



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: Tuesday May 16, 2017  
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  
Hidden Valley Lake Community Services District would like to recognize, Dennis White for recently being awarded CRWA's Operator of the Year Award.
- 6) PRESENTATIONS  
None
- 7) CONSENT CALENDAR
  - (A) MINUTES: Approval of Emergency Preparedness Committee Meeting minutes for April 17, 2017
  - (B) MINUTES: Approval of Board of Directors Regular Board Meeting minutes for April 18, 2017.
  - (C) MINUTES: Approval of Finance Committee Meeting minutes for April 21, 2017
  - (D) DISBURSEMENTS: Check # 34482 - # 34560 including drafts and payroll for a total of \$178,644.23
- 9) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
  - Personnel Committee
  - Finance Committee met on April 21, 2017
  - Emergency Preparedness Committee met on April 17, 2017

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

ACWA Region 1  
ACWA State Legislative Committee  
County OES  
Other meetings attended

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

Financial Report  
Administration/Customer Service Report  
Field Operations Report  
General Manager's Report

- 12) DISCUSSION AND POSSIBLE ACTION: Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the G.M. to enter into an agreement to proceed

- 13) DISCUSSION AND POSSIBLE ACTION: Discuss a salary survey conducted by CPS HR Consulting and authorize the G.M. to enter into an agreement to proceed

- 14) DISCUSSION AND POSSIBLE ACTION: Discuss the Konocti Conservation Crew #27 proposal and authorize the G.M. to enter into an agreement to proceed with weed abatement services

- 15) DISCUSSION AND POSSIBLE ACTION: Discussion and Approval to remove the current HVLCS Drought Surcharge fees based on the governor's removal of the drought restrictions rescinding Resolution 2015-21

- 16) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager's authority to enter into a contract with GHD to complete a Water Balance Report as required by the Central Valley Regional Water Quality Control Board, not to exceed \$39,453.

- 17) BOARD MEMBER COMMENT

- 18) CLOSED SESSION (A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager Annual Evaluation

- 19) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com). Click on the "Board Packet" link on the Agenda tab.

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.



## Hidden Valley Lake Community Services District

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

March 31, 2017

To Whom It May Concern:

Please consider Dennis White a candidate for Water & Wastewater Operator of the Year. In this relatively small municipality, Hidden Valley Lake Community Services District (HVLCSO) currently asks one person to be responsible for all Water & Wastewater Operations. Dennis trains and schedules his direct reports to monitor water treatment and distribution, and wastewater collection and treatment every day of the year. Dennis has been doing this for 14 years. His level and expertise are heavily relied upon, by both administration, and field staff. His phone and email system is understandably quite busy, because the buck stops with him. A popular phrase around the offices is "Let's ask Dennis, he'll know the answer!", and off we go to get the info we need from the expert. He is the most senior member of all staff here at HVLCSO, and boy, does he know his stuff. He knows every inch of these 31 miles of water and sewer mains, including tanks, hydrants, PRVs, PSIs at each pressure zone, and GPM for every pump, both booster and lift station. He knows how it's built, how it has changed, and all the events that have precipitated change. He also oversees the operations of the Wastewater treatment plant (WWTP) with an eye towards training junior staff members, but also with the authority and commitment to state compliance.

Speaking of commitment, if Dennis is not one of a kind, he is most definitely one of an elite few. I truly believe Dennis considers us here at HVLCSO as an extension of his family, and it is quite touching. He has indicated this feeling in both his words and his actions. Unfortunately, this dedication has been put to the test for Dennis, on a number of occasions. One Saturday in September, Dennis did not happen to be home when disaster happened. His residence is adjacent to the WWTP. The Valley Fire, which originated just a few miles west of the WWTP and his home, took on an unprecedented level of ferocity, heat and speed, and swept through the area leaving quite a bit of devastation in its path. Dennis' home was destroyed. His prize possessions, a beautiful Harley Davidson motorcycle and his '68 Chevelle were reduced to absolute dust. This information was only relayed to us at HVLCSO after the fact, because after securing the safety of his immediate family, he went straight to work. The example he sets for others shines through, when all field staff came to work that very day. Dennis immediately set his sights on assessing damage, and finding a way to bring systems back online. No one slept much those first few days, taking shifts getting done what they could, then sleeping in their cars, or on the floor of the plant. Everyone was 100% dedicated to bringing water back on-line for the water tenders, and helicopters, but Dennis directed the flow of work, and prioritized activities. Without telemetry, pumping needed to be closely monitored. Dennis facilitated delivery of a portable generator, and managed the balance between pumping and storage tank levels. We like to think that Dennis played a role in the fire containment efforts, and that the devastation of the Valley Fire would have been worse without his efforts.

As if karma felt there was a need to add insult to injury so to speak, the floods of 2017 certainly filled that bill. Any effects of rains that Hidden Valley Lake experienced subsequent to the Valley Fire had an exaggerated effect. Putah Creek, located in our valley, received more runoff from higher elevation than in previous years, and it tended to stay in the creek longer. According to our records, we received 23.36” of rain in January, and 19” of rain in February. This is 339% and 277% above the 20 year historical average, respectively. As you might imagine, our wastewater collection and treatment facility became hydraulically overloaded. Again, Dennis, without a second thought, but with an abundance of dogged determination set his sights on reducing any possible ill-effects of these rains. He made sure the flood control station was in tip-top shape and working as designed. Alas, the amount of rain surpassed the specifications of our pump and basin, and streets and homes were flooded. Similarly, the wastewater collection system and treatment plant could not keep up with the stormflow, which was designed for peak flows of .8MG. Despite calling in pumper trucks from a multitude of adjoining towns and counties, and pumping a total of 3MG out of our collection system we did experience a few overflows. Dennis quickly followed up with mitigation and repair efforts, as well as all required documentation.

You know, it seems to me to be near impossible to be ready for whatever mother nature throws our way, but Dennis sure did try. I think, however, that he might have taken this latest challenge a bit personally. Won't you consider giving Dennis the opportunity to hear from Cal Rural Water, and his peers, that he is appreciated? Thank you for your time and consideration.

Sincerely,

Alyssa Gordon  
Water Resources Specialist  
Hidden Valley Lake Community Services District



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
EMERGENCY PREPAREDNESS COMMITTEE REPORT  
MEETING DATE: April 17, 2017**

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

Director Jim Lieberman

General Manager Kirk Cloyd

**CALL TO ORDER**

The meeting was called to order at 9:03 AM by Director Lieberman.

**APPROVAL OF AGENDA**

The Committee unanimously approved the agenda.

**Review and Discuss Coordination with County OES:**

Director Lieberman and General Manager Kirk Cloyd discussed the transition to a monthly countywide OES Water Group.

**Discuss Emergency Preparedness, safety and security goals for the 2017-2018 fiscal year:**

The Committee discussed several safety and security goals for District equipment and staff training needs.

Konocti Conservation Crew agreement will be presented at the May Regular Board Meeting. Plans are to have the weed abatement completed by July 1, 2017.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 1013 AM.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: April 18, 2017**

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 Mirbegan  
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 Lieberman.

**APPROVAL OF AGENDA**

Director Mirbegan moved to approve the amended agenda. Second by Director Herndon. The Board unanimously approved the April 18, 2017 Regular Board Meeting Agenda.

**PRESENTATIONS**

- (A) Alyssa Gordon presented an Executive Summary of the Coyote Valley Groundwater Basin 2016 Monitoring Report
- (B) John Griffin presented the Coastland Engineering Report, questions regarding the Moratorium and Cr6 were answered.
- (C) Executive Summary of the Risk Management Plan (RMP), Chlorine Gas Section was moved to the May Regular Board Meeting due to time constraint.
- (D) Board of Directors will confirm Attendance to the 2017 SDRMA Leadership Academy before June 8th.

**CONSENT CALENDAR**

Director Mirbegan moved to approve the Consent Calendar for Regular Board Meeting April 18, 2017, second by Director Herndon the Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of Board of Directors Regular Board Meeting minutes for March 21, 2017.

- (B) MINUTES: Approval of Finance Committee Meeting minutes for April 3,2017.
- (C) MINUTES: Approval of Personnel Committee Meeting minutes for April 6, 2017
- (D) DISBURSEMENTS: Check #34400 - # 34481 including drafts and payroll for a total of \$321,423.52.
- (E) Approval for Director Mirbegian to attend the ACWA 2017 Spring Conference in Monterey May 9-May 11 2017.

### **BOARD COMMITTEE REPORTS**

Personnel Committee: Director Herndon provided a review of the recent meeting held on April 6, 2017. The Committee recommend a Salary Survey be completed according to Board Policy and to comply with SRF Loan requirements. Staff were asked to provide a proposal from CPS HR Consultants at the next Regular Board Meeting.

Finance Committee: Director Graham reported details of the Finance Meeting held April 3, 2017. Committee and staff will continue to meet monthly to complete the 2017-2018 Budget.

Emergency Preparedness Program Committee: Director Lieberman reported details of the recent meeting held on April 17, 2017. The Committee discussed several safety and security goals for District equipment and staff training needs.  
Director Lieberman will be attending the County-Wide OES Water Group Meeting held each month in Lakeport.

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

ACWA Region 1 Board: Director Mirbegian will be attending the ACWA Conference in Monterey May 9-12.

ACWA State Legislative Committee: Alyssa Gordon will be attending the CSDA Legislative Days May 15-16 in Sacramento

County OES:

### **STAFF REPORTS**

Financial Report:

Administration/Customer Service Report:

Field Operations Report:

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

**DISCUSSION AND POSSIBLE ACTION:**  
**Approval of the 2015-2016 Audit Report conducted by Smith & Newall**

A motion was made by Director Mirbegan and Second by Director Graham to approve the 2015-2016 Audit Report.

Roll Call vote:

AYES (4): Directors Lieberman, Graham, Herndon, Freeman and Mirbegan

NAYS (0)

ABSTAIN (0)

ABSENT: (0)

Director Mirbegan request findings be discussed at the next Regular Board Meeting.

**DISCUSSION AND POSSIBLE ACTION:**  
**Approval of Hidden Valley Lake CSD 2013-2018 Strategic Plan (as revised).**

A motion was made by Director Herndon and second by Director Mirbegan to approve the revised Hidden Valley Lake CSD 2013-2018 Strategic Plan.

Roll Call vote:

AYES (4): Directors Lieberman, Graham, Herndon, Freeman and Mirbegan

NAYS (0)

ABSTAIN (0)

ABSENT: (0)

**DISCUSSION AND POSSIBLE ACTION:**  
**Approval of Resolution 2017-04 in Support of ACWA's Policy Statement on Bay-Delta Flow Requirements**

A motion was made by Director Mirbegan and second by Director Graham to approve Resolution 2017-04 in Support of ACWA's Policy Statement on Bay-Delta Flow Requirements.

Roll Call vote:

AYES (4): Directors Lieberman, Graham, Herndon, Freeman and Mirbegan

NAYS (0)

ABSTAIN (0)

ABSENT: (0)

**DISCUSSION AND POSSIBLE ACTION:**  
**Approval of Resolution 2017-05 Designation of Applicant's Agent to Cal OES**

Following a brief discussion of Cal OES Requirements of Designation of Applicant Agent, Motion was made by Director Mirbegan and second by Director Graham to approve Resolution 2017-05 Designation of Applicant's Agent to Cal OES

Roll Call vote:

AYES (4): Directors Lieberman, Graham, Herndon, Freeman and Mirbegan

NAYS (0)

ABSTAIN (0)

ABSENT: (0)







**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: April 21, 2017**

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 Graham  
Director Mirbegian

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

**CALL TO ORDER**

The meeting was called to order at 9:01 AM by Director Mirbegian.

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegian and second by Director Graham the Committee unanimously approved the agenda, with amendment of revised order of item 5 and 6.

**PLEDGE OF ALLEGIANCE**

**DISCUSS SCHNEIDER ELECTRIC PROPOSAL**

To reduce utility, operation and maintenance costs as well as increase revenues and build financial reserves, staff recommends moving forward with the Schneider Electric Proposal. A guaranteed project that will provide a \$210,000.00 savings each year, reducing cost for the District.

Schneider Electric will manage the project, with no up-front cost for the district. The District will be held liable up to \$80,00.00 if the District backs out of the project once Schneider Electric begins the process. All outsourced projects will be submitted for a competitive bid with an effort to reach out to the local disadvantage owned businesses.

With full funding of 50% grant and 50% SRF Loan there would be no additional cost to the public on this project. Capture of lost revenue will pay for the SRF Loan with no change or negative effect on the District Budget. Staff research has confirmed no other companies in California offer the guarantee or experience that Schneider Electric offers.

As a primary focus, all AMI meters are projected to be installed as early as March 2018. Confirmation of guaranteed percentage of savings will be provided by Schneider Electric following testing of 1-2 % of all HVLCS D meters to measure actual water loss.

Committee requested an RFI that would include the project goal, any negative or positive impact the project may have on the District and a list of comparable Schneider Electric projects at the May 16 regular Board Meeting for possible discussion and action.

## **DISCUSS 2017-2018 BUDGET**

Directors Mirbegian and Graham reviewed the budget as projected.

Committee request contracts for Landscaping and Custodial services be reviewed and sent out for bid. Staff recommends revising the outdated contracts to a three-year contract with the option to extend 1 year twice in the life of the contract with an obligation to go out to bid every 5 years.

Staff provided an update on contracting a CPA Consultant. Currently Robert Half and Assoc. is assisting with the search at no cost to the District.

The Finance Committee requested updated budget documents be provided at the next Financial Committee Meeting due to the computer crash that affected today's presentation.

Director Mirbegian requested more information be provided at the next Finance Committee Meeting in order to address the Director Healthcare Coverage.

## **PUBLIC COMMENT**

There were no public comments.

## **ADJOURNMENT**

The meeting was adjourned at 1041 AM.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**April, 2017**  
**FINANCIAL REPORT**  
**POOLED CASH**  
 AS OF April 30, 2017

<b>Beginning Balance</b>	<b>91,411.22</b>
<b>Cash Receipts</b>	
Deposit	217,888.76
Transfers	
<b>Total Receipts</b>	<b>217,888.76</b>
<b>Cash Disbursements</b>	
Accounts Payable + Bank Draft	133,296.43
Payroll	45,347.80
Bank Fees	2,309.99
<b>Total Disbursements</b>	<b>180,954.22</b>
<b>Ending Balance</b>	<b>128,345.76</b>

**TEMPORARY INVESTMENTS**

AS OF April 30, 2017

	<b>Fund</b>	<b>LAIF</b>	<b>Money Mkt</b>	<b>Total</b>	<b>G/L Bal</b>
120	Sewer Operating Fund	67,676.19	44,424.48	112,100.67	112,100.67
130	Water Operating Fund	100,857.22	11,077.01	111,934.23	111,934.23
215	1995-2 Redemption	61,199.60	164,490.43	225,690.04	225,690.05
218	CIEDB Redemption	11,578.99	(0.00)	11,578.99	11,578.98
219	USDARUS Solar Loan (Sewer)	824.07	105,132.22	105,956.29	105,956.29
313	Wastewater Cap Fac Reserved	260,185.78	45,619.86	305,805.64	305,805.64
314	Wastewater Cap Fac Unrestricted	262,861.72	278,636.17	541,497.89	541,497.89
319	Solar Reserve	-	35,333.79	35,333.79	35,333.79
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	172,182.63	-	172,182.63	172,182.63
711	Bond Administration	27,309.59	14,435.18	41,744.77	41,744.77
	<b>TOTAL</b>	<b>964,675.80</b>	<b>699,149.15</b>	<b>1,663,824.95</b>	<b>1,663,824.96</b>

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	4/14/2017	BANK-DRAFT		EDD 1- QTR PAYMENT	58.40CR	CLEARED	G	4/14/2017
1010	4/14/2017	BANK-DRAFT000065		NATIONWIDE RETIREMENT SOLUTION	975.00CR	CLEARED	A	4/17/2017
1010	4/14/2017	BANK-DRAFT000066		STATE OF CALIFORNIA EDD	1,252.72CR	CLEARED	A	4/14/2017
1010	4/14/2017	BANK-DRAFT000067		US DEPARTMENT OF THE TREASURY	4,281.76CR	CLEARED	A	4/14/2017
1010	4/28/2017	BANK-DRAFT000068		NATIONWIDE RETIREMENT SOLUTION	975.00CR	CLEARED	A	4/28/2017
1010	4/28/2017	BANK-DRAFT000069		STATE OF CALIFORNIA EDD	1,314.07CR	CLEARED	A	4/28/2017
1010	4/28/2017	BANK-DRAFT000070		US DEPARTMENT OF THE TREASURY	4,463.41CR	CLEARED	A	4/28/2017
CHECK:								
1010	4/07/2017	CHECK	034482	ACWA/JPIA	988.79CR	CLEARED	A	4/11/2017
1010	4/07/2017	CHECK	034483	ADTS, INC	392.00CR	CLEARED	A	4/17/2017
1010	4/07/2017	CHECK	034484	ALPHA ANALYTICAL LABORATORIES	692.00CR	CLEARED	A	4/12/2017
1010	4/07/2017	CHECK	034485	BADGER METER	30.00CR	CLEARED	A	4/14/2017
1010	4/07/2017	CHECK	034486	CALIFORNIA PUBLIC EMPLOYEES FI	7,402.02CR	CLEARED	A	4/12/2017
1010	4/07/2017	CHECK	034487	GHD	2,007.65CR	CLEARED	A	4/11/2017
1010	4/07/2017	CHECK	034488	GARDENS BY JILLIAN	200.00CR	CLEARED	A	4/18/2017
1010	4/07/2017	CHECK	034489	LAKE COUNTY REGISTRAR OF VOTER	109.66CR	CLEARED	A	4/18/2017
1010	4/07/2017	CHECK	034490	OFFICE DEPOT	256.54CR	CLEARED	A	4/13/2017
1010	4/07/2017	CHECK	034491	PACE SUPPLY CORP	35.20CR	CLEARED	A	4/11/2017
1010	4/07/2017	CHECK	034492	PACIFIC GAS & ELECTRIC COMPANY	9,490.30CR	CLEARED	A	4/11/2017
1010	4/07/2017	CHECK	034493	STREAMLINE	600.00CR	CLEARED	A	4/12/2017
1010	4/07/2017	CHECK	034494	BECK, DANIEL B	3.08CR	OUTSTND	A	0/00/0000
1010	4/07/2017	CHECK	034495	DIBALA, VIVIAN	8.16CR	CLEARED	A	4/21/2017
1010	4/07/2017	CHECK	034496	OPTIMIST INTERN.FOUN	6.15CR	CLEARED	A	4/17/2017
1010	4/07/2017	CHECK	034497	ROWELL, DOUGALS L	10.43CR	CLEARED	A	4/17/2017
1010	4/07/2017	CHECK	034498	SCHULZ, EARLE A	7.73CR	CLEARED	A	4/25/2017
1010	4/07/2017	CHECK	034499	TREE, NORMA E	31.66CR	CLEARED	A	4/18/2017
1010	4/07/2017	CHECK	034500	SAM GARCIA	69.92CR	CLEARED	A	4/11/2017
1010	4/14/2017	CHECK	034501	ALPHA ANALYTICAL LABORATORIES	408.00CR	CLEARED	A	4/19/2017
1010	4/14/2017	CHECK	034502	ARMED FORCE PEST CONTROL, INC.	195.00CR	CLEARED	A	4/19/2017
1010	4/14/2017	CHECK	034503	AT&T	640.66CR	CLEARED	A	4/19/2017
1010	4/14/2017	CHECK	034504	STATE BOARD OF EQUALIZATION	196.00CR	CLEARED	A	4/24/2017
1010	4/14/2017	CHECK	034505	CALIFORNIA PUBLIC EMPLOYEES FI	0.01CR	CLEARED	A	4/18/2017
1010	4/14/2017	CHECK	034506	DATAPROSE	1,552.41CR	CLEARED	A	4/18/2017
1010	4/14/2017	CHECK	034507	HARDESTER'S MARKETS & HARDWARE	312.49CR	CLEARED	A	4/19/2017
1010	4/14/2017	CHECK	034508	VOID CHECK	0.00	CLEARED	A	4/12/2017
1010	4/14/2017	CHECK	034509	OFFICE DEPOT	450.58CR	CLEARED	A	4/19/2017
1010	4/14/2017	CHECK	034510	PACE SUPPLY CORP	37.52CR	CLEARED	A	4/18/2017
1010	4/14/2017	CHECK	034511	QUACKENBUSH MRRCF	29.82CR	CLEARED	A	4/20/2017
1010	4/14/2017	CHECK	034512	SOUTH LAKE REFUSE COMPANY	356.96CR	CLEARED	A	4/18/2017
1010	4/14/2017	CHECK	034513	SPECIAL DISTRICT RISK MANAGEME	25,474.00CR	CLEARED	A	4/19/2017
1010	4/14/2017	CHECK	034514	TELSTAR INSTRUMENTS, INC	1,299.00CR	CLEARED	A	4/18/2017
1010	4/14/2017	CHECK	034515	TIRE PROS	1,032.57CR	CLEARED	A	4/19/2017
1010	4/14/2017	CHECK	034516	TYLER TECHNOLOGY	1,645.50CR	CLEARED	A	4/17/2017

5/9/2017 3:35 PM  
 COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 4/01/2017 THRU 4/30/2017  
 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	4/14/2017	CHECK	034517	CALIFORNIA PUBLIC EMPLOYEES RE	4,701.50CR	CLEARED	A	4/20/2017
1010	4/14/2017	CHECK	034518	STATE OF CALIFORNIA EDDVOIDED	58.40CR	VOIDED	A	4/14/2017
1010	4/14/2017	CHECK	034519	CATES, MARION	49.93CR	CLEARED	A	5/01/2017
1010	4/14/2017	CHECK	034520	KOSAR, KEITH DOHERTY	33.63CR	CLEARED	A	4/18/2017
1010	4/14/2017	CHECK	034521	RIDER JR., ROBERT	58.85CR	CLEARED	A	4/26/2017
1010	4/14/2017	CHECK	034522	KNOWLTON, WILLIAM	4.79CR	OUTSTND	A	0/00/0000
1010	4/21/2017	CHECK	034523	ALPHA ANALYTICAL LABORATORIES	1,133.00CR	CLEARED	A	4/26/2017
1010	4/21/2017	CHECK	034524	BOLD POLISNER MADDOW NELSON &	540.00CR	CLEARED	A	4/25/2017
1010	4/21/2017	CHECK	034525	CARDMEMBER SERVICE	1,565.33CR	CLEARED	A	4/30/2017
1010	4/21/2017	CHECK	034526	COASTLAND CIVIL ENGINEERING, I	3,555.79CR	CLEARED	A	4/25/2017
1010	4/21/2017	CHECK	034527	ITRON	2,682.72CR	CLEARED	A	4/24/2017
1010	4/21/2017	CHECK	034528	MICHELLE HAMILTON	625.00CR	CLEARED	A	4/27/2017
1010	4/21/2017	CHECK	034529	OFFICE DEPOT	147.51CR	CLEARED	A	4/25/2017
1010	4/21/2017	CHECK	034530	PACE SUPPLY CORP	787.59CR	CLEARED	A	4/25/2017
1010	4/21/2017	CHECK	034531	PETERSON CAT	2,935.75CR	CLEARED	A	4/25/2017
1010	4/21/2017	CHECK	034532	REDFORD SERVICES	950.00CR	CLEARED	A	4/28/2017
1010	4/21/2017	CHECK	034533	RICOH USA, INC.	415.74CR	CLEARED	A	4/27/2017
1010	4/21/2017	CHECK	034534	ST HELENA HOSPITAL dba JOBCARE	153.00CR	CLEARED	A	4/25/2017
1010	4/21/2017	CHECK	034535	TELSTAR INSTRUMENTS, INC	607.00CR	CLEARED	A	4/25/2017
1010	4/21/2017	CHECK	034536	U S POSTMASTER	196.00CR	CLEARED	A	5/01/2017
1010	4/21/2017	CHECK	034537	VERIZON WIRELESS	805.14CR	CLEARED	A	4/27/2017
1010	4/21/2017	CHECK	034538	WAGNER & BONSIGNORE	2,515.40CR	CLEARED	A	4/27/2017
1010	4/21/2017	CHECK	034539	WESTGATE PETROLEUM CO., INC.	765.42CR	CLEARED	A	4/26/2017
1010	4/21/2017	CHECK	034540	WILLIAM FREDRIKSSON	135.00CR	CLEARED	A	4/26/2017
1010	4/21/2017	CHECK	034541	KOSAR, KEITH DOHERTY	33.63CR	CLEARED	A	5/02/2017
1010	4/21/2017	CHECK	034542	WATSON, JACOB	9.48CR	CLEARED	A	5/04/2017
1010	4/21/2017	CHECK	034543	KNOWLTON, WILLIAM	2.51CR	OUTSTND	A	0/00/0000
1010	4/28/2017	CHECK	034544	ALPHA ANALYTICAL LABORATORIES	689.00CR	CLEARED	A	5/03/2017
1010	4/28/2017	CHECK	034545	BARTLEY PUMP, INC.	3,176.88CR	OUTSTND	A	0/00/0000
1010	4/28/2017	CHECK	034546	CONSUMERINFO.COM	85.00CR	CLEARED	A	5/02/2017
1010	4/28/2017	CHECK	034547	HACH COMPANY	720.28CR	CLEARED	A	5/02/2017
1010	4/28/2017	CHECK	034548	MEDIACOM	426.18CR	CLEARED	A	5/03/2017
1010	4/28/2017	CHECK	034549	MENDO MILL CLEARLAKE	227.64CR	CLEARED	A	5/02/2017
1010	4/28/2017	CHECK	034550	OFFICE DEPOT	186.43CR	OUTSTND	A	0/00/0000
1010	4/28/2017	CHECK	034551	PACE SUPPLY CORP	904.39CR	CLEARED	A	5/02/2017
1010	4/28/2017	CHECK	034552	PETTY CASH REIMBURSEMENT	329.97CR	CLEARED	A	5/01/2017
1010	4/28/2017	CHECK	034553	RELIABLE PLUMBING	3,278.97CR	CLEARED	A	5/08/2017
1010	4/28/2017	CHECK	034554	SIERRA CHEMICAL CO.	1,044.09CR	CLEARED	A	5/02/2017
1010	4/28/2017	CHECK	034555	SPECIAL DISTRICT RISK MANAGEME	393.79CR	CLEARED	A	5/03/2017
1010	4/28/2017	CHECK	034556	SWRCB	11,117.00CR	OUTSTND	A	0/00/0000
1010	4/28/2017	CHECK	034557	TELSTAR INSTRUMENTS, INC	10,832.41CR	CLEARED	A	5/02/2017
1010	4/28/2017	CHECK	034558	TYLER TECHNOLOGY	121.00CR	CLEARED	A	5/04/2017
1010	4/28/2017	CHECK	034559	U S POSTMASTER	225.00CR	CLEARED	A	5/08/2017
1010	4/28/2017	CHECK	034560	CALIFORNIA PUBLIC EMPLOYEES RE	4,778.12CR	CLEARED	A	5/03/2017

DEPOSIT: -----







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

CHECK DATE: 4/01/2017 THRU 4/30/2017  
 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
SERVICE CHARGE: -----								
1010	4/03/2017	SERV-CHG		MARCH 2017 ETS FEES	793.34CR	CLEARED	G	4/03/2017
1010	4/03/2017	SERV-CHG	000001	MARCH 2017 ETS FEES	777.70CR	CLEARED	G	4/03/2017
1010	4/03/2017	SERV-CHG	000002	MARCH 2017 ETS FEES	311.72CR	CLEARED	G	4/03/2017
1010	4/14/2017	SERV-CHG		MARCH 2017 ANALYSIS FEE	427.23CR	CLEARED	G	4/14/2017
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	119,976.07CR		
				DEPOSIT	TOTAL:	217,888.76		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	45,347.80CR		
				SERVICE CHARGE	TOTAL:	2,309.99CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	13,320.36CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	119,976.07CR		
				DEPOSIT	TOTAL:	217,888.76		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	45,347.80CR		
				SERVICE CHARGE	TOTAL:	2,309.99CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	13,320.36CR		

120-SEWER ENTERPRISE FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,066,000.00	82,432.97	911,749.71	154,250.29	85.53
TOTAL REVENUES	<u>1,066,000.00</u>	<u>82,432.97</u>	<u>911,749.71</u>	<u>154,250.29</u>	<u>85.53</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	409,227.00	28,990.98	537,408.29	( 128,181.29)	131.32
ADMINISTRATION	345,801.26	33,663.78	320,617.77	25,183.49	92.72
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	357,298.00	18,878.56	189,230.20	168,067.80	52.96
DIRECTORS	50,035.00	3,221.76	34,608.16	15,426.84	69.17
TOTAL EXPENDITURES	<u>1,162,361.26</u>	<u>84,755.08</u>	<u>1,081,864.42</u>	<u>80,496.84</u>	<u>93.07</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 96,361.26)	( 2,322.11)	( 170,114.71)	73,753.45	176.54

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2017

120-SEWER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	300.00	200.00	60.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	13.12 (	13.12)	0.00
120-4045 AVAILABILITY FEES	7,000.00	0.00	21,717.00 (	14,717.00)	310.24
120-4050 SALES OF RECLAIMED WATER	90,000.00	0.00	60,712.34	29,287.66	67.46
120-4111 COMM SEWER USE	29,900.00	2,306.10	24,609.58	5,290.42	82.31
120-4112 GOV'T SEWER USE	550.00	53.12	531.20	18.80	96.58
120-4116 SEWER USE CHARGES	936,850.00	79,940.35	798,408.78	138,441.22	85.22
120-4210 LATE FEE	0.00	0.00	451.41 (	451.41)	0.00
120-4300 MISC INCOME	1,000.00	1.75	4,540.09 (	3,540.09)	454.01
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	200.00	131.65	466.19 (	266.19)	233.10
120-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>1,066,000.00</b>	<b>82,432.97</b>	<b>911,749.71</b>	<b>154,250.29</b>	<b>85.53</b>

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	0.00	10,540.47	1,659.53	86.40
120-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	773.01	10,582.42	3,355.58	75.92
120-5-00-5040 ELECTION EXPENSE	4,800.00	54.83	54.83	4,745.17	1.14
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	389.48	5,691.09	4,308.91	56.91
120-5-00-5061 VEHICLE MAINT	7,500.00	2,023.60	5,472.32	2,027.68	72.96
120-5-00-5062 TAXES & LIC	650.00	98.00	404.46	245.54	62.22
120-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38 (	3,098.38)	122.13
120-5-00-5075 BANK FEES	11,000.00	1,155.00	11,777.78 (	777.78)	107.07
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,300.00	17.50	4,894.24 (	594.24)	113.82
120-5-00-5092 POSTAGE & SHIPPING	5,350.00	746.28	4,169.02	1,180.98	77.93
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,569.03 (	3,569.03)	0.00
120-5-00-5121 LEGAL SERVICES	10,000.00	270.00	2,542.50	7,457.50	25.43
120-5-00-5122 ENGINEERING SERVICES	26,400.00	2,354.14	26,457.19 (	57.19)	100.22
120-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	42.50	2,736.00 (	1,236.00)	182.40
120-5-00-5126 AUDIT SERVICES	7,200.00	0.00	2,728.63	4,471.37	37.90
120-5-00-5130 PRINTING & PUBLICATION	7,750.00	527.52	2,665.79	5,084.21	34.40
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	6,700.00	207.87	1,903.31	4,796.69	28.41
120-5-00-5148 OPERATING SUPPLIES	12,300.00	1,864.98	16,197.74 (	3,897.74)	131.69
120-5-00-5150 REPAIR & REPLACE	101,839.00	9,675.56	255,708.79 (	153,869.79)	251.09
120-5-00-5155 MAINT BLDG & GROUNDS	8,000.00	212.41	7,528.95	471.05	94.11
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	6,950.00	2,650.00	72.40
120-5-00-5157 SECURITY	500.00	0.00	772.50 (	272.50)	154.50
120-5-00-5160 SLUDGE DISPOSAL	19,000.00	0.00	36,463.18 (	17,463.18)	191.91
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	7,300.00	935.99	8,176.85 (	876.85)	112.01
120-5-00-5192 ELECTRICITY	19,000.00	2,810.07	31,383.83 (	12,383.83)	165.18
120-5-00-5193 OTHER UTILITIES	2,600.00	178.49	1,644.46	955.54	63.25
120-5-00-5194 IT SERVICES	21,800.00	1,280.25	20,038.52	1,761.48	91.92
120-5-00-5195 ENV/MONITORING	34,000.00	2,537.00	27,599.25	6,400.75	81.17
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	1,361.25 (	1,361.25)	0.00
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	0.00	1,924.00 (	324.00)	120.25
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	0.00	1,300.00	0.00
120-5-00-5312 TOOLS - FIELD	1,000.00	0.00	411.77	588.23	41.18
120-5-00-5315 SAFETY EQUIPMENT	1,900.00	0.00	7,904.50 (	6,004.50)	416.03
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	200.00	49.00	57.50	142.50	28.75
120-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	22,000.00	0.00	0.00	22,000.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00 (	2.26)	2.26	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2017

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

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	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	409,227.00	28,990.98	537,408.29 (	128,181.29)	131.32

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HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2017120-SEWER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	225,718.00	23,184.50	215,350.32	10,367.68	95.41
120-5-10-5020 EMPLOYEE BENEFITS	71,847.00	5,862.20	62,286.38	9,560.62	86.69
120-5-10-5021 RETIREMENT BENEFITS	39,384.26	3,945.46	37,016.69	2,367.57	93.99
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	3,440.00	517.55	2,845.30	594.70	82.71
120-5-10-5170 TRAVEL MILEAGE	1,112.00	34.07	502.64	609.36	45.20
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	120.00	2,378.19	1,621.81	59.45
120-5-10-5179 ADM MISC EXPENSES	300.00	0.00	238.25	61.75	79.42
TOTAL ADMINISTRATION	345,801.26	33,663.78	320,617.77	25,183.49	92.72

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2017

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: APRIL 30TH, 2017

120-SEWER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	237,769.00	12,068.48	118,444.98	119,324.02	49.82
120-5-30-5020 EMPLOYEE BENEFITS	71,719.00	3,400.75	40,453.56	31,265.44	56.41
120-5-30-5021 RETIREMENT BENEFITS	40,316.00	2,771.52	26,018.98	14,297.02	64.54
120-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (	250.00)	116.67
120-5-30-5063 CERTIFICATIONS	750.00	0.00	230.00	520.00	30.67
120-5-30-5090 OFFICE SUPPLIES	560.00	6.00	163.37	396.63	29.17
120-5-30-5170 TRAVEL MILEAGE	684.00	23.32	23.32	660.68	3.41
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	608.49	2,145.99	1,854.01	53.65
<b>TOTAL FIELD</b>	<b>357,298.00</b>	<b>18,878.56</b>	<b>189,230.20</b>	<b>168,067.80</b>	<b>52.96</b>



HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2017

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	1,561.00	1,439.00	52.03
120-5-40-5020 DIRECTOR BENEFITS	230.00	5.66	48.12	181.88	20.92
120-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	3,060.00	32,999.04	13,460.96	71.03
120-5-40-5170 TRAVEL MILEAGE	95.00	0.00	0.00	95.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	250.00	0.00	0.00	250.00	0.00
<b>TOTAL DIRECTORS</b>	<b>50,035.00</b>	<b>3,221.76</b>	<b>34,608.16</b>	<b>15,426.84</b>	<b>69.17</b>
<b>TOTAL EXPENDITURES</b>	<b>1,162,361.26</b>	<b>84,755.08</b>	<b>1,081,864.42</b>	<b>80,496.84</b>	<b>93.07</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 96,361.26)</b>	<b>( 2,322.11)</b>	<b>( 170,114.71)</b>	<b>73,753.45</b>	<b>176.54</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2017

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ALL REVENUE	1,635,557.00	105,607.28	1,255,327.59	380,229.41	76.75
TOTAL REVENUES	<u>1,635,557.00</u>	<u>105,607.28</u>	<u>1,255,327.59</u>	<u>380,229.41</u>	<u>76.75</u>
EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	686,794.00	47,555.73	481,635.77	205,158.23	70.13
ADMINISTRATION	358,922.00	20,895.79	202,906.44	156,015.56	56.53
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	370,669.00	21,878.00	226,804.95	143,864.05	61.19
DIRECTORS	51,330.00	3,837.89	35,443.72	15,886.28	69.05
TOTAL EXPENDITURES	<u>1,467,715.00</u>	<u>94,167.41</u>	<u>946,790.88</u>	<u>520,924.12</u>	<u>64.51</u>
REVENUES OVER/(UNDER) EXPENDITURES	167,842.00	11,439.87	308,536.71	( 140,694.71)	183.83

130-WATER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	810.00	14,235.00 (	1,235.00)	109.50
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	500.00	630.00	1,650.00 (	1,150.00)	330.00
130-4040 RECORDING FEE	100.00	0.00	318.02 (	218.02)	318.02
130-4045 AVAILABILITY FEES	20,000.00	0.00	0.00	20,000.00	0.00
130-4110 COMM WATER USE	77,913.00	5,887.51	69,078.03	8,834.97	88.66
130-4112 GOV'T WATER USE	5,194.00	353.10	5,718.73 (	524.73)	110.10
130-4115 WATER USE	1,491,050.00	94,783.76	1,127,254.75	363,795.25	75.60
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	2,497.97	27,732.81 (	2,732.81)	110.93
130-4215 RETURNED CHECK FEE	1,000.00	100.00	1,100.00 (	100.00)	110.00
130-4300 MISC INCOME	1,500.00	351.75	7,734.55 (	6,234.55)	515.64
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	300.00	193.19	505.70 (	205.70)	168.57
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
<b>TOTAL REVENUES</b>	<b>1,635,557.00</b>	<b>105,607.28</b>	<b>1,255,327.59</b>	<b>380,229.41</b>	<b>76.75</b>

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	12,200.00	0.00	10,540.47	1,659.53	86.40
130-5-00-5025 RETIREE HEALTH BENEFITS	13,938.00	773.01	7,863.65	6,074.35	56.42
130-5-00-5040 ELECTION EXPENSE	4,800.00	54.83	54.83	4,745.17	1.14
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	10,000.00	389.47	5,588.59	4,411.41	55.89
130-5-00-5061 VEHICLE MAINT	7,500.00	2,023.58	5,389.06	2,110.94	71.85
130-5-00-5062 TAXES & LIC	1,200.00	98.00	404.46	795.54	33.71
130-5-00-5074 INSURANCE	14,000.00	0.00	17,098.38 (	3,098.38)	122.13
130-5-00-5075 BANK FEES	11,000.00	1,154.99	11,407.36 (	407.36)	103.70
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,300.00	17.50	20,365.96 (	3,065.96)	117.72
130-5-00-5092 POSTAGE & SHIPPING	5,350.00	746.26	4,169.22	1,180.78	77.93
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	3,616.70 (	3,616.70)	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	270.00	2,542.50	7,457.50	25.43
130-5-00-5122 ENGINEERING SERVICES	44,500.00	5,724.70	47,107.13 (	2,607.13)	105.86
130-5-00-5123 OTHER PROFESSIONAL SERVICE	1,500.00	42.50	2,086.00 (	586.00)	139.07
130-5-00-5124 WATER RIGHTS	85,056.00	0.00	10,071.55	74,984.45	11.84
130-5-00-5126 AUDIT SERVICES	7,200.00	0.00	2,728.62	4,471.38	37.90
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	0.00	2,259.59	5,490.41	29.16
130-5-00-5135 NEWSLETTER	1,100.00	0.00	0.00	1,100.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	17,650.00	207.87	4,544.61	13,105.39	25.75
130-5-00-5148 OPERATING SUPPLIES	1,400.00	0.00	1,105.07	294.93	78.93
130-5-00-5150 REPAIR & REPLACE	160,000.00	11,714.45	150,614.71	9,385.29	94.13
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	212.41	7,314.32	1,085.68	87.08
130-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	5,751.00	3,849.00	59.91
130-5-00-5157 SECURITY	450.00	0.00	478.50 (	28.50)	106.33
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	8,000.00	935.99	8,176.71 (	176.71)	102.21
130-5-00-5192 ELECTRICITY	96,000.00	6,680.23	75,990.63	20,009.37	79.16
130-5-00-5193 OTHER UTILITIES	2,200.00	178.47	1,644.34	555.66	74.74
130-5-00-5194 IT SERVICES	26,100.00	3,992.97	22,810.23	3,289.77	87.40
130-5-00-5195 ENV/MONITORING	21,600.00	385.00	8,415.00	13,185.00	38.96
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	20,100.00	11,117.00	29,463.03 (	9,363.03)	146.58
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	0.00	2,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	2,000.00	0.00	321.63	1,678.37	16.08
130-5-00-5315 SAFETY EQUIPMENT	1,700.00	0.00	6,304.42 (	4,604.42)	370.85
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	5,350.00	3,650.00	59.44
130-5-00-5545 RECORDING FEES	200.00	49.00	57.50	142.50	28.75
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
TOTAL NON-DEPARTMENTAL	686,794.00	47,555.73	481,635.77	205,158.23	70.13

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2017

130-WATER ENTERPRISE FUND  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	236,130.00	11,864.24	111,151.98	124,978.02	47.07
130-5-10-5020 EMPLOYEE BENEFITS	72,147.00	5,539.14	58,369.31	13,777.69	80.90
130-5-10-5021 RETIREMENT BENEFITS	40,867.00	2,822.35	25,208.50	15,658.50	61.68
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,214.00	517.50	2,845.08	1,368.92	67.51
130-5-10-5170 TRAVEL MILEAGE	1,664.00	32.56	613.29	1,050.71	36.86
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	120.00	4,480.04 (	880.04)	124.45
130-5-10-5179 ADM MISC EXPENSES	300.00	0.00	238.24	61.76	79.41
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>358,922.00</b>	<b>20,895.79</b>	<b>202,906.44</b>	<b>156,015.56</b>	<b>56.53</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2017130-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: APRIL 30TH, 2017

130-WATER ENTERPRISE FUND  
FIELD  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	248,736.00	15,287.15	153,400.49	95,335.51	61.67
130-5-30-5020 EMPLOYEE BENEFITS	72,018.00	3,400.73	40,426.54	31,591.46	56.13
130-5-30-5021 RETIREMENT BENEFITS	41,833.00	3,090.90	29,619.44	12,213.56	70.80
130-5-30-5022 CLOTHING ALLOWANCE	1,500.00	0.00	1,750.00 (	250.00)	116.67
130-5-30-5063 CERTIFICATIONS	600.00	0.00	358.68	241.32	59.78
130-5-30-5090 OFFICE SUPPLIES	686.00	5.99	163.35	522.65	23.81
130-5-30-5170 TRAVEL MILEAGE	896.00	23.31	23.31	872.69	2.60
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	69.92	1,063.14	3,336.86	24.16
<b>TOTAL FIELD</b>	<b>370,669.00</b>	<b>21,878.00</b>	<b>226,804.95</b>	<b>143,864.05</b>	<b>61.19</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2017

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	1,668.50	1,331.50	55.62
130-5-40-5020 DIRECTOR BENEFITS	230.00	6.04	51.18	178.82	22.25
130-5-40-5030 DIRECTOR HEALTH BENEFITS	46,460.00	3,060.00	32,999.04	13,460.96	71.03
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	640.00	0.00	0.00	640.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,000.00	605.00	725.00	275.00	72.50
<b>TOTAL DIRECTORS</b>	<b>51,330.00</b>	<b>3,837.89</b>	<b>35,443.72</b>	<b>15,886.28</b>	<b>69.05</b>
<b>TOTAL EXPENDITURES</b>	<b>1,467,715.00</b>	<b>94,167.41</b>	<b>946,790.88</b>	<b>520,924.12</b>	<b>64.51</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>167,842.00</b>	<b>11,439.87</b>	<b>308,536.71</b>	<b>( 140,694.71)</b>	<b>183.83</b>

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



VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	247.10
01-1023	HACH COMPANY			N		FUND TOTAL FOR VENDOR	720.28
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,540.08
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	213.09
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	178.49
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,933.90
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	5,102.88
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	494.40
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	5,461.30
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	1,039.97
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	9,550.51
01-2199	LAKE COUNTY REGISTRAR OF			N		FUND TOTAL FOR VENDOR	54.83
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	210.82
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	883.25
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	402.57
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	207.87
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	196.00
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	14.91
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	520.56
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	475.00
01-2719	TIRE PROS			N		FUND TOTAL FOR VENDOR	516.29
01-2736	SIERRA CHEMICAL CO.			N		FUND TOTAL FOR VENDOR	1,044.09
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	76.50
01-2788	GHD			N		FUND TOTAL FOR VENDOR	2,007.65
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	722.14

VENDOR SET: 01 Hidden Valley Lake  
VENDOR CLASS(ES): ALL CLASSES  
REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,537.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,701.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	937.50
01-2834	STATE BOARD OF EQUALIZATI			N		FUND TOTAL FOR VENDOR	98.00
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	346.49
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	382.71
01-2867	PETERSON CAT			N		FUND TOTAL FOR VENDOR	1,467.88
01-2872	WILLIAM FREDRIKSSON			N		FUND TOTAL FOR VENDOR	67.50
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	270.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	300.00
01-2911	CONSUMERINFO.COM			N		FUND TOTAL FOR VENDOR	42.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	320.33
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	2,810.07
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	210.50
*** FUND TOTALS ***							58,815.96

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	260.03
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	82.87
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,026.71
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	213.09
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	178.47
01-1659	WAGNER & BONSIGNORE			N		FUND TOTAL FOR VENDOR	2,515.40
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	12,933.89
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	3,642.29
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	494.39
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	3,176.88
01-2067	ITRON			N		FUND TOTAL FOR VENDOR	2,682.72
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,018.32
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	512.44
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	3,187.90
01-2199	LAKE COUNTY REGISTRAR OF			N		FUND TOTAL FOR VENDOR	54.83
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	101.67
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	227.64
01-2582	SWRCB			N		FUND TOTAL FOR VENDOR	11,117.00
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	883.25
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	402.57
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	207.87
01-2672	ADTS, INC			N		FUND TOTAL FOR VENDOR	196.00
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	14.91
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	520.50
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	475.00

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,764.70
01-2719	TIRE PROS			N		FUND TOTAL FOR VENDOR	516.28
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	76.50
01-2781	SAM GARCIA			N		FUND TOTAL FOR VENDOR	69.92
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	843.19
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	385.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	3,701.03
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	1,012.50
01-2834	STATE BOARD OF EQUALIZATI			N		FUND TOTAL FOR VENDOR	98.00
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	3,209.30
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	382.71
01-2867	PETERSON CAT			N		FUND TOTAL FOR VENDOR	1,467.87
01-2872	WILLIAM FREDRIKSSON			N		FUND TOTAL FOR VENDOR	67.50
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	270.00
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	30.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	300.00
01-2910	RELIABLE PLUMBING			N		FUND TOTAL FOR VENDOR	3,278.97
01-2911	CONSUMERINFO.COM			N		FUND TOTAL FOR VENDOR	42.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	320.33
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	6,680.23
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	210.50
*** FUND TOTALS ***							74,363.67
*** REPORT TOTALS ***			133,179.63				133,179.63

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER      ACCOUNT NAME      AMOUNT

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS	11.54
120 2090	PERS PAYABLE	2,485.19
120 2091	FIT PAYABLE	4,063.75
120 2092	CIT PAYABLE	1,217.54
120 2093	SOCIAL SECURITY PAYABLE	8.99
120 2094	MEDICARE PAYABLE	510.54
120 2095	S D I PAYABLE	316.88
120 2099	DEFERRED COMP - 457 PLAN	937.50
120 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
120 5-00-5040	ELECTION EXPENSE	54.83
120 5-00-5060	GASOLINE, OIL & FUEL	389.48
120 5-00-5061	VEHICLE MAINT	2,023.60
120 5-00-5062	TAXES & LIC	98.00
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	17.50
120 5-00-5092	POSTAGE & SHIPPING	746.28
120 5-00-5121	LEGAL SERVICES	270.00
120 5-00-5122	ENGINEERING SERVICES	2,354.14
120 5-00-5123	OTHER PROFESSIONAL SERVICES	42.50
120 5-00-5130	PRINTING & PUBLICATION	527.52
120 5-00-5145	EQUIPMENT RENTAL	207.87
120 5-00-5148	OPERATING SUPPLIES	1,864.98
120 5-00-5150	REPAIR & REPLACE	9,675.56
120 5-00-5155	MAINT BLDG & GROUNDS	212.41
120 5-00-5156	CUSTODIAL SERVICES	787.50
120 5-00-5191	TELEPHONE	935.99
120 5-00-5192	ELECTRICITY	2,810.07
120 5-00-5193	OTHER UTILITIES	178.49
120 5-00-5194	IT SERVICES	1,280.25
120 5-00-5195	ENV/MONITORING	2,537.00
120 5-00-5545	RECORDING FEES	49.00
120 5-10-5010	SALARIES & WAGES	336.01
120 5-10-5020	EMPLOYEE BENEFITS	5,539.14
120 5-10-5021	RETIREMENT BENEFITS	3,945.46
120 5-10-5090	OFFICE SUPPLIES	517.55
120 5-10-5170	TRAVEL MILEAGE	34.07
120 5-10-5175	EDUCATION / SEMINARS	120.00
120 5-30-5010	SALARIES & WAGES	172.49
120 5-30-5020	EMPLOYEE BENEFITS	3,400.75
120 5-30-5021	RETIREMENT BENEFITS	2,771.52
120 5-30-5090	OFFICE SUPPLIES	6.00
120 5-30-5170	TRAVEL MILEAGE	23.32
120 5-30-5175	EDUCATION / SEMINARS	608.49
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5020	DIRECTOR BENEFITS	5.66
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,060.00

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

** FUND TOTAL **		58,815.96
130 1052	ACCTS REC WATER USE	260.03
130 2088	SURVIVOR BENEFITS - PERS	10.78
130 2090	PERS PAYABLE	1,846.73
130 2091	FIT PAYABLE	2,842.42
130 2092	CIT PAYABLE	778.38
130 2093	SOCIAL SECURITY PAYABLE	9.61
130 2094	MEDICARE PAYABLE	390.36
130 2095	S D I PAYABLE	242.29
130 2099	DEFERRED COMP - PLAN 457 PAYAB	1,012.50
130 5-00-5025	RETIREE HEALTH BENEFITS	1,649.50
130 5-00-5040	ELECTION EXPENSE	54.83
130 5-00-5060	GASOLINE, OIL & FUEL	389.47
130 5-00-5061	VEHICLE MAINT	2,023.58
130 5-00-5062	TAXES & LIC	98.00
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	17.50
130 5-00-5092	POSTAGE & SHIPPING	746.26
130 5-00-5121	LEGAL SERVICES	270.00
130 5-00-5122	ENGINEERING SERVICES	5,724.70
130 5-00-5123	OTHER PROFESSIONAL SERVICES	42.50
130 5-00-5145	EQUIPMENT RENTAL	207.87
130 5-00-5150	REPAIR & REPLACE	11,714.45
130 5-00-5155	MAINT BLDG & GROUNDS	212.41
130 5-00-5156	CUSTODIAL SERVICES	787.50
130 5-00-5191	TELEPHONE	935.99
130 5-00-5192	ELECTRICITY	6,680.23
130 5-00-5193	OTHER UTILITIES	178.47
130 5-00-5194	IT SERVICES	3,992.97
130 5-00-5195	ENV/MONITORING	385.00
130 5-00-5198	ANNUAL OPERATING FEES	11,117.00
130 5-00-5545	RECORDING FEES	49.00
130 5-10-5010	SALARIES & WAGES	169.55
130 5-10-5020	EMPLOYEE BENEFITS	5,539.14
130 5-10-5021	RETIREMENT BENEFITS	2,822.35
130 5-10-5090	OFFICE SUPPLIES	517.50
130 5-10-5170	TRAVEL MILEAGE	32.56
130 5-10-5175	EDUCATION / SEMINARS	120.00
130 5-30-5010	SALARIES & WAGES	218.50
130 5-30-5020	EMPLOYEE BENEFITS	3,400.73
130 5-30-5021	RETIREMENT BENEFITS	3,090.90
130 5-30-5090	OFFICE SUPPLIES	5.99
130 5-30-5170	TRAVEL MILEAGE	23.31
130 5-30-5175	EDUCATION / SEMINARS	69.92
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5020	DIRECTOR BENEFITS	6.04
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,060.00

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-40-5176	DIRECTOR TRAINING	605.00
	** FUND TOTAL **	74,363.67

-----  
 \*\* TOTAL \*\* 133,179.63

NO ERRORS

SELECTION CRITERIA

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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	: 4/01/2017 THRU 4/30/2017	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

---



# MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 05/11/2017

RE: Senior Account Representative's Monthly Report

---

## **Monthly Billing 04/28/2017**

Mailed statements: 2,169

Electronic statements: 396

The statement "special message" notified customers of the FY 2016/17 and Drought Stage 2 rates in effect. Office Closure 12 pm – 1 pm on the 3<sup>rd</sup> Wednesday of each month.

## **Delinquent Billing 04/20/2017**

Delinquent statements for March bills:

Mailed statements: 460

Electronic statements: 73

## **Courtesy Notification 05/09/2017**

Courtesy notices delivered to the customer's property for delinquent March bills: 161

Electronic notices: 18

## **Phone Notification 05/10/2017**

Phone notifications: 97

The phone notification was sent out around 10:30 am resulting in 62 payments received by the office staff during business hours.

## **Lock Offs 05/11/2017**

20 Customers were in the Lock Off Process at 5:00 pm on 05/10/2017.

3 payments were made before service orders went out in the field at 9:00 am on 05/11/2017.

A total of 13 customers were Locked Off for nonpayment.

Throughout Lock off day 8 payments were collected and meters unlocked.

At the time of this report only 11 meters remain locked.



# Hidden Valley Lake Community Services District

## April 2017 Report

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Water Connections:		Sewer Connections:	
New (April)	1	New (April)	0
Residential (March)	2438	Residential (March)	1462
Commercial & Govt (March)	37	Commercial & Govt (March)	15
<b>Total (April) :</b>	<b>2475</b>		<b>1477</b>

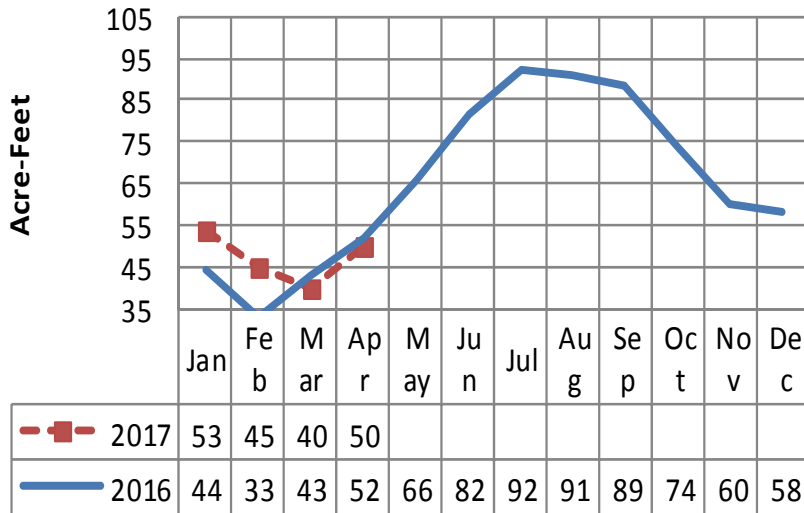
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
4.25	.68	2.08

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	935.84	935.17	932.49
AG	941.45	936.70	936.49
TP Wells	955.41	955.11	954.79
Grange Rd	935.84	937.84	937.92
American Rock	972.06	973064	971.13
Spyglass	970.28	970.07	967.19
Luchetti	925.73	923.56	923.20
18th T	945.44	944.36	942.97

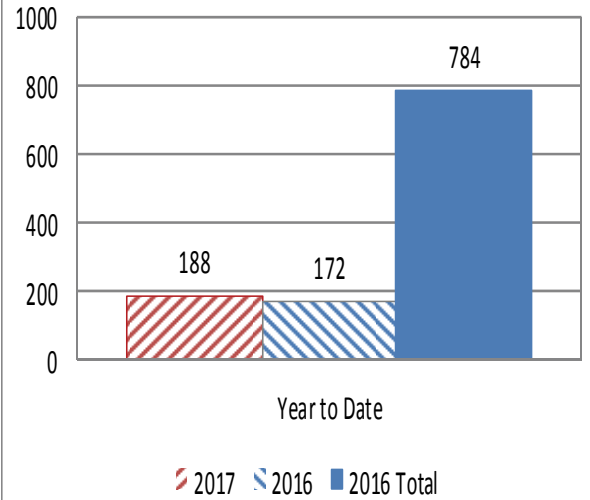
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
99	399	1230
<b>Overtime Hours</b>	<b>30.5</b>	<b>\$1083.72</b>

# April 2017 Field Report

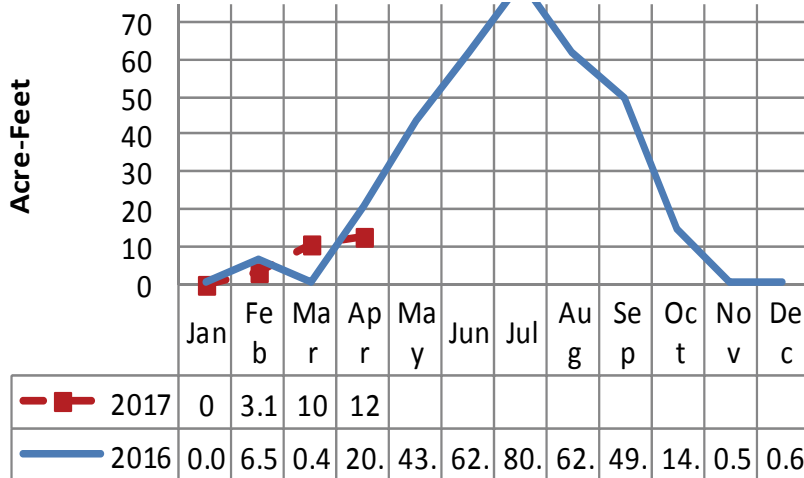
## HVLCSD Municipal Well Production



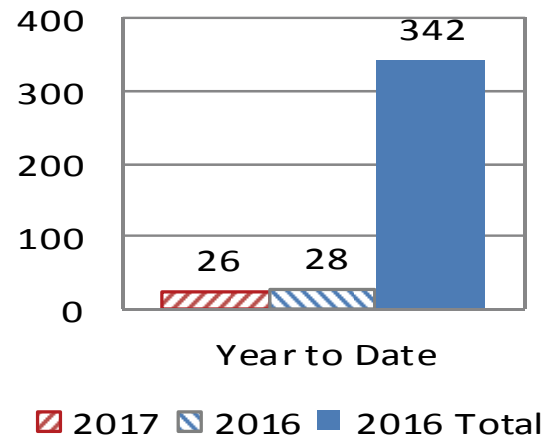
## HVLCSD Municipal Well Production



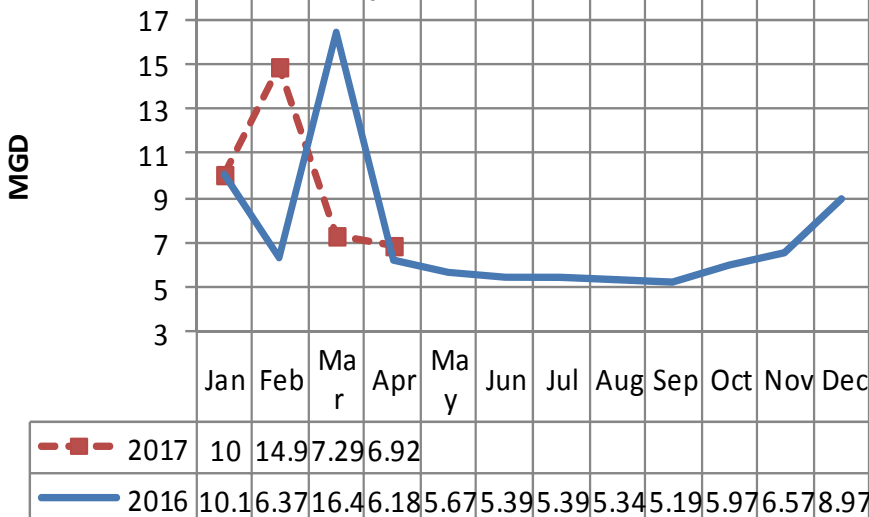
## HVLCSD Municipal Reclaimed Water Use



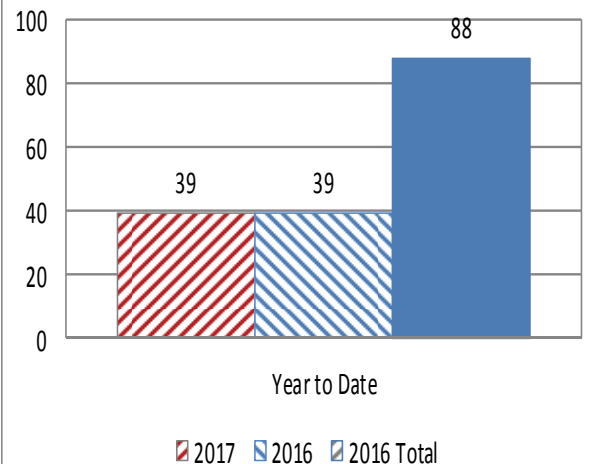
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent





# April 2017 Field Report

## Water Operations and Maintenance Highlights

- 4/11,4/13 Courtesy notices, lock offs
- Added water tank security measures
- Audit on commercial meter size
- Place Well 2 back into service
- 4/4 Repaired service line on Mountain Meadow South
- 4/4 Repaired service line on Spyglass
- PRV Repair
- Preparations for PRV install at Zone 4 & KV
- Installed irrigation meters at 2 commercial accounts
- Routine operations and maintenance
- 4/25-4/27 Meter reads

## Wastewater Operations and Maintenance Highlights

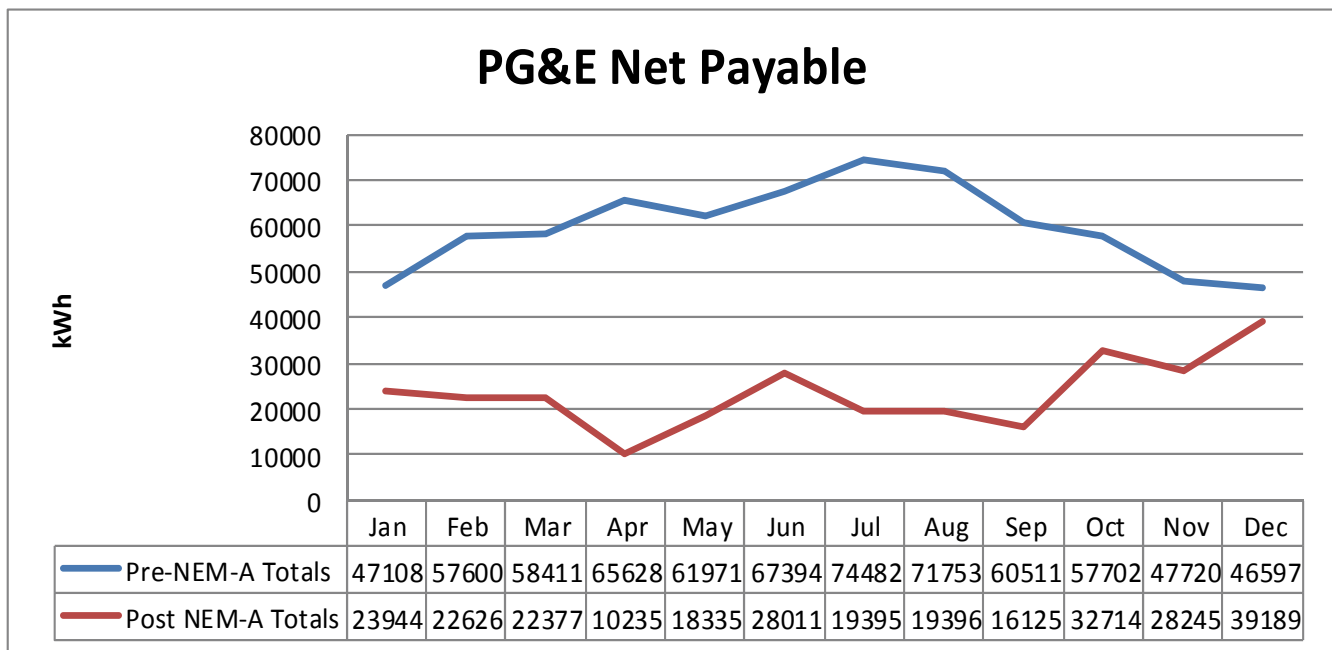
- 4/11,4/13 Courtesy notices, lock offs
- 4/20 Troubleshooting LS1
- 4/24 WWTP tour for Yuba College
- Developing List of Projects for FEMA funding
- Developing Water Balance Plan for NOV
- 4/25-4/27 Meter reads
- Routine operations and maintenance

# April 2017 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	137
Truck 3	1818
Truck 4	235
Truck 6	481
Truck 7	2113
Truck 8	582
Dump Truck	81
Backhoe	7.42
New Holland Tractor	8.9

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	93112.6	20601.7
Fuel Log	316.5	0
April Tank Level	320.65	451.09
March Tank Level	380.43	445.65

Vehicle Maintenance		
Vehicle	Type of activity	Time
Electric cart	Ignition	8 hrs total
Tractor	Hydraulic troubleshooting	8 hrs total
Backhoe	Bucket repair	8 hrs total





# Hidden Valley Lake Community Services District

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

## MEMO

To: Board of Directors  
From: Kirk Cloyd  
Date: May 16, 2017  
RE: General Manager's Monthly Report

---

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

### Water

1. Staff worked together to address a standing issue addressing meter reads based on the number of digits. In the past, monthly corrections were made in the office and are now reported correctly from the field.

### Sanitary Sewer

1. Staff investigated reported dumping of raw sewage on Redbud. HVLCSD staff coordinated with HVLA Environmental Compliance. The investigation revealed that no violation had occurred. The resident agreed to remove a pipe on their property which gave the appearance of a violation to avoid future complaints. A follow-up inspection confirmed that the pipe had been removed.
2. FEMA funding progress report:  
Completed
  - a. Submitted Request for Public Assistance (RPA) for each of the three storm events.
  - b. Submitted Cal OES form 130, Designation of Authorized agent.
  - c. Submitted Cal OES form 89, Project assurances for Federal assistance, for each of the three storm events.  
In progress
  - a. Requested Recovery Scoping Meeting with Cal OES.
  - b. Developing List of Projects (LOP) for each of the three storm events.
  - c. Requested Construction and Engineering estimates on permanent work related to the storm events, as well as preventative projects related to the hazard mitigation category of FEMA funding.  
*(Please see the attached FEMA Funding Explanation completed by staff.)*



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## **Stormwater**

1. Staff reviewed, gathered data, investigated and forwarded all stormwater claims to SDRMA.

## **Human Resources**

1. Staff attended the following Webinars:
  - A. CSDA: Public Engagement and Budgeting
  - B. U.S. EPA Water Utilities & Emergency Response: Why Should I Care About Collaboration?
  - C. CSDA Webinar: How to Find, Apply, and Secure Grant Funding.
  - D. CRWA Grant Funding Course.
2. One Annual Review and one six-month probationary review were completed for two staff members.
3. Staff is investigating a possible partnership with CivicSpark to provide interns through a fellowship program.
4. Staff has requested costs for service for a salary survey and rate study:
  - A. Salary survey (CPS HR Consulting)- \$7,500.00
  - B. Rate study to include water, wastewater & recycled water (NBS)- \$55,610
5. Staff Reviewed current job descriptions in anticipation of conducting a salary survey. The overlap in compensation was noted and should be addressed in a salary survey. Several inadequacies were brought to light and the lack of a job description for the Field Supervisor (Lead Operator) position was noted. The following job descriptions were updated or created and are pending the review of staff and the Personnel Committee:
  - A. Utility Worker I/II (Grandfather and discontinue through attrition.)
  - B. Operator In Training (OIT)- New
  - C. Operator I-Updated
  - D. Operator II-Updated
  - E. Field Supervisor (Lead Operator)-New
6. Administrative staff was recognized and honored on Administrative Professionals Day (Tuesday April 26<sup>th</sup>).
7. Several out of District training opportunities were scheduled and planned for May and June.

## **Facilities**





# Hidden Valley Lake Community Services District

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1. The District received two of the three certified letters back from property owners required to receive permission to access for weed abatement by the Konocti #27

crew. Therefore, weed abatement for District property on Grizzly Ct. will be conducted by District Staff. Two chain saws will be purchased to address dangerous snags (Two burnt trees that pose a threat or danger to adjacent property owners as they rebuild were marked for removal.)

2. Staff met with the District's security monitoring and response company to discuss improvements to District facilities. The District is awaiting feedback and quotes.

## **Vehicles & Equipment**

1. Unit 7 was damaged when a vehicle backed into it in Hardesters parking lot. Staff obtained the required information and submitted it to SDRMA. Once SDRMA gives approval, repairs will be made.

## **General Information**

1. Staff continued to develop the 2017/18 Budget to be reviewed by the Finance Committee prior to scheduling a Workshop for the entire Board of Directors.
2. Staff continues to work with Lake County LAFCO on the District's sphere of influence and boundaries. An expansion is required due to the Valley Oaks project expressed desire to annex into the District.
3. Staff has completed and provided the required data to Schneider Electric. Their primary and secondary reviews indicate that they can bring over \$3 million of improvements into the District, which would be paid for through cost recovery, cost savings and/or fund generation from each of the projects, without additional cost to the District or its rate payers. Furthermore, Schneider Electric backs their proposal with a written guarantee to write the District a check for the difference should the project total fall short of the calculated revenue.
4. Staff has worked diligently on the "New" Website. It has been opened to staff for review and comment. The Directors will be given special access for review and comment prior to the expected launch date of June 1<sup>st</sup>, one month earlier than previously reported.
5. Staff confirmed that the required updates were made to the Board Policy Manual and Strategic Plan with all updates reflected on the "New" Website.
6. Staff met with the current developer of the Valley Oaks project on several occasions. Staff reviewed CCTV of the existing line in Coyote Valley Rd. for consideration of accepting the sewer line into the District. This is still under review and consideration. Additionally, a site inspection of the easement through



## Hidden Valley Lake Community Services District

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the elementary school was conducted. The easement is in HVLCSD's name. A letter granting the developer the right to proceed is required before they can install a water, sewer or recycled water utility line. A plan check of these lines

was requested by the Valley Oaks developer. This brought to light that HVLCSD does not have a Plan Check fee in place like standard districts/agencies. If a rate study is conducted, this will be incorporated into the study. In the meantime, an hourly rate will be used to recover costs related to this and similar projects.

7. Staff has followed up with and is awaiting a response from Mr. Comstock for the renewal agreement to store pipe on his property and discharge to Putah Creek if required.
8. Staff coordinated with HVLA in a cooperative effort to locate a professional diver company to inspect the Hidden Valley Lake dam and relief valve, aid in the location of an underground structure and provide data on prefab restrooms and showers.

### **Emergency Preparedness:**

1. Staff investigated and discussed alternate communication during an emergency when phones are down. Several options are being discussed and implemented in a Communication Contingency Plan.
2. Staff attended the monthly countywide meeting: Emergency Response Planning For Public Water Systems.

Stormflow 2017  
FEMA Funding Opportunities

Staff is working with Coastland Engineering to develop a proposal to assist CSD with the FEMA funding applications. The funding opportunities fall into two categories; I. Repair Work and II. Hazard Mitigation

I. Repair Work

- In this category, eligible work will be funded by FEMA at 75%, and Cal OES will fund 18.75%. This leaves the District's local share responsibility at 6.25%.
- The type of work eligible for this funding would be emergency work completed during the storms, and projects that make repairs to damage caused by the storms.
- Coastland will propose engineering estimates for 10 projects that are likely to be eligible for this funding.

List of Projects

1. Lift station overhauls
2. Interim treatment process in reclamation pond
3. EQ basin expansion
4. Repair WWTP access road
5. Pond levee repair
6. WW CS evaluation and repair
7. Repair Chlorine contact basin effluent vault and valve repair
8. Repair Filtration basin effluent vault and valve repair
9. Chlorine analyzer relocation
10. Water Balance Report

II. Hazard Mitigation

- In this category, eligible projects will be funded by FEMA at 75%, with the District's local share responsibility at 25%.
- The type of work eligible for this funding would be projects that mitigate possible damage in the future.
- Coastland will propose engineering estimates and application assistance for 4 projects that could be funded under this category.

List of Projects

- Backup water supply source
- Flood control detention basin control modifications
- Water distribution leak detection
- Backup power supply at water distribution system booster pump stations
- \*\* Hazard Mitigation projects require the submittal of a Notice of Intent (NOI). The deadline for this submittal is June 15, 2017.

The most Preliminary estimates for this proposal appear to be in the vicinity of <\$20,000.

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

**DATE:** May 16, 2017

**AGENDA ITEM:** Discussion and Possible Approval: Discuss the Water Energy Efficiency and Capital Reinvestment Program sponsored by Schneider Electric and authorize the General Manager to enter into an agreement to proceed

---

**RECOMMENDATIONS:** The Board is asked to approve transition from this estimated costs and savings effort, into a more formal design process where estimates become scopes and system performance guarantees. Recommendations will reduce energy costs, generate and store electricity for optimum use and upgrade water meter infrastructure.

---

**FINANCIAL IMPACT:** Estimated project costs are \$3,400,000. Grants and incentives of \$1,235,000 lower borrowed monies to \$2,165,000. Through grants, zero and low interest financing, Schneider Electric estimates annual debt service will be \$175,000 with annual revenues will be \$240,300, adding net new revenues to the Water, Wastewater and General Funds with a Return on Investments on borrowed monies of 9 years. Schneider Electric will assume financial risk and will guarantee utility savings to the District, for up to 15 years, or Schneider Electric will write a shortfall check.

**BACKGROUND:** Schneider Electric analyzed energy and water data, seeking to reduce utility and O&M costs. Hard and soft cost savings will immediately contribute to increase revenues, deferred maintenance and the building of financial reserves.

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 May 16, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent

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



# HVLCSD - Executive Summary

Presented by: Mark Kindelberger, Business Development Manager, Schneider Electric

# Business Case Review

## Background

Schneider Electric analyzed energy and water data, seeking to reduce utility and O&M costs. Hard and soft cost savings will immediately contribute to increase revenues, deferred maintenance and the building of financial reserves.

Recommendations will reduce energy costs, generate and store electricity for optimum use and upgrade water meter infrastructure.

Estimated project costs are \$3,400,000. Grants and incentives of \$1,235,000 lower borrowed monies to \$2,165,000. Through grants, zero and low interest financing, Schneider Electric estimates annual debt service will be \$175,000 with annual revenues will be \$240,300, adding net new revenues to the Water, Wastewater and General Funds.

The Board is asked to approve transition from this estimated costs and savings effort, into a more formal design process where estimates become scopes and system performance guarantees.

# Business Case Components

## Recommended

Measure	Location	Notes
Lighting	Main office	interior and exterior lighting to be upgraded to LED
Smart T-stats	Main office	new web-based controls improve comfort and reduce energy use
Sub-metering	All facilities	improved visibility, analysis and control at all sites w/centralized monitoring
Hydro turbine	Dam spillway	install small in-line hydro to generate electricity for new well
Solar canopies	Main office	50kW will provide power supporting blending, will provide shaded car parking
	Dam mailstop	100kW will provide power supporting new well, shaded parking for mailstop
Water meters	District wide	fully automatic communicating meters, improved accuracy generates water revenues
VFD's	pumps and motors	lowers energy use, increases equipment life
Battery storage	Main office	day charging allows for high evening peak and demand use
	New well	day charging allows for high evening peak and demand use

# Business Case Debt/Savings/Net Summary

<b>Fund:</b>	<b>Cost</b>	<b>Debt Service</b>	<b>Estimated Savings</b>	<b>Comments</b>
<b>Water Fund:</b>				
Water meters	\$1,800,000	\$5,466	\$5,833	State grant + SRF loan, large labor savings
Hydro	\$10,000	\$74	\$33	if no grant, meter savings will pay for Hydro
<b>Sewer Fund:</b>				
Sewer	\$0	\$0	\$3,333	sympathetic increase caused by new water revenues
<b>General Fund:</b>				
Solar	\$600,000	\$2,500	\$3,333	zero interest CREBS bond
Battery	\$700,000	\$2,917	\$4,250	State Grant and zero interest CREBS bond
Misc.	\$290,000	\$2,133	\$3,250	sub meters, lighting, T-stats, VFD's, EV charge stations
<b>Total</b>	<b>\$3,400,000</b>	<b>\$13,090</b>	<b>\$20,032</b>	project ROI on borrowed monies is 9 years



# Action

## The next step

Seeking Board approval of a design agreement (Investment Grade Audit) to fully develop scope, costs, incentives, financing and performance guarantees. Cost is a not-to-exceed fee of \$80,000. It covers projected design costs incurred including costs of physical testing of 1-2% in-place meters to confirm real water loss.

As initial estimates are confirmed and a scope is approved by staff. Schneider Electric will coordinate public competitive subcontractor bidding and assist the District in securing grants, incentives and financing. This process already started for Green Project Reserve - water meter grant.

Should any estimated measure not make the final approved scope, the \$80,000 will be prorated and reduced to actual costs within a viable project. The GPR grant will include all design costs associated with the water meter replacement project.

A final future step will be a Board-approved construction under a fixed-bid contract, without change orders from Schneider Electric and its subcontractors. Final IGA fee is rolled into the construction agreement.

The Construction agreement will contain a project performance guarantee and a promise of revenues, or we write the District an annual shortfall check.

# Relevant, recent and local experience

660 completed projects, 25 years with zero litigation

City of Gustine

City of Hughson

City of Calistoga

City of Ukiah

City of Eureka

Dixon Unified School District

Valley Sanitary District

Paradise Irrigation District

Stockton Unified School District

Life Is On



**Schneider**  
Electric

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

**DATE:** May 16, 2017

**AGENDA ITEM:** Discussion and Possible Action: Authorization for General Manager to execute Agreement for Services contract with CPS HR Consulting to coincide with a sewer/water rate study

---

**RECOMMENDATIONS:**

Authorize General Manager to execute Agreement for Services contract with CPS HR Consulting to coincide with a sewer/water rate study, following review and approval of contract terms by District Counsel. Maximum contract value (initial contract and any subsequent scope of work amendments) not to exceed \$7500.00 unless authorized by the Board.

**FINANCIAL IMPACT:**

Sufficient funding has been allocated in the 2017/18 budget (Professional Services Water/Sewer at a rate of 50/50) if approved; this was not budgeted for the 2016/17 year. If the Board prefers, to include it in the 2016/17 budget, a budget transfer will be required to be approved by the Board.

**BACKGROUND:**

The District is seeking to retain a consultant to conduct a salary survey. The results of the study will provide the basis for establishing wages and earnings for staff and used in the establishment of water and sewer rates that adequately and equitably fund the District’s water and sewer operations, while minimizing rate fluctuations.

Staff is requesting authorization to retain CPS HR Consulting to conduct the forthcoming salary survey for \$7,500.00.

---



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 (5/16/17) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

PROPOSAL

# Hidden Valley Lake Community Service District

## Base Compensation Study

April 28, 2017

SUBMITTED BY:

VICKI QUINTERO BRASHEAR

*Director of Products and Services*

CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815  
P: 916-471-3481  
F: 916-561-7281  
vbrashear@cps hr.us  
Tax ID: 68-0067209

[www.cps hr.us](http://www.cps hr.us)



Your Path to Performance

# Hidden Valley Lake Community Service District

## Statement of Work

---

### Understanding of the Scope of Work

The Hidden Valley Lake Community Service District (HVLCSO) has requested a base compensation study. The base compensation survey will consist of all HVLCSO's classifications and up to eleven (11) labor market agencies<sup>1</sup>. To expedite the survey, CPS HR will compile data from available online sources and confirm with the market agencies. CPS HR will contact agencies to confirm accuracy of data collected and gather any additional data that cannot be located online.

### The CPS HR Approach to Consulting

Our approach to consulting can be summarized in the following four statements:

CPS HR believes that building a solid foundation for human resource management will best support an organization's efforts to achieve its mission and goals. We view the human resources function as a systems model that integrates success factors and best practices across the human resources span of control, while aligning with the external and internal factors that support its solid foundation. The use of this systems approach eliminates or mitigates the unintended consequences of making decisions which place human resources programs in silos, rather than on a continuum.

CPS HR fully understands that classification and compensation studies require an iterative, collaborative, and flexible approach, rather than an approach based on imposing change, and our work plans are designed to be inclusionary and collaborative with all stakeholders.

Compensation systems should be designed to serve as a foundation for an organization over many years, through both good and bad economic times. We believe our greatest strength is our ability to work with our clients to develop well thought out systems which will withstand changing operational and economic conditions.

We view our clients as our business partners; our goal is to form strong and collaborative partnerships with our clients to assist them in achieving their missions. It is through such partnerships that CPS HR achieves our own mission of transforming human resources management in the public sector.

---

<sup>1</sup> Not all agencies may have comparable classifications. As such, the number of data points might fluctuate.

## Project Methodology/Work Plan

The general purpose of this base compensation study is to identify pay trends for specific jobs within the market, and to determine salary levels that are aligned within the market. In this study, the role of CPS HR is to conduct the necessary research and market analyses which are aligned with best practices, and provide sound and defensible salary recommendations to the HVLCSD.

The proposed methodology includes:

- **Review Background Materials:** CPS HR will request any additional background information from the HVLCSD to ensure consultants are prepared for the initial meeting. Typical material requests for compensation studies include classification specifications, policies and procedures, organizational charts, and any other documents relevant to the study.
- **Initial Project Meeting:** CPS HR consultants will meet with HVLCSD to discuss study methodologies, deliverables, timelines, and data collection methods. This proposal assumes that HVLCSD's classifications will be compared with up to eleven (11) to-be-determined labor market agencies. The list of potential study classifications that will be included in the survey are as follows:
  1. General Manager
  2. Administrative Assistant
  3. Senior Accounts Representative
  4. Full Charge Bookkeeper
  5. Water Resources Specialist
  6. Water/Wastewater Lead Operator
  7. Operator I/II
  8. Utility Worker I/II

During this meeting, HVLCSD will confirm survey classifications and potential labor market agencies.

- **Labor Market Agency Selection:** CPS HR will evaluate and prepare recommendations for the selection of HVLCSD's labor market agencies. Selection criteria for comparable labor market agencies typically include:
  - Geographic proximity
  - Size of the organization (measures may include number of employees or population)
  - Services provided
  - Past labor market agency practices
  - Cost of living/cost of wages

It is important to note that due to the unique organizational structure of HVLCSD, it may not be possible to find market agencies that are an exact match. In particular, the



combination of Water and Wastewater is not common within the Water Industry in HVLCS D's proximal geographic area. Therefore, it may be necessary to consider Water and Wastewater elements in isolation. CPS HR. This study assumes up to eleven (11) labor market agencies will be selected for use in the base compensation study.

Labor market agencies included in previous HVLCS D compensation studies include:

1. City of Calistoga
2. City of Healdsburg
3. City of Lakeport
4. City of Napa
5. City of Santa Rosa
6. City of Sonoma
7. Clearlake Oaks County Water District
8. County of Lake
9. North Marin Water District
10. Town of Windsor
11. Valley of the Moon Water District

- **Collect, Review, Analyze, and Validate Labor Market Survey Data:** CPS HR will identify best matches for all classifications for each market agency from online classification specifications, position allocation documents, organizational charts, and budget documents (when available). It is critical that CPS HR review such documents since titles alone can often be misleading and should not be relied upon. CPS HR will contact agencies to confirm accuracy of data collected as well as to collect any additional data that cannot be located online.

To determine whether a match from a labor market agency is comparable to HVLCS D's classification, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature and level of work performed. Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

- **Prepare Draft Base Compensation Report:** CPS HR will develop a Draft Base Compensation Report detailing the results of the labor market survey. This draft report will comprise the following:
  - Scope of the study
  - Labor market agencies

- Study classifications
- Labor market organizational structure
- Labor market data analysis/methodologies
- Results of the base salary survey

After reviewing the Draft Base Compensation Report, HVLCS D will submit any questions, comments, and/or concerns for CPS HR to address.

- **Prepare Final Base Compensation Report:** Based upon HVLCS D’s review of the Draft Base Compensation Report, CPS HR will follow up and resolve any outstanding issues. Hard and electronic copies of the Final Base Compensation Report will be delivered to HVLCS D.

## Proposed Timeline

Based upon the work plan presented within this proposal, we anticipate a study of this nature, would be conducted with the delivery of the draft report within a 12-week timeframe from the execution of the contract and the HVLCS D’s preferred start date.

The proposed timeline assumes that HVLCS D will be able to review, provide comments, and approve study products within agreed upon time frames. During the study, the CPS HR Project Manager will assess any impacts on the timeline on an ongoing basis.

BASE COMPENSATION STUDY PROJECT TIMELINE		
Task #	Project Tasks	Time Frame
Task 1	Review HVLCS D’s Background Materials	Week 1
Task 2	Initial Project Meeting	Week 1
Task 3	Labor Market Agency Selection	Week 2-3
Task 5	Collect, Review, Analyze, and Validate Labor Market Data	Weeks 4-9
Task 7	Prepare Draft Report	Week 10
Task 8	Prepare Final Report	Week 11-12

## Professional Fees

To complete HVLCS D’s base compensation study as described in this proposal, CPS HR is proposing fixed professional service fees of **\$7,500**. Travel will be billed separately at the GSA per diem rates for meals and mileage. CPS HR does not anticipate the need for travel unless specifically requested by HVLCS D.

Other approaches may be discussed that will alter the cost of the project. The methods, approach

and timelines described in this proposal as well as the cost estimate have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The total cost reflects the steps and time necessary to conduct the study in a sound, thorough and sustainable manner. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule and/or cost estimate.

## Rates for Additional Services

A rate schedule is presented below for any additional work desired by HVLCSD that is not specified in the work plans prepared for this proposal.

<b>Labor Categories</b>	<b>Hourly Rate</b>
Project Manager	\$150
Project Consultant	\$120
Technical Support	\$65

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

**DATE:** May 16, 2017

**AGENDA ITEM:** Discussion and Possible Approval: Discuss the Knocti Conservation Crew #27 proposal and authorize the G.M. to enter into an agreement to proceed with weed abatement services.

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**RECOMMENDATIONS:** Staff recommends the approval for General Manager to enter into an agreement with Knocti Conservation Crew #27 for Weed Abatement services for 2017 and thereafter.

---

**FINANCIAL IMPACT:** Not to exceed \$4999.00 without further board approval.

**BACKGROUND:** Weed abatement and fuel reduction is required to be completed before June 2017. To save the District resources, staff have been working with Knocti Conservation Crew #27 to enter into an agreement for Hazardous Fuel removal, such as weeds shrubs, trees and down trees.

Properties to be addressed by the KCC#27 are;  
Hidden Valley Lake CSD,  
Fiddlers Dr.  
Levee along Putah Creek  
Treatment Plant Levee

Due to lack of response from property owners, HVLCSO property at Grizzly Court will be cleared by HVLCSO Field Staff.

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 May 16, 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

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

**DATE:** May 16, 2017

**AGENDA ITEM:** Discussion and Possible Action: Authorization for General Manager to remove Drought Surcharge based on Governor Executive Order B-40-17, rescinding RESOLUTION 2015-21 RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ENACTING DROUGHT SURCHARGE RATE

---

**RECOMMENDATIONS:** Authorize General Manager to remove the Hidden Valley Lake CSD’s drought surcharge. Reduction will reflect on the May bill which customers receive in June.

**FINANCIAL IMPACT:** Approximate reduction of income based on May and June 2016 water use of \$38,000.00. Estimated loss for 2017-2018 fiscal year approximately \$205,000.00.

**BACKGROUND:** California’s main water regulatory agency ended mandatory conservation regulations for urban residents Wednesday, following Gov. Jerry Brown’s official declaration that the drought ended April 7. The decision by the State Water Resources Control Board means urban water agencies no longer have to submit to “stress tests” proving they have enough water to withstand three straight years of dry weather. All other conservation requirements have ended, too, although Californians are still prohibited from engaging in “wasteful practices” such as watering their lawns while it’s raining or hosing down sidewalks. What’s more, urban agencies will have to continue to report their monthly water usage to the state.

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 (May 16, 2017) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board



# Media Release

State Water Board Rescinds Mandatory Conservation Standards; Reporting Requirements and Prohibition on Water Waste Remain

**FOR IMMEDIATE RELEASE**  
**April 26, 2017**

**Contact:** George Kostyrko  
[george.kostyrko@waterboards.ca.gov](mailto:george.kostyrko@waterboards.ca.gov)

**SACRAMENTO** —Today the State Water Resources Control Board [rescinded](#) the water supply “stress test” requirements and remaining mandatory conservation standards for urban water suppliers while keeping in place the water use reporting requirements and prohibitions against wasteful practices.

The action by State Water Board Executive Director Tom Howard was in response to Governor Brown’s announcement earlier this month [ending the drought state of emergency](#) and transitioning to a permanent framework for making water conservation a California way of life.

The Governor’s April 7 [executive order](#) directs the State Water Board to lift the specific conservation provisions of its [drought emergency regulations](#) but to keep in place the temporary requirements for monthly water use reporting and prohibitions against wasteful water use practices while the Board works to develop permanent reporting and wasteful use regulations. The temporary requirements will remain in effective until Nov. 25, when the emergency regulation expires.

The current prohibitions against wasteful water use practices include outdoor watering during or within 48 hours after a rain event; hosing down a sidewalk instead of using a broom or a brush; and overwatering a landscape to where water is running off onto the sidewalk or into the gutter.

The long-term [conservation framework](#), also released on April 7, includes recommendations to establish permanent water conservation standards and improved agricultural and urban water management planning to better prepare for more frequent and severe droughts due to climate change. These actions will help achieve a top priority of the [California Water Action Plan](#) - to improve long-term drought preparedness and “Make Conservation a California Way of Life.”

As part of the framework, the Governor released [proposed legislation](#) to establish long-term water conservation measures and improved planning for more frequent and severe droughts. Among other things the proposed legislation:

- Requires the State Water Board, in consultation with the Department of Water Resources (DWR), to set long-term urban water use efficiency standards by May 20, 2021;



- Includes a robust public participation process to provide the State Water Board and DWR with critical input from local agencies, tribal governments, nongovernmental organizations, the business sector, academics, and others;
- Requires urban water suppliers to plan for droughts lasting five or more years; and
- Establishes new drought planning and water efficiency reporting requirements for agricultural water suppliers.

###

**RESOLUTION 2015-21**

**RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS ENACTING DROUGHT SURCHARGE RATE**

WHEREAS, on January 17, 2014 Governor Jerry Brown declared a drought state of emergency in response to ongoing and potentially worsening drought conditions, and has called on all Californians to voluntarily reduce water usage by 20 percent; and

WHEREAS, on April 1, 2015 Governor Brown Governor mandated for a 25 percent statewide reduction in urban water use, as compared to 2013; and

WHEREAS, on July 21, 2015 the Hidden Valley Lake Community services District held a public hearing adopting new water rates that included a drought surcharge fee schedule to offset revenue shortfalls resulting from the State imposed mandates; and

WHEREAS, the Board of Directors, at their discretion, can implement any of the four drought stages and would remain in effect no longer than the State imposed mandate;

NOW THEREFORE BE IT RESOLVED, that the Hidden Valley Lake Community Services District Board of Directors will implement Drought Surcharge Stage 2 (20% use reduction) to offset revenue shortfalls effective October 1, 2015.

**PASSED AND ADOPTED** on September 30, 2015 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Jim Freeman  
President of the Board of Directors

**ATTEST:**

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Tami Ipsen  
Secretary to the Board of Directors



**Executive Department**

State of California

**EXECUTIVE ORDER B-40-17**

**WHEREAS** California has endured a severe multi-year drought that has threatened the water supplies of communities and residents, devastated agricultural production in many areas, and harmed fish, animals and their environmental habitats; and

**WHEREAS** Californians responded to the drought by conserving water at unprecedented levels, reducing water use in communities by more than 22% between June 2015 and January 2017; and

**WHEREAS** the State Water Resources Control Board, the Department of Water Resources, the Department of Fish and Wildlife, the Office of Emergency Services, and many other state agencies worked cooperatively to manage and mitigate the effects of the drought on our communities, businesses, and the environment; and

**WHEREAS** the State provided 66,344,584 gallons of water to fill water tanks for communities suffering through drought-related water shortages, outages, or contamination, and provided emergency assistance to drill wells and connect communities to more robust water systems; and

**WHEREAS** the State took a number of important actions to preserve and protect fish and wildlife resources, including stream and species population monitoring, fish rescues and relocations, infrastructure improvements at trout and salmon hatcheries, and infrastructure to provide critical habitat for waterfowl and terrestrial animals; and

**WHEREAS** the State established a Statewide Water Efficiency and Enhancement Program for agricultural operations that provides financial assistance for the implementation of irrigation systems that save water; and

**WHEREAS** water content in California's mountain snowpack is 164 percent of the season average; and

**WHEREAS** Lake Oroville, the State Water Project's principal reservoir, is 101 percent of average, Lake Shasta, the federal Central Valley Project's largest reservoir, is at 110 percent of average, and the great majority of California's other major reservoirs are above normal storage levels; and

**WHEREAS** despite winter precipitation, the effects of the drought persist in areas of the Central Valley, including groundwater depletion and subsidence; and

**WHEREAS** our changing climate requires California to continue to adopt and adhere to permanent changes to use water more wisely and to prepare for more frequent and persistent periods of limited water supply; and



**WHEREAS** increasing long-term water conservation among Californians, improving water use efficiency within the State's communities and agricultural production, and strengthening local and regional drought planning are critical to California's resilience to drought and climate change.

**NOW, THEREFORE, I, EDMUND G. BROWN JR.**, Governor of the State of California, in accordance with the authority vested in me by the Constitution and statutes of the State of California, do hereby **TERMINATE THE JANUARY 17, 2014 DROUGHT STATE OF EMERGENCY** for all counties in California except the Counties of Fresno, Kings, Tulare, and Tuolumne.

**I FURTHER ORDER THAT:**

1. The orders and provisions contained in my April 25, 2014 Emergency Proclamation, as well as Executive Orders B-26-14, B-28-14, B-29-15, and B-36-15 are rescinded.
2. The orders and provisions contained in Executive Order B-37-16, **Making Water Conservation a California Way of Life**, remain in full force and effect except as modified by this Executive Order.
3. As required by the State Emergency Plan and Government Code section 8607(f), the Office of Emergency Services, in coordination with other state agencies, shall produce an after-action report detailing the State's response to the drought and any lessons learned in carrying out that response.

**MAINTAINING CONSERVATION AS A WAY OF LIFE**

4. The State Water Resources Control Board (Water Board) shall continue development of permanent prohibitions on wasteful water use and requirements for reporting water use by urban water agencies, and to provide a bridge to those permanent requirements, shall maintain the existing emergency regulations until they expire as provided by the Water Code. Permanent restrictions shall prohibit wasteful practices such as:
  - Hosing off sidewalks, driveways and other hardscapes;
  - Washing automobiles with hoses not equipped with a shut-off nozzle;
  - Using non-recirculated water in a fountain or other decorative water feature;
  - Watering lawns in a manner that causes runoff, or within 48 hours after measurable precipitation; and
  - Irrigating ornamental turf on public street medians.
5. The Water Board shall rescind those portions of its existing emergency regulations that require a water supply stress test or mandatory conservation standard for urban water agencies.





6. The Department of Water Resources (Department) shall continue work with the Water Board to develop standards that urban water suppliers will use to set new urban water use efficiency targets as directed by Executive Order B-37-16. Upon enactment of legislation, the Water Board shall adopt urban water use efficiency standards that include indoor use, outdoor use, and leaks as well as performance measures for commercial, industrial, and institutional water use. The Department shall provide technical assistance and urban landscape area data to urban water suppliers for determining efficient outdoor use.
7. The Water Board and the Department shall continue to direct actions to minimize water system leaks that waste large amounts of water. The Water Board, after funding projects to address health and safety, shall use loans from the Drinking Water State Revolving Fund to prioritize local projects that reduce leaks and other water system losses.
8. The Water Board and the Department shall continue to take actions to direct urban and agricultural water suppliers to accelerate their data collection, improve water system management, and prioritize capital projects to reduce water waste. The California Public Utilities Commission is requested to work with investor-owned water utilities to accelerate work to minimize leaks.
9. The Water Board is further directed to work with state agencies and water suppliers to identify mechanisms that would encourage and facilitate the adoption of rate structures and other pricing mechanisms that promote water conservation.
10. All state agencies shall continue response activities that may be needed to manage the lingering drought impacts to people and wildlife. State agencies shall increase efforts at building drought resiliency for the future, including evaluating lessons learned from this current drought, completing efforts to modernize our infrastructure for drought and water supply reliability, and shall take actions to improve monitoring of native fish and wildlife populations using innovative science and technology.

**CONTINUED DROUGHT RESPONSE IN FRESNO, KINGS, TULARE, AND TUOLUMNE COUNTIES**

11. The Water Board will continue to prioritize new and amended safe drinking water permits that enhance water supply and reliability for community water systems facing water shortages or that expand service connections to include existing residences facing water shortages.
12. The Department and the Water Board will accelerate funding for local water supply enhancement projects and will continue to explore if any existing unspent funds can be repurposed to enable near-term water conservation projects.
13. The Water Board will continue to work with local agencies to identify communities that may run out of drinking water, and will provide technical and financial assistance to help these communities address drinking water

shortages. It will also identify emergency interconnections that exist among the State's public water systems that can help these threatened communities. The Department, the Water Board, the Office of Emergency Services, and the Office of Planning and Research will work with local agencies in implementing solutions to those water shortages.

14. For actions taken in the Counties of Fresno, Kings, Tulare, and Tuolumne pursuant to directives 11–13, the provisions of the Government Code and the Public Contract Code applicable to state contracts, including, but not limited to, advertising and competitive bidding requirements, as well as Division 13 (commencing with section 21000) of the Public Resources Code and regulations adopted pursuant to that Division, are hereby suspended. These suspensions apply to any actions taken by state agencies, and for actions taken by local agencies where the state agency with primary responsibility for implementing the directive concurs that local action is required, as well as for any necessary permits or approvals required to complete these actions.
15. California Disaster Assistance Act Funding is authorized until June 30, 2017 to provide emergency water to individuals and households who are currently enrolled in the emergency water tank program.
16. State departments shall commence all drought remediation projects in Fresno, Kings, Tulare, and Tuolumne Counties within one year of the date of this Executive Order.

This Executive Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**I FURTHER DIRECT** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 7th day of April 2017.

  
EDMUND G. BROWN JR.  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State



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

**DATE:** May 16, 2017

**AGENDA ITEM:** Discussion and Possible Action: General Manager to enter into a contract with GHD to complete a Water Balance Report as required by Central Valley Regional Water Quality Control Board.

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**RECOMMENDATIONS:** Authorize General Manager to enter into a contract with GHD to complete a Water Balance Report as required by Central Valley Regional Water Quality Control Board not to exceed \$39453.00

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**FINANCIAL IMPACT:** Estimated cost of Water Balance Report not to exceed to be \$39,453. The remainder of financial impact is to be determined.

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**BACKGROUND:** The District has received a Violation for Raw Sewage Spills, due to the January 2017 flooding events, from the Central Valley Regional Water Quality Control Board dated April 12, 2017. *“Therefore, by 31 May 2017, the Discharger shall submit a Water Balance Report prepared by, and signed/stamped by, a California Professional Engineer. The Water Balance Report must include the information provided in Attachment A, enclosed. In addition, the report must include an evaluation of the proposed expansion of the equalization basin to ensure that the five million gallons of capacity is adequate using 2016/2017 influent flows, 100-year annual precipitation data, and other contributions such as inflow and infiltration. The Discharger shall provide a timeline showing that all needed improvements including the equalization basin expansion will be in place and operational by 1 October-2017. This will ensure that the facility is prepared for the 2017/2018 wet season.”*

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 (May 16, 2017) by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board



EDMUND G. BROWN JR.  
GOVERNOR

MATTHEW RODRIGUEZ  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

## Central Valley Regional Water Quality Control Board

12 April 2017

### CERTIFIED MAIL

91 7199 9991 8364 1843

Rodney Wood  
Hidden Valley Lake Association  
18174 Hidden Valley Road  
Middletown, CA 95461

### CERTIFIED MAIL

91 7199 9991 7035 8364 1836

Kirk Cloyd  
Hidden Valley Lake Community Services  
District  
19400 Hartman Road  
Middletown, CA 95461

### ***NOTICE OF VIOLATION FOR RAW SEWAGE SPILLS, HIDDEN VALLEY LAKE WATER RECLAMATION FACILITY, LAKE COUNTY***

The Hidden Valley Lake Water Reclamation Facility is owned and operated by Hidden Valley Lake Community Services District and Hidden Valley Lake Association (Dischargers). The facility is regulated by the Central Valley Regional Water Board under Waste Discharge Requirements (WDRs) Order 5-00-019 and revised Monitoring and Reporting Program (MRP) 5-00-019, and Statewide General Waste Discharge Requirements for Sanitary Sewer Systems Order No. 2006-0003-DWQ (SSO General Order).

On 8 and 10 January 2017, Board staff was notified of three raw sewage spills (OES Control Nos. 17-0159, 17-0160, and 17-0297). In follow-up to the notifications, the Discharger submitted a spill response report on 19 January 2017, and an update to the report on 29 March 2017. The spills are described as follows:

- The first reported spill (OES Control No. 17-0159), estimated at approximately 16,155 gallons, occurred on 8 January 2017 from overflowing manholes located at the corner of 18550 Brookfield Road and North Shore Drive, and at 18805 North Shore Drive.
- The second reported spill (OES Control No. 17-0160), estimated at approximately 39,990 gallons, occurred on 8 January 2017 from private lateral cleanouts located at 19666 Mountain Meadow South and at 19683 Mountain Meadow South. Because the collection system was becoming inundated with storm water, pumper trucks were used to pump sewage from key lift stations. In addition, manholes and lift stations were sandbagged on an as needed basis.
- The third reported spill (OES Control No. 17-0297), estimated at approximately 1,500 gallons, occurred on 10 January 2017 from a manhole located at 18805 North Shore Drive.

KARL E. LONGLEY SCD, P.E., CHAIR | PAMELA C. CREEDON P.E., BCCE, EXECUTIVE OFFICER

11020 Sun Center Drive #200, Rancho Cordova, CA 95670 | [www.waterboards.ca.gov/centralvalley](http://www.waterboards.ca.gov/centralvalley)

In addition to these three spills described above, on 10 January 2017 the equalization basin at the treatment plant overflowed into the storage reservoir. This was the result of the collection system becoming inundated with high volumes of storm water and raw sewage, and the equalization basin having inadequate capacity. Pumper trucks were again utilized to prevent additional overflows from the equalization basin to the storage reservoir. The Discharger states that between 7 January and 11 January 2017 the flood control station, collection system, and wastewater treatment plant all exceeded their design capacities. Therefore, the Discharger identified the following items to address future overflows, which include:

- Provide updates to the internal Standard Operating Procedures (SOPs). The SOPs will include a contingency plan which refers to the expansion of the Equalization Basin.
- Re-prioritize the Capital Improvement Plan to make the Sewer Lateral Repair Plan a priority. In addition, coordinate collection system repair activities based on the CCTV inspection results, with Lift Stations 5 and Hardesters being the first priority.
- Obtain estimates from construction firms to expand the capacity of the equalization basin to five million gallons.

### Violations

As a result of the spills, the Discharger is in violation of its WDRs and the SSO General Order as specified below:

- Discharge Prohibition No. 1 of the WDRs states: "The Discharge of wastes to surface waters or surface water drainage courses is prohibited."
- Prohibition C.1 of the SSO General Order states: "Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited."

Please be advised that these violations of your WDRs and SSO General Order could result in additional result in additional enforcement action, including issuance of an Administrative Civil Liability (Penalty).

### Submittal Request

Board staff would like to thank you for hauling wastewater to prevent additional spills. However, as you are aware, the hauling of wastewater is not a permanent solution to address capacity issues at the facility. Therefore, by **31 May 2017**, the Discharger shall submit a *Water Balance Report* prepared by, and signed/stamped by, a California Professional Engineer. The *Water Balance Report* must include the information provided in Attachment A, enclosed. In addition, the report must include an evaluation of the proposed expansion of the equalization basin to ensure that the five million gallons of capacity is adequate using 2016/2017 influent flows, 100 year annual precipitation data, and other contributions such as inflow and infiltration. The Discharger shall provide a timeline showing that all needed improvements including the equalization basin expansion will be in place and operational by **1 October 2017**. This will ensure that the facility is prepared for the 2017/2018 wet season.

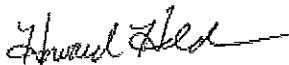


The requested submittal shall be signed under following certification:

*"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."*

The requested submittals shall also be converted to a searchable Portable Document Format (PDF) and e-mailed to [centralvalleysacramento@waterboards.ca.gov](mailto:centralvalleysacramento@waterboards.ca.gov). The e-mail shall contain the following: (a) Hidden Valley Lake Community Services District, (b) Hidden Valley Lake Water Reclamation Facility, (c) Title and Date of the Report, and (d) CIWQS Place ID No. 230282. Documents that are 50 MB or larger should be transferred to a CD, DVD, or flash drive and mailed to our office, attention "ECM Mailroom."

If you have any questions regarding this Notice of Violation, please contact Guy Childs (916) 464-4648 or at [guy.childs@waterboards.ca.gov](mailto:guy.childs@waterboards.ca.gov).



HOWARD HOLD, P.G., #7466  
Senior Engineering Geologist  
WDRs Compliance and Enforcement Unit

Encl: Attachment A - Requirements for Water Balance Update and Calibration  
cc: Craig Erikson, Colusa County Department of Environmental Health, Colusa

CIWQS Violation ID No. 1023421, 1023422, 1023423

gjc: 12 Apr-17



- C. Projected long-term percolation rates (including consideration of percolation from unlined ponds and the effects of solids plugging on ponds).
- D. Reduced capacity of ponds and containment structures due to sludge build-up should be taken into account when estimating pond capacity. Worst case scenarios based on historical data, O&M manuals, frequency of clean out, and WDRs requirements should be used.
- E. Run-on to the treatment system as well as direct precipitation should be considered.

### **SECTION 3 – Treatment System**

The normal operations and maintenance of the treatment system should be considered. O&M Manuals and procedural manuals should be referenced as well as historical monitoring data (i.e. residence times, completeness of treatment). Specific conditions of the WDRs should also be taken into account. The following should be taken into consideration:

- A. Operation hours, staffing, and downtime due to regular O&M should all be taken into account when calculating treatment capacity.

### **SECTION 4 – Disposal System**

The normal operations and maintenance of land application areas should be considered. O&M Manuals should be referenced as well as historical monitoring data (i.e. percolation rates, observed standing water). Specific conditions of the WDRs should also be taken into account. The following should be taken into consideration:

- A. Recycling area/land application area/disposal system hydraulic loading rates should be distributed monthly in accordance with expected seasonal variations based on crop evapotranspiration rates.
- B. The distribution of precipitation (i.e. storm intensity, light rain over a lot of days or heavy rain over a few days), as well as other factors such as wind and saturated conditions must be taken into account when determining the number of days a disposal system can be operated each month. The most reliable way to estimate this is based off of historical records from a water year of intensity similar to that which is being modeled.
- C. It should be specified whether the tailwater is collected, and if so if it is returned to the sprayfields directly or to one of the ponds.
- D. If applicable, storm water runoff shall be accounted for in the tailwater return calculations.
- E. Maximum disposal capacity of land application areas should be based on soil studies, cropping plans, percolation studies, and/or operator notes.

### **SECTION 5 – General Requirements**

These general requirements should be included in any water balance:

- A. All water balances shall start on 1 October and end on 30 September.

- B. All water balances must be submitted in electronic as well as paper format. The electronic files should be editable, and display all formulas, correlations, and calculations used.
- C. The water balance should include an assessment of the facility's capacity and performance during a normal water year and during a year with a total annual precipitation for a return period of 100 years.
- D. Local precipitation data for the 100-year annual return period, distributed monthly in accordance with mean monthly precipitation patterns shall be used. However, periods of high intensity storms should also be considered in the calculations.
- E. All water balances should be based on all available data. All data should also be quality controlled and used with discretion.
- F. For all updated or calibrated water balances the original water balance should also be submitted along with a narrative description of the differences between the original and updated/calibrated water balances.
- G. For each wastewater treatment, storage, or disposal pond and containment structure, provide the following information:
  - a. Identification (name) and function of the pond.
  - b. Surface area, depth, and volumetric capacity at two feet of freeboard.
  - c. Height (relative to surrounding grade), crest width, interior slope, and exterior slope of each berm or levee.
  - d. Materials used to construct each berm or levee.
  - e. Description of engineered liner, if any. Include a copy of the Construction Quality
  - f. Estimated steady state percolation rate for each unlined pond.
  - g. Depth to shallow groundwater below the base and pond inverts.
  - h. Precipitation and evapotranspiration data shall be from recognized stations. The source of this information shall be provided, including a link to the data.
  - i. Overfilling/overflow prevention features.
  - j. Operation and maintenance procedures.



May 8, 2017

Kirk Cloyd  
Hidden Valley Lake Community Services District  
19400 Hartman Road  
Middletown, CA 95461

**RE: Proposal for HVLCSD WWTP Water Balance Evaluation**

Dear Mr. Cloyd:

Per your request and based on your recent discussions with GHD, we are pleased to present this proposal to provide engineering assistance in response to the Regional Water Quality Control Board (RWQCB) Notice of Violation for Sewage Spills letter dated April 12, 2017. Per your request GHD can provide support for developing a Water Balance Report. Based on the information you have provided as well as experience with similar analyses, we have developed the following proposed scope of work:

**Task 1 Water Balance Report**

GHD will develop and complete a Water Balance Report as detailed in Attachment A Requirements for Water Balance Update and Calibration included in the Regional Water Quality Control Board Notice of Violation for Sewage Spills letter dated April 12, 2017. GHD will visit the site to review the system and discuss the NOV. Following the site visit a draft water balance will be developed based on available information for system flows. Assumptions will be made for the water balance based on availability of data and per the assumptions listed below. A draft report will be developed and submitted to the Hidden Valley Lake Community Services District (District) for review. Following review the report will be delivered to the RWQCB for review. A Final Report will be submitted to the RWQCB after review and comment.

**Deliverables:**

- Draft and Final Water Balance Report – 1 electronic PDF of each

**Assumptions:**

- Previous design data, water balance reports and system layouts will be provided in electronic PDF format.
- Wastewater influent flow data required for the water balance will be provided by Hidden Valley Lakes CSD.
- Wastewater disposal flow data.
- Any available system flow data, I&I studies and collection system evaluations will be provided.
- Additional work and meetings not referenced will be provided on a time and material basis.
- Detailed design and development of a bid package for installation of any required improvements will be developed under a separate scope and fee.

**Schedule**

GHD will complete the required Water Balance Report for submittal to the RWQCB by June 1, 2017 as required in the NOV letter.

**Fee**

GHD can provide the above described scope of services for an estimated fee of \$39,453 as detailed in the attached fee estimate.

We look forward to working with you on this project. If you have any questions, please feel free to contact me at (707) 540-9022.

Sincerely,  
GHD Inc.



Alex Culick, PE  
Managing Principal

Enclosures:  
Proposed Fee Estimate, dated 5/8/2017



## WWTP Water Balance Report

PROJECT NAME: HVLCSB WWTP RWQCB NOV Assistance

PROJECT NUMBER:

Estimated by: Alex Culick

**5/8/2017**

Task Description	GHD						Indirect Costs	FEE	Total Fee
	Culick	Winkelman	Philbert	Bach	Clerical	HOURS			
	Principal/ Project Manager	Project Engineer	Project Engineer	CAD	Admin				
	\$ 250	\$ 200	\$ 135	\$ 125	\$ 105				
<b>Project Management</b>									
Project Management	6					6	\$36	\$1,536	\$1,536
									<b>\$1,536</b>
<b>Revised Water Balance Report</b>									
Site Visit/Meetings with District	12	12	12			36	\$216	\$7,236	\$7,236
Background Review	2	4	16			22	\$132	\$3,592	\$3,592
Water Balance/I&I Review	8	16	80			104	\$624	\$16,624	\$16,624
Water Balance Report	2	12	24		2	40	\$240	\$6,590	\$6,590
Finalize Report	2	4	12		2	20	\$120	\$3,250	\$3,250
									<b>\$37,292</b>
<b>TOTAL HOURS ALL TASKS</b>	<b>32</b>	<b>48</b>	<b>144</b>	<b>0</b>	<b>4</b>	<b>228</b>			
<b>TOTAL FEE ALL TASKS</b>	<b>\$8,000</b>	<b>\$9,600</b>	<b>\$19,440</b>	<b>\$0</b>	<b>\$420</b>		<b>\$1,993</b>	<b>\$39,453</b>	<b>\$39,453</b>