



**Hidden Valley Lake Community Services District  
Regular Board Meeting  
Tuesday, July 19, 2022 – 7:00 PM  
19400 Hartmann Road, Hidden Valley Lake, Ca.**

**Attend in Person or Join by Teleconference**

**Masks are Required**

To join the meeting by Teleconference, go to [www.hvlcsd.org](http://www.hvlcsd.org) select the July 19, 2022, Regular Board Meeting and select Click here to join the meeting.

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

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **CONSENT CALENDAR**
  - A. **MINUTES**: Approval of the June 16, 2022, Finance Committee Meeting Minutes.
  - B. **MINUTES**: Approval of the June 21, 2022, Regular Board of Directors Meeting Minutes.
  - C. **MINUTES**: Approval of the June 22, 2022, Personnel Committee Meeting Minutes.
  - D. **DISBURSEMENTS**: Check #039235 - #039286 including drafts and payroll for a total of \$249,994.52.
- 6) **BOARD COMMITTEE REPORTS** (for information only, no action anticipated)
  - Finance Committee
  - Personnel Committee
  - Emergency Preparedness Committee
  - Lake Water Use Agreement-Ad Hoc Committee
  - Trane Ad-Hoc Committee
  - Valley Oaks Project Ad-Hoc Committee
- 7) **BOARD LIST OF PRIORITIES**:
  - Underground Infrastructure – Water Mainlines
  - I&I
  - Tank 9
  - Generators
  - SCADA
- 8) **STAFF REPORTS** (for information only, no action anticipated)
  - Financial Report

Administration/Customer Service Report  
ACWA Committees  
Field Operations Report  
Projects Update  
General Managers Report

- 9) **DISCUSSION AND POSSIBLE ACTION:** Consider Amending the General Manager Contract to a Five-Year Term Effective September 2022
- 10) **DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Resolution 2022-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election
- 11) **DISCUSSION AND POSSIBLE ACTION:** Accept and Approve a 9% increase to the Project Managers Salary Beginning at Step C of the Proposed Salary Range
- 12) **DISCUSSION AND POSSIBLE ACTION:** Approve Allocation of ARPA Funding to District Staff as Presented
- 13) **DISCUSSION AND POSSIBLE ACTION:** Authorize the General Managers to Award the Water Storage Reliability Planning, Engineering, and Design contract to GHD, once the noncompetitive procurement request is authorized by FEMA/CalOES
- 14) **DISCUSSION AND POSSIBLE ACTION:** Authorize the General Manager to Enter into an Agreement For Legal Services with Bartkiewicz, Kronick & Shanahan Law Firm
- 15) **EMPLOYEE RECOGNITION**
- 16) **PUBLIC COMMENT**
- 17) **BOARD MEMBER COMMENT**
- 18) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at [www.hvllcsd.org/meetings](http://www.hvllcsd.org/meetings) . In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting. Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE  
Thursday June 16, 2022 – 12:30 P.M.  
Meeting Minutes**

The Hidden Valley Lake Community Services District Special Meeting of the Finance Committee was conducted by Teams Teleconference in the District Boardroom at 19400 Hartmann Road, Hidden Valley Lake, California.

Present were:

- Director Jim Freeman
- Director Gary Graves
- Dennis White, General Manager
- Penny Cuadras, Administrative Services Manager
- Trish Wilkinson, Accounting Supervisor
- Alyssa Gordon, Project Manager

**CALL TO ORDER**

The meeting was called to order at 12:32 p.m. by Director Graves.

**APPROVAL OF AGENDA**

Motion by Director Freeman to approve the June 16, 2022, Finance Committee agenda as presented. Seconded by Director Graves

Roll Call:

- Ayes: (2) Directors Graves, and Freeman
- Nays: (0)
- Abstain: (0)
- Absent: (0)

Thursday May 12, 2022, Finance Committee Agenda approved by roll call vote.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Monthly Financial Reports & Disbursements**

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

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Review of the FY 2022-23 Budget**

The Committee reviewed the proposed budget and recommended approval by the Board as presented.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Projects Update**

Update provided by Alyssa Gordon.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Earthquake Insurance Quote**

The Committee recommended the Board forego earthquake coverage for underground infrastructure. The Committee was split on proceeding with earthquake coverage on property, Director Graves requests coverage be addressed following a final proposal from SDRMA.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Alliant Property Appraisal – Property Liability Coverage**

The Committee recommended the Board approval of Alliant Property Appraisal as presented.

Property liability coverage tabled pending confirmation of auto liability deductible, staff to present at the June regular board meeting.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**North Shore Ct Sewer Repair – Award of Contract**

The Committee recommended award of contract pending verification of details of submitted bids.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Contract with CivicSpark Fellowship**

The Committee recommended the Board approval of the CivicSpark Fellowship Contract.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Project Manager Salary Study**

The Committee recommended the Board approval of a 9% increase based on the median of the HR Outsourcing Services Wage Study, setting the increase at Step C \$45.42.

Staff to present to the Personnel Committee for recommendation for pay range adjustments, reflecting the 9% increase.

**PUBLIC COMMENT**

No Public Comment

**COMMITTEE MEMBER COMMENT**

Members of the committee expressed appreciation of staff.

**ADJOURNMENT**

Motion by Director Freeman to adjourn the meeting at 2:32 p.m. Seconded by Director Graves

Motion carries to adjourn the meeting at 2:32 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: Tuesday, June 21, 2022– 7:00 PM**

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

**Directors Present:**

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

**Staff Present:**

Administrative Services Manager, Penny Cuadras  
Accounting Supervisor, Trish Wilkinson - Via Teleconference  
Project Manager, Alyssa Gordon  
Water Resources Specialist, Hannah Davidson  
CivicSpark Fellow, Thomas Brown

**Absent:**

General Manager, Dennis White

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

Moved by Director Lieberman to approve the May 17, 2022, Regular Board Agenda amending Item 10 to state “ Approve Resolution 2022-05 Resolution of the Hidden Valley Lake Community Services District Board of Directors Establishing a Policy Regarding Construction of Sewers”

Seconded by Director Freeman

**Roll Call Vote:**

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

**NAYS:** (0)

**ABSTAIN:** (0)

**ABSENT:** (0)

Motion carries to approve the June 21, 2022, Regular Board Agenda as amended.

**CONSENT CALENDAR**

Moved by Director Freeman to approve the Consent Calendar as presented.

Seconded by Director Lieberman

- (A) **MINUTES:** Approval of the May 12, 2022, Finance Committee Meeting Minutes.
- (B) **MINUTES:** Approval of the May 17, 2022, Regular Board of Directors Meeting Minutes.
- (C) **DISBURSEMENTS:** Check #039168 - #039234 including drafts and payroll for a total of \$202,853.02.

No Further Discussion.  
No Public Comment.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to approve the Consent Calendar as presented.

### **BOARD COMMITTEE REPORTS**

Finance Committee: Met 6/16 report provided as agendaized

Personnel Committee: Met 6/22 report provided as agendaized

Emergency Preparedness Committee: Has not met

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

Valley Oaks Sub-Committee: Has not met

Trane Energy Resilience Ad Hoc Committee: Has not met

### **STAFF REPORTS**

Financial Report: No discussion

Administration/Customer Services Report: Two vacant lots remain in the lock off process

Field Operation Report: No discussion

ACWA State Legislative Committee: Update provided by Hannah Davidson

Projects Update: Update provided by Alyssa Gordon

General Manager Report:

### **DISCUSSION AND POSSIBLE ACTION: (Amended)**

#### **Approve Resolution 2022-05 Resolution of the Hidden Valley Lake Community Services District Board of Directors Establishing a Policy Regarding Construction of Sewers**

Motion by Director Lieberman to accept and approve Resolution 2022-05 Resolution of the Hidden Valley Lake Community Services District Board of Directors Establishing a Policy Regarding Construction of Sewers.

Seconded by Director Freeman.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries to accept and approve Resolution 2022-05 Resolution of the Hidden Valley Lake Community Services District Board of Directors Establishing a Policy Regarding Construction of Sewers.

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

#### **Approve and Adopt Resolution 2022-06 Approving the Board President to Sign a Contract with Piazza Construction for the North Shore Sewer Rehabilitation Project and Establish an Overall Budget**

Motion by Director Lieberman to Approve and Adopt Resolution 2022-06 Approving the Board President to Sign a Contract with Piazza Construction for the North Shore Sewer Rehabilitation Project and Establish an Overall Budget.

Seconded by Director Freeman.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to Approve and Adopt Resolution 2022-06 Approving the Board President to Sign a Contract with Piazza Construction for the North Shore Sewer Rehabilitation Project and Establish an Overall Budget.

**DISCUSSION AND POSSIBLE ACTION:**

**Authorize the General Manager to Enter into a Contract with CivicSpark Fellowship**

Motion by Director Freeman to Authorize the General Manager to Enter into a Contract with CivicSpark Fellowship as written.

Seconded by Director Millerick.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (1) Director Brown

ABSENT: (0)

Motion carries to Authorize the General Manager to Enter into a Contract with CivicSpark Fellowship as written.

**DISCUSSION AND POSSIBLE ACTION:**

**Earthquake Insurance**

Motion by Director Graves to sperate property and underground infrastructure failed with no second.

Motion by Director Brown to Table pending final quote on property coverage.

Seconded by Director Millerick.

Roll Call Vote:

AYES: (1) Director Graves

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

ABSTAIN: (0)

ABSENT: (0)

Motion does not carry.

Motion by Director Freeman to forego earthquake coverage for property or underground infrastructure.

Seconded by Director Lieberman.

Roll Call Vote:

AYES: (1) Director Freeman, Lieberman and Millerick

NAYS: (4) Directors Brown and Graves

ABSTAIN: (0)

ABSENT: (0)

Motion carries to forego earthquake coverage for property or underground infrastructure.

**DISCUSSION AND POSSIBLE ACTION:**

**Alliant Property Appraisal**

Motion by Director Freeman to accept the appraisal as adjusted and approve the current property insurance deductible.

Seconded by Director Lieberman.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to accept the appraisal as adjusted and approve the current property insurance deductible.

**DISCUSSION AND POSSIBLE ACTION:**

**Provide Staff Direction for Implementation of the Project Manager Salary Study**

Motion by Director Freeman to approve a 9% increase to the Project Manager Salary, Personnel Committee to recommend step range.

Seconded by Director Millerick.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to approve a 9% increase to the Project Manager Salary, Personnel Committee to recommend step range.

**DISCUSSION AND POSSIBLE ACTION:**

**Adopt the FY 2022-23 Budget and Investment Policy**

Open Public Hearing at 8:35 pm

Close Public Hearing at 8:44 pm

No Public Comment

Motion by Director Millerick to Approve Resolution 2022-03 FY 2022-23 Budget.

Seconded by Director Freeman

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to Approve Resolution 2022-03 FY 2022-23 Budget.



Motion by Director Freeman to Approve Resolution 2022-04 Investment Policy for FY 2022-22.

Seconded by Director Lieberman.

No Public Comment

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries to Approve Resolution 2022-04 Investment Policy for FY 2022-22.

### **PUBLIC COMMENT**

Member of the public enquired about the Start and Stop of District work during high heat and humidity that had potential of starting a fire from sparks caused by shovels chains and heavy equipment.

Member asked the board to consider an alternative energy source, solar/electric vehicles to save costs and the climate.

### **BOARD MEMBER COMMENT**

Director Brown noted that the District is currently working on a project to address alternative energy sources and fire safety.

Director Graves acknowledged staff for work put into completing the budget and thanked the Board for taking time to review and approve the 2022-2023 Budget.

### **ADJOURNMENT**

Motion by Director Freeman to adjourn the meeting at 8:54 P.M. Seconded by Director Lieberman.

Roll Call Vote:

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

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to adjourn the meeting at 8:54 P.M.

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Gary Graves  
President of the Board

Date

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Dennis White  
General Manager, Secretary to the Board

Date



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE  
Wednesday, June 22, 2022 – 8:30 A.M.  
Meeting Minutes**

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

Present were:

Director Claude Brown

Director Sean Millerick

Penny Cuadras, Administrative Services Manager

Absent:

Dennis White, General Manager

**CALL TO ORDER**

The meeting was called to order at 8:33 a.m. by Director Millerick.

**APPROVAL OF AGENDA**

Motion by Director Brown to approve the June 22, 2022, Personnel Committee agenda as presented. Seconded by Director Millerick

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Expenditure of COVID-19 Relief Funding**

The Committee reviewed and discussed the expenditure of the COVID-19 Funding and presented a split decision, recommendation to present item to the Board at the July Board Meeting.

**REVIEW AND POSSIBLE RECOMMENDATION:**

**General Manager Contract**

The Committee recommended the Board review the General Managers contract and approve amendment to extend the term of the contract to a 5-year term with continued annual reviews effective September 2022

**REVIEW AND POSSIBLE RECOMMENDATION:**

**Project Manager Salary**

The Committee recommended the Board approve proposed step range to begin at Step C of the Project Manager Salary Range.

**PUBLIC COMMENT**

No Public Comment

**COMMITTEE MEMBER COMMENT**

No Committee Member Comment

**ADJOURNMENT**

Motion by Director Brown to adjourn the meeting at 9:25 a.m. Seconded by Director Millerick

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-11	STATE OF CALIFORNIA	EDD		N		FUND TOTAL FOR VENDOR	1,926.80
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	122.80
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	265.48
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	267.51
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	16,995.00
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,412.19
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	78.26
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	547.42
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,587.66
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	164.01
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	5,296.13
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	118.86
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	208.78
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	419.57
01-2788	GHD			N		FUND TOTAL FOR VENDOR	4,066.56
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	7,728.05
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	4,043.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,449.99
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	4,323.65
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	720.00
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	4,044.62
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	180.70
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.50
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	5,083.23
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	756.57

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
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	107.94
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	2,521.84
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	2,702.19
01-2992	BACKGROUNDS ONLINE			N		FUND TOTAL FOR VENDOR	36.48
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	181.06
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	428.14
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	116.00
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	214.22
01-3066	DEPARTMENT OF MOTOR VEHIC			N		FUND TOTAL FOR VENDOR	143.50
01-3067	BPX PRINTING & GRAPHICS			N		FUND TOTAL FOR VENDOR	269.88
01-8	AT&T			N		FUND TOTAL FOR VENDOR	140.85
*** FUND TOTALS ***							76,899.94

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	809.84
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,916.07
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	122.80
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	265.48
01-1579	SOUTH LAKE REFUSE & RECYC			N		FUND TOTAL FOR VENDOR	267.53
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	455.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	16,995.00
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,448.99
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	565.56
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	547.41
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	6,398.19
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	164.01
01-2195	TELSTAR INSTRUMENTS			N		FUND TOTAL FOR VENDOR	5,296.13
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	248.40
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	419.48
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,419.95
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	9,517.85
01-2819	SWRCB - DWOCF			N		FUND TOTAL FOR VENDOR	60.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,865.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,450.01
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	2,362.50
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	1,530.00
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	917.59
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	4,044.62
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	180.69

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
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	33.50
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	756.57
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	107.94
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	2,702.16
01-2992	BACKGROUNDS ONLINE			N		FUND TOTAL FOR VENDOR	36.47
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	181.06
01-3023	JL MECHANICAL			N		FUND TOTAL FOR VENDOR	1,503.13
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	116.00
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	214.19
01-3066	DEPARTMENT OF MOTOR VEHIC			N		FUND TOTAL FOR VENDOR	143.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	140.85
*** FUND TOTALS ***							68,400.97
*** REPORT TOTALS ***			145,300.91				145,300.91

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	107.94
120 2088	SURVIVOR BENEFITS - PERS	14.45
120 2090	PERS PAYABLE	2,862.64
120 2091	FIT PAYABLE	3,207.64
120 2092	CIT PAYABLE	1,462.51
120 2094	MEDICARE PAYABLE	602.24
120 2095	S D I PAYABLE	456.84
120 2099	DEFERRED COMP - 457 PLAN	1,449.99
120 5-00-5025	RETIREE HEALTH BENEFITS	1,343.12

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

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5060	GASOLINE, OIL & FUEL	2,702.19
120 5-00-5061	VEHICLE MAINT	951.23
120 5-00-5062	TAXES & LIC	143.50
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	112.72
120 5-00-5121	LEGAL SERVICES	836.00
120 5-00-5122	ENGINEERING SERVICES	4,119.06
120 5-00-5123	OTHER PROFESSIONAL SERVICES	36.48
120 5-00-5130	PRINTING & PUBLICATION	174.09
120 5-00-5145	EQUIPMENT RENTAL	361.76
120 5-00-5148	OPERATING SUPPLIES	7,677.78
120 5-00-5150	REPAIR & REPLACE	12,145.56
120 5-00-5155	MAINT BLDG & GROUNDS	4,142.12
120 5-00-5191	TELEPHONE	439.83
120 5-00-5193	OTHER UTILITIES	267.51
120 5-00-5194	IT SERVICES	12.50
120 5-00-5195	ENV/MONITORING	4,043.00
120 5-00-5310	EQUIPMENT - FIELD	406.60
120 5-00-5311	EQUIPMENT - OFFICE	756.57
120 5-00-5315	SAFETY EQUIPMENT	0.00
120 5-10-5010	SALARIES & WAGES	314.83
120 5-10-5020	EMPLOYEE BENEFITS	5,267.63
120 5-10-5021	RETIREMENT BENEFITS	2,024.67
120 5-10-5090	OFFICE SUPPLIES	183.60
120 5-10-5175	EDUCATION / SEMINARS	562.50
120 5-10-5179	ADM MISC EXPENSES	91.69
120 5-30-5010	SALARIES & WAGES	287.48
120 5-30-5020	EMPLOYEE BENEFITS	8,957.40
120 5-30-5021	RETIREMENT BENEFITS	1,685.90
120 5-30-5090	OFFICE SUPPLIES	30.62
120 5-40-5030	DIRECTOR HEALTH BENEFITS	1,981.72
120 5-40-5175	EDUCATION / SEMINARS	35.00
120 5-70-7201	REGULATORY COMPLIANCE	4,541.03
	** FUND TOTAL **	76,899.94
130 1052	ACCTS REC WATER USE	809.84
130 2075	AFLAC	107.94
130 2088	SURVIVOR BENEFITS - PERS	14.38
130 2090	PERS PAYABLE	2,796.01
130 2091	FIT PAYABLE	3,270.46
130 2092	CIT PAYABLE	1,461.54
130 2094	MEDICARE PAYABLE	589.30
130 2095	S D I PAYABLE	447.09
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,450.01
130 5-00-5025	RETIREE HEALTH BENEFITS	1,343.12
130 5-00-5060	GASOLINE, OIL & FUEL	2,702.16
130 5-00-5061	VEHICLE MAINT	951.12

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

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5062	TAXES & LIC	143.50
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
130 5-00-5092	POSTAGE & SHIPPING	149.72
130 5-00-5121	LEGAL SERVICES	1,646.00
130 5-00-5122	ENGINEERING SERVICES	52.50
130 5-00-5123	OTHER PROFESSIONAL SERVICES	36.47
130 5-00-5124	WATER RIGHTS	455.00
130 5-00-5130	PRINTING & PUBLICATION	174.09
130 5-00-5145	EQUIPMENT RENTAL	361.75
130 5-00-5148	OPERATING SUPPLIES	72.70
130 5-00-5150	REPAIR & REPLACE	16,801.39
130 5-00-5155	MAINT BLDG & GROUNDS	4,142.12
130 5-00-5191	TELEPHONE	439.83
130 5-00-5193	OTHER UTILITIES	267.53
130 5-00-5194	IT SERVICES	930.08
130 5-00-5195	ENV/MONITORING	1,865.00
130 5-00-5310	EQUIPMENT - FIELD	406.61
130 5-00-5311	EQUIPMENT - OFFICE	756.57
130 5-00-5315	SAFETY EQUIPMENT	0.00
130 5-10-5010	SALARIES & WAGES	314.84
130 5-10-5020	EMPLOYEE BENEFITS	5,267.61
130 5-10-5021	RETIREMENT BENEFITS	2,024.64
130 5-10-5090	OFFICE SUPPLIES	183.58
130 5-10-5175	EDUCATION / SEMINARS	562.50
130 5-10-5179	ADM MISC EXPENSES	91.69
130 5-30-5010	SALARIES & WAGES	274.39
130 5-30-5020	EMPLOYEE BENEFITS	8,957.40
130 5-30-5021	RETIREMENT BENEFITS	1,563.16
130 5-30-5063	CERTIFICATIONS	60.00
130 5-30-5090	OFFICE SUPPLIES	30.61
130 5-40-5030	DIRECTOR HEALTH BENEFITS	1,981.72
130 5-40-5175	EDUCATION / SEMINARS	35.00
130 5-70-7204	RELIABLE WATER SUPPLY	2,310.00
	** FUND TOTAL **	68,400.97

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 \*\* TOTAL \*\* 145,300.91

NO ERRORS



SELECTION CRITERIA

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

REPORTING: PAID ITEMS ,G/L DIST

=====  
PAID ITEMS DATES : 6/01/2022 THRU 6/30/2022      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: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,022,442.00</u>	<u>183,570.96</u>	<u>2,353,893.08</u>	<u>( 331,451.08)</u>	<u>116.39</u>
TOTAL REVENUES	<u>2,022,442.00</u>	<u>183,570.96</u>	<u>2,353,893.08</u>	<u>( 331,451.08)</u>	<u>116.39</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	814,276.00	58,005.12	1,105,457.95	( 291,181.95)	135.76
ADMINISTRATION	445,691.00	30,417.89	439,914.88	5,776.12	98.70
FIELD	432,267.00	31,005.09	411,419.15	20,847.85	95.18
DIRECTORS	32,708.00	2,186.79	26,692.81	6,015.19	81.61
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>297,500.00</u>	<u>4,541.03</u>	<u>91,807.96</u>	<u>205,692.04</u>	<u>30.86</u>
TOTAL EXPENDITURES	<u>2,022,442.00</u>	<u>126,155.92</u>	<u>2,075,292.75</u>	<u>( 52,850.75)</u>	<u>102.61</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	57,415.04	278,600.33	( 278,600.33)	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	1,300.00 (	800.00)	260.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,500.00	2,996.40	8,003.70 (	2,503.70)	145.52
120-4050 SALES OF RECLAIMED WATER	138,000.00	24,930.60	154,486.62 (	16,486.62)	111.95
120-4111 COMM SEWER USE	61,985.00	7,689.92	67,978.76 (	5,993.76)	109.67
120-4112 GOV'T SEWER USE	1,200.00	91.98	1,326.32 (	126.32)	110.53
120-4116 SEWER USE CHARGES	1,634,882.00	142,713.25	1,639,973.66 (	5,091.66)	100.31
120-4210 LATE FEE	22,000.00	2,748.59	31,860.89 (	9,860.89)	144.82
120-4300 MISC INCOME	2,500.00	0.58	1,650.80	849.20	66.03
120-4310 OTHER INCOME	2,600.00	1,502.50	30,233.62 (	27,633.62)	1,162.83
120-4320 FEMA/CalOES GRANTS	0.00	893.90	123,014.98 (	123,014.98)	0.00
120-4325 GRANTS	0.00	0.00	293,856.56 (	293,856.56)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	2,000.00	3.24	207.17	1,792.83	10.36
120-4580 TRANSFERS IN	151,275.00	0.00	0.00	151,275.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>2,022,442.00</b>	<b>183,570.96</b>	<b>2,353,893.08 (</b>	<b>331,451.08)</b>	<b>116.39</b>
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HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
120-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	1,343.12	8,600.45 (	411.45)	105.02
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,702.19	22,641.27 (	2,641.27)	113.21
120-5-00-5061 VEHICLE MAINT	18,000.00	1,240.71	31,880.05 (	13,880.05)	177.11
120-5-00-5062 TAXES & LIC	800.00	143.50	340.36	459.64	42.55
120-5-00-5074 INSURANCE	71,000.00	0.00	72,857.07 (	1,857.07)	102.62
120-5-00-5075 BANK FEES	21,000.00	1,852.40	26,968.48 (	5,968.48)	128.42
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	11,000.00	100.00	8,783.94	2,216.06	79.85
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	112.14	6,833.47	166.53	97.62
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	12,000.00	836.00	15,816.75 (	3,816.75)	131.81
120-5-00-5122 ENGINEERING SERVICES	50,000.00	4,119.06	47,336.59	2,663.41	94.67
120-5-00-5123 OTHER PROFESSIONAL SERVICE	20,000.00	230.11	6,625.63	13,374.37	33.13
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	211.09	4,884.34	115.66	97.69
120-5-00-5135 NEWSLETTER	500.00	97.50	650.00 (	150.00)	130.00
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	2,487.49	8,504.46 (	3,504.46)	170.09
120-5-00-5148 OPERATING SUPPLIES	48,000.00	7,677.78	64,468.44 (	16,468.44)	134.31
120-5-00-5150 REPAIR & REPLACE	149,900.00	12,162.78	173,670.62 (	23,770.62)	115.86
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	4,142.12	13,690.78 (	5,690.78)	171.13
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	1,420.00	12,712.50	3,787.50	77.05
120-5-00-5157 SECURITY	600.00	0.00	834.00 (	234.00)	139.00
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	32,779.63	12,220.37	72.84
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	12,000.00	1,330.04	12,239.63 (	239.63)	102.00
120-5-00-5192 ELECTRICITY	95,000.00	8,253.82	107,638.59 (	12,638.59)	113.30
120-5-00-5193 OTHER UTILITIES	2,500.00	267.51	2,872.34 (	372.34)	114.89
120-5-00-5194 IT SERVICES	38,000.00	12.50	32,251.36	5,748.64	84.87
120-5-00-5195 ENV/MONITORING	35,000.00	5,181.50	41,246.50 (	6,246.50)	117.85
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	5,000.00	0.00	5,250.00 (	250.00)	105.00
120-5-00-5310 EQUIPMENT - FIELD	1,200.00	406.60	1,555.25 (	355.25)	129.60
120-5-00-5311 EQUIPMENT - OFFICE	3,000.00	756.57	1,109.38	1,890.62	36.98
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	918.51	581.49	61.23
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	16,905.73 (	13,405.73)	483.02
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	470.00 (	220.00)	188.00
120-5-00-5580 TRANSFERS OUT	32,237.00	918.59	256,122.49 (	223,885.49)	794.50
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	814,276.00	58,005.12	1,105,457.95 (	291,181.95)	135.76

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	292,584.00	22,027.12	300,628.87 (	8,044.87)	102.75
120-5-10-5020 EMPLOYEE BENEFITS	84,855.00	5,267.63	75,821.89	9,033.11	89.35
120-5-10-5021 RETIREMENT BENEFITS	56,902.00	2,244.40	55,210.61	1,691.39	97.03
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	183.60	3,257.04	742.96	81.43
120-5-10-5170 TRAVEL MILEAGE	2,500.00	40.95	2,957.45 (	457.45)	118.30
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	562.50	1,758.50	2,241.50	43.96
120-5-10-5179 ADM MISC EXPENSES	350.00	91.69	280.52	69.48	80.15
<b>TOTAL ADMINISTRATION</b>	<b>445,691.00</b>	<b>30,417.89</b>	<b>439,914.88</b>	<b>5,776.12</b>	<b>98.70</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	244,081.00	20,111.45	248,049.05 (	3,968.05)	101.63
120-5-30-5020 EMPLOYEE BENEFITS	128,742.00	8,957.40	108,935.68	19,806.32	84.62
120-5-30-5021 RETIREMENT BENEFITS	50,444.00	1,905.62	49,177.64	1,266.36	97.49
120-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	2,501.97 (	501.97)	125.10
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	488.53	1,011.47	32.57
120-5-30-5090 OFFICE SUPPLIES	1,000.00	30.62	227.78	772.22	22.78
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	1,588.75 (	1,088.75)	317.75
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	449.75	3,550.25	11.24
<b>TOTAL FIELD</b>	<b>432,267.00</b>	<b>31,005.09</b>	<b>411,419.15</b>	<b>20,847.85</b>	<b>95.18</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

## 120-SEWER ENTERPRISE FUND

## DIRECTORS

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	3,229.80 (	229.80)	107.66
120-5-40-5020 DIRECTOR BENEFITS	230.00	0.00	81.75	148.25	35.54
120-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,882.64	22,296.37	1,881.63	92.22
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	112.11	87.89	56.06
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	35.00	972.78	527.22	64.85
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
<b>TOTAL DIRECTORS</b>	<b>32,708.00</b>	<b>2,186.79</b>	<b>26,692.81</b>	<b>6,015.19</b>	<b>81.61</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

120-SEWER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 REGULATORY COMPLIANCE	212,500.00	4,541.03	71,260.23	141,239.77	33.53
120-5-70-7202 DISASTER MITIGATION	40,000.00	0.00	20,547.73	19,452.27	51.37
120-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
120-5-70-7205 RISK MANAGEMENT	45,000.00	0.00	0.00	45,000.00	0.00
120-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>297,500.00</b>	<b>4,541.03</b>	<b>91,807.96</b>	<b>205,692.04</b>	<b>30.86</b>
<b>TOTAL EXPENDITURES</b>	<b>2,022,442.00</b>	<b>126,155.92</b>	<b>2,075,292.75</b>	<b>( 52,850.75)</b>	<b>102.61</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>57,415.04</b>	<b>278,600.33</b>	<b>( 278,600.33)</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,763,600.00</u>	<u>277,907.27</u>	<u>3,125,939.07</u>	<u>( 362,339.07)</u>	<u>113.11</u>
TOTAL REVENUES	<u>2,763,600.00</u>	<u>277,907.27</u>	<u>3,125,939.07</u>	<u>( 362,339.07)</u>	<u>113.11</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	984,234.00	74,398.03	1,059,727.28	( 75,493.28)	107.67
ADMINISTRATION	444,891.00	30,417.96	440,892.82	3,998.18	99.10
FIELD	432,867.00	30,031.02	404,020.47	28,846.53	93.34
DIRECTORS	34,108.00	2,186.72	26,692.08	7,415.92	78.26
SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS & EQUIP	<u>867,500.00</u>	<u>2,310.00</u>	<u>465,228.58</u>	<u>402,271.42</u>	<u>53.63</u>
TOTAL EXPENDITURES	<u>2,763,600.00</u>	<u>139,343.73</u>	<u>2,396,561.23</u>	<u>367,038.77</u>	<u>86.72</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	138,563.54	729,377.84	( 729,377.84)	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	5,000.00	1,510.00	4,775.00	225.00	95.50
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	2,754.00	0.00	7,344.00 (	4,590.00)	266.67
130-4040 LIEN RECORDING FEES	1,200.00	298.08	6,146.87 (	4,946.87)	512.24
130-4045 AVAILABILITY FEES	22,000.00	11,985.60	32,134.80 (	10,134.80)	146.07
130-4110 COMM WATER USE	126,948.00	7,734.72	71,395.05	55,552.95	56.24
130-4111 BULK WATER SALES	0.00	12,044.17	22,001.51 (	22,001.51)	0.00
130-4112 GOV'T WATER USE	6,200.00	555.90	6,740.39 (	540.39)	108.72
130-4115 WATER USE	2,462,899.00	237,040.94	2,507,517.64 (	44,618.64)	101.81
130-4210 LATE FEE	32,000.00	4,262.67	46,180.85 (	14,180.85)	144.32
130-4215 RETURNED CHECK FEE	200.00	50.00	800.00 (	600.00)	400.00
130-4300 MISC INCOME	1,500.00	0.58	1,747.13 (	247.13)	116.48
130-4310 OTHER INCOME	1,500.00	1,502.50	30,233.61 (	28,733.61)	2,015.57
130-4320 FEMA/CalOES GRANTS	0.00	893.90	143,762.14 (	143,762.14)	0.00
130-4325 GRANTS	0.00	0.00	58,496.00 (	58,496.00)	0.00
130-4330 HYDRANT METER USE DEPOSIT	0.00	0.00	9,720.00 (	9,720.00)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	4,052.00	28.21	342.21	3,709.79	8.45
130-4580 TRANSFER IN	97,347.00	0.00	176,601.87 (	79,254.87)	181.41
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>2,763,600.00</b>	<b>277,907.27</b>	<b>3,125,939.07 (</b>	<b>362,339.07)</b>	<b>113.11</b>
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HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	10,100.00	0.00	10,049.34	50.66	99.50
130-5-00-5025 RETIREE HEALTH BENEFITS	8,189.00	1,343.12	8,600.54 (	411.54)	105.03
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	20,000.00	2,702.16	22,641.16 (	2,641.16)	113.21
130-5-00-5061 VEHICLE MAINT	12,500.00	1,240.59	21,148.71 (	8,648.71)	169.19
130-5-00-5062 TAXES & LIC	1,200.00	143.50	368.36	831.64	30.70
130-5-00-5074 INSURANCE	71,000.00	0.00	72,857.07 (	1,857.07)	102.62
130-5-00-5075 BANK FEES	21,000.00	1,852.38	26,975.66 (	5,975.66)	128.46
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	28,000.00	100.00	27,294.94	705.06	97.48
130-5-00-5092 POSTAGE & SHIPPING	7,000.00	149.14	7,160.39 (	160.39)	102.29
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	65,000.00	1,646.00	23,286.75	41,713.25	35.83
130-5-00-5122 ENGINEERING SERVICES	65,000.00	52.50	13,268.75	51,731.25	20.41
130-5-00-5123 OTHER PROFESSIONAL SERVICE	45,000.00	233.09	12,871.75	32,128.25	28.60
130-5-00-5124 WATER RIGHTS	0.00	455.00	5,029.18 (	5,029.18)	0.00
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,950.00	1,550.00	79.33
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	629.37	5,720.85	1,779.15	76.28
130-5-00-5135 NEWSLETTER	500.00	97.50	650.00 (	150.00)	130.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	10,000.00	2,487.48	63,294.77 (	53,294.77)	632.95
130-5-00-5148 OPERATING SUPPLIES	5,000.00	72.70	3,732.55	1,267.45	74.65
130-5-00-5150 REPAIR & REPLACE	168,900.00	23,133.29	216,091.44 (	47,191.44)	127.94
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	4,142.12	13,295.23 (	1,295.23)	110.79
130-5-00-5156 CUSTODIAL SERVICES	5,000.00	470.00	3,569.00	1,431.00	71.38
130-5-00-5157 SECURITY	5,000.00	0.00	456.00	4,544.00	9.12
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	11,000.00	1,330.04	12,239.52 (	1,239.52)	111.27
130-5-00-5192 ELECTRICITY	178,000.00	27,592.26	176,111.89	1,888.11	98.94
130-5-00-5193 OTHER UTILITIES	2,500.00	267.53	2,872.25 (	372.25)	114.89
130-5-00-5194 IT SERVICES	40,000.00	930.08	43,903.33 (	3,903.33)	109.76
130-5-00-5195 ENV/MONITORING	17,000.00	2,165.00	13,941.50	3,058.50	82.01
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	33,000.00	0.00	34,612.30 (	1,612.30)	104.89
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	406.61	1,555.26 (	555.26)	155.53
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	756.57	1,109.37 (	109.37)	110.94
130-5-00-5312 TOOLS - FIELD	1,500.00	0.00	1,704.90 (	204.90)	113.66
130-5-00-5315 SAFETY EQUIPMENT	3,000.00	0.00	16,901.61 (	13,901.61)	563.39
130-5-00-5505 WATER CONSERVATION	5,000.00	0.00	3,427.78	1,572.22	68.56
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	1,400.00 (	1,400.00)	0.00
130-5-00-5545 RECORDING FEES	250.00	0.00	470.00 (	220.00)	188.00
130-5-00-5580 TRANSFERS OUT	115,595.00	0.00	185,165.13 (	69,570.13)	160.18
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	984,234.00	74,398.03	1,059,727.28 (	75,493.28)	107.67

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	292,584.00	22,027.26	300,630.44 (	8,046.44)	102.75
130-5-10-5020 EMPLOYEE BENEFITS	84,855.00	5,267.61	75,820.50	9,034.50	89.35
130-5-10-5021 RETIREMENT BENEFITS	56,902.00	2,244.37	55,210.05	1,691.95	97.03
130-5-10-5063 CERTIFICATIONS	200.00	0.00	0.00	200.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	183.58	3,973.19	26.81	99.33
130-5-10-5170 TRAVEL MILEAGE	2,000.00	40.95	3,039.61 (	1,039.61)	151.98
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	562.50	1,758.50	2,241.50	43.96
130-5-10-5179 ADM MISC EXPENSES	350.00	91.69	460.53 (	110.53)	131.58
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>444,891.00</b>	<b>30,417.96</b>	<b>440,892.82</b>	<b>3,998.18</b>	<b>99.10</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	244,081.00	19,200.13	239,186.93	4,894.07	97.99
130-5-30-5020 EMPLOYEE BENEFITS	128,742.00	8,957.40	108,908.19	19,833.81	84.59
130-5-30-5021 RETIREMENT BENEFITS	50,444.00	1,782.88	47,907.07	2,536.93	94.97
130-5-30-5022 CLOTHING ALLOWANCE	2,000.00	0.00	2,501.95 (	501.95)	125.10
130-5-30-5063 CERTIFICATIONS	600.00	60.00	350.00	250.00	58.33
130-5-30-5090 OFFICE SUPPLIES	1,000.00	30.61	227.77	772.23	22.78
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	2,713.56 (	713.56)	135.68
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,225.00	1,775.00	55.63
<b>TOTAL FIELD</b>	<b>432,867.00</b>	<b>30,031.02</b>	<b>404,020.47</b>	<b>28,846.53</b>	<b>93.34</b>



HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

## 130-WATER ENTERPRISE FUND

## DIRECTORS

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	3,229.20 (	229.20)	107.64
130-5-40-5020 DIRECTOR BENEFITS	230.00	0.00	81.75	148.25	35.54
130-5-40-5030 DIRECTOR HEALTH BENEFITS	24,178.00	1,882.62	22,296.25	1,881.75	92.22
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	112.11	87.89	56.06
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	35.00	972.77	527.23	64.85
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
<b>TOTAL DIRECTORS</b>	<b>34,108.00</b>	<b>2,186.72</b>	<b>26,692.08</b>	<b>7,415.92</b>	<b>78.26</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND  
SPECIAL PROJECTS  
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

130-WATER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7201 REGULATORY COMPLIANCE	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 DISASTER MITIGATION	30,000.00	0.00	20,857.71	9,142.29	69.53
130-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 RELIABLE WATER SUPPLY	837,500.00	2,310.00	444,370.87	393,129.13	53.06
130-5-70-7205 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>867,500.00</b>	<b>2,310.00</b>	<b>465,228.58</b>	<b>402,271.42</b>	<b>53.63</b>
<b>TOTAL EXPENDITURES</b>	<b>2,763,600.00</b>	<b>139,343.73</b>	<b>2,396,561.23</b>	<b>367,038.77</b>	<b>86.72</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>138,563.54</b>	<b>729,377.84</b>	<b>( 729,377.84)</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

215-RECA REDEMPTION 1995-2  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>293,494.00</u>	<u>126,889.95</u>	<u>283,927.52</u>	<u>9,566.48</u>	<u>96.74</u>
TOTAL REVENUES	293,494.00	126,889.95	283,927.52	9,566.48	96.74
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>293,494.00</u>	<u>598.50</u>	<u>293,363.88</u>	<u>130.12</u>	<u>99.96</u>
TOTAL EXPENDITURES	293,494.00	598.50	293,363.88	130.12	99.96
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	126,291.45 (	9,436.36)	9,436.36	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

215-RECA REDEMPTION 1995-2

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-4525 PRO-RATA BOND PAYMENT FEE	1,994.00	0.00	0.00	1,994.00	0.00
215-4530 TAXES, ASSMT & BOND PROCEEDS	275,000.00	125,726.02	260,393.65	14,606.35	94.69
215-4540 DELINQUENT ASSESSMENTS	5,250.00	808.73	12,914.33 (	7,664.33)	245.99
215-4541 DELINQ PENALTY & INTEREST	5,520.00	354.23	10,073.69 (	4,553.69)	182.49
215-4542 DELINQ ASSMT MONTHLY PENALTY	4,530.00	0.00	0.00	4,530.00	0.00
215-4550 INTEREST INCOME	1,200.00	0.97	545.85	654.15	45.49
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>293,494.00</b>	<b>126,889.95</b>	<b>283,927.52</b>	<b>9,566.48</b>	<b>96.74</b>
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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

215-RECA REDEMPTION 1995-2

NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
215-5-00-5123 OTHER PROFESSIONAL SERVICE	8,263.00	598.50	8,132.88	130.12	98.43
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	93,231.00	0.00	93,231.00	0.00	100.00
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	192,000.00	0.00	192,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>293,494.00</b>	<b>598.50</b>	<b>293,363.88</b>	<b>130.12</b>	<b>99.96</b>
<b>TOTAL EXPENDITURES</b>	<b>293,494.00</b>	<b>598.50</b>	<b>293,363.88</b>	<b>130.12</b>	<b>99.96</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>126,291.45</b>	<b>( 9,436.36)</b>	<b>9,436.36</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

218-CIEDB REDEMPTION FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>170,746.00</u>	<u>0.00</u>	<u>197,414.41</u>	<u>( 26,668.41)</u>	<u>115.62</u>
TOTAL REVENUES	<u>170,746.00</u>	<u>0.00</u>	<u>197,414.41</u>	<u>( 26,668.41)</u>	<u>115.62</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>170,746.00</u>	<u>0.00</u>	<u>170,416.23</u>	<u>329.77</u>	<u>99.81</u>
TOTAL EXPENDITURES	<u>170,746.00</u>	<u>0.00</u>	<u>170,416.23</u>	<u>329.77</u>	<u>99.81</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	26,998.18	( 26,998.18)	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

218-CIEDB REDEMPTION FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-4030 WATER CAPACITY FEES	54,822.00	0.00	138,192.00 (	83,370.00)	252.07
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	400.00	0.00	193.80	206.20	48.45
218-4580 TRANSFERS IN	115,524.00	0.00	59,028.61	56,495.39	51.10
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>170,746.00</b>	<b>0.00</b>	<b>197,414.41 (</b>	<b>26,668.41)</b>	<b>115.62</b>
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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

218-CIEDB REDEMPTION FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	52,035.00	0.00	52,035.24 (	0.24)	100.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	4,816.00	0.00	4,485.80	330.20	93.14
218-5-00-5599 PRINCIPAL PMT	113,895.00	0.00	113,895.19 (	0.19)	100.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>170,746.00</b>	<b>0.00</b>	<b>170,416.23</b>	<b>329.77</b>	<b>99.81</b>
<b>TOTAL EXPENDITURES</b>	<b>170,746.00</b>	<b>0.00</b>	<b>170,416.23</b>	<b>329.77</b>	<b>99.81</b>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	26,998.18 (	26,998.18)	0.00
	=====	=====	=====	=====	=====

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

219-USDA SOLAR LOAN  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,250.00</u>	<u>0.00</u>	<u>32,245.46</u>	<u>4.54</u>	<u>99.99</u>
TOTAL REVENUES	32,250.00	0.00	32,245.46	4.54	99.99
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,238.00</u>	<u>0.00</u>	<u>32,237.50</u>	<u>0.50</u>	<u>100.00</u>
TOTAL EXPENDITURES	32,238.00	0.00	32,237.50	0.50	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	12.00	0.00	7.96	4.04	66.33

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2022

219-USDA SOLAR LOAN  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-4300 MISC INCOME	0.00	0.00	0.00	0.00	0.00
219-4550 INTEREST INCOME	12.00	0.00	7.96	4.04	66.33
219-4580 TRANSFERS IN	32,238.00	0.00	32,237.50	0.50	100.00
TOTAL REVENUES	32,250.00	0.00	32,245.46	4.54	99.99
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2022

219-USDA SOLAR LOAN  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	14,738.00	0.00	14,737.50	0.50	100.00
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	17,500.00	0.00	17,500.00	0.00	100.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>32,238.00</b>	<b>0.00</b>	<b>32,237.50</b>	<b>0.50</b>	<b>100.00</b>
<b>TOTAL EXPENDITURES</b>	<b>32,238.00</b>	<b>0.00</b>	<b>32,237.50</b>	<b>0.50</b>	<b>100.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>12.00</b>	<b>0.00</b>	<b>7.96</b>	<b>4.04</b>	<b>66.33</b>

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



**Hidden Valley Lake Community Services District**  
**Financial Activity, Cash and Investment Summary**  
**As of June 30, 2022**  
**(Rounded and Unaudited)**

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	\$ 1,516,129	\$ 1,343,062	\$ 629,096	\$ 175,019	\$ 3,663,306
<b>Cash Receipts</b>					
Utility Billing Deposits	\$ 392,830	\$ 140,918	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits		\$ 81	\$ -	\$ 24	
<b>Total Cash Receipts</b>	<b>\$ 392,830</b>	<b>\$ 140,998</b>	<b>\$ -</b>	<b>\$ 175,042</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	\$ 116,467	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 67,564	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 62,259	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,705	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
<b>Total Disbursements</b>	<b>\$ 249,995</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>					
Transfers In	\$ -	\$ -	\$ -	\$ -	
Transfers Out	\$ -	\$ 657	\$ -	\$ -	
<b>Total Transfers Between Accounts</b>	<b>\$ -</b>	<b>\$ 657</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 1,651,804</b>	<b>\$ 1,483,404</b>	<b>\$ 629,096</b>	<b>\$ 175,042</b>	<b>\$ 3,939,347</b>
<b>Reconciling Adjustments to Financial Institutions [2]</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Financial Institution Ending Balances</b>	<b>\$ 1,690,735</b>	<b>\$ 1,483,404</b>	<b>\$ 629,096</b>	<b>\$ 175,042</b>	<b>\$ 3,978,278</b>

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

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	419,934	5,228	72,667	-	497,829
<b>130</b> Water Operating	1,072,141	29,288	108,294	-	1,209,723
<b>140</b> Flood Enterprise	-	-	-	-	-
<b>215</b> 2016 Sewer Refinancing Bond	-	352,931	95,181	175,042	623,155
<b>218</b> 2002 CIEDB Loan	54,822	68,411	12,545	-	135,778
<b>219</b> 2012 USDA Solar COP	-	8,374	885	-	9,259
<b>313</b> Wastewater Operating Reserve	104,907	11,306	59,193	-	175,406
<b>314</b> Wastewater CIP	-	485,017	95,710	-	580,727
<b>319</b> 2012 USDA Solar COP Reserve	-	31,350	-	-	31,350
<b>320</b> Water CIP	-	311,450	-	-	311,450
<b>325</b> Water Operating Reserve	-	180,049	-	-	180,049
<b>350</b> 2002 CIEDB Loan Reserve	-	-	184,621	-	184,621
<b>Total Ending Balances in General Ledger</b>	<b>1,651,804</b>	<b>1,483,404</b>	<b>629,096</b>	<b>175,042</b>	<b>3,939,347</b>

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

[2] See Reconciliation Detail Summary for details

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

CHECK DATE: 6/01/2022 THRU 6/30/2022  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	6/03/2022	BANK-DRAFT	000734	AFLAC	107.94CR	CLEARED	A	6/07/2022
1010	6/03/2022	BANK-DRAFT	000735	CALIFORNIA PUBLIC EMPLOYEES RE	6,452.91CR	CLEARED	A	6/06/2022
1010	6/03/2022	BANK-DRAFT	000736	NATIONWIDE RETIREMENT SOLUTION	1,450.00CR	CLEARED	A	6/03/2022
1010	6/03/2022	BANK-DRAFT	000737	STATE OF CALIFORNIA EDD	1,883.65CR	CLEARED	A	6/03/2022
1010	6/03/2022	BANK-DRAFT	000738	US DEPARTMENT OF THE TREASURY	4,311.78CR	CLEARED	A	6/03/2022
1010	6/17/2022	BANK-DRAFT	000739	AFLAC	107.94CR	CLEARED	A	7/06/2022
1010	6/17/2022	BANK-DRAFT	000740	CALIFORNIA PUBLIC EMPLOYEES RE	6,532.94CR	CLEARED	A	6/17/2022
1010	6/17/2022	BANK-DRAFT	000741	NATIONWIDE RETIREMENT SOLUTION	1,450.00CR	CLEARED	A	6/17/2022
1010	6/17/2022	BANK-DRAFT	000742	STATE OF CALIFORNIA EDD	1,959.22CR	CLEARED	A	6/17/2022
1010	6/17/2022	BANK-DRAFT	000743	US DEPARTMENT OF THE TREASURY	4,549.40CR	CLEARED	A	6/17/2022
1010	6/30/2022	BANK-DRAFT	063022	PG&E 05/18/2022 - 06/15/2022	20,818.23CR	CLEARED	G	7/01/2022
1010	6/30/2022	BANK-DRAFT	063023	PERS 1959 Survivor 1739 21/22	225.60CR	CLEARED	G	7/01/2022
1010	6/30/2022	BANK-DRAFT	063024	PERS 1959 Survivor 26384 21/22	653.30CR	CLEARED	G	7/01/2022
1010	6/30/2022	BANK-DRAFT	063025	US DEPARTMENT OF THE TREASURY	76.50CR	CLEARED	G	6/30/2022
CHECK:								
1010	6/03/2022	CHECK	039235	ALPHA ANALYTICAL LABORATORIES	570.00CR	CLEARED	A	6/08/2022
1010	6/03/2022	CHECK	039236	APPLIED TECHNOLOGY SOLUTIONS	1,513.14CR	CLEARED	A	6/17/2022
1010	6/03/2022	CHECK	039237	AT&T MOBILITY	67.00CR	CLEARED	A	6/09/2022
1010	6/03/2022	CHECK	039238	BADGER METER	917.59CR	CLEARED	A	6/10/2022
1010	6/03/2022	CHECK	039239	DEPARTMENT OF MOTOR VEHICLES	287.00CR	CLEARED	A	6/15/2022
1010	6/03/2022	CHECK	039240	JL MECHANICAL	1,075.00CR	CLEARED	A	6/08/2022
1010	6/03/2022	CHECK	039241	MEDIACOM	530.96CR	CLEARED	A	6/08/2022
1010	6/03/2022	CHECK	039242	ODP BUSINESS SOLUTIONS, LLC	189.65CR	CLEARED	A	6/10/2022
1010	6/03/2022	CHECK	039243	PACE SUPPLY CORP	1,391.55CR	CLEARED	A	6/07/2022
1010	6/03/2022	CHECK	039244	RAY MORGAN COMPANY	361.39CR	CLEARED	A	6/07/2022
1010	6/03/2022	CHECK	039245	REDWOOD COAST FUELS	1,397.01CR	CLEARED	A	6/08/2022
1010	6/03/2022	CHECK	039246	STREAMLINE	200.00CR	CLEARED	A	6/09/2022
1010	6/03/2022	CHECK	039247	THATCHER COMPANY, INC.	3,176.82CR	CLEARED	A	6/08/2022
1010	6/03/2022	CHECK	039248	USA BLUE BOOK	403.80CR	CLEARED	A	6/09/2022
1010	6/03/2022	CHECK	039249	SMALLCOMB, LISA	109.06CR	CLEARED	A	6/06/2022
1010	6/03/2022	CHECK	039250	CLOSE, VANESSA/JEFFR	293.25CR	CLEARED	A	6/10/2022
1010	6/03/2022	CHECK	039251	FRYER, ROBERT N	4.86CR	CLEARED	A	6/10/2022
1010	6/03/2022	CHECK	039252	MOORE, CHRIS & KAEA	65.57CR	CLEARED	A	6/14/2022
1010	6/17/2022	CHECK	039253	ACWA/JPIA	1,094.83CR	CLEARED	A	6/22/2022
1010	6/17/2022	CHECK	039254	ALESHIRE & WYNDR, LLP	232.00CR	CLEARED	A	6/23/2022
1010	6/17/2022	CHECK	039255	ALPHA ANALYTICAL LABORATORIES	3,107.00CR	CLEARED	A	6/23/2022
1010	6/17/2022	CHECK	039256	VOID CHECK	0.00	CLEARED	A	6/17/2022
1010	6/17/2022	CHECK	039257	ARMED FORCE PEST CONTROL, INC.	195.00CR	CLEARED	A	6/23/2022
1010	6/17/2022	CHECK	039258	AT&T	281.70CR	CLEARED	A	6/22/2022
1010	6/17/2022	CHECK	039259	BACKGROUNDS ONLINE	72.95CR	CLEARED	A	6/24/2022
1010	6/17/2022	CHECK	039260	BOLD POLISNER MADDOW NELSON &	2,250.00CR	CLEARED	A	6/22/2022
1010	6/17/2022	CHECK	039261	DATAPROSE, LLC	328.02CR	CLEARED	A	6/22/2022
1010	6/17/2022	CHECK	039262	GHD	4,066.56CR	CLEARED	A	6/27/2022

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

CHECK DATE: 6/01/2022 THRU 6/30/2022  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	6/17/2022	CHECK	039263	HARDESTER'S MARKETS & HARDWARE	367.26CR	CLEARED	A	6/23/2022
1010	6/17/2022	CHECK	039264	LAKE COUNTY RECORD BEE	245.60CR	CLEARED	A	6/23/2022
1010	6/17/2022	CHECK	039265	ODP BUSINESS SOLUTIONS, LLC	238.76CR	CLEARED	A	6/23/2022
1010	6/17/2022	CHECK	039266	REDWOOD COAST FUELS	4,007.34CR	CLEARED	A	6/23/2022
1010	6/17/2022	CHECK	039267	SOUTH LAKE REFUSE & RECYCLING	535.04CR	CLEARED	A	6/22/2022
1010	6/17/2022	CHECK	039268	SPECIAL DISTRICT RISK MANAGEME	33,990.00CR	CLEARED	A	6/27/2022
1010	6/17/2022	CHECK	039269	TELSTAR INSTRUMENTS	10,592.26CR	CLEARED	A	6/22/2022
1010	6/17/2022	CHECK	039270	USA BLUE BOOK	240.02CR	CLEARED	A	6/27/2022
1010	6/17/2022	CHECK	039271	WAGNER & BONSIGNORE CCE	455.00CR	CLEARED	A	6/24/2022
1010	6/17/2022	CHECK	039272	WELLS FARGO FINANCIAL LEASING	362.12CR	CLEARED	A	6/22/2022
1010	6/24/2022	CHECK	039273	ALPHA ANALYTICAL LABORATORIES	2,231.00CR	CLEARED	A	6/29/2022
1010	6/24/2022	CHECK	039274	B & G TIRES OF MIDDLETOWN	839.05CR	CLEARED	A	6/30/2022
1010	6/24/2022	CHECK	039275	BPX PRINTING & GRAPHICS	269.88CR	CLEARED	A	6/29/2022
1010	6/24/2022	CHECK	039276	CARDMEMBER SERVICE	17,245.90CR	CLEARED	A	7/01/2022
1010	6/24/2022	CHECK	039277	COASTLAND CIVIL ENGINEERING, I	6,686.15CR	CLEARED	A	6/29/2022
1010	6/24/2022	CHECK	039278	JENFITCH, LLC	2,521.84CR	CLEARED	A	7/01/2022
1010	6/24/2022	CHECK	039279	JL MECHANICAL	856.27CR	CLEARED	A	6/27/2022
1010	6/24/2022	CHECK	039280	MENDO MILL CLEARLAKE	208.78CR	CLEARED	A	6/29/2022
1010	6/24/2022	CHECK	039281	RGW GROUNDSKEEPING, LLC	8,089.24CR	CLEARED	A	6/28/2022
1010	6/24/2022	CHECK	039282	SWRCB - DWOCF	60.00CR	OUTSTND	A	0/00/0000
1010	6/24/2022	CHECK	039283	THATCHER COMPANY, INC.	1,906.41CR	CLEARED	A	6/28/2022
1010	6/24/2022	CHECK	039284	BISS, GLENN	84.45CR	OUTSTND	A	0/00/0000
1010	6/24/2022	CHECK	039285	FERNANDEZ, FRANCISCO	145.24CR	CLEARED	A	6/30/2022
1010	6/24/2022	CHECK	039286	BERRY, CHARLES	107.41CR	CLEARED	A	7/01/2022
DEPOSIT:								
1010	6/01/2022	DEPOSIT		CREDIT CARD 6/01/2022	7,141.67	CLEARED	C	6/01/2022
1010	6/01/2022	DEPOSIT	000001	REGULAR DAILY POST 6/01/2022	597.13	CLEARED	C	6/01/2022
1010	6/01/2022	DEPOSIT	000002	CREDIT CARD 6/01/2022	689.46	CLEARED	C	6/01/2022
1010	6/01/2022	DEPOSIT	000003	CREDIT CARD 6/01/2022	161.29	CLEARED	C	6/01/2022
1010	6/01/2022	DEPOSIT	000004	CREDIT CARD 6/01/2022	426.05	CLEARED	C	6/06/2022
1010	6/01/2022	DEPOSIT	000005	REGULAR DAILY POST 6/01/2022	768.06	CLEARED	C	6/02/2022
1010	6/01/2022	DEPOSIT	000006	DAILY PAYMENT POSTING - ADJ	495.43CR	CLEARED	U	6/01/2022
1010	6/01/2022	DEPOSIT	000007	Payment on Account 01-056	495.43	CLEARED	R	6/01/2022
1010	6/02/2022	DEPOSIT		CREDIT CARD 6/02/2022	7,567.28	CLEARED	C	6/03/2022
1010	6/02/2022	DEPOSIT	000001	REGULAR DAILY POST 6/02/2022	296.45	CLEARED	C	6/03/2022
1010	6/02/2022	DEPOSIT	000002	CREDIT CARD 6/02/2022	293.34	CLEARED	C	6/03/2022
1010	6/02/2022	DEPOSIT	000003	CREDIT CARD 6/02/2022	274.80	CLEARED	C	6/03/2022
1010	6/02/2022	DEPOSIT	000004	CREDIT CARD 6/02/2022	1,101.18	CLEARED	C	6/07/2022
1010	6/02/2022	DEPOSIT	000005	REGULAR DAILY POST 6/02/2022	2,805.97	CLEARED	C	6/03/2022
1010	6/03/2022	DEPOSIT		CREDIT CARD 6/03/2022	3,443.54	CLEARED	C	6/06/2022
1010	6/03/2022	DEPOSIT	000001	REGULAR DAILY POST 6/03/2022	193.25	CLEARED	C	6/06/2022
1010	6/03/2022	DEPOSIT	000002	CREDIT CARD 6/03/2022	2,090.90	CLEARED	C	6/06/2022
1010	6/03/2022	DEPOSIT	000003	CREDIT CARD 6/03/2022	70.00	CLEARED	C	6/06/2022

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

CHECK DATE: 6/01/2022 THRU 6/30/2022  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	6/03/2022	DEPOSIT	000004	CREDIT CARD 6/03/2022	235.63	CLEARED	C	6/08/2022
1010	6/03/2022	DEPOSIT	000005	REGULAR DAILY POST 6/03/2022	1,663.50	CLEARED	C	6/06/2022
1010	6/06/2022	DEPOSIT		CREDIT CARD 6/06/2022	4,717.68	CLEARED	C	6/07/2022
1010	6/06/2022	DEPOSIT	000001	REGULAR DAILY POST 6/06/2022	105.95	CLEARED	C	6/07/2022
1010	6/06/2022	DEPOSIT	000002	CREDIT CARD 6/06/2022	636.54	CLEARED	C	6/07/2022
1010	6/06/2022	DEPOSIT	000003	CREDIT CARD 6/06/2022	2,276.57	CLEARED	C	6/08/2022
1010	6/06/2022	DEPOSIT	000004	REGULAR DAILY POST 6/06/2022	268.91	CLEARED	C	6/08/2022
1010	6/06/2022	DEPOSIT	000005	CREDIT CARD 6/06/2022	2,100.82	CLEARED	C	6/09/2022
1010	6/06/2022	DEPOSIT	000006	CREDIT CARD 6/06/2022	1,856.32	CLEARED	C	6/07/2022
1010	6/06/2022	DEPOSIT	000007	CREDIT CARD 6/06/2022	315.07	CLEARED	C	6/08/2022
1010	6/06/2022	DEPOSIT	000008	CREDIT CARD 6/06/2022	303.24	CLEARED	C	6/09/2022
1010	6/06/2022	DEPOSIT	000009	CREDIT CARD 6/06/2022	265.08	CLEARED	C	6/07/2022
1010	6/06/2022	DEPOSIT	000010	CREDIT CARD 6/06/2022	787.12	CLEARED	C	6/08/2022
1010	6/06/2022	DEPOSIT	000011	CREDIT CARD 6/06/2022	308.11	CLEARED	C	6/09/2022
1010	6/06/2022	DEPOSIT	000012	CREDIT CARD 6/06/2022	292.67	CLEARED	C	6/09/2022
1010	6/06/2022	DEPOSIT	000013	REGULAR DAILY POST 6/06/2022	1,279.06	CLEARED	C	6/13/2022
1010	6/07/2022	DEPOSIT		CREDIT CARD 6/07/2022	2,735.03	CLEARED	C	6/08/2022
1010	6/07/2022	DEPOSIT	000001	REGULAR DAILY POST 6/07/2022	206.02	CLEARED	C	6/08/2022
1010	6/07/2022	DEPOSIT	000002	CREDIT CARD 6/07/2022	706.52	CLEARED	C	6/08/2022
1010	6/07/2022	DEPOSIT	000003	CREDIT CARD 6/07/2022	901.41	CLEARED	C	6/08/2022
1010	6/13/2022	DEPOSIT		CREDIT CARD 6/13/2022	3,789.13	CLEARED	C	6/13/2022
1010	6/13/2022	DEPOSIT	000001	REGULAR DAILY POST 6/13/2022	59.40	CLEARED	C	6/07/2022
1010	6/13/2022	DEPOSIT	000002	CREDIT CARD 6/13/2022	3,268.93	CLEARED	C	6/10/2022
1010	6/13/2022	DEPOSIT	000003	CREDIT CARD 6/13/2022	6,899.42	CLEARED	C	6/13/2022
1010	6/13/2022	DEPOSIT	000004	REGULAR DAILY POST 6/13/2022	652.47	CLEARED	C	6/13/2022
1010	6/13/2022	DEPOSIT	000005	CREDIT CARD 6/13/2022	4,769.19	CLEARED	C	6/14/2022
1010	6/13/2022	DEPOSIT	000006	REGULAR DAILY POST 6/13/2022	351.08	CLEARED	C	6/14/2022
1010	6/13/2022	DEPOSIT	000007	CREDIT CARD 6/13/2022	2,262.16	CLEARED	C	6/15/2022
1010	6/13/2022	DEPOSIT	000008	CREDIT CARD 6/13/2022	1,585.73	CLEARED	C	6/15/2022
1010	6/13/2022	DEPOSIT	000009	CREDIT CARD 6/13/2022	864.64	CLEARED	C	6/13/2022
1010	6/13/2022	DEPOSIT	000010	CREDIT CARD 6/13/2022	402.29	CLEARED	C	6/10/2022
1010	6/13/2022	DEPOSIT	000011	CREDIT CARD 6/13/2022	999.11	CLEARED	C	6/13/2022
1010	6/13/2022	DEPOSIT	000012	CREDIT CARD 6/13/2022	3,432.63	CLEARED	C	6/14/2022
1010	6/13/2022	DEPOSIT	000013	CREDIT CARD 6/13/2022	833.52	CLEARED	C	6/15/2022
1010	6/13/2022	DEPOSIT	000014	CREDIT CARD 6/13/2022	261.65	CLEARED	C	6/15/2022
1010	6/13/2022	DEPOSIT	000015	CREDIT CARD 6/13/2022	63.45	CLEARED	C	6/13/2022
1010	6/13/2022	DEPOSIT	000016	CREDIT CARD 6/13/2022	875.84	CLEARED	C	6/10/2022
1010	6/13/2022	DEPOSIT	000017	CREDIT CARD 6/13/2022	176.94	CLEARED	C	6/14/2022
1010	6/13/2022	DEPOSIT	000018	CREDIT CARD 6/13/2022	833.49	CLEARED	C	6/15/2022
1010	6/13/2022	DEPOSIT	000019	CREDIT CARD 6/13/2022	145.23	CLEARED	C	6/15/2022
1010	6/13/2022	DEPOSIT	000020	CREDIT CARD 6/13/2022	2,088.03	CLEARED	C	6/16/2022
1010	6/13/2022	DEPOSIT	000021	REGULAR DAILY POST 6/13/2022	31,061.00	CLEARED	C	6/14/2022
1010	6/14/2022	DEPOSIT		CREDIT CARD 6/14/2022	3,799.44	CLEARED	C	6/15/2022
1010	6/14/2022	DEPOSIT	000001	REGULAR DAILY POST 6/14/2022	661.48	CLEARED	C	6/15/2022



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

CHECK DATE: 6/01/2022 THRU 6/30/2022  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	6/14/2022	DEPOSIT	000002	CREDIT CARD 6/14/2022	2,390.18	CLEARED	C	6/15/2022
1010	6/14/2022	DEPOSIT	000003	CREDIT CARD 6/14/2022	302.50	CLEARED	C	6/15/2022
1010	6/14/2022	DEPOSIT	000004	CREDIT CARD 6/14/2022	547.17	CLEARED	C	6/17/2022
1010	6/14/2022	DEPOSIT	000005	REGULAR DAILY POST 6/14/2022	7,528.92	CLEARED	C	6/15/2022
1010	6/14/2022	DEPOSIT	000006	DAILY PAYMENT POSTING	9.22	CLEARED	U	6/14/2022
1010	6/15/2022	DEPOSIT		CREDIT CARD 6/15/2022	17,488.12	CLEARED	C	6/15/2022
1010	6/15/2022	DEPOSIT	000001	REGULAR DAILY POST 6/15/2022	895.46	CLEARED	C	6/15/2022
1010	6/15/2022	DEPOSIT	000002	CREDIT CARD 6/15/2022	1,598.26	CLEARED	C	6/16/2022
1010	6/15/2022	DEPOSIT	000003	CREDIT CARD 6/15/2022	514.67	CLEARED	C	6/16/2022
1010	6/15/2022	DEPOSIT	000004	CREDIT CARD 6/15/2022	651.69	CLEARED	C	6/21/2022
1010	6/15/2022	DEPOSIT	000005	REGULAR DAILY POST 6/15/2022	8,641.35	CLEARED	C	6/16/2022
1010	6/15/2022	DEPOSIT	000006	CREDIT CARD 6/15/2022	15,352.21	CLEARED	C	6/17/2022
1010	6/15/2022	DEPOSIT	000007	REGULAR DAILY POST 6/15/2022	1,805.45	CLEARED	C	6/17/2022
1010	6/15/2022	DEPOSIT	000008	CREDIT CARD 6/15/2022	2,171.36	CLEARED	C	6/17/2022
1010	6/15/2022	DEPOSIT	000009	CREDIT CARD 6/15/2022	323.59	CLEARED	C	6/17/2022
1010	6/15/2022	DEPOSIT	000010	DRAFT POSTING	17,829.52	CLEARED	U	6/16/2022
1010	6/16/2022	DEPOSIT		CREDIT CARD 6/16/2022	2,392.50	CLEARED	C	6/16/2022
1010	6/16/2022	DEPOSIT	000001	CREDIT CARD 6/16/2022	636.96	CLEARED	C	6/16/2022
1010	6/16/2022	DEPOSIT	000002	CREDIT CARD 6/16/2022	1,051.89	CLEARED	C	6/22/2022
1010	6/16/2022	DEPOSIT	000003	REGULAR DAILY POST 6/16/2022	50,232.16	CLEARED	C	6/17/2022
1010	6/17/2022	DEPOSIT		CREDIT CARD 6/17/2022	6,798.63	CLEARED	C	6/21/2022
1010	6/17/2022	DEPOSIT	000001	REGULAR DAILY POST 6/17/2022	170.81	CLEARED	C	6/21/2022
1010	6/17/2022	DEPOSIT	000002	CREDIT CARD 6/17/2022	1,004.68	CLEARED	C	6/21/2022
1010	6/17/2022	DEPOSIT	000003	CREDIT CARD 6/17/2022	225.62	CLEARED	C	6/21/2022
1010	6/20/2022	DEPOSIT		CREDIT CARD 6/20/2022	955.81	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000001	REGULAR DAILY POST 6/20/2022	17,766.52	CLEARED	C	6/21/2022
1010	6/20/2022	DEPOSIT	000002	CREDIT CARD 6/20/2022	7,798.55	CLEARED	C	6/22/2022
1010	6/20/2022	DEPOSIT	000003	REGULAR DAILY POST 6/20/2022	1,808.74	CLEARED	C	6/22/2022
1010	6/20/2022	DEPOSIT	000004	CREDIT CARD 6/20/2022	3,522.89	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000005	CREDIT CARD 6/20/2022	6,965.24	CLEARED	C	6/20/2022
1010	6/20/2022	DEPOSIT	000006	REGULAR DAILY POST 6/20/2022	638.52	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000007	CREDIT CARD 6/20/2022	2,718.61	CLEARED	C	6/22/2022
1010	6/20/2022	DEPOSIT	000008	CREDIT CARD 6/20/2022	273.31	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000009	CREDIT CARD 6/20/2022	1,440.48	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000010	CREDIT CARD 6/20/2022	774.58	CLEARED	C	6/22/2022
1010	6/20/2022	DEPOSIT	000011	CREDIT CARD 6/20/2022	780.71	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000012	CREDIT CARD 6/20/2022	759.11	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000013	DAILY PAYMENT POSTING - ADJ	91.54CR	CLEARED	U	6/20/2022
1010	6/20/2022	DEPOSIT	000014	DAILY PAYMENT POSTING	91.54	CLEARED	U	6/20/2022
1010	6/20/2022	DEPOSIT	000015	CREDIT CARD 6/20/2022	6,602.84	CLEARED	C	6/23/2022
1010	6/20/2022	DEPOSIT	000016	REGULAR DAILY POST 6/20/2022	18,224.75	CLEARED	C	6/21/2022
1010	6/21/2022	DEPOSIT		CREDIT CARD 6/21/2022	10,056.97	CLEARED	C	6/23/2022
1010	6/21/2022	DEPOSIT	000001	REGULAR DAILY POST 6/21/2022	252.63	CLEARED	C	6/23/2022
1010	6/21/2022	DEPOSIT	000002	CREDIT CARD 6/21/2022	5,422.60	CLEARED	C	6/23/2022

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

CHECK DATE: 6/01/2022 THRU 6/30/2022  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	6/21/2022	DEPOSIT	000003	CREDIT CARD 6/21/2022	922.38	CLEARED	C	6/23/2022
1010	6/21/2022	DEPOSIT	000004	CREDIT CARD 6/21/2022	347.34	CLEARED	C	6/24/2022
1010	6/21/2022	DEPOSIT	000005	REGULAR DAILY POST 6/21/2022	6,843.69	CLEARED	C	6/22/2022
1010	6/22/2022	DEPOSIT		CREDIT CARD 6/22/2022	3,796.69	CLEARED	C	6/23/2022
1010	6/22/2022	DEPOSIT	000001	CREDIT CARD 6/22/2022	1,624.17	CLEARED	C	6/23/2022
1010	6/22/2022	DEPOSIT	000002	CREDIT CARD 6/22/2022	431.51	CLEARED	C	6/27/2022
1010	6/22/2022	DEPOSIT	000003	REGULAR DAILY POST 6/22/2022	810.14	CLEARED	C	6/23/2022
1010	6/22/2022	DEPOSIT	000004	CREDIT CARD 6/22/2022	180.48	CLEARED	C	6/24/2022
1010	6/23/2022	DEPOSIT		CREDIT CARD 6/23/2022	2,645.62	CLEARED	C	6/24/2022
1010	6/23/2022	DEPOSIT	000001	REGULAR DAILY POST 6/23/2022	171.91	CLEARED	C	6/24/2022
1010	6/23/2022	DEPOSIT	000002	CREDIT CARD 6/23/2022	914.87	CLEARED	C	6/24/2022
1010	6/23/2022	DEPOSIT	000003	CREDIT CARD 6/23/2022	201.99	CLEARED	C	6/24/2022
1010	6/23/2022	DEPOSIT	000004	CREDIT CARD 6/23/2022	809.39	CLEARED	C	6/28/2022
1010	6/23/2022	DEPOSIT	000005	REGULAR DAILY POST 6/23/2022	1,630.53	CLEARED	C	6/24/2022
1010	6/24/2022	DEPOSIT		CREDIT CARD 6/24/2022	939.28	CLEARED	C	6/27/2022
1010	6/24/2022	DEPOSIT	000001	REGULAR DAILY POST 6/24/2022	300.00	CLEARED	C	6/24/2022
1010	6/24/2022	DEPOSIT	000002	CREDIT CARD 6/24/2022	752.79	CLEARED	C	6/27/2022
1010	6/24/2022	DEPOSIT	000003	CREDIT CARD 6/24/2022	167.44	CLEARED	C	6/27/2022
1010	6/24/2022	DEPOSIT	000004	CREDIT CARD 6/24/2022	348.58	CLEARED	C	6/29/2022
1010	6/24/2022	DEPOSIT	000005	REGULAR DAILY POST 6/24/2022	1,767.70	CLEARED	C	6/27/2022
1010	6/27/2022	DEPOSIT		CREDIT CARD 6/27/2022	1,172.83	CLEARED	C	6/28/2022
1010	6/27/2022	DEPOSIT	000001	CREDIT CARD 6/27/2022	1,103.02	CLEARED	C	6/29/2022
1010	6/27/2022	DEPOSIT	000002	CREDIT CARD 6/27/2022	590.03	CLEARED	C	6/29/2022
1010	6/27/2022	DEPOSIT	000003	REGULAR DAILY POST 6/27/2022	86.25	CLEARED	C	6/29/2022
1010	6/27/2022	DEPOSIT	000004	CREDIT CARD 6/27/2022	774.70	CLEARED	C	6/28/2022
1010	6/27/2022	DEPOSIT	000005	CREDIT CARD 6/27/2022	390.59	CLEARED	C	6/29/2022
1010	6/27/2022	DEPOSIT	000006	CREDIT CARD 6/27/2022	82.97	CLEARED	C	6/29/2022
1010	6/27/2022	DEPOSIT	000007	CREDIT CARD 6/27/2022	450.79	CLEARED	C	6/28/2022
1010	6/27/2022	DEPOSIT	000008	CREDIT CARD 6/27/2022	422.20	CLEARED	C	6/29/2022
1010	6/27/2022	DEPOSIT	000009	REGULAR DAILY POST 6/27/2022	1,910.65	CLEARED	C	6/28/2022
1010	6/28/2022	DEPOSIT		CREDIT CARD 6/28/2022	1,639.79	CLEARED	C	6/29/2022
1010	6/28/2022	DEPOSIT	000001	REGULAR DAILY POST 6/28/2022	484.18	CLEARED	C	6/29/2022
1010	6/28/2022	DEPOSIT	000002	CREDIT CARD 6/28/2022	1,077.05	CLEARED	C	6/29/2022
1010	6/28/2022	DEPOSIT	000003	REGULAR DAILY POST 6/28/2022	1,787.80	CLEARED	C	6/29/2022
1010	6/28/2022	DEPOSIT	000004	CREDIT CARD 6/28/2022	1.00	CLEARED	C	7/05/2022
1010	6/28/2022	DEPOSIT	000005	REGULAR DAILY POST 6/28/2022	1,863.70	CLEARED	C	6/29/2022
1010	6/28/2022	DEPOSIT	000006	DAILY PAYMENT POSTING - ADJ	135.13CR	CLEARED	U	6/28/2022
1010	6/29/2022	DEPOSIT		CREDIT CARD 6/29/2022	819.49	CLEARED	C	6/30/2022
1010	6/29/2022	DEPOSIT	000001	CREDIT CARD 6/29/2022	926.33	CLEARED	C	6/30/2022
1010	6/29/2022	DEPOSIT	000002	CREDIT CARD 6/29/2022	80.62	CLEARED	C	6/30/2022
1010	6/29/2022	DEPOSIT	000003	CREDIT CARD 6/29/2022	313.89	CLEARED	C	7/05/2022
1010	6/29/2022	DEPOSIT	000004	REGULAR DAILY POST 6/29/2022	321.28	CLEARED	C	6/30/2022
1010	6/30/2022	DEPOSIT		CREDIT CARD 6/30/2022	154.61	CLEARED	C	7/01/2022
1010	6/30/2022	DEPOSIT	000001	CREDIT CARD 6/30/2022	1,479.02	CLEARED	C	7/01/2022

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

CHECK DATE: 6/01/2022 THRU 6/30/2022  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
<b>DEPOSIT:</b>								
1010	6/30/2022	DEPOSIT	000002	CREDIT CARD 6/30/2022	1,920.10	CLEARED	C	7/06/2022
1010	6/30/2022	DEPOSIT	000003	REGULAR DAILY POST 6/30/2022	162.53	CLEARED	C	7/05/2022
<b>EFT:</b>								
1010	6/03/2022	EFT	060322	PG&E 04/19/2022 - 05/09/2022	15,271.37CR	CLEARED	G	6/06/2022
1010	6/24/2022	EFT	062422	VERIZON MAY 07 - JUNE 06, 2022	198.04CR	CLEARED	G	6/27/2022
1010	6/24/2022	EFT	062423	VERIZON MAY 07 - JUNE 06, 2022	1,515.38CR	CLEARED	G	6/27/2022
<b>MISCELLANEOUS:</b>								
1010	6/03/2022	MISC.		PAYROLL DIRECT DEPOSIT	30,863.03CR	CLEARED	P	6/03/2022
1010	6/17/2022	MISC.		PAYROLL DIRECT DEPOSIT	30,934.03CR	CLEARED	P	6/17/2022
1010	6/29/2022	MISC.	062922	YE RECONCILE FUND 215	656.54	CLEARED	G	6/29/2022
1010	6/30/2022	MISC.		PAYROLL DIRECT DEPOSIT	461.75CR	CLEARED	P	6/30/2022
<b>SERVICE CHARGE:</b>								
1010	6/02/2022	SERV-CHG		MAY CHASE FEES	2,985.99CR	CLEARED	G	6/02/2022
1010	6/02/2022	SERV-CHG	000001	MAY CHASE FEES	345.82CR	CLEARED	G	6/02/2022
1010	6/06/2022	SERV-CHG		MAY AMEX FEES	33.00CR	CLEARED	G	6/06/2022
1010	6/15/2022	SERV-CHG		ACCOUNT ANALYSIS FEES	339.97CR	CLEARED	G	6/15/2022
<b>TOTALS FOR ACCOUNT 1010</b>				CHECK	TOTAL:	116,466.73CR		
				DEPOSIT	TOTAL:	392,830.44		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	61,602.27CR		
				SERVICE CHARGE	TOTAL:	3,704.78CR		
				EFT	TOTAL:	16,984.79CR		
				BANK-DRAFT	TOTAL:	50,579.41CR		
<b>TOTALS FOR POOLED CASH FUND</b>				CHECK	TOTAL:	116,466.73CR		
				DEPOSIT	TOTAL:	392,830.44		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	61,602.27CR		
				SERVICE CHARGE	TOTAL:	3,704.78CR		
				EFT	TOTAL:	16,984.79CR		
				BANK-DRAFT	TOTAL:	50,579.41CR		

# MEMO

To: Board of Directors

From: Donna Mahoney

Date: 07/15/2022

RE: Senior Account Representatives' Monthly Report

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## **Monthly Billing 06/30/2022**

Mailed statements: 2,102

Electronic statements: 612

The statement "SPECIAL MESSAGE"

The 2021 Consumer Confidence Report will be available July 1, 2022, both in our office and on our website at: <https://www.hvlcsd.org/water-quality-report-ccr>.

Please refer to your bill for new rates effective July 1, 2022.

## **Delinquent Billing 06/20/2022**

Delinquent statements for May bills: 524

## **Courtesy Notification 07/01/2022**

57 Door Knockers were sent out at 8:00 am

## **Phone Notification 07/12/2022**

35 Phone notifications were sent out at 9:00 am

## **Lock Offs 07/14/2022**

08 Lock Off service orders went out to the field at 9:00 am

07 Customer were unlocked

A total of 1 property remain locked off for nonpayment

## **Total Payment Contract as 07/13/2022**

37



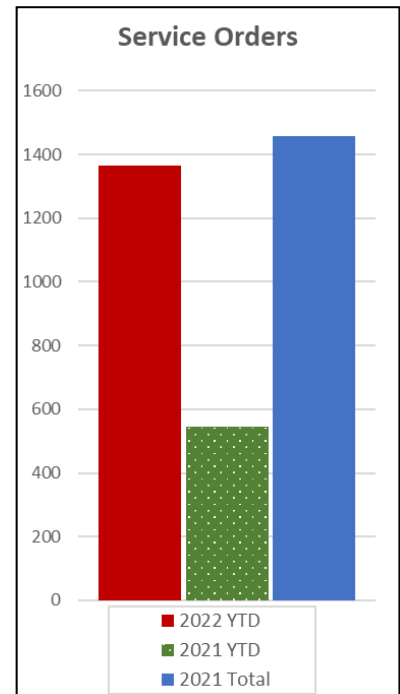
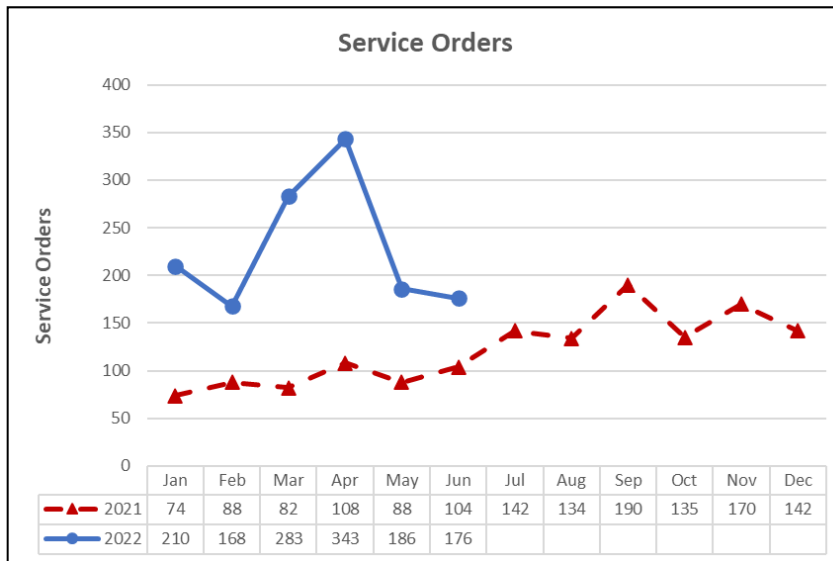
# Hidden Valley Lake Community Services District

## Field Operations Report

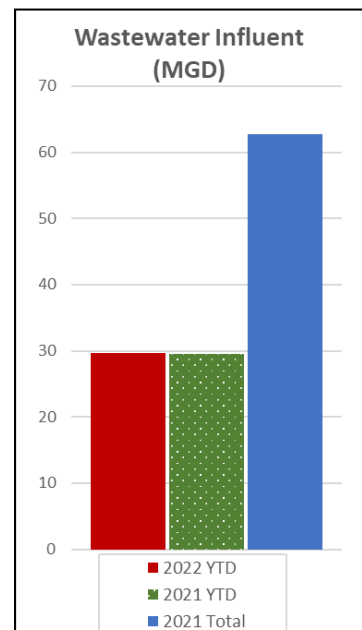
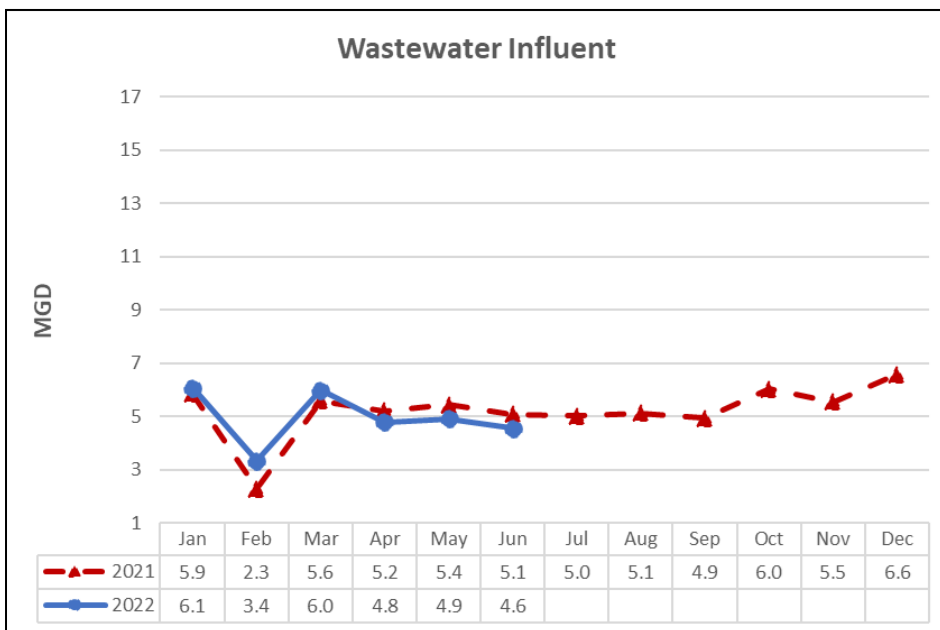
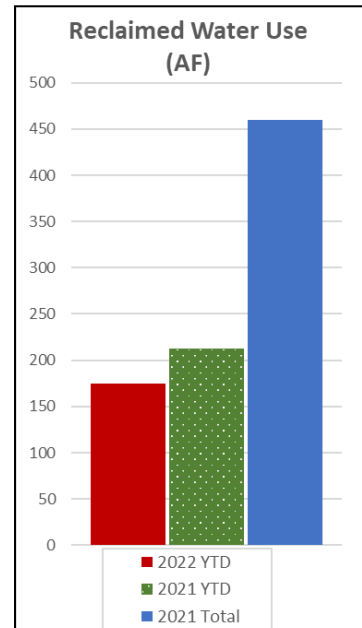
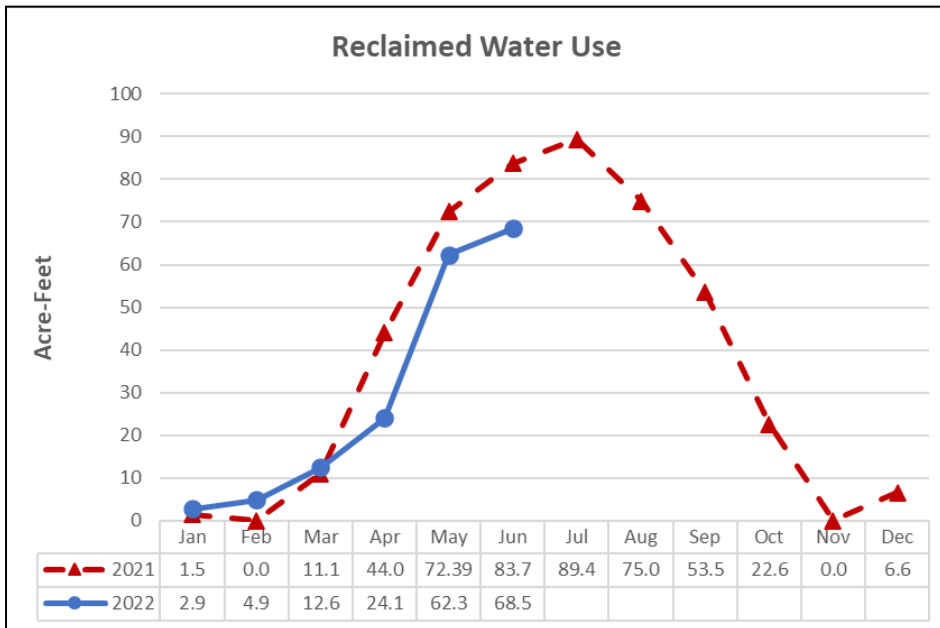
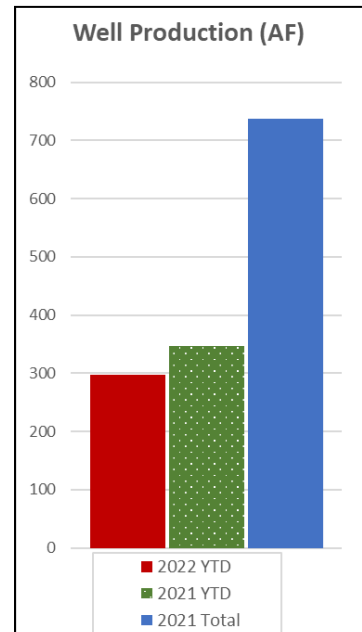
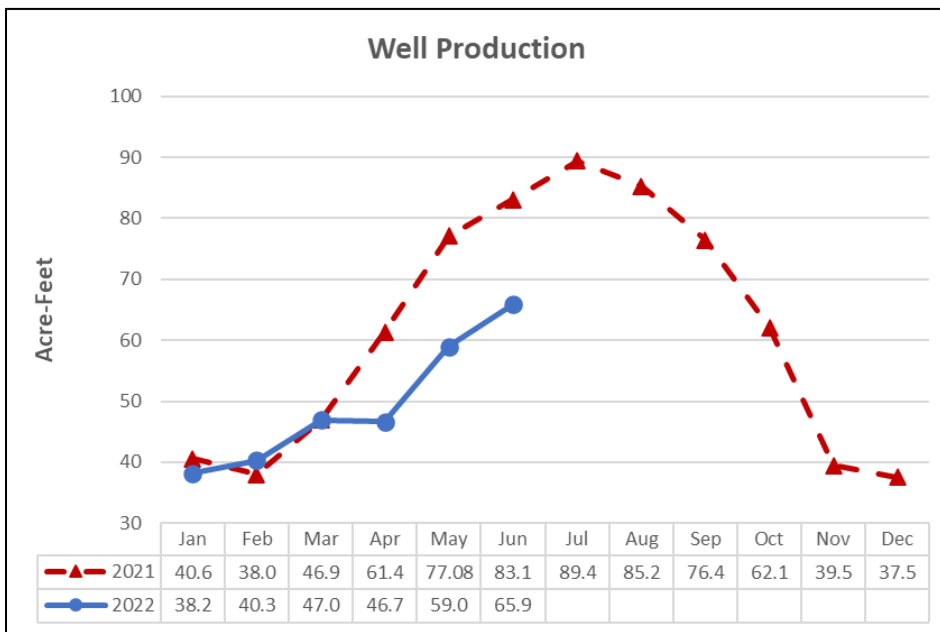
June 2022

Water Connections		Wastewater Connections	
New (current month)	2	New (current month)	1
Residential (previous month)	2470	Residential (previous month)	1476
Commercial & Govt (previous month)	35	Commercial & Govt (previous month)	15
<b>Total Water Connections:</b>	<b>2507</b>	<b>Total Wastewater Connections:</b>	<b>1492</b>

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

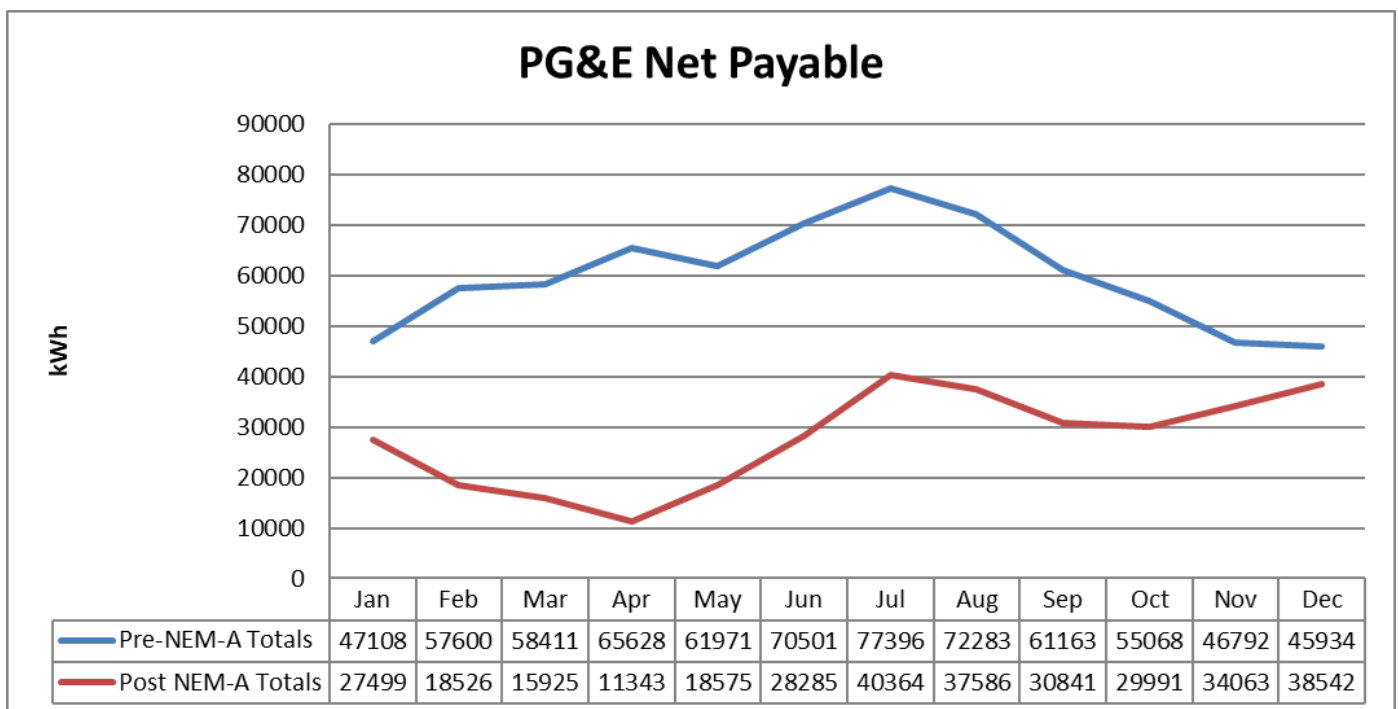


Hours		
<b>Overtime Hours:</b>	36.00	\$ 1,326.09



Vehicle Mileage	
Vehicle	Mileage
Truck 1	0
Truck 2	1,456
Truck 3	2,640
Truck 4	1,992
Truck 6	1,297
Truck 7	543
Truck 8	2,13
Truck 9	799
Tractor	17.50 hours
Vac Truck	116.80
Excavator	5.40 hours

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	447.00	168.90
Fuel Log	447.00	168.70

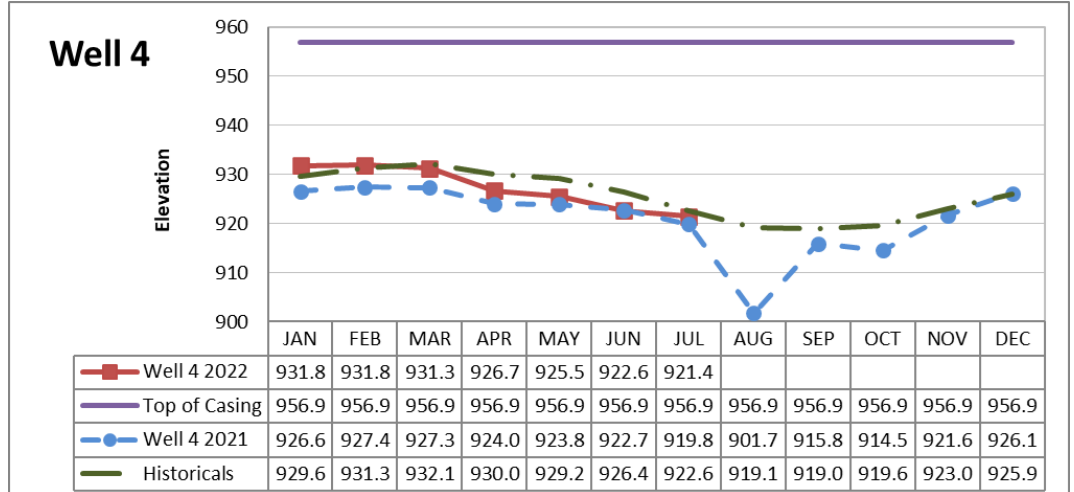


# Groundwater Data

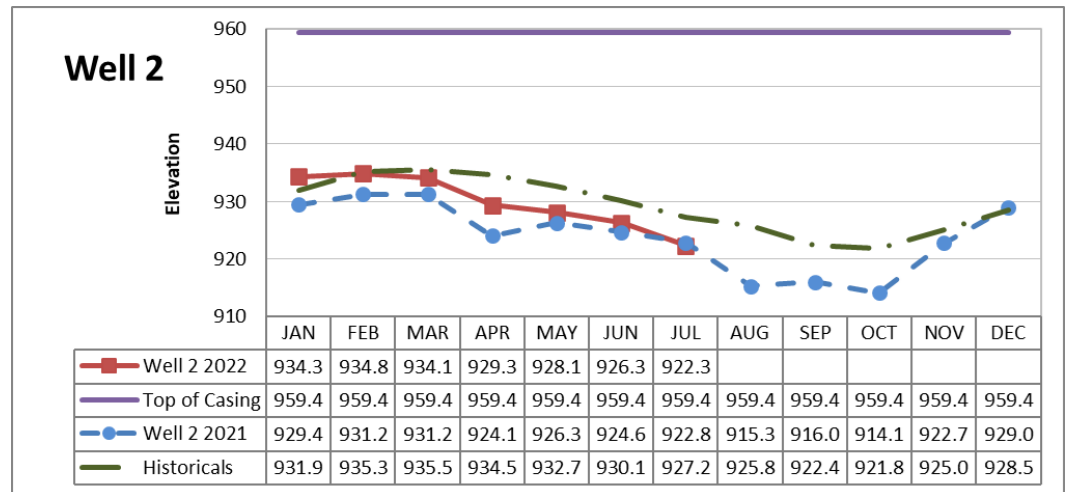
## Drawdown

## Recharge Rate

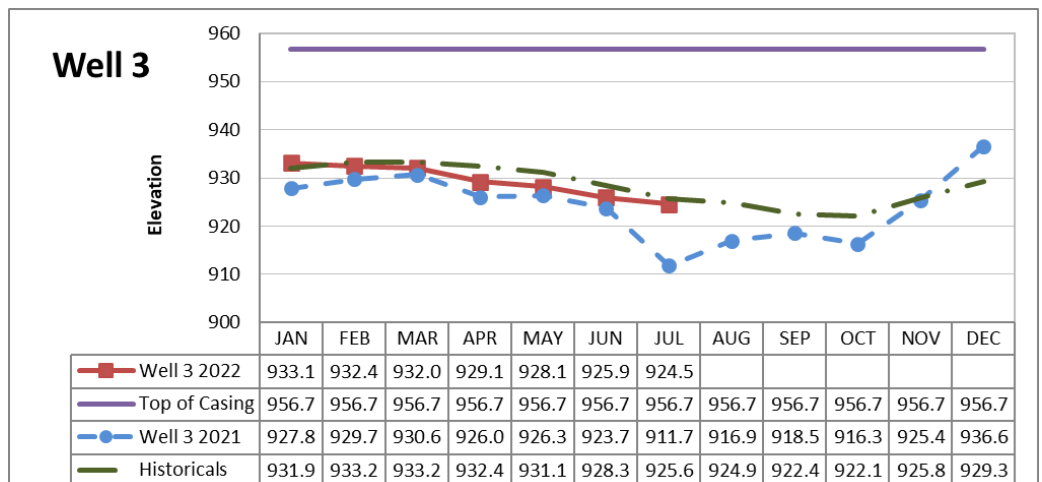
June: 104%  
July: -



June: 103%  
July: 100%



June: 105%  
July: 100%





## Water System Highlights

- Vegetation management at flood control
- AMI meter installations
- Meter reads 6/24—6/29
- Routine maintenance and operations

## Wastewater System Highlights

- Lift station maintenance
- Weed abatement at plant
- Tested generators
- Filter maintenance
- Routine maintenance and operations

## Water Resource Specialist Highlights

- Submitted 2021 Consumer Confidence Report
- I/I analysis, flow monitor maintenance, lift station study
- Lead Service Line Inventory (LSLI) 7.5% complete
- Database maintenance, reports, and SOP development
- GIS database edits and maintenance. New Field Maps app preparation for geolocating.

## Association of California Water Agencies—Committee Highlights

### Water Management Committee

Next meeting July 26, 2022

### Water Quality Committee

Next meeting July 27, 2022

On 3/22/22 the SWRCB released the new **proposed** Hexavalent Chromium Maximum Contaminant Level (MCL) at 10 ppb from the previous 50 ppb. If approved, a compliance period of 3 years (January 1, 2027) could be expected. The District and ACWA sent comment letters on 4/15 and 4/29 and the rule is still being reviewed by the SWRCB.

### State Legislative Committee 7/6

#### **SB 222: *Oppose Unless Amended***—Water affordability assistance program

- Was first introduced January 2021; ACWA and CSD held an Opposed-Unless-Amended position early on and moved to a Watch position in August 2021. In September 2021 the author moved the bill to an inactive file to make amendments at the Governor’s request.
- SB 222 would establish a Water Rate Assistance Program, funded by appropriations contingent on the legislature’s annual budget. Currently, CSD would not forgive debt as originally proposed but would receive a lump sum amount from the state to cover customer delinquencies.
- The desired amendments lie in the program’s implementing agency; currently, the SWRCB. The Department of Community Services and Development is the preferred implementing agency since they have experience in low-income assistance programs and have existing relationships with local service providers with income data. The SWRCB does not have the data nor the experience, and would require more assistance from utilities to run the program.
- The CSD has joined the SB 222 working group and coalition.

#### **AB 1931: *Oppose***—Community water systems: lead pipes

- The U.S. EPA already released Lead and Copper Rule Revisions (LCRR) that went into effect with an inventory compliance deadline of October 16, 2024. AB 1931 advances the inventory deadline to June 1, 2023.
- AB 1931 would introduce logistical difficulties, for example, an inventory deadline 17 months earlier than the original LCRR. It also includes additional costs for agencies for providing customers filters, public notices, etc.

*“The Legislature should not enact a new State law on [lead service lines] when the Federal Government is in the process of addressing the same issue at the same time. It would be a waste of local government funding and property owner resources if two conflicting or different programs are developed and implemented at the same time.”*

- The bill was pulled from the Senate Environmental Quality Committee on 6/22; no opposition testimony was required. The bill is currently located in the Senate Appropriations Committee to be heard 8/1; CSD will provide opposition testimony.

Disaster Reimbursements (Federal & State)						
Year of event	Disaster	Project	Description	Completion	Reimbursed?	Reimbursements
2017	4301	LHHVA01	Pump&Dump	100%	100%	\$ 214,133.04
2017	4301	LKHVB01	Repair&Labor	100%	100%	\$ 16,748.90
2017	4308	LKHVA81	Pump&Dump	100%	100%	\$ 390,533.63
2017	4308	LKHVB81	Repair&Labor	100%	100%	\$ 5,317.17
2017	4308	LKHVF83	Repair&Labor	100%	100%	\$ 652,310.53
2019	4434	100063	Pump&Dump	100%	100%	\$ 916,723.31
2019	4434	100118	Repair	100%	100%	\$ 13,101.71
2019	4434	100126	Repair&Labor	100%	100%	\$ 39,032.81
2019	4434	101502	Repair&Labor	100%	100%	\$ 33,321.19
2019	4434	100138	Repair: Chip seal the WWTP Access Road	100%	90%	\$ 140,207.20
2020	4482 COVID-19	138890	Materials: Purchased for disinfection, and infection prevention methods	100%	100%	\$ 11,095.33
2020	4482 COVID-19	7012022	Materials: Purchased for disinfection, and infection prevention methods	100%	0%	\$ 46,675.76
2020	4558 LNU Complex Fire	Cat B <b>75% (FEMA)</b> 18.75% (CalOES) <b>Changing to 90% (FEMA)</b> <b>7.5% (CalOES)</b>	Emergency protective measures -Chipping & Spreading	100%	94%	\$ 143,437.00
2020	4558 LNU Complex Fire	Cat B <b>100% (FEMA)</b>	Continuity of Operations - Generators - Smoke Soot and Ash	100%	100%	\$ 20,747.18
2020	4558 LNU Complex Fire	Cat B <b>90% (FEMA)</b> <b>7.5% (CalOES)</b>	Continuity of Operations - Generators - Smoke Soot and Ash	100%	97.5%	\$ 44,690.95

Totals:	\$ 2,688,075.71
Actual:	\$ 2,688,075.71

Access Road

5/11/22 Replied to a further clarification request for closeout total of \$140,207.20  
6/10 Multiple messages exchanged regarding project closeout. Direct Administrative Costs (DAC) submitted 6/29  
Responded to project timing inquiry  
7/13 Responded to Direct Management Costs inquiry

Firebreak

6/9 Received new Notice of Obligation for the firebreak. An addition \$3,937.50 will be issued to the District  
6/22 Received check for \$1,787.80 (See attached)

COVID 19

7/1 Submitted reimbursement request for \$46,675.76

Federally funded, non-disaster projects (HMGP)					
Related Disaster	Project	Description	Completion	Reimbursed?	Reimbursement
4344	512	LHMP: Writing the Plan	100%	100%	\$ 86,124.54
4382	112	Unit 9 Tank: Replacing this tank	0%	0%	\$ 1,300,000.00
4407/4431	57	Generators: Installing at Booster Stations	0%	0%	\$ 748,048.00
4558	398	Defensive Space, Ignition Resistant Construction (DSIRC)	0%	0%	\$ 1,400,000.00
4558	428	Water Mains Planning	0%	0%	\$ 500,000.00

Totals:	\$ 4,034,172.54
Actual:	\$ 86,124.54

Unit 9 Tank

2/9 Received FEMA approval letter  
 2/18 Welcome Call - Discussed procurement  
 2/23 Kick-off Call - Discussed procurement  
 3/11 Delay in obligation documentation  
 4/29 Developed RFP for design & plan specification  
 5/6 District counsel will assist with developing District policies that embody Federal procurement policies (2 CFR 200.317 - 200.326)  
 5/9 RFP and Professional Services Agreement for design & planning reviewed by Coastland  
 6/1 RFP and Professional Services Agreement for design & planning reviewed by Counsel  
 6/2 Received revised FEMA obligation notification  
 6/3 Submitted RFP  
 7/1 RFP Response deadline  
 7/5 Submitted Noncompetitive Procurement Authorization request  
 7/13 Negotiating with respondent(s)

Generators

11/2 Responded to RFI  
 3/1 Responded to RFI  
 3/25 Responded to RFI

Defensive Space, Ignition Resistant Construction (DSIRC)

4/27 Submitted submitted re-written application and supporting documents in accordance with RFI  
 5/17 Submitted additional documentation on pre-award costs

Water Mains Planning

5/21 Submitted RFI response  
 9/27 Submitted RFI response  
 10/6 Confirmed Authorized Agent info  
 12/1 Notification of FEMA submission

State Funded projects (Prop 1, Prop 68, BIL)					
Funding Agency	Project	Description	Completion	Reimbursed?	Reimbursement
DWR/IRWM	206	I & I	75%	59%	\$ 375,000.00
DWR/IRWM	205	Unit 9 Tank	10%	0%	\$ 450,000.00
DWSRF	214	Mainlines	0%	0%	\$ 806,112.00
<b>Totals:</b>					\$ 1,631,112.00
<b>Actuals:</b>					\$ 222,375.00

### I&I, Unit 9 Tank

3/4 **I & I:** On-site assessment of North Shore Ct easement by Coastland

4/1 **I & I:** Received design approach from Coastland

4/1 **I & I:** Updated timeline and budget to DWR Project Plan

4/29 **I & I:** Submitted progress report and reimbursement request for \$5,046.77

5/6 **I & I:** North Shore Ct easement repair design & plan specifications complete

5/13 **I & I:** North Shore Ct easement repair Notice of Invitation to Bid is agendized for Board of Director's approval (\$252,183)

5/18 **I & I:** North Shore Ct easement repair Notice of Invitation to Bid is publicly posted.

6/14 **I & I:** North Shore Ct bid deadline

6/17 **I & I:** North Shore Ct Award of Contract agendized

7/7 **I & I:** Received notification of construction management assignment to project

4/1 **Unit 9 Tank:** Updated timeline and budget to DWR Project Plan

4/15 **Unit 9 Tank:** Received confirmation that DWR has completed FAPP2 (Financial Assessment Policy & Procedure #2) on this project, which is also known as the CEQA review process

6/1 **Unit 9 Tank:** Received confirmation that RfP submittal is allowed prior to being removed from placeholder status

6/21 **Unit 9 Tank:** Submitted monitoring plan

7/13 **Unit 9 Tank:** Lead Agency update at scheduled IRWM meeting

7/14 **Unit 9 Tank:** DWR request to be notified 14 days before final inspection

### Mainline Rehabilitation

5/5 Submitted General Application Package (GAP) - Planning to the Drinking Water State Revolving Fund (DWSRF) program

5/23 Submitted Environmental Application Package (EAP), Financial Security Package (FSP), and Technical Package (TP) except two attachments, T3 and T4.

6/14 GHD Task Order contract fully executed. GHD will assist in the completion of this application

7/6 Received notification of SRF project manager assignment.

### AMI

5/13 Next phase of meters & radios to be ordered  
6/2 Placed next order of meters & radios according to project plan and budget  
7/1 Developing RFP for contracted installs  
7/8 Troubleshooting error codes of existing installs  
7/8 Transition training continues  
7/13 Streamlining Verizon candidate list

### FLASHES

4/15 Discussed new funding opportunities offered by the Department of Energy  
6/8 Virtual Ad Hoc meeting re-scheduled for in-person meeting 6/22  
6/22 Ad Hoc meeting to discuss recent developments in project viability  
6/22 Received notification that Multibenefit funding opportunity is closed  
6/23 Submitted joint letter to State Budget Committee (See attached)  
7/19 County Board of Supervisors meeting to discuss investor solicitation

### IRWM/DWR

3/9 \$2M Mainlines PIF accepted into WestSideSAC IRWM project list  
5/11 \$60M FLASHES project accepted to project list  
6/15 New funding opportunity advertised  
7/1 Developing application  
7/13 WestSide Sac meeting  
9/14 Next IRWM meeting scheduled, new HVLCSD PIF agendized

### Drought & COVID Relief Funding

4/27 Met with Sen McGuire to discuss District needs & funding opportunities  
6/8 Submitted request for update to letter sent 3/4/22 regarding Fiscal Recovery Funding. The county responded with a timeline estimate for review  
7/13 Received ARPA Funding Determination Explanation (See attached)  
7/15 Submitted alternative allocation consideration to the county  
7/19 County Board of Supervisors to discuss ARPA allocations

### SCADA

2/17 SCADA Master Plan review meeting  
3/29-30 Internal meetings to review SCADA Master plan draft  
4/12 Met with GHD to review comments and recommendations  
5/13 SCADA Master Plan agendized to be approved & adopted by the Board of Directors.  
6/3 GHD will move forward with a fee proposal for Phase 2  
6/30 Received fee proposal for Phase 2

### Other activities

6/16 The quarterly newsletter has been drafted, and delivered to the publisher  
6/17 Converting all field operations iPhones to Iphone 11(Verizon) , added 1 AT&T Iphone 12, and 1 Apple Tablet  
6/29 Responded to watershed inquiry from HVLA  
7/1 Submitted District newsletter in printed bills and e-bills  
7/6 Middletown Intertie meeting with County of Lake, Middletown Water District, and HVLCSD

Potential projects (LHMP)					
Priority	Funding Agency	Project	Description	Costs	Notes
1	HMGP (FEMA)	SCADA	Technology refresh	\$ 1,000,000	Master Plan Adopted 5/17/22, Joined Demand Response program to qualify for rebates
1	HMGP (FEMA)	Tanks	Replace wooden tanks	\$ 5,400,000	Single tank replacement project awarded 6/2/22
1	HMGP (FEMA)	I & I	Pipe-bursting	\$ 1,000,000	Grant funds awarded for first pipe-bursting
1		RRP, ERP	Requirement of AWIA of 2018	\$ 200,000	Complete
1	HMGP (FEMA)	Water	Correlators, AirVacs, Lines, Meters	\$ 5,500,000	ESCOs can support energy savings projects, multiple applications underway
2		WMP	Water Master Plan	\$ 100,000	This is 20 years old. Is a reference document for grant applications
2	HMGP (FEMA)	WWTP	EQ Basin, Sludge Beds	\$ 6,000,000	Every flooding disaster in the last 4 years has damaged a portion of the WWTP. Possible developed contributions.
2		SWP	Stormwater Master Plan	\$ 200,000	This is 20 years old. Opportunity for regional benefits.
2		Stormwater	Implement Stormwater Master Plan Improvements	\$ 10,000,000	Phase 1 - Culverts in the Flood detention basin, previous NOI accepted for this activity
2	HMGP (FEMA)	Well	Drill a new well	4000000	Water Resilience, Contamination Mitigation, possible developer assistance
2	FMAG (FEMA)	Fuels Mitigation	Defensible Space, Concrete detention basin, masonry buildings	\$ 400,000	Application submitted 3/21
2	FMAG (FEMA)	Hydrants	Improvements	\$ 4,100,000	Previous NOI accepted for this activity
2	PDM (FEMA)	GIS	Fully develop database, O&M	\$ 400,000	Management, maintenance, and communications tool
3		PAP	Public Awareness Program	\$ 200,000	Disaster preparedness, response and recovery
3	HMGP (FEMA)	CL2 valve	Automatic shut-off valve	50000	Operator Safety, RMP improvement list
3	HMGP (FEMA)	CL2 Analyzers	Chlorination Basin improvements	\$ 100,000	Flow-based treatment process will streamline WWTP
3	HMGP (FEMA)	Earthquake	Retrofits	\$ 5,000,000	
3		Levee	Certification	TDB	Opportunity for regional benefits, flood insurance
3		Dam	Inundation Mitigation	TDB	Infrastructure improvements

OFFICE OF EMERGENCY SERVICES

3650 SCHRIEVER AVE.

MATHER CA 95655

FOR QUESTIONS CONTACT ACCOUNTING DEPARTMENT AT 916/845-8340

VENDOR NAME

VENDOR ID

-----  
HIDDEN VALLEY LAKE COMMUNITY

0000110458

VOUCHER ID

INVOICE ID

PO ID

-----  
00183031

TR-038420

AMOUNT PAID

-----  
**\$1787.80**

PAYMENT MESSAGE

-----  
PW #: 126-0

ADDITIONAL PAYMENT MESSAGE

-----  
PUBLIC ASSISTANCE GRANT - DR4558.





**COUNTY OF LAKE**  
**Board of Supervisors**  
Courthouse - 255 North Forbes Street  
Lakeport, California 95453  
Telephone (707) 263-2368  
Fax (707) 263-2207

**BRUNO SABATIER**  
*District 2 Supervisor*

July 13, 2022

Dennis White, General Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Rd  
Hidden Valley Lake, CA 95467

**RE: Request for American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Funds**

Dear Mr. White:

First, on behalf of the County of Lake's American Rescue Plan Act (ARPA) Committee, I want to thank you for your advocacy on behalf of your District's ratepayers as the County has weighed ARPA spending priorities.


We are in receipt of your message of March 4, 2022, where you noted Hidden Valley Lake Community Services District has \$1,834,281.26 in unmet needs, which may be eligible Fiscal Recovery Funding expenses.

The COVID-19 pandemic has affected essentially every Lake County entity, and profoundly changed many expectations and norms. We are deeply sensitive to the challenges that have come as a result.

Unfortunately, our Committee is unable to recommend the Board of Supervisors dedicate ARPA/SLFRF funding to address HVLCSD's unmet COVID-19-associated needs when our recommendations are presented July 19. As you would expect, the volume and gravity of competing community needs is truly profound.

We greatly value HVLCSD's service to 7,500 Lake County residents, and have appreciated recent opportunities to collaborate surrounding energy and disaster resiliency priorities, for example. Your dedicated support of those you serve is very much appreciated, and Lake County is stronger because of it.

Sincerely,

  
Bruno Sabatier (Jul 13, 2022 14:22 PDT)

---

**Bruno Sabatier**  
District 2 Supervisor  
County of Lake



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

**MEMO**

To: Board of Directors  
From: Dennis White  
Date: July 19, 2022  
RE: General Manager's Report

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Below is an overview of District operational activities.

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

**Finance**

OPEB discussions: Staff will meet on 07/18 Matt and Karen from CalPERS along with Ken Ruthenberg, the District's appointed legal advisor for OPEB. Staff wishes to be fully transparent to the District's Directors and the public it serves. More information on the outcome of this meeting will be forthcoming.

**Drought**

Most of our state is in a stage 2 drought condition. We remain optimistic and more fortunate that this aquifer sustains itself. We have seen a continued drop in level that is normal for the time of year, and we expect that trend to continue thru the summer and fall months. This is normal for us, but by our first 18" of rainfall we will have gained full recharge once more. Since California is in a stage 2 drought, I feel we should really start to look at broadening our infrastructure. During times like these we can do more to lessen the burden of our neighbors in this watershed. By increasing our capacity within our boundaries, we may be able to achieve increased storage during the rainy season. Perhaps increased storage can be released in the following dry season to our neighbors more reliant on surface waters. Increased storage is also quite beneficial for fire-flow during those drier months. Not only does this help protect our community but surrounding communities as well.

**Insurance**

What do we know about underground infrastructure and earthquake insurance? Well, it has certainly been a slow process. I have reached out to several members of our industry and what I'm hearing from them (from operators up to directors) is that they don't find it cost effective. Does that opinion justify no coverage for us? It may offer us perspective but not an answer. We would need to we ask ourselves rather, what is OUR challenge?

1. The annual premiums are astronomical. When considering the cost of capital improvements, it appears funds allocated to improving underground



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infrastructure may need to be re-directed to paying an underground infrastructure insurance premium.

2. In 54 years there have been no District infrastructure damages caused by major earthquakes. One could argue never say never?
3. Most of the District's above ground infrastructure is designed in compliance with our seismic zone, Zone 4.

### **Staffing**

Here at the start of a new fiscal year I want to welcome Willetta Callghan on board as a full-time Account Representative. Also we are conducting interviews that will likely fill the Utility Technician position in the very near future. We are sorry to see this fellowship year come to an end. Thomas has been involved in training front staff on AMI operations and is doing a fabulous job. We received the new contract for the upcoming CivicSpark fellowship and are really looking forward to the next set of projects moving forward.

### **Major Projects**

- Mainlines
  - In addition to the Hazard Mitigation Grant program planning application, and the Drinking Water State Revolving Fund, staff is now pursuing a funding application with the state's Department of Water Resources.
  - With the upcoming fiscal year's capital improvement allocation, staff plans to invest in leak detection equipment to help prioritize areas needing repair.
  - The CivicSpark fellowship of 2022/2023 will help with the implementation plan of new leak detection tools.
  - The FLASHES project, which includes a \$5M allocation towards mainline repair is moving forward at the county level. We hope to see success here, and a first step towards an iterative process for public private partnerships in the region.
- Tank 9
  - The Notice of Obligation revision is complete, and the District is free to pursue project related activities.
  - Staff received a response to the Request for Proposals issued on 6/3 which has been agendaized for discussion and possible action.
- I & I
  - Since last month's Award of Contract to Piazza Construction for the sewer repair at North Shore Ct, Coastland has been collecting and managing the proper documentation required to issue a Notice to Proceed. It is expected that construction will be complete during this construction season.



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- **AMI**
  - The transition plan of daily operations from Thomas to billing staff is going well. We expect to be on track for Thomas to take on more of an oversight role, than a training role.
  
- **SCADA**
  - Staff is in receipt of the Design and Implementation Plan proposal from GHD and is currently negotiating the terms.
  
- **Project closeouts**
  - FEMA has changed the reimbursement amount for two recent disaster response projects. This effectively reduces the District's obligation from 6.5% to 2.5%
  - The WWTP Access road project is in final closeout with FEMA/CalOES
  
- **American Rescue Plan Act (ARPA)**
  - The County will be deliberating on the final allocation of ARPA funding at their Board of Supervisor's meeting on 7/19 at 9am. The Board of Supervisors will be receiving a committee recommendation to not fund HVLCSD's unmet needs as identified in a March 4, 2022 letter.
  
- **FLASHES**
  - The County will be deliberating on the method of solicitation of investors for their FLASHES project at the Board of Supervisor's meeting on 7/19 at 9am. This could prove beneficial for moving the District's project concept forward.

**AMENDMENT NO. 1  
TO  
AGREEMENT FOR PERSONAL SERVICES  
BETWEEN HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
AND  
DENNIS WHITE**

The Agreement For Personal Services ("Agreement") dated September 16, 2020, between the Hidden Valley Lake Community Services District ("District") and Dennis White ("General Manager") shall be amended as follows:

1. Section V (COMPENSATION): Effective as of, and retroactive to, May 1, 2022, the annual salary amount shall be increased by 6.0% (which shall be rounded to the nearest whole dollar) for a total annual salary of **\$132,500**.

Except as specified above, all other provisions of the Agreement between the District and General Manager, including the annual one-year renewals provided for in Section IV (EFFECTIVE DATE AND TERM), shall remain in full force and effect.

**IN WITNESS WHEREOF**, the District and General Manager hereto have executed this Amendment No. 1, as of the date signed by District below.


  
\_\_\_\_\_  
Dennis White, General Manager

  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
Gary Graves, President, Board of Directors

  
\_\_\_\_\_  
DATE

ATTEST:

By:   
\_\_\_\_\_  
Administrative Services Manager

  
\_\_\_\_\_  
DATE

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

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

Recitals

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

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

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

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

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

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

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

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

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

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

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

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


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

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

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

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

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

- a. The General Manager shall receive twenty (20) days of vacation annually, totaling one-hundred sixty (160) hours. The General Manager shall not be eligible to accrue greater than a maximum of four hundred and forty (440) vacation hours. The vacation provided herein shall not modify District retirement service time or other benefit categories as provided for in the District's personnel rules and regulations, as these may be amended from time to time.
- b. General Manager shall accrue sick leave at a rate of ninety-six (96) hours per year (3.69 days per pay period). The General Manager shall maintain any sick leave previously accrued as an employee of the District.
- c. General Manager shall receive twelve and one half (12.5) holiday days per year, totaling one hundred (100) hours.
- d. The General Manager shall continue to be enrolled in CalPERS retirement benefits at the ~~2.5%~~ <sup>3.5%</sup> @ 55 formula. 
- e. In lieu of reimbursement for personal vehicle mileage expenses or a monthly vehicle allowance, the General Manager shall be provided with an appropriate District-owned vehicle for use in the performance of official duties pursuant to this Agreement. For the convenience of the District, the General Manager shall have use of the vehicle for transit to and from the District so that the vehicle shall be available to attend meetings and other functions on the District's behalf at the District headquarters and elsewhere and to enable prompt response to emergencies or other circumstances requiring the General Manager's attention. The District shall own and insure the vehicle and be responsible for fuel and maintenance. Provision of a vehicle for use as described in this paragraph may be subject to applicable taxes pursuant to the Internal Revenue Code.
- f. In lieu of reimbursement for the use of a personal mobile telephone or similar device, the District shall provide a District-owned mobile telephone or similar device with an appropriate access plan to ensure General Manager's accessibility and availability pursuant to this Agreement.

VIII. GENERAL BUSINESS EXPENSES:

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



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

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

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

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

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

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

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

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

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

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

(iv) the death of the General Manager.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

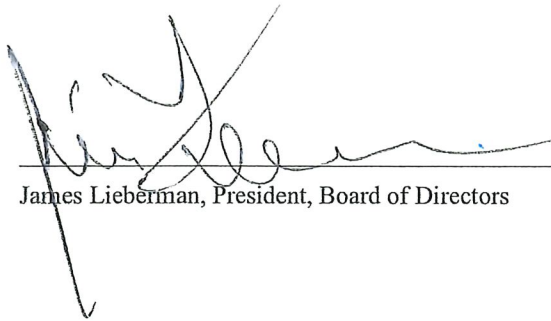
To District:                       President of the Board of Directors  
Hidden Valley Lake Community Services District  
19400 Hartmann Rd  
Hidden Valley Lake, CA 95467

To General Manager:       Dennis White  
Address 18851 LOYLE SPRINGS ROAD  
City State Zip HIDDEN VALLEY LAKE CA 95467

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

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

D. White 9/15/2020  
Dennis White Date

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

ATTEST:

By: pcuadr... 9/15/2020  
District Secretary Date

1 RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
2 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
3 COUNTY OF LAKE, STATE OF CALIFORNIA

4 RESOLUTION NO. 2022-07

5 WHEREAS, the Hidden Valley Lake Community Services District is governed by five (5)  
6 Directors elected by the registered voters of the District; and

7 WHEREAS, two (2) full four-year terms of offices of Director will expire in December  
8 2022; and

9 WHEREAS, pursuant to Section 10400 et seq. of the Elections Code, State of California,  
10 the Hidden Valley Lake Community Services District Election may be consolidated with  
11 elections called to be held on the same day as the General Election by other political  
12 subdivisions, in the same territory, or in territory that is in part the same.

13 NOW, THEREFORE, BE IT RESOLVED THAT:

14 1. The Board of Supervisors and the Registrar of Voters office are requested to  
15 consent to and order the consolidation of said election with such other elections as may be  
16 held Tuesday, November 8, 2022, anywhere within the territory of the district.

17 2. All voting places, precincts, and election officials within the boundaries of the  
18 Hidden Valley Lake Community Services District shall be the same as those utilized for the  
19 November 8, 2022, General Election.

20 This Resolution was adopted by the Board of Directors of the Hidden Valley Lake  
21 Community Services District at a meeting thereof held on the \_\_\_\_\_ day of  
22 \_\_\_\_\_, 2022, by the following vote:

23 AYES:

24 NOES:

25 ABSENT:

26 \_\_\_\_\_  
CHAIR, Board of Directors

27 ATTEST:

28 \_\_\_\_\_  
Secretary/Clerk

# COUNTY OF LAKE REGISTRAR OF VOTERS OFFICE



UDEL ELECTION CALENDAR  
DISTRICT SECRETARY'S COPY

GENERAL DISTRICT ELECTION  
TUESDAY, NOVEMBER 8, 2022

QUESTIONS? CONTACT  
THE REGISTRAR OF VOTERS OFFICE  
(707) 263-2372

The District Secretary's UDEL Election Calendar for the November 8, 2022, Statewide General Election is intended to provide **general information and does not have the force or effect of law, regulation or rule**. It is distributed with the understanding that the Registrar of Voters office of the County of Lake is not rendering legal advice. Therefore, the guide is not a substitute for legal counsel for the organization using it.

The Registrar of Voters strongly recommends that any prospective organization obtain legal advice to assist in complying with applicable California laws, including the Elections and Government Codes.

The Registrar of Voters office cannot make exceptions to any deadlines, under any circumstance.

Please call us if you have any questions at (707) 263-2372 from 8 a.m. to 5 p.m., Monday through Friday.

## NOVEMBER 8, 2022 UDEL GENERAL ELECTION CALENDAR

All code sections are Elections Code, unless otherwise indicated.

DATES	EVENTS
<b>July 6 (W)</b> E-125	<p><b><u>DISTRICT BOUNDARY CHANGE - UDEL</u></b> Jurisdictional boundary changes occurring after this date shall not be effective for purposes of this election. Voters residing within an area affected by a boundary change, occurring less than 125 days before an election, shall vote at the ensuing election in all respects as if no boundary change had occurred.</p> <p style="text-align: right;">§ 12262</p>
<b>July 6 (W)</b> E-125	<p><b><u>NOTICE OF DISTRICT BOUNDARIES</u></b> Last day for the <b>District Secretary</b> to deliver to the Registrar of Voters a map showing the boundaries of the District, together with a statement indicating in which division, if any, a director is to be elected at large at the next general district election. § 10522</p> <p><b><i>NOTE: Please phone the Registrar of Voters office at 263-2372 to confirm a current map is on file.</i></b></p>
<b>July 6 (W)</b> E-125	<p><b><u>NOTICE OF ELECTIVE OFFICES – SPECIAL DISTRICTS</u></b> A notice of elective offices shall be delivered no later than this date by the <b>District Secretary</b> to the Registrar of Voters office. The notice shall bear the Secretary’s signature and the district seal and shall also contain both of the following:</p> <p>(a) The elective offices of the district to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.</p> <p>(b) Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code Section 13307.</p> <p style="text-align: right;">§ 10509</p>
<b>July 8 (F)</b> E-123	<p><b><u>SPECIFICATIONS OF THE ELECTION ORDER - SCHOOLS</u></b> Last day for a school board to deliver a resolution known as the “Specifications of the Election Order” and file it with the County Superintendent of Schools and Registrar of Voters office, stating the date and purpose of the election. A clause to determine a tie vote is included in the “Specifications of the Election Order”.</p> <p style="text-align: right;">Ed code §§ 5322, 5016</p>



**DATES****EVENTS**

<b>July 11 (M)</b> E-120	<b>Aug 10 (W)</b> E-90	<p><b><u>NOTICE OF ELECTION</u></b> Between these dates the Registrar of Voters shall publish a Notice of Election once in the newspaper of general circulation. In addition, a general press release shall be issued by the Registrar of Voters providing elective office information and a telephone number to call for candidate nomination procedures.</p> <p style="text-align: right;">§ 12112</p>
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<b>July 11 (M)</b> E-120	<b>Aug 10 (W)</b> E-90	<p><b><u>NOTICE OF ELECTION POSTING</u></b> Between these dates, a copy of the published notices shall be delivered to the district secretary and the Notice of Election shall be posted in the district office.</p> <p style="text-align: right;">§ 12113</p>
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<b>July 26 (Tu)</b> E-105	<p><b><u>CONSOLIDATION OF ELECTIONS - DISTRICTS</u></b> Suggested date for political subdivisions (special districts) to deliver resolutions requesting consolidation of election to Registrar of Voters.</p> <p>Whenever two or more elections are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections.</p> <p style="text-align: right;">§§ 10400, 10402, 10403</p>
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<b>Aug 12 (F)</b> E-88 <b>5:00 pm</b>	<p><b><u>DEADLINE TO SUBMIT RESOLUTION OF CONSOLIDATION</u></b> Last day for local jurisdictions (special districts) to file a resolution with the Registrar of Voters office requesting consolidation of election.</p> <p style="text-align: right;">§§ 10400, 10402, 10403</p> <p><i>**Landowner voting district elections may not be consolidated with any resident district elections**</i></p> <p style="text-align: right;">§ 10555</p>
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**DATES****EVENTS**

**July 18 (M)**  
E-113

**Aug 12 (F)**  
E-88  
**5:00 pm**

**DECLARATION OF CANDIDACY**

Each candidate will be required to complete a Declaration of Candidacy between these dates: §§ 333, 10407

(a) **Available** and shall be obtained from the office of the Registrar of Voters, 325 N Forbes Street, Lakeport.

(b) **Filed** in the office of the Registrar of Voters during regular office hours (8:00 a.m. to 5:00 p.m. Monday through Friday), or filed by certified mail so that the forms reach the Registrar's office no later than the filing deadline.

(c) **Withdrawal:** Last day is August 12th at 5:00 p.m. if the nomination period is not extended. However, if there is a time extension because an incumbent fails to file, then a candidate has until August 17, 2022 at 5:00 p.m. to withdraw his/her Declaration of Candidacy. § 10510

(d) **Extension:** If an incumbent elective officer does not file within these inclusive dates, any person other than the person who was the incumbent on the 87th day (**August 13, 2022**) shall have until 5:00 p.m. on the 83rd day (**August 17, 2022**) before the election to file a Declaration of Candidacy for the elective office. There is no extension when there is no incumbent eligible to be elected. § 10516

(e) **Statement of Economic Interests:** Candidates running for local elective offices that are designated in a District's Conflict of Interest Code are required to file "Candidate" Statement of Economic Interests (Form 700). The completed and signed Candidate Statement - Form 700 must be filed with the Registrar of Voters office no later than the final date for filing the Declaration of Candidacy for the elective office.

**Exception:** A Candidate Statement is not required to be filed if the officeholder filed a Statement for the same jurisdiction **within 60 days** before filing a Declaration of Candidacy. However, it is the candidate's responsibility to request a copy of the file stamped Statement from the County Clerk-Auditor and to file the copy with the Registrar of Voters office. Gov §§ 87200, 87201, 87500

(f) **Candidate's Statement of Qualifications:** If a candidate elects to prepare a Statement, it shall be filed and paid for at the time the Declaration of Candidacy is filed. The Statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. The Statement shall remain confidential until the expiration of the filing deadline. §§ 13307, 13311

**DATES****EVENTS****Aug 17 (W)**

E-83

**5:00 pm****INSUFFICIENT NUMBER OF NOMINEES – NO ELECTION**

In the event there are no more nominees or an insufficient number of nominees for the office and a petition to hold an election has not been filed by this date, a certificate shall be submitted to the Board of Supervisors requesting appointment of the candidates or, if there are no candidates, appointment of any qualified person.

§ 10515

**Aug 18 (Th)**

E-82

**11:00 am****RANDOMIZED ALPHABET DRAWING**

On this day, the Secretary of State shall conduct a drawing of the letters of the alphabet, the result of which shall be known as the randomized alphabet, to determine the order in which candidates appear on the General District Election ballot.

On this same day, the Registrar of Voters shall conduct a randomized alphabet drawing for the offices of State Senate and Assembly.

§ 13112

**Sept 12 (M)**

E-57

**Oct 25 (Tu)**

E-14

**STATEMENT OF WRITE-IN CANDIDACY**

Between these dates, any write-in candidate may file with the Registrar of Voters his/her Statement of Write-In Candidacy.

NOTE: Write-in votes cannot be counted for any write-in candidate who has not become a qualified write-in candidate by filing his/her Statement of Write-In Candidacy.

§ 8600 et seq

**Sept 29 (Th)**

E-40

**Oct 18 (Tu)**

E-21

**STATE & COUNTY VOTER INFORMATION GUIDE MAILING**

Between these dates, State Voter Information Guides will be mailed directly to voters by the Secretary of State and the Registrar of Voters will mail County Voter Information Guides.

§§ 9094(a), 13303

**Oct 10 (M)**

E-29

**OFFICIAL VOTE-BY-MAIL BALLOT MAILING**

No later than 29 days before the day of the election, the county elections official shall begin mailing the vote-by-mail ballot materials required by Section 3010 to all active registered voters.

§§ 3001, 3003, 3010

**Oct 24 (M)**

E-15

**15 DAY - CLOSE OF REGISTRATION**

Last day to register to vote for the General District Election. The voter registration form shall be mailed (postmarked by this date), received online by midnight, or delivered to the county elections official by this date and is effective upon receipt. The voter registration form also may be submitted by this date to the Secretary of State, Department of Motor Vehicles, or any National Voter Registration Act-designated agency.

§§ 3000.5, 3001(b), 3010, 3206

**DATES****EVENTS**

<b>Nov 2 (W)</b> E-6	<b>Nov 8 (Tu)</b> E-0	<p><b><u>VOTE BY MAIL BALLOTS – LATE CONDITIONS</u></b></p> <p>During this period, vote-by-mail ballots are available when conditions prevent voting at the polling place. A written application signed under penalty of perjury is required unless the vote-by-mail voter's ballot is voted in the office of the elections official.</p> <p style="text-align: right;">§ 3021</p>
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<b>Nov 8 (Tu)</b> E-0	<p><b><u>VOTE-BY-MAIL BALLOTS RETURNED</u></b></p> <p>Deadline for the Registrar of Voters to receive vote-by-mail ballots hand delivered to the office of the elections official, a polling place, a vote center, a vote-by-mail drop-off location, or an official drop box must be received by the county elections official by the close of the polls on Election Day. If a vote-by-mail voter is unable to return the ballot, he/she may designate any person to return the ballot.</p> <p style="text-align: right;">§§ 3017, 3020, 14212</p> <p>Last day a military or overseas voter who is living outside of the United States (or is called for military service within the United States on or after <b>November 1, 2022</b>, may return his/her ballot by facsimile transmission. To be counted, the ballot returned by facsimile transmission must be received by the elections official no later than Election Day, 8:00 p.m. and must be accompanied by an identification envelope and a signed Oath of Declaration.</p> <p style="text-align: right;">§§ 3101(e), 3106, 3110, 3111, 3118, 14212</p> <p><b>IMPORTANT:</b> A mailed, voted ballot will count only if the identification envelope is signed, dated and postmarked no later than Election Day, <b>November 8, 2022</b>, and it is received no later than seven (7) days after Election Day, <b>November 15, 2022</b>.</p> <p style="text-align: right;">§§ 3017, 3020</p>
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<b>Nov 8 (Tu)</b> <b>Election Day</b>	<p><b><u>ELECTION DAY</u></b></p> <p>The polls shall be open from 7:00 a.m. until 8:00 p.m. Ballots will be centrally counted at the Registrar of Voters' office.</p> <p style="text-align: right;">§§ 1000, 14212</p>
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<b>Nov 8 (Tu)</b> Election Day	<p><b><u>APPOINTMENT IN LEIU OF ELECTION SPECIAL DISTRICTS</u></b></p> <p>Suggested date for the Board of Supervisors, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, to make appointments to the district board of directors if the number of candidates do not exceed the number of vacancies.</p> <p style="text-align: right;">§ 10515</p>
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<b>Nov 10 (Th)</b> E+2	<b>Dec 8 (Th)</b> E+30	<p><b><u>OFFICIAL CANVASS</u></b></p> <p>The official canvass of election returns is to be completed during this time.</p> <p style="text-align: right;">§§ 10547, 15301</p>
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**DATES****EVENTS**

**Dec 8 (Th)**  
E+30

**COMPLETION OF OFFICIAL CANVASS**

No later than this date, the county elections official must complete the canvass, certify its results, and submit it to the Board of Supervisors.

§§ 10550, 15372

**Dec 8 (Th)**  
E+30

**DECLARE ELECTED CANDIDATES**

Last day for the Registrar of Voters to declare the elected candidates. Tie votes shall be determined by the governing body of the district by lot.

§ 10551

**Dec 9 (F)**  
E+31

**CERTIFICATES OF ELECTION**

The Registrar of Voters shall prepare, sign and deliver to each person elected a Certificate of Election.

§§ 10553, 15401

**Dec 9 (F)**  
E+31

**ELECTED CANDIDATES TAKE OFFICE - SPECIAL DISTRICTS**

Elective officers, elected or appointed, take office on this date and time, (or at the organizational meeting of the District held following this date). Prior to taking office, each elective officer shall take the official oath and execute such bond as may be required by the principal act.

§ 10554

**Dec 16 (F)**  
E+38

**ELECTED CANDIDATES TAKE OFFICE - SCHOOLS**

The governing board of each school district shall hold an annual organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the second Friday in December following the regular election.

Ed Code § 35143

**STATEMENTS OF ECONOMIC INTERESTS**

Newly elected or newly appointed special district directors and governing board members are required to file an Assuming Office Statement of Economic Interests (Form 700), in addition to a Candidate Statement of Economic Interests. The completed Form 700 must be filed within 30 days after assuming office with the County Clerk-Auditor-Controller's office.

**REIMBURSEMENT OF COSTS**

Each district involved in a general district election shall reimburse the County of Lake for the actual costs incurred by the Registrar of Voters office. The Registrar of Voters shall determine the amount due from each district and shall bill each district accordingly.

§ 10520

## ELECTIVE OFFICES TO BE FILLED AT THE NOVEMBER 8, 2022, GENERAL ELECTION

Qualified candidates may file for the following Community College, County Board of Education, School District (Governing Board Member), and Special District (Director) offices:

<b>Schools – Governing Board Member/Trustee</b>	<b># of Vacancies</b>	<b>Term of Office</b>
Mendocino-Lake Community College District	1-Trustee Area 6	4 year
Yuba Community College District	1-Trustee Area 7	2 year unexpired
Lake County Board of Education	1-Trustee Area 3	4 year
	1-Trustee Area 4	4 year
	1-Trustee Area 5	4 year
Kelseyville Unified School District	2	4 year
Konocti Unified School District	3	4 year
Lakeport School District	2	4 year
	1	2 year unexpired
Lucerne Elementary School District	2	4 year
Middletown Unified School District	3	4 year
	1	2 year unexpired
Upper Lake Unified School District	3	4 year

<b>Fire Districts - Director</b>	<b># of Vacancies</b>	<b>Term of Office</b>
Kelseyville Fire Protection District	3	4 year
Lake County Fire Protection District	4	4 year
	1	2 year unexpired
Lake Pillsbury Fire Protection District	3	4 year
	1	2 year unexpired
Northshore Fire Protection District	1-At Large	4 year
	1-Lucerne Zone	4 year
	1-Nice Zone	4 year
South Lake County Fire Protection District	2	4 year

<b>Special Districts - Director</b>	<b>Term of Office</b>	<b># of Vacancies</b>
Anderson Springs Community Services District	3	4 year
	1	2 year unexpired
Butler-Keys Community Services District	2	4 year
Hidden Valley Lake Community Services District	2	4 year
Redbud Health Care District	1-Zone 2	4 year
	1-Zone 4	4 year

<b>Water Districts - Director</b>	<b>Term of Office</b>	<b># of Vacancies</b>
Buckingham Park Water District	3	4 year
Callayomi County Water District	3	4 year
	1	2 year unexpired
Clearlake Oaks County Water District	2	4 year
Cobb Area County Water District	3	4 year
Konocti County Water District	3	4 year
Upper Lake County Water District	2	4 year
	1	2 year unexpired
Villa Blue Estates Water District - Landowner	3	4 year
	3	2 year

## QUALIFICATIONS FOR GOVERNING BOARD MEMBER

### **Community College District:**

- ▶ (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications.
- ▶ (b)(1) An employee of a community college district may not be sworn into office as an elected or appointed member of that community college district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.
- ▶ (b)(2) This section does not apply to an individual who is usually employed in an occupation other than teaching and who also is employed part-time by the community college district to teach no more than one course per semester or quarter in the subject matter of that individual's occupation. Ed Code § 72103
- ▶ No member of the governing board of a community college district shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district. Ed Code § 72104

### **County Board of Education:**

- ▶ (a) Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district. Ed Code § 1006(a)
- ▶ (b) Each member of the board shall be an elector of the trustee area which he represents and shall be elected by the electors of the trustee area. Ed Code § 1000

### **School District:**

- ▶ (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.
- ▶ (b)(1) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Ed Code § 35107

## QUALIFICATIONS FOR DIRECTOR

### **California Water District:**

Each director shall be one of the following:

- ▶ (a) A holder of title to land within the district.
- ▶ (b) The legal representative of a holder of title to land within the district in accordance with Section 34030.
- ▶ (c) A representative designated by a holder of title to land within the district, if the holder has filed with the district written evidence of that designation.

Water C § 34700

### **County Water District:**

- ▶ Voter of said district; “voter” means any elector who is registered under this code. “Elector” means any person who is a United States citizen 18 years of age or older and a resident of an election precinct at least 15 days prior to an election.

Water C §30500; Elec C §§ 359, 321

### **Applies to only Northshore Fire Protection District:**

- ▶ (a) Resident and registered voter of said district.
- ▶ (b) Resident and registered voter of zone/division.

H&S C § 13841

### **Fire Protection District:**

- ▶ (a) Resident and registered voter of said district.

H&S C § 13841

### **Health Care District:**

Each director shall be:

- ▶ (a) A registered voter residing in the district.
- ▶ (b) He or she shall have resided in the zone from which he or she is elected for 30 days next preceding the date of the election.

H&S C §§ 32101; 32100.1

### **Community Services District:**

- ▶ Voter of said district; “voter” means any elector who is registered under this code.

Gov C § 61040



RECEIVED AND FILED

**TO:** Registrar of Voters Office  
Attn: Maria Valadez, Registrar of Voters  
325 N Forbes Street  
Lakeport, CA 95453

JUL 06 2022

IN THE OFFICE OF THE LAKE  
COUNTY REGISTRAR  
OF VOTERS

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

**SUBJECT:** Notice of Elective Offices

The following information is being submitted pursuant to Section 10509 of the Elections Code, State of California.

a. The number of elective offices to be filled at the next General District Election to be held on November 8, 2022:

# 2 Full term(s)  
Office held by: Claude Brown  
Gary Graves

# \_\_\_\_\_ Unexpired term(s)  
Office held by:

b. The directors will be elected (check one):

At large

By divisions

- Division/Zone I
- Division/Zone II
- Division/Zone III
- Division/Zone IV
- Division/Zone V

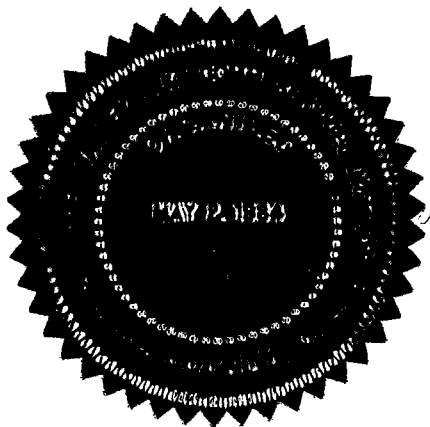
c. The payment for the printing of a candidate's statement of qualifications is the responsibility of (check one):

Individual candidate

District

d. Map of boundaries:

A map will not be required if a current map is on file in the Registrar of Voters Office. Please phone the Registrar's Office at **263-2372** to verify whether or not a map is needed.



07/06/2022  
Date

Dici  
Signature (District Secretary)

Dennis White  
Print Name

General Manager  
Print Title

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

**DATE:** July 19, 2022

**AGENDA ITEM:** Accept and Approve a 9% increase to the Project Managers Salary beginning at Step C of the Proposed Salary Range

---

**BACKGROUND:** During the June 21, 2022, Regular Board meeting the Finance Committee recommended the Board consider a 9% salary increase for the Project Manager.

The Board approved a 9% increase of the current Step E of the Project Managers pay scale, requesting the Personnel Committee review the proposed pay scale and provide a recommendation to the Board at the July Board Meeting .

On June 22, 2022, the Personnel Committee met and recommended Board approval of pay increase beginning at Step C \$45.42 of the proposed salary range.

**Fiscal Impact:** \$104,000.00 has been considered in the FY 2022-23 Budget to support this recommendation.



# Hidden Valley Lake Community Services District:

Project Manager Wage Study



5/10/2022

Prepared by:

Wendy Wettengel

HR Outsourcing Services

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Fort Mohave, AZ 86426

wwetten@gmail.com

## Overview

Wage Analysis for the Project Manager position at Hidden Valley Lake Community Services District based on comparison of similar positions within similar environments within Sonoma, Lake, and Mendocino Counties.

## Considerations

Population Centers within target region include:

Sonoma County: Santa Rosa, Petaluma, Rohnert Park, Windsor, Healdsburg, Sonoma, Sebastopol, Gueneville, Forestville

Mendocino County: Fort Bragg, Mendocino, Ukiah, Willits

Lake County: Clearlake, Hidden Valley Lake, Lakeport, Lucerne, Lower Lake, Clearlake Oaks, Clearlake Riviera, Kelseyville

In determining compatibility for the Project Manager position at HVLCSD the following criteria were assessed:

- Qualifications required-
  - Education
  - experience,
  - field of study.
- Scope of work
  - Water and Wastewater as opposed to Water or Wastewater or included with Public Works
  - Administrative vs Technical/Engineering
- Hierarchy/Accountability Level ( Director, Manager, Supervisor)
- Size of the Service Area and Services provided

Within this tri-county region, each population area is as unique in governmental structure as the platforms in which they provide water services and manage wastewater. Cities have the budgetary capacity to manage utilities internally and tend to have strong management and support staff teams. Smaller communities were more likely to outsource some or all of their services- often purchasing water from other sources like Sonoma County, Golden State, or California Water Co. Employees in the smaller or more rural areas tend to fulfill several roles.

Wages of positions that most closely match the hiring criteria, functions, scope, services, and size of those for the HVLCSD Project Manager will have the strongest consideration.

## Findings

### Large Service Districts

In the population dense area of Sonoma County along the 101 corridor, the Project Manager position is common. In its largest city, Santa Rosa; Project Management roles are assigned to specific departments like Parks, Public Works, or Water and Wastewater. Additionally, some roles focus on planning, whereas others are on implementation. The Utilities Project Development Manager role is the only project management role specifically assigned to water and waste water; its focus is on seeking out potential projects and determining the feasibility and benefits of pursuing them. In this respect, there is a great deal of functional overlap between the positions. Unfortunately, the service area size and cost of living are significant hindrances to making a strong connection on the wages for this position to that of the Hidden Valley Lake CSD Project Manager. Petaluma, Rohnert Park, and Windsor also have specific Project Manager roles, but in each, the positions are relegated to both Public Works and Water and Wastewater Treatment projects. Rohnert Park offers several positions granting more flexibility; Project Manager and Project Coordinator are permanent positions. Part time positions are used for temporary roles on specific projects. Adjustments for cost of living and the larger departmental scope of projects will be necessary.

Within these large service districts, the annual salary range of the permanent positions begins at \$88,294 and reaches \$128,442 on the high end. Based purely on cost of living adjustments, that would translate to Hidden Valley Lake wages of \$70,635-102,635. Bestplaces.com conservatively highlights the overall cost of living at Hidden Valley Lake is 19.9% less expensive- indicating that the median home price is the primary factor. Median home costs in 2022 are 47% less expensive in Hidden Valley than in Santa Rosa (bestplaces.net). Other sites calculate the cost of living as much higher between 37 and 47% higher than in Hidden Valley Lake. Additionally, positions with these cities indicate higher experience levels requirements or multiple fields of knowledge (Petaluma, Windsor, Rohnert Park). In several instances, positions were not entry level and required experience within the department (Santa Rosa, Rohnert Park).

## Large Service Districts Table

Location	2022 Population or Pop. Served	Most Comparable Position(s)	Salary Range Provided
Santa Rosa	176,762 Serves 230,000	Utilities Project Development Manager (Water & Wastewater Dept)	\$101,539-128,442
Petaluma	56,602	Project Manager (Public works and utilities; more engineering ; less admin)	\$92,622-112,590
Rohnert Park	42,136	Part Time General Plan Project Manager (temp positions)	\$41-50/hr
		Project Coordinator	\$88,294-107,323
		Project Manager	\$99,897-121,426
Windsor	25,205	Project Manager (Public works and utilities)	\$94,161-117,603

Populations are provided by the US Census via [worldpopulationreview.com](http://worldpopulationreview.com) for all charts.

## Mid-Sized Service Districts

With the mid-sized districts or service areas, the job titles become less consistent as the functions of the position increase. In Ukiah for example, the Management Analyst- Public Works oversees projects in both water, wastewater, and public works, but requires less education/experience than similar positions. In Sonoma, the Water Supervisor takes on the day to day as well as projects. Lakeport has a Project Coordinator and Willits has a Project Manager II. In both Lakeport and Willits, the position is assigned to the Public Works Departments, but both indicate that water and wastewater projects are included in the scope. The Lakeport Projects Coordinator aligns very closely to HVLCS in both functions and required experience, education, and skills. Fort Bragg's Administrative Analyst has less accountability, but seems to be strongly aligned with the functions and requirements of the Program Manager's role at HVLCS. It is worth mentioning that Lake County lists a Deputy County Administrative Officer- Projects and Grants. The county is divided into Special Districts, each with its own administrative and technical staff. While

none of the Special Districts listed a Project Manager or any similar role, it is likely that the Deputy provides support.

### Mid-Size Districts Table

Location	2022 Est.Population	Most Comparable Position(s)	Salary Range
Ukiah	15,527 pop.	Management Analyst-Public Works (close fit- public works, water and wastewater projects)	STEPS: \$5,451 \$5,723 \$6009 \$6310 \$6625
Sonoma	10,618 pop.	Water Supervisor - daily and projects related to water and wastewater	STEPS \$6593 6922 7268 7632 8013
Fort Bragg	7,179pop.	Associate Planner (comparable functions, less accountability)	STEPS \$ 31.53 33.11 34.77 36.51 38.34
<b>Hidden Valley Lake</b>	<b>5,539 est. pop</b>	<b>Project Manager</b>	
Lakeport	5,166pop.	Projects Coordinator	STEPS \$4,709 4,944 5,191 5,451 5,724 6,010
Willits	4,785pop.	Project Manager II	<u>Step 1:</u> \$67,234
Lake County Special Districts	Several CSAs (?)	Deputy County Administrative Officer- Projects and Grants (larger scope; functions and qualifications strong fit)	\$91,128-110,760



### Small Districts and Districts with Non-Comparable Positions

The following table provides support information for the Districts and areas not included and the justifications. In some cases, the wage information is shared within another summary.

Location	2022 Population	Most Compatible Position(s)	Salary Range
Clearlake	15,003 pop.	Highlands Water Company and Knoncti no comparable  Golden State Water- no local comparables.  City of CL:Public Works Supervisor (day to date focused,not-water/waste)	\$5,877-7,1443 Poor match
Healdsburg	11,152 pop.	Doesn't utilize PMs in Utilities, public works, or water/wastewater Water Operations Foreman and Wastewater Operations Foreman (not directly comparable)	\$99,723-121,683 Poor comparisons
Cloverdale	8,754pop.	No comparable position (PM within scope of Public Works Director role)	NA
Sebastopol	7,356pop.	No comparable position, Public Works Management Analyst Scope too broad/functions differ	NA
Forestville	3,000+ water  ~1,400 waste	Not comparable; 6 staff. GM is Plant Operator, 2 admin, 3 technicians.	NA
Kelseyville	1360 connections	See Lake County (CSA # 3)	NA
Lucerne and Upper Region	4008 connections	Water: California Water Service Company; Redwood Valley District Golden State	NA See Lake County

		No local comparables Waste: Northwest Regional Wastewater system	Special Districts
Nice	2,527pop.	Water: Non-profit corp  Waste: Northwest Regional Wastewater, Lake County	Water: Nice Mutual Water Company  See Lake County Special Districts
Clearlake Oaks	2,265	No comparable position	

Populations are provided by the US Census via worldpopulationreview.com for all charts.


## Summary

### Wage Comparisons By Relevance

The following chart summarizes positions with the highest quantity and degree of matching criteria for the Project Manager position. Posted wages are converted to hourly rates in the third column. Column four weighs them as higher or lower than the Project Manager role in skill, experience, job qualifications, work function difficulty, responsibility level, accountability level, range of scope, and market size of service area. A plus sign indicates that the position is likely at a higher level, whereas the negative sign indicates a lower level role. In the last column, wages are adjusted up or down based on its correlation to the Project Manager of HVLCSO. For example, look at a position with higher qualification requirements or a higher degree of accountability than the HVLCSO Project Manager. The wage is to be adjusted down to the level of the Project Manager using the established criteria for comparisons as a guide. The adjusted wages are then averaged at the bottom of the last column providing the average starting wage for the Project Manager position at HVLCSO based on comparable positions within the Lake, Mendocino, and Sonoma County region.

## Wage Comparisons Table

Location	Title	Conversion to Hourly	Comp. Score	Reasoning	Adjusted
Lakeport	Project Coordinator	27.17	90-	Very closely aligned functions and qualifications- scope Public Works not exclusively Water/Wastewater	30.19
Fort Bragg	Administrative Analyst of Public Wks	25.68	85-	+Functions -Lower qualifications -less accountability	30.21
Willits	Project Manager II	32.32	100~	Closely aligned	32.32
Ukiah	Management Analyst of Public Works	31.45	95-	Closely aligned	33.11
Sonoma	Water Supervisor	38.04	90+	Wider scope- technical and admin. Qualifications more technical skills based; less administrative	34.23
Lake County	Deputy Co. Admin. Officer: Projects and Grants	43.81	80 +	Hierarchy/accountability level, service size significantly larger/higher	35.04
Santa Rosa	Utilities Project Development Manager	48.81	85+	Similar scope, accountability Higher qualification requirements, much larger service area	41.49
Rohnert Park	Project Coordinator	42.45	95+	Counterbalance Accountability lower, qualifications, service higher	40.33
Wage for comparable positions when averaged:					34.94



The actual wage range for the positions considered to be comparable with those of the Project Manager position \$25.68/hr to \$48.81/hr. Because each city or water district is unique, matching positions required a good deal of creative interpretation to increase the sampling. Wages of the comparable positions were then adjusted proportionally by the amount of variance from the Program Manager Job Description provided. This narrowed our acceptable wage range for the position to \$30.19 to 41.49 with the average starting wage of \$34.94.

**Hidden Valley Lake Community Service District Project Manager wage range is \$30.19 to 41.49 with the average starting wage of \$34.94.**

## Summary Chart of Position and Wage Findings

A summary of findings are outlined below.

Location	2022 Estimated Population*	Like Position(s)	Salary Range
Markets Significantly Larger			
Santa Rosa	176,762 pop. Serves 230,000	Project Development Manager (W and WW specific; preplanning) UtilityProject Manager (Public works and utilities)	\$101,539-128,442  \$100,539-128,442
Petaluma	56,602 pop.	Project Manager (Public works and utilities)	\$92,622-112,590
Rohnert Park	42,136 pop.	Part Time General Plan Project Manager (hire for specific project)  Project Coordinator  Project Manager	\$41-50/hr  \$88,294-107,323  \$99,897-121,426
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Healdsburg	11,152 pop.	Doesn't utilize PMs in Utilities,	\$99,723-121,683

		public works, or water/wastewater Water Operations Foreman and Wastewater Operations Foreman (not directly comparable)	
Sonoma	10,618 pop.	Water Supervisor - daily and projects related to water and wastewater	STEPS \$6593 6922 7268 7632 8013
Cloverdale	8,754pop.	No comparable position (PM within scope of Public Works Director role)	NA
Sebastopol	7,356pop.	No comparable position, Public Works Management Analyst Scope too broad/functions differ	NA
Fort Bragg	7,179pop.	Between A and B A. Associate Planner (comparable functions, less accountability)  B. Operations Manager and Assistant Director of Engineering (general functions similar; scope larger PW and W & WW; knowledge/certifications higher)	STEPS \$ 31.53 33.11 34.77 36.51 38.34  \$75,046-91,208
<b>Hidden Valley Lake</b>	<b>5,539 est. pop</b>	<b>Project Manager</b>	
Lakeport	5,166pop.	Projects Coordinator	STEPS \$4,709 4,944 5,191 5,451 5,724 6,010
Willits	4,785pop.	Project Manager II	<u>Step I</u> \$67,234
Lake County Special Districts	Several Services Areas	Deputy County Administrative Officer- Projects and Grants (larger scope; functions and qualifications strong fit)  Several CSAs	\$91,128-110,760

Forestville	3,000+ water ~1,400 waste	Not comparable; 6 staff. GM is Plant Operator, 2 admin, 3 technicians.	NA
Kelseyville	1360 connections	See Lake County (CSA # 3)	NA
Lucerne and Upper Region	4008 connections	Water: California Water Service Company; Redwood Valley District Golden State No local comparables Waste: Northwest Regional <b>Wastewater</b> system	NA See Lake County Special Districts
Nice	2,527pop.	Water: Non-profit corp Waste: Northwest Regional Wastewater, Lake County	Water: Nice Mutual Water Company See Lake County Special Districts
Clearlake Oaks	2,265	No comparable position	

\*Source: US Census Annual Estimate. 2022 estimates calculated via linear projections of previous estimates.

## Resources: Links to All Data Provided

### General Information

<https://www.bestplaces.net/cost-of-living/santa-rosa-ca/hidden-valley-lake-ca/90000>

<https://worldpopulationreview.com/us-cities/by-first-letter/california#L>

### Santa Rosa

<https://www.governmentjobs.com/careers/srcity/classspecs/757622?keywords=project&pagetype=classSpecifications>

<https://www.governmentjobs.com/careers/srcity/classspecs>

<https://www.governmentjobs.com/careers/srcity/classspecs/757622?keywords=project&pagetype=classSpecifications>

<https://www.bestplaces.net/cost-of-living/santa-rosa-ca/hidden-valley-lake-ca/90000>

### Rohnert Park

<https://www.governmentjobs.com/careers/rohnertpark>

<https://www.governmentjobs.com/careers/rohnertpark/classspecs>

### Petaluma

<https://cityofpetaluma.org/departments/join-our-petaluma-team/>

<https://www.governmentjobs.com/careers/petaluma/jobs/3523743/project-manager?keywords=project%20manager&pagetype=jobOpportunitiesJobs>

### Fort Bragg

<https://www.city.fortbragg.com/departments/human-resources/job-openings>

<https://www.city.fortbragg.com/home/showpublisheddocument/2356/637726015061370000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2250/637726012061170000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2336/637869379800479964>

<https://www.city.fortbragg.com/home/showpublisheddocument/2246/637726012051630000>



<https://www.city.fortbragg.com/home/showpublisheddocument/2328/637726014765730000>

<https://www.city.fortbragg.com/home/showpublisheddocument/2226/637869349255522677>.

#### Willits

<https://cityofwillits.org/246/Pay-Schedules>

#### Ukiah

<http://www.cityofukiah.com/salary-schedules-3/>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2014/03/Management-Analyst-Public-Works-1.pdf>

<http://www.cityofukiah.com/salary-schedules-3/>

#### Lakeport

[https://www.cityoflakeport.com/human\\_resources/salary\\_schedule\\_and\\_mou\\_s.php](https://www.cityoflakeport.com/human_resources/salary_schedule_and_mou_s.php)

<https://files4.revize.com/lakeportca/Master%20Salary%20Schedule%20by%20Alpha%20rev.%2010.5.21.pdf>

<https://files4.revize.com/lakeportca/44%20Projects%20Coordinator.pdf>

<https://files4.revize.com/lakeportca/Master%20Salary%20Schedule%20by%20Alpha%20rev.%2010.5.21.pdf>

#### Lake County

<https://www.governmentjobs.com/careers/lakecountyca/classspecs?keywords=project>

<https://www.governmentjobs.com/careers/lakecountyca/classspecs/1383201?keywords=project%20manager&pagetype=classSpecifications>

#### Healdsburg

<https://www.governmentjobs.com/careers/healdsburgca/classspecs?page=10>

<https://www.governmentjobs.com/careers/healdsburgca/classspecs?page=11>

#### Sonoma

<https://www.sonomacity.org/documents/water-supervisor/>

<https://docs.google.com/viewerng/viewer?url=https://storage.googleapis.com/proud-city/sonomaca/uploads/2021/01/July-2-2021-Salary-Sched-PDF.pdf>

### Geurneville

<https://www.sweetwatersprings.com/>

<https://www.calwater.com/>

<https://docs.google.com/viewerng/viewer?url=https://storage.googleapis.com/proud-city/sonomaca/uploads/2021/01/July-2-2021-Salary-Sched-PDF.pdf>

### Cloverdale

<https://www.cloverdale.net/DocumentCenter/View/2082/PW-Director-City-Engineer-1011?bidId=>

<https://www.cloverdale.net/329/Job-Descriptions>

### Sebastopol

<https://ci.sebastopol.ca.us/Connect-With-Us/City-Staff-Directory>

### Forestville

<https://www.forestvillewd.com/about-us>

### Nice

<https://www.nicemutualwatercompany.info/>

### Lucerne

<https://www.calwater.com/>



**Hidden Valley Lake  
Community Services District**

**Project Manager**

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**SALARY RANGE**

Reports to: General Manager	<b>Hourly Salary</b>				
Status: Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Current: Approved 12/2020	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

<b>Proposed</b>	<b>\$40.99</b>	<b>\$43.15</b>	<b>\$45.42</b>	<b>\$47.69</b>	<b>\$50.07</b>
-----------------	----------------	----------------	----------------	----------------	----------------

**DEFINITION:**

The Project Manager develops, plans, organizes, coordinates, and administers assigned projects for the District and performs administrative and budgeting duties.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the General Manager.

**ESSENTIAL FUNCTIONS:** *(but are not limited to the following)*

- Collects compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies, and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts.
- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.

- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

**QUALIFICATIONS:**

*The following are minimal qualifications necessary for entry into the classification.*

**Education and/or Experience:**

Three years of increasing responsibility at the professional level, with public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Bachelor’s degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, Environmental Science, or closely related field.

**Licenses/Certificates:**

A Project Manager Professional (PMP) certification is desirable.

**KNOWLEDGE/SKILLS/ABILITIES:**

*The following are a representative sample of the KSA’s necessary to perform essential duties of the position.*

**Knowledge of:**

- Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.
- Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services, and funding report requirements;
- Analytical techniques including data collection and presentation methods.
- Principles, practices, procedures, laws, and regulations related to the assigned project/department.

**Ability to:**

- Plan, and conduct analytical studies related to specific assignments.
- Review and install changes in work methods, systems, and procedures, understand, interpret, and explain laws, regulations and policies governing program operations. Organize complex information into manageable parts.
- Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking. Prepare spreadsheets and documents.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare funding proposals and narrative and statistical reports.
- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

**Other Duties:**

Project Manager

Perform other related duties as requested by the General Manager.

# Pending Approval

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

**DATE:** July 19, 2022

**AGENDA ITEM:** Approve Allocation of ARPA Funding to District Staff as Presented

---

**RECOMMENDATIONS:** Staff requests the Board consider and recommend the allocation of the ARPA Funding to District staff as presented.

In normal times, our staff are on the frontlines supporting the District mission to provide, maintain and protect our community's water . During the pandemic, our employees by virtue of their employment, took on additional burdens and made great personal sacrifices as a result of the COVID-19 pandemic.

Premium pay was designed to compensate workers that who have put themselves at risk to provide direct services during the pandemic. Premium pay can be thought of as hazard pay by another name, for the heightened risks they have faced and continue to face.

Sections 602(c)(1)(B) and 603(c)(1)(B) of the Social Security Act, as added by the ARPA,(American Rescue Plan Act) provide that SLFRF funds(Coronavirus State and Local Fiscal Recovery Funds) may be used "to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the government that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work."

**FINANCIAL IMPACT:** \$55,466.80 funded by ARPA,(American Rescue Plan Act) SLFRF funds.

**BACKGROUND:** In August of 2021, staff began the application process for the ARP Recovery Funds, requesting \$56,015.43 for loss of revenue and unanticipated costs. The application was accepted, and the District was awarded \$116,992, \$61k above the requested amount, in December of 2021.

After paying the original expenses back, Staff believed that an allocation of the remaining \$61k could be used to support the employee premium pay. A detailed calculation of hourly wage, date of hire, and the exclusion of work-from-home hours was conducted to determine a fair allocation for each employee. This allocation totaled less than \$61k, at \$55,466.80.

***Agencies that have provided premium pay to employees:***

*County of Sonoma allocated a total of \$8,000,000 for employees who contributed over 200 hours to providing continued services during the pandemic and who are hired by December 13, 2021.*

*Sacramento County Board of Supervisors allocated \$11.4 million premium pay for Sacramento County employees who performed essential work during the pandemic*

*City of Covina allocated payments to City Staff who worked and were relied upon to maintain continuity of operations during the pandemic. In recognition of the added risks that essential workers faced, up to \$1.2 million in premium pay funding is recommended for eligible City Staff.*

*Solano County's ARPA Direct Funding as approved by the Board of Supervisors on October 19, 2021, allocating \$2,160,000 for Premium Pay.*

## **Guidelines for allocation of Funds**

In the American Rescue Plan, Congress created a mechanism for state and local governments to use their Recovery Fund (“ARP Recovery Funds”) allocations to provide “premium pay” to essential workers.

Special districts receiving State and Local Fiscal Recovery Funds (SLFRF) transfers may utilize the funds to offer premium pay to eligible workers that were required to report to work in-person and had regular, in-person interactions with other individuals or objects handled by other individuals, thus risking COVID exposure.

The final rule identifies “eligible workers” as those who were needed for the continuation of critical infrastructure and essential services during the pandemic. Treasury’s non-exhaustive list of eligible employees include those in the state and local government workforce. Special districts with employees providing services such as emergency response, fire protection, healthcare, home healthcare, childcare services, electricity, drinking water, wastewater treatment and sanitation, cemetery, transit, cargo logistics (such as ports), and other critical infrastructure services may consider premium pay as an option to eligible employees.

Premium pay allows for up to \$13 per hour in addition to an eligible employee’s regular wage; however, the total of the regular wage and premium pay bonus for eligible employees in California should not exceed \$47.41 per hour. The maximum amount of premium pay an eligible employee may receive is \$25,000. Agencies may provide retroactive premium pay dating back to January 27, 2020. Workers are eligible to receive premium pay until December 31, 2024.

## **Background and Summary of the Interim Final Rule**

### **Essential Worker**

The interim final rule established a three-part framework for recipients seeking to use SLFRF funds for premium pay. **First**, to receive premium pay one must be an eligible worker. **Second**, an eligible worker must also perform essential work. **Finally**, premium pay must respond to workers performing essential work during the COVID-19 public health emergency.

The ARPA defines “eligible workers” as “those workers needed to maintain continuity of operations of essential critical infrastructure sectors.

### **Essential Work**

The interim final rule defined “essential work” as work that (1) is not performed while teleworking from a residence and (2) involves either (i) regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work or (ii) regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work. Treasury adopted this definition of essential work to ensure that premium pay is targeted to workers that faced or face heightened risks due to the character of their work during a pandemic.

The final rule provides that premium pay is responsive to eligible workers performing essential work during the public health emergency if each eligible worker who receives premium pay falls into one of three categories: (1) The worker's pay is below the wage threshold, (2) the worker is not exempt from the FLSA overtime provisions, or (3) the recipient has submitted a written justification to Treasury.

The final rule makes it clear that written justification to Treasury is not necessary with respect to eligible workers whose pay is less than the wage threshold. Nor is written justification necessary with respect to eligible workers who are not exempt from the FLSA overtime provisions. The written justification is only necessary if the worker's pay (with or without the premium) exceeds the threshold, *and* the worker is exempt from the FLSA overtime provisions. The final rule also clarifies that a worker's pay exceeds the threshold if either the premium pay increases the worker's total pay above the wage threshold or the worker's total pay was already above the threshold, before receiving premium pay.

Treasury has also updated the final rule to clarify that written justification means a brief, written narrative justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency. This could include a description of the essential workers' duties, health or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive despite the workers' higher income.

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Staff	DOH	Wage as of 12/23/21	Total hours since DOH	Total Non-worked	Total OT	Total hours	
Dennis	6/3/2002		3684	239		3445	
Barry	6/13/2018		3684	251	9	3442	\$ 7,947.58
Nathan	10/13/2020		2436	161	49	2324	\$ 3,710.27
Nik	12/26/2019		3684	232.5	33.5	3485	\$ 4,530.50
Dominic	3/2/2020		3684	258	12	3438	\$ 4,034.49
Russell	8/17/2020		2756	169.5	5	2591.5	\$ 2,744.40
Matt	7/6/2021		984	24	14	974	\$ 884.39
Jessika	9/13/2021		600	24		576	\$ 609.98

FIELD SUB-TOTAL **\$ 24,461.61**

Staff	DOH	Wage as of 12/23/21	Total hours since DOH	Total Non-worked	Total OT	Total hours	
Trish	7/26/2006		3684	376.5	4	3311.5	\$ 7,485.65
Alyssa	2/14/2014		1906.63	107	25.5	1825.1	\$ 3,802.66
Penny	8/11/2016		3684	505.5	70.5	3249	\$ 5,883.94
Hannah	8/2/2020		2836	238.25	14.75	2612.5	\$ 3,671.87
Donna	12/7/2020		2152	50.75	10.75	2112	\$ 2,829.02
Lisa	10/15/2021		184			184	\$ 181.24

ADMIN SUB-TOTAL **\$ 23,673.14**

ADMIN & FIELD TOTAL **\$ 48,134.75**

\$ 61,000.00

Percentage above wage - FIELD	Percentage above wage - ADMIN
5%	5%

Target  
55466.8

Future COVID expenses

**Total**  
\$ 12,865.25

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

**DATE:** July 12, 2022

**AGENDA ITEM:** Authorize the General Manager to Award the Water Storage Reliability Planning, Engineering, and Design contract to GHD, once the noncompetitive procurement request is authorized by FEMA/CalOES

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**RECOMMENDATIONS:** Authorize General Manager

**FINANCIAL IMPACT:** \$244,212.93

**BACKGROUND:**

While the HMGP application was originally approved on 2/9/22, documentation anomalies delayed the Final Approval until 6/2/22 with an official start date of 5/18/22. Stringent procurement requirements necessitated a Request for Proposal (RFP) submittal for the Design & Engineering work. The RFP was submitted on 6/3/22 with a response deadline of 7/1/22. On 7/1/22, a single RFP response was received. District staff has submitted a noncompetitive procurement authorization request to FEMA/CalOES. Once this request is authorized this project can move forward with an Award of Contract and kick-off meeting.



Proposal for

# Planning, Engineering and Design for the Water Storage Reliability Project

Hidden Valley Lake Community Services District

July 1, 2022

→ The Power of Commitment





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# 1. | Cover Letter



**GHD**  
**Physical Office Address**  
**2235 Mercury Way, Suite 150**  
**Santa Rosa, California 95407 USA**  
**www.ghd.com**

July 1, 2022

Proposal No. 12556063

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Attn: Alyssa Gordon

**RE: Planning, Engineering and Design for the Water Storage Reliability Project**

Dear Ms. Gordon and Selection Committee,

With the Hidden Valley Lake Community Services District (District) Water Storage Reliability Project, the District is taking critical steps to ensure the operability and functionality of its water system by replacing an existing water tank with two new tanks. This project will deliver significant benefits to the District, its staff, and the community by creating a resilient water system that meets long-term District needs and provides better operational efficiency and resiliency. At GHD Inc. (GHD), our mission is “Together with our clients, to create lasting community benefits”. This lasting community benefit is at the core of what this project is about for the residents of the District.

GHD and our team have the experience, expertise, and commitment to deliver a successful project, having worked on similar projects locally to replace and build storage tanks for the Big Rock Community Services District, Mendocino Unified School District, and County of Sonoma. GHD is pleased to submit this proposal for Planning, Engineering and Design for the District's Water Storage Reliability Project.

The GHD Team has a long history working with the District and understands your system, your community, and your needs. We bring:

- **The project management experience to get the project built and meet the grant compliance needs of your funding sources.** Our Project Manager, Michelle Davidson, has assisted numerous agencies in designing and implementing infrastructure projects that required compliance with complex and often multiple grant sources/requirements. She will be supported by Rebecca Crow, PE, who has helped local agencies obtain more than \$110 Million in grant funding over the last 10 years.
- **The demonstrated experience of bringing concepts into reality.** At GHD, we have an experienced team that knows how to bring together the different disciplines, both internally and externally, to get things built. Our Project Manager is accustomed to working with our discipline leads on similar projects, such as Big Rock Community Services District and similar projects on the North Coast.

**GHD Inc.**  
**2235 Mercury Way, Suite 150**  
**Santa Rosa, CA 95407 USA**  
**T: 707.523.1010**

- **A dedicated Project Manager who provides the District with a small firm feel but the technical resources to get the project built successfully.** A cornerstone of GHD's project management philosophy is dedication to client satisfaction. This approach is foundational to how we will deliver the District's project. Michelle is focused on open, frequent communication with the District and will be supported by our team of experts who have more than 230 year of technical experience delivering successful projects.
- **Our in-house management and professional technical staff with multidisciplinary backgrounds limits the need for subconsultant involvement.** We have the staff and ability to support project environmental, permitting, civil, electrical, structural and mechanical design needs as well as bid and construction phase support services.

We have studied the project carefully and reviewed all the materials included with the RFP. We have coordinated our proposed approach with our local subconsultant partners and performed market research to identify the best tank options to meet the County's requirements for this project.

We believe our tank design expertise, our experience working on similar projects and our familiarity with your standards from past projects and project requirements provides the District with a local consultant team uniquely qualified to deliver this project.

This proposal is firm for 90 days from the date of this proposal. GHD has the ability to perform successfully under the terms of the District's Professional Services Agreement, giving consideration to such matters as integrity, public policy compliance, record of past performance, and financial and technical resources (2 CFR 200.318(h)).

On behalf of GHD, thank you for this opportunity. We look forward to working with the District on this important project.

Sincerely,

*Michelle Davidson*

**Michelle Davidson**

Project Manager

+1.707.267.2255

Michelle.Davidson@ghd.com

*Anne Lynch*

**Anne Lynch, PE** *(Binding Signatory)*

Project Director

+1.916.245.4214

Anne.Lynch@ghd.com

## 2. | Experience and Project Examples

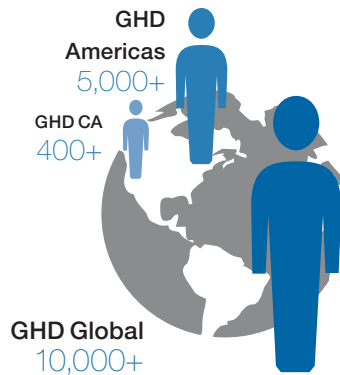
### About GHD

GHD is one of the world's leading engineering, architecture, and environmental consulting companies. Established in 1928, GHD is employee-owned and employs 10,000+ staff across five continents

and serves clients in the global markets of water, environment, energy and resources, property and buildings, and transportation. We have more than 4,000+ North American staff and have provided services to special districts and municipalities throughout California. GHD has more than 400 staff and professionals in California, with local offices in Santa Rosa, Sacramento, Concord, and San Francisco.

The cornerstone of GHD's business is our client-service culture. A full 90 percent of our clients are municipal agencies or government entities, and approximately 75 percent of our work comes from repeat clients. This track record illustrates our in-depth knowledge of specialized engineering services and speaks to our clients' confidence in our ability to deliver a project from planning through implementation and monitoring. GHD believes in working with our clients to create lasting community benefit. We accomplish this by drawing on our global network of technical expertise across an array of disciplines including engineers, architects, planners, scientists, project managers, stakeholder engagement specialists, and economists. Bringing teams of experts together enable us to deliver sustainable outcomes for our clients and communities as well as use innovative forward-looking approaches to project delivery. Our team's structure is aimed at providing clients with the best talent to solve challenges through a connected and collaborative local team bolstered by these global resources.

GHD is committed to the success of all your projects and has the ability and capacity to



**GHD ranks #28 in ENR Top 150**

**Global Design Firms in 2021**

↳ **10 in International design firms US**  
**#06 in water**  
**#06 in sewer/waste**  
**#05 in hazardous waste**

**135+ countries served**

**200+ offices worldwide**

**10k people**

**50+ service lines**

perform the identified services. This will be achieved with GHD staff, along with hand-picked local subconsultants chosen specifically for their expertise and knowledge in their respective field.

### Our Commitment to You

GHD is dedicated to understanding and helping our clients achieve their goals. We are committed to sustainable development, safety, and innovation. We care for the well-being of our people, assist communities in need and conduct business in an ethical and environmentally responsible manner.

The GHD Sustainability Policy provides strategic direction for how we integrate social, economic, and environmental issues into core business practices.

A member of the World Business Council for Sustainable Development, GHD operates under a Practice Quality Management System, ISO 9001:2015.



### Project References

For decades, GHD has provided comprehensive water management planning and design services both locally and abroad. We have provided sample project experience similar in nature to your project focusing on our small system tank and water system experience.

## Project Examples



# Water Storage Tank Stabilization Project

## Hiouchi, CA

### Client

Big Rock Community Services District  
105 Dunklee Lane  
Hiouchi, CA 95531

### Reference

Craig Bradford  
T 801.686.2969  
E craigsbradford@gmail.com

### Project Relevance

FEMA Hazard Mitigation funded water tank project with matching funds from DWR, which was designed to meet California seismic standards and DWR Funds. Project included all phases of design, CEQA, permitting, funding support, and construction management.

### Project Team Members

Michelle Davidson, Rebecca Crow,  
Brian Crowell, Luke Halonen,  
Rick Guggiana, Steve McHaney

Big Rock Community Services District's (BRCS D) water system was originally built in the 1960s and was composed of water supply from the Smith River, a pump station that filled a 100,000-gallon redwood tank, and a distribution system. Although BRCS D maintained the infrastructure, some elements essentially reached the end of their useful life and other elements became obsolete as technology and design standards changed. For example, the existing redwood tank did not meet modern seismic design standards putting it at risk for failure if a significant earthquake occurred. BRCS D also was facing significant cost implications from maintenance requirements of the aging infrastructure. To address these issues, BRCS D undertook to not only replace the tank, but to engage in community-based hazard mitigation and disaster response planning.

GHD worked with BRCS D and a series of funding agencies to develop an overall funding package to replace the redwood tank, replace a booster pump station, relocate a generator, stabilize the tank site, improve site access, and make improvements to the system's SCADA and electrical systems. Under a Master Services Agreement, GHD provided the engineering design, bidding services, construction phase services, and construction management services for this project. This project also included the development of a new emergency communications equipment and antennae tower at the existing tank site. The design, permitting, and bidding for this project was completed in 2018 and construction was completed in Spring 2019.



# Recycled Water System Project

## Mendocino, CA

### Client

Mendocino Unified School District  
44141 Little Lake Road  
Mendocino, CA 95460

### Reference

Jason Morse  
T 707.937.5868  
E jmorse@mcn.org

### Project Relevance

State funded water tank project to prepare design plans for a new 250,000 gallon bolted stainless steel tank, including all phases of design, CEQA, permitting, funding support, and construction phase support.

### Project Team Members

Rebecca Crow, Brian Crowell,  
Ryan Crawford, Richard Maddock,  
Luke Halonen, Rick Guggiana,  
Erick Osorno

GHD applied for and obtained a Clean Water State Revolving Fund (SRF) grant to undertake the necessary studies and prepare a design to address requirements and recommendations for an expansion of the Mendocino Unified School District's (MUSD) recycled water system as outlined in the State Water Resources Control Board (SWRCB) Title 22 Code of Regulations related to the expanded use of Recycled Water at its facilities.

GHD has prepared a Title 22 Engineering Report presenting a recycled water feasibility study and engineering analysis that evaluates the feasibility of expanding use of recycled water from the Mendocino City Community Service District (MCCSD) Waste Water Treatment Plant (WWTP) to offset MUSD's existing potable water use and provide additional fire water storage and supply. This recycled water feasibility study developed alternatives and recommended a project that expands recycled water storage capacity, identifies water reuse locations within the study area, performs a hydraulic analysis of all project alternatives, and addresses financial and funding needs.

**GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services.** GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard appurtenances in stainless steel, as well as stainless steel exterior and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.





# Leachate & Potable Water Storage Tanks Replacement Project

## Sonoma County, CA

### Client

County of Sonoma, Transportation and Public Works – Integrated Waste  
2300 County Center Drive, Suite B100  
Santa Rosa, CA 95403

### Reference

Olivia Guevara  
T 707.889.0668  
E [Olivia.Guevara@sonoma-county.org](mailto:Olivia.Guevara@sonoma-county.org)

### Project Relevance

County-funded tank project that includes multidisciplinary design for nine (9) 200,000-gallon bolted stainless steel tanks on reinforced concrete foundations at each of six (6) County sites. Project also includes construction phase and construction management services.

### Project Team Members

Holly Cinkutis, Luke Halonen,  
Rick Guggiana, Erick Osorno

The County of Sonoma owns various closed landfill sites, including the Guerneville, Roblar and Sonoma Closed Landfills. These sites each have a leachate collection and recovery system (LCRS) including collection sumps, transfer pumps (to transfer from the sumps to the storage tanks), and above ground epoxy-coated storage tanks. The leachate is consequently hauled to the Laguna Sub-regional Wastewater Treatment Plant for treatment and disposal.

The Leachate and Potable Water Storage Tank Replacement Project includes the design of two (2) 200,000-gallon bolted stainless steel tanks on reinforced concrete foundations at each of three County closed landfills: Roblar Closed Landfill, Sonoma Closed Landfill, and Guerneville Closed Landfill. The project also includes the design of three (3) 200,000-gallon bolted stainless steel potable water tanks at each of three sites, that will replace three (3) existing 100,000-gallon redwood tanks within the Fitch Mountain Water System (FMWS): Madrone Tank, Hilltop Tank and Del Rio Tanks. The FMWS is a pneumatic pressure system supplying potable water to the three pressure zones of Del Rio, Hilltop, and Madrone. Russian River Utility (RRU) operates the water system, and the County owns it. The project will be separated into two (2) bid packages, Leachate Tank Replacement Project, and the Water Tank Replacement Project. The goals of the project(s) are to increase leachate storage capacity and potable water storage capacity respectively.

The designs include all ancillary piping, electrical, and control systems necessary to integrate the new tanks into the existing LCRS and FMWS and the County plans to publicly bid the projects in the Spring of 2023.

### 3. | Project Team Information

Our Key Personnel have been carefully selected to meet the project requirements of experience and work approach to achieve the District’s vision. Our **Project Manager, Michelle Davidson**, will lead the contract management efforts, serving as the District’s main point-of-contact. She has served in similar roles on projects with Big Rock Community Services District, as well as other regional agencies such as Smith River Community Services District, Redway Community Services District, Humboldt County, Resource Conservation District, City of Eureka, and City of Rio Dell. Our **Project Director, Anne Lynch, PE**, will support the Project Manager with needed resources and understands the District’s commitment to its rate payers, as well as expectations of the engineering, operations, maintenance, and field engineering departments.

Provided below are summary bios of our key staff, with full resumes for all our project team members provided in the **Appendix** section of this proposal.

#### Key Project Team Summary Bios



**Michelle Davidson | Project Manager | GHD**

- BS, Civil Engineering, California State University, Chico, CA, 2014
- Quality Control Manager Training, US Army Corps of Engineers
- Occupational Safety and Health Administration (OSHA) 10-Hour Training

Michelle has more than eight years of experience in project management, engineering design, construction management and inspection, regulatory permitting coordination, bid package development, contracting, and project funding. Her experience includes a variety of water, sewer, and civil site design projects including tanks, piping, treatment plants, pump stations, and civil site work that includes ADA improvements, often working on municipal projects. She regularly works with multi-disciplinary teams, and interacts with owner representatives, regulators, and key stakeholders to provide cost-effective designs that meet the needs of the community. Michelle recently led the BRCSO Water Tank Replacement Project construction support services.



**Anne Lynch, PE | Project Director | GHD**

- BS, Civil Engineering (Cum Laude), Auburn University, Auburn, AL, 1996
- BA, Philosophy, University of Oklahoma, Norman, OK, 1992
- Civil Engineer, CA #64453

Anne leads GHD’s Water West IWM Business Group and is the North American Service Line Lead for IWM. She has more than 26 years of experience in water resources management, particularly focused on water supply, water reuse, flood management, CIP development, investment and funding strategies, and brine management projects and planning studies. Anne is a leader in managing complex project teams to meet tight deadlines, as well as managing projects where coordination and approval are required from local, state, and federal agencies. She has assisted with the development of a number of significant reports published by the California Department of Water Resources Programs over the past 10 years, including the California Water Plan (Updates 2013 and 2018), Stakeholder Perspectives — Recommendations for Sustaining and Strengthening Integrated Regional Water Management (IRWM), California’s Flood Future Report, and 2017 Central Valley Flood Protection Plan (CVFPP) Update. Anne understands the recycled water landscape in California, having led some of the premier water recycling planning studies developed in conjunction with the US Bureau of Reclamation. She has experience working with design teams to develop infrastructure project across California. For example, she has worked with small agencies across the state as part of the Safe and Affordable Funding for Equity and Resilience (SAFER) Program to deliver more than 20 water infrastructure projects from consolidation studies to infrastructure design. These design projects range from extensions of existing conveyance systems, retrofit of existing wells, pumps, and tanks, to replacement of conveyance systems, tanks, pumps, wells and associated appurtenances. Anne is currently working with Michelle on a number of generator replacement projects throughout northern California.

## Key Project Team Summary Bios



### Steve McHaney, PE | QA/QC | GHD

- BS, Environmental Resources Engineering (Minor: Computer Information Systems), Humboldt State University, Arcata, CA, 1986
- Civil Engineer, CA #47590, GU #1250, CNMI, HI, WA, OR, ID
- Safety Assessment Program (SAP) Volunteer

Steve has more than 35 years of municipal engineering experience with a specialization in municipal infrastructure engineering. He has served as the consulting City Engineer or District Engineer for over ten entities over the past thirty years. Steve has particular expertise in the siting, permitting, design, and construction oversight for water storage reservoirs for bolted and welded steel. He has designed painted steel, glass fused steel, and stainless steel tanks for municipal service. The tank design phase has included extensive site evaluation, geotechnical investigations, retaining wall design, and grading design as well as site piping, and booster pumping systems. Steve's extensive expertise with water tanks will be instrumental to the team to finalize an effective site and tank design and he will provide review of all design documents.



### Ryan Crawford, PG, QSD | Technical Director | GHD

- MS, Geology, Humboldt State University, Arcata, CA, 2007
- BS, Geology, Humboldt State University, Arcata, CA, 2003
- Professional Geologist, CA #8764

Ryan is from the Pacific Northwest with local, regional, and international hydrogeologic, and civil infrastructure experience dating back to 1998, from Alaska to South America and Guam. His strong background in design approach, construction oversight, aquifer hydraulic analysis & testing, together with water geochemistry & quality has been successfully utilized by small and large governments, water districts, agencies, and municipalities to solve complex water supply/quality/storage problems. Ryan has contributed to diverse teams of engineers in designing storage and conveyance systems, water supply wells, and preparing groundwater basin sustainability plans and models and performing aquifer storage and recovery testing.



### Holly Cinkutis, PE, LEED AP | Civil Design Lead | GHD

- BS, Agricultural & Biological Engineering (Minor: Environmental Engineering), Pennsylvania State University, Centre County, PA, 2006
- Civil Engineer, CA #77541, PA #079263
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), 2009
- Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer
- Drinking Water Treatment Operator (T2), CA #44264
- Drinking Water Distribution Operator (D2), CA #53106

Holly is a licensed civil engineer with more than 16 years of experience in the municipal, public works, and land development sectors of the civil engineering industry. Her experience began as a project engineer and progressed to project manager and acting engineer for multiple water and wastewater service providers and public works entities. As a project manager at GHD, Holly is responsible for managing project design teams which requires coordinating across multiple disciplines to deliver water and wastewater capital improvement designs within budget and schedule. Her water sector experience includes distribution system design, pump and booster system design and selection, well head development and improvements, and tank & treatment system design. Holly was the design engineer on the Leachate & Potable Water Storage Tanks Replacement Project.



### Rebecca Crow, PE | Funding Compliance Lead | GHD

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 1997
- Civil Engineer, CA #69994

Rebecca has 25 years of experience in a broad range of environmental management, civil, and planning services: water and wastewater planning, water recycling, watershed and water quality modeling, regulatory compliance, funding assistance, and grant and contract management. She is adept at preparing applications for state and federal grant and loan programs and has secured over \$15M in grant funds for communities in Humboldt and Del Norte counties alone, including assisting with several Community Development Block Grant (CDBG) grant funded projects and \$10.9M in Hazard Mitigation Grant Program (HMGP) grants, which have notably included over \$2.2M for the Big Rock Community Services District's (CSD) Steel Water Tank Replacement Project and over \$5M for the McKinleyville CSD's 4.5-MG Water Reservoir.

## Key Project Team Summary Bios



### **Brian Crowell, PE, SE** | Structural Engineering Lead | **GHD**

- MS, Structural Engineering, Stanford University, Stanford, CA, 2001
- BS, Civil Engineering, University of California, Irvine, CA, 2000
- Civil Engineer, CA #65326
- Structural Engineer, CA #5216
- California Emergency Management Agency (CALEMA) Safety Assessment Program

Brian has more than 21 years of structural engineering evaluation and design experience with concrete tanks and structures, new building construction and retrofits, retaining walls, wharves and piers, equipment anchorage, timber structures, and steel buildings throughout Northern California. He serves as one of GHD's senior structural designers with direct experience in design details, both for new construction and repair/retrofit, complying with all applicable design codes and standards. Brian has assisted in the structural evaluation and replacement of water infrastructure (tanks, treatment and water quality facilities, pumps, etc.) for such local entities as the Humboldt Bay Municipal Water District, College of the Redwoods, the Northern Humboldt Union High School District, and CalWater.



### **Rick Guggiana, EE, LEED AP, CDT** | Electrical Engineering Lead | **GHD**

- BS, Electrical Engineering Technology, California State Polytechnic University, Pomona, CA, 1983
- Electrical Engineer, CA #15580, AZ #34069, CO #34471, IL #062-053426, TX #86009, WA #36259
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), US Green Building Council
- Construction Documents Technologist (CDT), Construction Specifications Institute

Rick is a licensed electrical engineer with more than 34 years of experience in the electrical, controls, and instrumentation fields, for federal, military, municipal, and private industrial clients. He has extensive experience with water treatment, storage, and pumping systems, wastewater collection and treatment systems, pumping controls, SCADA systems, low and medium-voltage power generation, microgrids, and waterfront electrical distribution. Rick has led large-scale coordination and arc flash studies, desk-top radio path modeling, photometric analyses, forensic studies, feasibility studies, condition assessments, construction cost estimates, and engineering services during construction. He has also written design-build Requests for Proposal (RFP's) and has served as the client's representative, as well as served as the lead electrical engineer on contractor-led design-build teams. Rick was involved in the design and construction management of a 115 kV substation project, which won a merit award from the Consulting Engineers and Land Surveyors of California (CELSOC).



### **Richard Maddock, PLS** | Senior Surveyor - Lot Line Adjustment | **GHD**

- General Courses, Land Surveying and Business Management, Solano Community College, Fairfield, CA, 1985-1989
- Professional Land Surveyor, CA #8131

Richard is a California-registered professional land surveyor with over 30 years of experience in all aspects of land surveying. He is an experienced Party Chief working on projects varying from winery construction staking to subdivisions. With the budget and timeline in mind, Richard delivers a superior product for the client. In the field, he will be the Party Chief of the primary survey crew. Being the Party Chief will provide him with first-hand knowledge of the site, the condition of the existing monuments and other important information critical to producing accurate survey performance areas.

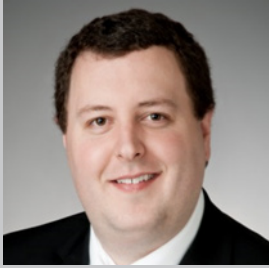


### **Luke Halonen, PE** | Project Engineer | **GHD**

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2014
- Civil Engineer, CA #89080

Luke is a licensed civil engineer with more than eight years of experience in delivering a variety of civil infrastructure projects. His professional area of focus is hydraulic design of linear infrastructure, including design of associated site improvements. Project types include water transmission, distribution, storage, and booster pump stations, stormwater conveyance and Low Impact Development (LID) stormwater treatment systems, and sanitary sewer collection systems including lift stations, associated project site design and grading, and pedestrian and bicycle facilities. Projects involve planning, environmental compliance, design, permitting, and construction. Roles on project include project manager, project engineer, construction manager, discipline lead, and technical reviewer. His experience also includes a broad range of planning, hydraulic modeling, and analysis capabilities.

## Key Project Team Summary Bios



### **Chris Richards, PE** | Electrical Project Engineer | **GHD**

- BS, Electrical Engineering, California Polytechnic State University, San Luis Obispo, CA, 2002
- Electrical Engineer, CA #17660
- Construction Documents Technologist, Construction Specifications Institute

Chris has 19 years of experience in the design and implementation of electrical systems. His design experience includes medium- and low-voltage design for municipal, industrial, and commercial power, power generation, standby and emergency power, photovoltaic generation and battery storage, water and wastewater power and control systems, SCADA system applications, control and server rooms, lighting, telecommunications, security, fire alarm systems, power and lighting system analysis and modeling, arc flash and coordination studies, Leadership in Energy and Environmental Design (LEED®) credit-driven design and documentation, and California Title 24 lighting efficiency and lighting control measures.



### **Erick Osorno, EE** | Electrical Project Engineer | **GHD**

- BS, Electrical Engineering, California State University, Fresno, CA, 2019
- Electrical Engineer, CA #23831

Erick is a licensed electrical engineer with experience in site and building power systems, lighting and lighting controls, medium voltage distribution, Supervisory Control and data Acquisition (SCADA) systems and instrumentation for water tank installations, photovoltaic design, generator power systems, motor controls, pump controls, development of construction cost estimates, load calculations, and drafting of construction documents. Erick is an excellent communicator with good team management skills. His background includes a wide spectrum of clients from commercial to industrial to government.

## SUBCONSULTANT

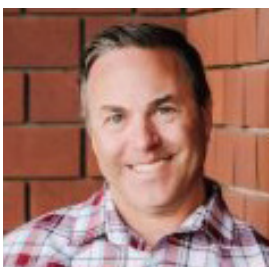
Crawford & Associates, Inc. (Crawford) was founded August 14, 2012, by Benjamin Crawford. What started as a one-person firm in a small 300 sq. ft. office in Midtown Sacramento has grown into a 30-person, 5-office firm. In 2016, Crawford acquired Taber Consultants, one of the nation's oldest Geotechnical Engineering companies. The principals of both firms bring significant Geotechnical Engineering experience on a wide variety of projects throughout Northern California. Crawford has experience working with various oversight agencies including FEMA, FHWA, Cal OES, Counties, Cities, Caltrans, Building Departments, Regional Water Quality Control Boards, DWR, USACE, DSA, UPRR, CA Fish and Wildlife, Water and Irrigation Districts, Utilities and Environmental Health Departments.



### **Benjamin Crawford, PE, GE** | Geotechnical Engineer | **Crawford & Associates**

- BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, 2002
- Civil Engineer, CA C68457
- Geotechnical Engineer, CA GE2861

Ben is the Founder and President of Crawford & Associates, Inc. He has managed complex projects including bridges, roadways, pavement rehabilitation, water and wastewater, parks, and trails. Ben's experience includes providing geotechnical recommendations for water, wastewater, storm drainage, and pipeline projects, including associated ancillary structures, foundations, and pavement/flatwork. Previous projects include reinforced concrete pipelines, large-diameter pipelines, work within wetlands and waterways, open-cut and trenchless pipelines, and projects within areas of high seismicity.



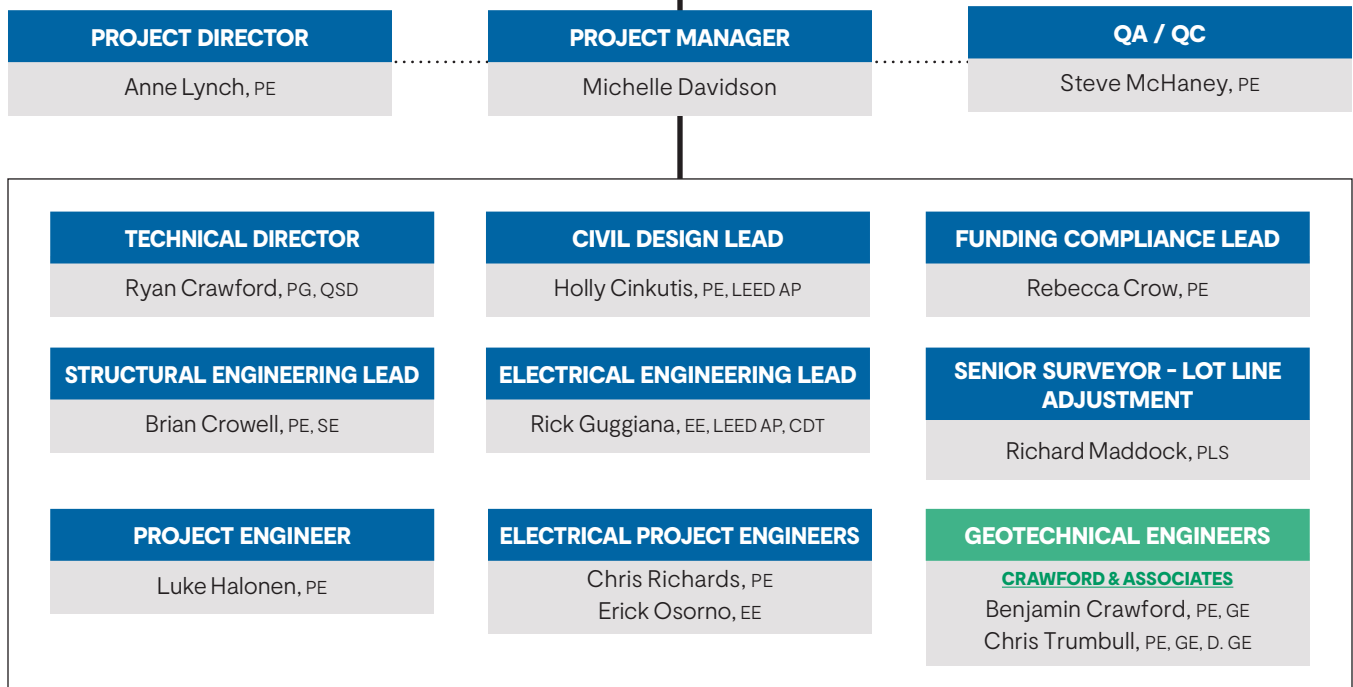
### **Chris Trumbull, PE, GE, D. GE** | Geotechnical Engineer | **Crawford & Associates**

- MS, Civil Engineering, Geotechnical Emphasis, San Jose State University, 1995
- BS, Civil Engineering, San Jose State University, 1989
- Civil Engineer, CA 53710
- Geotechnical Engineer, CA 2492

Chris specializes in civil, geotechnical, and environmental consulting and project management services for a variety of clients throughout California and the western US. He also manages large and complex geotechnical projects including transportation, public works, flood control, hydropower, essential facilities, military, correctional, power, industrial, ports, and other markets. Due to his past experience, Chris provides state-of-the-art quality assurance/quality control on his projects and stresses client communication as the most important factor in creating successful projects.

## Organization Chart

The organization chart below details our proposed team, including disciplinary-based roles based on our understanding of your project needs. The team members shown on the organizational chart are committed to the District's project and additional staff may be called upon, if needed.



### CERTIFICATIONS & REGISTRATIONS LEGEND

**CDT:** Construction Documents Technologist  
**D. GE:** Diplomate, Geotechnical Engineering  
**EE:** Electrical Engineer  
**GE:** Geotechnical Engineer

**LEED AP:** Leadership in Energy and Environmental Design Accredited Professional  
**PE:** Professional Engineer  
**PG:** Professional Geologist

**PLS:** Professional Land Surveyor  
**QSD:** Qualified SWPPP Developer  
**SE:** Structural Engineer



# 4. | Project Understanding and Approach to Work

## Background and History

Hidden Valley Lake was originated and developed by the USA Land Corporation from the late 1960s until 1972. During that time, a dam was constructed across Coyote Creek creating the 102-acre Hidden Valley Lake. The Hidden Valley Lake Community Service District (District) was formed on July 10, 1984, as an independent special district serving the Hidden Valley Lake Community in southern Lake County, California, which encompasses 1,860 acres of territory. The District staff provides municipal water to approximately 2,300 homes and 20 businesses, and sewer services to approximately 1,600 within its three-square-mile service area. The District has 7 water storage tanks and 4 wells, which provide water to the residents in Hidden Valley Lake. The District also has an agricultural well that supplies water to Putah Creek during the summer months to mimic the natural surface water flow. A sewer reclamation plant, located on Grange Road, provides reclaimed water to the Hidden Valley Lake golf course.

## Project Overview

GHD has reviewed the District's RFP for the design of two (2) new 44.5-foot diameter, 250,000-gallon bolted steel water tanks to obtain an understanding of the project needs. The District's Project includes the design of two (2) new 44.5-foot diameter, 250,000-gallon bolted steel water tanks that will replace the District's existing redwood 150,000-gallon Unit 9 Tank. The preliminary plans prepared by Coastland Engineering indicate the installation of the new tanks will require site work to include a cut of up to 12 feet, installation of a paved 15-foot-wide access road, retaining wall(s) and fencing.

The work consists of the design and preparation of bid documents for construction including, utility potholing, geotechnical investigation, utility easement identification, preparation of a Stormwater Pollution Prevention Plan (SWPPP), and preparation of Plans, Specifications, and construction cost estimates at 35%, 65%, 95% and Final completion stages, that may require civil, structural, electrical, and mechanical discipline designs. The work included with this project also includes bid phase support, response to bidder's request for information (RFI), addenda preparation, bid review and recommendation of contract award

## Challenges and GHD Approach

We have studied the project and identified several key project challenges and have developed effective approaches to address the challenges to simplify project implementation, improve project performance, and reduce costs and improve funding utilization, as summarized below:

### Project Permitting

Projects require compliance with the California Environmental Quality Act (CEQA) and depending on the circumstances other local, state, and federal permits may be required. For this project environmental planners previously conducted biological and cultural investigations, CEQA environmental documentation for the project was completed in 2021, and a Notice of Exemption was filed with the State. Based on the previous work completed, no further environmental permitting is anticipated nor included in this scope.

GHD has extensive experience interpreting government codes and working with regulatory agencies. In terms of local grading and building permits for the project, the project is exempt. Based on California Government Code Section 53091(d) and (e), water projects by local agencies are exempt from zoning and building ordinances. The District qualifies as a local agency and hence the proposed project is exempt from zoning and building ordinances. Therefore, no local building department permitting is required and no grading permit is required.

### Materials Selection for Better Performance

When GHD designs a project, we consider not only the initial performance and construction cost, but also the long-term performance and maintenance requirements & costs. Standard steel water tanks require periodic recoating/repainting. While painted tanks are commonly chosen in this size range for potable water storage, there are several alternative tank materials such as glass-fused-to-steel and stainless steel, that have long term performance and reduced maintenance benefits.

While the capital cost can be higher, the long-term operation and maintenance costs are less due to enhanced corrosion resistance and the elimination of the need for periodic repainting. We recently completed a life cycle cost analysis and subsequent design that included a 100,000-gallon stainless steel



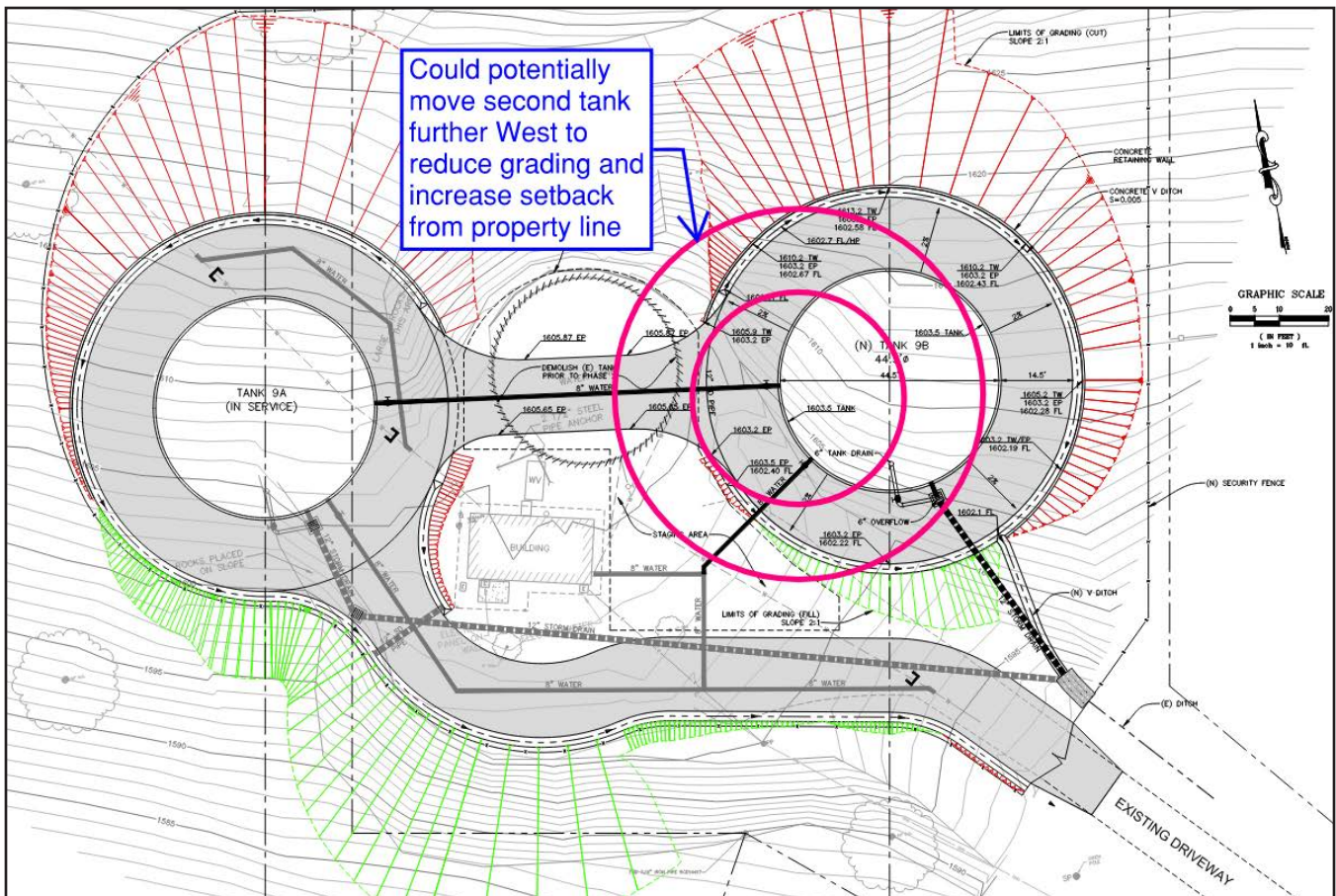


Figure 1 GHD's alternative approach to potentially reduce grading requirements

tank for the North Marin Water District Old Ranch Road Tank #2 Project in Marin County, California. This project illustrates how we have successfully demonstrated to project funders the value of considering alternative tank materials. With the District's consent, we will further **consider alternative tank materials** during our preliminary design and summarize our recommendation in the Basis of Design Report. At GHD, part of creating lasting community benefit is reviewing options so that we recommend the optimal long-term performing option.

### Site Layout and Grading

GHD has reviewed the preliminary site layout prepared for the project and have identified an alternative approach that could potentially reduce the grading requirements. Site grading could potentially be reduced by moving the tanks closer together as shown in **Figure 1** above. This could be accomplished by the sequencing of construction and construction of the westerly tank first, followed by the demolition of the existing tank, and finally the construction of the easterly tank. This configuration would also pull the grading back from the property lines reducing the

amount of grading necessary. This concept will be further considered with the District and summarized in the Basis of Design Report.

The conceptual layout of the tanks also identified the potential need for small retaining walls along the back sides of the tanks. Our initial field evaluation of the tank site suggests the soils are quite stable and capable of relatively steep cut slopes. Our approach is to consider the potential for steeper slopes and soil stabilization as part of the geotechnical analysis and the potential to eliminate the need for retaining walls given the actual soil conditions. If grading can be reduced and the retaining walls eliminated, construction costs could be reduced significantly and will be summarized in the geotechnical report and the basis of design report. At GHD we have the technical expertise to understand where there are opportunities to maximize budgets through innovative solutions.

### Cost Control and Approach to Bidding

The recent economic environment has been characterized by increased material costs and higher inflation. There are also many construction projects out to bid so there has been less competition further

driving prices up. As a result, GHD employs a multi-pronged approach to cost control and bidding. The first step is to use Value Engineering to identify opportunities to reduce construction costs while still delivering desired project performance. Our approach to site grading discussed in the previous section is an example of a potential Value Engineering approach. Our design team is also experienced in construction inspection and management and in working with contractors on simplifying design elements to reduce contractor effort and hence to reduce their bids. This hands-on field experience is employed in developing construction sequencing and constraints, and in the selection of materials, designing piping assemblies, and detailing of other construction requirements.

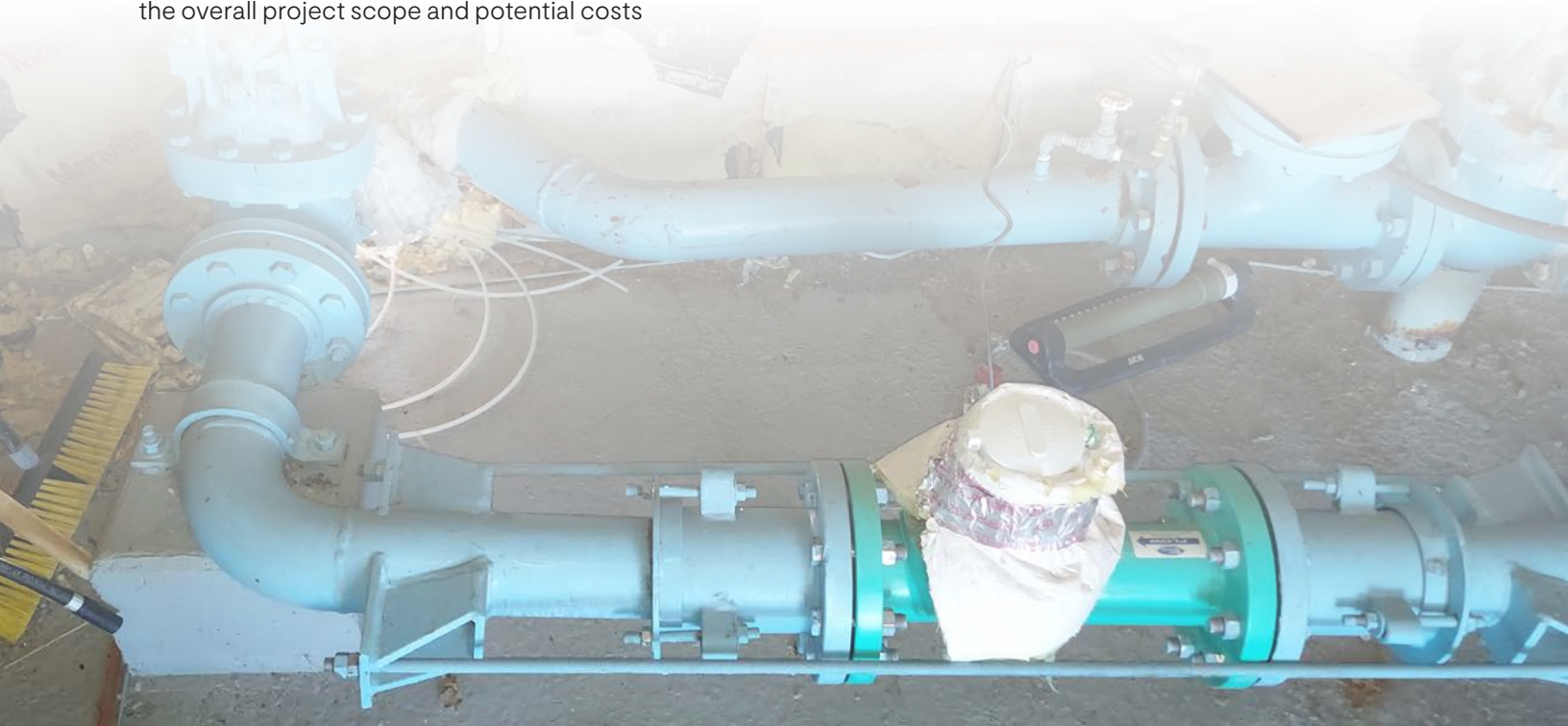
We also employ a thoughtful approach to developing the bid strategy and often include a **base bid project with additive bid items**. This approach allows the owner to award the essential base bid project and add additional items as budget allows. For example, for the Storage Reliability Project, one bidding option is to include the site grading and main piping and one tank as the project base bid and identify the second tank as an additive bid item. This would allow the District to respond to an adverse economic climate and deliver the essential elements of the project under a constrained funding situation while facilitating the simple installation of the second tank when funds were secured. This thoughtful approach to bidding is another way we help get things built.

Furthermore, we feel it is important to reevaluate the overall project scope and potential costs

given the current economic environment and what the conditions may be like at the time of bidding. Throughout the project, we will review if different or additional funding is available. Our team has the experience, in working with funding agencies to identify if additional funds are likely required and to pursue those funds.

### **Funding Management**

GHD has a long working relationship with the Department of Water Resources (DWR) and FEMA who are funding the project. We are currently working with DWR through the local Integrated Regional Water Management Plan Group and with FEMA HMGP funds administered through CalOES. GHD has leveraged these funding sources for several recent water tank projects in Northern California. The use of both state and federal funding will require close attention to project accounting, procurement requirements, and environmental compliance. GHD is familiar with these processes and demands, having recently completed a similar water tank replacement project using the same funding sources. Our Project Manager, Michelle Davidson, and our Funding Compliance Lead, Rebecca Crow, PE, are available to assist the District to identify **the potential need for additional funds** and to work with these funding agencies to pursue additional project funds so they may be available as needed at the time of bidding. At GHD, we understand the funding and grant compliance requirements having helped northern California agencies obtain more than \$110 million in grant funding over the last 10 years.



## 5. | Scope of Work

### Task 1 – Project Management and Coordination

This task includes project administration, coordination, kick-off and review meetings and quality control. The subtasks outlined below are to illustrate the work that occurs within project management, these individual activities will not be billed separately.

#### Internal Coordination and Administration

- Budget and schedule tracking
- Provide project and contract oversight

#### Project Meetings

- **Project Initiation/Kick-off Meeting:** GHD will plan and facilitate one project kick-off meeting via Microsoft Teams with representatives from the District, and the GHD team. GHD will prepare a draft agenda and attendee list in advance for confirmation with the District and a suitable meeting time will be selected. During this meeting it is anticipated that the overall scope and objectives will be reviewed, existing background information will be discussed, information needs will be covered, and the overall project schedule will be reviewed. Overall findings and action items will be summarized in meeting minutes along with a project member contact list which will be distributed to attendees.
- **Standing Recurring Meetings:** GHD will facilitate monthly coordination calls with the project team and District via Microsoft Teams. The standing meeting will be used for coordination, as well as progress and schedule updates. Meeting agendas will be prepared as needed based on the topics pertinent at the stage of the design process. It is anticipated that up to ten (10) meetings may be required. These meeting will typically be followed with email confirmation of decisions and action items.
- **Project Review Meetings:** GHD will schedule one project review meeting via Microsoft Teams to review the following deliverables:
  - Basis of Design Technical Memo
  - 35% Plans, Specifications, and Estimate
  - 65% Plans, Specifications, and Estimate
  - 95% Plans, Specifications, and Estimate
  - Final Plans, Specifications, and Estimate

#### Deliverables:

- Preparation of meeting agendas, notes, and as-needed progress reports
- Monthly invoice, progress report and schedule update



### **Constructability Review and QA/QC:**

- GHD will complete QA/QC and constructability review by senior civil engineer and construction inspector prior to development of final plans, specifications and estimate. No separate deliverable will be provided as part of constructability review and QA/QC, but rather the comments from these reviews will be incorporated into the final design deliverables.

### **Assumptions:**

- Up to eleven (11) virtual meetings have been budgeted for this task

### **Task 2 – Additional Background Information Review**

During our review of available information, discussions during the kickoff meeting, and discussions with District staff, additional background information may be identified as needed to complete the design. We will request this information be provided to GHD for review and incorporation into the design process. Of particular interest is information on existing District infrastructure that the new tank will interface to.

### **Deliverables:**

- None

### **Task 3 – Geotechnical Investigation**

GHD's geotechnical subconsultant, **Crawford & Associates, Inc.** (Crawford), will perform a geotechnical investigation at the site to evaluate site geologic conditions and provide geotechnical criteria and recommendations for use in project planning, design, and construction.

Based on the geologic map and the site visit by GHD's Geologist, the site is expected to be underlain by Quaternary volcanic flow rocks, which should be strong and provide adequate bearing for the tanks and stable cut slopes. The rock is also expected to be resistant during excavation however, excavatability will be analyzed.

To generate the geotechnical parameters for earthwork, assumed shallow foundations, excavatability, and seismic design parameters, Crawford will complete **two test pits** and two seismic refraction lines and prepare a geotechnical report for the proposed tanks. A detailed scope of services and deliverables is provided below.

#### **Task 3.1 – Coordination and field preparation**

- Coordinate with the design team and discuss the project design needs, goals, and schedule
- Visit the site to mark the test pit locations for USA North 811

- Discuss proposed test pit locations with GHD and District staff, based on their understanding of on-site utilities and access conditions

#### **Task 3.2 – Subsurface Exploration**

To assess the subsurface soil and groundwater conditions one test pit and one seismic refraction line at each of the proposed tank locations will be completed. The test pits will be excavated with a rubber-tired backhoe to a depth of **10 to 15 feet** unless refusal is encountered. Our Engineer/Geologist will log the soil and rock materials in the test pits, perform rebound hammer measurements on the rock to estimate strength, and obtain bulk samples for laboratory testing. Visual soil and rock classification will be performed on all samples.

The two seismic lines will be performed across the cut section of each tank to further define the depth to rock and acoustic velocities that can be correlated to help determine the excavatability/rippability potential.

#### **Task 3.3 – Laboratory Testing**

The following laboratory tests will be performed, as appropriate, on representative soil samples obtained from the test pits:

- Moisture content
- Grainsize analysis
- Unconfined compressive strength of rock
- Plasticity Index
- R-value
- Corrosivity

#### **Task 3.4 – Engineering Evaluation and Analysis**

An engineering analysis will be performed to determine geotechnical design parameters and provide recommendations for:

- Rippability
- Allowable bearing capacity, lateral resistance, and foundation settlement
- Seismic design parameters
- Pavement section design

#### **Task 3.5 – Geotechnical report**

Crawford will prepare a Geotechnical Report for the proposed improvements which will include the following:

- Scope of services
- Site and project description
- Field exploration
- Site geology
- Subsurface soil and groundwater conditions
- Corrosivity
- Rippability

- Allowable bearing capacities, passive and frictional resistance, and settlement estimates for the proposed tank
- Seismic design Parameters
- Pavements
- Earthwork recommendations (subgrade preparation, cut/fill considerations, engineered fill, compaction, trench backfill, temporary slopes/shoring, etc.)
- Limitations
- Site plan with test pit locations, geologic map, and fault map
- Test pit logs or table, and laboratory test results

**Deliverables:**

- Draft and Final Geotechnical Report

**Task 4 – Potholing**

Under this Task, GHD will coordinate with a subcontractor to provide vacuum excavation utility location (potholing) services for the existing utilities GHD deems necessary to further investigate to complete the design. Not all existing utilities will require pot holing. Target utilities within the tank site will be exposed using vacuum excavation. The utilities to be investigated will be identified on a site plan. Measurements will be taken from the top of the utility. It is assumed that the potholes will be backfilled and compacted with the existing material removed. The subcontractor will provide all equipment, personnel and supplies necessary to perform utility location services utilizing air/vacuum, dust-controlled soil extraction methods.

**Deliverables:**

- The subcontractor will prepare a table that indicates the utility reference number, description of the utility including size and material where ascertainable and depth to top of the utility. This information will be transferred to the design plans.

**Assumptions:**

- Potholes will be backfilled and compacted with the existing material removed and all work will be completed in one (1) day by subcontractor with GHD oversight.

**Task 5 – Base Mapping and Utility Easement Procurement**

GHD will prepare base mapping for developing the design plans using existing survey by Coastland Engineering, aerial photos, and utility location information garnered from potholing and field investigations. GHD will use existing County Road mapping and right of way information as well as County parcel map and property boundary information. Temporary construction easements may be necessary. GHD will prepare typical temporary construction easement documents for each affected parcel and the District will be responsible to obtain property owner acceptance.

Additionally, GHD will produce a legal description for the tank site. The description will be based on the Subdivision Map entitled “HIDDEN VALLEY LAKE UNIT No. 9” filed in Book 11 of Subdivision Maps at Page 55 through 14, Lake County Records, the sketch provided by the client, and a field survey.



**Deliverables:**

- Temporary construction easement documentation
- Tank site legal description

**Assumptions:**

- The boundary monuments set for the subdivision at the centerline of road are existing and in good condition and the client will provide a title report.

**Task 6 – Basis of Design Technical Memorandum**

GHD will prepare a brief basis of design technical memorandum (BOD TM) describing the project, project requirements, and design basis for major project elements. It is anticipated that the basis of design technical memorandum will include the following which shall be adjusted as warranted:

- Project description and goals
- Standards and references
- Existing background information; utility locations, size and material
- Geotechnical Investigation; summary and impacts on project design
- Site conceptual layout
- Easement procurement
- Permitting
- Basis of design for materials and methods of construction
- Preliminary Engineer’s Opinion of Probable Construction Costs (Cost Estimate)

The basis of design technical memorandum will be reviewed with the District through a Microsoft Teams meeting. Comments will be gathered on the draft memo and a final memo will be provided to serve as the basis for the preparation of the bid ready plans and specifications.

**Deliverables:**

- Basis of Design Report (Draft and Final) in electronic format

**Task 7 – Engineering Design & Bid Document Preparation**

GHD will prepare bid ready construction design drawings and technical specifications necessary to issue the project for bidding and construction. Project drawings will be “to scale”.

We will develop technical specifications incorporating project-specific requirements. We will rely on District and County standard specifications where possible and develop additional specifications for the project to describe the construction requirements.

The District will be responsible for routing the documents for review by appropriate parties and will review comments, rectify any conflicting comments, and will compile one set of comments for GHD to address. Comments at the 35%, 65%, and 95% stage will be incorporated into the next submittal. The 100% final documents will be ready for bidding. The submittals will be reviewed with the District during a Microsoft Teams meeting.

Overall, the design plans are anticipated to include the following types of sheets:

- Cover Sheet
- General Civil Notes
- Horizontal Control Plan
- Existing Site Conditions
- Site Demolition Plan
- Site Improvement Plan
- Site Utility Plans
- Civil Construction Details
- Water Tank Plans
- General Structural Notes
- Retaining Wall Plans (if necessary)
- Structural Construction Details
- General Electrical Notes
- Electrical Site Improvement Plan

And any other sheets GHD deems necessary to convey the design intent.

The drawings listed above are intended to convey the general nature of the types of drawings that will be utilized to convey the design intent. GHD may alter the sheets to fit the design requirements. GHD will design the project using English Standard units in AutoCAD. The 100% Final construction documents will be stamped and signed by a California Registered Professional Engineer.

All deliverable documents listed below will be provided as electronic PDFs and up to six hard copies for each of the above documents as requested. Hard copy drawings will be provided in 11x17 format. Final design drawings can also be provided as AutoCAD files.

**Task 7.1 - Preliminary Design (35% Design)**

**Deliverables:**

- 35% Preliminary Design Plans
- 35% Technical Specifications Table of Contents
- 35% Opinion of Probable Construction Cost

**Task 7.2 - Design Development (65% Design)**

**Deliverables:**

- 65% Design Plans
- 65% Technical Specifications
- 65% Opinion of Probable Construction Cost

### **Task 7.3 – Construction Documents (95% PS&E)**

#### **Deliverables:**

- 95% Design Plans
- 95% Technical Specifications
- 95% Opinion of Probable Construction Cost

### **Task 7.4 – Final Design (100% PS&E)**

#### **Deliverables:**

- Final Design Plans
- Final Technical Specifications Package
- Final Opinion of Probable Construction Cost

#### **Assumptions:**

- The District will be responsible for preparation of front-end contract documents, bid forms, and other documents for bidding, only the technical specifications, the bid schedule, and measurement and payment section, will be prepared by GHD as part of this task.
- All deliverables will be in electronic format.

### **Task 8 – SWPPP Development**

Construction of this project will likely require a Storm Water Pollution Prevention Plan (SWPPP). GHD will prepare a project specific SWPPP and all required permit registration documents (PRDs) to initiate the waste discharge permit process Notice of Intent (NOI) using the States Storm Water Multiple Application and Report Tracking System (SMARTS). The SWPPP will be prepared by a Qualified SWPPP Developer (QSD) and will comply with the requirements of the State's storm water General Construction Permit (GCP). The PRDs will include risk assessments of the project site, which will determine the appropriate SWPPP implementation method, and site maps showing details and placement of all BMPs for erosion and sediment control.

#### **Deliverables:**

- SWPPP in electronic format

#### **Assumptions:**

- The client will be the Legally Responsible Person (LRP) and create the project account on SMARTS.
- The client will add GHD to the SMARTS account as a data entry entity and GHD will post the SWPPP and PRDs to the SMARTS account and assist in completing the required information for the NOI for the project.
- This task's scope will not include assistance for the SWPPP implementation or Notice of Termination.

### **Task 9 – Bid Phase Services**

This task is to perform Construction Bid and Award Phase Services, including the solicitation of construction contract bids and award of contract. The

subtasks outlined below are to illustrate the work that occurs under bid period services and these individual activities will not be billed separately.

#### **Task 9.1 – Advertisement for Bid and Submission of Bid Documents to the Builders Exchange**

GHD will prepare the advertisement for bid for publication and will provide it to the District that will be responsible for advertising it in the local paper and paying for the costs. GHD will also provide electronic copies of the bid documents to the Builder's Exchange. Contractors shall be responsible for printing their own copies of the documents if they wish to have hard copies.

#### **Task 9.2 – Prebid Walkthrough**

GHD will prepare an agenda for the prebid walk through and conduct the walkthrough with interested contractors to review the site and the project requirements. It is assumed that the construction inspector and the construction manager will be present as well. An attendance list will be compiled during the meeting. Questions raised during the walk through will be responded to via a formal addendum which will include the attendance list following the walkthrough.

#### **Task 9.3 – Prepare Addenda**

GHD will respond to technical inquiries during bidding via written addenda. This scope is based upon the preparation of up to five (5) written addenda related to interpretations of the Bid Documents. The addenda will be provided to the Builder's Exchange. Changes in the intent of the design requiring redesign work are not included in this scope.

#### **Task 9.4 – Construction Contractor Bidding and Award**

GHD will participate in attend one virtual or in-person bid opening at the District, assist the District with the evaluation of the bids, and will prepare the award recommendation memorandum.

#### **Deliverables:**

- Bid Advertisement to be published in local newspapers
- Electronic documents
- Notice of Award
- Contract Documents
- Notice to Proceed
- Award Recommendation Memorandum

#### **Assumptions:**

- District to pay any publishing and advertising fees directly
- All deliverables to be provided in electronic format

## Optional Construction Inspection and Management Services

GHD has the qualifications and experienced personnel available to provide a range of construction inspection and management services to see this project through Final Completion. The following scope is an example of how GHD approaches the construction of a project to allow the District to understand GHD's qualifications and approach to providing construction services. GHD can work with the District on the specific scope that may be desired for the construction phase of this project, with special attention to what may be required by the funding agency. We are happy to discuss these optional services with the District.

### Scope of Work

#### Task 1 – Project Management

##### Task 1.1 – Provide Management of GHD CM Services

GHD project management will include preparation and maintenance of budgets and schedules for CM GHD services, instructions to the GHD Team, preparation of field safety instructions, and routine progress reporting.

#### Task 2 – Contract Management

GHD's Construction Management Team (CMT) will act as an extension/adjunct of District staff. The CMT will coordinate with the District to discuss project details, review schedules, provide drafts for review and produce final documentation ready for District signature. The CMT will provide periodic updates, coordinate meetings and telephone calls, promptly transcribe meeting notes, and distribute.

The CMT will perform the following services:

##### Task 2.1 – Provide Project Coordination

Coordinate with District staff to discuss and address issues with the project. This will be accomplished by daily/weekly email updates of the activities that preceded the work accomplished in the time period with issues that occurred. The weekly update will be more in depth by providing a 2-3 week look ahead on the schedule and will contain an ongoing list of outstanding critical issues.

The CMT will coordinate with the various businesses and residences in the vicinity of the project.

##### Task 2.2 – Prepare and Conduct Pre-Construction Meeting

The pre-construction meeting will include the District, the design team, utility companies, contractor, and major subcontractors. The CM will prepare the agenda and meeting minutes. Prior to the Pre-Construction Meeting, the CM will prepare a draft contact list including GHD staff, District staff, contractor, and others as appropriate. Contact information will be identified for key personnel from each agency to be contacted in the event of an emergency. The list will be updated, finalized, and distributed to all participants after the meeting, as well as to the police and fire departments.

##### Task 2.3 – Conduct and Document Project Meetings

Conduct weekly progress meetings and other special technical meetings throughout the project. The CM will prepare the agenda, describing key issues, schedule status, and potential change orders, and distribute notes to meeting participants.





#### **Task 2.4 – Review Contractors Construction Schedule**

Review the Contractor’s project schedule for conformance with the specifications and for reasonableness of activity durations and sequence. The CM will perform the following activities:

- Coordinate review comments by the District and the design team and transmit review comments to the contractor.
- Meet with the contractor to discuss and clarify any significant issues. Review revised schedules. Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage.
- Review schedule to determine impact of the weather and change orders on the construction schedule. Review contractor’s updates of the construction schedule that incorporates actual progress, weather delays, and change order impacts.

#### **Task 2.5 – Maintain Project Records**

Maintain project records, including daily logs, weekly report of working days, inspection reports, compliance testing results, photos, measurement of quantities, schedules, submittals, RFIs, RFCs, PCOs, change orders, month pay requests, issues, and correspondence. Project records will be maintained in organized manner for quick reference. The project records are a combination of the web-based management system and our daily detailed field reports.

#### **Task 2.6 – Review and Evaluate Monthly Progress Payments**

Review and evaluate monthly progress payment requests submitted by the Contractor, negotiate differences over payment, and recommend payment to District. Quantity vouchers will be checked and signed independently by the CM to monitor quantities paid against estimated quantities. CM will monitor certified payrolls.

#### **Task 2.7 – Prepare Monthly Progress Reports**

CM will prepare and submit to the District a monthly progress report, which will include a construction progress summary, construction cash flow and payments, and summary logs for proposed change orders (PCOs).

#### **Task 2.8 – Respond to Requests for Information (RFIs) and Issue Requests for Clarifications (RFCs)**

Coordinate, evaluate, and manage the process of responding to RFIs and issuing RFCs. This effort includes receiving the RFI from the Contractor or

transmitting the RFC to the Contractor, logging into the system, transmitting them to the design team for response, coordinating with the design team on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor.

#### **Task 2.9 – Prepare Change Orders**

Coordinate and manage the change order process, including logging, reviewing them in conjunction with design team and the District, assisting with determination of changed conditions and scope definition as needed, developing independent cost estimates, assisting with negotiation, and incorporating change orders into the construction contract.

#### **Task 2.10 – Coordinate Submittal and Shop Drawing Review Process**

Coordinate the submittal and shop drawing review process, including logging submittals from the Contractor, transmitting to design team for response, coordinating with design team on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor. Incomplete submittals will be returned to the contractor prior to being submitted to the design team.

Construction Manager and inspectors will also review submittals of shop drawings, materials, test reports, and manufacturer cut-sheets to understand installation requirements and identify potential issues.

#### **Task 2.11 – Monitor Permit Compliance**

Monitor contractor compliance with construction permits, traffic and pedestrian control plans, and environmental compliance. CM will coordinate with the design team and Inspector/Observer for compliance and will recommend a course of action to the District if required measures are not being met by the Contractor.

#### **Task 2.12 – Monitor Construction Record Drawings**

CM will require the contractor to maintain construction record drawings in coordination with the progress pay request.

#### **Task 2.13 – Perform Claims Management**

Analyze potential claims for additional compensation submitted during the construction period and make recommendations to the District for resolution. Coordinate and monitor claims response preparation, logging and tracking status. The Construction Manager will monitor and assist in mitigating any potential project claim, support in defending any construction claims will be negotiated as an extra service.

### **Task 3 – Provide Field Inspection/ Observation**

Provide an on-site construction inspector/observer to monitor the contractor’s work for compliance with the contract documents, submittals, RFIs, change orders, traffic and pedestrian control plan, public outreach plan, environmental compliance, including SWPPP requirements. Contractor’s certified payrolls will be checked and documented by the inspector. Construction inspector will be on site full time during most operations and will overlap during the day as necessary to coordinate with the design team and District staff. Daily effort is assumed to be 9 hours per day.

#### **Task 3.1 – Prepare Photograph or Video Documentation**

Document initial site conditions prior to contractor’s commencement of construction using either still photographs or video and will provide additional photos of construction progress periodically throughout construction.

#### **Task 3.2 – Document Field Changes to the Drawings and Specifications**

Document field changes to the contract documents on a real-time basis during the progress of construction.

#### **Task 3.3 – Prepare Daily Observation Reports**

The Inspector/Observer will prepare daily observation reports. Reports will include employee names and labor classification, equipment identification, hours that were work and equipment utilized, weather conditions, and issues, observations, and significant conversations between the inspector and the contractor and public. The report will be a combination of web-

based data and written. The daily reports will have photographs and material tags.

#### **Task 3.4 – Coordinate Materials Testing**

Coordinate with the materials testing laboratory performing quality assurance testing in accordance with the contract documents.

#### **Task 3.5 – Develop Punch List**

Develop a preliminary punch list for the project and maintain a running punch list through the course of the project. The CMT will schedule the District and design team to conduct final completion inspections and issue final punch lists.

#### **Task 3.6 – Compile Final Records**

Provide the District with a complete set of project records of the project, indexed and filed, and a listing of warranties provided under the project including the items covered and the warranty duration. The documentation will be all in electronic format.

#### **Task 3.7 – Prepare Final Pay Estimates**

Prepare the final pay estimate and balancing change orders, prepare the Notice of Completion, and coordinate retention release at the conclusion of construction.

### **Task 4 – Public Outreach**

Services related to public outreach during construction will be provided as needed. Effective communication with the public is paramount to minimizing disruptions and impacts from construction. The following subtasks could be performed as part of the public outreach effort:

- Public Outreach Plan
- Public Information and Contact Points
- Attend Public Meetings

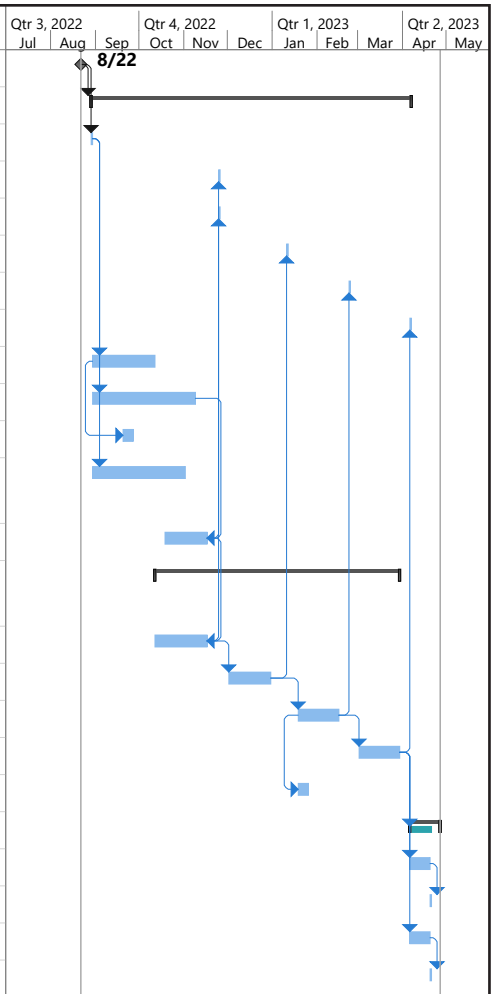


## 6. | Amount of Effort Anticipated for Each Task

TASK DESCRIPTION		TOTAL HOURS
<b>1</b>	<b>Task 1: Project Management and Coordination</b>	<b>134</b>
	Subtask 1.1 Project Management and Coordination	134
<b>2</b>	<b>Task 2: Additional Background Information Review</b>	<b>18</b>
	Subtask 2.1 Additional Background Information Review	18
<b>3</b>	<b>Task 3: Geotechnical Investigation</b>	<b>10</b>
	Subtask 3.1 Geotechnical Investigation	10
<b>4</b>	<b>Task 4: Potholing</b>	<b>12</b>
	Subtask 4.1 Potholing	12
<b>5</b>	<b>Task 5: Base Mapping and Utility Easement Procurement</b>	<b>56</b>
	Subtask 5.1 Base Mapping and Utility Easement Procurement	56
<b>6</b>	<b>Task 6: Basis of Design Technical Memorandum</b>	<b>54</b>
	Subtask 6.1 Basis of Design Technical Memorandum	54
<b>7</b>	<b>Task 7: Engineering Design and Bid Document Preparation</b>	<b>767</b>
	Subtask 7.1 Preliminary Design (30% Design)	213
	Subtask 7.2 Design Development (65% Design)	193
	Subtask 7.3 Construction Documents (95% PS&E)	183
	Subtask 7.4 Final Design (100% PS&E)	178
<b>8</b>	<b>Task 8: SWPPP Development</b>	<b>28</b>
	Subtask 8.1 SWPPP Development	28
<b>9</b>	<b>Task 9: Bid Phase Services</b>	<b>258</b>
	Subtask 9.1 Advertisement	24
	Subtask 9.2 Prebid	38
	Subtask 9.3 Prepare Addenda	158
	Subtask 9.4 Construction Contractor Bidding and Award	38
<b>Total Labor Hours</b>		<b>1,337</b>

# 7. | Project Schedule

ID	Task Name	Start	Finish	Qtr 3, 2022			Qtr 4, 2022			Qtr 1, 2023			Qtr 2, 2023	
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	<b>GHD NTP</b>	Mon 8/22/22	Mon 8/22/22			8/22								
2	<b>Task 1. Project Management &amp; Coordination</b>	<b>Mon 8/29/22</b>	<b>Thu 4/6/23</b>											
3	1.1 Project Initiation- Kickoff Meeting	Mon 8/29/22	Mon 8/29/22											
4	1.2 Review Meeting-Basis of Design Tech Memo	Fri 11/25/22	Fri 11/25/22											
5	1.3 Review Meeting-35%	Fri 11/25/22	Fri 11/25/22											
6	1.4 Review Meeting-65%	Wed 1/11/23	Wed 1/11/23											
7	1.5 Review Meeting-95%	Thu 2/23/23	Thu 2/23/23											
8	1.6 Review Meeting-Final	Thu 4/6/23	Thu 4/6/23											
9	<b>Task 2. Additional Background Information Review</b>	Tue 8/30/22	Tue 10/11/22											
10	<b>Task 3. Geotechnical Investigation</b>	Tue 8/30/22	Tue 11/8/22											
11	<b>Task 4. Potholing</b>	Tue 9/20/22	Mon 9/26/22											
12	<b>Task 5. Base Mapping &amp; Utility Easement Procurement</b>	Tue 8/30/22	Tue 11/1/22											
13	<b>Task 6. Basis of Design Technical Memorandum</b>	Wed 10/19/22	Wed 11/16/22											
14	<b>Task 7. Engineering Design &amp; Bid Document Preparation</b>	<b>Wed 10/12/22</b>	<b>Wed 3/29/23</b>											
15	7.1. Preliminary Design 35%	Wed 10/12/22	Wed 11/16/22											
16	7.2. Design Development 65%	Fri 12/2/22	Fri 12/30/22											
17	7.3. Construction Documents 95%	Thu 1/19/23	Wed 2/15/23											
18	7.4. Final Design 100%	Thu 3/2/23	Wed 3/29/23											
19	<b>Task 8. SWPPP Development</b>	Thu 1/19/23	Wed 1/25/23											
20	<b>Task 9. Bid Period Services</b>	<b>Thu 4/6/23</b>	<b>Wed 4/26/23</b>											
21	9.1. Advertisement for Bid	Thu 4/6/23	Wed 4/19/23											
22	9.2. Prebid Walkthrough	Thu 4/20/23	Thu 4/20/23											
23	9.3. Addenda	Thu 4/6/23	Wed 4/19/23											
24	9.4. Construction Contractor Bidding & Award	Thu 4/20/23	Thu 4/20/23											



# 8. | Fee Proposal

As a requirement of the District's RFP, we have delivered our Fee Schedule in a separate sealed envelope to the District Office.

# A

# APPENDIX: Key Staff Resumes



# Michelle Davidson

## Project Manager



### Location

Eureka, CA

### Qualifications/Accreditations

- BS, Civil Engineering, California State University, Chico, CA, 2014
- Quality Control Manager Training, US Army Corps of Engineers
- Occupational Safety and Health Administration (OSHA) 10-Hour Training

### Experience

8 years

### Memberships

- American Society of Civil Engineers (ASCE), North Coast Branch, Director, Past President
- ASCE, North Coast Branch Younger Member Group, Past President

### Relevant Experience Summary

Michelle has over eight years of experience in project management, engineering design, construction management and inspection, regulatory permitting coordination, bid package development, contracting, and project funding. Her experience includes a variety of water, sewer, and civil site design projects including tanks, piping, treatment plants, pump stations, and civil site work that includes ADA improvements, often working on municipal projects. She regularly works with multi-disciplinary teams, and interacts with owner representatives, regulators, and key stakeholders to provide cost-effective designs that meet the needs of the community.

### Project Experience

#### ***Water Tank Replacement Project***

Role: Construction Manager

Client: Big Rock Community Services District

Location: Hiouchi, CA

This project included the replacement of a 100,000-gallon redwood water tank with a 200,000-gallon bolted steel tank. The project boundary had naturally occurred asbestos, and so ensured that the contractors complied with the asbestos dust mitigation plan. The project also included improvements to the access road to the tank, the installation of a soil nail retaining wall, installation of a new pump house, and site drainage improvements.

#### ***Jedediah Way Road Improvements Project***

Role: Project Manager / Construction Manager

Client: Big Rock Community Services District

Location: Hiouchi, CA

This project included the rehabilitation of a main access road to a water tank site. Work included topographic surveying, geotechnical investigations, environmental permitting, design and bid package development, bid period services, construction management, grant management, and project closeout including the development of as-built drawings. The project also included regular coordination with the general public impacted by construction.

#### ***West Texas Utility Replacement Project***

Role: Project Manager

Client: City of Fairfield

Location: Fairfield, CA

Served as Project Manager for the relocation of over a half-mile of the City's water main and the installation of a new 12-inch

reliever trunk sewer. Work included utility company investigation, potholing, geotechnical investigation, surveying, development of basis of design document, preparation of bid ready plans and specifications, bid period services, office engineering support during construction, and project closeout.

#### ***College of the Redwoods, Soil Reuse at White Slough Project***

Role: Project Manager

Client: College of the Redwoods

Location: Eureka, CA

Developed engineering design and bid package for a soil reuse project to move approximately 50,000 cubic yards of soil from a college campus to a nearby restoration site. Project entailed site surveying, site design to accommodate changes in soil quantity, including stormwater and drainage changes to accommodate new site grading, bidding, coordination with restoration site staff, college campus activities and staff, and construction management during construction.

#### ***Water Tank Design and Construction Project***

Role: Project Engineer

Client: College of the Redwoods

Location: Eureka, CA

Developed design documents for two new 300,000-gallon welded steel water tanks to supply the campus. The project included emergency on site diesel power generation. Work included site surveying, geotechnical analysis, and site design to provide the campus with a new water storage and delivery system., including emergency power. The new tanks replaced two obsolete redwood tanks. The design of the new system included site grading, a fire booster pumping station, standby power, electrical and controls

integration. Was engaged in the overall bidding, and construction management as well.

### **Physical Education Building & Field House Project**

Role: Civil Project Engineer

Client: College of the Redwoods

Location: Eureka, CA

Served as Civil Project Engineer in support of architectural conceptual design of new Physical Education (PE) and Field House buildings. The PE building is adjacent to the Creative Arts Complex and the Field House will be at the site of the previously demolished stadium adjacent to the athletic field. The design included an ADA path of travel that was developed from the Field House to the PE building and from the PE building to the main parking lot. A replacement baseball field layout was developed at the old PE building site to utilize excess soil generated from the new creative arts, PE, and Field House sites. The overall water, wastewater, drainage, gas, electrical, and telecommunications utilities were designed for the new buildings along with site landscaping.

### **Creative Arts Buildings Project**

Role: Civil Project Engineer

Client: College of the Redwoods

Location: Eureka, CA

Served as Civil Project Engineer for design in support of architectural design of four new buildings in the creative arts complex. The engineering site design included careful analysis of existing grades to accommodate a new fire road, ADA parking, ADA walkways, buildings, and a courtyard. The design also included full site utility design, including drainage, potable water, wastewater, electrical, and gas. The creative arts complex design was integrated into the conceptual plan for a future Academy of the Redwoods facility and a new PE building. Regularly coordinated with other disciplines.

### **Rio Dell Water System Upgrades and Tank Replacement Project**

Role: Staff Engineer

Client: City of Rio Dell

Location: Rio Dell, CA

Worked on the evaluation and upgrade of portions of the Rio Dell Water System. Rio Dell historically used redwood tanks which were leaking and were not seismically stabilized. The work included replacement of a 250,000-gallon redwood tank with a new 500,000-gallon steel tank and replacement of a 100,000-redwood tank with a 100,000-gallon steel tank. Work included land acquisition, site development, Mechanically Stabilized Earth (MSE) wall design, yard piping, and tank circulation and chlorine booster system.

### **Water Distribution and Storage System Evaluation Project**

Role: Staff Engineer

Client: Smith River Community Services District

Location: Smith River, CA

The Smith River CSD has eight aging redwood storage tanks within several pressure zones serving the diverse district. These tanks were leaking and were not up to current seismic standards. Worked with District staff to identify system deficiencies and future needs. Capital improvement projects were identified to improve

system reliability through hazard mitigation projects. Worked with the team to develop concepts for replacement of tanks, upgrading pump stations, providing standby power, and improving the Supervisory Control and Data Acquisition (SCADA) system for emergency response.

### **Water System Emergency Generator Project**

Role: Project Manager

Client: Smith River Community Services District

Location: Smith River, CA

Serves as Project Manager on Proposition 1-funded project to provide a combination of permanently mounted generators and mobile generators at the main control building and well site and four of the high priority pump stations where no emergency power currently exists. Provided permit development, grant administration support, and design. Is currently providing bid period services, and will provide construction inspection and administration, project performance monitoring plan, and project closeout.

### **Water Distribution and Storage System Evaluation and Upgrade Design Project**

Role: Project Engineer

Client: Redway Community Services District

Location: Imperial, CA

The Redway CSD is a small district in rural California which needed upgrading of its water supply treatment, and storage systems. Worked with District staff and the project team to evaluate storage options including bolted and welded steel tanks to replace the existing failing storage system. Ultimately a modular approach was selected so that the District could add tanks to the system as funding for expansion became available. The plan also included replacement of the water supply line, improvements to the treatment system, upgrades to yard piping, and improvements to the monitoring and control system.

### **Elk River Wastewater Treatment Plant Secondary Clarifier Repair Project**

Role: Construction Inspector

Client: City of Eureka

Location: Eureka, CA

Performed construction inspection on a \$1,021,500 project. The project entailed repairing two secondary clarifiers, including the replacement of the bridge assembly, installation of a new drive unit, hazardous material abatement, recoating of some of the features, installation of a new fiberglass flocculate skirt, and improvements to the electrical features. The project required special coordination to ensure that there was always one clarifier in service and that the project was done before the heavy winter rain.

### **Elk River Treatment Plant Odor Control Tower Repair Project**

Role: Construction Inspector

Client: City of Eureka

Location: Eureka, CA

Served as Construction Inspector for the repair of the odor control tower. Repairs included hazardous material abatement in a confined space, concrete crack, snap tie, and spall repair, installation of new Fiberglass Reinforced Plastics (FRB) beams and tower recoating.



Anne Lynch PE  
Project Director



### Location

Sacramento, CA

### Experience

26 years

### Qualifications/Accreditations

- BS, Civil Engineering (Cum Laude), Auburn University, Auburn, AL, 1996
- BA, Philosophy, University of Oklahoma, Norman, OK, 1992
- Civil Engineer, CA #64453

### Relevant Experience Summary

Anne leads GHD's Water West IWM Business Group and is the North American Service Line Lead for IWM. She has more than 26 years of experience in water resources management, particularly focused on water supply, water reuse, flood management, CIP development, investment and funding strategies, and brine management projects and planning studies. She is a leader in managing complex project teams to meet tight deadlines, as well as managing projects where coordination and approval is required from local, state, and federal agencies. Anne brings experience working with water management agencies in all 58 counties in California, including diverse experience in flood, water resources, and IWM. She understands the recycled water landscape in California, having led some of the premier water recycling planning studies developed in conjunction with the US Bureau of Reclamation. Anne also has assisted with the development of a number of significant reports published by the California Department of Water Resources Programs over the past 10 years, including the California Water Plan (Updates 2013 and 2018), Stakeholder Perspectives — Recommendations for Sustaining and Strengthening Integrated Regional Water Management (IRWM), California's Flood Future Report, and 2017 Central Valley Flood Protection Plan (CVFPP) Update. Anne helped develop the initial draft of the Delta Plan and was the author of the water resources paper that supports the Delta Plan.

### Project Experience

#### ***Hidden Valley Lake Community Services District SCADA Master Plan Project***

Role: Project Director

Client: Hidden Valley Lake Community Services District

Location: Lake County, CA

Serves as Project Director for the development of the hydrogeological assessment and source water exploration, which included an assessment of the existing facilities and development of recommendation, as well as operational and performance requirements.

#### ***Hydrogeological Assessment & Source Water Supply Exploration Project***

Role: Project Director

Client: Lake Berryessa Resort Improvement District

Location: Lake County, CA

Serves as Project Director for the development of a geophysical assessment, which included shallow alluvium and bedrock exploratory drilling and sampling.

#### ***Eel River Valley Groundwater Sustainability Plan and Monitoring Well Installation Project***

Role: Quality Assurance/Quality Control, Senior Advisor

Client: Humboldt County Department of Public Works

Location: Eureka, CA

Serves as Senior Advisor to the project manager and QA/QC on groundwater sustainability plan development.

#### ***Sustainable Groundwater Management Project Analysis and Monitoring Protocol Development Project***

Role: Project Manager

Client: California Department of Water Resources

Location: Sacramento, CA

Serves as Project Manager responsible for collecting and analyzing data to develop standardized monitoring methods for use in determining the efficacy of sustainable groundwater management projects. Efficacy of project outcomes is based upon which types of projects provided the most benefits, cost beneficial results, and addressed the sustainability indicators.

#### ***Water Conservation and Water Loss Program Support Project***

Role: Senior Advisor

Client: Solano County Water Agency

Location: Solano County, CA

Serves as Senior Advisor providing ongoing program support.



**Corte Madera Sewer Master Plan Project**

Role: Project Director

Client: Town of Corte Madera

Location: Corte Madera, CA

Serves as Project Director for the development of the Corte Madera Sewer Master Plan, which included inspection of pipelines and a condition assessment of its collection system to comply with a 2020 settlement agreement.

**Stormwater Compliance, Permit Compliance, and Municipal Separate Storm Sewer System (MS4) Permit Inspection Field Support Project**

Role: Project Director

Client: City of Carson

Location: Carson, CA

Serves as Project Director for development of a facility inspection program designed to meet the requirements of the Los Angeles County National Pollutant Discharge Elimination System (NPDES) MS4 Permit around stormwater mobilization of contaminants. The work included MS4 permit compliance inspection field support which included developing a IPAD based inspection tool, training of field staff, and support for stormwater compliance permitting.

**Modjeska and La Palma Stormwater Capture System Reporting and Monitoring Project**

Role: Project Director

Client: City of Anaheim

Location: Anaheim, CA

Served as Project Director for the monitoring of efficacy of trash and debris removal from the stormwater, as well as quantification of dry weather and stormwater flows entering the systems, for groundwater infiltration at Modjeska Park and Huckleberry Basin at La Palma and Richfield Road site.

**City of Dana Point Stormwater Feasibility Studies Project**

Role: Project Director

Client: City of Dana Point

Location: Dana Point, CA

Served as Project Director for the preparation of individual stormwater drainage feasibility studies at four locations within the City. These locations have been prone to flooding and/or drainage issues within the public right of way and into private properties. Task included preparing existing conditions analysis in 1D and 2D models, providing multiple alternative analysis, and estimating costs for each alternative.

**La Palma Avenue and Richfield Road Storm Drain Improvement Project**

Role: Project Director

Client: City of Anaheim

Location: Anaheim, CA

Served as Project Director for a storm drain system extension project. The project included grant funding requirements, including schedule, budget, and project costs. The primary objective of the project was stormwater capture and groundwater recharge. GHD was tasked to provide hydrology and hydraulic calculations to show annual capture of stormwater runoff. Also included in the scope is final design of the storm drain extension into the ground

water recharge basin, and the design of a pre-treatment system that includes a full capture alternative. A secondary objective of the project was to alleviate flooding within the intersection of La Palma Avenue and Richfield Road.

**Sustainable Groundwater Management Program Project**

Role: Senior Advisor

Client: California Department of Water Resources

Location: Sacramento, CA

Served as Senior Advisor assisting with development of compliance management tools for use by DWR on the Sustainable Groundwater Management Act Program.

**Lower Peter's Canyon Regional Park Reservoir Restroom and Rest Area Project**

Role: Project Director

Client: OC Parks and OC Flood Control

Location: Irvine, CA

Serves as Project Director for replacement of potable restroom facilities with permanent restroom building which required horizontal drilling through a permanent flood control weir. Project provides enhanced pedestrian experience at two trailheads and access for emergency vehicles to trail.

**Integrated Resources Plan Project**

Role: Project Engineer

Client: City of Los Angeles, Bureau of Sanitation

Location: Los Angeles, CA

Responsible for evaluating recycled water opportunities and developing the recycled water planning section of the Integrated Resources Plan for the City of Los Angeles. The plan is a planning program that considers the relationships between wastewater, recycled water, stormwater, and potable water sources to identify capital improvement projects to meet Year 2020 water needs.

**Big Bear Area Regional Wastewater Agency Brine Management Study Project**

Role: Project Manager

Client: Big Bear Area Regional Wastewater Agency

Location: Big Bear, CA

Served as Project Manager for the Big Bear Area Regional Wastewater Agency Brine Management Study, which was a comprehensive investigation of brine disposal alternatives for a proposed indirect potable recycled water project utilizing reverse osmosis technology.

**Urban Water Management Plan Project**

Role: Project Engineer

Client: City of Redlands

Location: Redlands, CA

Responsible for the preparation of the 2000 Urban Water Management Plan, including data collection, analysis, report preparation, and coordination with Department of Water Resources. Data collection and analysis involved the evaluation of water production records, city water conservation programs, future water demands, current and future water supplies, non-potable water uses, feasibility of wastewater recycling, and drought emergency plan.



Steve McHaney PE

QA / QC



### Location

Eureka, CA

### Qualifications/Accreditations

- BS, Environmental Resources Engineering (Minor: Computer Information Systems), Humboldt State University, Arcata, CA, 1986
- Civil Engineer, CA #47590, GU #1250, CNMI, HI, WA, OR, ID
- Safety Assessment Program (SAP) Volunteer

### Relevant Experience Summary

Steve has over 35 years of municipal engineering experience with motor vehicle, pedestrian, and bicycle transportation, site design and drainage, site utility design, and watershed and wetlands restoration design. Steve has served as City Engineer for both City of Trinidad and City of Rio Dell for more than 15 years providing transportation and utility evaluation and design, as well as planning and environmental compliance services. Steve has also been engaged on the Bay Trail and Eureka Trails projects providing technical input and quality control review

### Experience

35 years

### Memberships

- American Society of Civil Engineers
- California Water Environmental Association
- National Water Supply Improvement Association
- Water Environment Federation
- International Association on Water Quality, Specialty Group on Wetlands
- American Water Resources Association
- WaterReuse Association

### Project Experience

#### ***Water Storage Tank Stabilization Project***

Role: Task Manager

Client: Big Rock Community Services District

Location: Hiouchi, CA

Big Rock Community Services District's (BRCSD) water system was originally built in the 1960s with water supply from the Smith River, a pump station that filled a 100,000-gallon redwood tank, and a distribution system. GHD worked with BRCSD and a series of funding agencies to develop an overall funding package to completely replace the redwood tank, replace a booster pump station, relocate a generator, stabilize the tank site, improve access, and make improvements to the overall SCADA and electrical systems. Under a Master Services Agreement, GHD provided the engineering design, bidding services, construction phase services, and construction management services for this project. The tank site is also the location for new emergency communications equipment and antennae tower. The design, permitting, and bidding for this project was completed in 2018 and construction was completed in Spring 2019.

#### ***Redwood National Park Water Treatment and Tank Design Project***

Role: Project Manager

Client: Redwood National Park

Location: Orick, CA

Responsible for the condition assessment of the existing water

storage tank for the park and determined it did not meet modern design standards and needed to be replaced. Working with the park, designed a new 100,000-gallon steel tank along with a new treatment and pumping facility. The new equipment was integrated into the existing site infrastructure. Worked with the local park staff, as well as staff in Sacramento to comply with state standards and to create plans and specifications for bidding. In addition, GHD provided bidding, construction, and startup assistance.

#### ***Irrigation Management Plan Project***

Role: Task Manager

Client: Sonoma Valley County Sanitation District

Location: Sonoma County, CA

Responsible for the development of an irrigation management plan and worker education and training program for the irrigation systems for the storage and reuse system. A combination of pasture and vineyards were irrigated and developed a management plan based on the soil types and conditions, groundwater characteristics, weather patterns, crop type, and operational requirements. In addition, developed training programs in both English and Spanish including printed materials and videos that were used to train irrigation workers in the proper management of irrigation water and the crops being produced.

#### ***Susanville Treatment, Storage, and Effluent Disposal Irrigation System Design Project***

Role: Project Manager

Client: Susanville Sanitary District

Location: Susanville, CA

Oversaw this \$22 million treatment, storage, and irrigation project for CDCR's California Correctional Facility. The project included an upgraded treatment system, 1,200-acre feet of storage, two main pump stations, hydropneumatic tanks and surge control systems, distribution mains and headers, irrigation networks and percolation beds, and runoff control and recirculation systems. The design of this project was integrated into the development of the agronomic technical analysis that was completed during the predesign phase and the annual cropping and management plan and groundwater management plan developed for the ongoing operation.

### ***Maxwell Community Services District Treatment, Storage, and Effluent Disposal System Design Project***

Role: Project Manager

Client: Maxwell Community Services District

Location: Maxwell, CA

Responsible for the design of a new treatment, storage, and effluent disposal system for the Maxwell Community Services District. Led the effort to develop the project facilities plan, investigate and select land area for irrigation and percolation, land acquisition and permitting. Then the project proceeded to the design phase – led the effort to complete the plans and specifications and the project management plan for the project. The design includes a treatment system, pump station, transmission mains, a seasonal storage pond, and irrigation networks using either recycled water or surface water as the irrigation source.

### ***Water Balance and Effluent Land Application Design Project***

Role: Project Manager

Client: California Department of Corrections and Rehabilitation

Location: Tehachapi, CA

Oversaw the development of a year-round recycled water storage and effluent management system design for the correctional facility at Tehachapi. The project included the development of a detailed water balance model factoring in weather and cropping patterns as well as effluent production rates. The system included conveying water to two private irrigation districts, as well as irrigation of alfalfa crops at the correctional facility site and use of percolation beds.

### ***College of the Redwoods Creative Arts Complex Site Civil Design Project***

Role: Project Manager

Client: College of the Redwoods

Location: Eureka, CA

GHD provided engineering design supporting the architectural design of four new buildings in the creative arts complex. The engineering site design required careful analysis of existing grades to accommodate a new fire road, ADA parking, ADA walkways, buildings, and a courtyard. GHD provided full site utility design, including electrical, gas, drainage, potable water, and wastewater. GHD also designed a rainwater catchment system and landscaping plan. The creative arts complex design was

integrated into the conceptual plan for a future Academy of the Redwoods facility and a new Physical Education (PE) building. The project is currently in the final review and approval process with DSA.

### ***City of Trinidad Luffenholtz Creek Road Crossing Storm Damage Repair and Water Intake Repair Project***

Role: Project Manager, Civil Engineer

Client: City of Trinidad

Location: Trinidad, CA

A FEMA and Cal OES declared disaster event brought significant debris down Luffenholtz Creek, which plugged the road undercrossing and damaged the road prism, regional drainage culverts, and the water intake system for the potable water treatment plant. Oversaw emergency debris removal efforts and then developed an approved scope of work with the disaster funders and prepared design plans and completed permitting. Also oversaw the construction of repairs to the creek, stormwater culverts, and water plant intake system.

### ***Guam International Airport and Harbor Infrastructure Improvements Master Planning Project***

Role: Technical Lead

Client: Guam International Airport and Harbor

Location: Guam

The international airport and port work hand in hand to transport goods to the island of Guam, as well as housing a series of industrial tenants. Evaluation and master planning included conducting an inventory of industrial tenant facilities including potable water, wastewater, and stormwater system requirements to support existing and potential future tenants. Master plan layouts and cost estimates were completed along with economic forecasting. Critical road, and utility infrastructure were then designed to provide the first phase of expansion.

### ***Napa County Steele Canyon Road FEMA Disaster Repairs Project***

Role: Civil Engineer

Client: County of Napa

Location: Napa County, CA

Steele Canyon Road is a main access road to a portion of Napa County and was damaged in a FEMA declared disaster event. There were two major areas of disaster damage where significant slipouts occurred and reduced the road to one lane. Working within the FEMA Damage Survey Report (DSR) scope, led the design team to complete field investigations, surveying, geotechnical analysis, design, and construction support. In addition, although the bulk of the permitting was complete, a special study was required to evaluate for the presence of the Elderberry Beetle, as well as to address the potential impact on oak trees during construction. The slipouts were repaired with site-specific approaches, one with drilled piles and lagging and a second with a subdrain system and embankment fill. Also provided construction assistance, and post construction document support.



Ryan Crawford PG, QSD  
**Technical Director**



**Location**

Santa Rosa, CA

**Experience**

23 years

**Qualifications/Accreditations**

- MS, Geology, Humboldt State University, Arcata, CA, 2007
- BS, Geology, Humboldt State University, Arcata, CA, 2003
- Professional Geologist, CA #8764
- Qualified SWPPP Developer (QSD)

**Relevant Experience Summary**

Ryan is from the Pacific Northwest with local, regional, and international hydrogeologic experience dating back to 1998, from Alaska to South America and Guam. His strong background in groundwater basin characterization, monitoring, domestic and municipal well design, construction oversight, aquifer hydraulic analysis, and testing, together with water geochemistry/quality has been successfully utilized by small and large governments, water districts, agencies, and municipalities to solve complex water supply and quality problems. His focus on surface and groundwater quality and supply and mass balance issues in Northern and Central California has yielded a wide range of project experience from stormwater characterization / treatment / regulatory compliance and permitting (Municipal Separate Storm Sewer System (MS4's)), groundwater exploration and well design, new well construction, old well rehabilitation, to large- and small-scale tertiary treated water for injection well arrays. Ryan has contributed to diverse teams of hydrogeologists and engineers in designing water supply wells, injection wells, and performing; aquifer storage and recovery testing; analysis for interference with water supply treatment options, and saltwater intrusion monitoring and mitigation.

**Project Experience**

***Recycled Water System Project***

Role: Project Geologist  
 Client: Mendocino Unified School District  
 Location: Mendocino, CA

GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services. GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard appurtenances in stainless steel, as well as stainless steel exterior and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.

***Well Field Analysis Source Capacity Projects***

Role: Project Geologist  
 Client: Hidden Valley Lake Community Services District  
 Location: Lake County, CA

Provided key technical hydrogeological management for the District in developing several complex pump tests and responses to California Department of Public Health Drinking Water Division requirements for well field capacity testing and reporting. Work for the District included analysis of water extraction data from specific capture zones, loss of production, pumping interference and influence, and geochemical analysis with regards to water quality and blending options.

***Eel River Valley Groundwater Sustainability Plan (GSP) Project***

Role: Senior Hydrogeologist  
 Client: Humboldt County Groundwater Sustainability Agency

Location: Eureka, CA

Currently serving as the geology / hydrogeology technical lead for the analysis and preparation of the current Draft GSP, Hydrogeological Conceptual Model and Aquifer Parameters Technical Memorandums, helping develop the sustainability management criteria and analysis, leading the groundwater storage estimates and approach, and was a key player in the groundwater-surface water model construction considerations.

***Subsurface Geotechnical / Geophysical and Hydrogeological Investigation Project***

Role: Project Hydrogeologist  
 Client: City of Trinidad  
 Location: Trinidad, CA

Led the geotechnical investigation which included subsurface exploration and geophysical field studies within the project area for the development of a site conceptual model. Collected and evaluated the geotechnical and geophysical data, developed conclusions and recommendations for the stormwater system design without negatively affecting the function of the existing On-Site Wastewater Treatment Systems (septic systems), water supply inputs or impacting coastal bluff stability. This study determined existing groundwater flow patterns, potential stormwater injection zones and physical properties of the aquifer including groundwater flow regime, groundwater flow boundary conditions, subsurface bedrock topography, aquifer thickness, existing groundwater mounding, permeability, and hydraulic conductivity.



Holly Cinkutis PE, LEED AP  
**Civil Design Lead**



**Location**

Eureka, CA

**Qualifications/Accreditations**

- BS, Agricultural & Biological Engineering (Minor: Environmental Engineering), Pennsylvania State University, Centre County, PA, 2006
- Civil Engineer, CA #77541, PA #079263
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), 2009
- Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer
- Drinking Water Treatment Operator (T2), CA #44264
- Drinking Water Distribution Operator (D2), CA #53106

**Experience**

16 years

**Memberships**

- California Water Environmental Association
- American Water Works Association, California-Nevada Chapter- Pipeline & Tank Committee Secretary

**Relevant Experience Summary**

Holly is a licensed civil engineer with more than 16 years of experience in the municipal, public works, and land development sectors of the civil engineering industry. Her experience began as a project engineer and progressed to project manager and acting engineer for multiple water and wastewater service providers and public works entities. As a project manager at GHD, Holly is responsible for managing project design teams which requires coordinating across multiple disciplines to deliver designs within budget and schedule. Holly's experience ranges from working with stakeholders in planning for future capital improvement projects to project implementation and final completion

**Project Experience**

***Leachate and Potable Water Storage Tank Replacement Project***

Role: Senior Engineer  
 Client: County of Sonoma  
 Location: Sonoma County, CA

The project, located in Sonoma County, California, includes the design of six 200,000-gallon stainless steel landfill leachate storage tanks at three different landfill sites, as well as the design of three 200,000-gallon stainless steel potable water storage tanks at three different sites in Healdsburg. The project includes site grading, demolition of the existing tanks, site restoration and instrumentation and electrical design. The project will allow for additional storage of landfill leachate which will reduce hauling costs as well as the replacement of three deficient redwood water tanks. The project will be publicly bid in 2022.

***Wes Tank Water Main Replacement Project***

Role: Project Manager  
 Client: Resort Improvement District #1  
 Location: Whitehorn, CA

The project, located in beautiful Shelter Cove, California, includes

the installation of approximately 1,000 linear feet of eight-inch Ductile Iron Pipe (DIP) water main on an extremely steep slope. Design of steep slope anchors and vertical thrust blocking to secure the pressurized main was required. The project will be implemented by Resort Improvement utilities staff in Spring 2021 and will provide redundancy to their distribution system.

***Duncan Hill Treated Water Improvements Project***

Role: Senior Engineer  
 Client: Placer County Water Authority  
 Location: Placer County, CA

The project, located in Placer County, California, includes the design of approximately 1.5 miles of new 12-inch water main to connect the Auburn Treated Water system to the Foothill Treated Water system. The project will allow for water service to be provided to residents along the proposed alignment that do not have potable water service presently and experience issues with unreliable water quantity and quality from their existing wells. The project includes the design of two pressure reducing stations, navigation of a creek crossing, a steep hill alignment and coordination with Pacific Gas & Electric (PG&E) and Federal Energy Regulatory Commission (FERC) in regards to the crossing of a Pennstock. The project will be publicly bid in 2022.



Rebecca Crow PE  
**Funding Compliance Lead**



**Location**

Eureka, CA

**Qualifications/Accreditations**

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 1997
- Civil Engineer, CA #69994

**Experience**

25 years

**Memberships**

- Rotary Club of Arcata Sunrise
- Society of Women Engineers

**Relevant Experience Summary**

Rebecca has 25 years of experience in a broad range of environmental management and planning services: water and wastewater planning, water recycling, watershed and water quality modelling, groundwater management, regulatory compliance, funding assistance, and grant and contract management. She has assisted numerous communities in the evaluation of cost impacts from projects, as well as the evaluation of economic and qualitative benefits resulting from project implementation. Rebecca has experience using both state and federal economic models in support of funding program development and has secured over \$100 million dollars in grant funds for communities across the US. She has experience working with regulatory agencies on permit compliance for water, wastewater, recycled water, groundwater, and stormwater systems and understands the economic impacts project decisions can make on long- and short-term permit requirements.

**Project Experience**

***Water Storage Tank Stabilization Project***

Role: Project Manager

Client: Big Rock Community Services District

Location: Hiouchi, CA

Big Rock Community Services District's (BRCSD) water system was originally built in the 1960s with water supply from the Smith River, a pump station that filled a 100,000-gallon redwood tank, and a distribution system. GHD worked with BRCSD and a series of funding agencies to develop an overall funding package to completely replace the redwood tank, replace a booster pump station, relocate a generator, stabilize the tank site, improve access, and make improvements to the overall SCADA and electrical systems. Under a Master Services Agreement, GHD provided the engineering design, bidding services, construction phase services, and construction management services for this project. The tank site is also the location for new emergency communications equipment and antennae tower. The design, permitting, and bidding for this project was completed in 2018 and construction was completed in Spring 2019.

***Recycled Water System Project***

Role: Funding and Compliance Coordinator

Client: Mendocino Unified School District

Location: Mendocino, CA

GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services. GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard appurtenances in stainless steel, as well as stainless

steel exterior and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.

***Luffenholtz Creek Source Water Protection Project***

Role: Project Manager

Client: City of Trinidad

Location: Trinidad, CA

Led this sediment reduction project from initial grant application submittal through project completion. The project was constructed on private property for the benefit of the City's water system. Project included construction of two new roads with extensive excavation, grading, and subgrade development, development of a quarry, installation of two pre-manufactured bridges, and installation of numerous erosion and sediment control Best Management Practices (BMP's). Obtained \$1.7 million Prop 50 grant from the State Water Resources Control Board (SWRCP) division of water to complete the project.

***Technical Assistance for North Coast Region Disadvantaged Communities Water and Wastewater Providers***

Role: Project Manager

Client: North Coast Region Disadvantaged Communities Water and Wastewater Providers

Location: Humboldt County, CA

Contributed professional assistance to project designed to provide transferable tools, training, and demonstration projects addressing the needs and building the capacity of small, economically disadvantaged water and wastewater system providers. Project involved coordination with state and federal funders, non-profit resources assistance agencies, and facilitation of training seminars.



**Brian Crowell PE, SE**  
**Structural Engineering Lead**



**Location**

Eureka, CA

**Experience**

21 years

**Qualifications/Accreditations**

- MS, Structural Engineering, Stanford University, Stanford, CA, 2001
- BS, Civil Engineering, University of California, Irvine, CA, 2000
- Civil Engineer, CA #65326
- Structural Engineer, CA #5216
- California Emergency Management Agency (CALEMA) Safety Assessment Program

**Relevant Experience Summary**

Brian has over 21 years of structural engineering evaluation and design experience with new building construction and retrofits, retaining walls, wharves and piers, equipment anchorage, concrete tanks and structures, timber structures, retaining walls, and steel buildings throughout Northern California, serving as one of GHD’s senior structural designers. In this role, he interacts with owner representatives, architects, and regulators while collaborating with the design team to provide cost-effective, detailed structural designs

**Project Experience**

***Water Storage Tank Stabilization Project***

Role: Senior Structural Engineer  
 Client: Big Rock Community Services District  
 Location: Hiouchi, CA

Big Rock Community Services District’s (BRCS) water system was originally built in the 1960s with water supply from the Smith River, a pump station that filled a 100,000-gallon redwood tank, and a distribution system. GHD worked with BRCS and a series of funding agencies to develop an overall funding package to completely replace the redwood tank, replace a booster pump station, relocate a generator, stabilize the tank site, improve access, and make improvements to the overall SCADA and electrical systems. Under a Master Services Agreement, GHD provided the engineering design, bidding services, construction phase services, and construction management services for this project. The tank site is also the location for new emergency communications equipment and antennae tower. The design, permitting, and bidding for this project was completed in 2018 and construction was completed in Spring 2019.

***Recycled Water System Project***

Role: Senior Structural Engineer  
 Client: Mendocino Unified School District  
 Location: Mendocino, CA

GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services. GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard appurtenances in stainless steel, as well as stainless steel exterior

and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.

***McKinleyville Community Services District Generator Replacement Project***

Role: Senior Structural Engineer  
 Client: McKinleyville Community Services District  
 Location: McKinleyville, CA

Served as Senior Structural Engineer for design of existing building modifications and equipment anchorage for two new generators servicing the entire collection system.

***College of the Redwoods Wastewater Treatment and Disposal System Project***

Role: Senior Structural Engineer  
 Client: College of the Redwoods  
 Location: Eureka, CA

Served as Senior Structural Engineer for design for new underground septic system including reinforced concrete tanks, and new CMU maintenance building.

***College of the Redwoods Creative Arts Buildings Project***

Role: Structural Engineering Supervisor  
 Client: College of the Redwoods  
 Location: Eureka, CA

Served as Structural Engineering Supervisor for detailed structural design for five new single-story wood framed classroom buildings. Responsible for plywood shear wall lateral design with premanufactured wood truss roof assemblies, as well as plan development and 3D modeling in Revit. Was reviewed and approved by the Division of the State Architect (DSA).



Rick Guggiana, EE, LEED AP, CDT  
**Electrical Engineering Lead**



**Location**

Santa Rosa, CA

**Qualifications/Accreditations**

- BS, Electrical Engineering Technology, California State Polytechnic University, Pomona, CA 1993
- Electrical Engineer, CA #15580, AZ #34069, CO #34471, IL #062-053426, TX #86009, WA #36259
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP), US Green Building Council
- Construction Documents Technologist (CDT), Construction Specifications Institute

**Experience**

34 years

**Memberships**

- Institute of Electrical and Electronics Engineers (IEEE)

**Relevant Experience Summary**

Rick is a licensed electrical engineer with over 34 years of experience in the electrical, controls, and instrumentation fields, for federal, military, municipal, and private industrial clients. He has extensive experience with water treatment, storage, and pumping systems, wastewater collection and treatment systems, pumping controls, SCADA systems, low and medium-voltage power generation, microgrids, and waterfront electrical distribution. Rick has led large-scale coordination and arc flash studies, desk-top radio path modeling, photometric analyses, forensic studies, feasibility studies, condition assessments, construction cost estimates, and engineering services during construction. He has also written design-build Requests for Proposal (RFP's) and has served as the client's representative, as well has served as the lead electrical engineer on contractor-led design-build teams. Rick was involved in the design and construction management of a 115 kV substation project, which won a merit award from the Consulting Engineers and Land Surveyors of California (CELSOC).

**Project Experience**

***Recycled Water System Project***

Role: Electrical Engineer

Client: Mendocino Unified School District

Location: Mendocino, CA

GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services. GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard appurtenances in stainless steel, as well as stainless steel exterior and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.

***Water Storage Tank Stabilization Project***

Role: Electrical Engineer

Client: Big Rock Community Services District

Location: Hiouchi, CA

Big Rock Community Services District's (BRCSD) water system was originally built in the 1960s with water supply from the Smith River, a pump station that filled a 100,000-gallon redwood tank, and a distribution system. GHD worked with BRCSD and a series of funding agencies to develop an overall funding package to completely replace the redwood tank, replace a booster pump

station, relocate a generator, stabilize the tank site, improve access, and make improvements to the overall SCADA and electrical systems. Under a Master Services Agreement, GHD provided the engineering design, bidding services, construction phase services, and construction management services for this project. The tank site is also the location for new emergency communications equipment and antennae tower. The design, permitting, and bidding for this project was completed in 2018 and construction was completed in Spring 2019.

***Leachate and Potable Water Storage Tank Replacement Project***

Role: Electrical Engineer

Client: County of Sonoma

Location: Sonoma County, CA

The project, located in Sonoma County, California, includes the design of six 200,000-gallon stainless steel landfill leachate storage tanks at three different landfill sites, as well as the design of three 200,000-gallon stainless steel potable water storage tanks at three different sites in Healdsburg. The project includes site grading, demolition of the existing tanks, site restoration and instrumentation and electrical design. The project will allow for additional storage of landfill leachate which will reduce hauling costs as well as the replacement of three deficient redwood water tanks. The project will be publicly bid in 2022.





Richard Maddock PLS  
**Senior Surveyor - Lot Line Adjustment**



**Location**

Santa Rosa, CA

**Experience**

30 years

**Qualifications/Accreditations**

- General Courses, Land Surveying and Business Management, Solano Community College, Fairfield, CA, 1985-1989
- Professional Land Surveyor, CA #8131

**Relevant Experience Summary**

Richard is a California-registered professional land surveyor. He has over 30 years of experience in all aspects of land surveying. He is an experienced party chief working on projects varying from winery construction staking to subdivisions. With the budget and timeline in mind, Richard delivers a superior product for the client. In the field, he will be the Party Chief of the primary survey crew. Being the Party Chief will provide him with first-hand knowledge of the site, the condition of the existing monuments and other important information critical to producing accurate survey performance areas.

**Project Experience**

***Recycled Water System Project***

Role: Land Surveyor  
 Client: Mendocino Unified School District  
 Location: Mendocino, CA

GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services. GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard appurtenances in stainless steel, as well as stainless steel exterior and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.

***North Marin Water District Recycled Water Expansion Project***

Role: Project Manager, Land Surveyor  
 Client: North Marin Water District  
 Location: Marin County, CA

Served as Land Surveyor and Project Manager for surveying, right of way mapping, and field survey of the alignment to expand the North Service Area of their Recycled Water project.

***Nathansen Creek Drainage Study Project***

Role: Land Surveyor  
 Client: City of Sonoma  
 Location: Sonoma, CA

Provided survey for this project using Lieca GPS and Lieca 1203 Total Station to map the creek cross sections and uplands for the drainage study for the City of Sonoma.

***One Bay Area Grant Project: 5039 (023) Safe Routes to School, Phase 2 Project***

Role: Land Surveyor  
 Client: City of Cloverdale  
 Location: Cloverdale, CA

This is a federally funded project that includes pedestrian pathway and sidewalk gap closures, ADA curb ramps, restriping for Class II bike lanes, including green markings. The project included preparation of legal plats and descriptions for new sidewalk easements for the project, coordinating with the City's right of way agent for acquisition of real property rights and assistance with the right of way certification for the project. In addition, GHD prepared the NEPA technical studies for the project for the project NEPA document and prepared the request for authorization and PS&E submittal for construction spending authorization.

***Redwood Creek Drainage Study Project***

Role: Land Surveyor  
 Client: County of Napa  
 Location: Napa, CA

Provided survey for this project using Lieca GPS and Lieca 1203 Total Station to map the creek cross sections and uplands for the drainage study for the County of Napa.

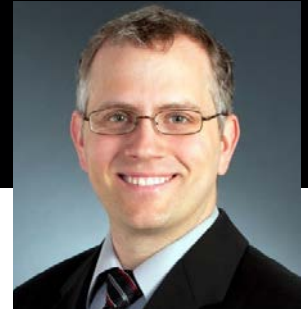
***Lake Berryessa Resort Improvement District Wastewater Treatment Plant Water Balance Evaluation Project***

Role: Senior Land Surveyor  
 Client: Lake Berryessa Resort Improvement District  
 Location: Napa, CA

GHD utilized two drones simultaneously to acquire aerial imagery and LiDAR data. GSP was used to set control points for the project. GHD also used a remote-controlled boat with sonar to determine the depths of the treated wastewater ponds.



Luke Halonen PE  
**Project Engineer**



**Location**

Eureka, CA

**Experience**

8 years

**Qualifications/Accreditations**

- BS, Environmental Resources Engineering, Humboldt State University, Arcata, CA, 2014
- Civil Engineer, CA #89080

**Relevant Experience Summary**

Luke is a licensed civil engineer with over eight years of experience in delivering a variety of civil infrastructure projects. His professional area of focus is hydraulic design of linear infrastructure, including design of associated site improvements. Project types include water transmission, distribution, storage, and booster pump stations, stormwater conveyance and Low Impact Development (LID) stormwater treatment systems, and sanitary sewer collection systems including lift stations, associated project site design and grading, and pedestrian and bicycle facilities. Projects involve planning, environmental compliance, design, permitting, and construction. Roles on project include project manager, project engineer, construction manager, discipline lead, and technical reviewer. His experience also includes a broad range of planning, hydraulic modeling, and analysis capabilities

**Project Experience**

***Water Storage Tank Stabilization Project***

Role: Project Engineer

Client: Big Rock Community Services District

Location: Hiouchi, CA

Big Rock Community Services District’s (BRCS D) water system was originally built in the 1960s with water supply from the Smith River, a pump station that filled a 100,000-gallon redwood tank, and a distribution system. GHD worked with BRCS D and a series of funding agencies to develop an overall funding package to completely replace the redwood tank, replace a booster pump station, relocate a generator, stabilize the tank site, improve access, and make improvements to the overall SCADA and electrical systems. Under a Master Services Agreement, GHD provided the engineering design, bidding services, construction phase services, and construction management services for this project. The tank site is also the location for new emergency communications equipment and antennae tower. The design, permitting, and bidding for this project was completed in 2018 and construction was completed in Spring 2019.

***Recycled Water System Project***

Role: Project Engineer

Client: Mendocino Unified School District

Location: Mendocino, CA

GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services. GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard

appurtenances in stainless steel, as well as stainless steel exterior and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.

***Leachate and Potable Water Storage Tank Replacement Project***

Role: Project Engineer

Client: County of Sonoma

Location: Sonoma County, CA

The project, located in Sonoma County, California, includes the design of six 200,000-gallon stainless steel landfill leachate storage tanks at three different landfill sites, as well as the design of three 200,000-gallon stainless steel potable water storage tanks at three different sites in Healdsburg. The project includes site grading, demolition of the existing tanks, site restoration and instrumentation and electrical design. The project will allow for additional storage of landfill leachate which will reduce hauling costs as well as the replacement of three deficient redwood water tanks. The project will be publicly bid in 2022.

***Drinking Water Infrastructure Improvement Project***

Role: Project Engineer, Engineer of Record

Client: City of Rio Dell

Location: Rio Dell, CA

Project includes replacement of aging water distribution system components, and replacement of failing 250,000-gallon redwood water storage tank with a new 500,000-gallon bolted steel water storage tank. Prepared a preliminary engineering report for the grant planning application under the Drinking Water State Revolving Fund that identified the history and condition of the existing infrastructure, and the need and basis for replacement of select infrastructure system components.



Chris Richards PE  
**Electrical Project Engineer**



**Location**

Santa Rosa, CA

**Qualifications/Accreditations**

- BS, Electrical Engineering, California Polytechnic State University, San Luis Obispo, CA, 2002
- Electrical Engineer, CA #17660
- Construction Documents Technologist, Construction Specifications Institute

**Experience**

19 years

**Memberships**

- Building Industry Consulting Services International (BICSI) Telecommunications Association

**Relevant Experience Summary**

Chris has 19 years of experience in the design and implementation of electrical systems. His design experience includes medium- and low-voltage design for industrial, educational, laboratory, commercial, and residential power, power generation, photovoltaic generation, cleanroom applications, data and server rooms, lighting, telecommunications, security, audio / visual, and fire alarm systems, power and lighting system analysis and modeling, arc flash and coordination studies, Leadership in Energy and Environmental Design (LEED®) credit-driven design and documentation, and California Title 24 lighting efficiency and lighting control measures.

**Project Experience**

***District Maintenance Building Project***

Role: Staff Electrical Engineer  
 Client: Hidden Valley Lake Community Services District  
 Location: Lake County, CA  
 Served as Staff Electrical Engineer for this prefabricated maintenance building including 9,000 square feet of office space and maintenance bays.

***204 Concourse Boulevard Tenant Improvement Project***

Role: Electrical Engineer  
 Client: Sonoma County Water Agency  
 Location: Santa Rosa, CA  
 Served as Electrical Engineer for the Water Agency's tenant improvement at 204 Concourse Boulevard. The building consisted of approximately 25,000 square feet of mixed-use space, including modifications to create private office space, open office workstations, conference rooms, shops, server and SCADA rooms, a small shop and parts inventory space, and miscellaneous service and support spaces.

***Service Center Relocation at 2025 Aviation Boulevard Project***

Role: Electrical Engineer  
 Client: Sonoma County Water Agency  
 Location: Santa Rosa, CA  
 Served as Electrical Engineer for the Water Agency's project at their Airport-Larkfield-Wikiup Treatment Plant to renovate portions of the existing 6,600-square-foot building and to add a new

5,000-square-foot service center building complete with space for offices, storage, labs, and two large service bays for vehicle maintenance. The electrical engineering design scope included medium voltage distribution, and low voltage normal and standby power distribution for each building. Signal systems included data, voice, security, fire alarm, and Closed-Circuit Television (CCTV), with associated racks and infrastructure. Interior and exterior lighting systems included "intelligent" daylighting, dimming, local area controls, and egress lighting. All lighting was designed to meet or exceed CA Title 24 requirements.

***Vallejo Grid Pump Projects***

Role: Staff Electrical Engineer  
 Client: City of Vallejo  
 Location: Vallejo, CA  
 Served as Staff Electrical Engineer for this project. Replaced three natural gas driven water pumps for the City with three pumps driven by VFD's.

***Carson City Federal Building Project***

Role: Electrical Engineer  
 Client: City of Carson City  
 Location: Carson City, NV  
 GHD, as a subconsultant designed various projects to reduce the amount of energy and water used for this facility which is comprised of three stories and is primarily used as office space. Tenants of the building include the Bureau of Land Management and Indian Affairs and the Department of the Interior. The scope of work included design of a new 10-kW roof mounted, grid connected PV array, provide a new solar domestic hot water system, retrofit existing interior lighting system and existing parking lot lighting system and replace existing ceiling registers.



Erick Osorno EE  
**Electrical Project Engineer**



**Location**

Santa Rosa, CA

**Experience**

2 years

**Qualifications/Accreditations**

- BS, Electrical Engineering, California State University, Fresno, CA, 2019
- Electrical Engineer, CA #23831

**Relevant Experience Summary**

Erick is an electrical engineer with two years of experience in electrical system design, lighting and lighting controls design, photometric analysis, motor controls, pump controls, construction cost estimates, load calculations, and drafting of construction documents. Erick is an excellent communicator with good team management skills. His background includes clients, from commercial to industrial to government.

**Project Experience**

***Recycled Water System Project***

Role: Electrical Project Engineer  
 Client: Mendocino Unified School District  
 Location: Mendocino, CA

GHD is preparing the design of the recommended project, which includes a new 250,000-gallon bolted stainless steel water tank, over 9,000 feet of new mains, 15 fire hydrants, and new irrigation services. GHD is also preparing the CEQA IS/MND in support of the recommended project. The new tank will include all the standard appurtenances in stainless steel, as well as stainless steel exterior and interior ladders and hand railings meeting OSHA requirements. A new telemetry and SCADA system will also be provided.

***Leachate and Potable Water Storage Tank Replacement Project***

Role: Electrical Project Engineer  
 Client: County of Sonoma  
 Location: Sonoma County, CA

The project includes the design of six 200,000-gallon stainless steel landfill leachate storage tanks at three different landfill sites, as well as the design of three 200,000-gallon stainless steel potable water storage tanks at three different sites in Healdsburg. The project includes site grading, demolition of the existing tanks, site restoration and instrumentation and electrical design. The project will allow for additional storage of landfill leachate which will reduce hauling costs as well as the replacement of three deficient redwood water tanks. The project will be publicly bid in 2022.

***County of Marin Old Ranch Road Tank No. 2 Project***

Role: Electrical Project Engineer  
 Client: County of Marin

Location: Novato, CA

Served as Electrical Designer for the design of a new water tank installation. Design included providing solar power for tank instrumentation. Provide calculations for solar array and batteries. Drafted design drawings using AutoCAD, which included site plans details and schedules.

***Concow Elementary School Water Treatment System Project***

Role: Electrical Project Engineer  
 Client: County of Butte  
 Location: Paradise, CA

Served as Electrical Designer for the design of a new water treatment system and well improvements. Design included providing power to new well pump, general power to a new building that housed new filter system, chemical metering instrumentation, addition of new controls, panel, feeder sizing, breaker sizes and grounding requirements to meet local and state electrical codes. Developed control diagrams and drafted AutoCAD drawings of electrical plans and panel schedule.

***New Domestic Water System and Well Improvements Project***

Role: Electrical Project Engineer  
 Client: San Pablo Bay National Wildlife Refuge  
 Location: Sears Point, CA

Served as Electrical Designer for the design of a new domestic water system and well improvements. Design included providing power to new well pump, general power to a new building that housed new filter system, addition of new panel, feeder sizing, breaker sizes and grounding requirements to meet local and state electrical codes. Drafted Auto CAD drawings of electrical plans and panel schedule.



## Benjamin D. Crawford, PE, GE Principal Geotechnical Engineer



Ben Crawford is the Founder and President of Crawford & Associates, Inc. He has managed complex projects including bridges, roadways, pavement rehabilitation, water and wastewater, parks, and trails. Ben's experience includes providing geotechnical recommendations for water, wastewater, storm drainage, and pipeline projects, including associated ancillary structures, foundations, and pavement/flatwork. Previous projects include reinforced concrete pipelines, large-diameter pipelines, work within wetlands and waterways, open-cut and trenchless pipelines, and projects within areas of high seismicity.

### EDUCATION

B.S. Civil Engineering,  
California Polytechnic State  
University, San Luis Obispo,  
2002

### REGISTRATIONS

Civil Engineer, CA C68457  
Geotechnical Engineer, CA  
GE2861

### ORGANIZATIONS

- Geoprofessional Business Association
- American Public Works Association
- Modesto Engineers Club
- American Council of Engineering Companies
- County Engineers Association of California

### EXPERIENCE

At Crawford: 9 years

Total: 19 years

### LOCATION

Sacramento, CA

### REPRESENTATIVE PROJECTS

#### **Atherton Tank and Pump Station, Manteca, San Joaquin County, CA**

Principal Geotechnical Engineer. The project consisted of three new booster pumps and a 90-foot diameter steel water storage tank. Performed detailed settlement calculations and determined that an over excavation and recompaction of the near surface loose sands would be required. Provided foundation recommendations for a reinforced concrete mat foundation and perimeter ring foundation. In 2013, the City of Manteca upgraded the project to include a 150 ft. diameter, 33 ft. tall, 3.6-million-gallon steel water tank founded on a perimeter ring foundation; a dedicated booster pump station, piping and standby on-site electrical generation. The project has been completed utilizing **design/build** delivery. Crawford & Associates completed the design/build process and worked with the City, Design Team and Contractor to update our recommendations during construction.

#### **Brentwood Non-Potable Water Storage Tank and Pump Station, Brentwood, Contra Costa County, CA**

Project includes a 3 million gallon prestressed concrete storage tank at the wastewater treatment facility. The tank will be about 25 feet in height and 170 feet in diameter. The tank will be used to store non-potable water (NPW) for the NPW distribution system. Improvements also include a new pump station, ancillary piping, and a small service structure to house and service equipment. Prepared a Geotechnical Report, which included a review of available geologic and seismic maps; drilling, logging, and sampling; laboratory testing; and geotechnical engineering calculations and analysis to develop recommendations. Recommendations were provided for dewatering, grading, foundation design parameters, utility trenches, and pavement recommendations.

#### **Well 17 Project for Linda County Water District, Marysville, Yuba County, CA**

Principal-In-Charge. Provided foundation recommendations for structures at two sites. The Well 17 site includes a below ground sump station, mist eliminator structure, and chemical & electrical control facility supported on concrete mat foundations; 25-foot diameter steel backwash tank on a shallow perimeter ring foundation; and ancillary structures/tanks including brine and fuel tanks, generator, pressurized filters, and transformer supported on shallow spread footings/concrete mat foundations. The Storage Tank Site includes an approx. 1-million-gallon, 100-foot diameter steel storage tank on perimeter ring foundations, interior column spread footings, a booster pump station supported on a concrete basin/vault, and booster pump ancillary piping and equipment. The project will also include approximate 1,000 linear feet of open cut water pipeline connecting the Well 17 and Storage Tank Site. Used SETTLE 3D Version 3.0 software to evaluate immediate and consolidation settlement for both the storage basin tank and pump station. Grading, pavement, and utility trench recommendations were also provided.

#### **College of the Redwoods Water Tank Replacement, Humboldt County, CA**

Ben was the Principal-In-Charge and prepared a Geotechnical Report, which included review of surface and subsurface conditions, geotechnical conclusions, and design recommendations. The project will replace two redwood tanks with welded steel tanks in the same locations. Provided recommendations for grading, concrete ringwall footings for the tank foundations, and utility trenches.



## Christopher Trumbull, PE, GE, D. GE Senior Project Manager



Chris specializes in civil, geotechnical, and environmental consulting and project management services for a variety of clients throughout California and the western US. Chris also manages large and complex geotechnical projects, including transportation, public works, flood control, hydropower, essential facilities, military, correctional, power, industrial, ports, and other markets. Due to his past experience, he provides state-of-the-art quality assurance / quality control on his projects and stresses client communication as the most important factor in creating successful projects.

### EDUCATION

Masters in Civil Engineering, Geotechnical Emphasis, San Jose State University, 1995

BS Civil Engineering, San Jose State University, 1989

### REGISTRATIONS

Civil Engineer, CA 53710

Geotechnical Engineer, CA 2492

### ORGANIZATIONS

- Member, American Society of Civil Engineers
- Geoinstitute
- Academy of Geo-Professionals
- Association of State Dam Safety Officials

### EXPERIENCE

At Crawford: 2 years

Total: 34 years

### LOCATION

Sacramento, CA

### REPRESENTATIVE PROJECTS

#### Douglas Tank No. 1, City of Rio Dell, Rio Dell, CA

Senior Geotechnical Engineer responsible for leading the geotechnical team for this water tank project, which consists of constructing a new 500,000 gallon (minimum) water storage tank to replace the existing wooden tank. The proposed structure will be either a welded or bolted steel tank, approximately 50 feet in diameter and 40 feet high. A geotechnical investigation including subsurface exploration, laboratory testing, and slope stability and bearing capacity analyses was performed. Conclusions for earthwork and tank foundations were presented in a summary report.

#### Sunset Water Treatment Plant Improvements, Placer County Water Agency, Rocklin, CA

Senior Geotechnical Engineer responsible for the geotechnical investigation for this project. Improvements may include new filter backwash recovery system and decommissioning and demolition of the existing system, new settling tanks with site safety and security lighting, sludge drying beds, improved instrumentation, new control panel, fence relocation, as well as the replacement, abandonment, or removal of existing structures, equipment, and piping. Work included subsurface exploration, testing and analysis of soil and rock samples collected during geotechnical drilling operations, development of geotechnical criteria, and preparation of the geotechnical investigation report that summarized findings, conclusions, and recommendations for design and construction of improvements.

#### Mount Madonna Water Tank Replacement Project, Santa Clara County Parks, Santa Clara County, CA

Senior Geotechnical Engineer responsible for the geotechnical investigation for this public project, which consisted of the reconditioning of an existing 100,000 gallon welded steel water tank and the construction of a new 100,000 gallon welded steel water tank adjacent to existing facilities within Mount Madonna County Park. Work included subsurface exploration, testing and analysis of soil and rock samples collected during geotechnical drilling operations, development of geotechnical criteria, and preparation of the geotechnical investigation report that summarized findings, conclusions, and recommendations for tank foundations, earthwork, trench backfill, and seismic design.

#### County of Sacramento Airport System, Sacramento International Airport Domestic Water Connection Project, WM Lyles, Sacramento, CA

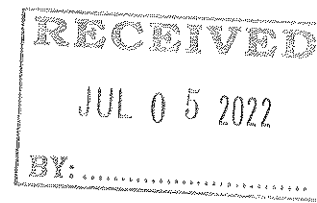
Senior Geotechnical Engineer responsible for leading the geotechnical investigation for this 3.5-mile pipeline and water tanks project. The pipeline was installed primarily by open cut methods with some trenchless crossings at roadways, I-5, and canals. Two 110-foot diameter (1.4 million gallon) tanks with a booster station were constructed for storage and, due to the soft soil conditions, they were supported on a driven pile foundation system. The project also included a building for the booster station and asphalt paving. Soft clays and high groundwater were the primary concerns.

#### 400,000-Gallon Water Tank, Fieldbrook, CA

To increase capacity, the District planned a second 400,000-gallon water tank adjacent to the existing tank. Two borings were drilled and laboratory testing was completed to evaluate the site for corrosivity, liquefaction, and tank foundations. A geotechnical report was prepared that included conclusions and recommendations for earthwork and tank foundation design.



GHD  
Physical Office Address  
2235 Mercury Way, Suite 150  
Santa Rosa, California 95407 USA  
www.ghd.com



July 1, 2022

Proposal No. 12556063

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
Attn: Alyssa Gordon

**RE: Fee Estimate for Planning, Engineering and Design for the Water Storage Reliability Project**

Dear Ms. Gordon and Selection Committee,

As requested in the District's RFP for Planning, Engineering and Design for the Water Storage Reliability Project, enclosed is our proposed Fee Schedule for the services included in our proposal. The fee is based on the currently available project grant dollars, the scope of work outlined in the RFP, and the GHD proposal.

Our goal is to provide the District with the highest value services, and we would be happy to refine our scope and budget to further cater our approach to the District's needs. We also understand the current project financing environment and that there has been significant cost escalation. The Water Storage Reliability Project may need additional funding, and GHD could provide additional assistance to the District to request a budget amendment to the funding agencies for additional dollars. If additional dollars are awarded, GHD can provide an adjusted fee to add additional scope to the project.

Thank you for the opportunity to work together with your local community. We take great pride in helping the District ensure that development is equitable, safe, and meets the standards of the District and expectations of the community at large. We look forward to continuing to help the District make essential improvements to the system through the Water Storage Reliability Project.

Sincerely,

A handwritten signature in cursive script that reads "Anne Lynch".

**Anne Lynch, PE** (Binding Signatory)  
Project Director  
+1.916.245.4214  
Anne.Lynch@ghd.com




# BOE SUMMARY

Date Prepared:	6/30/2022
Project Number:	12586063
Project Name:	Planning, Engineering and Design for the Water Storage Reliability Project
Client Name:	Hidden Valley Lake Community Services District
Project Manager:	Michelle Davidson
Project Director:	Anne Lynch
Business Group Leader:	Anne Lynch
Fee Type:	FAR With Profit Added

TASK 1	PROJECT MANAGEMENT AND COORDINATION	\$21,036.82
TASK 2	ADDITIONAL BACKGROUND INFORMATION REVIEW	\$2,679.03
TASK 3	GEOTECHINCAL INVESTIGATION	\$1,440.02
TASK 4	POTHOLING	\$1,627.12
TASK 5	BASE MAPPING AND UTILITY EASEMENT PROCUREMENT	\$8,375.50
TASK 6	BASIS OF DESIGN TECHINCAL MEMORANDUM	\$8,299.72
TASK 7	ENGINEERING DESIGN AND BID DOCUMENT PREPARATION	\$122,989.62
TASK 8	SWPPP DEVELOPMENT	\$4,609.16
TASK 9	BID PHASE SERVICES	\$28,054.94

GHD LABOR TOTAL	\$199,111.93
GHD ODC'S TOTAL	\$0.00
SUB'S LABOR TOTAL	\$45,101.00
SUB'S ODC'S TOTAL	\$0.00
<b>TOTAL ESTIMATE</b>	<b>\$244,212.93</b>

# 8. | Fee Proposal

 Federally Funded Worksheet		FEE ESTIMATE WORKSHEET												FEE
		Discipline												
		Anne Lynch Project Director	Steve McHaney QA/QC Lead	Holly Cinkutis Lead Civil Designer	Michelle Davidson Project Manager	Luke Halonon Project Engineer	Rick Guggiana Lead Electrical Designer	Erick Orsorino Electrical Project Engineer	Brian Crowell Structural Engineer	Rebecca Crow Funding Compliance	Ryan Crawford Technical Director	Chris Bach Drafting	Richard Maddock Staff Surveyor	
Name If Single Role Allowable/Blended Rate	\$313.88	\$284.68	\$182.96	\$117.24	\$139.44	\$217.43	\$130.64	\$163.13	\$204.10	\$153.11	\$129.30	\$146.37		
<b>TASK 1</b>	<b>PROJECT MANAGEMENT AND COORDINATION</b>													
	1.1 Project Management and Coordination	10	10	12	76	12	2			12				
	TASK LABOR HOUR SUBTOTAL	10	10	12	76	12	2	0	0	0	12	0	0	
	SUBTOTAL	\$3,138.80	\$2,846.80	\$2,195.52	\$8,910.24	\$1,673.28	\$434.86	\$0.00	\$0.00	\$0.00	\$1,837.32	\$0.00	\$0.00	\$21,036.82
<b>TASK 2</b>	<b>ADDITIONAL BACKGROUND INFORMATION REVIEW</b>													
	2.1 Additional Background Information Review			2	4	8	2	1	1					
	TASK LABOR HOUR SUBTOTAL	0	0	2	4	8	2	1	1	0	0	0	0	
	SUBTOTAL	\$0.00	\$0.00	\$365.92	\$468.96	\$1,115.52	\$434.86	\$130.64	\$163.13	\$0.00	\$0.00	\$0.00	\$0.00	\$2,679.03
<b>TASK 3</b>	<b>GEOTECHINCAL INVESTIGATION</b>													
	3.1 Geotechnical Investigation			2	4	2			2					
	TASK LABOR HOUR SUBTOTAL	0	0	2	4	2	0	0	2	0	0	0	0	
	SUBTOTAL	\$0.00	\$0.00	\$365.92	\$468.96	\$278.88	\$0.00	\$0.00	\$326.26	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.02
<b>TASK 4</b>	<b>POTHOLING</b>													
	4.1 Potholing			2	6	4								
	TASK LABOR HOUR SUBTOTAL	0	0	2	6	4	0	0	0	0	0	0	0	
	SUBTOTAL	\$0.00	\$0.00	\$365.92	\$703.44	\$557.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,627.12
<b>TASK 5</b>	<b>BASE MAPPING AND UTILITY EASEMENT PROCUREMENT</b>													
	5.1 Base Mapping and Utility Easement Procurement		4		10	12							30	
	TASK LABOR HOUR SUBTOTAL	0	4	0	10	12	0	0	0	0	0	0	30	
	SUBTOTAL	\$0.00	\$1,138.72	\$0.00	\$1,172.40	\$1,673.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,391.10	\$8,375.50
<b>TASK 6</b>	<b>BASIS OF DESIGN TECHINCAL MEMORANDUM</b>													
	6.1 Basis of Design Technical Memorandum		4	4	6	32	2	4		2				
	TASK LABOR HOUR SUBTOTAL	0	4	4	6	32	2	4	0	0	2	0	0	
	SUBTOTAL	\$0.00	\$1,138.72	\$731.84	\$703.44	\$4,462.08	\$434.86	\$522.56	\$0.00	\$0.00	\$306.22	\$0.00	\$0.00	\$8,299.72
<b>TASK 7</b>	<b>ENGINEERING DESIGN AND BID DOCUMENT PREPARATION</b>													
	7.1 Preliminary Design (35% Design)	1	16	32	28	58	10	24	14			30		
	7.2 Design Development (65% Design)	1	16	24	18	60	10	16	18			30		
	7.3 Construction Documents (90% PS&E)	1	16	24	18	50	10	16	18			30		
	7.4 Final Design (100% PS&E)	2	16	16	18	34	10	16	16	8	12	30		
	TASK LABOR HOUR SUBTOTAL	5	64	96	82	202	40	72	66	8	12	120	0	
	SUBTOTAL	\$1,569.40	\$18,219.52	\$17,564.16	\$9,613.68	\$28,166.88	\$8,697.20	\$9,406.08	\$10,766.58	\$1,632.80	\$1,837.32	\$15,516.00	\$0.00	\$122,989.62
<b>TASK 8</b>	<b>SWPPP DEVELOPMENT</b>													
	8.1 SWPPP Development			18	6						4			
	TASK LABOR HOUR SUBTOTAL	0	0	18	6	0	0	0	0	0	4	0	0	
	SUBTOTAL	\$0.00	\$0.00	\$3,293.28	\$703.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$612.44	\$0.00	\$0.00	\$4,609.16
<b>TASK 9</b>	<b>BID PHASE SERVICES</b>													
	9.1 Advertisement				12	12								
	9.2 Prebid		4	6	16	2					10			
	9.3 Prepare Addenda			12	18	60	2	8	8			50		
	9.4 Construction Contractor Bidding and Award		4	2	10	16				6				
	TASK LABOR HOUR SUBTOTAL	0	4	14	28	76	2	8	8	6	0	50	0	
	SUBTOTAL	\$0.00	\$1,138.72	\$2,561.44	\$3,282.72	\$10,597.44	\$434.86	\$1,045.12	\$1,305.04	\$1,224.60	\$0.00	\$6,465.00	\$0.00	\$28,054.94
	<b>PROJECT LABOR HOUR TOTAL</b>	15	86	150	222	348	48	85	77	14	30	170	30	
	<b>TOTAL LABOR</b>	\$4,708.20	\$24,482.48	\$27,444.00	\$26,027.28	\$48,525.12	\$10,436.64	\$11,104.40	\$12,561.01	\$2,857.40	\$4,593.30	\$21,981.00	\$4,391.10	\$199,111.93

STATE OF CALIFORNIA  
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**REQUEST FOR NONCOMPETITIVE PROCUREMENT AUTHORIZATION**  
(Rev. 01/2022)

**Request for Noncompetitive Procurement Authorization**

**Award/Disaster #:**

**Cal OES #**

**FEMA #**

**FIPS #**

**Project Name:**

**Subrecipient Name:**

**1. Activity: Estimated Cost:**

**2. Describe the scope proposed vendor/contractor will provide:**

**3. Describe your organization's standard procedures when considering a noncompetitive contract, including the conditions under which a noncompetitive contract is allowed, and any other applicable criteria (i.e. approval requirements, monetary thresholds, etc.). Can provide an attachment(s) if necessary.**

STATE OF CALIFORNIA  
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**REQUEST FOR NONCOMPETITIVE PROCUREMENT AUTHORIZATION**  
(Rev. 01/2022)

**4. Indicate which of the following circumstances resulted in your organization's need to enter a noncompetitive contract. See 2 C.F.R. Part 200, Subpart D, §200.320(c).**

**a. The item is available only from a single source. 2 CFR 200.320(c)(2). Describe in detail the process used to make that determination.**

**b. A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. 2 CFR 200.320(c)(3). Describe the exigency or emergency. Provide details.**

**c. After solicitation of adequate number sources, competition was determined inadequate. 2 CFR 200.320(c)(5). Describe the solicitation process that determined competition was inadequate. Provide details, and attach relevant supporting material (i.e. Request for Proposal, Proof of Publication, etc.).**

STATE OF CALIFORNIA  
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**REQUEST FOR NONCOMPETITIVE PROCUREMENT AUTHORIZATION**  
(Rev. 01/2022)

**c-1. If inadequate competition applies, please ensure all the following steps were taken:**

**All required procurement standards were followed during the solicitation. The**

**Six affirmative steps were followed for the solicitation-2 CFR 200.321.**

**No restrictive language was used that may limit competition-2 CFR 200.319(b).**

**Inquiry was made after the first solicitation to find out why firms did not bid.**

**Feedback from solicitation 1 was incorporated into solicitation 2.**

**The procurement was solicited a second time to a larger audience.  
(i.e. publish in multiple newspapers vs just one)**

**5. Did your organization confirm that the contractor/vendor is not debarred or suspended?**

**6. Will all activities be completed within the period of performance?**

**7. Please indicate all methods in which the solicitation was distributed.  
(i.e. newspaper, emails, websites, direct solicitation lists)**

**8. Please attach a copy of the cost or price analysis for this procurement.**

**9. Please attach all relevant procurement documentation.**

**By signing this form, I affirm at all the conditions above are true**

**Authorized Agent Name**

**Authorized Signature**

**Date**

**Authorized Agent Title**

**BARTKIEWICZ, KRONICK & SHANAHAN**  
**A Professional Corporation**  
**1011 Twenty-Second Street**  
**Sacramento, CA 95816-4907**  
**(916) 446-4254**

**AGREEMENT FOR LEGAL SERVICES**  
**WITH HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

This Agreement for Legal Services is made effective on July \_\_, 2022 by and between Bartkiewicz, Kronick & Shanahan, a California professional corporation (“Attorneys”), and Hidden Valley Lake Community Services District, a California public agency (“District”), who agree as follows:

**1. Scope and Duties.** District retains Attorneys to provide general counsel legal services, including matters relating to District’s water rights, water service, public works and other contracts, water service rates and charges, and other matters as may be requested from time to time by District. District and Attorneys may modify this scope of legal services by mutual agreement, which may be informal. Douglas E. Coty will be the primary attorney advising and representing District under this Agreement and will be assisted as needed by other attorneys in the firm. Attorneys will provide the legal services reasonably required to advise and represent District in this matter, and will take reasonable steps to keep District informed of progress and significant developments, and to respond to District’s inquiries. District will be truthful with Attorneys, cooperate with Attorneys, keep Attorneys informed of developments and changed circumstances, abide by this Agreement and pay Attorneys’ bills in a timely manner.

**2. Relationship of District and Attorney.** The District, acting through its Board of Directors, is Attorneys’ client. Attorneys will act only at the direction of the Board or according to Board delegation of authority to the General Manager or staff. The Directors and staff of District individually are not clients of Attorneys, and Attorneys may advise individual Directors or staff members only for purposes of advancing, implementing and enforcing Board direction and duly adopted District ordinances, resolutions, regulations, and policies.

**3. Billing Rates.** District agrees to pay for legal services at the hourly rates of \$300 per hour for Attorneys’ services provided pursuant to this Agreement. Attorneys’ rates are subject to adjustment annually (generally as of January 1), with prior notice to District of the adjustment. Attorneys charge in minimum one-quarter hour units.

**4. Costs and Expenses.** Whenever practical, District agrees to pay directly for costs and expenses by either advancing such costs or expenses to Attorneys, or by paying third parties directly. In all other cases, District will reimburse Attorneys for all necessary and actual costs and expenses incurred by Attorneys, including, but not limited to, the following: costs of serving pleadings; filing fees and other charges assessed by courts and other public agencies; court reporter’s fees; jury and witness fees; long distance telephone charges; messenger and other delivery fees; postage; photocopying (at \$.20/page black and white and \$.30 for color); parking; mileage (at the current IRS rate); computer-assisted

research charges; consultant and expert witness fees; and other out-of-pocket expenses incurred by Attorneys. Attorneys will itemize all costs incurred on each monthly statement.

**5. Statements.** Attorneys will send District a statement for fees and costs incurred every month, except that when the fees and costs for a particular month are minimal, they may be carried over to the next month's statement. Upon District's request, Attorneys will provide a statement within 10 days. District will pay Attorneys' statements within 30 days after each statement's date. Attorneys' statements will clearly state the basis of the charges, including the amount, rate and basis for calculation of Attorneys' fees. Unless directed otherwise by District, Attorneys will send statements for legal services to District as follows:

Dennis White, General Manager  
Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley, CA 95467  
Telephone: (707) 987-9201  
E-mail: [dwhite@hvllcsd.org](mailto:dwhite@hvllcsd.org)

**6. Disclaimer of Guarantee.** Attorneys have made no promises or guarantees to District about the outcome of District's matters, and nothing in this Agreement will be construed as such a promise or guarantee. Attorneys' comments about the outcome of District's matters are expressions of opinion only.

**7. Termination.** District may discharge Attorneys at any time by giving notice of termination to Attorneys. Attorneys may withdraw with District's consent or for good cause. Good cause includes District's breach of this Agreement, District's refusal to cooperate with Attorneys or to follow Attorneys' advice on a material matter, retirement or termination of key Attorneys personnel, or any other fact or circumstance that would render Attorneys' continuing representation unlawful, unethical or burdensome. Attorneys will comply with Rule 1.16 of the Rules of Professional Conduct of the State Bar of California in terminating this Agreement. When Attorneys' services conclude, all unpaid charges will become immediately due and payable. After Attorneys' services conclude, Attorneys will, upon District's request, deliver District's files to District, along with any District funds or property in Attorneys' possession. Attorneys and District each agree to sign any documents reasonably necessary to complete Attorneys' discharge or withdrawal.

**8. Insurance.** Attorneys at their sole expense will procure and maintain for the duration of this Agreement the following types and minimum limits of insurance: commercial general liability, \$1,000,000 per occurrence; professional liability, \$2,000,000 per claim; and, workers' compensation, statutory limits. Upon request, Attorneys will provide to District a certificate or certificates of insurance evidencing this insurance coverage.

**9. Indemnification.** Attorneys will indemnify, defend, protect, and hold harmless District, and its officers, employees, and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of Attorneys' performance of the work under this Agreement and caused by any negligent act or

omission, willful misconduct or violation of law of or by Attorneys, except where caused by the active negligence, sole negligence or willful misconduct of District or as otherwise provided or limited by law.

**10. Disclosure of Other Clients.** Attorneys and District are not aware of a conflict of interest in Attorneys' representation of District and of other clients of Attorneys. In the event that such a conflict is identified or arises in the future, District and Attorneys agree that: (a) Attorneys reserve the right to continue to provide advice and representation on all matters to preexisting clients; and (b) Attorneys may withdraw from representing District in the matter or matters in which such a conflict arises. In the event that such a conflict is identified or arises in the future, Attorneys would promptly notify District of the potential conflict, and discuss with District an appropriate way to address the situation.

**11. Entire Agreement.** Attorneys and District intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the subject matter addressed in the Agreement. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement. In specific, this Agreement supersedes, voids, and replaces in full the Agreement For Interim Legal Services between District and Attorneys made effective as of July 1, 2022, and as provided in Section 3 of that agreement.

**12. Assignees.** No party may assign, delegate, transfer or subcontract any of its rights, duties, obligations or other interests in this Agreement without the other party's prior written consent. Any assignment, delegation, transfer or subcontract in violation of this provision is null and void and grounds for the other party to terminate this Agreement.

**13. No Third-Party Beneficiaries.** This agreement is a personal services agreement exclusive to District and no third-party beneficiaries are intended or created by this Agreement.

**14. Independent Contractor.** Attorneys' relationship to District is that of an independent contractor. All persons hired by Attorneys and performing work under this Agreement will be Attorneys' employees. Attorneys and their employees are not District employees, and they are not entitled to District employment salary, wages or benefits. Attorneys will pay, and District will not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Attorneys' employees.

**15. Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

**16. Effective Date.** This Agreement will take effect when District returns a signed copy of this Agreement.

*[Parties' signatures appear on the next page]*



HIDDEN VALLEY LAKE COMMUNITY  
SERVICES DISTRICT

BARTKIEWICZ, KRONICK & SHANAHAN,  
A California Professional Corporation

By: \_\_\_\_\_  
Dennis White  
General Manager

By: \_\_\_\_\_  
Joshua M. Horowitz  
President