



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: July 17, 2018
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) EMPLOYEE RECOGNITION
Trish Wilkinson to be recognized by the Finance Committee
- 6) PRESENTATIONS
A. CivicSpark Service Year Wrap Up and Project Closure Report
- 7) CONSENT CALENDAR
 - A. MINUTES: Approval of the June 7, 2018 Finance Committee Meeting minutes
 - B. MINUTES: Approval of the June 18 Special Meeting minutes
 - C. MINUTES: Approval of the June 19, 2018 Board of Directors Regular Board meeting minutes
 - D. MINUTES: Approval of the June 27, 2018 Finance Committee Meeting minutes
 - E. MINUTES: Approval of the June 29, 2018 Special Meeting minutes
 - F. MINUTES: Approval of the July 3, 2018 Personnel Committee Meeting minutes
 - G. DISBURSEMENTS: Check # 35517 - # 35602 including drafts and payroll for a total of \$204,929.12.
- 8) BOARD COMMITTEE REPORTS
(for information only, no action anticipated)

Personnel Committee
Finance Committee

Emergency Preparedness Committee
Lake Water Use Agreement-Ad Hoc Committee
Valley Oaks Project Committee

- 9) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS
(for information only, no action anticipated)

- 10) STAFF REPORTS
(for information only, no action anticipated)

Financial Report
ACWA State Legislative Committee
Administration/Customer Service Report
Field Operations Report
General Manager's Report

- 11) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager to enter into a contract with the Local Government Commission (LGC) for services through the CivicSpark program

- 12) DISCUSSION AND POSSIBLE ACTION: Discuss and consider the rescheduling of the August Board Meeting as the GM will be out of state the third week of August.

- 13) DISCUSSION AND POSSIBLE ACTION: Discuss and approval of 2.5% increase for General Manager, retroactive to July 1, 2018.

- 14) PUBLIC COMMENT

- 15) BOARD MEMBER COMMENT

- 16) ADJOURNMENT

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

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

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

Water Education Foundation Headwaters Tour

June 28-29, 2018



CivicSpark

a program of the Local Government Commission







CivicSpark

HVLCSD CivicSpark Service Year Wrap Up

July 17, 2018

HVLCSD July Board Meeting

Marina Deligiannis and Jacob Gill



Local
Government
Commission

Leaders for Livable Communities



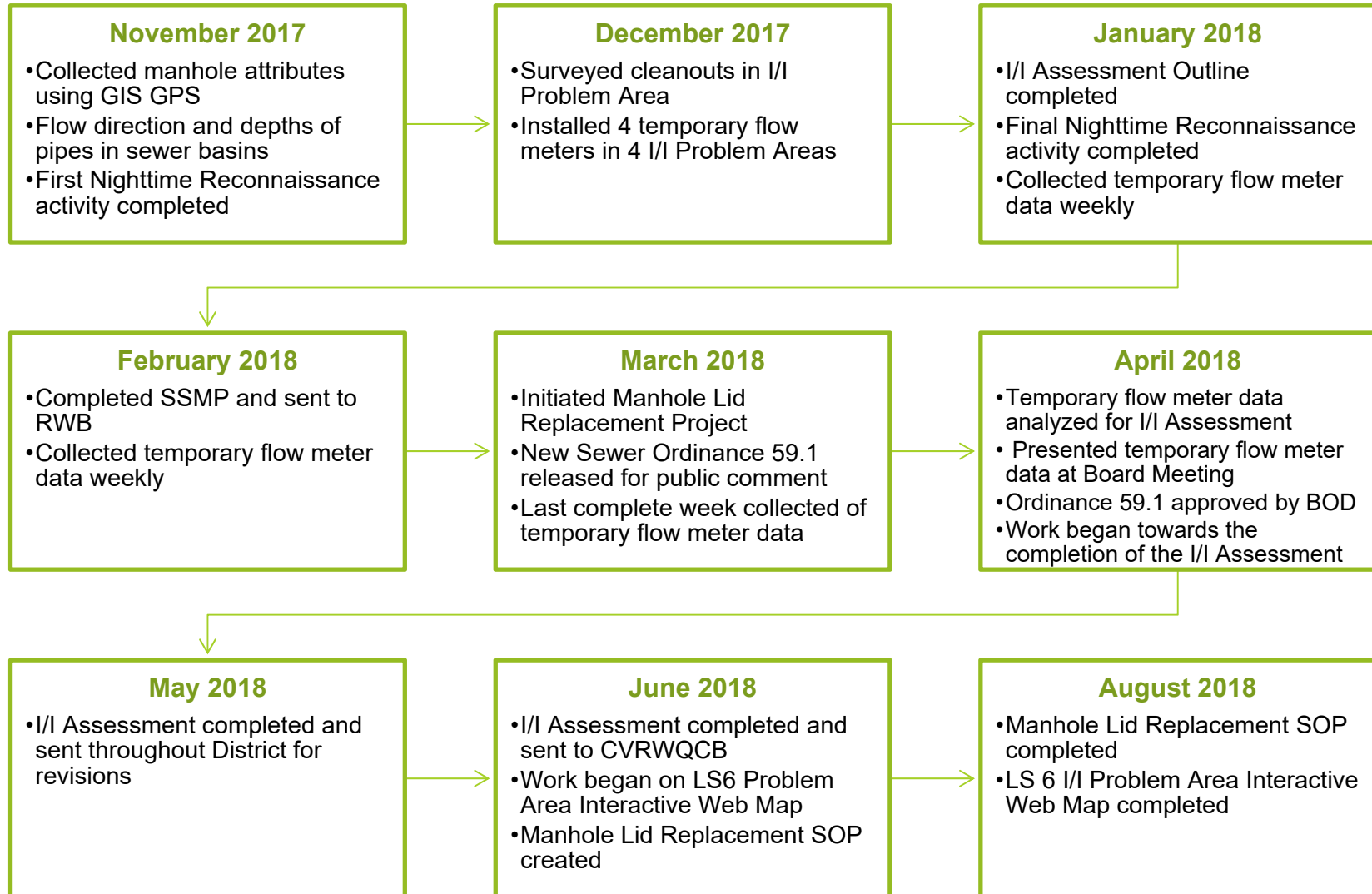
Corporation for
NATIONAL &
COMMUNITY
SERVICE



California
Volunteers

Office of the Governor

HVLCSD Project Timeline



Service Year Accomplishments

8

I/I Monthly Update Letters
Sent to the CVRWQCB

3,000

Hours served to
HVLCSD

1

Manhole Lid
Replacement SOP
Created

1

Infiltration and Inflow
Assessment Completed

1

Sewer System
Management Plan
Completed

2

Nighttime Reconnaissance
Activities Completed

4

Temporary Flow Meters
Installed

192

Hydrants surveyed and
placed in the
Geodatabase

8

Manhole Lids
Replaced

500

Hours Spent on Improving
and Collecting District GIS
Data, Software, and Skills

188

Cleanouts surveyed in
identified I/I Problem Areas

2, 190

Hours of Temporary
Flow Data Collected and
Analyzed

2

Community Outreach
Events



CivicSpark

a program of the Local Government Commission



Next Steps: Stormflow 2017

1. Maintain momentum and necessary funds to replace manhole lids in I/I areas.
2. CCTV Lift Station 2 Problem Area
3. Efficiently evaluate the CCTV for Lift Station 6 Problem Area
4. Continue research and studies based around I/I identification and mitigation throughout the collection system during the next wet weather season
5. Continue flow monitoring in identified I/I areas to show long-term I/I reduction.

Next Steps: GIS

Goal: Hydraulic Modeling

→ Mathematical model of a water, wastewater, or storm system used to analyze the systems hydraulic behavior.

Why Model?

- Helps eliminate overloaded pipes, closed valves, pressure surges, excessive water age, low water pressure, sewer overflows.
- Helps evaluate aging infrastructure
- Helps better integrate collection system and treatment improvements to minimize overall CIP needs
- Helps recognize WWTP will face regulatory changes over next 10+ years
- Better prepares for extreme environmental changes impacting collection system (storm surges, wildfires)
- Help create water and sewer master plans
- Helps identify methods to improve water quality

Tasks

1. **Model Building:** Collection of data (historical, physical, network and field data) used to build model.
2. **Field Testing:** Field data collection.
3. **Model Loading and Allocation:** Determine accurate, representative loads and spatial distribution of loads. (Flow meters, water consumption, consumer characteristics).
4. **Model Calibration:** Trial and error until reach convergence between field and model data.
5. **Network Analysis:** Utilize model for measuring different conditions
6. **Maintenance:** Future accuracy dependent on regular updating, maintenance and recalibration.

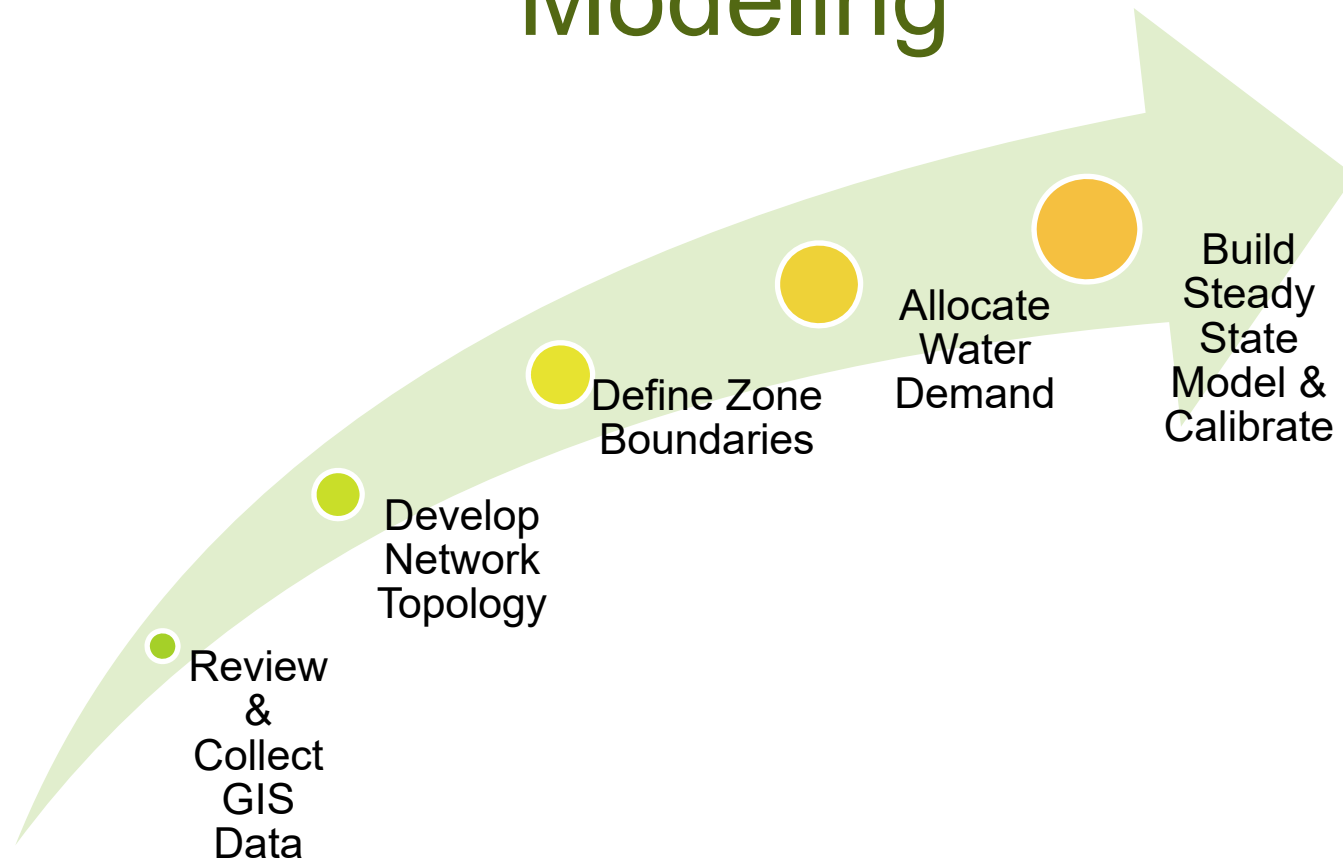


CivicSpark

a program of the Local Government Commission



On the path to Hydraulic Modeling



CivicSpark

a program of the Local Government Commission



GIS and GPS



GIS and GPS Tools

Spike

- Smart laser measurement tool
- Utilizes camera on device to accurately measure and locate an object
- Take photo of object: Can capture real-time measurements like area, elevations, distance between two points and GPS location
- Compatible with Apple, IOS, Google, Android
- Pairs with device via Bluetooth
- Spike Mobile App or Cloud

Arrow Bluetooth Receiver

- Communicates with any Bluetooth receiving device (IOS, Android, Windows)
- 1 cm accuracy
- Increasing satellite launches = progressive accuracy
- Minutes to configure
- Low cost to own and operate
- Real time connections
- 9-16 hours of use
- Integrated workflow



Resources

- Hidden Valley Lake Community's I/I Assessment
- <https://www.watereducation.org/tour/headwaters-tour-2018>
- <https://www.waterworld.com/articles/wum/articles/print/volume-2/issue-1/features/hydraulic-modeling-improves-water-system-reliability-efficiency.html>
- <https://www.sciencedirect.com/science/article/pii/S1877705816334051>
- http://www.geoadvice.com/hydraulic_modeling.php
- <https://www.hazenandsawyer.com/work/services/hydraulic-modeling-and-analysis/>
- <http://gpsworld.com/eos-and-cartopac-partner-to-turn-mobile-devices-into-high-accuracy-gnss-tools/>



CivicSpark

a program of the Local Government Commission



Thank you!!

Marina Deligiannis

mdeligiannis@civicspark.lgc.org

(309)335-8968





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: June 7, 2018**

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

Present were:

Director Judy Mirbegan
Director Jim Freeman
General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson
Admin Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:43 PM by Director Mirbegan.

APPROVAL OF AGENDA

On a motion made by Director Mirbegan and second by Director Freeman the Committee unanimously approved the agenda.

Final Review of the 2018-19 Budget

Members of the Committee directed staff to update the draft budget narrative for final review and approval at the regular board meeting, scheduled for June 19, 2018.

Director Mirbegan encouraged staff to prioritize projects and remain on task. Members of the Committee acknowledged that the Budget Process seems much more streamlined than it has been in the past, due to the efforts of Trish Wilkinson and David Spillman.

PUBLIC COMMENT

No public present

ADJOURNMENT

On a motion by Director Freeman and second by Director Mirbegan the Committee voted unanimously to adjourn the meeting at 1:28 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: June 19, 2018**

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

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

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the agenda, with the amendment of the Administrative Customer Services Report.

EMPLOYEE RECOGNITION

The following staff were recognized:
Congratulations to Sam Garcia for passing his Waste Water Grade III
Welcome back to HVLCSD Barry Silva and Congratulations for passing his Waste Water Grade III
HVLCSD welcomes Brandon Bell as a new hire.

CONSENT CALENDAR

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the following Consent Calendar items.

- (A) MINUTES: Approval of the May 15, 2018 Board of Directors Regular Board Meeting minutes
- (B) MINUTES: Approval of the May 17, 2018 Finance Committee Meeting minutes
- (C) MINUTES: Approval of the May 31, 2018 Finance Committee Meeting minutes
- (D) DISBURSEMENTS: Check #035444 - # 035516 including drafts and payroll for a total of \$204,467.28.

BOARD COMMITTEE REPORTS

(for information only, no action anticipated)

Personnel Committee: Scheduled to meet Tuesday July 3rd.

Finance Committee: Scheduled to meet Tuesday June 26th.

Emergency Preparedness Program Committee: No meeting held

Lake Water Use Agreement-Ad Hoc Committee: No meeting held

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

(for information only, no action anticipated)

STAFF REPORTS

Financial Report:

Administration/Customer Services Report:

ACWA State Legislative Committee: Alyssa Gordon provided a written report on recent ACWA updates.

Field Operation Report: Director Mirbegian requests a month to month comparison to last years completed service orders

General Manager's Report: Director Freeman inquired about the recent fire at Mt. Meadow S, fire fighters were not able to locate one of the fire hydrants. Staff recommend the hydrants be re-painted either red or yellow and making it an Eagles Scout project. All District property inside the Association has been weed abated. Konocti Crew was re-routed to Benicia leaving Dallas Ct and Putah Creek to be completed. Other options for weed abatement of those areas are being considered.

PUBLIC HEARING

Discussion of Ordinance 57.1 Rescinding Ordinance 57.0 and all previous ordinances related to district fees and Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service, Reaffirming Prior Rates and Charges

Director Graham opened the Public Hearing at 7:39 PM for public comment.

Director Herndon moved and second by Director Mirbegian to adopt Ordinance 57.1 and rescind Ordinance 57. Staff informed members of the Public and the Board it is required to provide a 45-day public notification for fee changes, followed by an adopted Resolution implemented no sooner than 30 days after approval.

DISCUSSION AND POSSIBLE ACTION:

CLOSE PUBLIC HEARING Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges.

Public Hearing was closed at 7:53 PM

DISCUSSION AND POSSIBLE ACTION:

Adoption of RESOLUTION 2018-03 (Fee Schedule) Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service

Director Herndon moved and second by Director Mirbegian to approve Resolution 2018-03 (Fee Schedule) Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service

Resolution 2018-03 was approved and adopted by Roll Call Vote:
Ayes: Directors, Graham, Herndon, Mirbegan, Lieberman, Freeman
Nays: 0
Abstain: 0
Absent: 0

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager to enter into an agreement with Telstar Instrumentation to proceed with the installation of Chlorine Injectors at the Well Field

Director Mirbegan moved to approve the General Manager to enter into an agreement with Telstar Instrumentation to proceed with the installation of Chlorine Injectors at the Well Field, not to exceed \$5,836.00, second by Director Herndon.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegan, Lieberman and Freeman
Nays: 0
Abstain: 0
Absent: 0

DISCUSSION AND POSSIBLE ACTION:

Discuss and approve the General Manager to enter into an agreement with Bickmore for OPEB Valuation Services

Director Mirbegan moved to approve the General Manager to enter into an agreement with Bickmore for OPEB Valuation Services, not to exceed \$5000.00, second by Director Herndon.

Roll Call Vote:

Ayes: Directors, Graham, Herndon, Mirbegan, Lieberman and Freeman
Nays: 0
Abstain: 0
Absent: 0

DISCUSS AND REVIEW:

FY 2018-2019 Budget and Investment Policy
A) Resolution 2018-04–FY 2018-2019 Budget
B) Resolution 2018-05–Investment Policy for FY 2018-2019

Staff provided a summary of the purposed 2018-19 Budget Narrative. Following final review at the next scheduled Finance Committee, there will be a Special Meeting held on June 29th at 5:30 PM for approval and adoption of the FY 2018-2019 Budget.

Public Comment: Member of the public commented on staff salary and expressed support for annual incentive pay increases.

PUBLIC COMMENT

Members of the public shared comments and concern with the District mentioning the possibility of working with an international company such as Suez for water tank maintenance.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: June 27, 2018**

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

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

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion made by Director Mirbegan and second by Director Freeman the Committee unanimously approved the agenda.

REVIEW AND DISCUSS THE FY 2018-2019 BUDGET

The committee discussed the proposed FY 2018-19 Budget and emphasized remaining focused on the top 5 funding priorities for FY 2018-2019

PUBLIC COMMENT

None

COMMITTEE MEMBER COMMENT

None

ADJOURNMENT

On a motion made by Director Freeman and seconded by Director Mirbegan the Committee voted unanimously to adjourn the meeting at 1:32 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
MEETING DATE: June 29, 2018**

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

Present:

Director Carolyn Graham, President
Director Jim Freeman
Director Jim Lieberman
Director Mirbegian
Kirk Cloyd, General Manager

Absent:

Director Linda Herndon, Vice President

CALL TO ORDER

The meeting was called to order at 5:31 p.m. by President Graham.

APPROVAL OF AGENDA

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

DISCUSSION AND POSSIBLE ACTION:

Adoption of FY 2018-2019 Budget and Investment Policy Pursuant to Government Code 61110 (a) (e)

A) Public hearing to receive comment on proposed FY 2018-2019 Budget

B) Adoption of Resolution 2018-04 – Approval of FY 2018-2019 Budget

C) Adoption of Resolution 2018-05 – Approval of Investment Policy FY 2018- 2019 Budget

No written protest presented.

Public Hearing was opened for public comment at 5:35 and Closed at 5:36. (No public comment)

A motion was made by Director Mirbegian and second by Director Freeman to approve the adoption of Resolution 2018-04 for Approval of FY 2018-2019 Budget.

The Finance Committee made the following recommendations to the Board:

Establish capital project priorities, keeping them listed on the website, board packet and the Board Room wall, to continually remind the Board and staff to remain focused on set priorities.

- 1) Tanks
- 2) Moratorium
- 3) I & I
- 4) AMI
- 5) SCADA

The Finance Committee proposed in this budget year, to take the first step in resolving the I&I issues, beginning with Lift Station 6. Recommending \$55,000.00 of the FEMA reimbursement be allocated for the repairs and replacement of the 930 linear feet of corrupted sewer collection lines that discharge to Lift Station 6.

The Committee recommends the Board approve \$46,000.00 from Fund 313 for two Civic Spark Interns for 2018-19 to continue the work on the I&I project and prepare shelf ready projects. FEMA reimbursed \$41,000.00 for the 2017-18 Civic Sparks, making the funds available for the 2018-19 Civic Sparks.

Recommendation was made to postpone updating the Strategic Plan for this fiscal year, using the coming year to review board and staff performance relative to how well the current Strategic Plan meets the needs of the District.

An increase to the budget was made for salary, wages, benefits and CalPERS to reflect the offer made to the General Manager that came out of contingency percentages in both water and sewer funds.

The Finance Committee propose a bond to replace the tanks. Pending research, Committee will provide additional information to the Board for further discussion.

IT funds have been allocated for the year leaving no funds for the replacement of the IT server, staff estimates cost to be \$25,000.00. The Committee will bring this back to the Board during the mid-year budget for consideration.

Members of the Board were very impressed with the introduction of the Budget Summary and the exceptional insight and staff participation in the Budget process

Reserve accounts were made close to whole with the \$295,000.00 reimbursement from FEMA.

Replacement and cost of the construction truck and crane was discussed.

Roll Call Vote:

Ayes: (4) Director Graham, Mirbegian, Freeman and Lieberman

Nays: (0)

Abstain: (0)

Absent: (1) Director Herndon

Adoption of Resolution 2018-04 Approval of FY 2018-2019 Budget passes by roll call vote.

Director Mirbegian moved and seconded by Director Freeman to approve Resolution 2018-05 – Approval of Investment Policy FY 2018-2019 Budget

The Committee recommend approval with no delay at this time but request an amendment of the Investment Policy be made to include target percentages for reserve funding. Amendment will be brought back to the Board for approval at a later date.

Roll Call Vote:

Ayes: (4) Director Graham, Mirbegian, Freeman and Lieberman

Nays: (0)

Abstain: (0)

Absent: (1) Director Herndon



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: July 3, 2018**

The Hidden Valley Lake Community Services District (COMMITTEE) Personnel Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Present were:

Director Linda Herndon
Director Jim Lieberman
Kirk Cloyd, General Manager

CALL TO ORDER

The meeting was called to order at 9:34 am by Director Herndon

APPROVAL OF AGENDA

On a motion made by Director Lieberman and second by Director Herndon the Committee unanimously approved the agenda.

DISCUSS AND REVIEW: Revised Employee Manual

Members of the Committee reviewed and discussed proposed revisions of the Employee Manual and suggested Policy updates. Following staff review and feedback the revised manual will be presented to the Board with recommendation for approval.

PUBLIC COMMENT

No public present

BOARD MEMBER COMMENT

No comment

ADJOURNMENT

On a motion made by Director Lieberman and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 10:57 a.m.

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
01-1023	HACH COMPANY			N		FUND TOTAL FOR VENDOR	990.14
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,280.06
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	910.00
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	56.09
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	256.42
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	188.41
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	250.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,028.17
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,238.13
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	7,950.86
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	3,702.00
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	426.10
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	804.38
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,320.43
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,465.60
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	1,980.00
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	8.87
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	394.31
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	67.03
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	266.62
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	554.55
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	189.95
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	510.00
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	715.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	2,984.77

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	357.35
01-2781	SAM GARCIA			N		FUND TOTAL FOR VENDOR	350.00
01-2788	GHD			N		FUND TOTAL FOR VENDOR	1,019.25
01-2792	ADVANCED SECURITY SYSTEMS			N		FUND TOTAL FOR VENDOR	1,788.60
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	881.04
01-2817	MIKSIS SERVICES, INC.			N		FUND TOTAL FOR VENDOR	3,355.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	3,156.50
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.46
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	525.00
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	59.00
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	170.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,183.85
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	180.00
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	21.45
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	201.00
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	2,288.62
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	108.72
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	66.37
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	3,918.92
01-2928	WIN-911 SOFTWARE			N		FUND TOTAL FOR VENDOR	210.38
01-2941	MENDOCINO COMMUNITY HEALT			N		FUND TOTAL FOR VENDOR	261.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	106.85
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	5,390.09
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	100.00

*** FUND TOTALS ***

78,807.84

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	500.30
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,445.61
01-1189	L & M LOCKSMITHING			N		FUND TOTAL FOR VENDOR	203.61
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	56.09
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	256.41
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	188.39
01-17	SMITH & NEWELL CPA			N		FUND TOTAL FOR VENDOR	250.00
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	15,028.17
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,854.88
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,662.90
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	2,468.00
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	426.09
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,895.96
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,465.59
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2532	WIPF CONSTRUCTION			N		FUND TOTAL FOR VENDOR	1,980.00
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	13.67
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	121.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	394.29
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	67.03
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	266.62
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	554.53
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	285.18
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	275.00
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	8,069.62
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	357.35
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	844.49

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
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,284.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.45
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	525.00
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	124.32
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,183.84
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	180.00
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	198.00
01-2880	BENNETT SOLUTIONS			N		FUND TOTAL FOR VENDOR	21.45
01-2884	FAHRENHEIT HEATING & AIR			N		FUND TOTAL FOR VENDOR	201.00
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	2,288.62
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	108.72
01-2917	AT&T MOBILITY			N		FUND TOTAL FOR VENDOR	66.37
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	1,000.00CR
01-2928	WIN-911 SOFTWARE			N		FUND TOTAL FOR VENDOR	210.37
01-2939	THE TREE GUYS - WILLIAM V			N		FUND TOTAL FOR VENDOR	1,100.00
01-2941	MENDOCINO COMMUNITY HEALT			N		FUND TOTAL FOR VENDOR	261.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	106.84
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	22,282.13
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	100.00
*** FUND TOTALS ***							79,622.39

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-9	PACIFIC GAS & ELECTRIC CO			N	FUND TOTAL FOR VENDOR	172.00
*** FUND TOTALS ***						172.00
*** REPORT TOTALS ***			158,602.23			158,602.23

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS	10.16
120 2090	PERS PAYABLE	1,967.09
120 2091	FIT PAYABLE	2,622.05
120 2092	CIT PAYABLE	903.62
120 2093	SOCIAL SECURITY PAYABLE	143.58CR
120 2094	MEDICARE PAYABLE	401.67
120 2095	S D I PAYABLE	275.57
120 2099	DEFERRED COMP - 457 PLAN	525.00
120 5-00-5025	RETIREE HEALTH BENEFITS	1,745.73
120 5-00-5060	GASOLINE, OIL & FUEL	1,183.85
120 5-00-5061	VEHICLE MAINT	554.55
120 5-00-5075	BANK FEES	0.03CR
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	1,029.66
120 5-00-5121	LEGAL SERVICES	180.00
120 5-00-5123	OTHER PROFESSIONAL SERVICES	3,702.00
120 5-00-5126	AUDIT SERVICES	250.00
120 5-00-5130	PRINTING & PUBLICATION	592.03
120 5-00-5145	EQUIPMENT RENTAL	5,777.37
120 5-00-5148	OPERATING SUPPLIES	12,675.78
120 5-00-5150	REPAIR & REPLACE	4,909.02
120 5-00-5155	MAINT BLDG & GROUNDS	2,486.12
120 5-00-5156	CUSTODIAL SERVICES	1,225.00
120 5-00-5157	SECURITY	1,788.60
120 5-00-5191	TELEPHONE	823.95
120 5-00-5192	ELECTRICITY	5,390.09
120 5-00-5193	OTHER UTILITIES	188.41
120 5-00-5194	IT SERVICES	365.88
120 5-00-5195	ENV/MONITORING	3,156.50

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-00-5315	SAFETY EQUIPMENT	184.14
120 5-10-5010	SALARIES & WAGES	259.17
120 5-10-5020	EMPLOYEE BENEFITS	5,755.23
120 5-10-5021	RETIREMENT BENEFITS	3,597.70
120 5-10-5090	OFFICE SUPPLIES	189.95
120 5-10-5170	TRAVEL MILEAGE	63.23CR
120 5-10-5175	EDUCATION / SEMINARS	950.53
120 5-30-5010	SALARIES & WAGES	87.72
120 5-30-5020	EMPLOYEE BENEFITS	5,411.08
120 5-30-5021	RETIREMENT BENEFITS	2,897.94
120 5-30-5063	CERTIFICATIONS	520.00
120 5-30-5090	OFFICE SUPPLIES	21.45
120 5-30-5175	EDUCATION / SEMINARS	18.27
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,261.45
120 5-60-6006	PW LKHVF83	1,019.25
	** FUND TOTAL **	78,807.84
130 1052	ACCTS REC WATER USE	492.55
130 2088	SURVIVOR BENEFITS - PERS	11.23
130 2090	PERS PAYABLE	2,220.92
130 2091	FIT PAYABLE	2,943.40
130 2092	CIT PAYABLE	1,036.66
130 2093	SOCIAL SECURITY PAYABLE	56.69
130 2094	MEDICARE PAYABLE	449.00
130 2095	S D I PAYABLE	308.09
130 2099	DEFERRED COMP - PLAN 457 PAYAB	525.00
130 5-00-5025	RETIREE HEALTH BENEFITS	1,745.73
130 5-00-5060	GASOLINE, OIL & FUEL	1,183.84
130 5-00-5061	VEHICLE MAINT	554.53
130 5-00-5075	BANK FEES	0.03CR
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
130 5-00-5092	POSTAGE & SHIPPING	1,029.95
130 5-00-5121	LEGAL SERVICES	180.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	2,468.00
130 5-00-5126	AUDIT SERVICES	250.00
130 5-00-5130	PRINTING & PUBLICATION	591.73
130 5-00-5145	EQUIPMENT RENTAL	2,422.37
130 5-00-5148	OPERATING SUPPLIES	1,000.00CR
130 5-00-5150	REPAIR & REPLACE	10,150.80
130 5-00-5155	MAINT BLDG & GROUNDS	3,586.12
130 5-00-5156	CUSTODIAL SERVICES	275.00
130 5-00-5191	TELEPHONE	823.91
130 5-00-5192	ELECTRICITY	22,282.13
130 5-00-5193	OTHER UTILITIES	188.39
130 5-00-5194	IT SERVICES	563.87
130 5-00-5195	ENV/MONITORING	1,284.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 140 FLOOD ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5505	WATER CONSERVATION	95.24
130 5-10-5010	SALARIES & WAGES	259.14
130 5-10-5020	EMPLOYEE BENEFITS	5,755.22
130 5-10-5021	RETIREMENT BENEFITS	3,597.68
130 5-10-5090	OFFICE SUPPLIES	189.94
130 5-10-5170	TRAVEL MILEAGE	9.84
130 5-10-5175	EDUCATION / SEMINARS	932.25
130 5-30-5010	SALARIES & WAGES	134.80
130 5-30-5020	EMPLOYEE BENEFITS	5,411.07
130 5-30-5021	RETIREMENT BENEFITS	3,218.58
130 5-30-5090	OFFICE SUPPLIES	21.45
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,261.45
	** FUND TOTAL **	79,622.39
140 5-00-5192	ELECTRICITY	172.00
	** FUND TOTAL **	172.00

 ** TOTAL ** 158,602.23

NO ERRORS

SELECTION CRITERIA

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

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 6/01/2018 THRU 6/30/2018	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

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

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2018

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,279,509.00</u>	<u>111,329.19</u>	<u>1,384,967.95</u>	<u>(105,458.95)</u>	<u>108.24</u>
TOTAL REVENUES	<u>1,279,509.00</u>	<u>111,329.19</u>	<u>1,384,967.95</u>	<u>(105,458.95)</u>	<u>108.24</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	520,588.00	49,772.88	618,902.24	(98,314.24)	118.89
ADMINISTRATION	447,486.00	28,597.55	359,994.44	87,491.56	80.45
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	262,904.80	18,643.17	243,476.74	19,428.06	92.61
DIRECTORS	<u>43,356.00</u>	<u>3,417.55</u>	<u>43,557.10</u>	<u>(201.10)</u>	<u>100.46</u>
TOTAL EXPENDITURES	<u>1,274,334.80</u>	<u>100,431.15</u>	<u>1,265,930.52</u>	<u>8,404.28</u>	<u>99.34</u>
REVENUES OVER/(UNDER) EXPENDITURES	5,174.20	10,898.04	119,037.43	(113,863.23)	2,300.60

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2018

120-SEWER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	100.00	800.00 (300.00)	160.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	7,000.00	2,893.08	7,298.73 (298.73)	104.27
120-4050 SALES OF RECLAIMED WATER	90,000.00	18,878.24	129,427.78 (39,427.78)	143.81
120-4111 COMM SEWER USE	26,868.00	2,459.80	31,692.82 (4,824.82)	117.96
120-4112 GOV'T SEWER USE	590.00	58.77	758.36 (168.36)	128.54
120-4116 SEWER USE CHARGES	1,153,051.00	85,694.73	1,026,345.12	126,705.88	89.01
120-4210 LATE FEE	0.00	0.00	50.20 (50.20)	0.00
120-4300 MISC INCOME	1,000.00	4.90	19,359.08 (18,359.08)	1,935.91
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4320 FEMA/CalOES Grants	0.00	0.00	8,921.00 (8,921.00)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	500.00	4.67	685.56 (185.56)	137.11
120-4580 TRANSFERS IN	0.00	1,235.00	159,629.30 (159,629.30)	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,279,509.00	111,329.19	1,384,967.95 (105,458.95)	108.24
	=====	=====	=====	=====	=====

AS OF: JUNE 30TH, 2018

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	16.86 (16.86)	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	0.00	19,188.50 (9,688.50)	201.98
120-5-00-5025 RETIREE HEALTH BENEFITS	10,500.00	839.13	10,169.22	330.78	96.85
120-5-00-5026 COBRA Health & Dental	0.00	33.72	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	8,000.00	1,183.85	8,595.92 (595.92)	107.45
120-5-00-5061 VEHICLE MAINT	7,500.00	554.55	10,769.12 (3,269.12)	143.59
120-5-00-5062 TAXES & LIC	500.00	0.00	854.68 (354.68)	170.94
120-5-00-5074 INSURANCE	18,000.00	0.00	23,794.18 (5,794.18)	132.19
120-5-00-5075 BANK FEES	13,400.00	1,241.35	14,351.12 (951.12)	107.10
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	5,000.00	1,099.79	7,448.40 (2,448.40)	148.97
120-5-00-5092 POSTAGE & SHIPPING	5,000.00	1,029.66	6,683.68 (1,683.68)	133.67
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00 (157.50)	3,476.25	1,523.75	69.53
120-5-00-5122 ENGINEERING SERVICES	27,000.00	0.00	23,011.48	3,988.52	85.23
120-5-00-5123 OTHER PROFESSIONAL SERVICE	90,000.00	3,702.00	43,401.45	46,598.55	48.22
120-5-00-5126 AUDIT SERVICES	7,500.00	250.00	6,050.00	1,450.00	80.67
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	592.03	3,655.33	1,344.67	73.11
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	10,000.00	5,777.37	21,357.66 (11,357.66)	213.58
120-5-00-5148 OPERATING SUPPLIES	18,000.00	12,675.78	34,906.78 (16,906.78)	193.93
120-5-00-5150 REPAIR & REPLACE	75,000.00	4,909.02	82,503.90 (7,503.90)	110.01
120-5-00-5155 MAINT BLDG & GROUNDS	10,000.00	2,486.12	6,955.58	3,044.42	69.56
120-5-00-5156 CUSTODIAL SERVICES	15,150.00	1,225.00	15,114.07	35.93	99.76
120-5-00-5157 SECURITY	5,000.00	1,788.60	2,765.60	2,234.40	55.31
120-5-00-5160 SLUDGE DISPOSAL	26,000.00	0.00	27,664.58 (1,664.58)	106.40
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	8,500.00	823.95	10,809.23 (2,309.23)	127.17
120-5-00-5192 ELECTRICITY	72,888.00	5,390.09	82,630.58 (9,742.58)	113.37
120-5-00-5193 OTHER UTILITIES	2,600.00	188.41	2,055.70	544.30	79.07
120-5-00-5194 IT SERVICES	24,500.00	365.88	34,166.76 (9,666.76)	139.46
120-5-00-5195 ENV/MONITORING	32,000.00	3,541.50	32,250.20 (250.20)	100.78
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	18,647.23 (18,647.23)	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	1,722.00	278.00	86.10
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	112.86	1,387.14	7.52
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	148.13	1,151.87	11.39
120-5-00-5312 TOOLS - FIELD	1,000.00	0.00	992.19	7.81	99.22
120-5-00-5315 SAFETY EQUIPMENT	2,500.00	232.58	5,663.50 (3,163.50)	226.54
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	227.50	22.50	91.00
120-5-00-5580 TRANSFERS OUT	0.00	0.00	56,742.00 (56,742.00)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

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	520,588.00	49,772.88	618,902.24 (98,314.24)	118.89

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

120-SEWER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	311,436.00	18,131.87	229,023.80	82,412.20	73.54
120-5-10-5020 EMPLOYEE BENEFITS	74,000.00	5,755.23	77,278.00 (3,278.00)	104.43
120-5-10-5021 RETIREMENT BENEFITS	51,500.00	3,597.70	45,618.67	5,881.33	88.58
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	225.45	3,447.25	552.75	86.18
120-5-10-5170 TRAVEL MILEAGE	1,200.00 (63.23)	705.22	494.78	58.77
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	950.53	3,731.22	1,268.78	74.62
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	190.28	159.72	54.37
TOTAL ADMINISTRATION	447,486.00	28,597.55	359,994.44	87,491.56	80.45

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

120-SEWER ENTERPRISE FUND
OFFICE
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	170,302.80	9,612.89	157,705.33	12,597.47	92.60
120-5-30-5020 EMPLOYEE BENEFITS	48,304.00	5,572.62	42,975.83	5,328.17	88.97
120-5-30-5021 RETIREMENT BENEFITS	35,498.00	2,897.94	37,482.76 (1,984.76)	105.59
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,227.86	572.14	68.21
120-5-30-5063 CERTIFICATIONS	1,500.00	520.00	1,080.00	420.00	72.00
120-5-30-5090 OFFICE SUPPLIES	2,000.00	21.45	489.06	1,510.94	24.45
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	572.63 (72.63)	114.53
120-5-30-5175 EDUCATION / SEMINARS	3,000.00	18.27	1,943.27	1,056.73	64.78
TOTAL FIELD	262,904.80	18,643.17	243,476.74	19,428.06	92.61

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2018

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	156.10	1,873.20	1,126.80	62.44
120-5-40-5020 DIRECTOR BENEFITS	100.00	0.00	61.12	38.88	61.12
120-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,261.45	41,190.15 (2,634.15)	106.83
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	132.63	67.37	66.32
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	300.00	1,200.00	20.00
TOTAL DIRECTORS	43,356.00	3,417.55	43,557.10 (201.10)	100.46
TOTAL EXPENDITURES	1,274,334.80	100,431.15	1,265,930.52	8,404.28	99.34
REVENUES OVER/(UNDER) EXPENDITURES	5,174.20	10,898.04	119,037.43 (113,863.23)	2,300.60

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2018

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>1,677,221.00</u>	<u>145,531.49</u>	<u>1,444,720.90</u>	<u>232,500.10</u>	<u>86.14</u>
TOTAL REVENUES	<u>1,677,221.00</u>	<u>145,531.49</u>	<u>1,444,720.90</u>	<u>232,500.10</u>	<u>86.14</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	762,170.00	53,224.80	593,407.32	168,762.68	77.86
ADMINISTRATION	298,266.40	28,652.40	361,218.68 (62,952.28)	121.11
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	304,030.80	21,719.67	274,160.28	29,870.52	90.18
DIRECTORS	<u>43,656.00</u>	<u>3,428.30</u>	<u>43,934.84</u> (<u>278.84)</u>	<u>100.64</u>
TOTAL EXPENDITURES	<u>1,408,123.20</u>	<u>107,025.17</u>	<u>1,272,721.12</u>	<u>135,402.08</u>	<u>90.38</u>
REVENUES OVER/(UNDER) EXPENDITURES	269,097.80	38,506.32	171,999.78	97,098.02	63.92

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2018

130-WATER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	720.00	13,770.00 (770.00)	105.92
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	170.00	510.00	490.00	51.00
130-4040 RECORDING FEE	100.00	0.00	1,506.07 (1,406.07)	1,506.07
130-4045 AVAILABILITY FEES	25,000.00	12,157.92	30,672.27 (5,672.27)	122.69
130-4110 COMM WATER USE	84,081.00	9,053.05	90,992.73 (6,911.73)	108.22
130-4112 GOV'T WATER USE	6,101.00	409.50	5,440.97	660.03	89.18
130-4115 WATER USE	1,516,739.00	120,386.52	1,249,497.72	267,241.28	82.38
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	28,000.00	2,442.06	29,876.70 (1,876.70)	106.70
130-4215 RETURNED CHECK FEE	1,200.00	50.00	1,000.00	200.00	83.33
130-4300 MISC INCOME	1,500.00	134.90	20,456.53 (18,956.53)	1,363.77
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	500.00	7.54	997.91 (497.91)	199.58
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,677,221.00	145,531.49	1,444,720.90	232,500.10	86.14
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

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	16.86 (16.86)	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	0.00	19,188.48 (9,688.48)	201.98
130-5-00-5025 RETIREE HEALTH BENEFITS	10,400.00	872.88	13,536.52 (3,136.52)	130.16
130-5-00-5026 COBRA Health & Dental	0.00	0.00 (33.72)	33.72	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	6,000.00	1,183.84	7,526.67 (1,526.67)	125.44
130-5-00-5061 VEHICLE MAINT	7,500.00	554.53	12,721.05 (5,221.05)	169.61
130-5-00-5062 TAXES & LIC	1,200.00	0.00	854.65	345.35	71.22
130-5-00-5074 INSURANCE	25,000.00	0.00	23,794.19	1,205.81	95.18
130-5-00-5075 BANK FEES	13,400.00	1,241.33	14,350.89 (950.89)	107.10
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	21,000.00	4,278.21	27,124.80 (6,124.80)	129.17
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	1,029.95	6,683.87 (683.87)	111.40
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00 (157.50)	3,476.25	6,523.75	34.76
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	1,241.25	58,758.75	2.07
130-5-00-5123 OTHER PROFESSIONAL SERVICE	35,000.00	2,468.00	42,167.36 (7,167.36)	120.48
130-5-00-5124 WATER RIGHTS	70,000.00	0.00	3,058.61	66,941.39	4.37
130-5-00-5126 AUDIT SERVICES	7,500.00	250.00	6,050.00	1,450.00	80.67
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	591.73	3,742.18	4,007.82	48.29
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	17,500.00	2,422.37	7,038.06	10,461.94	40.22
130-5-00-5148 OPERATING SUPPLIES	1,400.00 (1,000.00)	391.89	1,008.11	27.99
130-5-00-5150 REPAIR & REPLACE	185,000.00	10,150.80	118,852.20	66,147.80	64.24
130-5-00-5155 MAINT BLDG & GROUNDS	8,509.00	3,586.12	15,653.27 (7,144.27)	183.96
130-5-00-5156 CUSTODIAL SERVICES	3,750.00	275.00	3,714.06	35.94	99.04
130-5-00-5157 SECURITY	5,000.00	0.00	396.00	4,604.00	7.92
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	9,100.00	823.91	10,808.98 (1,708.98)	118.78
130-5-00-5192 ELECTRICITY	107,711.00	22,282.13	140,256.10 (32,545.10)	130.22
130-5-00-5193 OTHER UTILITIES	2,200.00	188.39	2,055.80	144.20	93.45
130-5-00-5194 IT SERVICES	24,500.00	563.87	37,682.82 (13,182.82)	153.81
130-5-00-5195 ENV/MONITORING	15,000.00	1,524.00	15,287.44 (287.44)	101.92
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	18,647.23 (18,647.23)	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	25,488.50	4,511.50	84.96
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	112.86	1,887.14	5.64
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	256.29	1,743.71	12.81
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	3,817.55 (1,317.55)	152.70
130-5-00-5505 WATER CONSERVATION	9,000.00	95.24	7,220.86	1,779.14	80.23
130-5-00-5545 RECORDING FEES	250.00	0.00	227.50	22.50	91.00
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	45,000.00	0.00	0.00	45,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	762,170.00	53,224.80	593,407.32	168,762.68	77.86

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2018

130-WATER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	166,418.40	18,131.98	230,206.89 (63,788.49)	138.33
130-5-10-5020 EMPLOYEE BENEFITS	70,000.00	5,755.22	77,027.97 (7,027.97)	110.04
130-5-10-5021 RETIREMENT BENEFITS	40,498.00	3,597.68	45,050.61 (4,552.61)	111.24
130-5-10-5063 CERTIFICATIONS	0.00	0.00	80.00 (80.00)	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	225.43	3,395.83	604.17	84.90
130-5-10-5170 TRAVEL MILEAGE	3,000.00	9.84	1,031.29	1,968.71	34.38
130-5-10-5175 EDUCATION / SEMINARS	5,000.00	932.25	4,235.84	764.16	84.72
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	190.25	159.75	54.36
130-5-10-5505 WATER CONSERVATION	9,000.00	0.00	0.00	9,000.00	0.00
TOTAL ADMINISTRATION	298,266.40	28,652.40	361,218.68 (62,952.28)	121.11

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018130-WATER ENTERPRISE FUND
OFFICE
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2018

130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	211,538.80	12,907.05	187,682.29	23,856.51	88.72
130-5-30-5020 EMPLOYEE BENEFITS	39,094.00	5,572.59	43,456.98 (4,362.98)	111.16
130-5-30-5021 RETIREMENT BENEFITS	46,498.00	3,218.58	40,906.13	5,591.87	87.97
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,227.83	572.17	68.21
130-5-30-5063 CERTIFICATIONS	600.00	0.00	145.00	455.00	24.17
130-5-30-5090 OFFICE SUPPLIES	1,000.00	21.45	440.34	559.66	44.03
130-5-30-5170 TRAVEL MILEAGE	500.00	0.00	184.24	315.76	36.85
130-5-30-5175 EDUCATION / SEMINARS	3,000.00	0.00	117.47	2,882.53	3.92
TOTAL FIELD	304,030.80	21,719.67	274,160.28	29,870.52	90.18

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2018

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	166.85	2,002.20	997.80	66.74
130-5-40-5020 DIRECTOR BENEFITS	100.00	0.00	64.88	35.12	64.88
130-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,261.45	41,190.15 (2,634.15)	106.83
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	500.00	0.00	132.61	367.39	26.52
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	545.00	955.00	36.33
TOTAL DIRECTORS	43,656.00	3,428.30	43,934.84 (278.84)	100.64
TOTAL EXPENDITURES	1,408,123.20	107,025.17	1,272,721.12	135,402.08	90.38
REVENUES OVER/(UNDER) EXPENDITURES	269,097.80	38,506.32	171,999.78	97,098.02	63.92

*** END OF REPORT ***



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**June 2018
FINANCIAL REPORT
POOLED CASH**

AS OF June 29, 2018

Beginning Balance	567,749.20
Cash Receipts	
Deposit	253,384.38
Transfers	0.00
Total Receipts	253,384.38
Cash Disbursements	
Accounts Payable + Bank Draft	158,607.33
Payroll	43,839.05
Bank Fees	2,482.74
Total Disbursements	204,929.12
Ending Balance	616,204.46

TEMPORARY INVESTMENTS

AS OF June 29, 2018

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	68,476.27	54,102.15	122,578.41	122,578.41
130	Water Operating Fund	102,049.06	50,802.89	152,851.95	152,851.95
215	1995-2 Redemption	61,922.79	331,770.54	393,693.32	393,693.32
218	CIEDB Redemption	11,715.79	-	11,715.79	11,715.79
219	USDARUS Solar Loan (Sewer)	833.77	79,193.31	80,027.08	80,027.08
313	Wastewater Cap Fac Reserved	263,260.48	73,269.07	336,529.55	336,529.55
314	Wastewater Cap Fac Unrestricted	265,968.04	116,157.70	382,125.74	382,125.74
319	Solar Reserve	-	31,260.33	31,260.33	31,260.33
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	174,217.35	-	174,217.35	174,217.35
711	Bond Administration	27,632.28	1,085.17	28,717.45	28,717.45
TOTAL		976,075.82	737,641.16	1,713,716.97	1,713,716.97

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

CHECK DATE: 6/01/2018 THRU 6/29/2018
 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	6/08/2018	BANK-DRAFT	000200	CALIFORNIA PUBLIC EMPLOYEES RE	4,561.57CR	CLEARED	A	6/21/2018	
1010	6/08/2018	BANK-DRAFT	000201	NATIONWIDE RETIREMENT SOLUTION	525.00CR	CLEARED	A	6/08/2018	
1010	6/08/2018	BANK-DRAFT	000202	STATE OF CALIFORNIA EDD	1,360.26CR	CLEARED	A	6/08/2018	
1010	6/08/2018	BANK-DRAFT	000203	US DEPARTMENT OF THE TREASURY	3,508.46CR	CLEARED	A	6/08/2018	
1010	6/22/2018	BANK-DRAFT	000204	CALIFORNIA PUBLIC EMPLOYEES RE	4,654.82CR	CLEARED	A	6/25/2018	
1010	6/22/2018	BANK-DRAFT	000205	NATIONWIDE RETIREMENT SOLUTION	525.00CR	CLEARED	A	6/22/2018	
1010	6/22/2018	BANK-DRAFT	000206	STATE OF CALIFORNIA EDD	1,365.41CR	CLEARED	A	6/22/2018	
1010	6/22/2018	BANK-DRAFT	000207	US DEPARTMENT OF THE TREASURY	3,538.65CR	CLEARED	A	6/22/2018	
1010	6/22/2018	BANK-DRAFT	000208	US DEPARTMENT OF THE TREASURY	45.90CR	CLEARED	A	6/22/2018	
CHECK:									
1010	6/08/2018	CHECK	000001	BELL, BRANDON A	5.10CR	CLEARED	P	6/15/2018	
***	1010	6/08/2018	CHECK	000003	BELL, BRANDON A	0.00	CLEARED	P	6/15/2018
***	1010	6/01/2018	CHECK	035517	ALPHA ANALYTICAL LABORATORIES	771.00CR	CLEARED	A	6/06/2018
1010	6/01/2018	CHECK	035518	ALYSSA GORDON	51.00CR	CLEARED	A	6/06/2018	
1010	6/01/2018	CHECK	035519	AT&T MOBILITY	65.64CR	CLEARED	A	6/07/2018	
1010	6/01/2018	CHECK	035520	B & G TIRES OF MIDDLETOWN	260.87CR	CLEARED	A	6/14/2018	
1010	6/01/2018	CHECK	035521	JAMES DAY CONSTRUCTION, INC.	910.00CR	CLEARED	A	6/07/2018	
1010	6/01/2018	CHECK	035522	MEDIACOM	512.83CR	CLEARED	A	6/06/2018	
1010	6/01/2018	CHECK	035523	MENDO MILL CLEARLAKE	13.67CR	CLEARED	A	6/06/2018	
1010	6/01/2018	CHECK	035524	MIKSIS SERVICES, INC.	1,235.00CR	CLEARED	A	6/04/2018	
1010	6/01/2018	CHECK	035525	PACE SUPPLY CORP	2,984.77CR	CLEARED	A	6/05/2018	
1010	6/01/2018	CHECK	035526	PACIFIC GAS & ELECTRIC COMPANY	11,613.98CR	CLEARED	A	6/07/2018	
1010	6/01/2018	CHECK	035527	RAY MORGAN COMPANY	217.44CR	CLEARED	A	6/06/2018	
1010	6/01/2018	CHECK	035528	SMITH & NEWELL CPA	500.00CR	CLEARED	A	6/11/2018	
1010	6/01/2018	CHECK	035529	THATCHER COMPANY, INC.	1,063.61CR	CLEARED	A	6/05/2018	
1010	6/01/2018	CHECK	035530	THE TREE GUYS	1,100.00CR	CLEARED	A	6/01/2018	
1010	6/01/2018	CHECK	035531	TYLER TECHNOLOGY	121.00CR	CLEARED	A	6/05/2018	
1010	6/08/2018	CHECK	035532	ACTION SANITARY, INC.	134.06CR	CLEARED	A	6/13/2018	
1010	6/08/2018	CHECK	035533	ACWA/JPIA	852.19CR	CLEARED	A	6/12/2018	
1010	6/08/2018	CHECK	035534	ALPHA ANALYTICAL LABORATORIES	1,041.00CR	CLEARED	A	6/13/2018	
1010	6/08/2018	CHECK	035535	VOID CHECK	0.00	CLEARED	A	6/08/2018	
1010	6/08/2018	CHECK	035536	ALYSSA GORDON	116.32CR	CLEARED	A	6/13/2018	
1010	6/08/2018	CHECK	035537	ARMED FORCE PEST CONTROL, INC.	195.00CR	CLEARED	A	6/18/2018	
1010	6/08/2018	CHECK	035538	BADGER METER	198.00CR	CLEARED	A	6/14/2018	
1010	6/08/2018	CHECK	035539	BARTLEY PUMP, INC.	804.38CR	CLEARED	A	6/12/2018	
1010	6/08/2018	CHECK	035540	DATAPROSE	2,931.19CR	CLEARED	A	6/12/2018	
1010	6/08/2018	CHECK	035541	GHD	1,019.25CR	CLEARED	A	6/13/2018	
1010	6/08/2018	CHECK	035542	GARDENS BY JILLIAN	200.00CR	CLEARED	A	6/22/2018	
1010	6/08/2018	CHECK	035543	NBS GOVERNMENT FINANCE GROUP	6,170.00CR	CLEARED	A	6/12/2018	
1010	6/08/2018	CHECK	035544	OFFICE DEPOT	55.74CR	CLEARED	A	6/19/2018	
1010	6/08/2018	CHECK	035545	PACE SUPPLY CORP	7,952.03CR	CLEARED	A	6/12/2018	
1010	6/08/2018	CHECK	035546	SOUTH LAKE REFUSE COMPANY	376.80CR	CLEARED	A	6/12/2018	
1010	6/08/2018	CHECK	035547	SPECIAL DISTRICT RISK MANAGEME	30,056.34CR	CLEARED	A	6/13/2018	

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

CHECK DATE: 6/01/2018 THRU 6/29/2018
 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	6/08/2018	CHECK	035548	U S POSTMASTER	200.00CR	CLEARED	A	6/19/2018
1010	6/08/2018	CHECK	035549	WESTGATE PETROLEUM CO., INC.	1,605.45CR	CLEARED	A	6/12/2018
1010	6/08/2018	CHECK	035550	WIPF CONSTRUCTION	3,960.00CR	CLEARED	A	6/19/2018
1010	6/15/2018	CHECK	035551	ALPHA ANALYTICAL LABORATORIES	291.00CR	CLEARED	A	6/20/2018
1010	6/15/2018	CHECK	035552	ALYSSA GORDON	16.00CR	CLEARED	A	6/19/2018
1010	6/15/2018	CHECK	035553	AT&T	213.69CR	CLEARED	A	6/20/2018
1010	6/15/2018	CHECK	035554	B & G TIRES OF MIDDLETOWN	848.21CR	CLEARED	A	6/21/2018
1010	6/15/2018	CHECK	035555	BOLD POLISNER MADDOW NELSON &	360.00CR	CLEARED	A	6/20/2018
1010	6/15/2018	CHECK	035556	CALIFORNIA PUBLIC EMPLOYEES FI	8,304.91CR	CLEARED	A	7/02/2018
1010	6/15/2018	CHECK	035557	HACH COMPANY	990.14CR	CLEARED	A	6/20/2018
1010	6/15/2018	CHECK	035558	L & M LOCKSMITHING	203.61CR	CLEARED	A	6/19/2018
1010	6/15/2018	CHECK	035559	LAKE COUNTY RECORD BEE	112.18CR	CLEARED	A	6/19/2018
1010	6/15/2018	CHECK	035560	MICHELLE HAMILTON	785.00CR	OUTSTND	A	0/00/0000
1010	6/15/2018	CHECK	035561	OFFICE DEPOT	77.42CR	CLEARED	A	6/26/2018
1010	6/15/2018	CHECK	035562	REDFORD SERVICES	715.00CR	CLEARED	A	7/09/2018
1010	6/15/2018	CHECK	035563	RGW GROUNDSKEEPING, LLC	4,577.24CR	CLEARED	A	6/25/2018
1010	6/15/2018	CHECK	035564	STATE WATER RESOURCES CONTROL	170.00CR	CLEARED	A	6/20/2018
1010	6/15/2018	CHECK	035565	STREAMLINE	200.00CR	CLEARED	A	6/20/2018
1010	6/15/2018	CHECK	035566	USA BLUE BOOK	1,550.23CR	CLEARED	A	6/22/2018
1010	6/15/2018	CHECK	035567	WELTON, JAMIE	4.79CR	CLEARED	A	6/20/2018
1010	6/15/2018	CHECK	035568	PICKLAP, PENNY	114.77CR	CLEARED	A	6/25/2018
1010	6/15/2018	CHECK	035569	RH&D SELECT INVESTME	12.44CR	OUTSTND	A	0/00/0000
1010	6/15/2018	CHECK	035570	SELECT PORTFOLIO SER	32.75CR	CLEARED	A	6/28/2018
1010	6/15/2018	CHECK	035571	VAZQUEZ-AVINA, MARIA	3.91CR	OUTSTND	A	0/00/0000
1010	6/22/2018	CHECK	035572	ALPHA ANALYTICAL LABORATORIES	646.00CR	CLEARED	A	6/27/2018
1010	6/22/2018	CHECK	035573	CARDMEMBER SERVICE	1,725.53CR	CLEARED	A	6/29/2018
1010	6/22/2018	CHECK	035574	FASTRAK INVOICE PROCESSING	7.75CR	CLEARED	A	6/27/2018
1010	6/22/2018	CHECK	035575	OFFICE DEPOT	285.74CR	CLEARED	A	6/29/2018
1010	6/22/2018	CHECK	035576	PACE SUPPLY CORP	117.59CR	CLEARED	A	6/26/2018
1010	6/22/2018	CHECK	035577	RICOH USA, INC.	533.24CR	CLEARED	A	6/26/2018
1010	6/22/2018	CHECK	035578	ST HELENA HOSPITAL dba JOBCARE	714.70CR	CLEARED	A	6/26/2018
1010	6/22/2018	CHECK	035579	TYLER TECHNOLOGY	121.00CR	CLEARED	A	6/26/2018
1010	6/22/2018	CHECK	035580	USA BLUE BOOK	5,836.32CR	CLEARED	A	6/27/2018
1010	6/22/2018	CHECK	035581	VERIZON WIRELESS	788.60CR	CLEARED	A	6/26/2018
1010	6/22/2018	CHECK	035582	WESTGATE PETROLEUM CO., INC.	762.24CR	CLEARED	A	6/26/2018
1010	6/22/2018	CHECK	035583	STOKLEY, JOSEPH/SHEI	73.89CR	CLEARED	A	6/28/2018
1010	6/22/2018	CHECK	035584	FOSKET, NAKIA	79.94CR	CLEARED	A	7/02/2018
1010	6/29/2018	CHECK	035585	ADVANCED SECURITY SYSTEMS SANT	1,788.60CR	CLEARED	A	7/06/2018
1010	6/29/2018	CHECK	035586	ALPHA ANALYTICAL LABORATORIES	1,691.50CR	CLEARED	A	7/05/2018
1010	6/29/2018	CHECK	035587	VOID CHECK	0.00	CLEARED	A	7/02/2018
1010	6/29/2018	CHECK	035588	AT&T MOBILITY	67.10CR	CLEARED	A	7/06/2018
1010	6/29/2018	CHECK	035589	BENNETT SOLUTIONS	42.90CR	CLEARED	A	7/03/2018
1010	6/29/2018	CHECK	035590	FAHRENHEIT HEATING & AIR CONDI	402.00CR	OUTSTND	A	0/00/0000
1010	6/29/2018	CHECK	035591	MENDO MILL CLEARLAKE	8.87CR	CLEARED	A	7/05/2018

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

CHECK DATE: 6/01/2018 THRU 6/29/2018
 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	6/29/2018	CHECK	035592	MENDOCINO COMMUNITY HEALTH CLI	522.00CR	CLEARED	A	7/05/2018
1010	6/29/2018	CHECK	035593	MIKSIS SERVICES, INC.	2,120.00CR	CLEARED	A	7/02/2018
1010	6/29/2018	CHECK	035594	OFFICE DEPOT	56.23CR	CLEARED	A	7/09/2018
1010	6/29/2018	CHECK	035595	PACIFIC GAS & ELECTRIC COMPANY	16,230.24CR	CLEARED	A	7/05/2018
1010	6/29/2018	CHECK	035596	SAM GARCIA	350.00CR	OUTSTND	A	0/00/0000
1010	6/29/2018	CHECK	035597	THATCHER COMPANY, INC.	1,855.31CR	CLEARED	A	7/06/2018
1010	6/29/2018	CHECK	035598	USA BLUE BOOK	2,227.21CR	CLEARED	A	7/06/2018
1010	6/29/2018	CHECK	035599	WIN-911 SOFTWARE	420.75CR	OUTSTND	A	0/00/0000
1010	6/29/2018	CHECK	035600	RINCON, VICTOR A	92.82CR	CLEARED	A	7/10/2018
1010	6/29/2018	CHECK	035601	ROSS, LAWRENCE/KAREN	30.08CR	OUTSTND	A	0/00/0000
1010	6/29/2018	CHECK	035602	PHARRIS, JIM	47.16CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	6/01/2018	DEPOSIT		CREDIT CARD 6/01/2018	2,248.48	CLEARED	C	6/04/2018
1010	6/01/2018	DEPOSIT	000001	CREDIT CARD 6/01/2018	1,879.96	CLEARED	C	6/04/2018
1010	6/01/2018	DEPOSIT	000002	REGULAR DAILY POST 6/01/2018	935.65	CLEARED	C	6/04/2018
1010	6/04/2018	DEPOSIT		CREDIT CARD 6/04/2018	3,913.54	CLEARED	C	6/04/2018
1010	6/04/2018	DEPOSIT	000001	CREDIT CARD 6/04/2018	1,873.47	CLEARED	C	6/05/2018
1010	6/04/2018	DEPOSIT	000002	CREDIT CARD 6/04/2018	1,771.87	CLEARED	C	6/06/2018
1010	6/04/2018	DEPOSIT	000003	CREDIT CARD 6/04/2018	884.59	CLEARED	C	6/07/2018
1010	6/04/2018	DEPOSIT	000004	REGULAR DAILY POST 6/04/2018	4,299.51	CLEARED	C	6/05/2018
1010	6/05/2018	DEPOSIT		CREDIT CARD 6/05/2018	1,700.20	CLEARED	C	6/07/2018
1010	6/05/2018	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	105.33CR	CLEARED	U	6/05/2018
1010	6/05/2018	DEPOSIT	000002	DAILY PAYMENT POSTING	105.33	CLEARED	U	6/05/2018
1010	6/05/2018	DEPOSIT	000003	CREDIT CARD 6/05/2018	4,018.00	CLEARED	C	6/08/2018
1010	6/05/2018	DEPOSIT	000004	REGULAR DAILY POST 6/05/2018	5,205.88	CLEARED	C	6/06/2018
1010	6/05/2018	DEPOSIT	000005	CREDIT CARD 6/05/2018	49.34	CLEARED	C	6/08/2018
1010	6/06/2018	DEPOSIT		CREDIT CARD 6/06/2018	2,255.70	CLEARED	C	6/08/2018
1010	6/06/2018	DEPOSIT	000001	CREDIT CARD 6/06/2018	1,366.79	CLEARED	C	6/11/2018
1010	6/06/2018	DEPOSIT	000002	CREDIT CARD 6/06/2018	6,516.08	CLEARED	C	6/11/2018
1010	6/06/2018	DEPOSIT	000003	REGULAR DAILY POST 6/06/2018	6,147.77	CLEARED	C	6/07/2018
1010	6/06/2018	DEPOSIT	000004	CC DRAFT POSTING	94.00	CLEARED	U	6/11/2018
1010	6/07/2018	DEPOSIT		CREDIT CARD 6/07/2018	602.02	CLEARED	C	6/11/2018
1010	6/07/2018	DEPOSIT	000001	CREDIT CARD 6/07/2018	2,386.12	CLEARED	C	6/11/2018
1010	6/07/2018	DEPOSIT	000002	REGULAR DAILY POST 6/07/2018	5,502.26	CLEARED	C	6/08/2018
1010	6/08/2018	DEPOSIT		CREDIT CARD 6/08/2018	1,676.18	CLEARED	C	6/11/2018
1010	6/08/2018	DEPOSIT	000001	CREDIT CARD 6/08/2018	904.31	CLEARED	C	6/11/2018
1010	6/08/2018	DEPOSIT	000002	REGULAR DAILY POST 6/08/2018	7,935.43	CLEARED	C	6/11/2018
1010	6/11/2018	DEPOSIT		CREDIT CARD 6/11/2018	1,126.16	CLEARED	C	6/11/2018
1010	6/11/2018	DEPOSIT	000001	CREDIT CARD 6/11/2018	1,652.30	CLEARED	C	6/12/2018
1010	6/11/2018	DEPOSIT	000002	CREDIT CARD 6/11/2018	446.27	CLEARED	C	6/13/2018
1010	6/11/2018	DEPOSIT	000003	CREDIT CARD 6/11/2018	3,054.47	CLEARED	C	6/14/2018
1010	6/11/2018	DEPOSIT	000004	REGULAR DAILY POST 6/11/2018	13,299.15	CLEARED	C	6/12/2018
1010	6/12/2018	DEPOSIT		CREDIT CARD 6/12/2018	965.07	CLEARED	C	6/14/2018

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

CHECK DATE: 6/01/2018 THRU 6/29/2018
 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	6/12/2018	DEPOSIT	000001	CREDIT CARD 6/12/2018	823.29	CLEARED	C	6/15/2018
1010	6/12/2018	DEPOSIT	000002	REGULAR DAILY POST 6/12/2018	2,060.29	CLEARED	C	6/13/2018
1010	6/13/2018	DEPOSIT		CREDIT CARD 6/13/2018	352.32	CLEARED	C	6/15/2018
1010	6/13/2018	DEPOSIT	000001	CREDIT CARD 6/13/2018	917.24	CLEARED	C	6/18/2018
1010	6/13/2018	DEPOSIT	000002	REGULAR DAILY POST 6/13/2018	4,271.89	CLEARED	C	6/14/2018
1010	6/14/2018	DEPOSIT		CREDIT CARD 6/14/2018	1,104.09	CLEARED	C	6/18/2018
1010	6/14/2018	DEPOSIT	000001	CREDIT CARD 6/14/2018	1,154.81	CLEARED	C	6/18/2018
1010	6/14/2018	DEPOSIT	000002	REGULAR DAILY POST 6/14/2018	5,464.50	CLEARED	C	6/15/2018
1010	6/15/2018	DEPOSIT		CREDIT CARD 6/15/2018	3,370.44	CLEARED	C	6/18/2018
1010	6/15/2018	DEPOSIT	000001	CREDIT CARD 6/15/2018	1,533.43	CLEARED	C	6/18/2018
1010	6/15/2018	DEPOSIT	000002	REGULAR DAILY POST 6/15/2018	5,162.82	CLEARED	C	6/18/2018
1010	6/15/2018	DEPOSIT	000003	DRAFT POSTING	10,646.18	CLEARED	U	6/18/2018
1010	6/15/2018	DEPOSIT	000004	CC DRAFT POSTING	15,978.11	CLEARED	U	6/18/2018
1010	6/15/2018	DEPOSIT	000005	CC DRAFT POSTING	79.94	CLEARED	U	6/18/2018
1010	6/18/2018	DEPOSIT		CREDIT CARD 6/18/2018	2,255.50	CLEARED	C	6/18/2018
1010	6/18/2018	DEPOSIT	000001	CREDIT CARD 6/18/2018	1,129.38	CLEARED	C	6/19/2018
1010	6/18/2018	DEPOSIT	000002	CREDIT CARD 6/18/2018	1,521.47	CLEARED	C	6/20/2018
1010	6/18/2018	DEPOSIT	000003	CREDIT CARD 6/18/2018	2,197.75	CLEARED	C	6/21/2018
1010	6/18/2018	DEPOSIT	000004	REGULAR DAILY POST 6/18/2018	13,801.44	CLEARED	C	6/19/2018
1010	6/18/2018	DEPOSIT	000005	Transfer to cover USBank A/P	1,979.50	CLEARED	G	6/20/2018
1010	6/18/2018	DEPOSIT	000006	Transfer to cover NBS A/P	3,673.31	CLEARED	G	6/20/2018
1010	6/19/2018	DEPOSIT		CREDIT CARD 6/19/2018	2,830.92	CLEARED	C	6/21/2018
1010	6/19/2018	DEPOSIT	000001	CREDIT CARD 6/19/2018	3,140.11	CLEARED	C	6/22/2018
1010	6/19/2018	DEPOSIT	000002	REGULAR DAILY POST 6/19/2018	4,778.82	CLEARED	C	6/20/2018
1010	6/20/2018	DEPOSIT		CREDIT CARD 6/20/2018	4,170.25	CLEARED	C	6/22/2018
1010	6/20/2018	DEPOSIT	000001	CREDIT CARD 6/20/2018	4,376.65	CLEARED	C	6/25/2018
1010	6/20/2018	DEPOSIT	000002	REGULAR DAILY POST 6/20/2018	32,134.22	CLEARED	C	6/21/2018
1010	6/20/2018	DEPOSIT	000003	CREDIT CARD 6/20/2018	3,152.58	CLEARED	C	6/25/2018
1010	6/20/2018	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	144.85CR	CLEARED	U	6/25/2018
1010	6/21/2018	DEPOSIT		CREDIT CARD 6/21/2018	2,226.83	CLEARED	C	6/25/2018
1010	6/21/2018	DEPOSIT	000001	CREDIT CARD 6/21/2018	2,016.51	CLEARED	C	6/25/2018
1010	6/21/2018	DEPOSIT	000002	REGULAR DAILY POST 6/21/2018	2,560.67	CLEARED	C	6/22/2018
1010	6/22/2018	DEPOSIT		CREDIT CARD 6/22/2018	1,371.28	CLEARED	C	6/25/2018
1010	6/22/2018	DEPOSIT	000001	CREDIT CARD 6/22/2018	555.51	CLEARED	C	6/25/2018
1010	6/22/2018	DEPOSIT	000002	REGULAR DAILY POST 6/22/2018	2,401.64	CLEARED	C	6/25/2018
1010	6/25/2018	DEPOSIT		CREDIT CARD 6/25/2018	1,117.02	CLEARED	C	6/25/2018
1010	6/25/2018	DEPOSIT	000001	CREDIT CARD 6/25/2018	655.25	CLEARED	C	6/26/2018
1010	6/25/2018	DEPOSIT	000002	CREDIT CARD 6/25/2018	435.86	CLEARED	C	6/27/2018
1010	6/25/2018	DEPOSIT	000003	CREDIT CARD 6/25/2018	665.35	CLEARED	C	6/28/2018
1010	6/25/2018	DEPOSIT	000004	REGULAR DAILY POST 6/25/2018	5,028.07	CLEARED	C	6/26/2018
1010	6/26/2018	DEPOSIT		CREDIT CARD 6/26/2018	532.14	CLEARED	C	6/28/2018
1010	6/26/2018	DEPOSIT	000001	CREDIT CARD 6/26/2018	621.63	CLEARED	C	6/29/2018
1010	6/26/2018	DEPOSIT	000002	REGULAR DAILY POST 6/26/2018	458.78	CLEARED	C	6/27/2018
1010	6/27/2018	DEPOSIT		CREDIT CARD 6/27/2018	593.03	CLEARED	C	6/29/2018

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

CHECK DATE: 6/01/2018 THRU 6/29/2018
 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	6/27/2018	DEPOSIT	000001	CREDIT CARD 6/27/2018	743.24	CLEARED	C	7/02/2018
1010	6/27/2018	DEPOSIT	000002	REGULAR DAILY POST 6/27/2018	659.16	CLEARED	C	6/28/2018
1010	6/28/2018	DEPOSIT		CREDIT CARD 6/28/2018	835.94	CLEARED	C	7/03/2018
1010	6/28/2018	DEPOSIT	000001	CREDIT CARD 6/28/2018	526.39	CLEARED	C	7/02/2018
1010	6/28/2018	DEPOSIT	000002	REGULAR DAILY POST 6/28/2018	5,082.32	CLEARED	C	6/29/2018
1010	6/29/2018	DEPOSIT		CREDIT CARD 6/29/2018	1,885.22	CLEARED	C	7/02/2018
1010	6/29/2018	DEPOSIT	000001	CREDIT CARD 6/29/2018	2,507.42	CLEARED	C	7/02/2018
1010	6/29/2018	DEPOSIT	000002	REGULAR DAILY POST 6/29/2018	1,278.15	CLEARED	C	7/02/2018
MISCELLANEOUS:								
1010	6/08/2018	MISC.		PAYROLL DIRECT DEPOSIT	22,024.03CR	CLEARED	P	6/08/2018
1010	6/08/2018	MISC.	000001	BELL, BRANDON A	5.10	CLEARED	P	6/15/2018
1010	6/08/2018	MISC.	000002	PAYROLL DIRECT DEPOSIT	5.10CR	CLEARED	P	6/08/2018
1010	6/22/2018	MISC.		PAYROLL DIRECT DEPOSIT	22,212.97CR	CLEARED	P	6/22/2018
1010	6/22/2018	MISC.	000001	PAYROLL DIRECT DEPOSIT	277.05CR	CLEARED	P	6/22/2018
1010	6/29/2018	MISC.		Reclassify 130 1130 to 1010	101,000.00	CLEARED	G	7/10/2018
1010	6/29/2018	MISC.	000001	Reclassify 130 1130 to 1010	101,000.00CR	CLEARED	G	7/10/2018
1010	6/29/2018	MISC.	033898	BOLD POLISNER MADDOW NELUNPOST	675.00	CLEARED	A	6/29/2018
SERVICE CHARGE:								
1010	6/04/2018	SERV-CHG		ETS 07 May 2018	954.87CR	CLEARED	G	6/04/2018
1010	6/04/2018	SERV-CHG	000001	ETS 05 May 2018	801.31CR	CLEARED	G	6/04/2018
1010	6/04/2018	SERV-CHG	000002	ETS 09 May 2018	388.40CR	CLEARED	G	6/04/2018
1010	6/15/2018	SERV-CHG		MAY 2018 ANALYSIS FEE	338.16CR	CLEARED	G	6/15/2018
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	138,522.26CR		
				DEPOSIT	TOTAL:	253,384.38		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	43,839.05CR		
				SERVICE CHARGE	TOTAL:	2,482.74CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	20,085.07CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	138,522.26CR		
				DEPOSIT	TOTAL:	253,384.38		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	43,839.05CR		
				SERVICE CHARGE	TOTAL:	2,482.74CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	20,085.07CR		



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
June 2018
FINANCIAL REPORT

CAPITAL EXPENDITURES
 2017 - 2018 BUDGET

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	40,000.00	
Preliminary Design-Chlorine Disinfection Facility	45,000.00	
Install Security Fencing at Lift Station 1 & 4	10,000.00	
Chlorine Tank Auto shut-off	32,000.00	
Total	127,000.00	-

Water	Revenue	Yr to Date Actual
FUND 320 Water Use Capital (7% Water Use Revenue)	106,000	111,244
Total	106,000	111,244



MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: 07/11/2018

RE: Office & Administrative Staff Overtime Monthly Report

June 2018

Overtime:

Administrative Assistant:	5.25	hours
Water Resources Specialist:	-	
Full Charge Bookkeeper:	2.00	hours
Senior Accounts Representative:	1.00	hour
Senior Accounts Representative:	<u>1.00</u>	<u>hour</u>
Total Overtime:	9.25	hours

ACWA State Legislative Committee Report

- 6-29-18 Meeting—Bills to watch^{*}
 - AB 2649— Remains contentious, committee has changed to a “Support if amended” position.
 - AB 2258—More latitude to LAFCO for consolidation.
- Volunteered for SWRCB EAR workgroup
- Next meeting 8-10-18

^{*} Detailed bill information is available upon request

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 07/12/2018

RE: Senior Account Representative's Monthly Report

Monthly Billing 06/29/2018

Mailed statements: 2,148

Electronic statements: 448

The statement "SPECIAL MESSAGE"

Reflected on this bill, the FY 2017/2018 rates apply. The new volumetric rate is \$.0230 per cubic foot as listed on the reverse side of this bill. The District office will be closed from 12pm – 1pm on the 3rd Wednesday of each month.

Notice to obtain copy of CCR's inserted with monthly billing statement

Delinquent Billing 05/21/2018

Delinquent statements for June bills:

Mailed statements: 477

Electronic statements: 66

Courtesy Notification 07/10/2018

Courtesy notices delivered to the customer's property for delinquent June's bill: 152

Electronic notices: 22

Phone Notification 07/11/2018

Phone notifications: 89

The phone notification was sent out around 10:30 am resulting in 65 payments received by the office staff during business hours.

Lock Offs 07/12/2018

24 Customers were in the Lock Off Process at 5:00 pm on 07/11/2018.

16 payments were made before service orders went out in the field at 9:00 am on 07/12/2018.

A total of 8 customers were Locked Off for nonpayment.

Throughout Lock off day 3 payments were collected and meters unlocked.

At the time of this report only 5 meters remain locked.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FIELD REPORT
June-2018**

LABOR

Water&Wastewater:

HOURS

8.5

OVERTIME

\$284.78

RAINFALL REPORT

June 2017 Rainfall

June 2018 Rainfall	0	0.18
RAINFALL YEAR TO DATE	17.53	49.83
June Historical (1996 - present)	0.27	

Groundwater Elevation

	June	June-17	June - Historical
Production Wells	930.67	928.45	928.52
AG	929.45	936.62	930.33
TP Wells	953.30	954.25	952.85
Grange Rd	936.21	936.84	936.39
American Rock	969.56	973.06	970.10
Spyglass	964.74	965.61	964.22
Luchetti	921.90	922.65	921.41
18th T	941.27	941.52	940.97

WELL PRODUCTION

WELL #2	26.08 AC/FT	
WELL #3	19.43 AC/FT	
WELL #4	20.99 AC/FT	
AG WELL	62.02 AC/FT	66.50
MONTHLY WELL PRODUCTION:	128.52 AC/FT	
YEAR TO DATE WELL PRODUCTION:	320.91 AC/FT	
LAST YEAR WELL PRODUCTION:	849.86 AC/FT	

WATER PLANT

WATER PLANT PRODUCTION:	64.79 AC/FT
MONTHLY WATER METERS INSTALLED:	0 0 MC , 0 New,
YEAR TO DATE WATER METERS INSTALLED:	16 16 MC, 0 Inst
RESIDENTIAL WATER METERS TO DATE:	2440
COMMERCIAL WATER METERS TO DATE:	39 2 compound meters, irrigation m
TOTAL WATER METERS IN SYSTEM:	2479
MONTHLY SERVICE ORDERS COMPLETED:	104
YEAR TO DATE SERVICE ORDERS COMPLETED:	573 Last YTD:1321

RECLAIMED WATER

		<u>Last year</u>
		<u>June</u>
MONTHLY RECLAIMED WATER SUPPLIED TO GOLF COURSE:	67.3 AC/FT	60.94
YEAR TO DATE RECLAIMED WATER SUPPLIED TO GOLF COURSE:	133.44 AC/FT	129.64
MONTHLY WASTEWATER INFLUENT:	5.37 MGD	5.33
YEAR TO DATE WASTEWATER INFLUENT:	37.92 MGD	60.04
EFFLUENT POND LEVEL:	11.98 FT	12.95

WASTEWATER

MONTHLY NEW WASTEWATER CONNECTIONS:	0	
RESIDENTIAL WASTEWATER CONNECTIONS TO DATE:		0
UNDEVELOPED WASTEWATER CONNECTIONS TO DATE:		
COMMERCIAL WASTEWATER CONNECTIONS TO DATE:		
TOTAL WASTEWATER PROPERTYS:	0	
EXISTING HOMES WITH NO WASTEWATER CONNECTION:	1012	

FIELD REPORT

SAFETY

MONTHLY SAFETY MEETING TOPIC:

WATER COMMENTS:

6/5,6/7 Courtesy notices, lockoffs
Foothill Ct. service line repair
Grizzly Ct PSI troubleshooting
AG well refurbishment
Repairs to motors Zone 1 motor and Zone 9 motor

6/25-6/28 Meter reads

WASTEWATER COMMENTS:

6/5,6/7 Courtesy notices, lockoffs
Two manhole replacements, Knollview
Valve repair at polymer injection
Troubleshooting low nitrates
NTU analyzer cleaning
Installed and calibrated new probe
Installed new lab equipment
6/25-6/28 Meter reads

TRUCK MILEAGE:

TRUCK #1	130 MILES
TRUCK #3	2,551 MILES
TRUCK #4	1188 MILES
TRUCK #6	642 MILES
TRUCK #7	1171 MILES
TRUCK #8	886 MILES
New Holland BACKHOE HOURS	7 HOURS
Blue TRACTOR HOURS	3.50 HOURS
NEW HOLLAND TRACTOR HOURS	HOURS
DUMP TRUCK	26 MILES

Vehicle Maintenance

PAGE THREE
FIELD REPORT

	GASOLINE	DIESEL
	<u>6/1/2018</u>	<u>6/1/2018</u>
PRIOR MONTH TANK USAGE TOTALIZER:	97514.00	21200.50
CURRENT MONTH TANK USAGE TOTALIZE:	97872.40	21230.80
TOTAL USAGE (GALLONS) PER TANK TOTALIZE:	358.40	30.30
TOTAL USAGE (GALLONS) PER FUEL LOG:	<u>351.60</u>	<u> </u>
DIFFERENCE	6.80	30.30

Groundwater Elevation

	Production				Treatment Plant				
	Well 4	Well 2	Well 3	Avg	AG	TP1	TP2	TP3	
Jan	930.20	933.18	933.17	932.18	935.20	948.82	954.50	958.71	
Feb	932.15	936.04	934.18	934.12	935.99	950.96	955.29	959.09	
Mar	933.69	936.36	933.81	934.62	938.36	951.21	955.24	959.64	
Apr	931.26	935.02	932.86	933.04	936.92	950.47	955.08	958.90	
May	928.98	932.08	931.04	930.70	932.59	949.72	954.43	958.12	
Jun	925.89	929.86	927.64	927.79	929.44	948.90	953.83	957.06	
Jul	922.21	927.17	925.84	925.08	928.06	947.42	953.79	955.90	
Aug	918.70	923.18	924.00	921.96	921.92	946.29	953.24	954.93	
Sep	916.49	921.36	921.16	919.67	920.23	946.08	951.85	954.27	
Oct	917.75	920.95	921.08	919.93	919.00	943.71	951.86	953.84	
Nov	921.92	924.25	925.03	923.73	923.01	942.48	951.38	952.78	
Dec									

Rainfall 1996 - 2014 2014 Running total 2014

Jan		0.4	0.4
Feb		13.95	14.35
Mar		3.34	17.69
Apr		2.17	19.86
May	1.35	0	19.86
Jun	0.30	0.01	19.87
Jul	0.00	0.11	19.98
Aug	0.08	0	19.98
Sep	0.15	0.02	20
Oct	2.76	0.8	20.8
Nov		4.19	24.99
Dec			

2015 Running total 2015

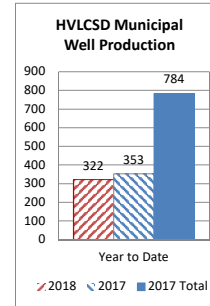
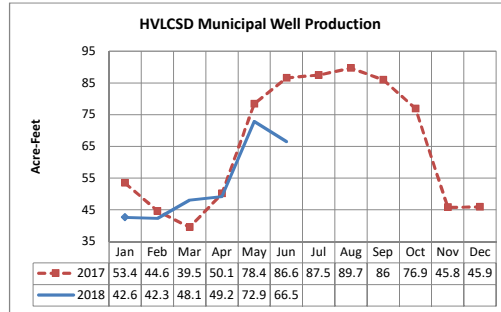
Jan	6.94	0.01	0.01	6.49
Feb	7.22	7.87	7.88	
Mar	4.66			

Avg	MW1A	Spyglass MW1B	Avg	MW2A	Grange Road MW2B	Avg	MW3A	American Roc MW3B
954.01	966.68	966.62	966.65	937.75	938.15	937.95	972.57	972.54
955.11	967.54	967.79	967.66	938.39	938.70	938.54	972.46	972.00
955.36	968.37	968.46	968.41	938.46	938.49	938.47	972.25	972.45
954.82	966.95	967.10	967.02	938.13	938.38	938.25	971.11	971.06
954.09	965.52	963.30	964.41	936.84	937.55	937.20	971.10	970.99
953.26	964.06	964.16	964.11	935.90	936.77	936.33	969.96	969.89
952.37	963.63	963.81	963.72	934.69	935.79	935.24	969.48	969.49
951.49	962.54	962.63	962.58	933.59	934.37	933.98	968.94	968.96
950.73	962.58	962.73	962.65	933.09	934.65	933.87	968.63	968.55
949.80	962.81	963.06	962.93	932.78	934.75	933.77	968.30	968.19
948.88	963.17	963.51	963.34	934.50	936.05	935.27	969.15	969.05

k	18th T		Luchetti	
Avg	MW4	MW5A	MW5B	Avg
972.55	943.71	923.30	923.69	923.50
972.23	944.56	923.90	924.21	924.05
972.35	943.67	924.08	924.67	924.38
971.09	942.60	922.84	923.43	923.13
971.05	941.86	922.21	923.19	922.70
969.92	940.91	920.92	921.62	921.27
969.49	940.41	920.47	920.98	920.72
968.95	939.60	919.83	920.79	920.31
968.59	939.95	919.56	920.38	919.97
968.25	940.09	919.81	920.22	920.01
969.10	940.57	920.83	921.09	920.96

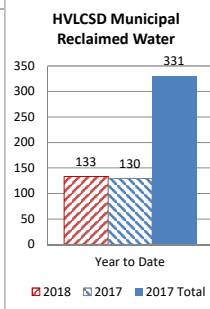
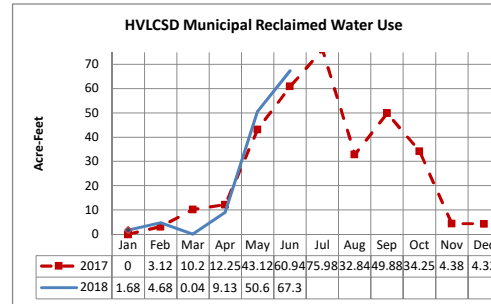
Well Production

	2017	2018
Jan	53.43	42.64
Feb	44.62	42.32
Mar	39.5	48.06
Apr	50.12	49.19
May	78.4	72.85
Jun	86.55	66.5
Jul	87.47	
Aug	89.66	
Sep	85.95	
Oct	76.88	
Nov	45.76	
Dec	45.92	
2017 Total	352.62	321.56
2018 Total	784.26	2018



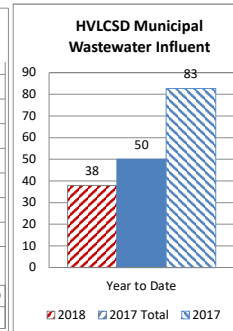
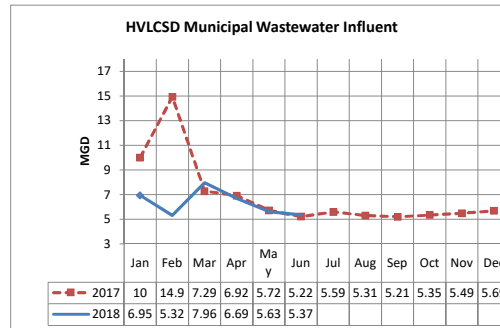
Reclaimed Water Use

	2017	2018
Jan	0	1.68
Feb	3.12	4.68
Mar	10.2	0.04
Apr	12.25	9.13
May	43.12	50.6
Jun	60.94	67.3
Jul	75.98	
Aug	32.84	
Sep	49.88	
Oct	34.25	
Nov	4.38	
Dec	4.32	
2017 Total	129.63	133.43
2018 Total	331.28	2018



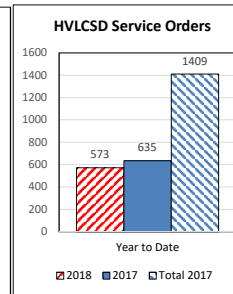
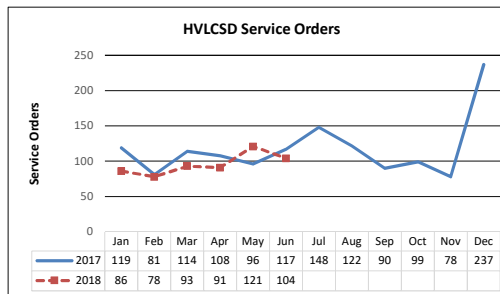
Wastewater Influent (MGD)

	2017	2018
Jan	10.01	6.95
Feb	14.94	5.32
Mar	7.29	7.96
Apr	6.92	6.69
May	5.72	5.63
Jun	5.22	5.37
Jul	5.59	
Aug	5.31	
Sep	5.21	
Oct	5.35	
Nov	5.49	
Dec	5.69	
2017 Total	50.10	37.92
2018 Total	82.74	2018



Service Orders

	2017	2018
Jan	119	86
Feb	81	78
Mar	114	93
Apr	108	91
May	96	121
Jun	117	104
Jul	148	
Aug	122	
Sep	90	
Oct	99	
Nov	78	
Dec	237	
2017 Total	635	573
2018 Total	1409	2018





Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hvicsd.org

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: July 17, 2018
RE: General Manager's Monthly Report

Good evening, the following report discusses items Hidden Valley Lake CSD completed over the past month. This report is intended to provide the Board and public with an update on the progression of projects and current status of relevant issues.

Water

1. Staff continues to work with Paula Whealen (Wagner & Bonsignore) and Peter Kiel to identify potential solutions to the meter moratorium. As these potential solutions are reviewed and deemed viable, they will be brought to the Board for discussion and consideration.
2. Staff received notification that HVLCSD's AMI meter project was not selected for the CALFED Water Use Efficiency Grant award because it "...was not among the highest ranked proposals received, or it did not meet other evaluation criteria." In short, we were notified that there are disadvantaged communities that will receive the grant funding before we do.
3. The California Governor's Office of Emergency Services (Cal OES) has received the Hazard Mitigation Grant Program (HMGP) Notice of Intent (NOI) submitted by HVLCSD and assigned Project Number: DR-4344-0512. This grant would allow HVLCSD to develop and submit our own Local Hazard Mitigation Plan (LHMP) in pursuit of state and federal funding to aid in the replacement of the wooden water tanks as well as several additional items listed in Lake County's LHMP but not acted upon by the county. If awarded, the Federal share would be \$112,500.00 with a required applicant match of \$37,500.00. The applicant match can also be met through in-kind services. HVLCSD's NOI was reviewed by Cal OES staff and it was determined to represent an eligible HMGP activity. HVLCSD has received a formal invitation (in the form of the attached e-mail) to develop a full application for consideration of HMGP funding.

Sanitary Sewer

1. All lift stations are operating properly and no SSO's have occurred.



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hvicsd.org

Recycled Water

1. The aquatic weed removal contractor had to reschedule cleaning of the Tertiary Pond at the RWRP to start Friday July 13th due to a conflict in their schedule. All weeds removed will be disposed of on site.

Stormwater

Nothing to report.

Human Resources

1. Staff conducted an interview with Matt Jackson, CivicSpark candidate. If Mr. Jackson accepts the assignment, it is believed that he will be an asset to the District.

Facilities

1. ServPro removed the drywall in the Server Room that had black mold on it and confirmed that the mold was confined to the area removed.

Vehicles & Equipment

Nothing to report.

General Information

1. HVLCSD & HVLA's general managers conducted the required quarterly meeting to discuss operational issues, environmental compliance and plan for future projects that are mutually beneficial for both agencies and our constituents.
2. Staff is working with the new owner of the Coyote Valley Plaza to bring closure to the pre-existing connection fee issue which includes reimbursement to the developer/builder of Hardester's Sewer Lift Station. Once an agreement is drafted under the guidance of District legal counsel, it will be brought to the Board for review and potential approval.
3. All Board approved wage adjustments for staff were reviewed and the PAF's signed to become affective July 1st.
4. The G.M. attended the following classes at CSDA's 2018 General Manager Leadership Summit: Building High Performance Teams in Your District; Efficient and Deliberate Board Training; The Time to Tell Your Special District Success Story is Now (*Productive use of social media and the do's & don't that come with it.*); Building an Awesome Culture. Much of this information will be integrated into the District over



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hvicsd.org

the coming months and it is expected that these will be reflected in the G.M. goals for the next evaluation period.

5. At the direction of the Board, the G.M. attended CSDA's 2018 Special District Leadership Academy held in Napa. Specific courses taught were: Building a Foundation for Good Governance; Fulfilling Your District's Mission-Charting the Course; Defining Board and Staff Roles and Relationships (Parts 1 & 2); Getting the Word Out! Best Practices for Communication and Outreach; Show Me the Money! What do Board Members Need to Know About District Finances? Much of this information will be integrated into the District over the coming months and it is expected that these will be reflected in the G.M. goals for the next evaluation period. Additionally, many of these concepts will also be reflected in the Strategic Plan Update the District intends to undertake. Finally, the G.M. received the 2018 Special District Leadership Academy Certification of Completion (attached) and received notification (attached) that his application for the Special District Governance Certification was received and approved confirming all requirements have been met.

Emergency Preparedness

1. The G.M. met with representatives of HVLA at their request to discuss joint radio communications during emergencies, the potential to locate current radio antenna and equipment on CSD property (tank site) so HVLA Security may provide better communications and activation of fire sirens should the need arise.
2. The District was contacted by a liaison for CalFire and Dale Carnathan, Lake County OES Mgr. notifying the District that CalFire would establish a Fire Camp on the westside of Hwy. 29 (17824 USS Liberty Ln. Hidden Valley Lake CA). To date, the camp has all but been decommissioned due to the containment levels of the wildland fires in our area.
3. The Pawnee Fire final report was issued 7-9-18 and stated: 15,185 acres burned with 100% containment, 22 structures destroyed and one reported injury.
4. The status of the County Fire as of this writing are as follows: 90,288 acres burned with 89% containment, 20 structures destroyed and no reported injuries. Currently the following resources are still battling this blaze-Total Fire Personnel: 1,069; Fire Engines-45; Fire Crews-13; Helicopters-12; Dozers-23; Water Tenders-18.

Penny Cuadras

From: Ron Miller <Ron_Miller@oes.ca.gov> on behalf of Governor's Office of Emergency Services <Governor's_Office_of_Emergency_Services@oes.ca.gov>
Sent: Thursday, July 5, 2018 9:07 AM
To: pcuadras@hvlcsd.org
Subject: Your HMGP NOI is eligible - Control No. is 0512

The California Governor's Office of Emergency Services (Cal OES) has received the Hazard Mitigation Grant Program (HMGP) Notice of Interest (NOI) submitted by your agency.

Project Number: DR-4344-0512.

Subapplicant Name: Hidden Valley Lake Community Services District.

Activity Title: 2018 Hidden Valley Lake Community Services District LHMP.

Federal Share Request: \$112,500.00.

Required Applicant Match: \$37,500.00.

Your NOI was reviewed by Cal OES staff and determined to represent an eligible HMGP activity.

This email confirms the formal invitation for Hidden Valley Lake Community Services District to develop a full subapplication for consideration of HMGP funding.

The project and planning subapplications are available on our website www.caloes.ca.gov/hmgp

Subapplications for this funding opportunity will be due to Cal OES by September 4, 2018.

Please direct any questions to HMGP@caloes.ca.gov

Certificate of Completion



2018 Special District Leadership Academy

Napa, CA - July 08-11, 2018

Mr. Kirk Cloyd

Hidden Valley Lake Community Services District

A handwritten signature in black ink, appearing to read 'Neil C. McCormick', is written over a horizontal line.

Neil C. McCormick, CSDA Chief Executive Officer

A handwritten signature in black ink, appearing to read 'Greg Orsini', is written over a horizontal line.

Greg Orsini, CSDA Board President

California Special Districts Association

Kirk Cloyd

To: Bethh
Subject: RE: Your Recognition in Special District Governance Application has been received and APPROVED

From: Bethh <bethh@sdlf.org>
Sent: Thursday, July 12, 2018 3:18 PM
To: KCloyd@hvlcsd.org
Subject: Your Recognition in Special District Governance Application has been received and APPROVED
Importance: High

Hello Kirk,
Congratulations. Let me know if you would like your certificate presented to you in front of your board, or at Annual Conference - September 26, 2018.
A formal letter and lapel pin will arrive in the mail.
Thank you! Please let me know if you have any questions.
~Beth

Beth Hummel
Program Assistant

Join us for CSDA's Annual Conference & Exhibitor Showcase
September 24-27 in Indian Wells

Special District Leadership Foundation
www.SDLF.org
916-442-7887

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

DATE: July 17, 2018

AGENDA ITEM: Discussion and Possible Approval: Approve the General Manager to enter into a contract with the Local Government Commission (LGC) for services through the CivicSpark program

RECOMMENDATIONS: Approve the General Manager to enter into this contract.

FINANCIAL IMPACT: \$46,000.00

BACKGROUND: Fellows from the previous service year of the CivicSpark program provided a profound positive impact on District operations and state compliance. The SSMP, I/I Work Plan and I/I Assessments are documents that will remain a timeless testimony to their contribution to the District’s success.

The next service year September 2018 – August 2019 will build upon the foundation that the previous fellows built. ArcGIS development of the Sewer Collection System is started but not yet complete. This will allow for more accurate flow modeling. ArcGIS field collection is also necessary to complete this model, as well as aid Field Operation in daily troubleshooting.

I/I remediation, as identified in the I/I Assessment now needs to be executed. The multiple tasks of this project is in need of project management by the CivicSpark Fellowship.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on July 17, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT is made and entered into as of [REDACTED] by and between Hidden Valley Lake Community Services District, ("Partner") and the Local Government Commission ("LGC").

RECITALS

- A. Partner desires to engage LGC to provide certain services through the CivicSpark program.
- B. CivicSpark is a federally funded AmeriCorps program operated by LGC, in which LGC recruits, hires, and supervises emerging professionals.
- C. The CivicSpark Program provides sustainability related capacity building services to local governments in California through project implementation activities performed by LGC teams; LGC staff and CivicSpark Fellows (Fellows). Fellows can only work on contracted and allowable service activities (Exhibit "A") in one of three tracks; Climate, Water, or Opportunity Access. CivicSpark will provide this service to local governments by conducting assessments, implementing planning or action projects, engaging volunteers, and transferring knowledge to local government staff.
- D. LGC desires to provide those services and to be compensated accordingly.
- E. Partner and LGC enter into this Agreement in order to memorialize the terms concerning LGC's performance of the services and Partner's obligations with respect thereto.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, Partner and LGC hereby covenant and agree as follows:

1. Appointment. Partner hereby appoints LGC as an independent contractor to perform the services described in Exhibit "B", "Scope of Services" attached hereto. LGC hereby accepts such appointment on the terms and conditions set forth herein.

Partner also agrees to the responsibilities and roles as described in Exhibit "C", as they relate to Partner's participation in the CivicSpark program. Partner hereby accepts such responsibilities on the terms and conditions set forth herein.

Neither party may vary the scope of services described in Exhibit "B" or responsibilities in Exhibit "C" except as expressly agreed to in writing by the other party. The budgets for direct labor and expenses are based on the services described in Exhibit "B." Any modification of the scope of services may affect direct labor costs and project expenses and must be approved in writing by Partner

2. Performance of Consulting Services. LGC shall perform the services in a diligent, competent and professional manner.
3. Consulting Fee; Reimbursable Expenses.

(a) Partner shall pay LGC a fee for the services provided, as described in Exhibit "D," "Description of Compensation," attached hereto.

(b) LGC shall be entitled to reimbursement for out-of-pocket expenses incurred in the performance of this Agreement, limited to those expenses listed in Exhibit "E," "Reimbursable Expenses," attached hereto, up to the maximum amount set forth in Exhibit "E." Upon receipt of LGC's invoice, Partner shall notify LGC if it has any exceptions to LGC's invoice. When LGC and Partner are in agreement on the terms of LGC's invoice, Partner shall submit the invoice for payment. Partner shall reimburse LGC within thirty (30) days of receiving the invoice.

4. Term. The term of this Agreement shall commence and LGC's duties and responsibilities under this Agreement shall begin as of the date first written above and shall continue, as agreed to in the timeline defined in Exhibit "F." This agreement is subject to earlier termination as provided herein, until the services are complete and all compensation and reimbursable expenses are paid to LGC.

This agreement may be terminated at anytime by either party for cause. This agreement may be terminated by either party, without cause, upon 30 days written notice to the non-terminating party.

5. Excuse of Performance. LGC's obligation to perform the services specified in this contract shall be excused if the performance is prevented or substantially delayed due to circumstances not caused, in whole or in part, by LGC, including any such circumstances caused by Partner.

6. Independent Contractor. It is the intent of the parties that LGC is and shall remain an independent contractor, and LGC shall (i) comply in all material respects with all the laws, rules, ordinances, regulations and restrictions applicable to the services, and (ii) pay all federal and state taxes applicable to LGC, whether levied under existing or subsequently enacted laws, rules or regulations. The parties hereto do not intend to create an employer-employee or master-servant relationship of any kind.

7. Insurance. LGC agrees to maintain: (1) commercial general liability insurance with minimum limits of \$1,000,000, written on an occurrence form basis, protecting it from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of Consultant's Services hereunder or from or out of any act or omission of Consultant, its officers, directors, agents, subcontractors or employees; (2) professional liability insurance with minimum limits of \$1,000,000; (3) worker's compensation insurance as required by law; and (4) hired and non-owned auto insurance with minimum limits of \$1,000,000 for each accident. If requested, LGC shall provide a certificate of said insurance and an additional insured endorsement to Partner within 10 days of the execution of this Agreement.

8. Limitation of Liability. With regard to the services to be performed by the LGC pursuant to the terms of this Agreement, the LGC shall not be liable to Partner, or to anyone who may claim any right due to LGC's relationship with Partner for any acts or omissions in the performance of said services on the part of the LGC, except when said acts or omissions are the result of any willful misconduct by LGC. Partner shall hold the LGC free and harmless from any obligations, costs, claims, judgments, attorney's fees, and attachments arising out of the services rendered to Partner

pursuant to the terms of this Agreement or in any way connected with the rendering of said services, except when the same shall arise due to the willful misconduct of the LGC.

9. Ownership of Documents. Ownership of any designs, plans, maps, reports, specifications, drawings, and other information or items produced by LGC while performing Services under this Agreement will be assigned to and owned jointly by LGC and Partner until such time that all invoices are paid in full. The original of all reports, memoranda, studies, plans, specifications, drawings, materials, exhibits, maps or other similar or related documents prepared by LGC in the performance of the Services for Partner shall be the property of Partner upon final payment.

10. Notices. All notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when delivered if personally delivered, or three (3) business days after mailing if mailed by certified mail, postage prepaid, return receipt requested, and shall be addressed as follows:

To Partner:

Alyssa Gordon
Hidden Valley Lake Community Services District
19400 Hartmann Road
Hidden Valley Lake, CA 95467
707-987-9201
707-987-3237
agordon@hvlcsd.org

To LGC:

Linda Cloud
Local Government Commission
980 9th Street, Suite 1700
Sacramento, CA 95814-2736
916-448-1198
916-448-8246 fax
lcloud@lgc.org

Either party may change its address by giving written notice thereof to the other party.

11. Governing Law. This Agreement shall be governed by the laws of the State of California.

12. Entire Agreement; Amendments. This Agreement contains all of the agreements of the parties hereto with respect to the matters contained herein and no prior or contemporaneous agreement or understanding, oral or written, pertaining to any such matters shall be effective for any purpose. No provision of this Agreement may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest.

13. Headings. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

14. Severability. If any paragraph, section, sentence, clause or phrase contained in this Agreement shall become illegal, null or void or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining paragraphs, sections, sentences, clauses or phrases contained in this Agreement shall not be affected thereby.

15. Waiver. The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

16. Warranty of Authority. Each of the undersigned hereby warrants that he/she has authority on behalf of his or her principal to execute this Agreement and to bind such principal to the terms hereof.

17. Counterparts. This Agreement may be executed by electronic or hard-copy signature and in any number of counterparts, each of which shall be deemed to be one and the same instrument. The exchange of executed copies of this Agreement by facsimile, email or other electronic transmission will constitute effective execution and delivery of this Agreement for all purposes. Signatures of the parties transmitted by such methods will be treated in all respects as having the same effect as an original signature.

DATED:

Kirk Cloyd, General Manager
PARTNER

DATED:

Linda Cloud, Managing Director
LOCAL GOVERNMENT COMMISSION

Exhibit “A” Contracted Performance Measures and Prohibited Activities

LGC has contracted with the Corporation of National and Community Service to implement CivicSpark as an AmeriCorps program. **Fellows can only work on service outlined in performance measures approved by the Corporation for National and Community Service for one of three program tracks: Climate, Water, or Opportunity Access.** These performance measures define how CivicSpark will provide service to local governments by: conducting assessments; implementing planning, research or implementation projects; engaging volunteers; and transferring knowledge to local government staff. The project scope in exhibit A must align with the measures below:

- 1) Capacity Building for Local Governments – Fellows’ direct service hours should be spent building capacity for local government beneficiaries to address their relative needs with regard to the specific track issues they are assigned to. Fellows will address these needs by assisting the local government beneficiary to develop or implement projects that they would otherwise not be able to complete. Capacity building for Fellows will be delivered in 4 stages, including: 1) gap assessments; 2) research, planning, and implementation service projects; volunteer engagement; and transition of knowledge.
- 2) Volunteer Engagement – All Fellows should have the opportunity to build further capacity for local governments by engaging, recruiting, and supporting volunteers. Volunteers may be engaged as either one-time volunteers (e.g. – volunteers to assist for a specific event such as Earth Day or service activities) or as on-going volunteers such as interns).
- 3) Training and Professional Development for Fellows – Fellows can spend up to 20% of their service year (340 of their 1700 total hours) on training. Training includes the 1-week intensive orientation at the start of the service year, mid-year gathering, continued monthly trainings, and professional development and networking opportunities. Training hours ensure that Fellows have the training and tools they need to succeed in their sustainability work.

The majority of the work provided by CivicSpark to local governments via direct service only involves the first two measures (Capacity Building and Volunteer Engagement). The third measure is predominantly met through training and professional development activities provided to the Fellows by LGC. Some activities that occur while working with local government beneficiaries or other project partners may be considered training and professional development, such as networking events and trainings conducted by or attended in partnership with the local government beneficiary.

Federal guidelines further restrict certain activities, which cannot be engaged in by CivicSpark Fellows or Supervisors while charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National and Community Service. **In addition to only working on contracted performance measure service activities, the following activities are prohibited** (see 45 CFR § 2520.65):

- 1) Attempting to influence legislation;
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes;
- 3) Assisting, promoting, or deterring union organizing;
- 4) Impairing existing contracts for services or collective bargaining agreements;
- 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;

- 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- 8) Providing a direct benefit to—
 - a) A business organized for profit;
 - b) A labor union;
 - c) A partisan political organization;
 - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e) An organization engaged in the religious activities described above, unless CNCS assistance is not used to support those religious activities;
- 9) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services; and
- 11) Such other activities as CNCS may prohibit.

Fellows, like other private citizens, **may** participate in the above listed activities **on their own time, at their own expense, and on their own initiative**. However, the AmeriCorps logo **must not** be worn while doing so.

Exhibit "B" Scope of Services

LGC will perform the following services:

- 1) General Program Responsibilities
 - a) Provide clear guidelines to Fellows regarding AmeriCorps regulations and expectations.
 - b) Recruit and train Fellows to provide capacity building services for the region.
 - c) Work to provide support and guidance for Fellows, addressing any concerns that might develop during the service year.
 - d) Manage local government beneficiary and/or other partner service contracts.
 - e) Share outcomes from service with Partner.

- 2) Fellow Responsibilities
 - a) Pass a state, national, and NSOPR background check before starting their service year.
 - b) Participate in a 1-week program orientation and complete at least 100 hours of training through dedicated Fellow training, development, and service days.
 - c) Serve an average of 37 hours per week for 11 months, serving a minimum of 1700 total hours, with at least 1300 hours dedicated to Partner project activities (see below).
 - d) Comply with guidelines for performance measures and abide by regulations on prohibited activities described in Exhibit A above.
 - e) Complete accurate project reporting in a timely manner as required by the Corporation for National Community Service (CNCS), including: assessments, implementation, hours served, volunteers recruited and supported, and transition of knowledge to local governments.
 - f) Avoid participation in prohibited activities.
 - g) Identify as a Fellow and wear AmeriCorps lapel pins or gear during service hours.
 - h) Participate in days of national service including, but not limited to: Martin Luther King, Jr. Day of Service; 9/11 Day of Remembrance; and AmeriCorps week Service Day.

- 3) Project Specific Scope of Work
 - a) In support and compliance of EO B-37-16, "Making Water Conservation a California way of life", Fellows will take an active part in reducing water waste. This project scope will encompass one or more tasks related to water reliability, resilience, and sustainability, such as field work, data analysis, program development, and community outreach. One aspect of water conservation, indirect potable reuse through groundwater augmentation, will be applied through the use of in-house infrastructure tools such as telemetry, ArcGIS for Desktop and ArcGIS Pro. Fellows will utilize all available tools to help reduce waste that currently occurs through Influent and Infiltration (I &I), antiquated SCADA, pump inefficiency, and sludge blanket management. Another aspect of water conservation, reduction of water diversion through leak detection, will be monitored and managed through in-house tracking tools, such as in-depth excel spreadsheets, service-order tracking system, water consumption tracking, and household water use portals. Breaking down this large amount of data will help pinpoint distribution system, and water meter "problem areas" to be mitigated and quickly resolved.
 - b) As this project evolves, Fellows will also evolve and seize upon the opportunity to meet the ever-changing needs of a live project. By being flexible, and providing support where needed throughout the term of this agreement, both the Partner and Fellow are expected to grow together to find a successful attainment of mutual goals.

- c) In addition to the project description, this scope acknowledges that:
 - i) The project will include: 1) an initial gap assessment conducted by the Fellow, 2) a volunteer engagement component, and 3) a transitional support activity. These pieces do not need to be defined in detail, but should be referenced as part of the scope. LGC staff can discuss these elements and provide details or examples upon request.
 - ii) Minor changes to the scope following the requisite gap assessment process may be needed.
 - iii) The project will comply with AmeriCorps service guidelines including prohibited activities described in Exhibit “A”.

Exhibit "C" Partner Responsibilities

Partner will perform the following services:

- 1) Support Responsibilities
 - a) Support Fellow recruitment by advertising your open placement through appropriate channels and networks (e.g., websites, newsletters, social media, job boards, etc.)
 - b) Identify one staff member to act as the "Site Supervisor" for the project, and point person for both the Fellow and CivicSpark staff.
 - c) Site Supervisor shall support project implementation and professional development by:
 - i) Setting aside at least 1 hour/week to check in with each Fellow and provide assistance for each approved project.
 - ii) Familiarizing Fellows to the host organization, resources, and project scope.
 - iii) Completing an initial performance assessment of each Fellow (survey and goal setting) within 1 month of the start of the service year; conducting a mid-year performance review; and completing a final performance review survey prior to the end of the service year.
 - iv) Seeking opportunities to integrate Fellows' professional goals into project activities.
 - v) As appropriate, facilitating Fellows' transition at the end of their service year by introducing Fellows to relevant colleagues and networks.
 - vi) Provide adequate professional workspace for Fellows (e.g., desk, computer, phone).
 - d) Develop defined project scope(s) and identify goals to be completed in agreed upon timeframe.
 - e) Support implementation of project(s) consistent with scope above and in line with CivicSpark program goals (including supporting volunteer engagement activities and participating in transitional event)
 - f) Keep Regional Coordinators and/or other LGC staff apprised of project developments and/or challenges, and working to redefine project scope(s) and goals as necessary.
 - g) If challenges arise (related to professionalism, work products, etc.) provide specific written feedback to the Fellow and share with LGC staff in a timely manner so LGC staff can assess the challenges and intervene as needed.
 - h) Assist with occasional site visits to Partner by LGC staff.
 - i) Not displace Partner staff or volunteers through the use of CivicSpark Fellows, nor have CivicSpark Fellows perform any services or duties that would supplant the hiring of employed workers.
 - j) Not offer the CivicSpark Fellow part time work that is substantially similar to their CivicSpark scope of work, nor offer them full time employment with a start date prior to the Service Year end date.
- 2) Reporting Responsibilities
 - a) Complete applications for CivicSpark projects, identifying:
 - i) Total hours desired for service work;
 - ii) Identification of 2 beneficiaries per fellow.
 - (1) Beneficiaries can be individual departments within a single local government or even individual staff members within the same department.
 - (2) Eligibility of beneficiaries varies by project track. Specific eligibility requirements are provided here: <http://civicspark.lgc.org/join-civicspark/project/>
 - b) Ensure a staff person involved in the project from each local government beneficiary completes a pre-service capacity assessment survey before the start of the service year and a post-service capacity assessment towards the end of the year. The pre-service survey defines goals for the

project and establishes a baseline perspective on issues relevant to the specific project track (i.e., climate, water, or opportunity access). The post-service survey evaluates the degree to which the Fellows' work made progress toward the goals and baselines established in the pre-service capacity assessment survey.

- c) Ensure a staff person involved in the project from each local government beneficiary participates in a project interview early on in the service year (within the first 2-3 weeks), a part of the CivicSpark gap assessment process.
- d) Submit Fellow performance assessments on time, as described above.
- e) Complete any additional project reporting defined as necessary.
- f) Allow *CivicSpark* to share results of all reporting with California Volunteers and CNCS, for required grant reporting.

Exhibit "D" Description of Compensation

Costs, total project hours¹, additional prep-hours and travel budget for support options on a per-Fellow basis are defined below.

LGC will receive no more than \$46,000, for 2 Fellows in the Water Track for performing the services of this contract.

	Climate	Water	Opportunity Access
Costs	\$50,000 / 2 Fellows	\$46,000 / 2 Fellows	\$50,000 / 2 Fellows
	\$25,500 / 1 Fellow	\$23,000 / additional Fellow	\$25,500 / 1 Fellow
Project Support	11 Months, 2,600+ project hours / 2 Fellows (1,300+ project hours / 1 Fellow)		
Additional Benefits	Per 2 Fellows		
	Up to 160 additional project-prep hours. Up to 300 volunteer engagement hours. Up to \$800 in project-related travel		
	Per 1 Fellow²		
	Up to 80 additional project-prep hours. Up to 150 volunteer engagement hour. Up to \$400 in project-related travel		

Work completed under this contract will be performed by CivicSpark AmeriCorps Fellows.

To proceed with services, LGC requires a down payment of 10% of the total agreement amount or \$4,600. The deposit will be credited against initial invoices each of which will be the total amount of the contract divided by the period of the contract and billed monthly.

Invoices will only include the amount due in each given installment (monthly or quarterly). A separate remaining budget and hours to date report is provided for reference each month. Partner must inform LGC prior to the project start if they need invoices to include specific format, tasks, billing codes, or other details. Partner must also provide clear instructions to LGC about how time should be tracked and reported, if necessary.

LGC is committing to making the CivicSpark Fellow available for a specific period. Therefore, LGC will invoice Partner for the full installment amount (monthly or quarterly), regardless of Fellow activity during any given period. If for some reason LGC is unable to provide services for the full contract duration (e.g., a Fellow leaves the program for medical or personal reasons and a suitable replacement

¹ Note that project hours include all project related activities as well as basic administrative tasks related to CivicSpark service (e.g., completing timecards, progress reports, project related communications with LGC staff, etc.).

² If you are interested in a "half fellow" (650 hrs) the cost will be \$13,000, and the additional benefits will be ½ of what is listed above. While we do allow half-Fellow placements, they have to be matched locally with another partner also requesting a half-Fellow. This option can be hard to realize. If possible, consider requesting a full Fellow or identifying a matching partner prior to applying, as CivicSpark may not be able to find a match in all circumstances.

cannot be provided), Partner is only responsible for the portion of the contract amount for the period of service actually provided.

Exhibit "E" Reimbursable Expenses

LGC will cover up to \$400 per Fellow (\$800) for CivicSpark Fellow travel-related expenses related to the service project.

Other project related expenses shall be submitted to Partner in writing for approval *prior* to Partner being charged for reimbursement for an expense incurred during the completion of activities outlined in the Scope of Service (Exhibit "B").

Exhibit "F" Timeline

All tasks enumerated in Exhibit "B" are to start on September 10, 2018 and should be completed by September 9, 2019.

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

DATE: July 17, 2018

AGENDA ITEM: Discussion and Possible Approval: Discuss and consider the rescheduling of the August Regular Board Meeting

RECOMMENDATIONS: Based on the recommendation of the General Manager, who will be unavailable during the Regular Scheduled Board Meeting, consider rescheduling to August 28, 2018, the fourth Tuesday of the month.

FINANCIAL IMPACT: None

BACKGROUND: The General Manger has an approved vacation scheduled in August to attend his daughter's wedding.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on July 17, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

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

DATE: July 17, 2018

AGENDA ITEM: Discussion and Possible Approval: Discuss and approve a 2.5% increase for the General Manager,

RECOMMENDATIONS: Approve a 2.5% increase for the General Manager retroactive to July 1, 2018

FINANCIAL IMPACT: Approved in the 2018-2019 FY Budget

BACKGROUND: Based on the salary survey completed by NBS and upon Board Recommendation a 2.5 % increase is recommended

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on July 17, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board