHTS	70,000.00	465.00	465.00	69,535.00	0.66
130-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	472.37	472.37	7,027.63	6.30
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	295.62	488.76	34,511.24	1.40
130-5-00-5148 OPERATING SUPPLIES	5,000.00	1,785.50	1,785.50	3,214.50	35.71
130-5-00-5150 REPAIR & REPLACE	185,000.00	658.72	658.72	184,341.28	0.36
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	333.31	365.14	11,634.86	3.04
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	312.50	312.50	3,887.50	7.44
130-5-00-5157 SECURITY	5,000.00	0.00	0.00	5,000.00	0.00
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	9,500.00	1,017.15	1,429.86	8,070.14	15.05
130-5-00-5192 ELECTRICITY	150,000.00	3,475.36	3,475.36	146,524.64	2.32
130-5-00-5193 OTHER UTILITIES	2,200.00	242.24	242.24	1,957.76	11.01
130-5-00-5194 IT SERVICES	40,000.00	3,603.80	4,825.80	35,174.20	12.06
130-5-00-5195 ENV/MONITORING	20,000.00	732.00	1,854.00	18,146.00	9.27
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	0.00	30,000.00	0.00
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	4.67	4.67	2,495.33	0.19
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	150.00	8,850.00	1.67
130-5-00-5545 RECORDING FEES	100.00	67.50	86.50	13.50	86.50
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	20,000.00	0.00	0.00	20,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2019

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

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	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	873,602.00	20,887.69	70,573.88	803,028.12	8.08

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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

130-WATER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	281,602.00	30,114.80	50,480.88	231,121.12	17.93
130-5-10-5020 EMPLOYEE BENEFITS	93,979.00	5,999.42	12,031.57	81,947.43	12.80
130-5-10-5021 RETIREMENT BENEFITS	57,507.00	5,521.12	10,062.81	47,444.19	17.50
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	132.09	373.62	3,626.38	9.34
130-5-10-5170 TRAVEL MILEAGE	2,000.00	362.52	593.60	1,406.40	29.68
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	228.04	228.04	3,771.96	5.70
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>443,438.00</b>	<b>42,357.99</b>	<b>73,770.52</b>	<b>369,667.48</b>	<b>16.64</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

130-WATER ENTERPRISE FUND  
 OFFICE  
 EXPENDITURES

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

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2019130-WATER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	215,150.00	28,292.77	46,246.59	168,903.41	21.50
130-5-30-5020 EMPLOYEE BENEFITS	68,254.00	5,343.45	10,780.53	57,473.47	15.79
130-5-30-5021 RETIREMENT BENEFITS	46,724.00	5,359.74	9,797.12	36,926.88	20.97
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	382.66	382.66	1,417.34	21.26
130-5-30-5063 CERTIFICATIONS	600.00	190.00	190.00	410.00	31.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	152.48	258.30	741.70	25.83
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	2.03	1,997.97	0.10
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	339,528.00	39,721.10	67,657.23	271,870.77	19.93

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2019

## 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	305.54	570.54	2,429.46	19.02
130-5-40-5020 DIRECTOR BENEFITS	90.00	15.09	15.09	74.91	16.77
130-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	3,192.85	6,385.70	34,954.30	15.45
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	8,400.00	435.64	435.64	7,964.36	5.19
<b>TOTAL DIRECTORS</b>	<b>54,530.00</b>	<b>3,949.12</b>	<b>7,406.97</b>	<b>47,123.03</b>	<b>13.58</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2019

130-WATER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	134,000.00	133,417.28	133,417.28	582.72	99.57
130-5-70-7202 GENERATORS	24,988.00	16,953.39	16,953.39	8,034.61	67.85
130-5-70-7204 TANK 9	0.00	1,860.00	1,860.00 (	1,860.00)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	2,342.49	2,342.49 (	2,342.49)	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>158,988.00</b>	<b>154,573.16</b>	<b>154,573.16</b>	<b>4,414.84</b>	<b>97.22</b>
<b>TOTAL EXPENDITURES</b>	<b>1,870,086.00</b>	<b>261,489.06</b>	<b>373,981.76</b>	<b>1,496,104.24</b>	<b>20.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>248,949.00</b>	<b>67,648.08</b>	<b>167,536.50</b>	<b>81,412.50</b>	<b>67.30</b>

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





**Hidden Valley Lake Community Services District**  
**Financial Activity, Cash and Investment Summary**  
**As of August 31, 2019**  
**(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>	<b>\$ 344,199.82</b>	<b>\$ 971,003.56</b>	<b>\$ 607,056.88</b>	<b>\$ 177,847.93</b>	<b>\$ 2,100,108.19</b>
<b>Cash Receipts</b>					
Utility Billing Deposits	386,389.64	-	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	-	6,986.61	4,600.73	275.06	
<b>Total Cash Receipts</b>	<b>\$ 386,389.64</b>	<b>\$ 6,986.61</b>	<b>\$ 4,600.73</b>	<b>\$ 275.06</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	749,975.04	-	-	-	
Electronic Fund/Bank Draft Disbursements	52,589.79	-	-	-	
Payroll Checks issued - net	81,601.96	-	-	-	
Bank Fees	3,221.93	-	-	-	
Other Disbursements	-	-	-	-	
<b>Total Disbursements</b>	<b>\$ 887,388.72</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>					
Transfers In	377,805.72	-	-	-	
Transfers Out	-	463,380.57	-	-	
<b>Total Transfers Between Accounts</b>	<b>\$ 377,805.72</b>	<b>\$ 463,380.57</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 221,006.46</b>	<b>\$ 514,609.60</b>	<b>\$ 611,657.61</b>	<b>\$ 178,122.99</b>	<b>\$ 1,525,396.66</b>
<b>Reconciling Adjustments to Financial Institutions [2]</b>					
<b>Financial Institution Ending Balances</b>	<b>\$ 597,262.47</b>	<b>\$ 514,609.60</b>	<b>\$ 611,657.61</b>	<b>\$ 178,122.99</b>	<b>\$ 1,901,652.67</b>

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

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	(39,039.29)	61,967.82	70,652.50	-	93,581.03
<b>130</b> Water Operating	104,211.69	164,984.56	105,292.28	-	374,488.53
<b>140</b> Flood Enterprise	494.44	-	-	-	494.44
<b>215</b> 2016 Sewer Refinancing Bond	-	121,877.42	92,401.21	178,122.99	392,401.62
<b>218</b> 2002 CIEDB Loan	110,654.95	-	12,088.14	-	122,743.09
<b>219</b> 2012 USDA Solar COP	0.23	22,489.77	860.27	-	23,350.27
<b>313</b> Wastewater Operating Reserve	-	-	57,552.50	-	57,552.50
<b>314</b> Wastewater CIP	-	(7,858.78)	93,056.57	-	85,197.79
<b>319</b> 2012 USDA Solar COP Reserve	-	31,285.25	-	-	31,285.25
<b>320</b> Water CIP	97.57	3.07	-	-	100.64
<b>325</b> Water Operating Reserve	44,586.87	-	-	-	44,586.87
<b>350</b> 2002 CIEDB Loan Reserve	-	-	179,754.14	-	179,754.14
<b>711</b> 2016 Bond Administration	-	-	-	-	-
<b>712</b> Bond Revolving	-	119,860.49	-	-	119,860.49
<b>Total Ending Balances in General Ledger</b>	<b>\$ 221,006.46</b>	<b>\$ 514,609.60</b>	<b>\$ 611,657.61</b>	<b>\$ 178,122.99</b>	<b>\$ 1,525,396.66</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: 8/01/2019 THRU 8/31/2019  
 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	8/02/2019	BANK-DRAFT	000345	AFLAC	224.31CR	CLEARED	A	8/06/2019
1010	8/02/2019	BANK-DRAFT	000346	CALIFORNIA PUBLIC EMPLOYEES RE	5,881.09CR	CLEARED	A	8/05/2019
1010	8/02/2019	BANK-DRAFT	000347	NATIONWIDE RETIREMENT SOLUTION	512.50CR	CLEARED	A	8/02/2019
1010	8/02/2019	BANK-DRAFT	000348	STATE OF CALIFORNIA EDD	1,835.32CR	CLEARED	A	8/02/2019
1010	8/02/2019	BANK-DRAFT	000349	US DEPARTMENT OF THE TREASURY	5,160.23CR	CLEARED	A	8/02/2019
1010	8/16/2019	BANK-DRAFT	000350	AFLAC	224.31CR	OUTSTND	A	0/00/0000
1010	8/16/2019	BANK-DRAFT	000351	CALIFORNIA PUBLIC EMPLOYEES RE	5,903.47CR	CLEARED	A	8/19/2019
1010	8/16/2019	BANK-DRAFT	000352	NATIONWIDE RETIREMENT SOLUTION	512.50CR	CLEARED	A	8/16/2019
1010	8/16/2019	BANK-DRAFT	000353	STATE OF CALIFORNIA EDD	1,802.24CR	CLEARED	A	8/16/2019
1010	8/16/2019	BANK-DRAFT	000354	US DEPARTMENT OF THE TREASURY	5,034.27CR	CLEARED	A	8/16/2019
1010	8/30/2019	BANK-DRAFT	000355	AFLAC	224.31CR	OUTSTND	A	0/00/0000
1010	8/30/2019	BANK-DRAFT	000356	CALIFORNIA PUBLIC EMPLOYEES RE	5,903.48CR	CLEARED	A	9/03/2019
1010	8/30/2019	BANK-DRAFT	000357	NATIONWIDE RETIREMENT SOLUTION	512.50CR	CLEARED	A	8/30/2019
1010	8/30/2019	BANK-DRAFT	000358	STATE OF CALIFORNIA EDD	1,860.23CR	CLEARED	A	8/30/2019
1010	8/30/2019	BANK-DRAFT	000359	US DEPARTMENT OF THE TREASURY	5,159.25CR	CLEARED	A	8/30/2019

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1010	8/02/2019	CHECK	036602	AMAZON CAPITAL SERVICES, INC.	342.81CR	CLEARED	A	8/06/2019
1010	8/02/2019	CHECK	036603	APPLIED TECHNOLOGY SOLUTIONS	6,483.60CR	CLEARED	A	8/06/2019
1010	8/02/2019	CHECK	036604	AT&T MOBILITY	67.10CR	CLEARED	A	8/07/2019
1010	8/02/2019	CHECK	036605	COASTLAND CIVIL ENGINEERING, I	16,386.40CR	CLEARED	A	8/06/2019
1010	8/02/2019	CHECK	036606	MEDIACOM	518.97CR	CLEARED	A	8/08/2019
1010	8/02/2019	CHECK	036607	OFFICE DEPOT	61.32CR	CLEARED	A	8/08/2019
1010	8/02/2019	CHECK	036608	PACIFIC GAS & ELECTRIC COMPANY	20,553.81CR	CLEARED	A	8/07/2019
1010	8/02/2019	CHECK	036609	THATCHER COMPANY, INC.	452.18CR	CLEARED	A	8/08/2019
1010	8/02/2019	CHECK	036610	TYLER TECHNOLOGY	121.00CR	CLEARED	A	8/07/2019
1010	8/09/2019	CHECK	036611	ACWA/JPIA	1,135.01CR	CLEARED	A	8/13/2019
1010	8/09/2019	CHECK	036612	ALPHA ANALYTICAL LABORATORIES	839.00CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036613	APPLIED TECHNOLOGY SOLUTIONS	603.00CR	CLEARED	A	8/19/2019
1010	8/09/2019	CHECK	036614	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036615	DATAPROSE	2,800.68CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036616	DICKENSON PEATMAN & FOGARTY	160.00CR	CLEARED	A	8/13/2019
1010	8/09/2019	CHECK	036617	GRAINGER	263.18CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036618	HARDESTER'S MARKETS & HARDWARE	161.12CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036619	LOCAL GOVERNMENT COMMISSION IN	4,181.80CR	CLEARED	A	8/16/2019
1010	8/09/2019	CHECK	036620	MENDO MILL CLEARLAKE	179.69CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036621	MICHELLE HAMILTON	970.00CR	CLEARED	A	8/12/2019
1010	8/09/2019	CHECK	036622	RAINBOW AGRICULTURAL SERVICES	98.81CR	CLEARED	A	8/16/2019
1010	8/09/2019	CHECK	036623	RAY MORGAN COMPANY	54.38CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036624	REDFORD SERVICES	605.00CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036625	SAM GARCIA	100.00CR	CLEARED	A	8/28/2019
1010	8/09/2019	CHECK	036626	SOUTH LAKE REFUSE COMPANY	484.49CR	CLEARED	A	8/13/2019
1010	8/09/2019	CHECK	036627	SPECIAL DISTRICT RISK MANAGEME	31,087.56CR	CLEARED	A	8/14/2019

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

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1010	8/09/2019	CHECK	036630	U.S. BANK	233,035.48CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036631	WESTGATE PETROLEUM CO., INC.	834.65CR	CLEARED	A	8/14/2019
1010	8/09/2019	CHECK	036632	RASMUSSEN, DAN	3.18CR	CLEARED	A	8/19/2019
1010	8/09/2019	CHECK	036633	RUSSELL, ELDNA	3.54CR	CLEARED	A	9/09/2019
1010	8/16/2019	CHECK	036634	SHIELDS, CRAIG R	339.87CR	CLEARED	P	8/19/2019
1010	8/13/2019	CHECK	036635	OWEN EQUIPMENT	333,543.20CR	OUTSTND	A	0/00/0000
1010	8/16/2019	CHECK	036636	ALPHA ANALYTICAL LABORATORIES	983.00CR	CLEARED	A	8/21/2019
1010	8/16/2019	CHECK	036637	ARMED FORCE PEST CONTROL, INC.	185.00CR	CLEARED	A	8/21/2019
1010	8/16/2019	CHECK	036638	BOLD POLISNER MADDOW NELSON &	742.50CR	CLEARED	A	8/20/2019
1010	8/16/2019	CHECK	036639	GARDENS BY JILLIAN	200.00CR	CLEARED	A	8/20/2019
1010	8/16/2019	CHECK	036640	JENFITCH, LLC	2,411.62CR	CLEARED	A	8/20/2019
1010	8/16/2019	CHECK	036641	JT AUTO GLASS	774.34CR	CLEARED	A	8/26/2019
1010	8/16/2019	CHECK	036642	MACLEOD WATTS, INC	1,600.00CR	CLEARED	A	8/28/2019
1010	8/16/2019	CHECK	036643	MENDO MILL CLEARLAKE	117.41CR	CLEARED	A	8/21/2019
1010	8/16/2019	CHECK	036644	MILLERICK PLUMBING	140.00CR	CLEARED	A	8/20/2019
1010	8/16/2019	CHECK	036645	PATRICIA WILKINSON	177.77CR	CLEARED	A	8/16/2019
1010	8/16/2019	CHECK	036646	PETTY CASH REIMBURSEMENT	215.35CR	CLEARED	A	8/19/2019
1010	8/16/2019	CHECK	036647	QUACKENBUSH MRRCF	24.75CR	CLEARED	A	8/26/2019
1010	8/16/2019	CHECK	036648	U S POSTMASTER	200.00CR	CLEARED	A	8/26/2019
1010	8/16/2019	CHECK	036649	VERIZON WIRELESS	945.16CR	CLEARED	A	8/20/2019
1010	8/16/2019	CHECK	036650	WAGNER & BONSIGNORE	465.00CR	CLEARED	A	8/23/2019
1010	8/16/2019	CHECK	036651	JORGENSEN, BONNEY	33.02CR	CLEARED	A	8/20/2019
1010	8/23/2019	CHECK	036652	ALPHA ANALYTICAL LABORATORIES	899.00CR	CLEARED	A	8/28/2019
1010	8/23/2019	CHECK	036653	AT&T	235.31CR	CLEARED	A	8/29/2019
1010	8/23/2019	CHECK	036654	CARDMEMBER SERVICE	5,120.82CR	CLEARED	A	8/30/2019
1010	8/23/2019	CHECK	036655	COASTLAND CIVIL ENGINEERING, I	21,155.88CR	CLEARED	A	8/27/2019
1010	8/23/2019	CHECK	036656	GARDENS BY JILLIAN	200.00CR	OUTSTND	A	0/00/0000
1010	8/23/2019	CHECK	036657	OFFICE DEPOT	84.68CR	CLEARED	A	8/30/2019
1010	8/23/2019	CHECK	036658	RICOH USA, INC.	386.29CR	CLEARED	A	9/03/2019
1010	8/23/2019	CHECK	036659	THATCHER COMPANY, INC.	3,014.61CR	CLEARED	A	8/28/2019
1010	8/23/2019	CHECK	036660	VERIZON WIRELESS	196.69CR	CLEARED	A	8/28/2019
1010	8/23/2019	CHECK	036661	BENDINELLI, ROBERT J	111.55CR	CLEARED	A	9/04/2019
1010	8/23/2019	CHECK	036662	PERACCA, JAMES	97.44CR	OUTSTND	A	0/00/0000
1010	8/23/2019	CHECK	036663	REESER, DALE	153.17CR	CLEARED	A	9/05/2019
1010	8/23/2019	CHECK	036664	SENANAYAKE, S. A.	3.54CR	OUTSTND	A	0/00/0000
1010	8/30/2019	CHECK	036665	ALPHA ANALYTICAL LABORATORIES	580.00CR	CLEARED	A	9/05/2019
1010	8/30/2019	CHECK	036666	ALYSSA GORDON	168.40CR	CLEARED	A	9/04/2019
1010	8/30/2019	CHECK	036667	AQUATIC HARVESTING	35,000.00CR	CLEARED	A	9/05/2019
1010	8/30/2019	CHECK	036668	AT&T MOBILITY	67.10CR	CLEARED	A	9/06/2019
1010	8/30/2019	CHECK	036669	JAMES DAY CONSTRUCTION, INC.	2,087.00CR	CLEARED	A	9/05/2019
1010	8/30/2019	CHECK	036670	MENDO MILL CLEARLAKE	260.97CR	CLEARED	A	9/09/2019
1010	8/30/2019	CHECK	036671	SPECIAL DISTRICT RISK MANAGEME	414.25CR	CLEARED	A	9/05/2019

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

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1010	8/30/2019	CHECK	036673	WESTGATE PETROLEUM CO., INC.	1,027.64CR	CLEARED	A	9/04/2019
<b>DEPOSIT:</b>								
1010	8/01/2019	DEPOSIT		CREDIT CARD 8/01/2019	1,634.77	CLEARED	C	8/02/2019
1010	8/01/2019	DEPOSIT	000001	CREDIT CARD 8/01/2019	2,271.80	CLEARED	C	8/05/2019
1010	8/01/2019	DEPOSIT	000002	REGULAR DAILY POST 8/01/2019	3,994.43	CLEARED	C	8/02/2019
1010	8/01/2019	DEPOSIT	000219	USDA SOLAR PMT	24,502.50CR	CLEARED	G	8/01/2019
1010	8/01/2019	DEPOSIT	000220	DEPOSIT FROM FUND 219	24,502.50	CLEARED	G	8/02/2019
1010	8/02/2019	DEPOSIT		CREDIT CARD 8/02/2019	7,606.46	CLEARED	C	8/05/2019
1010	8/02/2019	DEPOSIT	000001	CREDIT CARD 8/02/2019	1,828.56	CLEARED	C	8/05/2019
1010	8/02/2019	DEPOSIT	000002	REGULAR DAILY POST 8/02/2019	2,440.95	CLEARED	C	8/05/2019
1010	8/05/2019	DEPOSIT		CREDIT CARD 8/05/2019	2,817.02	CLEARED	C	8/05/2019
1010	8/05/2019	DEPOSIT	000001	CREDIT CARD 8/05/2019	1,200.41	CLEARED	C	8/06/2019
1010	8/05/2019	DEPOSIT	000002	CREDIT CARD 8/05/2019	1,490.12	CLEARED	C	8/07/2019
1010	8/05/2019	DEPOSIT	000003	CREDIT CARD 8/05/2019	1,821.40	CLEARED	C	8/07/2019
1010	8/05/2019	DEPOSIT	000004	REGULAR DAILY POST 8/05/2019	9,415.43	CLEARED	C	8/06/2019
1010	8/06/2019	DEPOSIT		CREDIT CARD 8/06/2019	3,922.67	CLEARED	C	8/07/2019
1010	8/06/2019	DEPOSIT	000001	CREDIT CARD 8/06/2019	5,137.55	CLEARED	C	8/09/2019
1010	8/06/2019	DEPOSIT	000002	REGULAR DAILY POST 8/06/2019	3,054.90	CLEARED	C	8/07/2019
1010	8/07/2019	DEPOSIT		CREDIT CARD 8/07/2019	3,492.41	CLEARED	C	8/09/2019
1010	8/07/2019	DEPOSIT	000001	CREDIT CARD 8/07/2019	2,085.87	CLEARED	C	8/09/2019
1010	8/07/2019	DEPOSIT	000002	CREDIT CARD 8/07/2019	143.00	CLEARED	C	8/09/2019
1010	8/07/2019	DEPOSIT	000003	CREDIT CARD 8/07/2019	11,332.68	CLEARED	C	8/09/2019
1010	8/07/2019	DEPOSIT	000004	REGULAR DAILY POST 8/07/2019	12,090.90	CLEARED	C	8/08/2019
1010	8/07/2019	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	45.57CR	CLEARED	U	8/09/2019
1010	8/07/2019	DEPOSIT	000006	DAILY PAYMENT POSTING	45.57	CLEARED	U	8/09/2019
1010	8/08/2019	DEPOSIT		CREDIT CARD 8/08/2019	1,551.57	CLEARED	C	8/12/2019
1010	8/08/2019	DEPOSIT	000001	CREDIT CARD 8/08/2019	3,155.67	CLEARED	C	8/12/2019
1010	8/08/2019	DEPOSIT	000002	REGULAR DAILY POST 8/08/2019	9,669.36	CLEARED	C	8/09/2019
1010	8/09/2019	DEPOSIT		CREDIT CARD 8/09/2019	1,101.63	CLEARED	C	8/12/2019
1010	8/09/2019	DEPOSIT	000001	CREDIT CARD 8/09/2019	605.77	CLEARED	C	8/12/2019
1010	8/09/2019	DEPOSIT	000002	REGULAR DAILY POST 8/09/2019	6,257.43	CLEARED	C	8/12/2019
1010	8/09/2019	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	39.58CR	CLEARED	U	8/15/2019
1010	8/09/2019	DEPOSIT	000004	DAILY PAYMENT POSTING	33.60	CLEARED	U	8/15/2019
1010	8/09/2019	DEPOSIT	000005	Payment on Account 01-007	5.98	CLEARED	R	8/15/2019
1010	8/12/2019	DEPOSIT		CREDIT CARD 8/12/2019	2,046.43	CLEARED	C	8/12/2019
1010	8/12/2019	DEPOSIT	000001	CREDIT CARD 8/12/2019	2,122.23	CLEARED	C	8/12/2019
1010	8/12/2019	DEPOSIT	000002	CREDIT CARD 8/12/2019	1,024.26	CLEARED	C	8/13/2019
1010	8/12/2019	DEPOSIT	000003	CREDIT CARD 8/12/2019	1,137.60	CLEARED	C	8/14/2019
1010	8/12/2019	DEPOSIT	000004	REGULAR DAILY POST 8/12/2019	16,635.85	CLEARED	C	8/13/2019
1010	8/13/2019	DEPOSIT		CREDIT CARD 8/13/2019	1,307.96	CLEARED	C	8/14/2019
1010	8/13/2019	DEPOSIT	000001	CREDIT CARD 8/13/2019	550.81	CLEARED	C	8/15/2019
1010	8/13/2019	DEPOSIT	000002	REGULAR DAILY POST 8/13/2019	1,963.39	CLEARED	C	8/14/2019

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

CHECK DATE: 8/01/2019 THRU 8/31/2019  
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1010	8/14/2019	DEPOSIT	000001	CREDIT CARD 8/14/2019	1,412.67	CLEARED	C	8/16/2019
1010	8/14/2019	DEPOSIT	000002	REGULAR DAILY POST 8/14/2019	4,381.97	CLEARED	C	8/15/2019
1010	8/14/2019	DEPOSIT	081419	320 VAC TRUCK PURCHASE	66,615.62	CLEARED	G	8/14/2019
1010	8/14/2019	DEPOSIT	081420	130 VAC TRUCK PURCHASE	12,816.88	CLEARED	G	8/14/2019
1010	8/14/2019	DEPOSIT	081421	712 VAC TRUCK PURCHASE	89,993.36	CLEARED	G	8/14/2019
1010	8/15/2019	DEPOSIT		CREDIT CARD 8/15/2019	3,155.58	CLEARED	C	8/16/2019
1010	8/15/2019	DEPOSIT	000001	CREDIT CARD 8/15/2019	1,555.58	CLEARED	C	8/19/2019
1010	8/15/2019	DEPOSIT	000002	REGULAR DAILY POST 8/15/2019	7,246.05	CLEARED	C	8/16/2019
1010	8/15/2019	DEPOSIT	000003	DRAFT POSTING	13,754.63	CLEARED	U	8/16/2019
1010	8/15/2019	DEPOSIT	000004	CC DRAFT POSTING	19,283.65	CLEARED	U	8/19/2019
1010	8/16/2019	DEPOSIT		CREDIT CARD 8/16/2019	8,212.71	CLEARED	C	8/19/2019
1010	8/16/2019	DEPOSIT	000001	CREDIT CARD 8/16/2019	2,378.36	CLEARED	C	8/19/2019
1010	8/16/2019	DEPOSIT	000002	REGULAR DAILY POST 8/16/2019	8,416.23	CLEARED	C	8/19/2019
1010	8/19/2019	DEPOSIT		CREDIT CARD 8/19/2019	2,978.77	CLEARED	C	8/19/2019
1010	8/19/2019	DEPOSIT	000001	CREDIT CARD 8/19/2019	2,086.15	CLEARED	C	8/19/2019
1010	8/19/2019	DEPOSIT	000002	CREDIT CARD 8/19/2019	2,501.75	CLEARED	C	8/20/2019
1010	8/19/2019	DEPOSIT	000003	CREDIT CARD 8/19/2019	5,302.34	CLEARED	C	8/21/2019
1010	8/19/2019	DEPOSIT	000004	REGULAR DAILY POST 8/19/2019	14,952.66	CLEARED	C	8/20/2019
1010	8/20/2019	DEPOSIT		CREDIT CARD 8/20/2019	4,102.61	CLEARED	C	8/21/2019
1010	8/20/2019	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	67.54CR	CLEARED	U	8/20/2019
1010	8/20/2019	DEPOSIT	000002	CREDIT CARD 8/20/2019	6,725.41	CLEARED	C	8/22/2019
1010	8/20/2019	DEPOSIT	000003	REGULAR DAILY POST 8/20/2019	11,823.60	CLEARED	C	8/21/2019
1010	8/21/2019	DEPOSIT		CREDIT CARD 8/21/2019	6,035.09	CLEARED	C	8/22/2019
1010	8/21/2019	DEPOSIT	000001	CREDIT CARD 8/21/2019	1,191.56	CLEARED	C	8/23/2019
1010	8/21/2019	DEPOSIT	000002	REGULAR DAILY POST 8/21/2019	41,869.60	CLEARED	C	8/22/2019
1010	8/21/2019	DEPOSIT	000003	CREDIT CARD 8/21/2019	1,683.44	CLEARED	C	8/23/2019
1010	8/21/2019	DEPOSIT	082119	US BANK P&I FUND 215	234,452.21	CLEARED	G	8/21/2019
1010	8/22/2019	DEPOSIT		CREDIT CARD 8/22/2019	199.40	CLEARED	C	8/23/2019
1010	8/22/2019	DEPOSIT	000001	CREDIT CARD 8/22/2019	1,061.92	CLEARED	C	8/26/2019
1010	8/22/2019	DEPOSIT	000002	REGULAR DAILY POST 8/22/2019	1,932.57	CLEARED	C	8/23/2019
1010	8/23/2019	DEPOSIT		CREDIT CARD 8/23/2019	1,376.80	CLEARED	C	8/26/2019
1010	8/23/2019	DEPOSIT	000001	CREDIT CARD 8/23/2019	1,269.33	CLEARED	C	8/26/2019
1010	8/23/2019	DEPOSIT	000002	REGULAR DAILY POST 8/23/2019	1,161.53	CLEARED	C	8/26/2019
1010	8/23/2019	DEPOSIT	082319	Transfer 314-Aquatic Harvest	35,000.00	CLEARED	G	8/23/2019
1010	8/26/2019	DEPOSIT		CREDIT CARD 8/26/2019	1,470.12	CLEARED	C	8/26/2019
1010	8/26/2019	DEPOSIT	000001	CREDIT CARD 8/26/2019	521.61	CLEARED	C	8/26/2019
1010	8/26/2019	DEPOSIT	000002	CREDIT CARD 8/26/2019	115.82	CLEARED	C	8/27/2019
1010	8/26/2019	DEPOSIT	000003	CREDIT CARD 8/26/2019	976.97	CLEARED	C	8/28/2019
1010	8/26/2019	DEPOSIT	000004	REGULAR DAILY POST 8/26/2019	1,752.48	CLEARED	C	8/27/2019
1010	8/26/2019	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	115.90CR	CLEARED	U	8/29/2019
1010	8/27/2019	DEPOSIT		CREDIT CARD 8/27/2019	929.08	CLEARED	C	8/28/2019
1010	8/27/2019	DEPOSIT	000001	CREDIT CARD 8/27/2019	1,553.07	CLEARED	C	8/29/2019

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

CHECK DATE: 8/01/2019 THRU 8/31/2019  
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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1010	8/28/2019	DEPOSIT		CREDIT CARD 8/28/2019	671.79	CLEARED	C	8/29/2019
1010	8/29/2019	DEPOSIT		CREDIT CARD 8/29/2019	577.19	CLEARED	C	8/30/2019
1010	8/29/2019	DEPOSIT	000001	REGULAR DAILY POST 8/29/2019	747.13	CLEARED	C	8/29/2019
1010	8/29/2019	DEPOSIT	000002	CREDIT CARD 8/29/2019	375.91	CLEARED	C	8/30/2019
1010	8/29/2019	DEPOSIT	000003	CREDIT CARD 8/29/2019	761.23	CLEARED	C	9/03/2019
1010	8/29/2019	DEPOSIT	000004	REGULAR DAILY POST 8/29/2019	1,039.83	CLEARED	C	8/30/2019
1010	8/30/2019	DEPOSIT		CREDIT CARD 8/30/2019	1,630.54	CLEARED	C	9/03/2019
1010	8/30/2019	DEPOSIT	000001	CREDIT CARD 8/30/2019	2,595.49	CLEARED	C	9/03/2019
1010	8/30/2019	DEPOSIT	000002	REGULAR DAILY POST 8/30/2019	1,642.73	CLEARED	C	9/03/2019
<b>EFT:</b>								
1010	8/16/2019	EFT	081619	CalPERS AUL 26384 August	155.90CR	CLEARED	G	8/19/2019
1010	8/16/2019	EFT	081620	CalPERS AUL 1739 August	10,983.88CR	CLEARED	G	8/19/2019
1010	8/30/2019	EFT	083019	GASB 68- CalPERS Report	700.00CR	CLEARED	G	9/03/2019
<b>MISCELLANEOUS:</b>								
1010	8/02/2019	MISC.		PAYROLL DIRECT DEPOSIT	26,883.15CR	CLEARED	P	8/02/2019
1010	8/02/2019	MISC.	000001	PAYROLL DIRECT DEPOSIT	407.78CR	CLEARED	P	8/02/2019
1010	8/16/2019	MISC.		PAYROLL DIRECT DEPOSIT	26,992.70CR	CLEARED	P	8/16/2019
1010	8/30/2019	MISC.		PAYROLL DIRECT DEPOSIT	27,318.33CR	CLEARED	P	8/30/2019
<b>SERVICE CHARGE:</b>								
1010	8/02/2019	SERV-CHG		JULY 2019 FEES	1,382.45CR	CLEARED	G	8/02/2019
1010	8/02/2019	SERV-CHG	000001	JULY 2019 FEES	1,074.75CR	CLEARED	G	8/02/2019
1010	8/02/2019	SERV-CHG	000002	JULY 2019 FEES	410.15CR	CLEARED	G	8/02/2019
1010	8/15/2019	SERV-CHG		AUG. 2019 ANALYSIS FEES	354.58CR	CLEARED	G	8/15/2019
<b>TOTALS FOR ACCOUNT 1010</b>								
				CHECK	TOTAL:			749,975.04CR
				DEPOSIT	TOTAL:			764,195.36
				INTEREST	TOTAL:			0.00
				MISCELLANEOUS	TOTAL:			81,601.96CR
				SERVICE CHARGE	TOTAL:			3,221.93CR
				EFT	TOTAL:			11,839.78CR
				BANK-DRAFT	TOTAL:			40,750.01CR
<b>TOTALS FOR POOLED CASH FUND</b>								
				CHECK	TOTAL:			749,975.04CR
				DEPOSIT	TOTAL:			764,195.36
				INTEREST	TOTAL:			0.00
				MISCELLANEOUS	TOTAL:			81,601.96CR
				SERVICE CHARGE	TOTAL:			3,221.93CR
				EFT	TOTAL:			11,839.78CR
				BANK-DRAFT	TOTAL:			40,750.01CR



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**CAPITAL EXPENDITURES**

2019 - 2020

AUGUST

<b>SEWER CIP EXPENSES</b>	<b>FUND</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
I & I Study (Intern/Fellowship)	313	60,000	
IT Upgrades	313	5,000	
Vac Truck (60%)	712	201,000	200,126
I & I Repair	314	100,000	34
Chlorine tank auto shutoff	314	32,000	
SCADA	712	30,000	
Chlorine Disinfection Facility	314	45,000	
Aquatic Harvesting	314	35,000	
<b>Total</b>		<b>\$ 508,000</b>	<b>\$ 200,160.00</b>

<b>SEWER CIP REVENUE</b>	<b>FUND</b>	<b>Revenue</b>	<b>Yr to Date Actual</b>
Sewer Op Reserve (3%)	313	45,147	
FEMA/CalOES	313		
Sewer CIP (3%)	314	45,147	
FEMA/CalOES	314		
<b>Total</b>		<b>\$ 90,294</b>	<b>\$ -</b>

<b>WATER CIP EXPENSES</b>	<b>FUND</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Unit 9 Tank Replacement 1,700,000 (*1)	320/325/130	220,000	1,860
AMI	320/325/130	100,000	
Vac Truck (40%)	320	134,000	133,417
Repair Water Main Line	320	200,000	2,342
IT Upgrades	320	5,000	
<b>Total</b>		<b>\$ 659,000</b>	<b>\$ -</b>

<b>WATER CIP/OP RESERVE</b>	<b>FUND</b>	<b>Revenue</b>	<b>Yr to Date Actual</b>
Water CIP (8%)	320	148,243	
Water OP Reserve Fund (5%)	325	105,548	
<b>Total</b>		<b>\$ 253,792</b>	<b>\$ -</b>



## MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: September 12, 2019

RE: Office & Administrative Staff Overtime Monthly Report

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### September 2019

#### Overtime:

Administrative Assistant:	12.50 hours
Water Resources Specialist:	19.00 hours
Full Charge Bookkeeper:	12.00 hours
Senior Accounts Representative:	2.00 hours
Senior Accounts Representative:	<u>7.00 hours</u>
<b>Total Overtime:</b>	<b>52.50 hours</b>



# MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 09/13/2019

RE: Senior Account Representative's Monthly Report

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## **Monthly Billing 08/30/2019**

Mailed statements: 2,138

Electronic statements: 467

The statement "SPECIAL MESSAGE"

LOSS OF WATER DUE TO POWER OUTAGES: For more information go to:

<https://www.hvlcsd.org/emergency-generator-update>

Sin agua debido al corte de energía:

para obtener más información vaya a:

<https://www.hvlcsd.org/emergency-generator-update>

## **Delinquent Billing 08/21/2019**

Delinquent statements for August bills:

Mailed statements: 450

Electronic statements: 69

## **Courtesy Notification 09/10/2019**

Courtesy notices delivered to the customer's property for delinquent August's bill: 177

Electronic notices: 29

## **Phone Notification 09/11/2019**

Phone notifications: 111

The phone notification was sent out around 10:30 am resulting in 75 payments received by the office staff during business hours.

## **Lock Offs 09/12/2019**

36 Customers were in the Lock Off Process at 5:00 pm on 09/11/2019.

15 payments were made before service orders went out in the field at 9:00 am on 09/11/2019.

A total of 21 customers were Locked Off for non-payment.

Throughout Lock off day 9 payments were collected and meters unlocked.

At the time of this report only 12 meters remain locked.



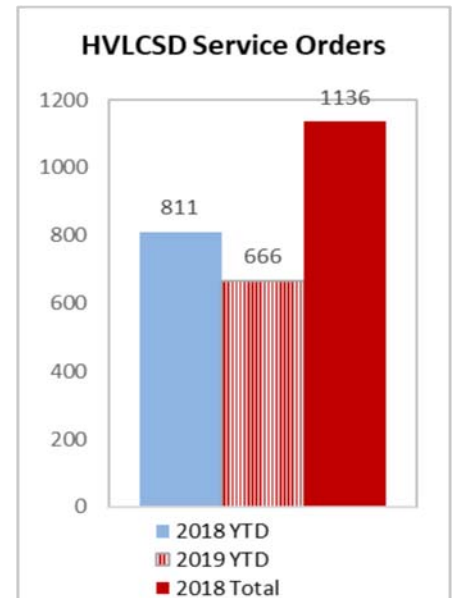
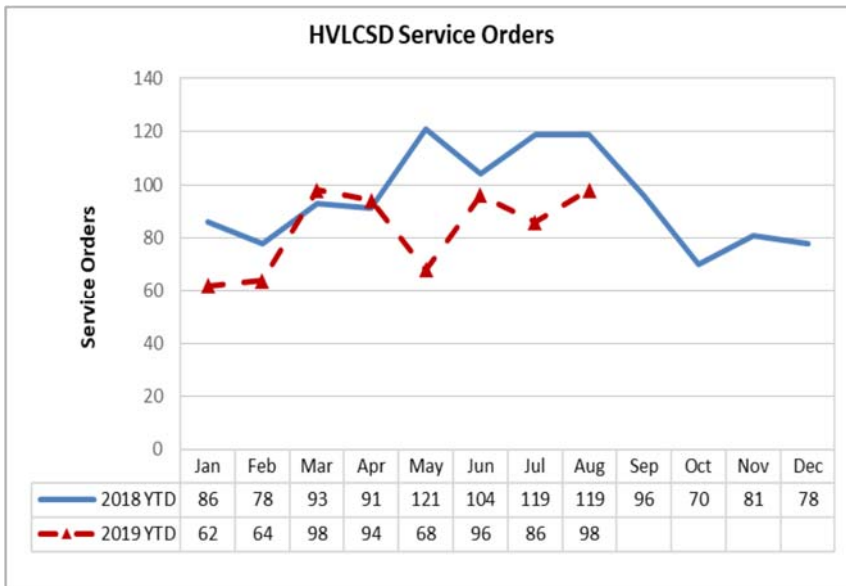
# Hidden Valley Lake Community Services District

## August 2019 Report

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Water Connections:		Sewer Connections:	
New (August)	0	New (August)	2
Residential (July)	2444	Residential (July)	1474
Commercial & Govt (July)	39	Commercial & Govt (July)	16
<b>Total (August) :</b>	<b>2483</b>		<b>1490</b>

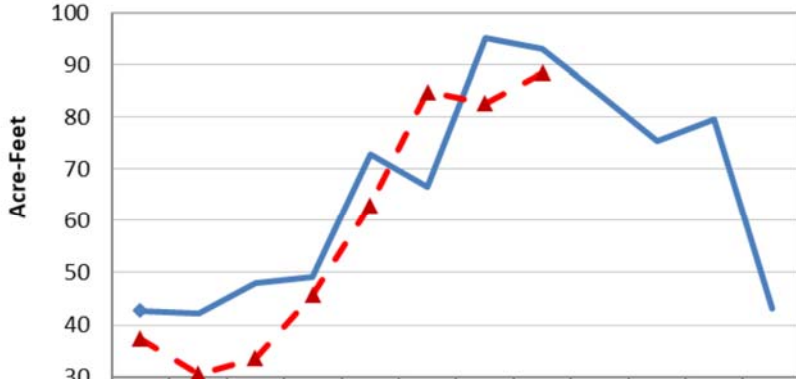
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
0	0	0.06



Hours		
<b>Overtime Hours</b>	<b>102</b>	<b>\$3,787.88</b>

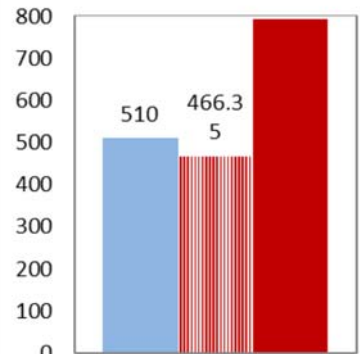
# August 2019 Field Report

### HVLCSD Municipal Well Production



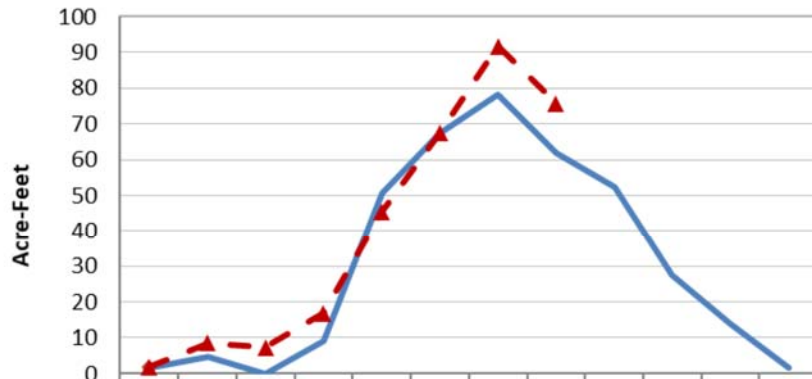
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	42.6	42.3	48.1	49.2	72.9	66.5	95.1	93.1	84.5	75.5	79.6	43.1
-▲- 2019	37.2	30.7	33.6	45.7	63.0	84.8	82.6	88.4				

### HVLCSD Municipal Well Production (AF)



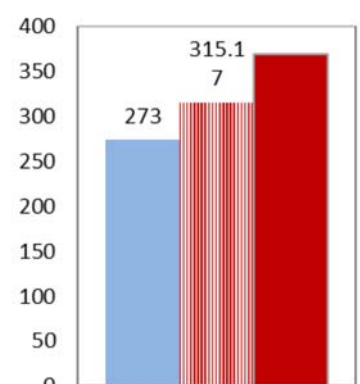
■ 2018 YTD  
 ■ 2019 YTD  
 ■ 2018 Total

### HVLCSD Municipal Reclaimed Water Use



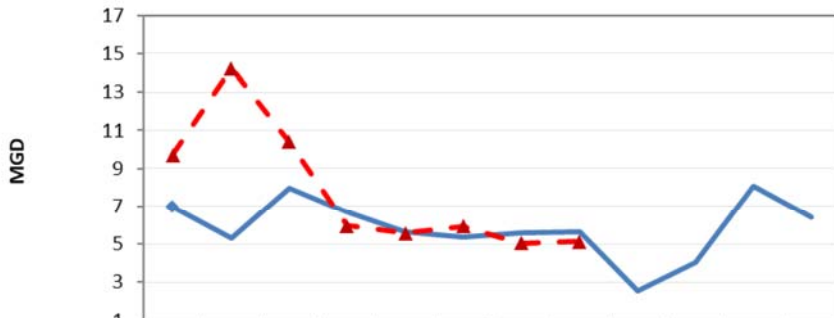
	Jan	Feb	Mar	Apr	Ma y	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	1.68	4.68	0.04	9.13	50.6	67.3	78.1	61.8	52.5	27.4	14.1	1.71
-▲- 2019	1.87	8.57	7.38	16.8	45.4	67.4	91.8	75.8				

### HVLCSD Municipal Reclaimed Water (AF)



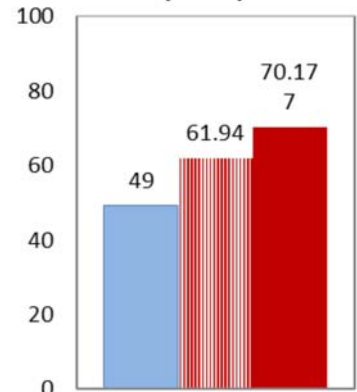
■ 2018 YTD  
 ■ 2019 YTD

### HVLCSD Municipal Wastewater Influent



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
— 2018	6.95	5.32	7.96	6.69	5.63	5.37	5.59	5.64	2.57	4.03	8.04	6.39
-▲- 2019	9.71	14.23	10.40	5.95	5.56	5.92	5.05	5.12				

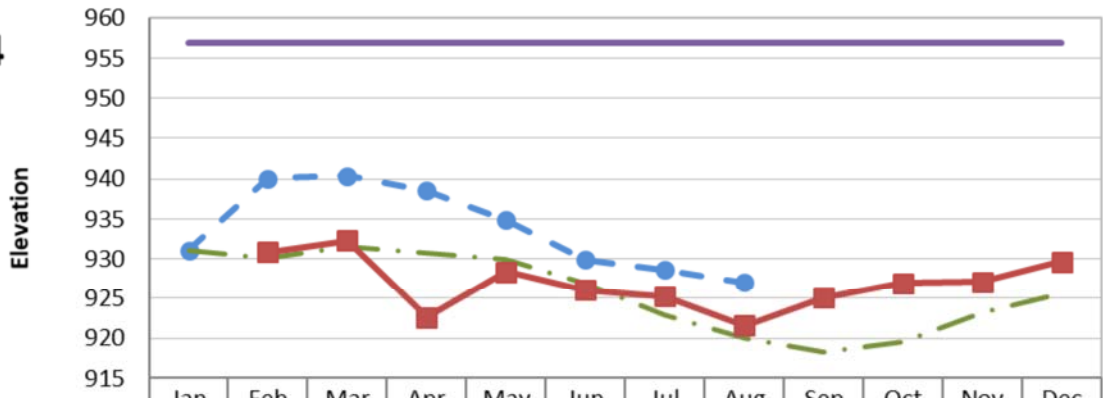
### HVLCSD Municipal Wastewater Influent (MGD)



■ 2018 YTD  
 ■ 2019 YTD  
 ■ 2018 Total

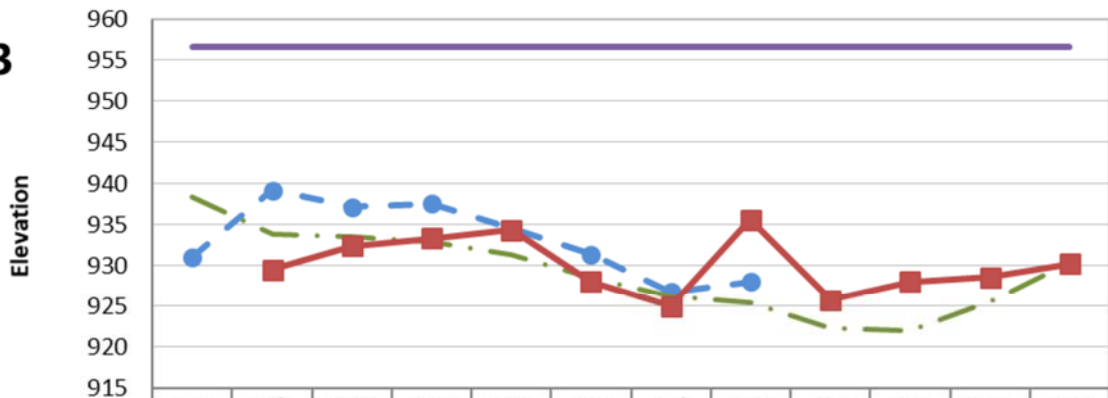
# August 2019 Field Report

## Well 4



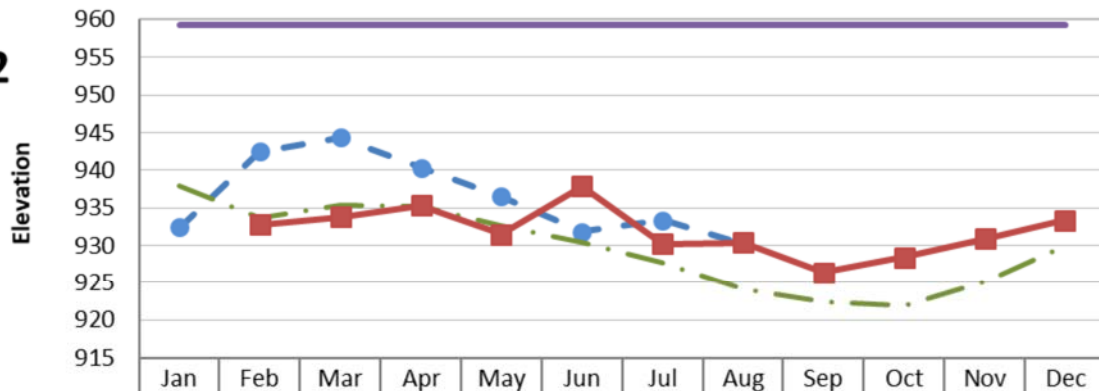
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Well 4 2019	931.1	940.0	940.3	938.5	934.8	929.8	928.6	927.0				
Well 4 Historical	931.1	930.0	931.5	930.6	929.9	926.8	922.9	920.0	918.2	919.5	923.1	925.7
Top of Casing	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9
Well 4 2018		930.8	932.3	922.6	928.4	926.0	925.2	921.5	925.1	926.9	927.1	929.6

## Well 3



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Well 3 2019	931.1	939.1	937.1	937.6	934.5	931.3	926.7	928.0				
Well 3 Historical	938.4	933.8	933.5	932.9	931.3	928.5	926.1	925.3	922.2	921.9	925.5	930.3
Top of Casing	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7
Well 3 2018		929.5	932.4	933.3	934.4	928.0	924.9	935.6	925.7	928.0	928.6	930.1

## Well 2



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Well 2 2019	932.4	942.4	944.3	940.3	936.5	931.8	933.3	930.1				
Well 2 Historical	937.9	933.6	935.4	935.1	932.7	930.4	927.7	924.1	922.4	921.8	925.1	930.0
Top of Casing	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4
Well 2 2018		932.7	933.7	935.3	931.4	937.8	930.1	930.4	926.3	928.4	930.8	933.3

## Projects Update

### FEMA projects

#### HMGP DR-4344 Project-512 (LHMP)

8/21 Notice to proceed issued to Foster Morrison

9/10 1pm – 3:30pm Hazard Planning committee kickoff meeting

Developed Hazard Identification table (See attached)

Attendee “homework” – Historic Hazard worksheet (See attached)

9/10 6pm – 7:30pm Public kickoff meeting

Finalizing Professional Services Agreement

Nov/Dec Hazard Planning committee meeting #2 scheduled

#### RPA DR-4434 (February Rains)

8/19 FEMA/CalOES site inspection

8/30 FEMA Program Delivery Manager (PDMG) meeting, submitted estimates & quotes for EQ Reclamation pond repair (Project 126 - \$91,635), submitted estimate for road repair (Project 138 - \$684,884), submitted estimate for sand delivery (Project 1502 - \$9,050).

9/6 Damage Inventory (DI) sign-off, all projects. Damage Description and Dimensions (DDD) sign-off, projects 118 (Pump failure) and 63 (Emergency Protective services).

#### RPA DR-4308 (Stormflow 2017)

8/21 Submitted responses (from additional clarification requests) for Project LKHVF83 HMGP

#### DR-4407 (Generators)

8/23 Responded to CalOES Request for Information (RFI)

#### HMGP DR-4382 (Unit 9 Tank)

8/16 Received notification of subapplication submittal from CalOES to FEMA

## Projects Update

### Non\_FEMA projects

#### CivicSpark

8/2,8/8 CivicSpark Fellows Hannah and Zach accepted CSD offer

9/10 First day of new CivicSpark Fellows Hannah and Zach!

#### Water main replacement

9/4 Special Meeting – All bids rejected, Coastland will begin new bid solicitation process

#### IRWM/Waterboards

8/14, 8/26 Responded to IRWM clarification requests for both Unit 9 Tank and I&I project

9/11 IRWM Steering committee meeting, both project moving along as planned

9/20 DWR Workshop scheduled, Jan Coppinger to represent IRWM and Lake County projects

10/4 DWR deadline for final comments to IRWM projects

11/29 Final application deadline for IRWM projects

9/11 EAR input committee – Report has expanded to 25 pages to meet new waterboard requirements (AB401, SB 998, AB1668, SB606)

#### ACWA SLC

AB756 signed by Governor, researching new water quality testing requirement (See attached)

8/23 Meeting held, reviewed 11 bills

10/25 Next ACWA meeting, Annual planning meeting

# August 2019 Field Report

## Water Operations and Maintenance Highlights

- 8/6,8/8 Courtesy notices, lockoffs
- 8/7 PRV Repair at Powderhorn
- 8/16 Calibrated WTP CL2 analyzer
- 8/16 New vactor truck training
- 8/20 Replaced 2 manholes
- 8/22 Pump repairs at WTP
- 8/26 Pump maintenance at WTP
- Regular maintenance and operations
- 8/26-8/30 Meter reads

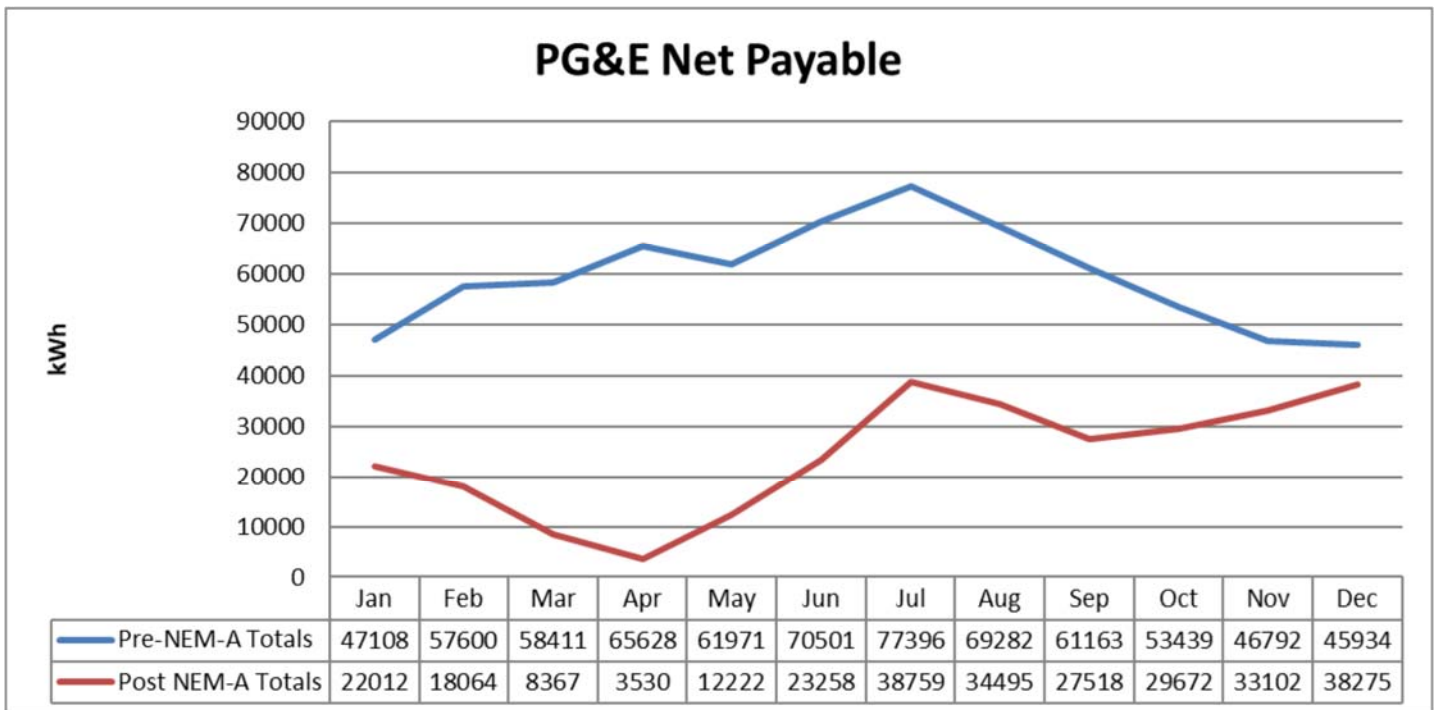
## Wastewater Operations and Maintenance Highlights

- 8/6,8/8 Courtesy notices, lockoffs
- Sludge bed maintenance
- 8/2 EQ pump maintenance
- 8/6 Troubleshooting SVI
- 8/9 Repair to plant pumps
- 8/14 Lift 1 grease management
- 8/18 Filter management
- Regular maintenance and operations
- 8/26-8/30 Meter reads

# August 2019 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	0
Truck 2 (new construction truck)	1496
Truck 3	2150 Returned
Truck 4	9/3
Truck 6	717
Truck 7	2177
Truck 8	0
Dump Truck	115
Backhoe	9.30 hrs
New Holland Tractor	10.30 hrs

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	249.50	176.10
Fuel Log	249.0	176.10







## HVLCSD Hazard Identification and Profiles –2019

### *Lake County State and Federal Disaster Declarations, 1950-2019*

Year	Disaster Name	Disaster Type	Disaster Cause	Disaster #	State Declaration #	Federal Declaration #
2019	California Severe Winter Storms, Flooding, Landslides, And Mudslides	Flood	Storms	DR-4434	-	5/17/2019
2018	Mendocino Complex Fires	Fire	Fire	DR-4382	–	8/4/2018
2017	California Wildfires	Fire	Fire	DR-4344	–	10/10/2017
2017	Sulphur Fire	Fire	Fire	FM-5221	–	10/9/2017
2017	California Severe Winter Storms, Flooding, Mudslides	Flood	Storms	DR-4308	–	4/1/2017
2017	California Severe Winter Storms, Flooding, Mudslides	Flood	Storms	DR-4301	–	2/14/2017
2016	Clayton Fire	Fire	Fire	FM-5145	–	8/14/2016
2015	Valley Fire and Butte Fire	Fire	Fire	DR-4240	–	8/22/2015
2015	Valley Fire	Fire	Fire	FM-5112	–	9/12/2015
2015	Rocky Fire	Fire	Fire	FM-5093	–	7/29/2015
2014	California Drought	Drought	Drought	GP 2014-13	1/17/2014	–
2012	Wye Fire	Fire	Fire	FM-5004	–	8/13/2012
2006	2006 June Storms	Flood	Storms	DR 1646	–	6/5/2006
2005/2006	2005/06 Winter Storms	Flood	Storms	DR-1628	–	2/3/2006
2005	Hurricane Katrina Evacuations	Economic	Hurricane	EM-3248 2005	–	9/13/2005
2003	State Road Damage	Road Damage	Flood	GP 2003	1/1/2003	–
2001	Energy Emergency	Economic	Greed	GP 2001	1/1/2001	–
1998	1998 El Nino Floods	Flood	Storms	DR-1203	Proclaimed	2/19/1998
1997	1997 January Floods	Flood	Storms	DR-1155	1/2/97-1/31/97	1/4/1997

Year	Disaster Name	Disaster Type	Disaster Cause	Disaster #	State Declaration #	Federal Declaration #
1996	Lake County Fire	Fire	Fire	DC-96-03	–	8/1/1996
1995	California Severe Winter Storms, Flooding, Landslides, Mud Flows	Flood	Storms	DR-1046	Proclaimed	3/12/1995
1995	1995 Severe Winter Storms	Flood	Storms	DR-1044	1/6/95-3/14/95	1/13/1995
1987	1987 Fires	Fire	Fire	GP	9/10/87, 9/3/87	–
1986	1986 Storms	Flood	Storms	DR-758	2/18-86-3/12/86	2/18/1986
1985	Hidden Valley Lake Fire	Fire	Fire	FM-2055	–	7/11/1985
1983	Winter Storms	Flood	Flood	DR-677	12/8/82-3/21/83	2/9/1983
1980	April Storms	Flood	Storms	–	4/1/1980	–
1979	Gasoline Shortage	Economic	OPEC	–	5/8/1979-11/13/79	–
1977	1977 Drought	Drought	Drought	EM-3023	1/20/1977	–
1972	1972 Freeze	Freeze	Freeze	–	7/13/1972	–
1970	1970 Freeze	Freeze	Freeze	–	5/1/70, 5/19/70, 6/8/70, 6/10/70, 7/24/70	–
1970	1970 Northern California Flooding	Flood	Flood	DR 283	1/27/1970 - 3/2/1970	2/16/1970
1964	1964 Late Winter Storms	Flood	Storms	DR-183	–	12/24/1964
1963	1963 Floods and Rains	Flood	Storms	DR-145	2/7/63, 2/26/63, 2/29/63, & 4/22/63	2/25/63
1963	1963 Floods	Flood	Storms	–	2/14/1964	–
1958	1958 April Storms and Floods	Flood	Storms	DR-52	4/5/1958	4/4/1958
1958	1958 February Storms and Floods	Flood	Storms	CDO 58-03	2/26/1958	–
1955	1955 Floods	Flood	Flood	DR-47	12/22/1955	12/23/1955
1950	1950 Floods	Flood	Flood	OCD 50-01	11/21/1950	–

Source: Cal OES, FEMA

*Lake County – State and Federal Disaster Declarations Summary 1950-2012*

Disaster Type	Federal Declarations		State Declarations	
	Count	Years	Count	Years
Drought	0	–	2	1977, 2014
Economic	0	–	2	1979, 2001
Fire	10	1985, 1996, 2012, 2015 (three times), 2016, 2017(twice), 2018	1	1987
Flood (including heavy rains and storms)	16	1955, 1958, 1963, 1964, 1970, 1983, 1986, 1995 (two times), 1997, 1998, 2005/2006, 2006, 2017 (two times), 2019	14	1950, 1955, 1958 (twice), 1963 (twice), 1970, 1980, 1983, 1986, 1995 (twice), 1997, 1998
Freeze	0	–	2	1970, 1972
Hurricane	1	2005	0	–
Road Damage	0	–	1	2003
<b>Totals</b>	<b>27</b>	<b>–</b>	<b>22</b>	<b>–</b>

Source: Cal OES, FEMA

*Lake County NCDC Storm Events 1/1/1950-5/31/2019\**

Event Type	Number of Events	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Blizzard	1	0	0	0	0	\$0	\$0
Debris Flows	2	0	0	0	0	\$300,000	\$0
Drought	15	0	0	0	0	\$0	\$0
Excessive Heat	1	0	0	0	0	\$0	\$0
Flash Flood	2	0	0	0	0	\$10,000	\$0
Flood	16	1	0	4	0	\$23,430,000	\$0
Frost/Freeze	2	0	0	0	0	\$0	\$0
Hail	1	0	0	0	0	\$0	\$0
Heat	4	0	0	0	0	\$0	\$0
Heavy Rain	7	0	0	0	0	\$0	\$0
Heavy Snow	4	0	0	0	0	\$10,000	\$0
High Wind	13	0	0	0	0	\$168,000	\$0
Strong Wind	1	0	0	0	0	\$1,000	\$0
Wildfire	13	5	1	37	9	\$5,750,000	\$0
Winter Storm	62	0	0	0	0	\$0	\$0
Winter Weather	7	0	0	0	0	\$0	\$0
<b>Total</b>	<b>151</b>	<b>6</b>	<b>1</b>	<b>41</b>	<b>9</b>	<b>\$29,669,000</b>	<b>\$0</b>

Source: NCDC

\*Note: Losses reflect totals for all impacted areas

### Hidden Valley CSD Hazard Identification Table

Hazard	Geographic Extent	Probability of Future Occurrences	Magnitude/Severity	Significance	Climate Change Influence
Aquatic Biological Hazards: quagga mussel					Low
Climate Change					–
Dam Failure					Low
Drought and Water Shortage					High
Earthquake					Low
Flood: 1%/0.2% Annual Chance					Medium
Flood: Localized/Stormwater					Medium
Hazardous Materials Transport					Low
Landslide and Debris Flows					Medium
Levee Failure					Medium
Severe Weather: Extreme Cold and Freeze					Medium
Severe Weather: Extreme Heat					Medium
Severe Weather: Heavy Rains, Snow, and Storms					Medium
Severe Weather: High Winds					Medium
Volcano					Low
Wildfire					High
<p><b>Geographic Extent</b>            Limited: Less than 10% of planning area            Significant: 10-50% of planning area            Extensive: 50-100% of planning area</p> <p><b>Probability of Future Occurrences</b>            Highly Likely: Near 100% chance of occurrence in next year, or happens every year.            Likely: Between 10 and 100% chance of occurrence in next year, or has a recurrence interval of 10 years or less.            Occasional: Between 1 and 10% chance of occurrence in the next year, or has a recurrence interval of 11 to 100 years.            Unlikely: Less than 1% chance of occurrence in next 100 years, or has a recurrence interval of greater than every 100 years.</p> <p><b>Magnitude/Severity</b>            Catastrophic—More than 50 percent of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths            Critical—25-50 percent of property severely damaged; shutdown of facilities for at least two weeks; and/or injuries and/or illnesses result in permanent disability            Limited—10-25 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable do not result in permanent disability            Negligible—Less than 10 percent of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid</p> <p><b>Significance</b>            Low: minimal potential impact            Medium: moderate potential impact            High: widespread potential impact</p> <p><b>Climate Change Impact:</b>            Low: Climate change is not likely to increase the probability of this hazard.            Medium: Climate change is likely to increase the probability of this hazard.            High: Climate change is very likely to increase the probability of this hazard.</p>					



## Hidden Valley Lake Community Services District 2019 Hazards

- Aquatic Biological Hazards: quagga mussel
- Climate Change
- Dam Failure
- Drought and Water Shortage
- Earthquake
- Flood: (100/500 year)
- Flood: Localized/Stormwater
- Hazardous Materials Transportation
- Landslide and Debris Flows
- Levee Failure
- Severe Weather: Extreme Cold and Freeze
- Severe Weather: Extreme Heat
- Severe Weather: Heavy Rains and Storms
- Severe Weather: High Winds
- Volcanic and Geothermal Gas Release
- Wildfire

## HVLCSD Historic Hazard Worksheet (Past Occurrences)

Please fill out one sheet for each significant hazard event with as much detail as possible. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

Type of event	
Nature and magnitude of event	
Location	
Date of event	
Injuries	
Deaths	
Property damage	
Infrastructure damage	
Crop damage	
Business/economic impacts	
Road/school/other closures	
Other damage	
Insured losses	
Federal/state disaster relief funding	
Opinion on likelihood of occurring again	
Source of information	
Comments	
	Please return worksheets by mail, email, or fax to: Jeanine Foster, Foster Morrison 5628 West Long Place Littleton, CO 80123 fax: (720) 893-0863 email: jeanine.foster@fostermorrison.com
Prepared by:	
Phone:	
Email:	
Date:	



Water Treatment Operator 1 Blake Graham with Rancho California Water District works on a Paradise Irrigation District meter. Graham was among two crews recently sent by his Temecula-based district to assist PID in its recovery from last year's Camp Fire. At least a dozen ACWA member agencies have extended assistance to ACWA member PID since the fire.

*Photo courtesy of Rancho California Water District*

## Rancho California Among Latest ACWA Members Extending Aid to Paradise Irrigation District

A 10-hour drive and more than 550 miles away from his home in Temecula, Rancho California Water District Water Treatment Operator Blake Graham looked around him and took in a stark landscape, where what was left of the local water district's staff faced impossible odds.

It was his first working day on a five-member RCWD crew responding to a CalWARN request for mutual aid from the Paradise Irrigation District. It was July, eight months after the Camp Fire, and PID's territory remained a land of extremes.

*AID Continued on page 4*

## PFAS Bill Signed

With Gov. Gavin Newsom's recent signing of AB 756, the State Water Resources Control Board now has the authority to require water systems to monitor for PFAS beginning on Jan. 1, 2020.

PFAS is the collective term for a large group of synthetic chemicals that includes perfluorooctanoate (PFOA) and perfluorooctanesulfonate (PFOS). The compounds are used extensively in consumer products such as carpets, clothing, furniture fabric, food packaging, nonstick cookware and firefighting foams. They were identified as health risks during the 2000s and phased out of manufacturing in the United States, but some imported products still contain these substances.

PFAS contaminants have been detected in some water supplies, particularly around landfills, airports, and existing and former military bases. Under the State Water Board's Division of Drinking Water (DDW) 2019 PFAS Phased Investigation Plan, water systems have tested more than 600 drinking water supply wells near these suspected locations for PFOA and PFOS.

AB 756 will require water systems to report any detection of PFAS contaminants in annual consumer confidence reports. Additionally, if the detection exceeds the Response Level, the public water system must either take the source out of use or provide direct public notification to customers within 30 days. ACWA opposed the bill because it sets a precedent specific for PFAS contaminants via legislation instead of well-established notification and regulatory processes.

The signing of AB 756 into law coincides with anticipated changes to PFAS levels established by DDW, which is evaluating new Drinking Water Notification Levels for PFOA and PFOS. In

*PFAS Continued on page 4*

“It was definitely pretty surreal,” Graham said. “Everywhere you looked was hit by the fire. It was a strange scene. You would pass by 20 straight homes burned down to the ground, then two left standing ... it makes you appreciate things a little more.”

Within PID, 33 employees and every member of its Board of Directors lost their homes. Today, about half of its pre-fire workforce of 38 employees is left, and the fire virtually wiped out its revenue base. State assistance helped answer some of the financial problems, but finding experienced water professionals was critical for PID’s overworked staff. RCWD is among the latest ACWA member agency to send assistance, with at least a dozen water agencies helping PID since the Camp Fire.

One of the biggest tasks requires testing, clearing and replacing service lines contaminated by benzene. The Maximum Contaminate Level (MCL) for benzene is 1 part per billion (ppb). Currently, 97% of the mainline tests below the MCL or at non-detect, but on burned service connections, previous testing had averaged 37 ppb, with spikes as high as 900 ppb, according to Acting PID Public Information Officer Mickey Rich.

As of early August, there were roughly 1,000 service connections to standing homes left to test and more than 9,000 service laterals that will need to be

replaced. The goal is to have advisories lifted for everyone with a standing home by the end of the year, Rich said. The district is also prioritizing replacing service laterals at sites where people have pulled building permits.

The first RCWD crew arrived in a convoy of five fully equipped service trucks with water operators, construction workers and a meter specialist. They spent two weeks going home-to-home, pulling meters and isolating service lines, while providing temporary connections and participating in the testing process, Blake said.

“It was pretty overwhelming to see what these guys have on their plate,” Blake said, of his PID colleagues.

PID District Manager Kevin Phillips thanked RCWD General Manager Jeffrey Armstrong in a July 25 letter that credited the first RCWD crew for helping his staff make significant progress over 13 days. This included preparing and testing more than 100 customer services, installing 15 backflow prevention assemblies to protect cleared mains and replacing damaged service laterals. They also helped PID workers perfect a method that allowed uninterrupted water service between hydrants and meters during a three-day testing period.

RCWD dispatched a second crew to replace Blake’s in early August. They



Rancho California Water District in Southern California dispatched two crews this summer to work alongside Paradise Irrigation District employees in ongoing work to recover from last year’s Camp Fire.

*Photo courtesy of Rancho California Water District*

traveled by air and drove the trucks back after their two-week tour. For RCWD, simply being in a position to help a fellow water district in need motivated the decision to send assistance north, said RCWD Public Information Officer Grace Cardenas. But RCWD and its customers will also benefit.

“Without hesitation, our staff was immediately willing and eager to help, which made our decision easy,” Cardenas explained. “A secondary benefit was having our employees gain real-world experience in recovering from a disaster. The observations and lessons learned brought back by our crews will help RCWD be more prepared and better equipped to respond to and recover from a disaster, if needed.” ♦

PFAS Continued from page 1

July 2018, DDW set interim levels of 14 parts-per-trillion (ppt) for PFOA and 13 ppt for PFOS. While Notification Levels are not drinking water regulations, water agencies must notify local governing bodies if they are exceeded. The State Water Board recommends that water agencies also notify customers and DDW.

In addition to new Notification Levels for PFOA and PFOS, DDW is also expected to release new Drinking Water

Response Levels that would replace the current combined PFOA and PFOS level of 70 ppt, which is the same level as U.S. Environmental Protection Agency’s Health Advisory Level established in 2016. If drinking water wells exceed this level, the State Water Board recommends that water agencies either remove the water source from service, or notify governing bodies and customers that the water source exceeds this level and is still being used. These recommendations become mandates in 2020.

### Questions

For questions about AB 756 and state legislation on PFAS, please contact Director of State Relations Adam Quiñonez at adamq@acwa.com. For questions about DDW’s actions on PFAS, please contact Regulatory Advocate Adam Borchard at adamb@acwa.com. Both can also be reached at (916) 441-4545. ♦

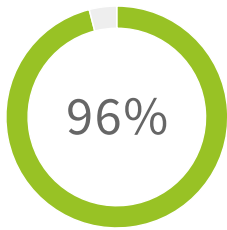


# Executive Summary Report

Generated for HVLCS D for August 2019



## Health Score



### Breakdown

Proactive Monitoring	100%	Server Availability	99.7%	Failed Login Attempts	0%
Antivirus	96.6%	Patch Management	86.4%	Backup	93%
Coverage	95%	Coverage	100%		
Protection	98.1%	Protection	72.7%		

## Managed Devices

### Devices

20

- 1 Server
- 17 Desktop
- 2 Laptop

### Checks Passing

Application	98%
Disk/File	92%
Event	100%
Network	100%
Script	100%
Service	100%
System	94%
Task	81%

### Alerts Resolved

593

## Protection Effectiveness

### Antivirus

Devices with Antivirus	19
Frequency of up-to-date Devices	98.1%
Threats Quarantined/Resolved	0

### Backup

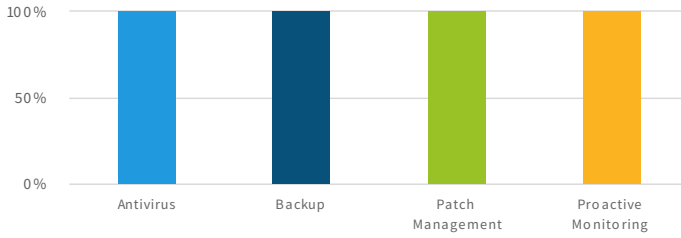
Devices with Backup	2
Data Backed Up (GB)	420
Successful Backups	53

### Patch Management

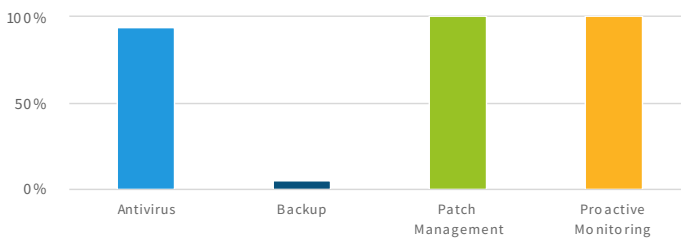
Devices with Patch Management	20
Patches Detected	22
Patches Installed	16

## Coverage

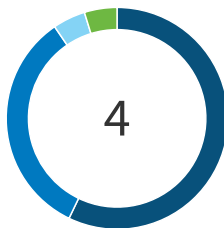
### Servers



### Workstations



## Operating Systems



- Windows 10
- Windows 7
- Windows 8
- Windows Server 2016

## Top 5

### Devices with Failing Checks

ACCOUNTS1-PC  
 HVLCSD2019-04  
 HVLCSD2016-06  
 HVLCSD2016-04  
 HVLCSD-02

### Devices at Risk

OFFICE

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## Terminology Explained

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### Health Score

A weighted aggregation of the systems health across various components. If a feature is not enabled, the health score will not be negatively impacted.

### Alerts Resolution

The number of outages that occurred over the course of the month which were closed or cleared.

### Checks Passing

The percentage of checks that have passed throughout the month. Checks are grouped into categories. For example, System category comprises of Failed login, Server performance monitoring, OSX update, Package management, and Physical memory checks.

### Frequency of Up-to-Date Devices

How often AntiVirus checks have been up-to-date across Servers and Workstations throughout the entire month.

### Top 5 Devices at Risk

Devices which have the most common failures of Antivirus, Vulnerability, Risk Intelligence and Web Protection checks throughout the entire month.



# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
[www.hvicsd.org](http://www.hvicsd.org)

## MEMO

To: Board of Directors  
From: Kirk Cloyd  
Date: September 17, 2019  
RE: General Manager's Monthly Report

---

Good evening. The following report discusses items Hidden Valley Lake CSD completed over the past month and is intended to provide the Board and public with an update on the progression of projects. Of note: The G.M. was on vacation the week of Aug. 26<sup>th</sup> through Aug. 30<sup>th</sup> and the District was closed in observance of the Labor Day Holiday Sept. 2<sup>nd</sup>.

### **Water**

1. Staff met with Jim Comstock to review and discuss the agreement for the District to pay \$300.00 per year to store pipe on his property & discharge across his property to Putah Creek should the District be required to. With minor modification, Mr. Comstock agreed with the contract presented to him last year. Mr. Jim Comstock and the District have signed the agreement which will take the District through Dec. 31, 2024.

### **Sanitary Sewer**

No reportable issues.

### **Stormwater**

Constituent Ann Hackett met with the G.M. to continue her discussions of flooding issues within the Association. It was noted again that HVLCS D has no authority in the matter as Lake County has indicated that they are responsible for all culverts passing under the roadways and HVLA has assumed those responsibilities as the Association collects funding in the form of dues and has addressed said issued (Past Practices and Procedures).

### **Recycled Water**

No reportable issues.



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## **Finance**

1. The annual audit was completed Sept. 5<sup>th</sup> and 6<sup>th</sup>. Only one journal entry was identified and it was noted that it was due to a late submission from an external source which was out of the District's control.

## **Human Resources**

1. Employee Handbook Update: Staff continues to work with the Personnel Committee to review recommendations made by the District's HR attorney on improvements to the Employee Handbook. Additional meetings are needed to complete the review prior to Board presentation.
2. The District conducted interviews for the entry level Accounts Representative position. An offer was made to and accepted by Mr. Cody Lockwood. Mr. Lockwood is scheduled to start with the District on Monday September 16<sup>th</sup>.
3. The G.M. completed all one on one with the Board members as recommended by Dr. Bienati. It is advised that these meetings continue on a quarterly basis. The G.M. will reach out to each Board member in October to schedule a meeting time during the last quarter of the year.

## **Information Technology**

No reportable issues.

## **Facilities**

No reportable issues.

## **Vehicles and Equipment**

No reportable issues.

## **Emergency Preparedness**

1. FEMA conducted site inspections for the following damage location(s):
  - #295569 - Access road to the Wastewater Treatment Plant of Hidden Valley Lake (Category C)
  - #295571 - Flood Control basin of Hidden Valley Lake (Category F)
  - #295572 - Wastewater Treatment Plant of Hidden Valley Lake (Category F)
  - #295573 - Wastewater Treatment Plant of Hidden Valley Lake (Category F)
  - #295574 - Wastewater Treatment Plant of Hidden Valley Lake (Category F)
  - #300353 - 2 wastewater treatment plant basin damages (Category F)



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2. Director Graham and the G.M. completed the annual Emergency Preparedness Committee facility tour consisting of the RWRP, discussing the treatment process & observing the recycled water distribution system. Of note were site safety/security issues, control of ingress and egress and signage.
3. The Emergency Preparedness Committee Chair and G.M. attended a "GoToWebinar" put on by the - U.S. EPA entitled Updated Risk Assessment and Emergency Response Plan Tools. This Webinar provided valuable information, tools and instructions on the due date for submission of the updated Assessment and ERP. The District has conducted a review of the current Assessment and ERP noting that it is extremely out of date and will follow the U.S. EPA's recommendation to create a new plan rather than update the old plan due to how out dated the information is and the new requirements.
4. On September 4, 2018, a request for grant funding was submitted to CalOES/FEMA to develop a Local Hazard Mitigation Plan (LHMP). The LHMP is a pre-requisite for any additional Hazard Mitigation Grant Program (HMGP) funding. On August 28, 2018, HVLCSD Board of Directors voted to authorize the General Manager to sign the local match fund commitment letter. On November 20, 2018 HVLCSD Board of Directors voted to provisionally award the LHMP development to Foster Morrison, pending grant approval. On June 5, 2019 HVLCSD was notified that our grant request had been approved. The General Manager is pleased to announce that the District will be entering into a Professional Services Agreement with Foster Morrison, for the development of the Local Hazard Mitigation Plan (LHMP). The financial impact has been reduced due to in-kind services and related District expenses. Local share amount of \$22,400 equal to 25% of total funding match of \$89,600. The District's match funds will be as follows: FUND: 5123-\$11,200/5123-\$11,200 (but will be reduced due to in-kind services and District expenses as the District has been approved for a grant up to \$112K.) These funds are available within the current 2019/20 approved budget.

### **General Information:**

1. The District will sponsor the MUSD Coyote Valley Elementary 2019 Jog-a-thon through the annual purchase of T-shirts at a cost of \$3,150.00. This year's theme is, "The Power of Water."
2. With Dr. Bienati facilitating, the Board and G.M. completed the G.M.'s Annual Evaluation and agreed upon the 2019/20 G.M. Goals. The Annual Evaluation and goals have been signed and memorialized.
3. The G.M. attended a meeting requested by HVLA G.M. Randy Murphy. Items discussed were:
  - Weed abatement along the levee.



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- Proposal by Ken Porter-HVLA easement for water line to HVLCSD blending tank.
- Land discussion-Dallas Ct. & Unit 9 Tank.
- Levee lot lines and maintenance ownership.



# Art Contest

Our Annual Jog-a-Thon will be held October 11, 2019 and we have partnered with the Hidden Valley Lake Community Services District, our main sponsor.

This year's theme is going to be:

## *"The Power of Water."*

Attached you will find a sheet with ideas of how water helps to support life and create energy. Please review these materials and encourage your child to participate in the art contest by creating a logo or picture depicting how water gives us power. The winning art will be used for the front of this year's jog-a-thon shirts. Please read the rules and submit their artwork on or before **September 19, 2019**. Have your child turn the artwork into the school office.

### **Contest Rules**

- Artwork must be submitted on 8  $\frac{1}{2}$  by 11 sheet of **plain white paper**.
  - Artwork must be used with **only 4 colors**
  - Artwork must be students own work, **no tracing**
  - Artwork must be submitted by September 19th
- Students name must **NOT** be printed on the front of the artwork.
- Please have your student **put their name and teacher on the back**.

### **Contest Winners**

Overall contest winner will be displayed on the front of this year's jog-a-thon shirt. There will be a TK - 3<sup>rd</sup> winner and a 4<sup>th</sup>- 6<sup>th</sup> winner.

The Second and Third place winners will be displayed in front of our school.

***Thank you all for your participation!***





# Art Contest

Our Annual Jog-a-Thon will be held October 11, 2019 and we have partnered with the Hidden Valley Lake Community Services District, our main sponsor.

This year's theme is going to be:

## *"The Power of Water."*

- **Water can help create electricity!!**
  - Moving water makes kinetic energy which creates hydroelectric power.
  - Turbines in dams, water wheels and steam generators are all devices used to make hydropower.
  - By harnessing the physical properties of steam and heat, **geothermal water** can be used to generate electricity.
  - The first water wheels were used well over 2000 years ago.
  - The US Navy has discovered a way to turn water into jet fuel.
  
- **Water supports life!!**
  - Our bodies are 70% water.
  - Water helps your body turn food and fat into energy.
  - Water carries food from the soil to plants so they can grow.
  - Water also helps fill plant cells so the plants can stand.
  - 71% of the Earth's surface is covered in water and is the most important substance for all life on Earth from the tiniest bug to a whale!

***Thank you all for your participation!***

# *COYOTE VALLEY ELEMENTARY SCHOOL*

Middletown Unified School District

## **Parent Teacher Organization (PTO)**

P.O. Box 1743

Middletown, CA 95461

707-987-3357 - Fax 707-987-4111

---

September 5, 2019

Dear Friends:

We need your help for our Jog-a-thon. Coyote Valley Elementary School began the 2019/2020 school year with approximately 450 students (grades K-6) attending our school. As the largest elementary school in the Middletown Unified School District representing nearly one-third of all students in the district, we are reliant on the support of our parents, community, and businesses near and far to ensure students are provided the opportunities of a well-rounded educational program.

In response to this need, the Coyote Valley Parent Teacher Organization has hosted an annual jog-a-thon in past years. This has become a very popular event and is one of our school's largest fundraisers. During this fiscally tight period, we rely more and more on financial support to facilitate our schools field trips, fine arts programs, physical education programs, playground equipment, classroom supplies and up-to-date computer technologies. All of these things are an essential part in ensuring a broader educational experience and academic success. And we need your generous support to keep it all going at Coyote Valley!

We write today to invite you to be a part of this extraordinary effort hosted by amazing parent volunteers.

**Your donation does make a difference!**

**Your donation is 100% tax deductible to our non-profit organization (Fed. Tax ID# 77-0410996).**

The success of this fundraiser relies on your donations. In addition, all contributions we receive are acknowledged on the back of our shirts and on banners, which will be displayed on the fence at the school for most of the school year. Our sponsor levels are as follows: \$100-banner displaying your business logo and information, \$250-logo on the back of the shirt worn by all students and staff - almost 500 people, or \$300-For both the banner and the shirt logo. The deadline for a logo to be put on the shirt and/or a banner would be September 20, 2019. We ask that you have contacted us and submitted your donation by that time. All checks can be made to CVE PTO.

Please consider donating to improve the education of our children and their future. If you have any questions or would like further information, please feel free to contact us by phone, email or kindly send your donation to the address listed above.

Thank you!

Sincerely,

Heather Ochs

(408) 771-7898

ochs143@yahoo.com

Jog-a-thon Chairperson, 2019 Jog-a-thon Committee

PTO President

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

**DATE: September 17, 2019**

**AGENDA ITEM: Discussion and Possible Action: CPS HR Salary Study 1.0 vs. 2.0**

---

**RECOMMENDATIONS:** Direct Staff how the Board wishes to proceed.

---

**FINANCIAL IMPACT:**

**OPTION:**

- A) No Additional Cost
  - B) Remainder of the Fiscal Year \$7,879.2
  - C) Remainder of the Fiscal Year plus backpay \$17,634.40.
- 

**BACKGROUND:** CPS 1.0 used the Mean & not the Median to recommend salary ranges for District positions. The result was several positions received an increase that should not have while others did not receive an increase that should have (Based on study 1.0.) Staff would like to know how the Board wishes to proceed. Options include:

- A. No change until next study in 2020; NO ADD COST
- B. Adjust pay for those underpaid positions from Sept. 20, 2019 forward; or
- C. Adjust pay for those underpaid positions from Sept. 20, 2019 forward and provide back pay to July 1, 2018 when the error was first implemented.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on September 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

\_\_\_\_\_  
Secretary to the Board

Position:	CPS 1.0 (Step E):	CPS 2.0 (Step E):	Hourly Difference:	Annual Difference:
Administrative Assistant	33	31.21	1.79	3723.20
Full Charge Bookkeeper	38.41	37.98	0.43	894.40
Water Resources Specialist	38.41	37.98	0.43	894.40
Utility Supervisor	44.96	42.92	2.04	4243.20 <i>(Salaried position)</i>
Senior Accounts Representative	28.42	29.72	-1.30	-2704.00
Utility Technician	21.94	22.05	-0.11	-228.80
Utility Operator I	28.11	28.14	-0.03	-62.40
Utility Operator II	34.91	36.17	-1.26	-2620.80
			<b>Annual overage:</b>	9755.20
			<b>Annual under:</b>	-5,616.00
			<b>Total Annual Difference:</b>	4,139.20
			<b>Total Annual District Cost to implement Change:</b>	15,371.20

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

**DATE: September 17, 2019**

**AGENDA ITEM:** Discussion and Possible Action: Approve Resolution 2019-09 A RESOLUTION OF THE OF THE {GOVERNING BODY} OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY’S HEALTH BENEFITS PROGRAM

---

**RECOMMENDATIONS:** Approve Resolution No. 2019-09 adopting the MOU and authorizing the Secretary to execute the Memorandum of Understanding with SDRMA.

---

**FINANCIAL IMPACT:** None

---

**BACKGROUND:**

The Special District Risk Management Authority (SDRMA) has asked the District to execute a revised Memorandum of Understanding to authorize continued participation in the SDRMA’s health benefit program.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on September 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

**RESOLUTION NO. 2019-09**

**A RESOLUTION OF THE OF THE {GOVERNING BODY} OF HIDDEN VALLEY  
LAKE COMMUNITY SERVICES DISTRICT APPROVING THE FORM OF AND  
AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING  
AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK  
MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM**

**WHEREAS**, Hidden Valley lake Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

**WHEREAS**, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

**WHEREAS**, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

**WHEREAS**, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:**

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 17<sup>th</sup> day of September, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Linda Herndon, President of the Board

---

Kirk Cloyd,  
General Manager/Secretary to the Board

RECEIVED

AUG 05 2019



**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.**

**WHEREAS**, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

**WHEREAS**, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

**WHEREAS**, ENTITY desires to enroll and participate in the PROGRAM.

**NOW THEREFORE**, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants



and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
  - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
  - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must

- be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
  - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
  10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
  11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
  12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
  13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
  14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
  15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
  16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
  17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: August 1, 2019

By: Laura S. Gill

Special District Risk  
Management Authority

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Hidden Valley Lake Community Services  
District



20655 Western Avenue #108  
 Torrance, CA 90501  
 Phone: 916.865.7150  
 Fax: 310.318.1843

**Quotation #** 08192019HVLCS D

**Date:** 8/20/2019

**Project:** Meter Project  
**AMI Specialist:** Kevin Barnes  
**Valid Until:** 12/31/2019  
**Terms:** Net Thirty Days

Item	Quantity	Product or Service Description	Per Item	Extended
1	1	Fergosun Meter Install and Initial Field Audit	\$279,034.00	\$279,034.00
2	2479	3/4" Mach10 ProCoder R900i Pit Set	\$270.00	\$669,330.00
3	1	MRX920 v4 Mobile Data Collector	\$7,150.00	\$7,150.00
4	1	Neptune 360 Hosted Software	\$10,100.00	\$10,100.00
5	1	One-time set up and training	\$4,000.00	\$4,000.00
6	3	R900 Gateway Data Collector (unit/parts and installed)	\$14,850.00	\$44,550.00
7	0		\$0.00	\$0.00

	<b>Sub Total</b>	\$1,014,164.00
	<b>Taxable Freight</b>	\$0.00
<b>Ship Date:</b> Quote Only	<b>Estimated Sales Tax</b>	7.250% \$73,526.89
	<b>Tax Exempt Freight</b>	
	<b>Total Investment</b>	\$1,087,690.89

**SPECIAL COMMENTS OR CONDITIONS:**

Prices quoted are for this project only and do not include sales or use taxes, if any. Quoted prices are based upon receipt of the total quantity for immediate shipment or shipments within thirty (30) days of a bid opening only, and are offered contingent upon the Buyer's acceptance of Seller's terms and conditions. Seller objects to all terms and conditions. Future shipments subject to price changes. Seller not responsible for delays caused beyond our control. Purchaser's sole warranties, if any, are those provided by the manufacturer. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE OPERATION OR USE OF THE PRODUCT. SELLER'S LIABILITY, IF ANY, SHALL BE LIMITED TO THE NET SALES PRICE RECEIVED BY SELLER. All returns are subject to Ferguson and/or Manufactures return policy and maybe subject to a restocking fee. Complete terms and conditions are available upon request or can be view at [www.ferguson.com/sales-terms.html](http://www.ferguson.com/sales-terms.html)

Date of quote	Terms (years)	Ferguson AMR	Ferguson AMI	Suez AMI
Aug-19	1	\$ 1,368,595.59	\$ 1,422,810.46	
Sep-19	1	\$ 963,614.00	\$ 1,087,690.89	
Oct-18	5			\$ 1,395,480.00
Oct-18	10			\$ 1,678,940.00
Oct-18	15			\$ 2,085,000.00
Aug-19	15			\$ 1,975,739.00
Sep-19	15			\$ 1,499,925.00

Topic	Pros	Cons	Comments
Financing	Suez - Inhouse financing	Ferguson - Requires financing	Revenue Bond
Maintenance	Suez - Maintenance	Ferguson - No maintenance	Suez - \$27,414/\$19,995 annual costs of maintenance
Ownership	Ferguson - Full purchase	Suez - Leased until term is reached	
Portal	Suez - Customer portal	Ferguson - No customer portal	

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

**DATE: September 17, 2019**

**AGENDA ITEM:** Discussion and Possible Action: Authorize the General Manager to enter into a professional service agreement not to exceed \$25,000 and proceed with the 218 process

---

**RECOMMENDATIONS:** Authorize the General Manager to enter into an agreement to proceed with the 218 process.

Strategic Plan Goal 1C: Maintain and Enhance Water Infrastructure

---

**FINANCIAL IMPACT:**

CVS STRATEGIES \$ 24,750

RGS \$ 20,000

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**BACKGROUND:**

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

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I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on September 17, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

*Date:*  
September 3, 2019

*Client:*  
Hidden Valley Lake Community Services District, 19400 Hartmann Rd, Hidden Valley Lake, CA 95467  
Kirk Cloyd, General Manager

## Professional Services Proposal

OUTREACH STRATEGY	DESCRIPTION	NOT TO EXCEED COST
Rates Outreach Support	Please see attached scope of services	\$24,750
<b>Subtotal</b>		<b>\$24,750</b>
<b>Total Not to Exceed</b>		<b>\$25,000</b>

### ..... Rates for Communication Services .....

- » President – \$240/hour
- » Vice-President – \$200/hour
- » Account Manager/Specialist – \$175/hour
- » Design/Video/Photography – \$150/hour
- » Translation – \$125/hour
- » Support Staff – \$100/hour

### ..... Terms & Compensation .....

Either party may end this agreement by providing written notice to the other party. In the event of termination, CV Strategies shall be paid for all hours and expenses accrued up to the date of termination.

Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

### ..... Agreed & Approved .....

---

Name Signature

---

Title Date





Hidden Valley Lake Community Services District  
Rates Outreach Scope of Services - September 2019

INITIATIVE	HOURS	COST
<b>OUTREACH PLAN &amp; PROJECT MANAGEMENT</b>	5	\$825
<ul style="list-style-type: none"> <li>• Planning meetings with management, finance, and customer service staff</li> <li>• Identify targeted stakeholders</li> <li>• Assessment of resources</li> <li>• Media landscape evaluation</li> <li>• Develop working outreach plan</li> <li>• Create public meeting schedule and timeline</li> <li>• Finalize outreach budget</li> <li>• Establish calendar for customer service training</li> </ul>		
<b>MEDIA RELATIONS SUPPORT</b>	10	\$1,650
<ul style="list-style-type: none"> <li>• Develop public meeting presentation</li> <li>• Work with media as needed before hearing</li> <li>• Press release and media toolkit</li> <li>• Follow-up with media after hearing</li> </ul>		
<b>WEB SUPPORT</b>	25	\$4,125
<ul style="list-style-type: none"> <li>• Create bill estimator web tool</li> <li>• Create web page to host bill estimator, press release, presentations</li> </ul>		
<b>VIDEO DEVELOPMENT</b>	30	\$4,950
<ul style="list-style-type: none"> <li>• Facilitate, film and log footage for video</li> <li>• Write script incorporating message plan, footage and staff input</li> <li>• Produce series of videos reflecting key messages and encouraging ratepayer education</li> </ul>		
<b>SOCIAL MEDIA MANAGEMENT</b>	10	\$1,650
<ul style="list-style-type: none"> <li>• Provide social media support as needed</li> <li>• Determine social media action plan</li> <li>• Develop social media tools</li> </ul>		
<b>COLLATERAL DEVELOPMENT</b>	10	\$1,650
<ul style="list-style-type: none"> <li>• Build Frequently Asked Questions list</li> <li>• Develop outreach collateral</li> </ul>		
<b>PROPOSITION 218 DEVELOPMENT AND EXECUTION</b>	35	\$5,775
<ul style="list-style-type: none"> <li>• Create timeline for printing and mailing of notice</li> <li>• Develop Prop 218 notice in coordination with staff</li> <li>• Develop Prop 218 messaging and talking points</li> <li>• Draft talking points for staff and board on Prop 218 notice</li> </ul>		
<b>COMMUNITY MEETING FACILITATION</b>	15	\$2,475
<ul style="list-style-type: none"> <li>• Develop public presentation materials</li> <li>• Develop community meeting presentation, advertisements</li> </ul>		



Hidden Valley Lake Community Services District  
 Rates Outreach Scope of Services - September 2019

<ul style="list-style-type: none"> <li>• Hold 2-4 community meetings</li> </ul>		
<b>BOARD SUPPORT</b>	<b>10</b>	<b>\$1,650</b>
<ul style="list-style-type: none"> <li>• Create board cards</li> <li>• Produce board update</li> <li>• Prepare public hearing material presentation</li> <li>• Hearing preparation for board and staff</li> <li>• Produce rate hearing script</li> </ul>		

\$24,750

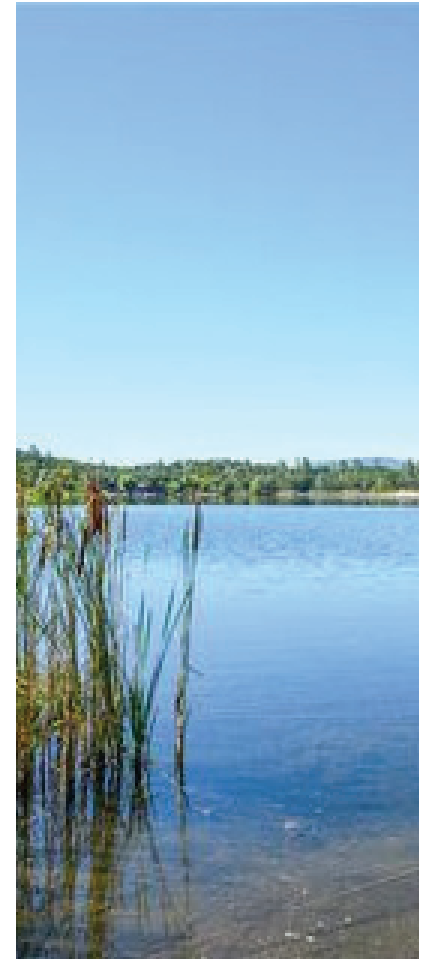
# Firm's Qualifications //

CV Strategies is a communications and community engagement firm that leverages expertise, influence and instincts to enhance the ways public agencies tell their stories. Founded in 2007 by former television news director Erin Gilhuly, CV Strategies corporation helps clients blend media, messaging and audiences to connect with communities and drive support on the issues that matter. CV Strategies' staff of 13 is made up of former journalists, news executives and designers who use their storytelling skills to provide value to clients.

The firm is currently involved in active, ongoing communications initiatives with more than 70 public agencies throughout California. Our strategists provide support on issues as diverse as branding, strategic planning, crisis communications, public education campaign architecture, and tactical outreach implementation. Our extensive experience makes us adept at crafting effective messaging for organizations with varying stories to tell.

The firm has performed comprehensive strategic communications plans for water industry, energy and government clients across California. With offices in Palm Desert, Los Angeles, and Sacramento, our team members leverage their diverse expertise, contacts, and skill sets to support clients across the state. Our firm is deadline-oriented and driven to deliver updates and results that identify measurable targets and achieve progress throughout a project's scope.

We craft plans with a diverse set of tactics that help clients meet their communications objectives with a wide variety of audiences. Our team works to develop innovative solutions to unique outreach challenges. Through planning, research and strategic facilitation, we create cohesive outreach campaigns that generate community awareness and foster support. Continuously educating customers is a part of building a bank of goodwill and credibility with stakeholders. To build the most effective outreach program possible, our consultants collaborate with staff, elected officials and key players. We evaluate past shortcomings and also leverage past success. CV Strategies unites these strategic elements into a tactical framework that reflects the organization's vision and ensures the achievement of communication goals.



## THE CV STRATEGIES NEXUS



**WE KNOW PUBLIC AGENCIES.** With over 70 current public agency clients across the state, CV Strategies consultants have an intimate knowledge of municipalities and special districts, and are well versed in the tactics that enhance customer engagement and messaging success.



**WE UNDERSTAND CALIFORNIA.** An extensive portfolio of strategic communication initiatives for public sector and renewable energy clients throughout the state has fostered a deep understanding of the issues that impact California communities.



**WE ARE SKILLED STORYTELLERS.** Our backgrounds in journalism, advertising, design, video and digital production have honed keen storytelling instincts that help create dynamic visuals and compelling copy.



**WE THINK BIG.** Our professionals are experienced in gathering and analyzing information in pursuit of a comprehensive and holistic strategic approach. The guidance and counsel we provide is engineered out of an in-depth understanding of client nuance and need.



**WE DO ALL OUR WORK IN HOUSE.** CV Strategies offers a full suite of in-house creative services – concepting, copywriting, design, web production, photography, videography, social and digital media. This combined-services approach improves control of costs and deadlines, while close interaction between designers, copywriters and account coordinators results in deliverables that are cohesive, targeted, and harmonious.

# ERIN GILHULY

## President & Founder

### EDUCATION

#### University of Southern California

Los Angeles, California

Bachelor of Arts Degree // Broadcast Journalism

### SELECT ACCOMPLISHMENTS

#### Pacific Southwest Chapter Emmy // June 2004

*Best Newscast Winner*

#### Communicator Award Winner // January 2006

*Breaking News*

#### Bill Stout Memorial Award of Excellence Winner

// March 2006

#### Best Spot News Coverage Winner // March 2006

#### PRSA Capella Award // October 2012

Western Municipal Water District  
Strategic Plan

#### ABA Stevie Award // June 2015

iEfficient  
Water Conservation Website

#### ABA Stevie Award // June 2015

iEfficient  
Water Conservation Campaign

#### PRSA Capella Award // November 2015

Elsinore Valley Municipal Water District  
Notice of Public Hearing

#### PRSA Capella Award // November 2015

iEfficient  
Water Conservation Campaign

#### CAPIO Award of Distinction // April 2016

East Valley Water District  
Transitioning to Budget Based Rates

#### CAPIO Award of Merit // April 2016

Rowland Water District  
Strategic Plan

#### PRSA Polaris Award // November 2016

Elsinore Valley Municipal Water District  
Water Quality Report

#### PRSA Polaris Award // November 2016

Western Municipal Water Department  
WRCRWA Outreach Campaign

#### PRSA Polaris Award // November 2016

Cucamonga Valley Water District  
Drought Response Campaign

#### CAPIO Award of Excellence // April 2017

Elsinore Valley Municipal Water District  
Water Quality Report

#### CAPIO Award of Merit // April 2017

Association of California Water Agencies  
The New Wave Video

*An Emmy award-winning journalist with over 25 years in the communications industry, Erin Gilhuly is the President and Founder of CV Strategies, a Southern California strategic communications and public engagement firm serving corporate, government and non-profit clients.*

Erin has led the communications and public affairs support team and overseen graphics development for myriad cities, water districts, and nonprofit organizations across the state for more than a decade. As a master trainer and talented mediator, she has provided guidance to numerous government agencies through the strategic planning process, leading workshops and providing key messaging strategies to gain positive public perception. Her insights into the minds of reporters and editors are often one step ahead of the story of the day, offering a highly valuable service that is difficult to match.

## WORK EXPERIENCE

#### CV Strategies // 2007 – Present

##### President

- Owner and operator of strategic communications firm serving large and small clients throughout Southern California and beyond.
- Has led strategic messaging plans for more than 70 public agencies, including the City of Chino, City of Ontario, and Jurupa Community Services District.
- Responsible for facilitating and developing award-winning strategic plans for public sector clients.
- Skilled at demonstrating to clients how to execute the strategic plan, once adopted.
- Specialist in all forms of communication dissemination, including targeted messages that engage stakeholders in the strategic planning process and ultimate buy-in.
- Skilled at multiple audience management using public relations, community relations and government relations.
- Responsible for oversight and direction for all client messaging.
- Guides City Council, Board of Directors, and Executive Staff through media and spokesperson training, providing unparalleled insider feedback.

#### Kiner Communications // 2006 – 2007

##### Vice President, Public Relations

Responsible for managing all media interaction and public contact points for Kiner Communications and its large client base.

#### CBS 2 // 2002 – 2006

##### News Director

Operated and managed 50-person news department for Palm Springs area CBS affiliate since station's launch in the Fall of 2002.

#### KESQ TV, KUNA TV, KDFX TV // 1996 – 2002

##### News Director

Operated and managed 50-person news department for Palm Springs area ABC affiliate.

#### KESQ TV // 1995 – 1996

##### Assignment Manager/Managing Editor

Responsible for all news gathering and content management for Palm Springs area ABC affiliate.

#### KFWB AM // 1993 – 1995

##### News Editor

Responsible for managing news assignments and content gathering for Los Angeles area all-news radio station.

# TARA BRAVO

## Vice President

### EDUCATION

#### California State University, East Bay

Hayward, California

Bachelor of Science // Business  
Administration

*Graduated Cum Laude*

#### Cogswell Polytechnical College

Sunnyvale, California

Computer Arts Focus

### SELECT ACCOMPLISHMENTS

#### PRSA Capella Award // October 2012

Western Municipal Water District  
Strategic Plan

#### ABA Stevie Award // June 2015

iEfficient  
Water Conservation Website

#### ABA Stevie Award // June 2015

iEfficient  
Water Conservation Campaign

#### PRSA Capella Award // November 2015

Elsinore Valley Municipal Water District  
Notice of Public Hearing

#### PRSA Capella Award // November 2015

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East Valley Water District  
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Rowland Water District  
Strategic Plan

#### PRSA Polaris Award // November 2016

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Water Quality Report

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Western Municipal Water Department  
WRCRWA Outreach Campaign

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Cucamonga Valley Water District  
Drought Response Campaign

#### CAPIO Award of Excellence // April 2017

Elsinore Valley Municipal Water District  
Water Quality Report

#### CAPIO Award of Merit // April 2017

Association of California Water Agencies  
The New Wave Video

*Tara has been key in translating highly technical information into visual materials that are accessible and compelling. She has served as the architect of multiple, complex strategic outreach efforts that included enhanced website design and development and brand implementation. Her knack for designing public engagement material has created award-winning collateral and user-friendly government documents.*

In addition to running her own graphic design business for seven years, Tara Bravo has managed marketing teams, coordinated sales campaigns, developed relationships with vendors and built new ones with clients before joining CV Strategies in 2010.

## WORK EXPERIENCE

#### CV Strategies // 2010 – Present

*Vice President*

- Expert communications strategy consultant for the Inland Empire's largest communications firm.
- Has designed, managed and implemented strategic messaging plans and social media campaigns for numerous public agencies and municipalities, including the cities of Coachella, Oxnard, and Indio and their water and sewer utilities.
- Designs award-winning strategic plans, Proposition 218 notices and conservation campaigns.
- Navigates a varied list of clients through a multitude of media, messaging, and audiences.
- Builds and develops relationships with local media to enhance messaging opportunities.
- Responsible for leading the development of collateral for a multitude of client needs, including strategic plans, newsletters, postcards, brochures, reports, data sheets, letterhead, and business cards.
- Designs websites and other online presence, including bill estimators and rates microsites.

#### Bravo Expressions // 2003 – 2010

*President & Founder*

Designed logos, brochures, datasheets, letterhead, websites, etc. Developed collateral and website presences for community college clients. Coordinated multiple tradeshow booths and conferences including: the Infosys Annual Conference and the William Berry Campaigns presence at the American Association of Community Colleges Conference.

#### GMG Distributors // 2006 – 2007

*Marketing Manager*

Raised \$120,000 of marketing support through vendor relations for 2007, an increase of 23.05% over the previous year. Produced and coordinated the printing of quarterly catalogs. Designed, wrote and implemented the 2007 Marketing Program.

#### Bay Advanced Technologies // 2000 – 2003

*Marketing Coordinator*

Designed company website, corporate brochure and all corporate collateral. Handled all event planning in regards to both parties for customers and employees. Created and coordinated all tradeshow presences from 2001-2003, including setup and teardown.

# Partial Client List //

Below is a brief list of pertinent agencies and cities for which CV Strategies has developed outreach and messaging campaigns:

- American Water Works Association, CA-NV
- Association of California Water Agencies Joint Powers Insurance Authority
- Beaumont-Cherry Valley Recreation and Park District
- Beaumont-Cherry Valley Water District
- Basin Technical Advisory Committee - iEfficient
- Bellflower-Somerset Mutual Water Company
- Byron-Bethany Irrigation District
- California Association of Local Agency Formation Commissions
- California Association of Mutual Water Companies
- California City Management Foundation
- California Product Stewardship Council
- California Utility Executive Management Association
- Castaic Lake Water Agency
- Castro Valley Sanitary District
- Chino Basin Conservation District
- Chino Basin Watermaster
- City of Banning
- City of Beaumont
- City of Chino
- City of Chino Hills
- City of Coachella
- City of Colton
- City of Corona
- City of Desert Hot Springs
- City of Eureka
- City of Indio
- City of La Quinta
- City of Ontario
- City of Oxnard
- City of Redlands
- City of Rialto
- City of Riverside Public Utilities
- City of San Carlos
- City of Santa Paula
- City of Vallejo
- Coachella Valley Regional Water Management Group
- Coachella Valley Water District
- Coachella Water Authority & Sanitary District
- Crescenta Valley Water District
- Cucamonga Valley Water District
- CV San
- Desert Water Agency
- Desert Healthcare District
- Eastern Municipal Water District
- East Valley Water District
- Elsinore Valley Municipal Water District
- First Solar
- Hi-Desert Water District
- Indio Water Authority
- Jurupa Community Services District
- La Entrada – New West Communities
- La Puente Valley County Water District
- Large-Scale Solar Association
- Main San Gabriel Basin Watermaster
- Mission Springs Water District
- NextEra Energy Resources
- Pico Water District
- Pioneers Memorial Healthcare District
- Rialto Water Services
- Rivers and Lands Conservancy
- Rowland Water District
- Salton Sea Action Committee
- Salton Sea Authority
- San Bernardino County Superintendent of Schools
- San Bernardino Municipal Water Department
- San Bernardino Valley Municipal Water District
- San Bernardino Valley Water Conservation District
- San Gabriel County Water District
- San Gabriel Valley Water Association
- San Geronimo Pass Water Agency
- Santa Ana Sucker Fish Task Force
- Santa Ana Watershed Project Authority
- Santa Clarita Water Division
- Santa Clarita Valley Groundwater Sustainability Agency
- Scotts Valley Water District
- SCV Water
- Spadra Basin Groundwater Sustainability Agency
- Southern California Association of Governments
- Turlock Irrigation District
- United Water Conservation District
- Valley County Water District
- Valley Sanitary District
- Walnut Valley Water District
- West County Wastewater District
- West Valley Water District
- Western Municipal Water District
- Yucaipa Valley Water District
- Zone 7 Water Agency

## OPTIONAL SERVICES OFFERED



**Strategic Counsel** – CV Strategies provides valuable insight on operations, communications and government relations. This high-level support will help guide outreach and stakeholder-relations efforts.



**Legislative Support** – We know local and regional players. Working with staff to prepare legislative documents and research relevant policy will help create an atmosphere for successful policy development and implementation.



**Media Relations** – Staff members at CV Strategies have years of experience in newsrooms and with media, as well as close relationships with local journalists. We understand how to develop press releases and media alerts that will stand above the rest and achieve results.



**Collateral Development** – CV Strategies sees the value in creating compelling, engaging pieces that connect with customers. Our expertise yields a professional product guided by the agency's communications strategy and vision.



**Photography and Video Services** – Given the importance of visual communication, CV Strategies staffs a photographer and videographer to create and enhance images and video content that complements compelling written content and tells your story.



**Design Services** – From web to advertisements to document design, CV Strategies' in house design team can turn dry copy into dramatic visual storytelling



**Training** – Focused sessions help staff and elected officials to hone in on skills that are foundational for agency communication efforts. We build employee confidence and competence through training that includes role-play, practice and guide materials for ongoing support.



**Surveys and Analysis** – CV Strategies' pollsters will design and conduct large-scale surveys designed to gauge interest, knowledge and satisfaction among customers or stakeholders. The information is reviewed and analyzed to identify trends and develop outreach recommendations.



**Translation** – Our skilled translator on staff can quickly transform written content into Spanish, or assist with community meetings by providing on-the-fly translation services.



**REGIONAL  
GOVERNMENT  
SERVICES**

**SERVING PUBLIC AGENCIES SINCE 2002**

September 12, 2019

Penny Cuadras  
Admin Assistant to the General Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

**RE: WATER RATE 218 COMPLIANCE**

Dear Ms. Cuadras,

Thank you for giving Regional Government Services (RGS) the opportunity to provide you with the proposal to manage the District's 218 process in conjunction with your recent water rate study.

As you know, Article XIID of Proposition 218, section 6 imposes certain procedural requirements when property-related fees are imposed or increase. It takes a two-tiered approach. Fees for "sewer, water, and refuse collection services" are subject to the notice, hearing and majority protest procedures.

The procedures in Section 6(a) to impose or increase a "fee or charge" are as follows:

- Identify the parcels upon which a fee or charge is proposed for imposition.
- Calculate the amount of the fee proposed to be imposed on each parcel.
- Provide written notice by mail to the "record owner of each identified parcel."
- Conduct a public hearing on the proposed fee not less than 45 days after the mailing.
- Consider "all protests against the proposed fee or charge."
- If written protests against the fee are presented by a "majority of owners of the identified parcels," the fee cannot be imposed.

Implementation of the procedural requirements outlined above requires consideration of several questions, particularly as to who must receive notice of the hearing, and who is entitled to protest the fee and how are protests counted.

Your study should provide the District with a legally defensible assessment of the proposed rates based on the actual cost of providing service and the cost of investments required by the District's Capital Improvement Program.

RGS will provide outreach services to meet the requirements of the State's 218 notification legislation as follows:

**TASK 1: PUBLIC MEETING**

RGS will plan a public meeting at which time the public will be invited to learn more about the process for setting rates and the results of the study.



RGS will develop a fact sheet with information about the nature of the study, methodology and results detailing the proposed water rates, presentation materials and provide attendees with the opportunity to ask question and provide comments.

**TASK 2: COMMUNITY PRESENTATIONS/MEDIA RELATIONS**

RGS staff will make up to eight presentations on behalf of the City to explain the proposed increase and assessment and answer questions related to this effort. Our team will also provide local news media with an overview of this process and support documentation to generate accurate news stories.

**TASK 3: COLLATERAL MATERIALS**

RGS will develop a suite of collateral materials including all of the following:

- Fact Sheet
- Video Public Service Announcement (Animated)
- Social Media Posts/Art

**TASK 4: MAIL OF PUBLIC NOTICE**

RGS will prepare, subject to the District's approval, a letter to all customers affected and instructions for protest. The City will pay directly for postage related to this effort.

**TAKE 5: PUBLIC HEARING**

As required by law, not less than 45 days after notices are mailed to property owners, the District must hold a public hearing on the new or increased fee. RGS will provide a news release and display ad for the local newspaper and posts notices at appropriate locations throughout the service area.

The rate study would be entered into the record as well any letters, emails or other correspondence received from property owners including protests.

RGS staff will provide text for the staff report and be available to present the outreach process to the Board.

**TASK 6: RESPONSE TO COMMENTS**

RGS will provide responses to questions generated by the public during this process. We anticipate the entire process will be completed in approximately 90 days. RGS proposed a not-to-exceed fee of \$15,000.

Hidden Valley Community Services District

September 12, 2019

Page 3

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Please feel free to contact me at (650) 455-1201 or via email at [kflint@rgs.ca.gov](mailto:kflint@rgs.ca.gov) if you have any questions regarding this proposal. Thank you for your consideration.

Sincerely,

*Kendall Flint*

Kendall Flint, Director of Communications & Strategic Planning  
**REGIONAL GOVERNMENT SERVICES**



*Date:*  
September 3, 2019

*Client:*  
Hidden Valley Lake Community Services District, 19400 Hartmann Rd, Hidden Valley Lake, CA 95467  
Kirk Cloyd, General Manager

## *Professional Services Proposal*

OUTREACH STRATEGY	DESCRIPTION	NOT TO EXCEED COST
Rates Outreach Support	Please see attached scope of services	\$
<b>Subtotal</b>		<b>\$ 20,000</b>
<b>Total Not to Exceed</b>		<b>\$20,000</b>

### *Rates for Communication Services*

- » Project Manager- \$ 160 /hour
- » Public Information - \$ 125 /hour
- » Design- \$ 125 /hour
- » Translation - \$ 100 /hour
- » Support Staff - \$ 90 /hour

### *Terms & Compensation*

Either party may end this agreement by providing written notice to the other party. In the event of termination, Regional Government Services (RGS) shall be paid for all hours and expenses accrued up to the date of termination.

Hard costs incurred by RGS will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. required travel mileage will be billed at the published IRS rate.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

### *Agreed & Approved*

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



Hidden Valley Lake Community Services District  
Rates Outreach Scope of Services - September 2019

INITIATIVE	HOURS	COST
<b>OUTREACH PLAN &amp; PROJECT MANAGEMENT</b>	5	\$800
<ul style="list-style-type: none"> <li>• Planning meetings with management, finance, and customer service staff</li> <li>• Identify targeted stakeholders</li> <li>• Assessment of resources</li> <li>• Media landscape evaluation</li> <li>• Develop working outreach plan</li> <li>• Create public meeting schedule and timeline</li> <li>• Finalize outreach budget</li> <li>• Establish calendar for customer service training</li> </ul>		
<b>MEDIA RELATIONS SUPPORT</b>	10	\$1,600
<ul style="list-style-type: none"> <li>• Develop public meeting presentation</li> <li>• Work with media as needed before hearing</li> <li>• Press release and media toolkit</li> <li>• Follow-up with media after hearing</li> </ul>		
<b>WEB SUPPORT</b>		\$
<ul style="list-style-type: none"> <li>• Create bill estimator web tool</li> <li>• Create web page to host bill estimator, press release, presentations</li> </ul>		
<b>VIDEO DEVELOPMENT</b>	30	\$4,800
<ul style="list-style-type: none"> <li>• Facilitate, film and log footage for video</li> <li>• Write script incorporating message plan, footage and staff input</li> <li>• Produce series of videos reflecting key messages and encouraging ratepayer education</li> </ul>		
<b>SOCIAL MEDIA MANAGEMENT</b>	10	\$1,600
<ul style="list-style-type: none"> <li>• Provide social media support as needed</li> <li>• Determine social media action plan</li> <li>• Develop social media tools</li> </ul>		
<b>COLLATERAL DEVELOPMENT (Design and Content)</b>	10	\$1,600
<ul style="list-style-type: none"> <li>• Build Frequently Asked Questions list</li> <li>• Develop outreach collateral</li> </ul>		
<b>PROPOSITION 218 DEVELOPMENT AND EXECUTION</b>	35	\$5,600
<ul style="list-style-type: none"> <li>• Create timeline for printing and mailing of notice</li> <li>• Develop Prop 218 notice in coordination with staff</li> <li>• Develop Prop 218 messaging and talking points</li> <li>• Draft talking points for staff and board on Prop 218 notice</li> </ul>		
<b>COMMUNITY MEETING FACILITATION</b>	15	\$2,400
<ul style="list-style-type: none"> <li>• Develop public presentation materials</li> <li>• Develop community meeting presentation, advertisements</li> </ul>		



Hidden Valley Lake Community Services District  
Rates Outreach Scope of Services - September 2019

<ul style="list-style-type: none"><li>• Hold 2-4 community meetings</li></ul>		
<b>BOARD SUPPORT</b>	<b>10</b>	<b>\$1,600</b>
<ul style="list-style-type: none"><li>• Create board cards</li><li>• Produce board update</li><li>• Prepare public hearing material presentation</li><li>• Hearing preparation for board and staff</li><li>• Produce rate hearing script</li></ul>		



Hidden Valley Lake Community Services District  
Rates Outreach Scope of Services - September 2019

## Firm Qualifications

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As you know, Article XIID of Proposition 218, section 6 imposes certain procedural requirements when property-related fees are imposed or increase. It takes a two-tiered approach. Fees for "sewer, water, and refuse collection services" are subject to the notice, hearing and majority protest procedures.

The procedures in Section 6(a) to impose or increase a "fee or charge" are as follows:

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- If written protests against the fee are presented by a "majority of owners of the identified parcels," the fee cannot be imposed.

Implementation of the procedural requirements outlined above requires consideration of several questions, particularly as to who must receive notice of the hearing, and who is entitled to protest the fee and how are protests counted.

RGS will provide outreach services to meet the requirements of the State's 218 notification legislation as detailed in your proposed Scope of Work.

RGS' Project Manager Kendall Flint has previously managed 218 compliance programs for the following agencies:

- Coastside Community Water District
- Twain Harte Community Services District
- Tuolumne Utilities District
- City of Ceres
- City of Elk Grove
- City of Turlock

Regional Government Services (RGS) provides communications, strategic planning and economic development services specifically to municipal agencies. RGS was established in 2001 to provide administrative, support and staffing services to other California public agencies. RGS is a joint-powers authority (JPA) and has provided consulting and staffing services to cities, special districts, counties, other JPAs and special consortiums of government agencies throughout California.



Hidden Valley Lake Community Services District  
Rates Outreach Scope of Services - September 2019

We have over 100 employees throughout California. Our core services include:

- Communications Plan Development and Implementation
- Communications Audits
- Media Relations
- Media Training
- Government Relations
- Social Media
- Crisis Communications
- Facilitation
- Strategic Planning
- SMART Planning (Specific, Measurable, Attainable, Relevant, Time-bound)
- Board/Council Planning Retreats

## Partial Client List

- Town of Apple Valley
- City of Chico
- City of Dana Point
- City of Elk Grove
- City of Folsom
- City of Madera
- City of Modesto
- City of Palm Springs
- City of Pinole
- City of Rancho Cordova
- City of Sacramento
- City of San Gabriel
- City of San Luis Obispo
- City of San Mateo
- City of Soledad
- City of Stockton
- City of Weed
- City of West Sacramento
- City of Wildomar
- Alpine County
- Los Angeles County
- Napa County
- Sacramento County
- San Luis Obispo County
- Solano County
- Tehama County
- Yolo County
- Yuba County
- Burney Water District
- Coastside County Water District
- San Diego County Water Authority
- Tuolumne Utilities District
- Twain Harte Community Services District
- Alameda County Congestion Management Authority
- Metropolitan Transportation Commission
- Orange County Transportation Commission
- Stanislaus Council of Governments
- Riverside Transit Authority



Hidden Valley Lake Community Services District  
Rates Outreach Scope of Services - September 2019



RESOLUTION 2012-12

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT (DISTRICT)  
REAFFIRMING THE BOARD OF DIRECTORS' COMMITMENT  
TO OPEN GOVERNMENT AND COMPLIANCE WITH THE RALPH M. BROWN ACT

WHEREAS, the State of California faces historic deficits requiring deep cuts in public programs, services and state-mandated programs carried out by local governments; and

WHEREAS, the State has suspended certain mandated programs, as contained in AB 1464 in an effort to cut millions of dollars more from California's Fiscal Year 2012-2013 Budget; and

WHEREAS, a number of these suspensions relieve local governments of the strict legal requirement to carry out previously-mandated programs, including certain public noticing provisions of the Ralph Brown Act (The Brown Act), California's open meeting law; and

WHEREAS, The Brown Act, codified in California Government Code 54950, et seq., requires open and publicized meetings of government and advisory bodies in local government, and allows members of the public to be present and to address the body on issues relevant to the body's authority; and

WHEREAS, the Hidden Valley Lake Community Services District Board of Directors has long recognized the critical importance of providing open and transparent government by timely noticing public meetings and adhering to open government laws.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors affirms its commitment to open government and to maintain compliance with the Brown Act irrespective of the suspension of related mandates by the State of California.

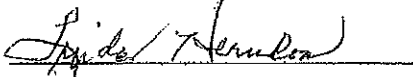
**PASSED AND ADOPTED** on August 21, 2012 by the following vote:

**AYES:** DIRECTORS FREEMAN, GRAHAM, LIEBERMAN, MIRBEGIAN AND HERNDON

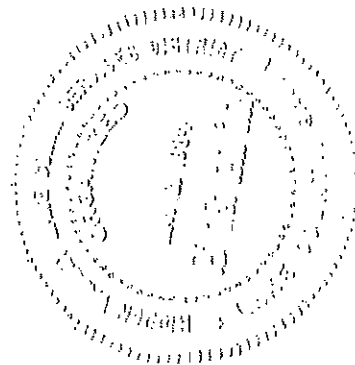
**NOES:** NONE

**ABSTAIN:** NONE

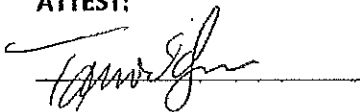
**ABSENT:** NONE



President of the Board of Directors  
Hidden Valley Lake Community Services District



**ATTEST:**



Secretary to the Board of Directors  
Hidden Valley Lake Community Services District