



**Hidden Valley Lake Community Services District  
Finance Committee Meeting  
March 11, 2025– 12:30 p.m.  
19400 Hartmann Road, Hidden Valley Lake, Ca.**

*Agendas and agenda packet materials are available at: the District Admin office, [hvlcsd.org](http://hvlcsd.org), or by calling the District Secretary. The public may attend in-person or listen to the live audio broadcast at [hvlcsd.org](http://hvlcsd.org). Live broadcasting and audio recordings are available only for Regular and Special Board meetings held in the District Board Room. While every effort is made to provide a complete audio recording of each Board meeting, technical issues can occur.*

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE RECOMMENDATION: Monthly Financials
- 6) DISCUSSION AND POSSIBLE RECOMMENDATION: Projects Update
- 7) DISCUSSION AND POSSIBLE RECOMMENDATION: Recommend Proposal to Complete a Salary Study and Authorization of the Interim General Manager to Enter into a Service Agreement
- 8) DISCUSSION AND POSSIBLE RECOMMENDATION: Signing a Government Body Resolution to implement the State and Local Cybersecurity Grant Program
- 9) PUBLIC COMMENT
- 10) BOARD MEMBER COMMENT
- 11) ADJOURN

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

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	34.98
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	3,362.86
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	200.87
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	288.49
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	21,999.65
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	8,025.39
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	1,616.21
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	477.50
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	7,458.97
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,052.65
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	185.47
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	55.44
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	919.76
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	12.50
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	16.24
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	22.95
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	401.15
01-2788	GHD			N		FUND TOTAL FOR VENDOR	17,643.49
01-2792	ADVANCED SECURITY SYSTEMS			N		FUND TOTAL FOR VENDOR	433.50
01-2816	ELAN CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	9,938.52
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	3,931.50
01-2823	IAN GIBBS			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	250.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,028.88
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	124.50
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	3,055.67

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	470.50
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	295.73
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	739.14
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	2,177.94
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	90.80
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	190.45
01-3027	DONNA MAHONEY			N		FUND TOTAL FOR VENDOR	28.00
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	450.00
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	31.50
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	377.91
01-3071	BKS LAW FIRM, PC			N		FUND TOTAL FOR VENDOR	2,280.65
01-3075	JACOB MCCLURE			N		FUND TOTAL FOR VENDOR	61.95
01-3093	LAKE COUNTY WASTE Solutio			N		FUND TOTAL FOR VENDOR	316.11
01-3110	COURTNEY HERNANDEZ			N		FUND TOTAL FOR VENDOR	1,540.00
01-3116	KELLY REESE			N		FUND TOTAL FOR VENDOR	115.43
01-3132	JOSE CACHO			N		FUND TOTAL FOR VENDOR	350.00
01-3134	JONATHAN PHILPOT			N		FUND TOTAL FOR VENDOR	1,000.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	98.37
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	6,353.88

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

99,708.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	9.40
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	34.98
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	3,377.40
01-111	JAMES DAY CONSTRUCTION, I			N		FUND TOTAL FOR VENDOR	156.00
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	200.87
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	288.48
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	21,999.67
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	8,047.95
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	303.11
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	477.50
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	7,539.00
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,052.65
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	185.46
01-2545	UPPER PUTAH CREEK WATERS			N		FUND TOTAL FOR VENDOR	77.52
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	919.76
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	12.50
01-2667	COUNTY OF LAKE SOLID WAST			N		FUND TOTAL FOR VENDOR	16.24
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	23.04
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,093.62
01-2744	ADVENTIST HEALTH ST HELEN			N		FUND TOTAL FOR VENDOR	401.14
01-2788	GHD			N		FUND TOTAL FOR VENDOR	2,062.84
01-2792	ADVANCED SECURITY SYSTEMS			N		FUND TOTAL FOR VENDOR	433.50
01-2816	ELAN CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	5,609.06
01-2819	SWRCB - DWOCP			N		FUND TOTAL FOR VENDOR	90.00
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,713.00
01-2823	IAN GIBBS			N		FUND TOTAL FOR VENDOR	100.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	250.00
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	5,774.51
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	1,028.87
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	2,281.96
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	124.50
01-2926	THATCHER COMPANY, INC.			N		FUND TOTAL FOR VENDOR	1,152.23
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	470.50
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	295.73
01-2982	FOSTER MORRISON CONSULTIN			N		FUND TOTAL FOR VENDOR	2,177.94
01-3018	HANNAH DAVIDSON			N		FUND TOTAL FOR VENDOR	90.80
01-3022	WELLS FARGO FINANCIAL LEA			N		FUND TOTAL FOR VENDOR	190.44
01-3027	DONNA MAHONEY			N		FUND TOTAL FOR VENDOR	28.00
01-3050	ALESHIRE & WYNDER, LLP			N		FUND TOTAL FOR VENDOR	450.00
01-3054	SMALLCOMB, LISA			N		FUND TOTAL FOR VENDOR	31.50
01-3061	ODP BUSINESS SOLUTIONS, L			N		FUND TOTAL FOR VENDOR	377.82
01-3071	BKS LAW FIRM, PC			N		FUND TOTAL FOR VENDOR	2,280.64
01-3075	JACOB MCCLURE			N		FUND TOTAL FOR VENDOR	61.95
01-3079	PUMPMAN NORCAL			N		FUND TOTAL FOR VENDOR	2,970.00
01-3093	LAKE COUNTY WASTE Solutio			N		FUND TOTAL FOR VENDOR	316.11
01-3095	BRELJE & RACE CONSULTING			N		FUND TOTAL FOR VENDOR	11,915.00
01-3110	COURTNEY HERNANDEZ			N		FUND TOTAL FOR VENDOR	1,540.00
01-3112	SCC ELECTRIC, INC			N		FUND TOTAL FOR VENDOR	23,750.00
01-3116	KELLY REESE			N		FUND TOTAL FOR VENDOR	115.43
01-3132	JOSE CACHO			N		FUND TOTAL FOR VENDOR	350.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	98.37
01-9	PACIFIC GAS & ELECTRIC CO			N		FUND TOTAL FOR VENDOR	13,762.55

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

128,212.04

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
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\*\*\* REPORT TOTALS \*\*\*

227,920.04

227,920.04

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	295.73
120 2088	SURVIVOR BENEFITS - PERS	13.26
120 2090	PERS PAYABLE	3,244.91
120 2091	FIT PAYABLE	6,428.26
120 2092	CIT PAYABLE	2,370.48
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	782.99
120 2095	S D I PAYABLE	647.97
120 2099	DEFERRED COMP - 457 PLAN	250.00
120 5-00-5025	RETIREE HEALTH BENEFITS	2,207.29
120 5-00-5060	GASOLINE, OIL & FUEL	1,028.88
120 5-00-5061	VEHICLE MAINT	362.50
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	339.49
120 5-00-5092	POSTAGE & SHIPPING	760.14
120 5-00-5121	LEGAL SERVICES	2,730.65
120 5-00-5122	ENGINEERING SERVICES	17,643.49
120 5-00-5123	OTHER PROFESSIONAL SERVICES	288.49
120 5-00-5130	PRINTING & PUBLICATION	297.49
120 5-00-5145	EQUIPMENT RENTAL	190.45
120 5-00-5148	OPERATING SUPPLIES	4,702.07
120 5-00-5150	REPAIR & REPLACE	10,810.63
120 5-00-5155	MAINT BLDG & GROUNDS	241.69
120 5-00-5156	CUSTODIAL SERVICES	1,540.00
120 5-00-5157	SECURITY	433.50
120 5-00-5191	TELEPHONE	1,219.00
120 5-00-5192	ELECTRICITY	6,353.88
120 5-00-5193	OTHER UTILITIES	316.11
120 5-00-5194	IT SERVICES	470.50
120 5-00-5195	ENV/MONITORING	3,931.50
120 5-00-5315	SAFETY EQUIPMENT	428.73
120 5-00-5545	RECORDING FEES	30.00
120 5-10-5010	SALARIES & WAGES	475.48
120 5-10-5020	EMPLOYEE BENEFITS	7,479.62
120 5-10-5021	RETIREMENT BENEFITS	2,445.25

VENDOR SET: 01 Hidden Valley Lake

D I S B U R S E M E N T   R E P O R T

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5090	OFFICE SUPPLIES	282.61
120 5-10-5170	TRAVEL MILEAGE	150.30
120 5-10-5175	EDUCATION / SEMINARS	514.00
120 5-30-5010	SALARIES & WAGES	304.01
120 5-30-5020	EMPLOYEE BENEFITS	8,960.78
120 5-30-5021	RETIREMENT BENEFITS	1,755.55
120 5-30-5022	CLOTHING ALLOWANCE	103.73CR
120 5-30-5090	OFFICE SUPPLIES	119.06
120 5-30-5170	TRAVEL MILEAGE	177.38
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5020	DIRECTOR BENEFITS	8.00
120 5-40-5030	DIRECTOR HEALTH BENEFITS	4,567.02
120 5-70-7202	DISASTER MITIGATION	2,177.94
	** FUND TOTAL **	99,708.00
130 1052	ACCTS REC WATER USE	9.40
130 2075	AFLAC	295.73
130 2088	SURVIVOR BENEFITS - PERS	13.71
130 2090	PERS PAYABLE	3,284.56
130 2091	FIT PAYABLE	6,435.30
130 2092	CIT PAYABLE	2,378.57
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	790.90
130 2095	S D I PAYABLE	654.51
130 2099	DEFERRED COMP - PLAN 457 PAYAB	250.00
130 5-00-5025	RETIREE HEALTH BENEFITS	2,207.29
130 5-00-5060	GASOLINE, OIL & FUEL	1,028.87
130 5-00-5061	VEHICLE MAINT	362.50
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	339.49
130 5-00-5092	POSTAGE & SHIPPING	760.14
130 5-00-5121	LEGAL SERVICES	2,730.64
130 5-00-5123	OTHER PROFESSIONAL SERVICES	288.48
130 5-00-5124	WATER RIGHTS	77.52
130 5-00-5130	PRINTING & PUBLICATION	297.49
130 5-00-5145	EQUIPMENT RENTAL	190.44
130 5-00-5148	OPERATING SUPPLIES	1,152.23
130 5-00-5150	REPAIR & REPLACE	8,988.51
130 5-00-5155	MAINT BLDG & GROUNDS	241.78
130 5-00-5156	CUSTODIAL SERVICES	1,540.00
130 5-00-5157	SECURITY	433.50
130 5-00-5191	TELEPHONE	1,219.00
130 5-00-5192	ELECTRICITY	13,762.55
130 5-00-5193	OTHER UTILITIES	316.11
130 5-00-5194	IT SERVICES	2,752.46
130 5-00-5195	ENV/MONITORING	1,713.00
130 5-00-5315	SAFETY EQUIPMENT	428.70
130 5-00-5505	WATER CONSERVATION	61.01

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-00-5545	RECORDING FEES	30.00
130 5-10-5010	SALARIES & WAGES	475.44
130 5-10-5020	EMPLOYEE BENEFITS	7,479.56
130 5-10-5021	RETIREMENT BENEFITS	2,445.16
130 5-10-5090	OFFICE SUPPLIES	282.54
130 5-10-5170	TRAVEL MILEAGE	150.30
130 5-10-5175	EDUCATION / SEMINARS	514.00
130 5-30-5010	SALARIES & WAGES	311.71
130 5-30-5020	EMPLOYEE BENEFITS	8,960.76
130 5-30-5021	RETIREMENT BENEFITS	1,795.57
130 5-30-5022	CLOTHING ALLOWANCE	103.73CR
130 5-30-5063	CERTIFICATIONS	90.00
130 5-30-5090	OFFICE SUPPLIES	119.05
130 5-30-5170	TRAVEL MILEAGE	177.38
130 5-30-5175	EDUCATION / SEMINARS	190.00
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5020	DIRECTOR BENEFITS	8.00
130 5-40-5030	DIRECTOR HEALTH BENEFITS	4,567.02
130 5-70-7202	DISASTER MITIGATION	2,177.94
130 5-70-7204	RELIABLE WATER SUPPLY	43,502.35
	** FUND TOTAL **	128,212.04

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 \*\* TOTAL \*\* 227,920.04

NO ERRORS



SELECTION CRITERIA

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

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 2/01/2025 THRU 2/28/2025	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

REPORT SEQUENCE: FUND  
G/L EXPENSE DISTRIBUTION: YES  
CHECK RANGE: 000000 THRU 999999  
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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

120-SEWER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,930,630.00</u>	<u>184,467.09</u>	<u>1,686,450.45</u>	<u>1,244,179.55</u>	<u>57.55</u>
TOTAL REVENUES	<u>2,930,630.00</u>	<u>184,467.09</u>	<u>1,686,450.45</u>	<u>1,244,179.55</u>	<u>57.55</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	1,362,132.00	64,755.25	939,401.78	422,730.22	68.97
ADMINISTRATION	502,230.00	44,132.19	336,238.28	165,991.72	66.95
FIELD	493,250.00	32,178.06	321,662.69	171,587.31	65.21
DIRECTORS	73,582.00	4,661.57	37,093.01	36,488.99	50.41
CAPITAL PROJECTS & EQUIP	<u>428,875.00</u>	<u>2,177.94</u>	<u>35,362.18</u>	<u>393,512.82</u>	<u>8.25</u>
TOTAL EXPENDITURES	<u>2,860,069.00</u>	<u>147,905.01</u>	<u>1,669,757.94</u>	<u>1,190,311.06</u>	<u>58.38</u>
REVENUES OVER/(UNDER) EXPENDITURES	70,561.00	36,562.08	16,692.51	53,868.49	23.66

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

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	200.00	300.00	40.00
120-4036 DEVELOPER FEES SEWER	0.00	0.00	0.00	0.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	9,000.00	0.00	2,371.20	6,628.80	26.35
120-4050 SALES OF RECLAIMED WATER	183,611.00	0.00	153,678.91	29,932.09	83.70
120-4111 COMM SEWER USE	85,538.00	7,428.16	70,738.52	14,799.48	82.70
120-4112 GOV'T SEWER USE	1,200.00	144.74	1,130.65	69.35	94.22
120-4116 SEWER USE CHARGES	2,059,031.00	172,835.42	1,388,059.94	670,971.06	67.41
120-4210 LATE FEE	32,000.00	4,031.72	29,947.80	2,052.20	93.59
120-4300 MISC INCOME	500.00	0.00	32.91	467.09	6.58
120-4310 OTHER INCOME	500.00	27.05	847.78 (	347.78)	169.56
120-4320 FEMA/CalOES GRANTS	0.00	0.00	31,717.21 (	31,717.21)	0.00
120-4325 GRANTS	121,875.00	0.00	0.00	121,875.00	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	3,000.00	0.00	3,895.56 (	895.56)	129.85
120-4580 TRANSFERS IN	433,875.00	0.00	0.00	433,875.00	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	3,829.97 (	3,829.97)	0.00
<b>TOTAL REVENUES</b>	<b>2,930,630.00</b>	<b>184,467.09</b>	<b>1,686,450.45</b>	<b>1,244,179.55</b>	<b>57.55</b>
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HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

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	35,000.00	0.00	29,597.51	5,402.49	84.56
120-5-00-5025 RETIREE HEALTH BENEFITS	19,007.00	1,649.04	9,541.91	9,465.09	50.20
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	1,028.88	9,212.89	20,787.11	30.71
120-5-00-5061 VEHICLE MAINT	30,000.00	362.50	28,165.93	1,834.07	93.89
120-5-00-5062 TAXES & LIC	800.00	0.00	110.88	689.12	13.86
120-5-00-5074 INSURANCE PROPERTY/LIABILI	157,500.00	0.00	154,142.74	3,357.26	97.87
120-5-00-5075 BANK FEES	35,000.00	2,577.20	18,805.51	16,194.49	53.73
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	14,000.00	339.49	8,286.74	5,713.26	59.19
120-5-00-5092 POSTAGE & SHIPPING	10,000.00	760.14	6,981.89	3,018.11	69.82
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	20,000.00	2,730.65	13,588.28	6,411.72	67.94
120-5-00-5122 ENGINEERING SERVICES	75,000.00	17,643.49	29,885.99	45,114.01	39.85
120-5-00-5123 OTHER PROFESSIONAL SERVICE	37,000.00	288.49	2,328.24	34,671.76	6.29
120-5-00-5125 OPEB	13,000.00	0.00	0.00	13,000.00	0.00
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	8,482.50 (	982.50)	113.10
120-5-00-5130 PRINTING & PUBLICATION	8,000.00	297.49	3,403.32	4,596.68	42.54
120-5-00-5135 NEWSLETTER	1,000.00	0.00	210.00	790.00	21.00
120-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	6,500.00	190.45	1,835.41	4,664.59	28.24
120-5-00-5148 OPERATING SUPPLIES	90,000.00	4,702.07	57,921.89	32,078.11	64.36
120-5-00-5150 REPAIR & REPLACE	185,000.00	10,810.63	146,573.21	38,426.79	79.23
120-5-00-5155 MAINT BLDG & GROUNDS	15,500.00	241.69	17,783.30 (	2,283.30)	114.73
120-5-00-5156 CUSTODIAL SERVICES	18,500.00	1,540.00	11,485.00	7,015.00	62.08
120-5-00-5157 SECURITY	5,000.00	433.50	1,858.78	3,141.22	37.18
120-5-00-5160 SLUDGE DISPOSAL	50,000.00	0.00	35,772.92	14,227.08	71.55
120-5-00-5165 TERTIARY POND MAINTENANCE	50,000.00	0.00	50,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	261.53 (	261.53)	0.00
120-5-00-5191 TELEPHONE	18,000.00	1,219.00	10,838.79	7,161.21	60.22
120-5-00-5192 ELECTRICITY	155,000.00	6,353.88	158,416.06 (	3,416.06)	102.20
120-5-00-5193 OTHER UTILITIES	3,500.00	316.11	2,231.97	1,268.03	63.77
120-5-00-5194 IT SERVICES	35,000.00	470.50	13,910.99	21,089.01	39.75
120-5-00-5195 ENV/MONITORING	50,000.00	3,931.50	38,129.25	11,870.75	76.26
120-5-00-5198 ANNUAL OPERATING FEES	27,000.00	0.00	32,914.00 (	5,914.00)	121.90
120-5-00-5310 EQUIPMENT - FIELD	0.00	0.00	0.00	0.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	0.00	4.82	0.00	0.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	428.73	4,379.35 (	879.35)	125.12
120-5-00-5317 COVID-19	0.00	0.00	0.00	0.00	0.00
120-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	30.00	250.00	0.00	100.00
120-5-00-5580 TRANSFERS OUT	154,075.00	6,405.00	32,095.00	121,980.00	20.83
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2025

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	1,362,132.00	64,755.25	939,401.78	422,730.22	68.97

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

120-SEWER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	304,914.00	33,265.23	208,956.43	95,957.57	68.53
120-5-10-5020 EMPLOYEE BENEFITS	109,179.00	7,479.62	57,719.16	51,459.84	52.87
120-5-10-5021 RETIREMENT BENEFITS	70,537.00	2,445.25	57,263.03	13,273.97	81.18
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	282.61	3,205.55	794.45	80.14
120-5-10-5170 TRAVEL MILEAGE	5,000.00	150.30	4,626.80	373.20	92.54
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	514.00	3,062.81	1,937.19	61.26
120-5-10-5179 ADM MISC EXPENSES	3,600.00 (	4.82)	1,404.50	2,195.50	39.01
<b>TOTAL ADMINISTRATION</b>	<b>502,230.00</b>	<b>44,132.19</b>	<b>336,238.28</b>	<b>165,991.72</b>	<b>66.95</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

120-SEWER ENTERPRISE FUND  
 FIELD  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	292,691.00	21,269.02	190,715.29	101,975.71	65.16
120-5-30-5020 EMPLOYEE BENEFITS	121,533.00	8,960.78	72,812.07	48,720.93	59.91
120-5-30-5021 RETIREMENT BENEFITS	64,526.00	1,755.55	53,522.42	11,003.58	82.95
120-5-30-5022 CLOTHING ALLOWANCE	2,500.00	( 103.73)	1,576.53	923.47	63.06
120-5-30-5063 CERTIFICATIONS	2,000.00	0.00	125.00	1,875.00	6.25
120-5-30-5090 OFFICE SUPPLIES	1,000.00	119.06	320.37	679.63	32.04
120-5-30-5170 TRAVEL MILEAGE	5,000.00	177.38	1,409.01	3,590.99	28.18
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	1,182.00	2,818.00	29.55
<b>TOTAL FIELD</b>	<b>493,250.00</b>	<b>32,178.06</b>	<b>321,662.69</b>	<b>171,587.31</b>	<b>65.21</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

120-SEWER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	2,153.20	846.80	71.77
120-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	50.50	179.50	21.96
120-5-40-5030 DIRECTOR HEALTH BENEFITS	59,752.00	4,384.42	34,156.28	25,595.72	57.16
120-5-40-5170 TRAVEL MILEAGE	2,000.00	0.00	340.53	1,659.47	17.03
120-5-40-5175 EDUCATION / SEMINARS	5,000.00	0.00	392.50	4,607.50	7.85
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	0.00	3,600.00	0.00
<b>TOTAL DIRECTORS</b>	<b>73,582.00</b>	<b>4,661.57</b>	<b>37,093.01</b>	<b>36,488.99</b>	<b>50.41</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2025

120-SEWER ENTERPRISE FUND  
CAPITAL PROJECTS & EQUIP  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7201 REGULATORY COMPLIANCE	25,000.00	0.00	0.00	25,000.00	0.00
120-5-70-7202 DISASTER MITIGATION	351,875.00	2,177.94	35,362.18	316,512.82	10.05
120-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
120-5-70-7205 RISK MANAGEMENT	52,000.00	0.00	0.00	52,000.00	0.00
120-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>428,875.00</b>	<b>2,177.94</b>	<b>35,362.18</b>	<b>393,512.82</b>	<b>8.25</b>
<b>TOTAL EXPENDITURES</b>	<b>2,860,069.00</b>	<b>147,905.01</b>	<b>1,669,757.94</b>	<b>1,190,311.06</b>	<b>58.38</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>70,561.00</b>	<b>36,562.08</b>	<b>16,692.51</b>	<b>53,868.49</b>	<b>23.66</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>8,650,128.00</u>	<u>244,503.51</u>	<u>6,688,380.39</u>	<u>1,961,747.61</u>	<u>77.32</u>
TOTAL REVENUES	<u>8,650,128.00</u>	<u>244,503.51</u>	<u>6,688,380.39</u>	<u>1,961,747.61</u>	<u>77.32</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	6,304,542.00	370,352.30	3,273,052.01	3,031,489.99	51.92
ADMINISTRATION	509,830.00	44,131.99	336,237.24	173,592.76	65.95
FIELD	501,450.00	32,947.96	326,869.17	174,580.83	65.18
DIRECTORS	77,982.00	4,661.52	37,092.53	40,889.47	47.57
CAPITAL PROJECTS & EQUIP	<u>5,533,007.00</u>	<u>45,680.29</u>	<u>1,863,905.29</u>	<u>3,669,101.71</u>	<u>33.69</u>
TOTAL EXPENDITURES	<u>12,926,811.00</u>	<u>497,774.06</u>	<u>5,837,156.24</u>	<u>7,089,654.76</u>	<u>45.16</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 4,276,683.00)	( 253,270.55)	851,224.15	( 5,127,907.15)	19.90-

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

130-WATER ENTERPRISE FUND  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	15,000.00	1,350.00	14,200.00	800.00	94.67
130-4036 DEVELOPER FEES WATER	0.00	0.00	0.00	0.00	0.00
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER CONNECTION FEE	1,645.00	0.00	459.00	1,186.00	27.90
130-4040 LIEN RECORDING FEES	1,200.00	0.00	2,980.80 (	1,780.80)	248.40
130-4045 AVAILABILITY FEES	32,000.00	0.00	9,424.80	22,575.20	29.45
130-4110 COMM WATER USE	168,824.00	7,072.73	92,594.16	76,229.84	54.85
130-4111 BULK WATER SALES	32,000.00	0.00	52,718.56 (	20,718.56)	164.75
130-4112 GOV'T WATER USE	7,400.00	724.16	5,615.84	1,784.16	75.89
130-4115 WATER USE	3,104,882.00	229,135.75	2,217,881.14	887,000.86	71.43
130-4210 LATE FEE	57,000.00	6,266.26	50,547.82	6,452.18	88.68
130-4215 RETURNED CHECK FEE	1,000.00 (	50.00)	450.00	550.00	45.00
130-4300 MISC INCOME	1,500.00	0.00	32.91	1,467.09	2.19
130-4310 OTHER INCOME	100.00	4.61	571.00 (	471.00)	571.00
130-4320 FEMA/CalOES GRANTS	3,822,358.00	0.00	1,739,068.93	2,083,289.07	45.50
130-4325 GRANTS	121,875.00	0.00	165,769.69 (	43,894.69)	136.02
130-4330 HYDRANT METER USE DEPOSIT	3,240.00	0.00	0.00	3,240.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	5,985.00	0.00	5,291.28	693.72	88.41
130-4580 TRANSFER IN	1,274,119.00	0.00	2,301,944.50 (	1,027,825.50)	180.67
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	28,829.96 (	28,829.96)	0.00
<b>TOTAL REVENUES</b>	<b>8,650,128.00</b>	<b>244,503.51</b>	<b>6,688,380.39</b>	<b>1,961,747.61</b>	<b>77.32</b>

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2025

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	35,000.00	0.00	29,597.50	5,402.50	84.56
130-5-00-5025 RETIREE HEALTH BENEFITS	19,007.00	1,649.02	9,541.84	9,465.16	50.20
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	30,000.00	1,028.87	9,212.79	20,787.21	30.71
130-5-00-5061 VEHICLE MAINT	35,000.00	362.50	10,365.63	24,634.37	29.62
130-5-00-5062 TAXES & LIC	1,200.00	0.00	110.88	1,089.12	9.24
130-5-00-5074 INSURANCE PROPERTY/LIABILI	157,500.00	0.00	154,142.71	3,357.29	97.87
130-5-00-5075 BANK FEES	35,000.00	2,577.17	18,805.38	16,194.62	53.73
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	35,000.00	339.49	26,510.64	8,489.36	75.74
130-5-00-5092 POSTAGE & SHIPPING	9,500.00	760.14	7,046.82	2,453.18	74.18
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	75,000.00	2,730.64	29,022.69	45,977.31	38.70
130-5-00-5122 ENGINEERING SERVICES	50,000.00	0.00	367.74	49,632.26	0.74
130-5-00-5123 OTHER PROFESSIONAL SERVICE	25,000.00	( 24,711.52)	2,584.48	22,415.52	10.34
130-5-00-5124 WATER RIGHTS	15,000.00	77.52	726.32	14,273.68	4.84
130-5-00-5125 OPEB	13,000.00	0.00	0.00	13,000.00	0.00
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	8,482.50	( 982.50)	113.10
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	297.49	3,238.77	4,261.23	43.18
130-5-00-5135 NEWSLETTER	1,200.00	0.00	210.00	990.00	17.50
130-5-00-5142 AMORTIZATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	190.44	1,835.35	33,164.65	5.24
130-5-00-5148 OPERATING SUPPLIES	10,000.00	1,152.23	10,485.14	( 485.14)	104.85
130-5-00-5150 REPAIR & REPLACE	180,000.00	8,966.64	137,935.19	42,064.81	76.63
130-5-00-5155 MAINT BLDG & GROUNDS	15,500.00	241.78	17,428.69	( 1,928.69)	112.44
130-5-00-5156 CUSTODIAL SERVICES	18,500.00	1,540.00	11,485.00	7,015.00	62.08
130-5-00-5157 SECURITY	5,000.00	433.50	1,858.77	3,141.23	37.18
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	100.00	( 100.00)	0.00
130-5-00-5191 TELEPHONE	19,000.00	1,219.00	10,838.62	8,161.38	57.05
130-5-00-5192 ELECTRICITY	220,000.00	13,762.55	202,265.81	17,734.19	91.94
130-5-00-5193 OTHER UTILITIES	4,000.00	316.11	2,231.95	1,768.05	55.80
130-5-00-5194 IT SERVICES	55,000.00	2,752.46	29,801.01	25,198.99	54.18
130-5-00-5195 ENV/MONITORING	20,000.00	1,713.00	14,607.00	5,393.00	73.04
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	9,468.28	20,531.72	31.56
130-5-00-5310 EQUIPMENT - FIELD	0.00	0.00	0.00	0.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	0.00	4.82	0.00	0.00	0.00
130-5-00-5312 TOOLS - FIELD	0.00	0.00	0.00	0.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	5,000.00	428.70	4,379.29	620.71	87.59
130-5-00-5317 COVID-19	0.00	0.00	0.00	0.00	0.00
130-5-00-5505 WATER CONSERVATION	7,500.00	61.01	204.88	7,295.12	2.73
130-5-00-5520 HYDRANT DEPOSIT REFUND	0.00	0.00	3,108.97	( 3,108.97)	0.00
130-5-00-5522 INTEREST ON LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5545 RECORDING FEES	700.00	30.00	250.00	450.00	35.71
130-5-00-5580 TRANSFERS OUT	5,125,435.00	352,428.74	2,504,801.37	2,620,633.63	48.87
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

130-WATER ENTERPRISE FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5595 BAD DEBT	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	6,304,542.00	370,352.30	3,273,052.01	3,031,489.99	51.92

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

130-WATER ENTERPRISE FUND  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	304,914.00	33,265.25	208,956.62	95,957.38	68.53
130-5-10-5020 EMPLOYEE BENEFITS	109,179.00	7,479.56	57,718.91	51,460.09	52.87
130-5-10-5021 RETIREMENT BENEFITS	70,537.00	2,445.16	57,262.54	13,274.46	81.18
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	282.54	3,205.29	794.71	80.13
130-5-10-5170 TRAVEL MILEAGE	8,000.00	150.30	4,626.70	3,373.30	57.83
130-5-10-5175 EDUCATION / SEMINARS	10,000.00	514.00	3,062.81	6,937.19	30.63
130-5-10-5179 ADM MISC EXPENSES	3,200.00 (	4.82)	1,404.37	1,795.63	43.89
<b>TOTAL ADMINISTRATION</b>	<b>509,830.00</b>	<b>44,131.99</b>	<b>336,237.24</b>	<b>173,592.76</b>	<b>65.95</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

130-WATER ENTERPRISE FUND  
 FIELD  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	292,691.00	21,808.93	195,211.90	97,479.10	66.70
130-5-30-5020 EMPLOYEE BENEFITS	121,533.00	8,960.76	72,827.01	48,705.99	59.92
130-5-30-5021 RETIREMENT BENEFITS	64,526.00	1,795.57	53,817.49	10,708.51	83.40
130-5-30-5022 CLOTHING ALLOWANCE	2,500.00	( 103.73)	1,576.49	923.51	63.06
130-5-30-5063 CERTIFICATIONS	1,200.00	0.00	335.00	865.00	27.92
130-5-30-5090 OFFICE SUPPLIES	1,000.00	119.05	320.33	679.67	32.03
130-5-30-5170 TRAVEL MILEAGE	8,000.00	177.38	1,408.95	6,591.05	17.61
130-5-30-5175 EDUCATION / SEMINARS	10,000.00	190.00	1,372.00	8,628.00	13.72
<b>TOTAL FIELD</b>	<b>501,450.00</b>	<b>32,947.96</b>	<b>326,869.17</b>	<b>174,580.83</b>	<b>65.18</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

130-WATER ENTERPRISE FUND  
 DIRECTORS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	2,152.80	847.20	71.76
130-5-40-5020 DIRECTOR BENEFITS	230.00	8.00	50.50	179.50	21.96
130-5-40-5030 DIRECTOR HEALTH BENEFITS	59,752.00	4,384.42	34,156.22	25,595.78	57.16
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	5,000.00	0.00	340.51	4,659.49	6.81
130-5-40-5175 EDUCATION / SEMINARS	5,000.00	0.00	392.50	4,607.50	7.85
130-5-40-5176 DIRECTOR TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
<b>TOTAL DIRECTORS</b>	<b>77,982.00</b>	<b>4,661.52</b>	<b>37,092.53</b>	<b>40,889.47</b>	<b>47.57</b>



HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

130-WATER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7012 GENERAL VEHICLES	85,000.00	0.00	86,000.00 (	1,000.00)	101.18
130-5-70-7201 REGULATORY COMPLIANCE	0.00	0.00	0.00	0.00	0.00
130-5-70-7202 DISASTER MITIGATION	351,875.00	2,177.94	35,362.14	316,512.86	10.05
130-5-70-7203 DISASTER RECOVERY	0.00	0.00	0.00	0.00	0.00
130-5-70-7204 RELIABLE WATER SUPPLY	5,096,132.00	43,502.35	1,742,543.15	3,353,588.85	34.19
130-5-70-7205 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-70-7206 RECORDS RETENTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>5,533,007.00</b>	<b>45,680.29</b>	<b>1,863,905.29</b>	<b>3,669,101.71</b>	<b>33.69</b>
<b>TOTAL EXPENDITURES</b>	<b>12,926,811.00</b>	<b>497,774.06</b>	<b>5,837,156.24</b>	<b>7,089,654.76</b>	<b>45.16</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 4,276,683.00)</b>	<b>( 253,270.55)</b>	<b>851,224.15</b>	<b>( 5,127,907.15)</b>	<b>19.90-</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

215-RECA REDEMPTION 1995-2  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>375,500.00</u>	<u>0.00</u>	<u>64,061.15</u>	<u>311,438.85</u>	<u>17.06</u>
TOTAL REVENUES	<u>375,500.00</u>	<u>0.00</u>	<u>64,061.15</u>	<u>311,438.85</u>	<u>17.06</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>296,860.00</u>	<u>0.00</u>	<u>291,767.66</u>	<u>5,092.34</u>	<u>98.28</u>
TOTAL EXPENDITURES	<u>296,860.00</u>	<u>0.00</u>	<u>291,767.66</u>	<u>5,092.34</u>	<u>98.28</u>
REVENUES OVER/(UNDER) EXPENDITURES	78,640.00	0.00	( 227,706.51)	306,346.51	289.56-

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

215-RECA REDEMPTION 1995-2

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-4525 PRO-RATA BOND PAYMENT FEE	3,200.00	0.00	0.00	3,200.00	0.00
215-4530 TAXES, ASSMT & BOND PROCEEDS	275,500.00	0.00	6,822.83	268,677.17	2.48
215-4540 DELINQUENT ASSESSMENTS	32,000.00	0.00	18,362.10	13,637.90	57.38
215-4541 DELINQ PENALTY & INTEREST	55,000.00	0.00	28,343.06	26,656.94	51.53
215-4542 DELINQ ASSMT MONTHLY PENALTY	0.00	0.00	0.00	0.00	0.00
215-4550 INTEREST INCOME	9,800.00	0.00	10,533.16 (	733.16)	107.48
215-4580 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>375,500.00</b>	<b>0.00</b>	<b>64,061.15</b>	<b>311,438.85</b>	<b>17.06</b>
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

215-RECA REDEMPTION 1995-2  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
215-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
215-5-00-5123 OTHER PROFESSIONAL SERVICE	11,140.00	0.00	6,047.66	5,092.34	54.29
215-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
215-5-00-5522 INTEREST ON LONG-TERM DEBT	72,720.00	0.00	72,720.00	0.00	100.00
215-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
215-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
215-5-00-5599 PRINCIPAL PMT	213,000.00	0.00	213,000.00	0.00	100.00
215-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>296,860.00</b>	<b>0.00</b>	<b>291,767.66</b>	<b>5,092.34</b>	<b>98.28</b>
<b>TOTAL EXPENDITURES</b>	<b>296,860.00</b>	<b>0.00</b>	<b>291,767.66</b>	<b>5,092.34</b>	<b>98.28</b>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	78,640.00	0.00	( 227,706.51)	306,346.51	289.56-
	=====	=====	=====	=====	=====

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

218-CIEDEB REDEMPTION FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>169,355.00</u>	<u>0.00</u>	<u>168,141.05</u>	<u>1,213.95</u>	<u>99.28</u>
TOTAL REVENUES	<u>169,355.00</u>	<u>0.00</u>	<u>168,141.05</u>	<u>1,213.95</u>	<u>99.28</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>169,355.00</u>	<u>0.00</u>	<u>169,355.07</u>	<u>( 0.07)</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>169,355.00</u>	<u>0.00</u>	<u>169,355.07</u>	<u>( 0.07)</u>	<u>100.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	( 1,214.02)	1,214.02	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2025

218-CIEDB REDEMPTION FUND  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-4030 WATER CAPACITY FEES	27,411.00	0.00	9,137.00	18,274.00	33.33
218-4115 WATER USE CIEDB	0.00	0.00	0.00	0.00	0.00
218-4550 INTEREST INCOME	3,800.00	0.00	7,922.98 (	4,122.98)	208.50
218-4580 TRANSFERS IN	138,144.00	0.00	151,081.07 (	12,937.07)	109.36
218-4596 USER/NEW DEVELOPMT PORTION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>169,355.00</b>	<b>0.00</b>	<b>168,141.05</b>	<b>1,213.95</b>	<b>99.28</b>
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

218-CIEDB REDEMPTION FUND  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
218-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
218-5-00-5522 INTEREST ON LONG-TERM DEBT	39,726.00	0.00	39,725.98	0.02	100.00
218-5-00-5560 BAD DEBT	0.00	0.00	0.00	0.00	0.00
218-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
218-5-00-5595 CIEDB LOAN ANNUAL FEE	3,425.00	0.00	3,424.65	0.35	99.99
218-5-00-5599 PRINCIPAL PMT	126,204.00	0.00	126,204.44 (	0.44)	100.00
218-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>169,355.00</b>	<b>0.00</b>	<b>169,355.07 (</b>	<b>0.07)</b>	<b>100.00</b>
<b>TOTAL EXPENDITURES</b>	<b>169,355.00</b>	<b>0.00</b>	<b>169,355.07 (</b>	<b>0.07)</b>	<b>100.00</b>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	( 1,214.02)	1,214.02	0.00
	=====	=====	=====	=====	=====

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

219-USDA SOLAR LOAN  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>32,095.00</u>	<u>6,405.00</u>	<u>32,206.93</u>	( <u>111.93</u> )	<u>100.35</u>
TOTAL REVENUES	<u>32,095.00</u>	<u>6,405.00</u>	<u>32,206.93</u>	( <u>111.93</u> )	<u>100.35</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>32,095.00</u>	<u>6,405.00</u>	<u>32,095.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>32,095.00</u>	<u>6,405.00</u>	<u>32,095.00</u>	<u>0.00</u>	<u>100.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	111.93	( <u>111.93</u> )	0.00



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2025

219-USDA SOLAR LOAN  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-4300 MISC INCOME	0.00	0.00	0.00	0.00	0.00
219-4550 INTEREST INCOME	25.00	0.00	111.93 (	86.93)	447.72
219-4580 TRANSFERS IN	32,070.00	6,405.00	32,095.00 (	25.00)	100.08
TOTAL REVENUES	32,095.00	6,405.00	32,206.93 (	111.93)	100.35
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

219-USDA SOLAR LOAN  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
219-5-00-5092 POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00
219-5-00-5522 INTEREST ON LONG-TERM DEBT	13,095.00	6,405.00	13,095.00	0.00	100.00
219-5-00-5523 INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
219-5-00-5580 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
219-5-00-5599 PRINCIPAL PMT	19,000.00	0.00	19,000.00	0.00	100.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>32,095.00</b>	<b>6,405.00</b>	<b>32,095.00</b>	<b>0.00</b>	<b>100.00</b>
<b>TOTAL EXPENDITURES</b>	<b>32,095.00</b>	<b>6,405.00</b>	<b>32,095.00</b>	<b>0.00</b>	<b>100.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>111.93</b>	<b>( 111.93)</b>	<b>0.00</b>

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

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

223-WATER BOND 2023A  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>321,625.00</u>	<u>0.00</u>	<u>346,244.40</u>	<u>( 24,619.40)</u>	<u>107.65</u>
TOTAL REVENUES	321,625.00	0.00	346,244.40	( 24,619.40)	107.65
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,545,744.00</u>	<u>0.00</u>	<u>2,570,415.80</u>	<u>( 1,024,671.80)</u>	<u>166.29</u>
TOTAL EXPENDITURES	1,545,744.00	0.00	2,570,415.80	( 1,024,671.80)	166.29
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 1,224,119.00)	0.00	( 2,224,171.40)	1,000,052.40	181.70

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2025

223-WATER BOND 2023A  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
223-4525 PRO-RATA BOND PAYMENT FEE	0.00	0.00	0.00	0.00	0.00
223-4550 INTEREST INCOME	50,000.00	0.00	77,362.60 (	27,362.60)	154.73
223-4580 TRANSFER IN	271,625.00	0.00	268,881.80	2,743.20	98.99
TOTAL REVENUES	321,625.00	0.00	346,244.40 (	24,619.40)	107.65
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2025

223-WATER BOND 2023A  
 NON-DEPARTMENTAL  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
223-5-00-5075 BANK FEES	0.00	0.00	0.00	0.00	0.00
223-5-00-5123 OTHER PROFESSIONAL SERVICE	0.00	0.00	1,450.00 (	1,450.00)	0.00
223-5-00-5125 BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
223-5-00-5522 INTEREST ON LONG-TERM DEBT	251,625.00	0.00	247,431.80	4,193.20	98.33
223-5-00-5580 TRANSFER OUT	1,274,119.00	0.00	2,301,534.00 (	1,027,415.00)	180.64
223-5-00-5590 COST OF ISSUANCE	0.00	0.00	0.00	0.00	0.00
223-5-00-5599 PRINCIPAL PMT	20,000.00	0.00	20,000.00	0.00	100.00
223-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,545,744.00</b>	<b>0.00</b>	<b>2,570,415.80 (</b>	<b>1,024,671.80)</b>	<b>166.29</b>
<b>TOTAL EXPENDITURES</b>	<b>1,545,744.00</b>	<b>0.00</b>	<b>2,570,415.80 (</b>	<b>1,024,671.80)</b>	<b>166.29</b>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 1,224,119.00)	0.00	( 2,224,171.40)	1,000,052.40	181.70
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\*\*\* END OF REPORT \*\*\*



**Hidden Valley Lake Community Services District**  
**Financial Activity, Cash and Investment Summary**  
**As of February 28, 2025**  
**(Rounded and Unaudited)**

	<b>Operating Checking</b>	<b>Money Market</b>	<b>LAIF</b>	<b>Bond Trustee Sewer</b>	<b>Bond Trustee Water</b>	<b>CERBT</b>	<b>Total All Cash/Investment Accounts</b>
	<b>West America Bank</b>	<b>West America Bank</b>	<b>State Treasurer</b>	<b>US Bank</b>	<b>US Bank</b>	<b>CalPERS CERBT Q4</b>	
	1010	1130	1133	1200	1212	1135	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>							
<b>Beginning Balances</b>	\$ 1,057,388	\$ 5,499,279	\$ 687,783	\$ 154,821	\$ 1,312,956	\$ 59,196	\$ 8,771,423
<b>Cash Receipts</b>							
Utility Billing Deposits	\$ 472,598	\$ -	\$ -	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ -	\$ 14,633	\$ -	\$ 526	\$ 5,604	\$ (2,107)	
<b>Total Cash Receipts</b>	<b>\$ 472,598</b>	<b>\$ 14,633</b>	<b>\$ -</b>	<b>\$ 155,346</b>	<b>\$ 1,318,560</b>	<b>\$ 57,089</b>	
<b>Cash Disbursements</b>							
Accounts Payable Checks issued	\$ 202,620	\$ -	\$ -	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 45,333	\$ -	\$ -	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 66,686	\$ -	\$ -	\$ -	\$ -	\$ -	
Bank Fees	\$ 5,154	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Disbursements</b>	<b>\$ 319,793</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Transfers Between Accounts</b>							
Transfers In		\$ 352,429	\$ -	\$ -	\$ -	\$ -	
Transfers Out	\$ 352,429	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Transfers Between Accounts</b>	<b>\$ 352,429</b>	<b>\$ 352,429</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 857,764</b>	<b>\$ 5,866,340</b>	<b>\$ 687,783</b>	<b>\$ 155,346</b>	<b>\$ 1,318,560</b>	<b>\$ 57,089</b>	<b>\$ 8,942,882</b>
<b>Financial Institution Ending Balances</b>	<b>\$ 913,429</b>	<b>\$ 5,866,340</b>	<b>\$ 687,783</b>	<b>\$ 155,346</b>	<b>\$ 1,318,560</b>	<b>\$ 57,089</b>	<b>\$ 8,998,548</b>

**Ending Balances General Ledger Distribution by District Funds [2]**

<b>100</b> Operating	-	-	-	-	-	-	-
<b>120</b> Wastewater Operating	238,171	2,401	79,446	-	-	28,544	348,562
<b>130</b> Water Operating	600,519	9,541	118,397	-	-	28,544	757,001
<b>215</b> 2016 Sewer Refinancing Bond	-	212,044	104,437	155,346	-	-	471,828
<b>218</b> 2002 CIEDB Loan	-	65,585	28,706	-	-	-	94,292
<b>219</b> 2012 USDA Solar COP	-	8,488	967	-	-	-	9,456
<b>223</b> 2023 Water Revenue Bond	-	-	-	-	1,318,560	-	1,318,560
<b>313</b> Wastewater Operating Reserve	19,074	156,358	64,715	-	-	-	240,147
<b>314</b> Wastewater CIP	-	491,626	104,638	-	-	-	596,264
<b>319</b> 2012 USDA Solar COP Reserve	-	31,777	-	-	-	-	31,777
<b>320</b> Water CIP	-	4,706,019	-	-	-	-	4,706,019
<b>325</b> Water Operating Reserve	-	182,502	-	-	-	-	182,502
<b>350</b> 2002 CIEDB Loan Reserve	-	-	186,476	-	-	-	186,476
<b>Total Ending Balances in General Ledger</b>	<b>\$ 857,764</b>	<b>\$ 5,866,340</b>	<b>\$ 687,783</b>	<b>\$ 155,346</b>	<b>\$ 1,318,560</b>	<b>\$ 57,089</b>	<b>\$ 8,942,882</b>

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with

West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District, US Bank is the Bond Trustee for the the 2016 Refunding and 2023 Water Bond and CalPers holds the CERBT Trust >>>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

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

CHECK DATE: 2/01/2025 THRU 2/28/2025  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	2/03/2025	BANK-DRAFT	020325	USDA SOLAR INTEREST PMT	6,405.00CR	CLEARED	G	2/03/2025
1010	2/07/2025	BANK-DRAFT	001108	AFLAC	281.48CR	CLEARED	A	2/10/2025
1010	2/07/2025	BANK-DRAFT	001109	CALIFORNIA PUBLIC EMPLOYEES RE	7,089.18CR	CLEARED	A	2/10/2025
1010	2/07/2025	BANK-DRAFT	001110	NATIONWIDE RETIREMENT SOLUTION	250.00CR	CLEARED	A	2/07/2025
1010	2/07/2025	BANK-DRAFT	001111	STATE OF CALIFORNIA EDD	2,193.10CR	CLEARED	A	2/07/2025
1010	2/07/2025	BANK-DRAFT	001112	US DEPARTMENT OF THE TREASURY	4,356.81CR	CLEARED	A	2/07/2025
1010	2/11/2025	BANK-DRAFT	021225	EE # 2012 AFLAC	24.84CR	CLEARED	G	2/11/2025
1010	2/21/2025	BANK-DRAFT	001113	AFLAC	281.48CR	OUTSTND	A	0/00/0000
1010	2/21/2025	BANK-DRAFT	001114	CALIFORNIA PUBLIC EMPLOYEES RE	7,118.42CR	CLEARED	A	2/24/2025
1010	2/21/2025	BANK-DRAFT	001115	NATIONWIDE RETIREMENT SOLUTION	250.00CR	CLEARED	A	2/21/2025
1010	2/21/2025	BANK-DRAFT	001116	STATE OF CALIFORNIA EDD	1,843.00CR	CLEARED	A	2/21/2025
1010	2/21/2025	BANK-DRAFT	001117	US DEPARTMENT OF THE TREASURY	4,157.99CR	CLEARED	A	2/21/2025
1010	2/24/2025	BANK-DRAFT	001118	STATE OF CALIFORNIA EDD	2,704.16CR	CLEARED	A	2/26/2025
1010	2/24/2025	BANK-DRAFT	001119	US DEPARTMENT OF THE TREASURY	7,558.54CR	CLEARED	A	2/26/2025
1010	2/24/2025	BANK-DRAFT	001120	CALIFORNIA PUBLIC EMPLOYEES RE	790.37CR	OUTSTND	A	0/00/0000
1010	2/24/2025	BANK-DRAFT	001121	AFLAC	28.50CR	OUTSTND	A	0/00/0000

CHECK:								
ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
1010	2/07/2025	CHECK	003417	ACWA/JPIA	955.00CR	CLEARED	A	2/13/2025
1010	2/07/2025	CHECK	003418	ALPHA ANALYTICAL LABORATORIES	1,836.50CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003419	APPLIED TECHNOLOGY SOLUTIONS	941.00CR	CLEARED	A	2/18/2025
1010	2/07/2025	CHECK	003420	ARMED FORCE PEST CONTROL, INC.	205.00CR	CLEARED	A	2/13/2025
1010	2/07/2025	CHECK	003421	AT&T	196.74CR	CLEARED	A	2/13/2025
1010	2/07/2025	CHECK	003422	BADGER METER	2,281.96CR	CLEARED	A	2/19/2025
1010	2/07/2025	CHECK	003423	GHD	4,431.52CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003424	HANNAH DAVIDSON	181.60CR	CLEARED	A	2/13/2025
1010	2/07/2025	CHECK	003425	HARDESTER'S MARKETS & HARDWARE	370.93CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003426	IAN GIBBS	200.00CR	CLEARED	A	2/28/2025
1010	2/07/2025	CHECK	003427	JAMES DAY CONSTRUCTION, INC.	156.00CR	CLEARED	A	2/14/2025
1010	2/07/2025	CHECK	003428	JONATHAN PHILPOT	1,000.00CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003429	JOSE CACHO	700.00CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003430	KELLY REESE	177.24CR	CLEARED	A	2/11/2025
1010	2/07/2025	CHECK	003431	LAKE COUNTY WASTE SOLUTIONS, I	120.50CR	CLEARED	A	2/14/2025
1010	2/07/2025	CHECK	003432	LAKE COUNTY WASTE SOLUTIONS, I	511.72CR	CLEARED	A	2/13/2025
1010	2/07/2025	CHECK	003433	MEDIACOM	401.74CR	CLEARED	A	2/14/2025
1010	2/07/2025	CHECK	003434	MENDO MILL CLEARLAKE	55.44CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003435	ODP BUSINESS SOLUTIONS, LLC	86.58CR	CLEARED	A	2/18/2025
1010	2/07/2025	CHECK	003436	PACE SUPPLY CORP	949.31CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003437	SPECIAL DISTRICT RISK MANAGEME	43,999.32CR	CLEARED	A	2/11/2025
1010	2/07/2025	CHECK	003438	STREAMLINE	249.00CR	CLEARED	A	2/14/2025
1010	2/07/2025	CHECK	003439	SWRCB - DWOCF	90.00CR	CLEARED	A	2/19/2025
1010	2/07/2025	CHECK	003440	USA BLUE BOOK	901.33CR	CLEARED	A	2/13/2025
1010	2/07/2025	CHECK	003441	WELLS FARGO FINANCIAL LEASING	380.89CR	CLEARED	A	2/12/2025
1010	2/07/2025	CHECK	003442	WESTGATE PETROLEUM CO., INC.	689.52CR	CLEARED	A	2/11/2025

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

CHECK DATE: 2/01/2025 THRU 2/28/2025  
 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	2/14/2025	CHECK	003443	ADVENTIST HEALTH ST HELENA - J	802.29CR	CLEARED	A	2/21/2025
1010	2/14/2025	CHECK	003444	ALPHA ANALYTICAL LABORATORIES	1,247.75CR	CLEARED	A	2/20/2025
1010	2/14/2025	CHECK	003445	B & G TIRES OF MIDDLETOWN	25.00CR	CLEARED	A	2/19/2025
1010	2/14/2025	CHECK	003446	COUNTY OF LAKE SOLID WASTE	32.48CR	CLEARED	A	2/20/2025
1010	2/14/2025	CHECK	003447	COURTNEY HERNANDEZ	1,540.00CR	CLEARED	A	2/19/2025
1010	2/14/2025	CHECK	003448	DATAPROSE, LLC	2,105.30CR	CLEARED	A	2/24/2025
1010	2/14/2025	CHECK	003449	ELAN CARDMEMBER SERVICE	15,547.58CR	CLEARED	A	2/24/2025
1010	2/14/2025	CHECK	003450	FOSTER MORRISON CONSULTING, LT	4,355.88CR	CLEARED	A	2/20/2025
1010	2/14/2025	CHECK	003451	GHD	15,274.81CR	CLEARED	A	2/20/2025
1010	2/14/2025	CHECK	003452	ODP BUSINESS SOLUTIONS, LLC	490.77CR	CLEARED	A	2/20/2025
1010	2/14/2025	CHECK	003453	PACE SUPPLY CORP	122.44CR	CLEARED	A	2/20/2025
1010	2/14/2025	CHECK	003454	QUACKENBUSH MRRCF	45.99CR	CLEARED	A	2/21/2025
1010	2/14/2025	CHECK	003455	USA BLUE BOOK	612.16CR	CLEARED	A	2/21/2025
1010	2/21/2025	CHECK	003456	ALESHIRE & WYNDER, LLP	900.00CR	CLEARED	A	2/27/2025
1010	2/21/2025	CHECK	003457	ALPHA ANALYTICAL LABORATORIES	741.00CR	CLEARED	A	2/26/2025
1010	2/21/2025	CHECK	003458	COASTLAND CIVIL ENGINEERING, I	5,774.51CR	CLEARED	A	2/26/2025
1010	2/21/2025	CHECK	003459	KELLY REESE	53.62CR	CLEARED	A	2/26/2025
1010	2/21/2025	CHECK	003460	ODP BUSINESS SOLUTIONS, LLC	113.25CR	CLEARED	A	2/27/2025
1010	2/21/2025	CHECK	003461	PACIFIC GAS & ELECTRIC COMPANY	20,116.43CR	CLEARED	A	2/26/2025
1010	2/21/2025	CHECK	003462	PUMPMAN NORCAL	2,970.00CR	CLEARED	A	2/26/2025
1010	2/21/2025	CHECK	003463	VERIZON WIRELESS	326.12CR	CLEARED	A	2/28/2025
1010	2/21/2025	CHECK	003464	WAGNER & BONSIGNORE CCE	236.25CR	CLEARED	A	2/28/2025
1010	2/21/2025	CHECK	003465	LEHNHARDT, JAMES JR	9.40CR	CLEARED	A	2/26/2025
1010	2/24/2025	CHECK	003466	WHITE, DENNIS E	13,624.81CR	CLEARED	P	2/27/2025
1010	2/28/2025	CHECK	003467	ADVANCED SECURITY SYSTEMS SANT	867.00CR	CLEARED	A	3/04/2025
1010	2/28/2025	CHECK	003468	ALPHA ANALYTICAL LABORATORIES	1,819.25CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003469	BKS LAW FIRM, PC	4,561.29CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003470	BRELJE & RACE CONSULTING CIVIL	11,915.00CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003471	COURTNEY HERNANDEZ	1,540.00CR	CLEARED	A	3/04/2025
1010	2/28/2025	CHECK	003472	DONNA MAHONEY	56.00CR	CLEARED	A	3/04/2025
1010	2/28/2025	CHECK	003473	JACOB MCCLURE	123.90CR	CLEARED	A	3/03/2025
1010	2/28/2025	CHECK	003474	JENFITCH, LLC	739.14CR	CLEARED	A	3/04/2025
1010	2/28/2025	CHECK	003475	ODP BUSINESS SOLUTIONS, LLC	65.13CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003476	PETTY CASH REIMBURSEMENT	69.96CR	CLEARED	A	3/03/2025
1010	2/28/2025	CHECK	003477	SCC ELECTRIC, INC	23,750.00CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003478	SMALLCOMB, LISA	63.00CR	CLEARED	A	3/04/2025
1010	2/28/2025	CHECK	003479	THATCHER COMPANY, INC.	4,207.90CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003480	UPPER PUTAH CREEK WATERSHED W	77.52CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003481	USA BLUE BOOK	405.83CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003482	VERIZON WIRELESS	1,513.40CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003483	WAGNER & BONSIGNORE CCE	340.72CR	OUTSTND	A	0/00/0000
1010	2/28/2025	CHECK	003484	WESTGATE PETROLEUM CO., INC.	1,368.23CR	CLEARED	A	3/04/2025

DEPOSIT: -----



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

CHECK DATE: 2/01/2025 THRU 2/28/2025  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	2/03/2025	DEPOSIT		CREDIT CARD 2/03/2025	6,451.12	CLEARED	C	2/04/2025
1010	2/03/2025	DEPOSIT	000001	CREDIT CARD 2/03/2025	17,135.59	CLEARED	C	2/05/2025
1010	2/03/2025	DEPOSIT	000002	CREDIT CARD 2/03/2025	5,625.35	CLEARED	C	2/05/2025
1010	2/03/2025	DEPOSIT	000003	CREDIT CARD 2/03/2025	1,305.95	CLEARED	C	2/04/2025
1010	2/03/2025	DEPOSIT	000004	CREDIT CARD 2/03/2025	268.00	CLEARED	C	2/05/2025
1010	2/03/2025	DEPOSIT	000005	CREDIT CARD 2/03/2025	463.95	CLEARED	C	2/05/2025
1010	2/03/2025	DEPOSIT	000006	CREDIT CARD 2/03/2025	3,671.51	CLEARED	C	2/05/2025
1010	2/03/2025	DEPOSIT	000007	CREDIT CARD 2/03/2025	185.89	CLEARED	C	2/05/2025
1010	2/03/2025	DEPOSIT	000008	CREDIT CARD 2/03/2025	1,228.97	CLEARED	C	2/06/2025
1010	2/03/2025	DEPOSIT	000009	REGULAR DAILY POST 2/03/2025	3,476.37	CLEARED	C	2/04/2025
1010	2/04/2025	DEPOSIT		CREDIT CARD 2/04/2025	5,217.52	CLEARED	C	2/05/2025
1010	2/04/2025	DEPOSIT	000001	CREDIT CARD 2/04/2025	2,567.36	CLEARED	C	2/05/2025
1010	2/04/2025	DEPOSIT	000002	CREDIT CARD 2/04/2025	1,426.70	CLEARED	C	2/05/2025
1010	2/04/2025	DEPOSIT	000003	CREDIT CARD 2/04/2025	799.64	CLEARED	C	2/07/2025
1010	2/04/2025	DEPOSIT	000004	REGULAR DAILY POST 2/04/2025	1,210.23	CLEARED	C	2/05/2025
1010	2/05/2025	DEPOSIT		CREDIT CARD 2/05/2025	4,871.83	CLEARED	C	2/06/2025
1010	2/05/2025	DEPOSIT	000001	CREDIT CARD 2/05/2025	519.21	CLEARED	C	2/06/2025
1010	2/05/2025	DEPOSIT	000002	CREDIT CARD 2/05/2025	677.69	CLEARED	C	2/06/2025
1010	2/05/2025	DEPOSIT	000003	CREDIT CARD 2/05/2025	78.02	CLEARED	C	2/06/2025
1010	2/05/2025	DEPOSIT	000004	CREDIT CARD 2/05/2025	487.69	CLEARED	C	2/10/2025
1010	2/05/2025	DEPOSIT	000005	REGULAR DAILY POST 2/05/2025	4,241.35	CLEARED	C	2/06/2025
1010	2/06/2025	DEPOSIT		CREDIT CARD 2/06/2025	7,704.14	CLEARED	C	2/07/2025
1010	2/06/2025	DEPOSIT	000001	CREDIT CARD 2/06/2025	500.00	CLEARED	C	2/07/2025
1010	2/06/2025	DEPOSIT	000002	CREDIT CARD 2/06/2025	1,652.37	CLEARED	C	2/07/2025
1010	2/06/2025	DEPOSIT	000003	CREDIT CARD 2/06/2025	142.49	CLEARED	C	2/07/2025
1010	2/06/2025	DEPOSIT	000004	CREDIT CARD 2/06/2025	959.17	CLEARED	C	2/11/2025
1010	2/06/2025	DEPOSIT	000005	REGULAR DAILY POST 2/06/2025	1,179.03	CLEARED	C	2/07/2025
1010	2/07/2025	DEPOSIT		CREDIT CARD 2/07/2025	5,549.52	CLEARED	C	2/10/2025
1010	2/07/2025	DEPOSIT	000001	CREDIT CARD 2/07/2025	1,090.77	CLEARED	C	2/10/2025
1010	2/07/2025	DEPOSIT	000002	CREDIT CARD 2/07/2025	1,698.40	CLEARED	C	2/10/2025
1010	2/07/2025	DEPOSIT	000003	CREDIT CARD 2/07/2025	1,317.70	CLEARED	C	2/12/2025
1010	2/07/2025	DEPOSIT	000004	REGULAR DAILY POST 2/07/2025	3,458.99	CLEARED	C	2/10/2025
1010	2/10/2025	DEPOSIT		CREDIT CARD 2/10/2025	3,300.38	CLEARED	C	2/11/2025
1010	2/10/2025	DEPOSIT	000001	CREDIT CARD 2/10/2025	3,064.80	CLEARED	C	2/12/2025
1010	2/10/2025	DEPOSIT	000002	CREDIT CARD 2/10/2025	1,976.82	CLEARED	C	2/12/2025
1010	2/10/2025	DEPOSIT	000003	CREDIT CARD 2/10/2025	1,081.23	CLEARED	C	2/11/2025
1010	2/10/2025	DEPOSIT	000004	CREDIT CARD 2/10/2025	272.64	CLEARED	C	2/12/2025
1010	2/10/2025	DEPOSIT	000005	CREDIT CARD 2/10/2025	126.60	CLEARED	C	2/12/2025
1010	2/10/2025	DEPOSIT	000006	CREDIT CARD 2/10/2025	838.53	CLEARED	C	2/11/2025
1010	2/10/2025	DEPOSIT	000007	CREDIT CARD 2/10/2025	781.90	CLEARED	C	2/12/2025
1010	2/10/2025	DEPOSIT	000008	CREDIT CARD 2/10/2025	1,405.62	CLEARED	C	2/13/2025
1010	2/10/2025	DEPOSIT	000009	REGULAR DAILY POST 2/10/2025	27,012.93	CLEARED	C	2/11/2025
1010	2/11/2025	DEPOSIT		CREDIT CARD 2/11/2025	9,165.36	CLEARED	C	2/12/2025
1010	2/11/2025	DEPOSIT	000001	CREDIT CARD 2/11/2025	2,242.88	CLEARED	C	2/12/2025

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

CHECK DATE: 2/01/2025 THRU 2/28/2025  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	2/11/2025	DEPOSIT	000002	CREDIT CARD 2/11/2025	1,296.41	CLEARED	C	2/12/2025
1010	2/11/2025	DEPOSIT	000003	CREDIT CARD 2/11/2025	2,747.32	CLEARED	C	2/14/2025
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1010	2/18/2025	DEPOSIT	000005	CREDIT CARD 2/18/2025	841.16	CLEARED	C	2/20/2025
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1010	2/19/2025	DEPOSIT	000002	CREDIT CARD 2/19/2025	97.61	CLEARED	C	2/20/2025
1010	2/19/2025	DEPOSIT	000003	DRAFT POSTING	24,300.54	CLEARED	U	2/18/2025
1010	2/19/2025	DEPOSIT	000004	CREDIT CARD 2/19/2025	2,653.88	CLEARED	C	2/24/2025
1010	2/19/2025	DEPOSIT	000005	REGULAR DAILY POST 2/19/2025	5,116.70	CLEARED	C	2/20/2025
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1010	2/19/2025	DEPOSIT	000007	DAILY PAYMENT POSTING - ADJ	132.50CR	CLEARED	U	2/19/2025
1010	2/19/2025	DEPOSIT	000008	DAILY PAYMENT POSTING - ADJ	230.45CR	CLEARED	U	2/19/2025
1010	2/19/2025	DEPOSIT	000009	DAILY PAYMENT POSTING - ADJ	52.00CR	CLEARED	U	2/19/2025

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

CHECK DATE: 2/01/2025 THRU 2/28/2025  
 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  
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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1010	2/20/2025	DEPOSIT		CREDIT CARD 2/20/2025	11,786.45	CLEARED	C	2/21/2025
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1010	2/20/2025	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	239.11CR	CLEARED	U	2/19/2025
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1010	2/20/2025	DEPOSIT	000005	REGULAR DAILY POST 2/20/2025	14,443.90	CLEARED	C	2/21/2025
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1010	2/27/2025	DEPOSIT	000003	CREDIT CARD 2/27/2025	745.35	CLEARED	C	3/04/2025
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1010	2/28/2025	DEPOSIT	000003	CREDIT CARD 2/28/2025	1,655.21	OUTSTND	C	0/00/0000
1010	2/28/2025	DEPOSIT	000004	REGULAR DAILY POST 2/28/2025	607.62	CLEARED	C	3/03/2025

MISCELLANEOUS:

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

CHECK DATE: 2/01/2025 THRU 2/28/2025  
 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
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1010	2/07/2025	MISC.		PAYROLL DIRECT DEPOSIT	33,109.22CR	CLEARED	P	2/07/2025
1010	2/07/2025	MISC.	020725	FEMA REIMB Q4 4558-428 MC	511.27CR	CLEARED	G	2/07/2025
1010	2/07/2025	MISC.	020726	FEMA REIMB Q4 4558-428 PJ	65,187.14CR	CLEARED	G	2/07/2025
1010	2/07/2025	MISC.	020727	FEMA REIMB Q4 4431-57 PJ	285,437.51CR	CLEARED	G	2/07/2025
1010	2/07/2025	MISC.	020728	FEMA REIMB Q4 4431-57 MC	1,292.82CR	CLEARED	G	2/07/2025
1010	2/21/2025	MISC.		PAYROLL DIRECT DEPOSIT	33,576.32CR	CLEARED	P	2/21/2025
<b>SERVICE CHARGE:</b>								
1010	2/04/2025	SERV-CHG		JANUARY CHASE FEES	4,092.51CR	CLEARED	G	2/04/2025
1010	2/04/2025	SERV-CHG	000001	JANUARY CHASE FEES	633.60CR	CLEARED	G	2/04/2025
1010	2/05/2025	SERV-CHG		JANUARY AMX FEES	76.59CR	CLEARED	G	2/05/2025
1010	2/19/2025	SERV-CHG		JANUARY ACCT ANALYSIS FEES	369.17CR	CLEARED	G	2/19/2025
1010	2/19/2025	SERV-CHG	000001	JAN ACCOUNT ANALYSIS CREDIT	17.50	CLEARED	G	2/19/2025
<b>TOTALS FOR ACCOUNT 1010</b>				CHECK	TOTAL:	202,619.95CR		
				DEPOSIT	TOTAL:	472,597.51		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	419,114.28CR		
				SERVICE CHARGE	TOTAL:	5,154.37CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	45,332.87CR		
<b>TOTALS FOR POOLED CASH FUND</b>				CHECK	TOTAL:	202,619.95CR		
				DEPOSIT	TOTAL:	472,597.51		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	419,114.28CR		
				SERVICE CHARGE	TOTAL:	5,154.37CR		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	45,332.87CR		



## MEMO

To: Board of Directors  
From: Trish Wilkinson, Accounting Supervisor  
Date: March 11, 2025  
RE: Accounting Supervisor's Report February 2025

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### Finance

#### Transfer In/Out

- Transferred FEMA Q4 Grant reimbursements totaling \$352,428.74  
**OUT** Water Enterprise Fund 130-1010 (WAB Checking)  
**IN** Water CIP Fund 320-1130 (WAB Money Market)

#### Other

- Smith & Newell CPA's contract for audit services agendized on the regular board meeting
- \$25,000 TRANE TECH reimbursement received.  
Journal to credit Other Professional Service expense account 130-5-00-5123
- Staff are currently working on the preliminary budget for fiscal year 25/26



# Hidden Valley Lake Community Services District Projects Update Report February / March 2025

## Backup Power Reliability Project

1/14 Load bank #1 received  
 1/28 Stairs, platform, and grounding work completed  
 Load bank #2 delayed by manufacturer; expected ship date of 4/30  
 Greenridge site shut down and testing scheduled for 3/13 & 3/14



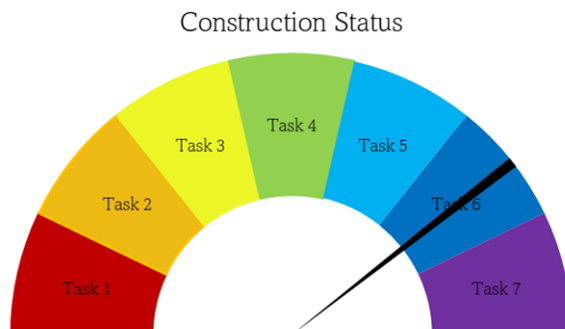
Original Project Amount	Revised Project Amount
\$1,097,667.90	<b>\$1,371,279.90</b>
FEMA increase #1: \$273,612.00	

Reimbursed to Date
\$779,693.62
*does not include 10% retention

Project Amount		Expenditures		Balance
\$1,371,279.90	-	\$1,169,199.98	=	<b>\$202,079.92</b>



- Task 1: Agency Coordination
- Task 2: Survey Permitting
- Task 3: Mobilization
- Task 4: Site Prep
- Task 5: Demo, Retention Wall
- Task 6: Install Equipment, Fence
- Task 7: Paving, Closeout



# Defensive Space and Ignition Resistant Construction Project

## Phase II

10/8 Cultural resources site visit  
 Federal increase request in progress  
 Expected Phase II response in February 2025 and  
 award in March 2025



Wellfield

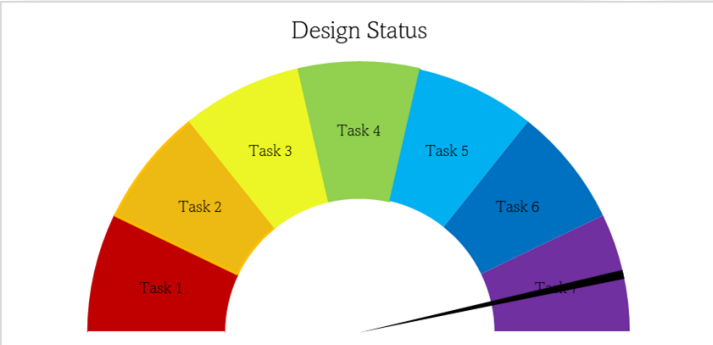
Expense Pd.	Request Date	Request Amt.	NOP Amt.	Warrant	Difference
Q3 2022	10/6/2022	\$2,501.64	\$1,688.38	1/26/2023	112 Days
Q4 2022	1/10/2023	\$3,981.15	\$2,686.92	2/8/2023	29 Days
Q1 2023	4/10/2023	\$100,002.50	\$67,492.69	5/5/2023	25 Days
Q2 2023	7/10/2023	\$166,307.65	\$112,242.70	9/11/2023	63 Days
Q3 2023	9/18/2023	\$81,422.72	\$46,964.72	10/20/2023	32 Days



Unit 4 Tank



Little Peak Vegetation



- Task 1: Geotechnical and Survey Field Work
- Task 2: Geotechnical Report
- Task 3: 35% Engineering Design Package
- Task 4: 65% Engineering Design Package
- Task 5: 95% PS&E
- Task 6: CEQA Initial Study/Mitigated Negative Declarations
- Task 7: Bidding Support

# Water System Storage Reliability Project

1/31 Completed a Compliance Assessment for Cal OES; no instances of non-compliance found.

2/21 Tank 9B disinfected

Anticipated Brelje & Race increase request upon project completion: \$11,000—\$12,000

Original Project Amount	Revised Project Amount
\$1,850,207.00	<b>\$2,676,761.72</b>
FEMA increase #1: \$826,554.72	

Reimbursed to Date (FEMA + IRWM)
\$2,092,253.00
*does not include 10% retention reimbursement

Project Amount		Expenditures		Balance
\$2,676,761.72	-	\$2,951,782.90	=	<b>(\$275,021.18)</b>

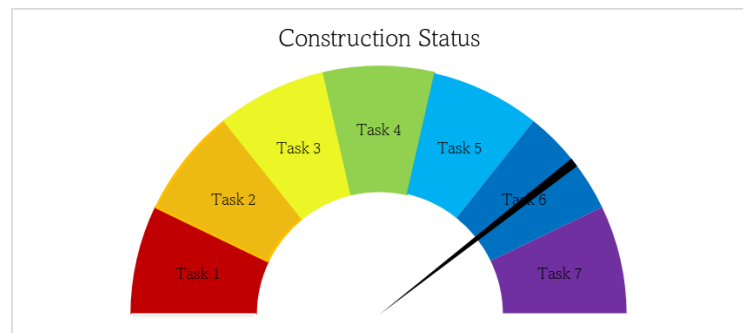


Tank 9B



Paving work

- Task 1: Mobilization/Veg Management
- Task 2: Grading, Piping, Fencing
- Task 3: Tank 9A Construction
- Task 4: Tank 9 Demolition
- Task 5: Tank 9B Construction
- Task 6: Paving
- Task 7: Closeout



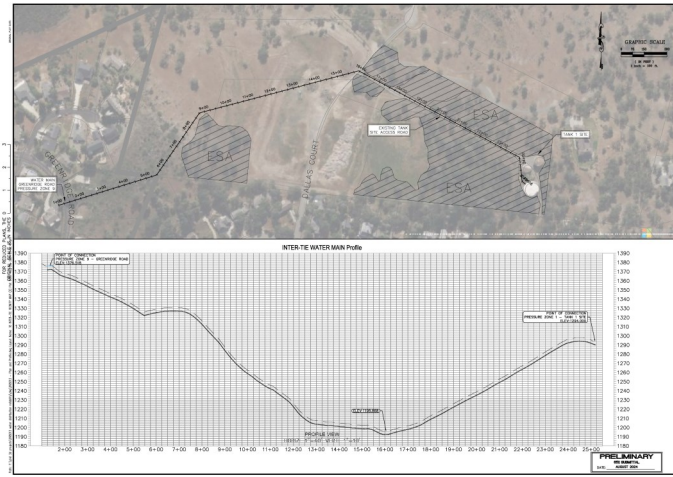




# Water Distribution Reliability Project

1/8 Benefit Cost Analysis discussion with Cal OES  
They are to provide feedback prior to submission to FEMA.

2/20 Benefit Cost Analysis discussion with Cal OES & project engineer. Modifications requested and in the works.



**Project Amount**

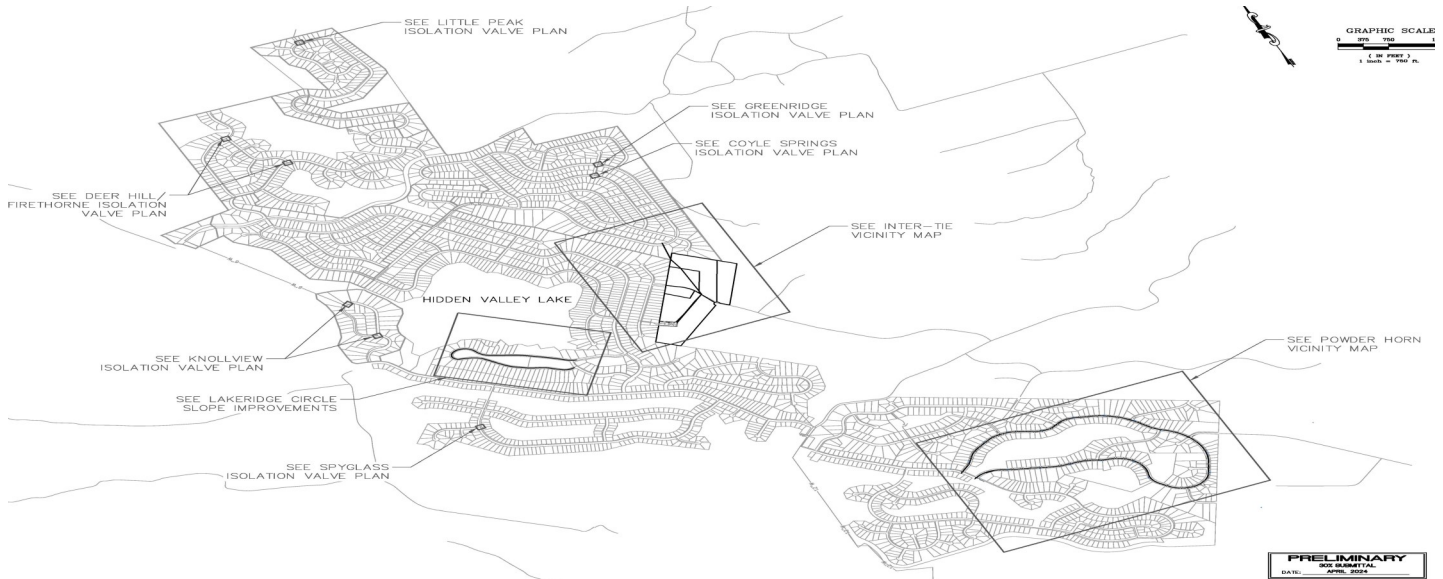
**\$524,538.00**

**Reimbursed to Date**

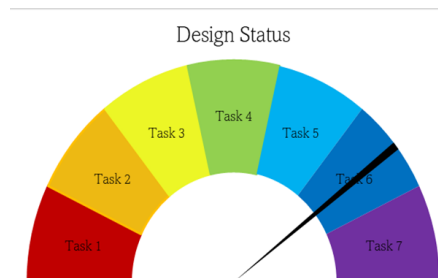
**\$278,905.75**

\*does not include 10% retention reimbursement

Project Amount		Expenditures		Balance
\$524,538.00	-	\$409,388.57	=	<b>\$115,149.43</b>



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



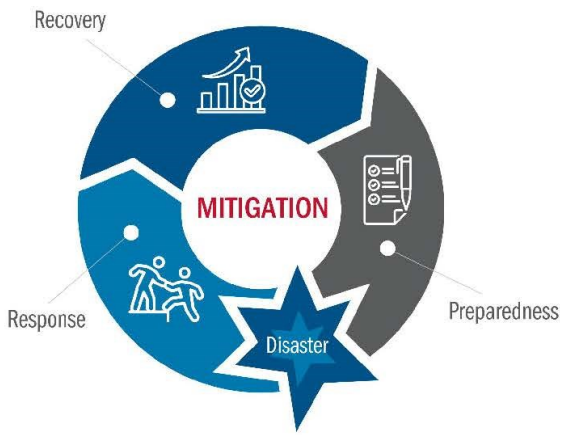
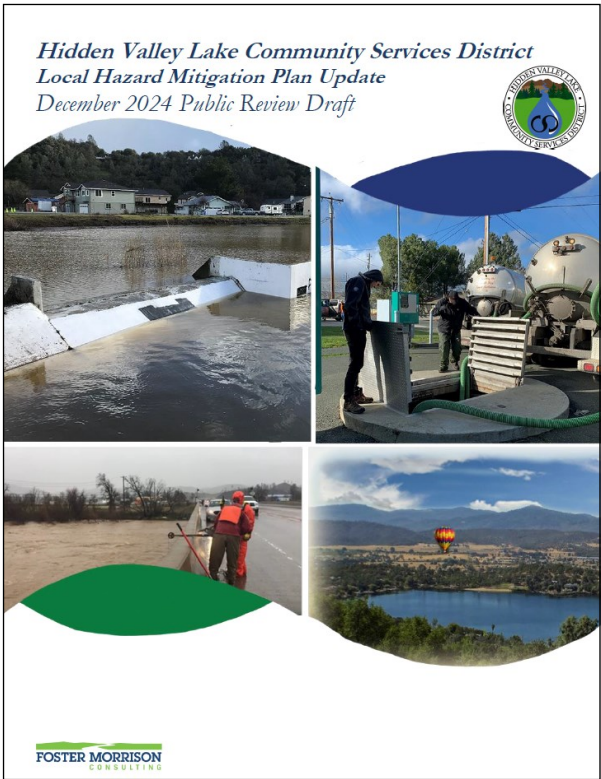
# LHMP Update Project

1/31 Final plan was sent to Cal OES for review. Upon completion, the plan will be sent to FEMA for final review and approval

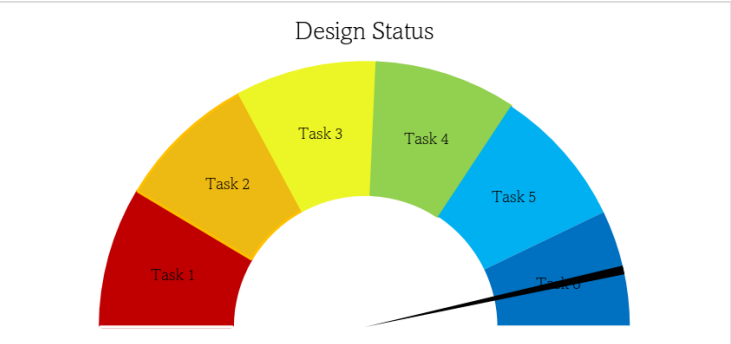
2/18 Cal OES approved the LHMP and forwarded it to FEMA for final review and approval

Project Amount	Reimbursed to Date
<b>\$214,650.36</b>	<b>\$64,001.62</b>
	*does not include 10% retention reimbursement

Project Amount		Expenditures		Balance
\$214,650.36	-	\$94,750.37	=	<b>\$119,899.99</b>



- Task 1: Planning
- Task 2: Hazard Identification
- Task 3: Risk Assessment
- Task 4: Mitigation Strategy
- Task 5: Plan & Draft
- Task 6: Review & Adopt





## Other Project Updates

### FLASHES

- 10/31 Grants awarded
- 11/7 Ad Hoc committee meeting
  - Ambiguous language and “clawback” provision removal desired. Staff attempted communications with CPUC and PG&E staff to make such edits with no success.
  - Staff and Trane are seeking support from Senator McGuire’s office.
- 2/3 District 2 Supervisor Sabatier, CSD staff, County of Lake staff, and Trane staff met with Senator McGuire’s office to discuss MIP contract concerns.

### SCADA

- 5/17 USBR WaterSMART grant program application submitted
- 9/26 State & Local Cybersecurity Grant Program (SLCGP) application submitted
  - Application scope includes hardware and network improvements
- 12/19 USBR WaterSMART grant program application denied
  - Staff and West Yost are scheduling a debrief with USBR to understand how future applications may improve.
- 12/31 SLCGP \$250,000 grant awarded
- 2/3 USBR postponed all WaterSMART program debriefs until further notice.

### Stormwater Mitigation

- 7/13 Adaptation Planning Grant Program (APGP) discontinued
- Seeking alternative grant funding sources from BRIC/FMA program
- 9/25 FMA NOI submitted
- 9/27 CalOES meeting, NOI revisions requested
- 10/3 Meeting with West Yost representative
- 10/15 BRIC/FMA NOIs deadline
  - NOI submitted
  - BRIC/FMA sub-application deadline 11/21
- 10/28 HVLA did not approve 50% cost share of new grant application services contract
- Staff have reached out to multiple engineering firms to acquire a Scope of Work for potential flood mitigation solutions.
  - Scopes of Work are currently under staff review

### Brambles

- Pending submission approval of the LAFCo annexation application
  - Brambles staff are currently reviewing the application

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** March 11, 2025

**AGENDA ITEM:** Recommend Proposal to Complete a Salary Study and Authorization of the Interim General Manager to enter into a Service Agreement

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**RECOMMENDATIONS:** Staff recommends that the Finance Committee make a Recommendation to the Board to approve the proposal to engage [Consultant Company Name] to conduct a comprehensive salary study in the amount of [\$ ]

**FINANCIAL IMPACT:**

1. The proposed contract with CPS HR Consulting is estimated at \$22,000 with projected completion of 3-4 months Project Kick-off
2. The proposed contract with HR Dynamics & Performance Management Inc. is estimated at \$16,822 with projected completion of 12 weeks of Project Kick-off
3. The proposed contract with Bryce Consulting is estimated at \$6,080-\$6,840 with projected completion of 8 weeks of Project Kick-off

**BACKGROUND:** This report proposes the approval of a contract with [Consultant Company Name] to conduct a comprehensive salary study for all employee classifications within the District. This study is crucial to ensure our compensation structure remains competitive in the market, supports employee retention, and aligns with our budget capabilities.

On May 22, 2012, by Resolution 2012-07 the Board of Directors adopted the Employee Compensation Policy making it the policy of the District to offer affordable total compensation packages which supports our mission and attracts and retains skilled, capable personnel. The Policy also sets the salary ranges and benefits for District employees at a level not to exceed the median market value of comparable positions in the region. The Board of Directors elected to commission an independent salary survey to establish current median market value for each position every five years.

On June 16, 2020, the Board approved and adopted the 2020 Compensation and Classification Study submitted by Robert DeLoach, adopting a 7% lag effective January 1, 2021.

**ATTACHMENTS:**

*Proposal from CPS HR Consulting, Detailed scope of work, and Budget breakdown.*

*Proposal from Bryce Consulting, Detailed scope of work, and Budget breakdown.*

*Proposal from HR Dynamics & Performance Management INC., Detailed scope of work, and Budget breakdown.*



**PROPOSAL**

# Hidden Valley Lake Community Services District

## Compensation Consulting Services

December 4, 2024

**SUBMITTED BY:**

**VICKI QUINTERO BRASHEAR**

*Client Services Director*

CPS HR Consulting  
2450 Del Paso Road, Suite 220  
Sacramento, CA 95834  
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Your Path to Performance

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December 4, 2024

Hidden Valley Lake CSD  
Penny Cuadras, Administrative Services Manager  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

**Sent via e-mail to: [pcuadras@hvlcsd.org](mailto:pcuadras@hvlcsd.org)**

Dear Penny,

CPS HR Consulting (CPS HR) is pleased to submit this proposal to Hidden Valley Lake Community Services District (District) to provide compensation consulting services. We are excited to deliver this as your potential partner in achieving organizational excellence. **With our comprehensive range of HR services, we combine our unmatched government sector knowledge with a shared perspective to drive impactful results.**

We are committed to delivering services that are nothing short of exceptional, and we are eager to discuss how we can tailor our solutions to best serve you. **In business since 1985**, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector.

We look forward to the possibility of working with the District on this important project. Should you have any questions, please do not hesitate to contact me at **(916) 471-3481** or via e-mail at **[vbrashear@cpsshr.us](mailto:vbrashear@cpsshr.us)**.

Sincerely,



Vicki Quintero Brashear  
Client Services Director



## Experience and Qualifications

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Headquarters	<b>Physical:</b> 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 <b>Mailing:</b> 2450 Del Paso Road, Suite 160, Sacramento, CA 95834
Main Phone	(800) 822-4277
Regional Offices	20211 Guadalupe Street, Suite 260, Austin, TX 78705 <b>9233 Park Meadows Dr #139, Lone Tree, CO 80124</b> 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Year Established	1985
# of FTEs	108
Type of Organization	Joint Powers Authority
Website	<a href="http://www.cps hr.us">www.cps hr.us</a>

### About CPS HR Consulting

CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. With a history dating back to 1985, **we have consistently served as a trusted advisor to our clients**, understanding their specific needs as self-supporting public agencies.

***Our mission is to advance excellence in human resources within the public sector, and our vision is to empower individuals to fulfill the ideals of public service.*** CPS HR's core competency lies in our in-depth knowledge and expertise in the public sector landscape. Being a public agency ourselves, we possess a deep understanding of the intricacies and issues faced by our client base.

We differentiate ourselves by offering best-practice expertise that emphasizes an integrated, systems-oriented approach to human resources. Our consultants recognize that the various facets of human resources, including classification and compensation, function cohesively to nurture an optimal HR system.

For nearly four decades, CPS HR has been delivering classification and compensation services to a wide spectrum of clients, ranging from state, federal, and local governments to special districts and non-profit organizations. Our extensive experience includes numerous projects with agencies of similar size and scope.

**Core Services**

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed below.

# CPS HR CONSULTING CORE SERVICES



**Comprehensive HR solutions for advanced organizational performance.**



**CLASSIFICATION & COMPENSATION**

- Classification
- Compensation



**DIVERSITY, EQUITY & INCLUSION (DEI)**

- DEI Strategic Planning
- DEI Training



**HR CONSULTING**

- Audit & Compliance
- HR Outsourcing
- HR Membership
- Complaint Investigations



**LICENSING & CERTIFICATION**

- Accreditation
- Candidate Management
- Program Management
- Testing Services



**ORGANIZATIONAL STRATEGY**

- Organizational Assessment
- Change Management
- Employee Engagement
- Performance Management
- Succession Planning
- Workforce Planning



**RECRUITMENT & SELECTION**

- Executive Search
- Mid-Management and Specialized Recruitment
- General Recruitment
- Employer Branding



**TESTING**

- Assessment Center
- Job Analysis
- Test Rental
- Test Administration
- Selection Tools Development



**TRAINING & DEVELOPMENT**

- Executive Coaching
- Training Center
- Open Enrollment Training
- On-Site Training

**CORE MARKETS**

Federal

State

Local

Special Districts

Education

Non-Profit Organizations

**Joint Powers Authority**

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a “Joint Powers Agreement” by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the District of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers “to discuss, study and solve common or similar problems with respect to modern human resource and related management processes.”

## Similar Work

We have conducted hundreds of classification and compensation studies for cities, counties, special districts, and higher education. Due to the significant number of projects, we provided a partial list of agencies for which we have provided classification and compensation services below.

Classification and Compensation Partial Five-Year Listing	
California Department of Food and Agriculture	Fresno Unified School District (CA)
California Department of Industrial Relations	Imperial Irrigation District (CA)
California High-Speed Rail Authority	Inland Empire Utilities Agency (CA)
California Office of the State Public Defender	Long Beach Water Department (CA)
California State Controller's Office	McKinleyville Community Services District (CA)
California State Lands Commission	Mendocino County (CA)
CalOptima	Montgomery County (MD)
Chaffey College (CA)	Morgan County (CO)
City of Carlsbad (CA)	North County Transit District (CA)
City of Carpinteria (CA)	Northern California Power Agency (CA)
City of Chicago (IL)	Ojai Valley Sanitary District (CA)
City of Glendora (CA)	Orange County Fire Authority (CA)
City of Long Beach (CA)	Otero County (CO)
City of Menlo Park (CA)	Paradise Irrigation District (CA)
City of Newport Beach (CA)	Paratransit (CA)
City of Palm Desert (CA)	Port of Long Beach (CA)
City of Rancho Cucamonga (CA)	Redlands Unified School District (CA)
City of San Luis (AZ)	Reef-Sunset Unified School District (CA)
City of San Mateo (CA)	San Diego Association of Governments (CA)
City of Santa Cruz (CA)	Santa Clarita Valley Water District (CA)
City of Santa Monica (CA)	Schools Excess Liability Fund (CA)
City of Temecula (CA)	Sequoia Union High School District (CA)
Colorado River Fire Rescue	Southwestern Power Administration (GA)
County of Calaveras (CA)	Superior Court of California - Tulare County (CA)
County of Park (CO)	Town of Eaton (CO)
County of Sonoma (CA)	Tulare County (CA)
Covered California	Vail Recreation District (CO)
Cucamonga Valley Water District (CA)	Ventura County Transportation Commission (CA)
Eagle River Water & Sanitation District (CO)	WAPA (CSO) US DOE/Western Area Power (CO)
El Dorado County Office of Education (CA)	West Valley Water District (CA)
Folsom Cordova Unified School District (CA)	Williams S. Hart Union High School District (CA)

## Project Team

We have a uniquely qualified team of professionals who will maintain open communication with the client’s designated staff to ensure that the project preserves its scope, the client’s objectives are met, and all deliverables adhere to the confirmed timeline and budget. The Project Team will be selected upon project award.

Staff/Role	Experience/Education
Ellen Fishel, Division Manager <i>Location: Ohio</i>	Human Resources professional with over 13 years of progressive experience in public sector HR at the state and local levels. Ms. Fishel has substantial experience partnering with business units to design, deliver, and implement policy driven, innovative solutions to daily HR issues as well as large scale strategic initiatives. <ul style="list-style-type: none"> <li>• Masters of Labor and Human Resources, Ohio State University</li> <li>• B.S., Business Administration, Ohio State University</li> </ul> <b>Certifications/Memberships:</b> Professional in Human Resources (PHR), Certified Labor Relations Professional (CLRP). Member of NPELRA and WorldatWork (U.S. Total Rewards Association)
Igor Shegolev, Technical Specialist <i>Location: Arizona</i>	Compensation and HR practitioner with over 25 years of experience in managing HR activities and teaching graduate business courses. <ul style="list-style-type: none"> <li>• M.S., Business Science of HR Management, Troy University, Troy, AL</li> </ul> <b>Certifications/Memberships:</b> Senior Professional of Human Resources (SPHR). Member of: SHRM, WorldatWork (U.S. Total Rewards Association)
Michelle Garbato, Principal Consultant <i>Location: California</i>	Michelle brings over 13 years of progressive experience in public sector human resources at the state and local levels. She has extensive experience partnering with clients and creating and implementing innovative solutions to attract and retain highly qualified employees. <ul style="list-style-type: none"> <li>• M.A., Industrial/Organizational Psychology, California State University, Sacramento, CA</li> <li>• B.S., Psychology, Rochester Institute of Technology, Rochester, NY</li> </ul> <b>Certifications:</b> Sr. Professional of Human Resources (SPHR), Certified Professional (IPMA-CP), CALPELRA Labor Relations Master (CLRM), and various HR-related certifications from the California Department of Human Resources and State Personnel Board (Selection Analyst, Recruitment & Selection, Class & Compensation, and Workforce and Succession Planning)
Suzanne Ansari, Senior HR Consultant <i>Location: California</i>	Senior-level human resources professional with over 15 years of experience in public, private, and non-profit sectors. Ms. Ansari is highly skilled in classification, compensation, job analysis, and organizational studies. She has prepared over 1,000+ job descriptions for multiple agencies, served as a guest speaker on classification & compensation topics at various

Staff/Role	Experience/Education
	<p>conferences and has published several articles for local Orange County based newspapers.</p> <ul style="list-style-type: none"> <li>• B.S., Speech Communication, Cum Laude, minor in Education, University of Alaska, Fairbanks, AK</li> </ul> <p><b>Certifications/Memberships:</b> Merit Academy graduate-California Personnel School Commission (CSPCA), Orange County Sheriff Department Citizen’s Police Academy graduate. Member of: Society for Human Resource Management (SHRM), Western Region Intergovernmental Personnel Assessment Council (WRIPAC), and California Public Employers Labor Relations Association (CALPELRA)</p>
<p>Sheila McAuliff,            Principal Program            Coordinator  <i>Location: California</i></p>	<p>Ms. McAuliff has more than 20 years of HR experience with focus in the areas of recruitment and selection, licensure and certification, and classification and compensation. She has been the project manager for a variety of employment testing and certification programs at the state and local levels. She currently manages the operations team in the classification and compensation division with a focus on quality control, technology solutions, and data management.</p> <ul style="list-style-type: none"> <li>• B.S., Business – Human Resources Management</li> </ul>
<p>Denise Moran, Program            Coordinator  <i>Location: South Carolina</i></p>	<p>Ms. Moran has over 25 years of administrative experience, 14 of which have been in the Human Resources environment including the administration of benefits for CPS HR.</p> <ul style="list-style-type: none"> <li>• Distinction, COBOL Computer Programming and Design, Bolton St. College, Ireland</li> <li>• Grade A, Employee Benefits, UC Davis Extension</li> </ul>
<p>Chase Sivret, Associate            HR Consultant  <i>Location: California</i></p>	<p>Over five years of experience with data analytics, data collection, and quality control, with two years of experience in the human resources environment.</p> <ul style="list-style-type: none"> <li>• B.S. Business Administration Finance, University of Arizona</li> </ul>
<p>Manpreet Kaur,            Administrative            Technician  <i>Location: California</i></p>	<p>Healthcare, public sector, and business management experience at the District and state level. Extensive experience in research, data analysis and interpretation, and business compliance.</p> <ul style="list-style-type: none"> <li>• B.A. Biochemistry, California State University, Sacramento</li> <li>• B.S. Healthcare Administration w/ conc. in Health Information Management, Southern New Hampshire University</li> </ul> <p><b>Certifications/Memberships:</b> Certified Pharmacy Technician, Member of SHRM.</p>

# Proposed Methodology

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## Understanding of the Scope of Work

We understand the District is seeking a compensation study within the following parameters:

### ■ Total Compensation Study – Base salary<sup>1</sup> plus benefits collection, analysis, and comparison

- Up to **12** benchmark classifications
- Labor market pool of up to **5** agencies (list provided by the District)
- Delivery of data sheets and benefits tables showing market results and job matches
- Updated salary range recommendations within the current salary structure (optional)
- A report and presentation are not part of the scope of this study; final deliverables will consist of data sheets and updated salary range recommendations

## Work Plan

**Task 1 – Review the District’s Background Materials.** Upon contract execution, CPS HR will request background information from the client to ensure our Project Manager and the CPS HR Project Team are prepared for the initial meeting. The CPS HR Project Manager will coordinate activities through and report to the client’s Internal Project Manager and other designated key stakeholders.

**Task 2 – Initial Project Meeting.** The primary objective of this task is to conduct an initial meeting between the CPS HR Project Manager and the District’s Internal Project Manager along with other designated stakeholders. This meeting will aim to align all parties on the study methodology, deliverables, timelines, communication strategies, and data collection methods. Additionally, the meeting will serve as an opportunity to delve into the specifics of the District’s current compensation philosophy and its market positioning goals.

### The following key elements will be discussed:

- Overall scope of the study
- Data gathering methodology and the job matching process
- Review whether the District aims to lag, meet, or lead the market
- Use of median, mean, or other percentiles for market positioning
- Labor market agency pool
- Benchmark classifications, considering skills, competencies, and responsibilities; how benchmark classifications compare to similar roles in competitor agencies or organizations
- Various phases of the study and review of general timelines

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<sup>1</sup> CPS HR collects the minimum and maximum of the salary range; not actual, individual salaries.

- Channels for ongoing communication between CPS HR and the District
- How to engage with other stakeholders
- Deliverables and first immediate steps

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- It is assumed that no more than **12** benchmark classifications will be surveyed.
  - CPS HR will complete a benchmark summary matrix describing various components of each job, such as primary duties, minimum qualifications, distinguishing characteristics, etc.
- It is assumed that no more than **5** total labor market agencies will be selected for comparison and the list will be provided to CPS HR by the District.
- After the kick-off meeting, CPS HR will provide a project parameters memo for the client's review and approval, ensuring mutual alignment before progressing with the project.
  - CPS HR will furnish an estimated timeline, including key milestones, shortly following the approval of the project parameters document.

**Task 3 – Design, Develop, and Distribute the Survey Instrument.** The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies. The online survey will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each.

For a *base salary* study, the survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. Salaries are retrieved from published salary schedules effective on an agreed upon date.

For a *total compensation* study, the following elements of total compensation are added to the base salary survey:

- 1) Retirement Contributions - Money paid by the employer on behalf of employees (members). The data are collected for reporting and are included in total compensation calculations.
  - a. Employer Retirement Contribution - CPS HR reports and analyzes a stated percentage of salary paid by the employer or the employee at the current point in time. The normal cost rate is collected, which excludes unfunded accrued liability.
  - b. Medicare – Contribution rate of 1.45% times the base salary median is used to calculate total compensation, there is no maximum compensation limit.
  - c. Social Security (if agency participates) - Contribution rate is 6.20% of the median compensation and is included in the total compensation calculation.
- 2) Health benefits data are collected for reporting and are included in total compensation calculations.
  - a. Medical, Dental, and Vision benefits, based on the maximum contribution for family coverage (employee + 2 or more dependents)

- b. Cafeteria Plans (Flex Credit & Health Savings Account)
- 3) These data are collected for reporting purposes only and are not included in total compensation calculations.
- a. Sick Leave
  - b. Holiday Leave
  - c. Vacation Leave
  - d. Paid Time Off
  - e. Administrative/Management Leave
- 4) Cash Add-Ons are defined as “supplemental pay and benefit components that are equivalent to cash for the employee” and are typically found in a benefit summary document or bargaining agreement. The data are collected for reporting and are included in total compensation calculations.
- a. Retirement Pick-up (i.e., Employer Paid Member Contribution (EPMC))
  - b. Deferred Compensation (i.e., 457b, 401k, 403b)
  - c. Incentives (only education/certifications, performance)
  - d. Longevity
  - e. Allowances (only vehicle, cell phone, and uniform, as applicable)

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- The client may add other benefits elements, should it desire, at an additional cost.
- The client shall complete a spreadsheet (template provided by CPS HR) detailing the client’s own benefits elements and their costs/details.
- Please note that only employer costs are collected; not employee costs.

**Task 4 – Review, Analyze, and Validate Labor Market Survey Data.** CPS HR begins labor market data collection by researching available information online to make preliminary classification matches and obtain data. The CPS HR Project Team will reach out to labor market agencies to confirm and/or complete survey data after completing as much pre-work as possible. We find that this initial collection effort results in greater participation from the labor market agencies. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

Classification matching includes reviewing agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. To determine whether a match from a labor market agency is comparable to the District’s benchmark, 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.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Should any labor market agencies be non-responsive to requests for information, we will provide the client with contact information and request that they use their professional contacts to follow up on CPS HR's behalf. We have found this approach to be beneficial.
- The District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches at an additional cost.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out.
- The client shall review the job matches made for each of the comparable labor market agencies. An opportunity for two rounds of feedback/updates to the job matches will be provided to the client. The client will provide any changes/edits, if needed, within two (2) weeks of initial receipt of the job matches, if not sooner.

**Task 5 – Design and Develop Data Spreadsheets.** Once the matches are finalized and approved, CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the position ranking within the labor market and salary range minimum and maximum.

The labor market data analyses will be conducted based upon the labor market position affirmed within the client's compensation philosophy (e.g., median, mean, or other percentile).

**Task 6 – Conduct Benefits Analysis.** The benefit data submitted from the labor market agencies will be analyzed quantitatively and qualitatively.

In the quantitative analysis, specific benefits will be incorporated into the base salary data sheets to provide a total compensation analysis. This analysis of program costs will provide the client with an understanding of how the study classes compare against their market when the costs of benefits programs are taken into consideration. Within these data sheets, four different analyses can be conducted based on how our clients wish to view the data:

1. An analysis of the survey classification's position within the labor market for base salary
2. An analysis of the survey classification's position within the labor market when the cost of cash add-ons is taken into consideration (total cash)
3. An analysis of the survey classification's position within the labor market when the cost of cash add-ons and health programs are taken into consideration
4. An analysis of the survey classification's position within the labor market when the cost of cash add-ons, health program costs, and retirement contributions are taken into

consideration (total compensation)

The qualitative analysis will include the general trends and practices of benefits offered across the agencies summarized in tables and provided in an Excel file.

**Task 7 –Prepare Salary Range Recommendations (optional service).** A well-rounded compensation program encompasses an evaluation of external labor market data as well as a careful assessment of internal job relationships aligned with the client’s pay values. Our methodology for setting salary range levels for both benchmark and non-benchmark classifications follows these steps, ensuring consistency across all agency study classifications:

- 1. Benchmark Classifications:** We identify benchmark classifications that serve as reference points for salary setting based on market data.
- 2. Salary Recommendations:** Salary levels for benchmark classifications are established in line with market data.
- 3. Internal Alignment Review:** We conduct a comprehensive review of the District’s existing internal alignment differentials to assess where adjustments are needed.
- 4. Internal Differentials:** Recommended internal differentials are applied within job families to determine salaries for classifications with significant relationships due to shared job series or family.
- 5. Remaining Classifications:** For non-benchmark classifications or those with limited comparable data, we evaluate their alignment with other classifications based on factors such as job nature, level, and minimum qualifications.

The salary recommendations for each study classification will include:

- Classification Title
- Current Monthly Range Maximum
- Recommended Monthly Range Maximum
- Percentage or Dollar Amount Differences between Current and Recommended Ranges, including steps within a range if desired.

This detailed information enables the District to assess the percentage and dollar amount of any increase on a classification-by-classification basis.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Determination of exact cost to implement any salary range changes will be the responsibility of the client.
- The compensation structure will not be updated. Specifically, changes will not be made to the *bandwidth* of each pay grade or the *separation* between grades.
- The final deliverable of this project will be datasheets showing the market data and the District’s variance to the market and salary range recommendations, if service selected.

## Project Timeline

The CPS HR Internal Project Manager and the District will discuss varying approaches to customize a timeline after the initial kick-off meeting. CPS HR recommends a structured timeline that can be flexible to accommodate varying factors in achieving set milestones.

Our timeline is based upon the assumption that

- selected labor market agencies will provide the information required within the specified timeframe
- The District will be able to review, comment on, and approve study products within agreed upon deadlines
- CPS HR is available to begin the work, after full contract execution. We understand the District wishes to commence work in July 2025.

We estimate completion of this scope of work within 3-4 months of project kick off.

## Project Progress Monitoring and Deadline Adherence

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. Our approach is designed to ensure a focused and efficiently executed project. We use sound project management procedures and ongoing communication to ensure project success.

We are committed to ensuring transparent communication and adherence to project timelines throughout the duration of our collaboration with the client. To achieve this, we employ a set of procedures designed to keep all stakeholders well-informed and the project on track.

- **Dedicated Project Manager:** Your project will be overseen by a dedicated CPS HR Project Manager who will serve as your primary point of contact. This seasoned professional will be responsible for orchestrating project activities, tracking progress, and ensuring that all milestones and deadlines are met.
- **Milestone Timeline:** After the project kick-off meeting, CPS HR will provide a detailed milestone timeline. This timeline outlines key project phases, specific deadlines, and deliverable dates, providing a clear roadmap for the project's progression.
- **Regular Meetings:** To facilitate ongoing communication and progress monitoring, CPS HR will schedule standing bi-weekly or monthly meetings with the client's designated representatives. These meetings serve as valuable touchpoints for discussing project status, addressing concerns, and making necessary adjustments to ensure the project stays on course.
- **Microsoft Teams:** For even more immediate and frequent updates, CPS HR will leverage Microsoft Teams as a collaborative platform. This allows for real-time sharing of project-related information, documents, and updates, enhancing transparency and accessibility.
- **Ad Hoc Telephone Conferences:** In addition to structured meetings, we understand that sometimes unforeseen issues or urgent matters may arise. To address these situations promptly and efficiently, we conduct ad hoc telephone conferences. These discussions can be scheduled whenever the need arises, providing a direct line of communication between our team and the client's representatives. These opportunities ensure that timely decisions and solutions can be reached to maintain project momentum.
- **Early Risk Analysis:** In the event of any potential roadblocks that may affect project timelines, CPS HR is proactive in conducting risk analysis. This preemptive approach allows us to identify challenges swiftly and develop mitigation strategies to keep the project moving forward without significant delays.

By implementing these comprehensive procedures, CPS HR aims to provide the client with a project management framework that ensures constant progress tracking, effective communication, and timely achievement of project milestones and deadlines.

## Cost

### Professional Fixed Fee

CPS HR has prepared the following *professional fixed fee* based on the scope of work described.

Description	Price
Total Compensation Study	\$19,900
Develop Salary Recommendations	\$2,100
<i>Not-to-Exceed Contract Amount: Dependent on client selections</i>	

### Pricing Assumptions

<i>Not included in the fixed fee:</i>	
Materials Production	CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the client.
Consultant Travel Time and Expenses	We have not included travel costs since all work will be conducted virtually through the use of tele- and web-conferences and the sharing of documents through an online, secure portal provided by CPS HR.

### Billing Terms

CPS HR will bill in equal installments at the following milestones.

1. After client kick-off meeting
2. Approval of project parameters letter
3. Submission of draft matches
4. Provision of data sheets and benefits tables with market data
5. Provision of salary recommendations (if service selected)

It is assumed that the client will be responsive to the delivery of all draft deliverables and all subsequent revisions as defined in the agreed upon project timeline. **Unanticipated revisions or delays to the project timeline could result in a need for an addendum to the contract related to contract end date, staff assignments, and/or pricing. Any addenda will be discussed in a timely manner with the client.**

## ***Pricing Philosophy***

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the client which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR.

The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the client's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.

## Client Staff Expectations

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The Project Manager (and primary stakeholders of the District's choosing) of the District is kindly requested to actively participate in key aspects of the study. Common examples of such involvement include:

### **Compensation Study**

- Decision-Making/Communication/Liaison
  - Designate decision-makers to provide project input and establish policy directions.
  - Participate in strategic meetings to shape the methodology and outcomes of the compensation study, while assessing and mitigating project risks.
  - Make decisions on the adoption of new compensation structures/salary ranges and any related organizational changes.
  - Act as a liaison between the consulting team and the organization's staff to facilitate smooth information flow.
  - Communicate regularly with all stakeholders to maintain transparency and manage expectations regarding updates and changes.
  - Outreach to non-responsive comparable labor market agencies.
  
- Document Preparation
  - Provide accurate, current compensation data and any relevant historical compensation data.
  
- Review of Draft Documents
  - Review initial market findings and reports on compensation analysis.
  - Provide timely feedback on job matches with the external labor market.
  
- Implementation Support/Internal Communication
  - Collaborate with the CPS HR consulting team to develop effective implementation strategies for the new compensation structures or salary range changes.
  - Support the transition plans and help manage the change process within the organization.
  - Train managers and staff on the new compensation systems, explaining any changes in pay structures, etc.
  - Address any questions or concerns from employees or management regarding the new compensation policies.

To follow is a table showcasing the meeting opportunities we coordinate with our clients for these types of projects.

#	Meeting Description	Involved Stakeholders
<b>COMPENSATION STUDY</b>		
1	Kick off meeting at the outset of the study: Client provides all relevant background material and explains goals/definition of project success.	HR/primary client project group
2	Check in to confirm labor market agency and benchmark classification selections; discuss distinctions of classifications.	HR/primary client project group
3	Discuss client's benefits costs and what should be collected in the comparable agencies: Client provides detailed benefits cost and descriptions.	HR/payroll or benefits analyst
4	Review of preliminary job matches and finalize: Client reviews all job matches and justifications and gives feedback.	HR/primary client project group
5	Discussion of current salary structure and direction of salary range recommendations.	HR/primary client project group
6	Discussion of draft salary range recommendations: Client reviews and detailed provides feedback.	HR/primary client project group
7	Discussion of final salary range recommendations.	HR/primary client project group
8	Present compensation report.	HR/other stakeholder group



**RESPONSE TO REQUEST FOR PROPOSALS (RFP) –  
TOTAL COMPENSATION STUDY**



**SUBMITTED BY:**

**HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.**

**RHONDA D. STROUT-GARCIA,  
PRINCIPAL CONSULTANT**

**December 24<sup>th</sup>, 2024**





DYNAMICS & PERFORMANCE MANAGEMENT, INC.

December 24<sup>th</sup>, 2024

Penny Cuadras  
Administrative Services Manager  
Hidden Valley Lake Community Services District  
Via Email: [pcuadras@hvlcsd.org](mailto:pcuadras@hvlcsd.org)

Subject: **Total Compensation Study Proposal**

Dear Ms. Cuadras,

HR Dynamics & Performance Management, Inc. (HRDPM) is pleased to submit a proposal in response to the organization's need for a Total Compensation Study.

Please find enclosed the following:

- Documentation which demonstrates HRDPM's responsiveness to the needs of the District and ability to provide the requested services in a prompt, thorough and professional manner;
- Documentation which demonstrates the professional credentials and reputation of the HRDPM consultant who will be performing the study;
- Qualifications of HRDPM, including but not limited to, its similar experiences in public sector studies, and personnel assigned to the project; and
- A competitive quote for the desired work to be performed.

HR Dynamics & Performance Management is prepared to commit to the completion of the District's Study in an expedited manner, should it be awarded the contract.

It would be a pleasure to work with you in conducting this important study. If any additional information is needed, please do not hesitate to contact me at (951) 905-0025.

Kind regards,

*/Rhonda D. Strout-Garcia/* (Electronic Signature)

Rhonda D. Strout-Garcia,  
Principal Consultant, HRDPM

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### **Proprietary/Trade Secret Materials:**

This proposal represents the proprietary (Trade Secret) process and methodologies developed by HR Dynamics & Performance Management, Inc. and therefore request exemption to any release to competitors under the California Public Records Act.

**HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.  
PROPOSAL FOR PROFESSIONAL  
HUMAN RESOURCES CONSULTING SERVICES**

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
TOTAL COMPENSATION STUDY**

**December 24<sup>th</sup>, 2024**

HR Dynamics & Performance Management, Inc. (HRDPM) is pleased to submit a proposal in response to Hidden Valley Lake Community Services District's (HVLCSO) need for professional Human Resources Consulting Services in the area of Compensation.

<b>1. Executive Summary</b>
-----------------------------

As a brief overview of the proposal, HRDPM is both ***excited and fully prepared*** to perform the District's ***Total Compensation Study*** in a professional, thorough and expedited manner.

**The Purpose of the Total Compensation Study** is to align employee compensation and benefits with the District's compensation philosophy and ability to pay, based on current labor market data from comparable agencies. Ultimately, the Compensation Study is intended to assist with understanding the District's position in the labor market, to provide public accountability of employee compensation, to optimize the District's ability to recruit and retain a talented workforce, and to ensure internal equity among the overall work force.

The **Total Compensation Study** methodology will include:

- Reviewing relevant background materials including job specifications, organizational charts, budgets, salary schedules, MOU's and related information
- Utilizing the District's established guidelines and pre-defined labor market pool/comparable agencies (***up to 7***)
- Identifying the District's benchmark classifications to be included in the survey (***up to 10***)
- Gathering salary and benefit data from the selected comparable agencies
- Analyzing the data and preparing summary results
- Recommending salary range adjustments for the District's Classification Plan for all full-time Classifications based on the survey results and in consideration of internal alignment using the District's pay grade schedule
- Presenting the draft report to the General Manager and Administrative Services Manager
- Presenting the final Total Compensation Study report findings and recommendations to the Board of Directors

In closing, HRDPM is highly qualified and experienced in the conduct of comprehensive classification and total compensation studies, and has a complete understanding of the District's needs and desired outcomes. HRDPM has a solid reputation for meeting project schedules and deadlines, providing high quality work products, engaging regularly with the

client and related stakeholders, and a high degree of success in having studies implemented by clients. HRDPM is prepared to initiate the Study upon award of the contract, and to commit to the timely completion of the project.

## 2. The Company

HR Dynamics & Performance Management, Inc. (HRDPM) has been in business since 2002 (incorporated in 2014) as a full-service management and human resources consulting firm; and has provided various human resources, organizational development, and executive recruitment services to numerous public, private and non-profit clients. HRDPM provides premier public sector human resources services in the following specialty areas:

- Classification and Job Analysis/Plan Development
- Compensation and Benefit Surveys/Plan Development
- Organizational Assessments
- Executive Recruitments

The firm consists of two (2) Principal Consultants. As a small firm, the consultants are able to provide high quality services and competitive pricing. HRDPM consultants are seasoned and accomplished public sector professionals with well over 60 years combined experience in Human Resources and Municipal Management. Together, the firm has served over 100 clients, primarily in the public sector over the past 20 years.

- With a highly successful public sector career as a City Manager, Henry Garcia serves as President of HRDPM, and Principal Consultant with a focus in providing his clients with services related to Performance Management including coaching, leadership development training, and strategic planning.
- Principal Consultant Rhonda Strout-Garcia serves as Chief Financial Officer (CFO) for HRDPM, and brings to her clients extensive expertise stemming from a highly successful public sector career which includes having served as Director of Human Resources and Classification/Compensation Manager for a large Southern California municipality. Her focus in the company is in providing project-oriented human resources consulting services.

The consultants are regularly engaged in work projects, and have a robust list of current and past clients; however, as an ethical practice, ***the consultants only accept a limited number of projects at any given time for work that they can fully commit to***, ensuring that each client receives the highest level of service.

To ensure the highest quality of work, the consultants perform all work activities personally and do not utilize sub-contractors or staff. Further, the consultants remain accessible and highly responsive to their clients ensuring the ultimate level of satisfaction. HRDPM is available, and prepared to accept and commit to this assignment.

In the course of work, HRDPM shall comply with all legal requirements and be non-discriminatory, and compliant with federal, state and local requirements.

Some of the key factors that set us apart from our competitors are listed below. We offer a number advantages over large firms:

- As a small firm, we take on **a limited number of projects at a time**, in which to focus on the needs of the client and complete projects *on schedule*.
- We are collaborative, flexible, and accommodating, and **will always put the relationship with the client first**.
- We are **highly responsive and accessible** to clients, employees, and candidates including evenings and weekends; and provide a level of personal interaction that is meaningful and memorable.
- We do not use “canned” work products. **Every assignment is unique and customized** to meet the client’s needs.
- **We do the work ourselves**. We will not only serve as project lead, but will also conduct all aspects of the work personally including interviews, field visits, data collection, analysis, report writing, presentations, and recommendations.
- We have a combined unique background that includes extensive managerial experience in the public sector. **We understand your work**.
- We provide **extensive and detailed data collection and analysis**, specific to the outcomes that the client desires to achieve.
- We are **well connected and have extensive relationships** from which to draw upon in obtaining information from other agencies.
- We **meet project schedules** and established deadlines, within budget.
- We make a **strong personal commitment** to the organization to provide a thorough process that will achieve the intended outcomes.
- We utilize our own practical **experiences and knowledge of the industry** in making realistic and viable recommendations to solving staffing and operational issues.
- We have **a high degree of repeat clients**, due to client satisfaction with services and results.

### **3. Dedicated HRDPM Project Consultant**

HR Dynamics & Performance Management shall assign Principal Consultant Rhonda Strout-Garcia to serve as the dedicated Project Consultant, in which she will manage and personally perform all aspects of the work as defined in this proposal. Ms. Strout-Garcia’s qualifications are as follows:

Rhonda’s experience includes over 30 years of professional human resources management experience in the public sector having ultimately served for nine years as Director of Human Resources for a large and complex municipality with 2500 employees and 16 bargaining

units, serving a population of over 300,000. Additionally, Rhonda has over 20 years of experience as a Human Resources Consultant and successful business owner serving public, private and non-profit entities.

Rhonda received her Master's Degree in Human Resources Management from Chapman University, and a Bachelor's Degree from Southern Illinois University in Workforce Education and Development. She has also served as an adjunct professor at California State University San Bernardino (CSUSB) and at the University of California – Riverside (UCR) Extension – teaching courses in Human Resources Management, and has been active in various professional associations.

Rhonda uses her broad background to help organizations achieve optimum organizational effectiveness. She has specific and extensive expertise in the area of Classification and Compensation including various aspects involving evaluating and developing organizational structures, career ladders, salary plans, and job descriptions; conducting job evaluations and systems analysis for efficiency and effectiveness; developing recognition, incentive, and reward programs; evaluating salary, benefits, and total compensation; establishing labor market comparison agencies based on sound criteria; and making recommendations consistent with best practices and current trends.

Additionally, Rhonda has direct experience in conducting executive recruiting, organizational climate and staffing studies; executive, supervisory and employee coaching and mentoring; team building and conflict resolution; strategic planning; and in developing policies, procedures, and employee handbooks. An additional area of expertise is in conducting Human Resources assessments for both compliance and best practices. Rhonda is adept at assessing organizational issues and developing successful interventions and strategies, and in identifying staff development needs to enhance team cooperation, communication, and optimal performance.

Exceptionally organized and resourceful, Rhonda brings highly effective customized approaches to assessing organizational issues and concerns. She is effective at recommending viable solutions and in developing an action-oriented approach to achieving the organization's objectives.

***Relative to prior and similar work performed, please see below list of clients, projects, and references.***

#### **4. Client List/References for Classification/Compensation Studies**

##### **Most Recent/Relevant Studies Completed**

The following list serves to demonstrate the consultant's experience in conducting classification and compensation studies for public sector agencies. The following projects represent the most recent and relevant projects that the consultant has conducted:

- **City of Buellton** (2024)
  - ✓ City-wide Classification Study for 20 Positions (Complete)
  - ✓ City-wide Total Compensation Study for 20 Positions (In-Progress)

- ✓ Contact: Linda Reid, (805) 686-7424, [lindar@cityofbuellton.com](mailto:lindar@cityofbuellton.com)
- **Inland Valley Development Agency (IVDA)/San Bernardino International Airport Authority (SBIAA) Joint Powers Authority** (2024)
  - ✓ Classification Study for IVDA (20 Positions) and Compensation Survey for IVDA and SBIAA (35 Classifications)
  - ✓ Contact: Catherine Pritchett, (909) 382-4100, [cpritchett@sbdairport.com](mailto:cpritchett@sbdairport.com)
- **City of Laguna Beach** (2024)
  - ✓ Total Compensation Surveys for Police Association, Fire Association, Police Management Association, and Fire Management Association
  - ✓ Data Collection involving multiple scenarios in support of the City during labor negotiations
  - ✓ Contact: Aggie Nesh, Director of Human Resources & Risk Management, (949) 497-0311, [anesh@lagunabeachcity.net](mailto:anesh@lagunabeachcity.net)
- **Beaumont Cherry Valley Water District** (2017 – 2024)
  - ✓ Update to 2021 Compensation Survey (Base Salaries Only) for 23 Classifications, and Job Evaluation for 6 positions
  - ✓ Select Positions Evaluated for Classification and Compensation
  - ✓ Conducted Multiple Projects over Several Years
  - ✓ Contact: Sylvia Molina, (951) 845-9581, [Sylvia.molina@bcvwd.gov](mailto:Sylvia.molina@bcvwd.gov)
- **City of Jurupa Valley** (2023)
  - ✓ City-wide Classification Study and Total Compensation Survey
  - ✓ Phase I - Classification Study, and Phase II Total Compensation Study for 95 positions
  - ✓ Contact: Michael Flad, Assistant City Manager (951) 322-6464 [mflad@jurupavalley.org](mailto:mflad@jurupavalley.org)
- **City of Wildomar** (2022)
  - ✓ City-wide Classification Study and Total Compensation Survey
  - ✓ Study included a Workforce Analysis and Review of Independent Contractor Status
  - ✓ Contact: Dan York, City Manager (951) 370-0448 or (951) 698-1463, [dyork@cityofwildomar.org](mailto:dyork@cityofwildomar.org)
- **City of Gustine** (2022)
  - ✓ Public Safety Total Compensation Survey
  - ✓ Contact: Melanie Correa, Administrative Services Director (209) 854-9407, [mcorrea@cityofgustine.com](mailto:mcorrea@cityofgustine.com)
- **City of Alhambra** (2021)
  - ✓ City-wide FLSA Study



Contact: Mariam Lee Ko, Director of Human Resources (323) 842-4128,  
[mko@cityofalhambra.org](mailto:mko@cityofalhambra.org)

- **City of Rialto** (2019 - 2021)
  - ✓ Departmental Reorganizations, Job Analyses, and Salary Surveys
  - ✓ Conducted Multiple Projects over Several Years
  - ✓ Included maintenance classifications.
  - ✓ Contact: Rod Foster, City Manager (Retired)
- **City of South Pasadena** (2018, 2019, 2021)
  - ✓ City-wide Total Compensation Survey
  - ✓ Conducted Multiple Projects over Several Years including Finance Reorganization, and Public Works Reorganization
  - ✓ Contact: Belinda Varela, Human Resources Manager (626) 403-7200,  
[bvarela@southpasadenaca.gov](mailto:bvarela@southpasadenaca.gov)
- **City of Willits** (2021)
  - ✓ City-wide Total Compensation Survey
  - ✓ Contact: Karen Stevenson, HR Manager (707) 459-7176,  
[kstevenson@cityofwillits.org](mailto:kstevenson@cityofwillits.org)
- **City of Yorba Linda** (2021)
  - ✓ City-wide Compensation Survey
  - ✓ Contact: David Albaugh, HR Director (714) 961-7104,

#### **Prior Studies With Special Districts**

- **Elsinore Valley Municipal Water District** (2017)
  - ✓ District-wide Clerical Study - Reorganization, Classification/ Compensation
  - ✓ Conducted Multiple Projects over Several Years
- **San Bernardino Municipal Water District** (2004 – 2017)
  - ✓ District-wide Compensation Surveys, and Numerous Departmental, Executive, and Misc. Job Analyses and Salary Surveys and Operational Studies
  - ✓ Conducted Multiple Projects Over Several Years
- **Mission Springs Water District** (2015)
  - ✓ District-wide Classification/Compensation Study
  - ✓ Conducted Multiple Projects Over Several Years
- **East Valley Water District** (2006 - 2008)
  - ✓ District-wide Classification/Compensation Study

- **West Valley Water District** (2006, 2009)
  - ✓ District-wide Classification/Compensation Study, and Misc. Job Analyses and Salary Surveys)
  - ✓ Conducted Multiple Projects over Several Years

<b>5. The Scope/Methodology</b>
---------------------------------

<b>Total Compensation Study</b>
1. Prepare for, and conduct initial project planning and initiation (kick-off) meeting with the General Manager and Administrative Services Manager to review the scope of work, timeline and next steps.
2. Discuss the District’s compensation philosophy with the General Manager and Administrative Services Manager; discuss recruitment and retention issues; determine whether the District desires a position of “lead, lag or match” in the labor market and the relative percentage at which to compare (e.g., 50 <sup>th</sup> percentile or average). Review and recommend a competitive market position that would allow the District to attract and retain effective and talented workforce. The implementation of a revised competitive position is generally subject to Board approval and the District’s financial ability to pay.
3. Receive the District’s established labor pool including approximately seven (7) agencies.
4. Receive and review the District’s current job descriptions, organizational charts, salary schedule, classifications by pay range (if available), budget, MOUs, and Personnel Rules and Regulations in electronic format.
5. Contact established comparison agencies to obtain support for total compensation survey participation and to identify a key contact person in each agency.
6. Collect preliminary data from the comparable agencies for the benchmark classifications including salary schedules, job descriptions, MOUs and personnel rules and regulations. Identify web-site availability of these items, or the need to request these items from the agencies.
7. Develop the Total Compensation Survey instrument and summary descriptions for each benchmark classification included in the survey using the District’s existing job descriptions for up to ten (10) job classes. Total Compensation Survey to include base salaries and benefits including employer contributions to retirement (CalPERS Classic), medical insurance (Health/Dental/Vision), deferred compensation, tuition reimbursement, and education incentives.
8. Conduct job matching, using the District’s existing job descriptions for the benchmark classifications, with each of the comparable agencies. Refresh job matches found in prior 2020 survey. Extract benefits data from published documents.
9. Conduct follow-up with comparison agencies to obtain requested data and to ensure comparability of job matches; extract data from documentation provided by agencies and obtained online, as required. Follow-up with comparable agencies to obtain items not readily accessible online.

<b>Total Compensation Study</b>
10. Prepare spreadsheets for each of the identified benchmark classifications, up to ten (10) included in the Total Compensation Study; compute market averages; compile and analyze the data; compare District's salary and benefit structure to the market averages.
11. Prepare recommendations for salary adjustments to the District's Classification Plan based on the external survey results, and in consideration of internal salary relationships and differentials, as well as desired market positioning for competitiveness. Utilize the District's existing pay grade table to make salary range recommendations.
12. Prepare and present draft, and final draft executive summary Total Compensation Study reports to the General Manager, and Administrative Services Manager.
13. Prepare a PowerPoint presentation and present the final report including findings and recommendations to the Board in a closed session meeting format.
14. Assist the District with questions relative to the implementation of the Total Compensation Study recommendations.

<b>6. Proposed Time Schedule*</b>
-----------------------------------

The Total Compensation Study is proposed to be conducted in a three (3) month time frame to allow for effective data collection, analysis and report preparation:

*\*Should HRDPM be awarded this Contract, HRDPM shall dedicate and commit to the timely completion of the project.*

Week #1	Kick-off and Compensation Philosophy Discussion with General Manager and Administrative Services Manager; Consultant Receipt of Various District Data including Labor Pool to be Utilized
Weeks #2-6	Develop Salary and Benefit Survey Data Collection Template and Job Summaries for the Benchmark Classifications; Contact Comparison Agencies; Collect/Extract/Compile/Compute/Analyze Salary and Benefit Data
Weeks #7-8	Develop Salary Range Recommendations based on External Data and Internal Salary Relationships
Weeks #9-10	Prepare Draft Report
Week #11	Present Draft Report, Findings and Recommendations to General Manager and Administrative Services Manager
Week #12	Prepare and Submit Final Report to General Manager; Prepare PowerPoint and Present to the Board of Directors

## 7. Insurances

HR Dynamics & Performance Management holds the following insurances and is prepared to provide the required certificates:

- Commercial General Liability – 2 Million
- Automobile Liability – 1 Million
- Professional Liability – 1 Million

HR Dynamics & Performance Management **does not hold** Workers' Compensation Insurance as the firm consists of two partners/owners, and has no employees; as such the firm is not required to have Workers' Compensation insurance.

## 8. Proposed Professional Services Agreement

HR Dynamics & Performance Management (HRDPM) agrees to enter into a Professional Services Agreement with the District to engage in the defined Scope of Work included in the proposal.

HRDPM affirms that it does not have any past, ongoing, or potential conflicts of interest as a result of the consultant performing the work for this project.

## 9. Final Work Products

The District shall receive a Total Compensation Study Report including Excel spreadsheets for each of the included benchmark classifications, and a proposed Pay Plan identifying pay grades and classifications for all District Classifications.

The final work products shall be delivered in digital format allowing for the ability to implement and manage the compensation program, including draft and final report, tables, charts, spreadsheets, schedules, salary surveys, and other materials.

Lastly, the final work products shall be presented to the General Manager, Administrative Services Manager, and Board of Directors.

## 10. Fees for Services

HR Dynamics & Performance Management proposes the following total fixed fees which are estimated at 102 hours of work over a twelve (12) week period at the rate of \$165 per hour.

**Total Compensation Study** – 102 hours @ \$165/hour = \$16,882

**Travel Expenses** – Consultant shall invoice for travel reimbursement including mileage at the standard IRS rate, travel time to and from the District's offices at the Consultant's hourly rate, and lodging as required.

Consultant proposes to invoice at the time of submittal of the final report to the General Manager and Administrative Services Manager.

Note: Additional work performed outside of the defined scope of work/tasks will be invoiced at the hourly rate of \$165 per hour.

## 11. Signature/Submittal Page

**HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.** intends to adhere to all of the provisions described in this proposal. This proposal is valid for at least ninety (90) days.

Respectfully Submitted,

By: HR DYNAMICS & PERFORMANCE MANGEMENT, INC.  
State of California

*/Rhonda D. Strout-Garcia/* (Electronic Signature)

\_\_\_\_\_  
Rhonda D. Strout-Garcia/Principal Consultant  
Chief Financial Officer

December 24<sup>th</sup>, 2024



**HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.**

*Henry T. Garcia, Principal Consultant  
Rhonda D. Strout-Garcia, Principal Consultant*

*461 Green Orchard Place, Riverside, CA 92506  
(951) 905-0025 or (951) 999-1617  
Website: HRDPM.COM*

***Premier Management Consulting Services provided by Seasoned  
Public Sector Professionals  
Customized to Meet the Client's Needs***



# HR

Dynamics & Performance  
MANAGEMENT, INC.

*"Premier Management &  
Human Resources Consulting"*

Rhonda D. Strout-Garcia

Henry T. Garcia

Riverside, California

**HRDPM.COM**

## PROVIDED SERVICES

Contact us for a free consultation to discuss your needs & how we may be of assistance to you & your organization.

### Rhonda D. Strout-Garcia

Principal Consultant  
951.905.0025  
rhonda@hrdpm.com

### Henry T. Garcia

Principal Consultant  
951.999.1617  
henry@hrdpm.com

- Executive Recruiting
- Business & Economic Development Services
- Conflict Resolution/Mediation/Facilitation Services
- Human Resources Compliance Audits
- Classification/Compensation Studies
- Recognition, Incentive & Reward Programs
- Employee/Labor Relations Support - Grievance Resolution Hearing Officer
- Policy, Procedure, & Employee Handbook Development
- Career & Outplacement Counseling
- Performance Evaluation Systems
- Organizational Assessments including Staffing & Structure, Effectiveness & Efficiency
- Executive & Supervisory Coaching
- Leadership Development/Management & Supervisory Training Academies
- Team Building & Conflict Resolution
- Strategic Planning & Goal Setting Workshops
- Change Management
- Customer Service Assessments & Training
- System & Process Optimization
- City Manager & CEO Evaluations
- Management Problem Solving
- Communication Skill Development

## PARTIAL CLIENT LIST

### Municipalities

- City of Alhambra
- City of Banning
- City of Bell
- City of Calexico
- City of Calimesa
- City of Colton
- City of Corona
- City of Covina
- City of Cudahy
- City of Desert Hot Springs
- City of Duarte
- City of Eastvale
- City of El Segundo
- City of Gardena
- City of Hawaiian Gardens
- City of Laguna Niguel
- City of La Puente
- City of La Verne
- City of Lathrop
- City of Lemoore
- City of Lynwood
- City of Palm Springs
- City of Rialto
- City of Ridgecrest
- City of Rio Vista
- City of Rosemead
- City of San Jacinto
- City of Santa Ana
- City of South Pasadena
- City of Stockton
- City of Victorville
- City of Wildomar
- City of Willits
- City of Yorba Linda



## Water Districts

- Beaumont-Cherry Valley Water District
- Crescenta Valley Water District
- East Valley Water District
- Elsinore Valley Municipal Water District
- Hi-Desert Water District
- Mission Springs Water District
- Mojave Water District
- San Bernardino Municipal Water Department
- Victor Valley Water District
- West Valley Water District

## Law Firms

- Law Firm of Best, Best & Krieger
- Law Firm of Slovak, Baron, Empey, Murphy & Pinkney
- Olivarez Madruga Law Organization



DYNAMICS & PERFORMANCE MANAGEMENT, INC.

## Other Agencies

- AMCO
- Child Advocates of San Bernardino County (CASA)
- Children's Fund
- City of Azusa Chamber of Commerce
- City of Colton Chamber of Commerce
- City of San Jacinto Downtown Business Association
- Colton Unified School District
- Contour Dermatology
- East Fork Swimming Pool District  
Carson Valley Swim Center
- Flynt Management Group
- Full Circle Home Loans/Vista Realty
- San Bernardino County Housing Authority
- San Bernardino County Sheriff's Department - Crime Lab
- Southern California Association of Governments (SCAG)
- Sublime MD, A Professional Medical Corporation
- Tetra Tech (International)
- Transtech Engineering
- Vital Signing, Inc.
- Western Region Council of Governments (WRCOG)

## Executive Recruitment Services

- City of Alhambra - Development Services Director
- City of Banning - Police Chief
- City of Calimesa - City Manager
- City of Cudahy - City Manager
- City of Eastvale - Assistant City Manager
- City of Eastvale - Community Development Director
- City of Eastvale - Community Safety Director
- City of Lynwood - Human Resources & Risk Management Director
- City of Rio Vista - Fire Chief
- San Bernardino Municipal Water Department - Water Reclamation Maintenance Planner
- San Bernardino Municipal Water Department - Water Reclamation Operations Manager/ Superintendent
- San Bernardino Municipal Water Department - Water Reclamation Plant Supervisor
- San Bernardino Municipal Water Department - Water Reclamation Process Control Supervisor
- San Bernardino Municipal Water Department - Water Reclamation Lead Operator
- San Bernardino Municipal Water Department - Water Reclamation Senior Operator
- San Bernardino Municipal Water Department - Water Reclamation SCADA Analyst



# Human Resources Compliance / Best Practices Assessments

- Beaumont-Cherry Valley Water District
- Crescenta Valley Water District
- City of Cudahy
- City of Eastvale
- City of Lynwood

- City of El Segundo
- City of Rialto
- Elsinore Valley Municipal Water District
- West Valley Water District

## Strategic Planning Services

- City of Azusa Chamber of Commerce
- City of Banning (Multiple)
- City of Bell (Multiple)
- City of Calexico (Multiple)
- City of Calimesa (Multiple)
- City of Cudahy
- City of Desert Hot Springs (Multiple)
- City of Duarte
- City of Eastvale (Multiple)
- City of Lathrop (Multiple)
- City of La Puente
- City of La Verne
- City of Lemoore
- City of Lynwood
- City of Ridgecrest (Multiple)
- City of Rio Vista
- City of Stockton (Multiple)
- Full Circle Home Loans/Vista Realty
- Mission Springs Water District
- San Bernardino Municipal Water Department
- Southern California Association of Governments (SCAG)

## Organizational Development Leadership Training / Executive Coaching

- Beaumont-Cherry Valley Water District
- City of Bell (Multiple Groups Sessions)
- City of Eastvale
- City of El Segundo (Multiple Groups/Sessions)
- City of Gardena (Multiple Groups Sessions)
- City of Palm Springs
- San Bernardino Municipal Water Department (Multiple Groups Sessions)
- Western Region Council of Governments (WRCOG)

# Classification / Compensation Studies

- City of Alhambra
- City of Bell
- City of Calimesa
- City of Colton
- City of Covina
- City of Cudahy
- City of Eastvale
- City of Lynwood
- City of Rialto
- City of Rosemead
- City of South Pasadena

- City of Wildomar
- City of Yorba Linda
- East Fork Swimming Pool District/Carson Valley Swim Center
- East Valley Water District
- Elsinore Valley Municipal Water District
- Full Circle Home Loans
- Mission Springs Water District
- San Bernardino County Housing Authority
- San Bernardino Municipal Water District
- West Valley Water District



## KEY FACTORS THAT SET US APART FROM COMPETITORS

**Some of the key factors that set us apart from our competitors are listed below.**

**We offer a number advantages over large firms:**

- As a small firm, we take on a limited number of projects at a time, in which to focus on the needs of the client and complete projects on schedule.
- We are collaborative, flexible, and accommodating, and will always put the relationship with the client first.
- We are highly responsive and accessible to clients, employees, and candidates including evenings and weekends; and provide a level of personal interaction that is meaningful and provides value.
- We do not use “canned” work products. Every assignment is unique and customized to meet the client’s needs.
- We do the work ourselves. We will not only serve as project lead, but will also conduct all aspects of the work personally including interviews, field visits, data collection, analysis, report writing, presentations, and recommendations.

- We have a combined unique background that includes extensive managerial experience in the public sector. We understand your work, and are able to effectively provide creative and viable options.
- We provide extensive and detailed data collection and analysis, specific to the outcomes that the client desires to achieve.
- We are well connected and have extensive relationships from which to draw upon in performing executive searches.
- We meet project schedules and established deadlines, within budget.
- We make a strong personal commitment to the organization to provide a thorough process that will achieve the intended outcomes.
- We utilize our own practical experiences and knowledge of the industry in making realistic and viable recommendations to solving staffing and operational issues.

**HR Dynamics & Performance Management, Inc.** brings you highly successful professionals who have extensive practical experience and outstanding records of achievement. Their work with organizations to improve effectiveness has resulted in promoting successful communication at all levels of the organization, developing problem-solving strategies, creating an energized and focused organization, and generating high productivity and efficiency. The consultants bring complementary strengths and backgrounds and offer a results-oriented approach to the organizations they work with.



## **Rhonda D. Strout-Garcia**

**Principal Consultant**

**951.905.0025 • rhonda@hrdpm.com**

Rhonda's experience includes over 35 years of professional human resources management experience in the public sector having ultimately served for nine years as Human Director for a large and complex municipality with 2500 employees and 16 bargaining units, serving a population of over 335,000. Additionally, Rhonda has over 15 years of experience as a Human Resources Consultant and successful business owner serving public, private and non-profit entities. Rhonda received her Master's Degree in Human Resources Management from Chapman University, and a Bachelor's Degree from Southern Illinois University in Workforce Education and Development. She has also served as an adjunct professor at California State University San Bernardino (CSUSB) and at the University of California - Riverside (UCR) Extension - teaching courses in Human Resources Management, and has been active in various professional associations.

Rhonda uses her broad background to help organizations achieve optimum organizational effectiveness. She has specific and extensive expertise in the area of Classification and Compensation including various aspects involving evaluating and developing organizational structures, career ladders, salary plans, and job descriptions; conducting job evaluations and systems analysis for efficiency and effectiveness; developing recognition, incentive, and reward programs; evaluating salary, benefits, and total compensation; establishing labor market comparison agencies based on sound criteria; and making recommendations consistent with best practices and current trends. Additionally, Rhonda has direct experience in conducting executive recruiting, organizational climate and staffing studies; executive, supervisory and employee coaching and mentoring; team building and conflict resolution; strategic planning; and in developing policies, procedures, and employee handbooks. An additional area of expertise is in conducting Human Resources assessments for both compliance and best practices. Rhonda is adept at assessing organizational issues and developing successful interventions and strategies, and in identifying staff development needs to enhance team cooperation, communication and optimal performance.

Exceptionally organized and resourceful, Rhonda brings highly effective customized approaches to assessing organizational issues and concerns. She is effective at recommending viable solutions and in developing an action-oriented approach to achieving the organization's objectives.

## **Henry T. Garcia**

**Principal Consultant**

**951.999.1617 • henry@hrdpm.com**

Henry T. Garcia received his Master's degree from the University of California, Los Angeles, in Political Science and his Bachelor's degree from the University of California, Riverside in Political Science. He is a graduate of Berkeley's Executive Institute of Public Policy, Harvard's Leadership and Strategic Planning Program, and University of Virginia's Public Policy Program. Henry is also a distinguished author of two major publications with the League of California Cities.

Henry's employment experience includes over 30 years of professional public administration, where he served as City Manager for the cities of Azusa, Colton, Rialto, and Moreno Valley, and worked in other managerial capacities for the cities of Fontana, Riverside, and San Jacinto. Mr. Garcia has served as a professor of public policy at California State University teaching a variety of undergraduate and graduate level courses.

With Henry's broad background, he serves as a consultant to cities and organizations in areas of Strategic Planning and Goal Setting; City Manager and City Council Evaluation Process; Executive Coaching and Leadership Development Training; Executive Recruitment; Team Building and Conflict Resolution; Economic Development; and Management Problem Solving.

Using his exceptional interpersonal relationship skills and abilities, Henry has been highly successful in mentoring those in leadership positions including elected officials and staff, as well as working with teams to maximize performance and improve effective communication.





October 23, 2024

Penny Cuadras  
Administrative Services Manager  
Hidden Valley Lake Community Services District

Subject: Compensation Study

Dear Ms. Cuadras

Thank you very much for the opportunity to submit an estimate to conduct a compensation study for the Hidden Valley Lake Community Services District. It is our understanding that we will include 11 classifications, as identified by the District, and 5 to 6 survey agencies. The following compensation data will be collected and analyzed:

- Title of comparable class
- Minimum and maximum annual salary
- Employer pick-up of the employee contribution for retirement (new "Classic & PEPRAs" members)
- Employer contribution towards deferred compensation
- Longevity Pay
- Employer contribution towards cafeteria plan, health, dental, vision insurance
- Employer paid life insurance
- Employer paid long term disability insurance
- Retiree Health Savings Account contribution
- Social Security
- Employee pick-up of employer contribution for retirement
- Cost of living information including date and amount of next cost of living increase
- Retirement benefit, formula and employer's rate
- Retiree health benefit information
- Paid leave (vacation, sick leave, holidays, administrative/management leave)

I look forward to hearing from you and please do not hesitate to reach out if you have any questions.

Sincerely,

Shellie Anderson  
Principal

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
TOTAL COMPENSATION STUDY  
PROJECT HOURS, COST AND TIMELINE**

<b>TASK</b>	<b>HOURS</b>	<b>COST</b>	<b>WEEK</b>
1. Project Initiation	1	\$190	1
2. Research, Recommend and Review Survey Agencies (if needed)	0 - 4	\$0 - \$760	1
3. Contact Survey Employers and Prepare Information Packet	2	\$380	2
4. Collect and Analyze Survey Data	16	\$3,040	3 - 5
5. Review Preliminary Survey Results with District	3	\$570	6
6. Follow-up Data Collection	2	\$380	6
7. Prepare Preliminary Salary Plan and Internal Relationship Analysis	2	\$380	7
8. Review and Revise Salary Plan with the District	2	\$380	7
9. Prepare and Present Final Report	4	\$760	8
<b>Compensation Study Hours and Cost</b>	<b>32 - 36</b>	<b>\$6,080 - \$6,840</b>	

We are prepared to begin immediately upon the execution of a contract and can complete all tasks associated with the compensation study in approximately 8 weeks as displayed in the proposed project work schedule. It is anticipated that all of the work will be conducted remotely; therefore, no expenses related to travel have been included.

### **Corporate Qualifications**

Bryce Consulting was formed in July 1995 to provide the full range of human resource consulting services to California based governmental clients. We offer comprehensive and integrated advisory services in the areas of human resources management, recruitment and selection, organization development and training. Our scope and approach to consulting is based on a solid foundation of professional experience in providing consulting services to local governments.

### **SERVICES**

Bryce Consulting offers a comprehensive range of human resource consulting services including:

**Classification and Compensation** - This area of the practice includes the development, installation, and modification of all or part of an agency's classification plan and compensation program. Typical study results include compensation policy development; the preparation of class specifications and career ladders that are in compliance with the ADA; internal salary relationship analysis; external compensation surveys; and the development of a revised compensation plan.

**Training** - This service provides both off-the-shelf and custom designed training programs on a wide variety of salient topics to organizations. Depending on the needs of the organization, we provide employee, mid-management, executive management or agency-wide training on topics such as supervisory skills, negotiation and conflict resolution skills, performance development and evaluation, communicating with your boss and interpersonal skills.

**Human Resources Systems** - Typical assignments in this area result in the development or modification of the basic policy and administrative framework for the agency's human resource management system. Study results include the preparation of personnel rules, policies, and procedures, and employee handbooks.

**Performance Appraisal** - This service area involves the development and installation of comprehensive performance appraisal systems for both management and non-management staff. These systems are complete and include the necessary forms, procedure manuals, and the training of management and supervisory staff.

Our consulting team has extensive experience dealing with local government service delivery, restructuring, and personnel management efforts. The philosophy of our firm is to limit the number of consultants involved in data collection and analysis for consistency purposes and to ensure that each member of the project team has an intimate understanding of the data. Shellie Anderson is a Principal with the firm and will serve as project manager for this study, assuming responsibility for on-going client contact, survey design, and preparation and presentation of salary recommendations and reports. Ms. Anderson will be joined by Stacy James, who brings a solid background of human resources consulting experience within the State of California and extensive involvement with compensation data collection

and analysis.

### ***Staff Resumes***

#### **SHELLIE ANDERSON**

Shellie Anderson is a principal with the firm who brings nearly 20 years of human resource consulting experience within the State of California, specifically within the public sector. Her background includes managing and participating in compensation and classification studies of varying sizes, organizational analyses, recruitment and selection, development of performance evaluation systems, and succession planning. Ms. Anderson has worked with a variety of public agencies including the State of California, cities, counties, and electric, water, wastewater and irrigation districts. Ms. Anderson has successfully worked with labor-management groups on a number of studies, to ensure successful accomplishment of study objectives. Ms. Anderson received a Bachelor's degree in Psychology and a Master's degree in Industrial and Organizational Psychology from the California State University, Sacramento. In addition, Ms. Anderson is a Certified Senior Professional in Human Resources. Ms. Anderson served on the Board for the IPMA – HR Sacramento Mother Lode Chapter for nearly a decade.

#### **STACY JAMES**

Stacy James is a principal with 18 years of professional human resources experience within the State of California including classification and compensation, recruitment and selection, development of work policies and procedures, and performance appraisal design. Ms. James previously oversaw the personnel practices in nine California Counties for social services and child support services departments which included serving as a business partner, conducting recruitments, determining and developing a variety of assessment processes, conducting job analyses, conducting classification studies, and providing training on rules and regulations governing the departments' merit system. Ms. James has extensive experience with compensation data collection and analysis. In addition, Ms. James has served as consultant to a variety of State agencies, counties, cities, non-profits, and special districts in the State of California. Ms. James earned her Bachelor's degree in Psychology from California State University, Sacramento.



<b>POLICY TITLE:</b>	<b>COMPENSATION POLICY</b>	
<b>POLICY #:</b> <b>3401</b>	<b>ADOPTED DATE:</b> May 15, 2012  President: Linda Herndon	<b>REVISION DATE:</b> August 21, 2012  President: Linda Herndon

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

**3401.1 PURPOSE**

To ensure that compensation for Hidden Valley Lake Community Services District (District) positions aligns with our compensation philosophy and allows us to be competitive in recruiting and retaining competent personnel. To ensure that salary ranges and benefits are subject to independent comparison to positions in similar Public Agencies.

**3401.2 POLICY**

It is the policy of the District to offer affordable total compensation package which supports our mission, attracts, and retains skilled, capable personnel and affirms their value to the organization.

**3401.3 PROCEDURE**

The District's Board of Directors will set total compensation, salary ranges and benefits. Salary ranges of the District's positions will be set at a level not to exceed the median market value of comparable positions in the region.

The District's Board of Directors will commission an independent salary survey to establish current median market value for each position every five years.



RESOLUTION 2012-07

A RESOLUTION AUTHORIZING ADOPTION OF EMPLOYEE COMPENSATION  
POLICY

WHEREAS, the Hidden Valley Lake Community Services District (District) Board of Directors periodically establishes and revises District Personnel Policies, and

WHEREAS, the District Board of Directors desires to attract and retain competent personnel, and

WHEREAS, fair and reasonable compensation is one means of attracting and retaining competent personnel,

NOW THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District shall:

- 1) Adopt a compensation policy that is affordable to the District and reflects the District's desire to attract and retain skilled personnel, and
- 2) Incorporate said compensation policy into the District's Personnel Policy Manual

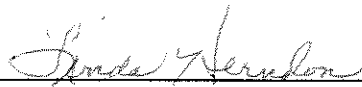
**PASSED AND ADOPTED** on May 22, 2012 by the following vote:

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

**NOES:** NONE

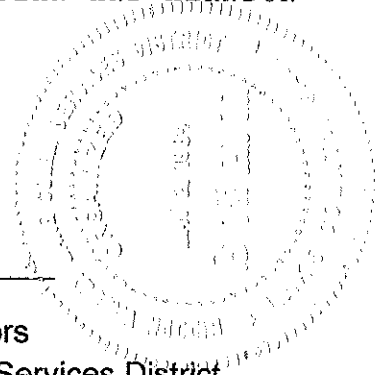
**ABSTAIN:** NONE

**ABSENT:** NONE



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



**ATTEST:**



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

# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

## COMPENSATION POLICY

### **Purpose:**

To ensure that compensation for Hidden Valley Lake Community Services District (District) positions aligns with our compensation philosophy and allows us to be competitive in recruiting and retaining competent personnel.

To ensure that salary ranges and benefits are subject to independent comparison to positions in similar Public Agencies.

### **Policy:**

It is the policy of the District to offer affordable total compensation package which supports our mission, attracts and retains skilled, capable personnel and affirms their value to the organization.

### **Procedure:**

The District's Board of Directors will set total compensation, salary ranges and benefits for District positions at a level not to exceed the median market value of comparable positions in the region.

The District's Board of Directors will commission an independent salary survey to establish current median market value for each position every five years.

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** March 11, 2025

**AGENDA ITEM:** Signing a Government Body Resolution to implement the State and Local Cybersecurity Grant Program

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**RECOMMENDATIONS:** Approval of Resolution 2025-05 regarding the State and Local Cybersecurity Grant Program.

**FINANCIAL IMPACT:** This resolution permits the District to receive grant funds under the State and Local Cybersecurity Grant Program (SLCGP).

**BACKGROUND:** This resolution is required by Cal OES to receive grant funds for the (SLCGP). On December 31, 2024, the District was notified that it was awarded \$250,000 under SLCGP. There is no match requirement for this grant. The District will receive 100% reimbursement for all eligible project expenses. Funds are available in the FY 2024/25 Disaster Mitigation fund account and in FY 2025/26 will be available through capital improvement projects.

The District will complete tasks 2.7 and 2.8 of the SCADA Implementation Plan using SLCGP funds.

**RESOLUTION 2025-05**

**GOVERNING BODY RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

BE IT RESOLVED BY THE \_\_\_\_\_ Board of Directors \_\_\_\_\_ OF THE  
\_\_\_\_\_ Hidden Valley Lake Community Services District \_\_\_\_\_ THAT  
\_\_\_\_\_ General Manager \_\_\_\_\_, OR  
\_\_\_\_\_ Project Manager \_\_\_\_\_,

is hereby authorized to execute for and on behalf of the named Applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California for the following Grant Award:

FY22/FY23 SLCGP

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Passed and approved this 18 day of March 2025

I, \_\_\_\_\_, duly appointed and

\_\_\_\_\_ of the Hidden Valley Lake Community Services District do hereby certify that the above is a true and correct copy of a resolution passed and approved by the 18 day of March, 2025, and passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jim Freeman, President

ATTEST:

\_\_\_\_\_  
Penny Cuadras, Secretary to the Board