



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: June 19, 2018
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) EMPLOYEE RECOGNITION
 - A. Brandon Bell, New Hire
 - B. Barry Silva, Rehire / Passed Grade III
 - C. Sam Garcia, Passed Grade III
- 6) PRESENTATIONS

None
- 7) CONSENT CALENDAR
 - A. MINUTES: Approval of the May 15, 2018 Board of Directors Regular Board Meeting minutes.
 - B. MINUTES: Approval of the May 17, 2018 Finance Committee Meeting minutes.
 - C. MINUTES: Approval of the May 31, 2018 Finance Committee Meeting minutes.
 - D. DISBURSEMENTS: Check # 035444 - # 035516 including drafts and payroll for a total of \$204,467.28
- 8) BOARD COMMITTEE REPORTS

(for information only, no action anticipated)

Personnel Committee
Finance Committee
Emergency Preparedness Committee
Lake Water Use Agreement-Ad Hoc Committee
Valley Oaks Project Committee
- 9) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

(for information only, no action anticipated)

- 10) STAFF REPORTS
(for information only, no action anticipated)
- Financial Report
Administration/Customer Service Report
ACWA State Legislative Committee
Field Operations Report
General Manager's Report
- 11) PUBLIC HEARING and discussion of Ordinance 57.1 Rescinding Ordinance 57.0 and all previous ordinances related to district fees and Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service, Reaffirming Prior Rates and Charges.
- 12) CLOSE PUBLIC HEARING Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges.
- 13) DISCUSSION AND POSSIBLE ACTION: Adoption of RESOLUTION 2018-03 (FEE Schedule) Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service
- 14) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager to enter into an agreement with Telstar Instrumentation to proceed with the installation of Chlorine Injectors at the Well Field
- 15) DISCUSSION AND POSSIBLE ACTION: Discuss and approve the General Manager to enter into an agreement with Brickmore for OPEB Valuation Services
- 16) DISCUSS AND REVIEW: FY 2018-2019 Budget and Investment Policy
- A) Resolution 2018-04–FY 2018-2019 Budget
B) Resolution 2018-05–Investment Policy for FY 2018-2019
- 17) PUBLIC COMMENT
- 18) BOARD MEMBER COMMENT
- 19) CLOSED SESSION: The Board will call to order and recess to Closed Session to discuss the following item:
- PURSUANT TO CALIFORNIA GOVERNMENT CODE §54957*: Review of the General Manager's performance evaluation
- 20) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hvllcsd.org/meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: May 15, 2018**

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

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

CALL TO ORDER

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

APPROVAL OF AGENDA

Director Graham requested Agenda Item 16 Closed Session be removed from the Agenda.
Director Mirbegian moved to approve the Agenda with the removal of item 16 and second by Director Herndon the Board unanimously approved the amended agenda.

EMPLOYEE RECOGNITION

Staff recognized the newest member of the HVLCSO Team, Brandon Bell. Brandon has received his Operator in Training certification from the State of California and will be placed on the on-call rotation once he has completed the training process.

PRESENTATIONS

Alyssa Gordon provided an overview of the XIO SCADA conversion to Cloud SCADA for water, wastewater and recycled water.

The District was recognized by the South Lake County Fire Protection District 293 and presented the Valley Fire Recognition Challenge Coin for their leadership, heroic efforts, dedication and resilience during and after the 2015 Valley Fire. The letter of recognition was read by GM Kirk Cloyd.

CONSENT CALENDAR

On a motion made by Director Mirbegian and second by Director Herndon the Board unanimously approved the following Consent Calendar items with the noted corrections made to the Lake Water Use Agreement minutes.

- (A) MINUTES: Approval of the April 17, 2018 Board of Directors Regular Board Meeting minutes.
- (B) MINUTES: Approval of the April 19, 2018 Lake Water Use Agreement Meeting minutes.

(C) MINUTES: Approval of the May 4, 2018 Personnel Committee Meeting minutes.

(D) DISBURSEMENTS: Check # 035363- # 035443 including drafts and payroll for a total of \$209,920.07.

BOARD COMMITTEE REPORTS

Personnel Committee: Following the Personnel Committee rewrite and employee review, the Committee plans to present the revised handbook to the Board at the June 19 Regular Board Meeting with recommendation for approval and implementation of the revised Employee Handbook.

Finance Committee: Meeting Scheduled for May 17.

Emergency Preparedness Program Committee: To be Scheduled

Lake Water Use Agreement-Ad Hoc Committee: Director Mirbegian requested Lake Water Use Agreement to be added to the June 19 Agenda for further discussion.

Valley Oaks Project Sub Committee: Have not met. Following a brief update of a recent phone conversation with Mr. Porter, Director Mirbegian recommends staff speak with legal counsel before moving forward.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

Director Mirbegian attended the Golf on the Green meeting at the request of the HVLCSO General Manager.

STAFF REPORTS

ACWA State Legislative Committee: Alyssa Gordon provided an update of the May 14 Meeting. The main topic of the meeting was the most recent Water Conservation measures and continuing to make Conservation a Way of Life.

Financial Report:

Administration/Customer Services Report:

Field Operation Report: AMI funding was denied. However, other funding options are being considered.

General Manager's Report: The General Manager provided an update from the State Water Board meeting he attended in Sacramento where he discussed the meter moratorium. The meeting can be viewed on the hvcsd.org website under News and Updates.

OPEN PUBLIC HEARING:

Discussion of Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges. Set the date of the second reading of Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges at the next scheduled Regular Board Meeting.

Public hearing was opened at 8:11 pm there were no written or public comments. The General Manager clarified that an ordinance is the highest level of authority at a special district and Ordinance 57.1 would allow rates and charges to be established by Resolution. By establishing rates and charges by Resolution, the District saves the cost for the process of a second Public Hearings, streamlines the process and conforms to industry standards.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: May 17, 2018**

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

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

CALL TO ORDER

The meeting was called to order at 3:04 pm by Director Mirbegan.

APPROVAL OF AGENDA

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

DISCUSS:
Initial Draft 2018-19 Budget

Committee reviewed individual line items of the Draft 2018-19 Budget.

PUBLIC COMMENT

None

COMMITTEE MEMBER COMMENT

None

ADJOURNMENT

On a motion made by Director Freeman and second by Director Mirbegan the Committee voted unanimously to adjourn the meeting. The meeting was adjourned at 4:03 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: May 31, 2018**

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

Director Mirbegan
Director Freeman
General Manager Kirk Cloyd
Full Charge Bookkeeper Trish Wilkinson

CALL TO ORDER

The meeting was called to order at 12:47 pm by Director Mirbegan.

APPROVAL OF AGENDA

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

DISCUSS:
Draft 2018-19 Budget

Committee reviewed individual line items of the Draft 2018-19 Budget.

PUBLIC COMMENT

None

COMMITTEE MEMBER COMMENT

None

ADJOURNMENT

On a motion made by Director Mirbegan and second by Director Freeman the Committee voted unanimously to adjourn the meeting. The meeting was adjourned at 1:52 p.m.

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	107.11
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,635.19
01-1189	L & M LOCKSMITHING			N		FUND TOTAL FOR VENDOR	1,047.21
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	57.70
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	256.42
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	188.41
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	21,176.67
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,485.44
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	938.09
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	1,712.50
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	426.10
01-2054	QUESTYS SOLUTIONS			N		FUND TOTAL FOR VENDOR	4,819.50
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,747.44
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	783.22
01-2195	TELSTAR INSTRUMENTS, INC			N		FUND TOTAL FOR VENDOR	1,256.59
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	138.03
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	448.08
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	1,060.07
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	394.60
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.15
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	109.14
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	287.51
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2700	REDFORD SERVICES			N		FUND TOTAL FOR VENDOR	950.00
01-2788	GHD			N		FUND TOTAL FOR VENDOR	6,285.50
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	2,719.58

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
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,468.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.46
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	645.00
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	2,554.21
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	1,452.50
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	38.81
01-2850	STATE WATER RESOURCES CON			N		FUND TOTAL FOR VENDOR	125.00
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	685.62
01-2875	COOPERATIVE PERSONNEL SER			N		FUND TOTAL FOR VENDOR	3,750.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	236.25
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2915	CAL FIRE - KONOCTI CAMP			N		FUND TOTAL FOR VENDOR	456.80
01-2919	REGIONAL GOVERNMENT SERVI			N		FUND TOTAL FOR VENDOR	27.50
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	3,727.28
01-2934	MANAGEMENT CONNECTIONS			N		FUND TOTAL FOR VENDOR	831.60
01-2937	YASKAWA SOLECTRIA SOLAR			N		FUND TOTAL FOR VENDOR	737.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	159.71
*** FUND TOTALS ***							78,881.49

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	747.06
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	292.74
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	1,570.94
01-1189	L & M LOCKSMITHING			N		FUND TOTAL FOR VENDOR	1,047.20
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	57.69
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	256.41
01-1513	WATER EDUCATION FOUNDATIO			N		FUND TOTAL FOR VENDOR	152.00
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	188.39
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	21,176.65
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	4,301.22
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	662.46
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	1,712.50
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	426.09
01-2054	QUESTYS SOLUTIONS			N		FUND TOTAL FOR VENDOR	4,819.50
01-2067	ITRON			N		FUND TOTAL FOR VENDOR	2,790.03
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,522.17
01-2111	DATAPROSE			N		FUND TOTAL FOR VENDOR	783.21
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	97.50
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	138.02
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	197.19
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	152.23
01-2567	ASSOCIATION OF CALIFORNIA			N		FUND TOTAL FOR VENDOR	60.00
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	394.58
01-2638	RICOH USA, INC.			N		FUND TOTAL FOR VENDOR	193.14
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	109.14
01-2684	OFFICE DEPOT			N		FUND TOTAL FOR VENDOR	287.47
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,673.20
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	498.81
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,007.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2824	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,152.45
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	645.00
01-2827	SMITH CONSTRUCTION			N		FUND TOTAL FOR VENDOR	2,554.21
01-2842	COASTLAND CIVIL ENGINEERI			N		FUND TOTAL FOR VENDOR	1,452.50
01-2847	ALYSSA GORDON			N		FUND TOTAL FOR VENDOR	38.80
01-2860	WESTGATE PETROLEUM CO., I			N		FUND TOTAL FOR VENDOR	685.62
01-2875	COOPERATIVE PERSONNEL SER			N		FUND TOTAL FOR VENDOR	3,750.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	236.25
01-2878	BADGER METER			N		FUND TOTAL FOR VENDOR	195.00
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2915	CAL FIRE - KONOCTI CAMP			N		FUND TOTAL FOR VENDOR	456.80
01-2919	REGIONAL GOVERNMENT SERVI			N		FUND TOTAL FOR VENDOR	27.50
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	3,727.26
01-2934	MANAGEMENT CONNECTIONS			N		FUND TOTAL FOR VENDOR	831.60
01-2937	YASKAWA SOLECTRIA SOLAR			N		FUND TOTAL FOR VENDOR	737.50
01-8	AT&T			N		FUND TOTAL FOR VENDOR	159.70

*** FUND TOTALS ***

71,477.23

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099 ACCT NO#	G/L NAME	G/L AMOUNT
01-2893	U.S. BANK			N	FUND TOTAL FOR VENDOR	1,979.50
*** FUND TOTALS ***						1,979.50
*** REPORT TOTALS ***			152,338.22			152,338.22

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS	10.69
120 2090	PERS PAYABLE	2,157.54
120 2091	FIT PAYABLE	3,414.76
120 2092	CIT PAYABLE	1,257.70
120 2093	SOCIAL SECURITY PAYABLE	44.02
120 2094	MEDICARE PAYABLE	491.27
120 2095	S D I PAYABLE	338.79
120 2099	DEFERRED COMP - 457 PLAN	645.00
120 5-00-5024	WORKERS' COMP INSURANCE	8,084.55
120 5-00-5025	RETIREE HEALTH BENEFITS	1,745.73
120 5-00-5060	GASOLINE, OIL & FUEL	685.62
120 5-00-5061	VEHICLE MAINT	247.17
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	519.77
120 5-00-5121	LEGAL SERVICES	236.25
120 5-00-5122	ENGINEERING SERVICES	4,058.75
120 5-00-5123	OTHER PROFESSIONAL SERVICES	9,954.78
120 5-00-5130	PRINTING & PUBLICATION	321.15
120 5-00-5145	EQUIPMENT RENTAL	2,143.15
120 5-00-5150	REPAIR & REPLACE	5,790.21
120 5-00-5155	MAINT BLDG & GROUNDS	707.39
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5191	TELEPHONE	810.73
120 5-00-5193	OTHER UTILITIES	188.41
120 5-00-5194	IT SERVICES	4,869.00
120 5-00-5195	ENV/MONITORING	2,468.00
120 5-00-5312	TOOLS - FIELD	968.81
120 5-00-5315	SAFETY EQUIPMENT	968.39
120 5-10-5010	SALARIES & WAGES	264.14

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-10-5020	EMPLOYEE BENEFITS	5,875.67
120 5-10-5021	RETIREMENT BENEFITS	3,596.78
120 5-10-5090	OFFICE SUPPLIES	244.44
120 5-10-5170	TRAVEL MILEAGE	124.93
120 5-10-5175	EDUCATION / SEMINARS	201.55
120 5-30-5010	SALARIES & WAGES	1,091.75
120 5-30-5020	EMPLOYEE BENEFITS	2,665.08
120 5-30-5021	RETIREMENT BENEFITS	3,134.89
120 5-30-5063	CERTIFICATIONS	125.00
120 5-30-5090	OFFICE SUPPLIES	43.07
120 5-30-5170	TRAVEL MILEAGE	63.27
120 5-40-5010	DIRECTORS COMPENSATION	11.10
120 5-40-5020	DIRECTOR BENEFITS	8.99
120 5-40-5030	DIRECTOR HEALTH BENEFITS	3,261.45
120 5-60-6006	PW LKHVF83	3,679.25
	** FUND TOTAL **	78,881.49
130 1052	ACCTS REC WATER USE	697.06
130 2088	SURVIVOR BENEFITS - PERS	10.70
130 2090	PERS PAYABLE	2,061.01
130 2091	FIT PAYABLE	3,187.50
130 2092	CIT PAYABLE	1,172.73
130 2093	SOCIAL SECURITY PAYABLE	80.07
130 2094	MEDICARE PAYABLE	476.84
130 2095	S D I PAYABLE	328.83
130 2099	DEFERRED COMP - PLAN 457 PAYAB	645.00
130 5-00-5024	WORKERS' COMP INSURANCE	8,084.54
130 5-00-5025	RETIREE HEALTH BENEFITS	1,745.73
130 5-00-5060	GASOLINE, OIL & FUEL	685.62
130 5-00-5061	VEHICLE MAINT	247.16
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	252.00
130 5-00-5092	POSTAGE & SHIPPING	519.76
130 5-00-5121	LEGAL SERVICES	236.25
130 5-00-5122	ENGINEERING SERVICES	1,452.50
130 5-00-5123	OTHER PROFESSIONAL SERVICES	9,954.76
130 5-00-5130	PRINTING & PUBLICATION	321.14
130 5-00-5145	EQUIPMENT RENTAL	2,143.14
130 5-00-5150	REPAIR & REPLACE	3,392.65
130 5-00-5155	MAINT BLDG & GROUNDS	707.39
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5191	TELEPHONE	810.69
130 5-00-5193	OTHER UTILITIES	188.39
130 5-00-5194	IT SERVICES	7,854.03
130 5-00-5195	ENV/MONITORING	2,007.00
130 5-00-5312	TOOLS - FIELD	232.92
130 5-00-5315	SAFETY EQUIPMENT	692.75
130 5-00-5505	WATER CONSERVATION	121.62

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 215 RECA REDEMPTION 1995

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-10-5010	SALARIES & WAGES	264.08
130 5-10-5020	EMPLOYEE BENEFITS	5,875.66
130 5-10-5021	RETIREMENT BENEFITS	3,596.76
130 5-10-5090	OFFICE SUPPLIES	244.41
130 5-10-5170	TRAVEL MILEAGE	191.12
130 5-10-5175	EDUCATION / SEMINARS	530.33
130 5-30-5010	SALARIES & WAGES	1,112.48
130 5-30-5020	EMPLOYEE BENEFITS	2,695.13
130 5-30-5021	RETIREMENT BENEFITS	3,006.15
130 5-30-5090	OFFICE SUPPLIES	43.06
130 5-30-5170	TRAVEL MILEAGE	12.86
130 5-40-5010	DIRECTORS COMPENSATION	11.85
130 5-40-5020	DIRECTOR BENEFITS	9.61
130 5-40-5030	DIRECTOR HEALTH BENEFITS	3,261.45
	** FUND TOTAL **	71,477.23
215 5-00-5123	OTHER PROFESSIONAL SERVICES	1,979.50
	** FUND TOTAL **	1,979.50

** TOTAL **	152,338.22
-------------	------------

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 Hidden Valley Lake

VENDOR: ALL

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 5/01/2018 THRU 5/31/2018	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

REPORT SEQUENCE: FUND

G/L EXPENSE DISTRIBUTION: YES

CHECK RANGE: 000000 THRU 999999

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,279,509.00</u>	<u>103,178.52</u>	<u>1,273,652.18</u>	<u>5,856.82</u>	<u>99.54</u>
TOTAL REVENUES	<u>1,279,509.00</u>	<u>103,178.52</u>	<u>1,273,652.18</u>	<u>5,856.82</u>	<u>99.54</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	520,588.00	45,053.15	568,185.61 (47,597.61)	109.14
ADMINISTRATION	447,486.00	28,522.17	331,396.89	116,089.11	74.06
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	262,904.80	22,648.00	224,833.57	38,071.23	85.52
DIRECTORS	<u>43,356.00</u>	<u>3,426.54</u>	<u>40,139.55</u>	<u>3,216.45</u>	<u>92.58</u>
TOTAL EXPENDITURES	<u>1,274,334.80</u>	<u>99,649.86</u>	<u>1,164,555.62</u>	<u>109,779.18</u>	<u>91.39</u>
REVENUES OVER/(UNDER) EXPENDITURES	5,174.20	3,528.66	109,096.56 (103,922.36)	2,108.47

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

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	700.00 (200.00)	140.00
120-4036 DEVELOPER SEWER FEES	0.00	0.00	0.00	0.00	0.00
120-4040 Lien Recording Fee	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	7,000.00	0.00	4,405.65	2,594.35	62.94
120-4050 SALES OF RECLAIMED WATER	90,000.00	14,757.66	110,549.54 (20,549.54)	122.83
120-4111 COMM SEWER USE	26,868.00	2,459.80	29,233.02 (2,365.02)	108.80
120-4112 GOV'T SEWER USE	590.00	58.77	699.59 (109.59)	118.57
120-4116 SEWER USE CHARGES	1,153,051.00	85,832.00	940,663.81	212,387.19	81.58
120-4210 LATE FEE	0.00	0.00	50.20 (50.20)	0.00
120-4300 MISC INCOME	1,000.00	67.14	19,354.18 (18,354.18)	1,935.42
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
120-4320 FEMA/CalOES Grants	0.00	0.00	8,921.00 (8,921.00)	0.00
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	500.00	3.15	680.89 (180.89)	136.18
120-4580 TRANSFERS IN	0.00	0.00	158,394.30 (158,394.30)	0.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,279,509.00	103,178.52	1,273,652.18	5,856.82	99.54
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	16.86 (16.86)	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	8,084.55	19,188.50 (9,688.50)	201.98
120-5-00-5025 RETIREE HEALTH BENEFITS	10,500.00	872.85	9,330.09	1,169.91	88.86
120-5-00-5026 COBRA Health & Dental	0.00	0.00 (33.72)	33.72	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	8,000.00	685.62	7,412.07	587.93	92.65
120-5-00-5061 VEHICLE MAINT	7,500.00	247.17	10,214.57 (2,714.57)	136.19
120-5-00-5062 TAXES & LIC	500.00	0.00	854.68 (354.68)	170.94
120-5-00-5074 INSURANCE	18,000.00	0.00	23,794.18 (5,794.18)	132.19
120-5-00-5075 BANK FEES	13,400.00	1,250.41	13,109.77	290.23	97.83
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	5,000.00	100.00	6,348.61 (1,348.61)	126.97
120-5-00-5092 POSTAGE & SHIPPING	5,000.00	517.53	5,654.02 (654.02)	113.08
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00	236.25	3,633.75	1,366.25	72.68
120-5-00-5122 ENGINEERING SERVICES	27,000.00	2,606.25	22,067.73	4,932.27	81.73
120-5-00-5123 OTHER PROFESSIONAL SERVICE	90,000.00	9,954.78	39,699.45	50,300.55	44.11
120-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,800.00	1,700.00	77.33
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	321.15	3,063.30	1,936.70	61.27
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	10,000.00	2,143.15	15,580.29 (5,580.29)	155.80
120-5-00-5148 OPERATING SUPPLIES	18,000.00	0.00	22,231.00 (4,231.00)	123.51
120-5-00-5150 REPAIR & REPLACE	75,000.00	5,790.21	77,594.88 (2,594.88)	103.46
120-5-00-5155 MAINT BLDG & GROUNDS	10,000.00	707.39	4,469.46	5,530.54	44.69
120-5-00-5156 CUSTODIAL SERVICES	15,150.00	1,262.50	13,889.07	1,260.93	91.68
120-5-00-5157 SECURITY	5,000.00	0.00	977.00	4,023.00	19.54
120-5-00-5160 SLUDGE DISPOSAL	26,000.00	0.00	27,664.58 (1,664.58)	106.40
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
120-5-00-5191 TELEPHONE	8,500.00	810.73	9,985.28 (1,485.28)	117.47
120-5-00-5192 ELECTRICITY	72,888.00	0.00	77,240.49 (4,352.49)	105.97
120-5-00-5193 OTHER UTILITIES	2,600.00	188.41	1,867.29	732.71	71.82
120-5-00-5194 IT SERVICES	24,500.00	4,869.00	33,800.88 (9,300.88)	137.96
120-5-00-5195 ENV/MONITORING	32,000.00	2,468.00	28,708.70	3,291.30	89.71
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	18,647.23 (18,647.23)	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	1,722.00	278.00	86.10
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	112.86	1,387.14	7.52
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	0.00	148.13	1,151.87	11.39
120-5-00-5312 TOOLS - FIELD	1,000.00	968.81	992.19	7.81	99.22
120-5-00-5315 SAFETY EQUIPMENT	2,500.00	968.39	5,430.92 (2,930.92)	217.24
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	0.00	227.50	22.50	91.00
120-5-00-5580 TRANSFERS OUT	0.00	0.00	56,742.00 (56,742.00)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

120-SEWER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	520,588.00	45,053.15	568,185.61 (47,597.61)	109.14

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

120-SEWER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	311,436.00	18,478.80	210,891.93	100,544.07	67.72
120-5-10-5020 EMPLOYEE BENEFITS	74,000.00	5,875.67	71,522.77	2,477.23	96.65
120-5-10-5021 RETIREMENT BENEFITS	51,500.00	3,596.78	42,020.97	9,479.03	81.59
120-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	244.44	3,221.80	778.20	80.55
120-5-10-5170 TRAVEL MILEAGE	1,200.00	124.93	768.45	431.55	64.04
120-5-10-5175 EDUCATION / SEMINARS	5,000.00	201.55	2,780.69	2,219.31	55.61
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	190.28	159.72	54.37
TOTAL ADMINISTRATION	447,486.00	28,522.17	331,396.89	116,089.11	74.06

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

120-SEWER ENTERPRISE FUND
OFFICE
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

120-SEWER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	170,302.80	16,455.15	148,092.44	22,210.36	86.96
120-5-30-5020 EMPLOYEE BENEFITS	48,304.00	2,826.62	37,403.21	10,900.79	77.43
120-5-30-5021 RETIREMENT BENEFITS	35,498.00	3,134.89	34,584.82	913.18	97.43
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,227.86	572.14	68.21
120-5-30-5063 CERTIFICATIONS	1,500.00	125.00	560.00	940.00	37.33
120-5-30-5090 OFFICE SUPPLIES	2,000.00	43.07	467.61	1,532.39	23.38
120-5-30-5170 TRAVEL MILEAGE	500.00	63.27	572.63 (72.63)	114.53
120-5-30-5175 EDUCATION / SEMINARS	3,000.00	0.00	1,925.00	1,075.00	64.17
TOTAL FIELD	262,904.80	22,648.00	224,833.57	38,071.23	85.52

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

120-SEWER ENTERPRISE FUND
 DIRECTORS
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	156.10	1,717.10	1,282.90	57.24
120-5-40-5020 DIRECTOR BENEFITS	100.00	8.99	61.12	38.88	61.12
120-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,261.45	37,928.70	627.30	98.37
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	132.63	67.37	66.32
120-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
120-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	300.00	1,200.00	20.00
TOTAL DIRECTORS	43,356.00	3,426.54	40,139.55	3,216.45	92.58
TOTAL EXPENDITURES	1,274,334.80	99,649.86	1,164,555.62	109,779.18	91.39
REVENUES OVER/(UNDER) EXPENDITURES	5,174.20	3,528.66	109,096.56	(103,922.36)	2,108.47

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>1,677,221.00</u>	<u>114,524.78</u>	<u>1,299,222.97</u>	<u>377,998.03</u>	<u>77.46</u>
TOTAL REVENUES	<u>1,677,221.00</u>	<u>114,524.78</u>	<u>1,299,222.97</u>	<u>377,998.03</u>	<u>77.46</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	762,170.00	40,885.31	539,238.77	222,931.23	70.75
ADMINISTRATION	298,266.40	28,917.15	332,566.28	(34,299.88)	111.50
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	304,030.80	21,379.90	252,440.61	51,590.19	83.03
DIRECTORS	<u>43,656.00</u>	<u>3,437.91</u>	<u>40,506.54</u>	<u>3,149.46</u>	<u>92.79</u>
TOTAL EXPENDITURES	<u>1,408,123.20</u>	<u>94,620.27</u>	<u>1,164,752.20</u>	<u>243,371.00</u>	<u>82.72</u>
REVENUES OVER/(UNDER) EXPENDITURES	269,097.80	19,904.51	134,470.77	134,627.03	49.97

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	13,000.00	1,980.00	13,050.00 (50.00)	100.38
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	0.00	340.00	660.00	34.00
130-4040 RECORDING FEE	100.00	631.61	1,506.07 (1,406.07)	1,506.07
130-4045 AVAILABILITY FEES	25,000.00	0.00	18,514.35	6,485.65	74.06
130-4110 COMM WATER USE	84,081.00	6,784.38	81,939.68	2,141.32	97.45
130-4112 GOV'T WATER USE	6,101.00	457.16	5,031.47	1,069.53	82.47
130-4115 WATER USE	1,516,739.00	101,880.15	1,129,144.76	387,594.24	74.45
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	28,000.00	2,060.36	27,434.64	565.36	97.98
130-4215 RETURNED CHECK FEE	1,200.00	100.00	950.00	250.00	79.17
130-4300 MISC INCOME	1,500.00	628.54	20,321.63 (18,821.63)	1,354.78
130-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	500.00	2.58	990.37 (490.37)	198.07
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,677,221.00	114,524.78	1,299,222.97	377,998.03	77.46
	=====	=====	=====	=====	=====

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	16.86 (16.86)	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	9,500.00	8,084.54	19,188.48 (9,688.48)	201.98
130-5-00-5025 RETIREE HEALTH BENEFITS	10,400.00	872.88	12,663.64 (2,263.64)	121.77
130-5-00-5026 COBRA Health & Dental	0.00	0.00 (33.72)	33.72	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	6,000.00	685.62	6,342.83 (342.83)	105.71
130-5-00-5061 VEHICLE MAINT	7,500.00	247.16	12,166.52 (4,666.52)	162.22
130-5-00-5062 TAXES & LIC	1,200.00	0.00	854.65	345.35	71.22
130-5-00-5074 INSURANCE	25,000.00	0.00	23,794.19	1,205.81	95.18
130-5-00-5075 BANK FEES	13,400.00	1,250.38	13,109.56	290.44	97.83
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	21,000.00	252.00	22,846.59 (1,846.59)	108.79
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	517.50	5,653.92	346.08	94.23
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	236.25	3,633.75	6,366.25	36.34
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	297.50	59,702.50	0.50
130-5-00-5123 OTHER PROFESSIONAL SERVICE	35,000.00	9,954.76	39,699.36 (4,699.36)	113.43
130-5-00-5124 WATER RIGHTS	70,000.00	0.00	3,058.61	66,941.39	4.37
130-5-00-5126 AUDIT SERVICES	7,500.00	0.00	5,800.00	1,700.00	77.33
130-5-00-5130 PRINTING & PUBLICATION	7,750.00	321.14	3,150.45	4,599.55	40.65
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	17,500.00	2,143.14	4,615.69	12,884.31	26.38
130-5-00-5148 OPERATING SUPPLIES	1,400.00	0.00	1,391.89	8.11	99.42
130-5-00-5150 REPAIR & REPLACE	185,000.00	3,392.65	108,701.40	76,298.60	58.76
130-5-00-5155 MAINT BLDG & GROUNDS	8,509.00	707.39	12,067.15 (3,558.15)	141.82
130-5-00-5156 CUSTODIAL SERVICES	3,750.00	312.50	3,439.06	310.94	91.71
130-5-00-5157 SECURITY	5,000.00	0.00	396.00	4,604.00	7.92
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00
130-5-00-5191 TELEPHONE	9,100.00	810.69	9,985.07 (885.07)	109.73
130-5-00-5192 ELECTRICITY	107,711.00	0.00	117,973.97 (10,262.97)	109.53
130-5-00-5193 OTHER UTILITIES	2,200.00	188.39	1,867.41	332.59	84.88
130-5-00-5194 IT SERVICES	24,500.00	7,854.03	37,118.95 (12,618.95)	151.51
130-5-00-5195 ENV/MONITORING	15,000.00	2,007.00	13,763.44	1,236.56	91.76
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	18,647.23 (18,647.23)	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	25,488.50	4,511.50	84.96
130-5-00-5310 EQUIPMENT - FIELD	2,000.00	0.00	112.86	1,887.14	5.64
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5312 TOOLS - FIELD	2,000.00	232.92	256.29	1,743.71	12.81
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	692.75	3,817.55 (1,317.55)	152.70
130-5-00-5505 WATER CONSERVATION	9,000.00	121.62	7,125.62	1,874.38	79.17
130-5-00-5545 RECORDING FEES	250.00	0.00	227.50	22.50	91.00
130-5-00-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	45,000.00	0.00	0.00	45,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	762,170.00	40,885.31	539,238.77	222,931.23	70.75

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

130-WATER ENTERPRISE FUND
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	166,418.40	18,478.87	212,074.91 (45,656.51)	127.43
130-5-10-5020 EMPLOYEE BENEFITS	70,000.00	5,875.66	71,272.75 (1,272.75)	101.82
130-5-10-5021 RETIREMENT BENEFITS	40,498.00	3,596.76	41,452.93 (954.93)	102.36
130-5-10-5063 CERTIFICATIONS	0.00	0.00	80.00 (80.00)	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	244.41	3,170.40	829.60	79.26
130-5-10-5170 TRAVEL MILEAGE	3,000.00	191.12	1,021.45	1,978.55	34.05
130-5-10-5175 EDUCATION / SEMINARS	5,000.00	530.33	3,303.59	1,696.41	66.07
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	190.25	159.75	54.36
130-5-10-5505 WATER CONSERVATION	9,000.00	0.00	0.00	9,000.00	0.00
TOTAL ADMINISTRATION	298,266.40	28,917.15	332,566.28 (34,299.88)	111.50

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018

130-WATER ENTERPRISE FUND
OFFICE
EXPENDITURES

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

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2018130-WATER ENTERPRISE FUND
FIELD
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	211,538.80	15,461.18	174,775.24	36,763.56	82.62
130-5-30-5020 EMPLOYEE BENEFITS	39,094.00	2,856.65	37,884.39	1,209.61	96.91
130-5-30-5021 RETIREMENT BENEFITS	46,498.00	3,006.15	37,687.55	8,810.45	81.05
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,227.83	572.17	68.21
130-5-30-5063 CERTIFICATIONS	600.00	0.00	145.00	455.00	24.17
130-5-30-5090 OFFICE SUPPLIES	1,000.00	43.06	418.89	581.11	41.89
130-5-30-5170 TRAVEL MILEAGE	500.00	12.86	184.24	315.76	36.85
130-5-30-5175 EDUCATION / SEMINARS	3,000.00	0.00	117.47	2,882.53	3.92
TOTAL FIELD	304,030.80	21,379.90	252,440.61	51,590.19	83.03

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2018

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	166.85	1,835.35	1,164.65	61.18
130-5-40-5020 DIRECTOR BENEFITS	100.00	9.61	64.88	35.12	64.88
130-5-40-5030 DIRECTOR HEALTH BENEFITS	38,556.00	3,261.45	37,928.70	627.30	98.37
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	500.00	0.00	132.61	367.39	26.52
130-5-40-5175 EDUCATION / SEMINARS	0.00	0.00	0.00	0.00	0.00
130-5-40-5176 DIRECTOR TRAINING	1,500.00	0.00	545.00	955.00	36.33
TOTAL DIRECTORS	43,656.00	3,437.91	40,506.54	3,149.46	92.79
TOTAL EXPENDITURES	1,408,123.20	94,620.27	1,164,752.20	243,371.00	82.72
REVENUES OVER/(UNDER) EXPENDITURES	269,097.80	19,904.51	134,470.77	134,627.03	49.97

*** END OF REPORT ***



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**May 2018
FINANCIAL REPORT
POOLED CASH**

AS OF May 31, 2018

Beginning Balance	550,461.32
Cash Receipts	
Deposit	221,750.67
Transfer Out	
Total Receipts	221,750.67
Cash Disbursements	
Accounts Payable + Bank Draft	152,338.22
Payroll	50,405.17
Bank Fees	1,723.89
Total Disbursements	204,467.28
Ending Balance	567,744.71

TEMPORARY INVESTMENTS

AS OF May 31, 2018

	Fund	LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	68,476.27	52,204.18	120,680.45	120,680.45
130	Water Operating Fund	102,049.06	42,815.63	144,864.69	144,864.69
215	1995-2 Redemption	61,922.79	199,647.18	261,569.96	261,569.96
218	CIEDB Redemption	11,715.79	-	11,715.79	11,715.79
219	USDARUS Solar Loan (Sewer)	833.77	79,187.92	80,021.69	80,021.69
313	Wastewater Cap Fac Reserved	263,260.48	65,664.09	328,924.57	328,924.57
314	Wastewater Cap Fac Unrestricted	265,968.04	116,149.80	382,117.83	382,117.83
319	Solar Reserve	-	31,258.20	31,258.20	31,258.20
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	174,217.35	-	174,217.35	174,217.35
711	Bond Administration	27,632.28	4,758.41	32,390.69	32,390.69
	TOTAL	976,075.82	591,685.41	1,567,761.22	1,567,761.22

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

CHECK DATE: 5/01/2018 THRU 5/31/2018
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	5/11/2018	BANK-DRAFT	000182	CALIFORNIA PUBLIC EMPLOYEES RE	4,372.55CR	CLEARED	A	5/14/2018
1010	5/11/2018	BANK-DRAFT	000183	NATIONWIDE RETIREMENT SOLUTION	525.00CR	CLEARED	A	5/14/2018
1010	5/11/2018	BANK-DRAFT	000184	STATE OF CALIFORNIA EDD	1,261.81CR	CLEARED	A	5/14/2018
1010	5/11/2018	BANK-DRAFT	000185	US DEPARTMENT OF THE TREASURY	3,571.77CR	CLEARED	A	5/11/2018
1010	5/11/2018	BANK-DRAFT	000186	CALIFORNIA PUBLIC EMPLOYEES RE	276.22CR	CLEARED	A	5/14/2018
1010	5/11/2018	BANK-DRAFT	000187	NATIONWIDE RETIREMENT SOLUTION	240.00CR	CLEARED	A	5/14/2018
1010	5/11/2018	BANK-DRAFT	000188	STATE OF CALIFORNIA EDD	90.63CR	CLEARED	A	5/14/2018
1010	5/11/2018	BANK-DRAFT	000189	US DEPARTMENT OF THE TREASURY	266.44CR	CLEARED	A	5/11/2018
1010	5/11/2018	BANK-DRAFT	000190	CALIFORNIA PUBLIC EMPLOYEES RE	62.88CR	CLEARED	A	5/29/2018
1010	5/11/2018	BANK-DRAFT	000191	STATE OF CALIFORNIA EDD	543.51CR	CLEARED	A	5/14/2018
1010	5/11/2018	BANK-DRAFT	000192	US DEPARTMENT OF THE TREASURY	1,329.31CR	CLEARED	A	5/11/2018
1010	5/25/2018	BANK-DRAFT	000193	CALIFORNIA PUBLIC EMPLOYEES RE	3,982.51CR	CLEARED	A	5/29/2018
1010	5/25/2018	BANK-DRAFT	000194	NATIONWIDE RETIREMENT SOLUTION	525.00CR	CLEARED	A	5/29/2018
1010	5/25/2018	BANK-DRAFT	000195	STATE OF CALIFORNIA EDD	1,108.39CR	CLEARED	A	5/25/2018
1010	5/25/2018	BANK-DRAFT	000196	US DEPARTMENT OF THE TREASURY	3,072.53CR	CLEARED	A	6/01/2018
1010	5/25/2018	BANK-DRAFT	000197	CALIFORNIA PUBLIC EMPLOYEES RE	575.45CR	CLEARED	A	5/29/2018
1010	5/25/2018	BANK-DRAFT	000198	STATE OF CALIFORNIA EDD	201.79CR	CLEARED	A	5/25/2018
1010	5/25/2018	BANK-DRAFT	000199	US DEPARTMENT OF THE TREASURY	546.61CR	CLEARED	A	6/01/2018
CHECK:								
1010	5/04/2018	CHECK	035444	ALPHA ANALYTICAL LABORATORIES	1,164.00CR	CLEARED	A	5/09/2018
1010	5/04/2018	CHECK	035445	VOID CHECK	0.00	CLEARED	A	5/11/2018
1010	5/04/2018	CHECK	035446	CAL FIRE - KONOCTI CAMP	913.60CR	OUTSTND	A	0/00/0000
1010	5/04/2018	CHECK	035447	GHD	6,285.50CR	CLEARED	A	5/09/2018
1010	5/04/2018	CHECK	035448	LOCAL GOVERNMENT COMMISSION IN	3,727.27CR	CLEARED	A	5/08/2018
1010	5/04/2018	CHECK	035449	MEDIACOM	512.83CR	CLEARED	A	5/09/2018
1010	5/04/2018	CHECK	035450	OFFICE DEPOT	229.22CR	CLEARED	A	5/17/2018
1010	5/04/2018	CHECK	035451	QUESTYS SOLUTIONS	9,639.00CR	CLEARED	A	5/09/2018
1010	5/04/2018	CHECK	035452	STATE WATER RESOURCES CONTROL	125.00CR	CLEARED	A	5/11/2018
1010	5/04/2018	CHECK	035453	STREAMLINE	200.00CR	CLEARED	A	5/09/2018
1010	5/04/2018	CHECK	035454	USA BLUE BOOK	275.63CR	CLEARED	A	5/10/2018
1010	5/04/2018	CHECK	035455	YASKAWA SOLECTRIA SOLAR	1,475.00CR	CLEARED	A	5/21/2018
1010	5/04/2018	CHECK	035456	CARSNER, RICHARD	47.81CR	CLEARED	A	5/15/2018
1010	5/04/2018	CHECK	035457	PRETE, JOHN	36.77CR	CLEARED	A	5/15/2018
1010	5/04/2018	CHECK	035458	STRICKLAN, WILLIAM H	88.76CR	CLEARED	A	5/24/2018
1010	5/04/2018	CHECK	035459	TESTA, FELICE & SAND	44.74CR	CLEARED	A	5/08/2018
1010	5/04/2018	CHECK	035460	CITRIN, ALAN	77.04CR	OUTSTND	A	0/00/0000
1010	5/11/2018	CHECK	035461	ACWA/JPIA	852.19CR	CLEARED	A	5/15/2018
1010	5/11/2018	CHECK	035462	ALPHA ANALYTICAL LABORATORIES	1,830.00CR	CLEARED	A	5/16/2018
1010	5/11/2018	CHECK	035463	ALYSSA GORDON	77.61CR	CLEARED	A	5/17/2018
1010	5/11/2018	CHECK	035464	ARMED FORCE PEST CONTROL, INC.	195.00CR	CLEARED	A	5/17/2018
1010	5/11/2018	CHECK	035465	BADGER METER	195.00CR	CLEARED	A	5/17/2018
1010	5/11/2018	CHECK	035466	BOLD POLISNER MADDOW NELSON &	472.50CR	CLEARED	A	5/16/2018
1010	5/11/2018	CHECK	035467	CALIFORNIA PUBLIC EMPLOYEES FI	8,304.91CR	CLEARED	A	5/15/2018

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

CHECK DATE: 5/01/2018 THRU 5/31/2018
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	5/11/2018	CHECK	035468	DATAPROSE	1,566.43CR	CLEARED	A	5/16/2018
1010	5/11/2018	CHECK	035469	HARDESTER'S MARKETS & HARDWARE	645.27CR	CLEARED	A	5/16/2018
1010	5/11/2018	CHECK	035470	VOID CHECK	0.00	CLEARED	A	5/11/2018
1010	5/11/2018	CHECK	035471	GARDENS BY JILLIAN	200.00CR	CLEARED	A	5/22/2018
1010	5/11/2018	CHECK	035472	L & M LOCKSMITHING	2,094.41CR	CLEARED	A	5/16/2018
1010	5/11/2018	CHECK	035473	LAKE COUNTY RECORD BEE	115.39CR	CLEARED	A	5/16/2018
1010	5/11/2018	CHECK	035474	MANAGEMENT CONNECTIONS	831.60CR	CLEARED	A	5/15/2018
1010	5/11/2018	CHECK	035475	OFFICE DEPOT	57.05CR	CLEARED	A	5/24/2018
1010	5/11/2018	CHECK	035476	PACE SUPPLY CORP	131.74CR	CLEARED	A	5/15/2018
1010	5/11/2018	CHECK	035477	SOUTH LAKE REFUSE COMPANY	376.80CR	CLEARED	A	5/15/2018
1010	5/11/2018	CHECK	035478	SPECIAL DISTRICT RISK MANAGEME	25,821.30CR	CLEARED	A	5/16/2018
1010	5/11/2018	CHECK	035479	TELSTAR INSTRUMENTS, INC	1,256.59CR	CLEARED	A	5/15/2018
1010	5/11/2018	CHECK	035480	U.S. BANK	1,979.50CR	CLEARED	A	5/15/2018
1010	5/11/2018	CHECK	035481	BARNHARD, SCOTT	57.83CR	CLEARED	A	5/15/2018
1010	5/18/2018	CHECK	035482	ALPHA ANALYTICAL LABORATORIES	919.00CR	CLEARED	A	5/25/2018
1010	5/18/2018	CHECK	035483	AT&T	319.41CR	CLEARED	A	5/25/2018
1010	5/18/2018	CHECK	035484	B & G TIRES OF MIDDLETOWN	218.28CR	CLEARED	A	5/30/2018
1010	5/18/2018	CHECK	035485	CARDMEMBER SERVICE	3,218.39CR	CLEARED	A	5/29/2018
1010	5/18/2018	CHECK	035486	CNH PRODUCTIVITY PLUS ACCT	276.05CR	CLEARED	A	5/29/2018
1010	5/18/2018	CHECK	035487	COASTLAND CIVIL ENGINEERING, I	2,905.00CR	CLEARED	A	5/24/2018
1010	5/18/2018	CHECK	035488	LOCAL GOVERNMENT COMMISSION IN	3,727.27CR	CLEARED	A	5/24/2018
1010	5/18/2018	CHECK	035489	MANAGEMENT CONNECTIONS	831.60CR	CLEARED	A	5/25/2018
1010	5/18/2018	CHECK	035490	MENDO MILL CLEARLAKE	1,212.30CR	CLEARED	A	5/25/2018
1010	5/18/2018	CHECK	035491	MICHELLE HAMILTON	625.00CR	CLEARED	A	5/24/2018
1010	5/18/2018	CHECK	035492	NBS GOVERNMENT FINANCE GROUP	3,425.00CR	CLEARED	A	5/30/2018
1010	5/18/2018	CHECK	035493	OFFICE DEPOT	288.71CR	CLEARED	A	5/31/2018
1010	5/18/2018	CHECK	035494	PACE SUPPLY CORP	1,541.46CR	CLEARED	A	5/24/2018
1010	5/18/2018	CHECK	035495	PETTY CASH REIMBURSEMENT	399.85CR	CLEARED	A	5/18/2018
1010	5/18/2018	CHECK	035496	REDFORD SERVICES	950.00CR	CLEARED	A	6/06/2018
1010	5/18/2018	CHECK	035497	REGIONAL GOVERNMENT SERVICES	55.00CR	CLEARED	A	5/29/2018
1010	5/18/2018	CHECK	035498	SMITH CONSTRUCTION	5,108.42CR	CLEARED	A	6/01/2018
1010	5/18/2018	CHECK	035499	SPECIAL DISTRICT RISK MANAGEME	16,169.09CR	CLEARED	A	5/25/2018
1010	5/18/2018	CHECK	035500	VERIZON WIRELESS	789.18CR	CLEARED	A	5/25/2018
1010	5/18/2018	CHECK	035501	WATER EDUCATION FOUNDATION	152.00CR	CLEARED	A	5/31/2018
1010	5/18/2018	CHECK	035502	WESTGATE PETROLEUM CO., INC.	1,371.24CR	CLEARED	A	5/24/2018
1010	5/18/2018	CHECK	035503	POWDER HORN RD, LLC	53.21CR	OUTSTND	A	0/00/0000
1010	5/18/2018	CHECK	035504	WOOD, RICHARD	82.90CR	CLEARED	A	6/04/2018
1010	5/18/2018	CHECK	035505	MULVIHILL, RYAN	4.80CR	CLEARED	A	6/04/2018
1010	5/18/2018	CHECK	035506	RUSYN, LUBA	87.53CR	CLEARED	A	5/29/2018
1010	5/25/2018	CHECK	035507	ALPHA ANALYTICAL LABORATORIES	562.00CR	CLEARED	A	5/31/2018
1010	5/25/2018	CHECK	035508	ASSOCIATION OF CALIFORNIA WATE	60.00CR	CLEARED	A	6/04/2018
1010	5/25/2018	CHECK	035509	COOPERATIVE PERSONNEL SERVICES	7,500.00CR	CLEARED	A	5/29/2018
1010	5/25/2018	CHECK	035510	ITRON	2,790.03CR	CLEARED	A	5/30/2018
1010	5/25/2018	CHECK	035511	MICHAELAS SANCHEZ	50.00CR	CLEARED	A	6/07/2018

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

CHECK DATE: 5/01/2018 THRU 5/31/2018
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	5/25/2018	CHECK	035512	RICOH USA, INC.	386.29CR	CLEARED	A	5/31/2018
1010	5/25/2018	CHECK	035513	SPECIAL DISTRICT RISK MANAGEME	362.93CR	CLEARED	A	5/31/2018
1010	5/25/2018	CHECK	035514	USA BLUE BOOK	1,324.92CR	CLEARED	A	6/01/2018
1010	5/25/2018	CHECK	035515	WELTON, JAMIE & JAME	4.79CR	OUTSTND	A	0/00/0000
1010	5/25/2018	CHECK	035516	WENDT, VAINÉ	110.88CR	OUTSTND	A	0/00/0000
DEPOSIT:								
1010	5/01/2018	DEPOSIT		CREDIT CARD 5/01/2018	418.60	CLEARED	C	5/03/2018
1010	5/01/2018	DEPOSIT	000001	CREDIT CARD 5/01/2018	855.35	CLEARED	C	5/04/2018
1010	5/01/2018	DEPOSIT	000002	REGULAR DAILY POST 5/01/2018	659.73	CLEARED	C	5/02/2018
1010	5/02/2018	DEPOSIT		CREDIT CARD 5/02/2018	2,866.84	CLEARED	C	5/04/2018
1010	5/02/2018	DEPOSIT	000001	CREDIT CARD 5/02/2018	1,221.32	CLEARED	C	5/07/2018
1010	5/02/2018	DEPOSIT	000002	REGULAR DAILY POST 5/02/2018	1,700.33	CLEARED	C	5/03/2018
1010	5/02/2018	DEPOSIT	000003	April 2018 ETS - 5	776.90CR	CLEARED	G	5/02/2018
1010	5/03/2018	DEPOSIT		CREDIT CARD 5/03/2018	1,658.54	CLEARED	C	5/07/2018
1010	5/03/2018	DEPOSIT	000001	CREDIT CARD 5/03/2018	1,491.92	CLEARED	C	5/07/2018
1010	5/03/2018	DEPOSIT	000002	REGULAR DAILY POST 5/03/2018	475.27	CLEARED	C	5/04/2018
1010	5/04/2018	DEPOSIT		CREDIT CARD 5/04/2018	1,469.47	CLEARED	C	5/07/2018
1010	5/04/2018	DEPOSIT	000001	CREDIT CARD 5/04/2018	1,741.80	CLEARED	C	5/07/2018
1010	5/04/2018	DEPOSIT	000002	REGULAR DAILY POST 5/04/2018	3,493.71	CLEARED	C	5/07/2018
1010	5/07/2018	DEPOSIT		CREDIT CARD 5/07/2018	2,561.73	CLEARED	C	5/07/2018
1010	5/07/2018	DEPOSIT	000001	CREDIT CARD 5/07/2018	1,149.98	CLEARED	C	5/08/2018
1010	5/07/2018	DEPOSIT	000002	CREDIT CARD 5/07/2018	544.59	CLEARED	C	5/09/2018
1010	5/07/2018	DEPOSIT	000003	CREDIT CARD 5/07/2018	2,131.11	CLEARED	C	5/10/2018
1010	5/07/2018	DEPOSIT	000004	REGULAR DAILY POST 5/07/2018	6,975.39	CLEARED	C	5/08/2018
1010	5/08/2018	DEPOSIT		CREDIT CARD 5/08/2018	2,630.31	CLEARED	C	5/10/2018
1010	5/08/2018	DEPOSIT	000001	CREDIT CARD 5/08/2018	47.55	CLEARED	C	5/11/2018
1010	5/08/2018	DEPOSIT	000002	CREDIT CARD 5/08/2018	3,328.75	CLEARED	C	5/11/2018
1010	5/08/2018	DEPOSIT	000003	REGULAR DAILY POST 5/08/2018	3,457.70	CLEARED	C	5/09/2018
1010	5/09/2018	DEPOSIT		CREDIT CARD 5/09/2018	2,928.85	CLEARED	C	5/11/2018
1010	5/09/2018	DEPOSIT	000001	CREDIT CARD 5/09/2018	1,728.06	CLEARED	C	5/14/2018
1010	5/09/2018	DEPOSIT	000002	CREDIT CARD 5/09/2018	5,670.43	CLEARED	C	5/14/2018
1010	5/09/2018	DEPOSIT	000003	REGULAR DAILY POST 5/09/2018	8,207.25	CLEARED	C	5/10/2018
1010	5/10/2018	DEPOSIT		CREDIT CARD 5/10/2018	688.70	CLEARED	C	5/14/2018
1010	5/10/2018	DEPOSIT	000001	CREDIT CARD 5/10/2018	922.03	CLEARED	C	5/14/2018
1010	5/10/2018	DEPOSIT	000002	CREDIT CARD 5/10/2018	2,189.17	CLEARED	C	5/14/2018
1010	5/10/2018	DEPOSIT	000003	REGULAR DAILY POST 5/10/2018	6,420.50	CLEARED	C	5/11/2018
1010	5/11/2018	DEPOSIT		CREDIT CARD 5/11/2018	1,291.40	CLEARED	C	5/14/2018
1010	5/11/2018	DEPOSIT	000001	CREDIT CARD 5/11/2018	1,103.10	CLEARED	C	5/14/2018
1010	5/11/2018	DEPOSIT	000002	REGULAR DAILY POST 5/11/2018	7,777.66	CLEARED	C	5/14/2018
1010	5/14/2018	DEPOSIT		CREDIT CARD 5/14/2018	1,017.13	CLEARED	C	5/14/2018
1010	5/14/2018	DEPOSIT	000001	CREDIT CARD 5/14/2018	578.28	CLEARED	C	5/15/2018
1010	5/14/2018	DEPOSIT	000002	CREDIT CARD 5/14/2018	771.56	CLEARED	C	5/17/2018
1010	5/14/2018	DEPOSIT	000003	CREDIT CARD 5/14/2018	1,523.42	CLEARED	C	5/17/2018

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

CHECK DATE: 5/01/2018 THRU 5/31/2018
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/14/2018	DEPOSIT	000004	REGULAR DAILY POST 5/14/2018	10,974.89	CLEARED	C	5/15/2018
1010	5/14/2018	DEPOSIT	000005	DAILY PAYMENT POSTING - ADJ	312.84CR	CLEARED	U	5/17/2018
1010	5/15/2018	DEPOSIT		CREDIT CARD 5/15/2018	1,401.45	CLEARED	C	5/17/2018
1010	5/15/2018	DEPOSIT	000001	CREDIT CARD 5/15/2018	1,172.28	CLEARED	C	5/18/2018
1010	5/15/2018	DEPOSIT	000002	REGULAR DAILY POST 5/15/2018	4,812.05	CLEARED	C	5/16/2018
1010	5/15/2018	DEPOSIT	000003	DRAFT POSTING	10,213.71	CLEARED	U	5/17/2018
1010	5/15/2018	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	130.75CR	CLEARED	U	5/18/2018
1010	5/16/2018	DEPOSIT		CREDIT CARD 5/16/2018	2,594.91	CLEARED	C	5/18/2018
1010	5/16/2018	DEPOSIT	000001	CREDIT CARD 5/16/2018	970.30	CLEARED	C	5/21/2018
1010	5/16/2018	DEPOSIT	000002	REGULAR DAILY POST 5/16/2018	4,454.97	CLEARED	C	5/17/2018
1010	5/17/2018	DEPOSIT		CREDIT CARD 5/17/2018	1,054.11	CLEARED	C	5/21/2018
1010	5/17/2018	DEPOSIT	000001	CREDIT CARD 5/17/2018	1,225.11	CLEARED	C	5/21/2018
1010	5/17/2018	DEPOSIT	000002	REGULAR DAILY POST 5/17/2018	3,910.64	CLEARED	C	5/18/2018
1010	5/18/2018	DEPOSIT		CREDIT CARD 5/18/2018	2,464.99	CLEARED	C	5/21/2018
1010	5/18/2018	DEPOSIT	000001	CREDIT CARD 5/18/2018	2,798.87	CLEARED	C	5/21/2018
1010	5/18/2018	DEPOSIT	000002	REGULAR DAILY POST 5/18/2018	11,959.91	CLEARED	C	5/21/2018
1010	5/21/2018	DEPOSIT		CREDIT CARD 5/21/2018	2,265.74	CLEARED	C	5/21/2018
1010	5/21/2018	DEPOSIT	000001	CREDIT CARD 5/21/2018	1,800.48	CLEARED	C	5/22/2018
1010	5/21/2018	DEPOSIT	000002	CREDIT CARD 5/21/2018	2,796.39	CLEARED	C	5/23/2018
1010	5/21/2018	DEPOSIT	000003	CC DRAFT POSTING	15,253.14	CLEARED	U	5/18/2018
1010	5/21/2018	DEPOSIT	000004	CREDIT CARD 5/21/2018	6,443.17	CLEARED	C	5/24/2018
1010	5/21/2018	DEPOSIT	000005	REGULAR DAILY POST 5/21/2018	16,639.46	CLEARED	C	5/22/2018
1010	5/21/2018	DEPOSIT	000006	CREDIT CARD 5/21/2018	3,247.96	CLEARED	C	5/24/2018
1010	5/22/2018	DEPOSIT		CREDIT CARD 5/22/2018	913.74	CLEARED	C	5/24/2018
1010	5/22/2018	DEPOSIT	000001	CREDIT CARD 5/22/2018	955.44	CLEARED	C	5/25/2018
1010	5/22/2018	DEPOSIT	000002	REGULAR DAILY POST 5/22/2018	1,009.48	CLEARED	C	5/23/2018
1010	5/23/2018	DEPOSIT		CREDIT CARD 5/23/2018	1,117.84	CLEARED	C	5/25/2018
1010	5/23/2018	DEPOSIT	000001	CREDIT CARD 5/23/2018	571.90	CLEARED	C	5/29/2018
1010	5/23/2018	DEPOSIT	000002	REGULAR DAILY POST 5/23/2018	9,795.55	CLEARED	C	5/24/2018
1010	5/24/2018	DEPOSIT		CREDIT CARD 5/24/2018	56.87	CLEARED	C	5/29/2018
1010	5/24/2018	DEPOSIT	000001	REGULAR DAILY POST 5/24/2018	561.35	CLEARED	C	5/25/2018
1010	5/24/2018	DEPOSIT	000002	CREDIT CARD 5/24/2018	599.66	CLEARED	C	5/29/2018
1010	5/25/2018	DEPOSIT		CREDIT CARD 5/25/2018	289.74	CLEARED	C	5/29/2018
1010	5/25/2018	DEPOSIT	000001	CREDIT CARD 5/25/2018	1,436.35	CLEARED	C	5/29/2018
1010	5/25/2018	DEPOSIT	000002	REGULAR DAILY POST 5/25/2018	983.96	CLEARED	C	5/29/2018
1010	5/29/2018	DEPOSIT		CREDIT CARD 5/29/2018	1,493.72	CLEARED	C	5/29/2018
1010	5/29/2018	DEPOSIT	000001	CREDIT CARD 5/29/2018	855.75	CLEARED	C	5/29/2018
1010	5/29/2018	DEPOSIT	000002	CREDIT CARD 5/29/2018	221.22	CLEARED	C	5/30/2018
1010	5/29/2018	DEPOSIT	000003	CREDIT CARD 5/29/2018	297.88	CLEARED	C	5/31/2018
1010	5/29/2018	DEPOSIT	000004	CREDIT CARD 5/29/2018	680.56	CLEARED	C	6/01/2018
1010	5/29/2018	DEPOSIT	000005	REGULAR DAILY POST 5/29/2018	2,809.73	CLEARED	C	5/30/2018
1010	5/30/2018	DEPOSIT		CREDIT CARD 5/30/2018	447.01	CLEARED	C	6/01/2018
1010	5/30/2018	DEPOSIT	000001	CREDIT CARD 5/30/2018	1,004.57	CLEARED	C	6/04/2018
1010	5/30/2018	DEPOSIT	000002	REGULAR DAILY POST 5/30/2018	880.70	CLEARED	C	5/31/2018

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

CHECK DATE: 5/01/2018 THRU 5/31/2018
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	5/31/2018	DEPOSIT		CREDIT CARD 5/31/2018	2,580.24	CLEARED	C	6/04/2018
1010	5/31/2018	DEPOSIT	000001	CREDIT CARD 5/31/2018	445.78	CLEARED	C	6/04/2018
1010	5/31/2018	DEPOSIT	000002	REGULAR DAILY POST 5/31/2018	810.06	CLEARED	C	6/01/2018
MISCELLANEOUS:								
1010	5/08/2018	MISC.		PAYROLL DIRECT DEPOSIT	1,592.92CR	CLEARED	P	5/08/2018
1010	5/08/2018	MISC.	000001	PAYROLL DIRECT DEPOSIT	4,238.33CR	CLEARED	P	5/08/2018
1010	5/11/2018	MISC.		PAYROLL DIRECT DEPOSIT	21,297.85CR	CLEARED	P	5/11/2018
1010	5/25/2018	MISC.		PAYROLL DIRECT DEPOSIT	21,060.79CR	CLEARED	P	5/25/2018
1010	5/25/2018	MISC.	000001	PAYROLL DIRECT DEPOSIT	2,215.28CR	CLEARED	P	5/25/2018
SERVICE CHARGE:								
1010	5/02/2018	SERV-CHG		April 2018 ETS - 7	920.94CR	CLEARED	G	5/02/2018
1010	5/02/2018	SERV-CHG	000001	April 2018 EST - 9	375.63CR	CLEARED	G	5/02/2018
1010	5/15/2018	SERV-CHG		April 2018 Analysis Fees	352.51CR	CLEARED	G	5/15/2018
1010	5/21/2018	SERV-CHG		Deposit Slips 05/21/2018	74.81CR	CLEARED	G	5/22/2018

TOTALS FOR ACCOUNT 1010	CHECK	TOTAL:	129,785.82CR
	DEPOSIT	TOTAL:	221,750.67
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	50,405.17CR
	SERVICE CHARGE	TOTAL:	1,723.89CR
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	22,552.40CR

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	129,785.82CR
	DEPOSIT	TOTAL:	221,750.67
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	50,405.17CR
	SERVICE CHARGE	TOTAL:	1,723.89CR
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	22,552.40CR



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
May 2018
FINANCIAL REPORT

CAPITAL EXPENDITURES
 2017 - 2018 BUDGET

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

Water	Revenue	Yr to Date Actual
FUND 320 Water Use Capital (7% Water Use Revenue)	106,000	100,500
Total	106,000	100,500



MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: 06/12/2018

RE: Office & Administrative Staff Overtime Monthly Report

May 2018

Overtime:

Administrative Assistant:	13.25 hours
Water Resources Specialist:	3.75 hours
Full Charge Bookkeeper:	-
Senior Accounts Representative:	1.00 hour
Senior Accounts Representative:	<u>1.00 hour</u>
Total Overtime:	19.00 hours

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 06/07/2018

RE: Senior Account Representative's Monthly Report

Monthly Billing 05/31/2018

Mailed statements: 2,146

Electronic statements: 453

The statement "SPECIAL MESSAGE"

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

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

Delinquent Billing 05/21/2018

Delinquent statements for May bills:

Mailed statements: 425

Electronic statements: 82

Courtesy Notification 06/05/2018

Courtesy notices delivered to the customer's property for delinquent April's bill: 174

Electronic notices: 22

Phone Notification 06/06/2018

Phone notifications: 99

The phone notification was sent out around 10:30 am resulting in 63 payments received by the office staff during business hours.

Lock Offs 06/07/2018

36 Customers were in the Lock Off Process at 5:00 pm on 06/06/2018.

20 payments were made before service orders went out in the field at 9:00 am on 06/07/2018.

A total of 16 customers were Locked Off for nonpayment.

Throughout Lock off day 5 payments were collected and meters unlocked.

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

ACWA State Legislative Committee Report

- 6-8-18 Meeting—Bills to watch*
 - AB 2050— Amendments continue, committee maintains a “Support” position.
 - AB 2518—Assemblywoman Aguiar-Curry is the author, committee maintains “Favor” position.
 - AB 2649 - Current amendments have changed previous members opposition, but concerns remain. Roll call vote on position returned a “Watch”. Working group will continue to develop amendment language.
- 5-30-18 EAR Comment Letter (see attached)
- 6-4-18 Legislative Outreach (see attached)
- 6-7-18 Conservation Legislation (see attached)
- 6-8-18 Legislative Advisory (see attached)
- Next meeting 6-29-18

*Detailed bill information is available upon request

May 30, 2018

via email: Felicia.Marcus@waterboards.ca.gov
commentletters@waterboards.ca.gov

State Water Resource Control Board
Felicia Marcus, Chair
1001 I Street
Sacramento, CA 95814

Subject: 2017 Electronic Annual Reporting

Dear Chair Marcus and Board Members:

We believe there is great opportunity for the State Water Resources Control Board (State Board) and water suppliers to work together to jointly improve water supply reliability, affordability, sustainability and water quality. Included in the effort, should be partnering together to collect and analyze relevant and reasonable data to inform and assist with sound water management decisions. On March 19, 2018, State Board staff held a webinar introducing new content to be added to the 2017 electronic Annual Report (2017 eAR). This new content was developed without an open and transparent stakeholder process, and requested without the appropriate advanced notice required to collect accurate information. This abrupt and one-sided approach to data collection limits the value of the data collected and is counterproductive to stakeholder processes currently in place. Below, we have compiled comments and concerns about the vehicle used to collect information, the timing of data requests, and the process used to determine the content of data request. Comments on specific concerns about the revised eAR content are also included in our 2017 report submittals. We respectfully ask you to consider our comments and take steps necessary to improved data collection efforts so that the State Board and water suppliers can partner together effectively to achieve mutually shared objectives.

The electronic Annual Report

The eAR is not currently the best vehicle to gather relevant and informative data about water rates, affordable drinking water, water loss from distribution systems, and climate change

adaptation strategies and resiliency for water utilities. The new content requested in the 2017 eAR lacks a nexus to the stated purpose of and the authority cited for the annual report. Water supplier staff and managers most familiar with the annual report from previous submittals may not be familiar with the issues and data being requested in the new content, and consequently may not be the best source for understanding and providing the relevant data. There is also a concern about the frequency of data collection. The annual collection and reporting of requested information on water loss and climate change serves no reasonable purpose, since much of the requested information does not change significantly from year to year. Therefore, the eAR is not the best tool to use for this type of data collection.

Timing of Data Requests

To improve accuracy and relevancy of data collected, adequate advanced notification is required prior to requesting new data. The timing of the current request limits the availability of accurate and useful data. The 2017 eAR asks for data that was not collected in 2017. Water suppliers need to know in advance what data will be required for a given year in order to collect accurate and relevant data. Any data collected for 2017 should not be used to inform policy or regulation. Accordingly, the same data request for 2018 will also not produce accurate data, since suppliers did not have the opportunity to start collecting information prior to April 2018. Even after learning of the new data requests, many agencies do not have systems or staff in place to collect requested data immediately. Any proposed changes in data requests should be communicated well in advance of the time period the State Board desires to request data to improve accuracy and availability.

Data Request Process

Using a stakeholder process will help improve the acquisition of relevant data, as well as improving data accuracy and availability. An open, transparent and meaningful two-way stakeholder process will help the water community understand the need, purpose, and level of significance of new data requests. The information gathered through the stakeholder process will be helpful in explaining to decision makers at the local level why the State Board is asking for more information. It will also help explain why increasing costs to local agencies and their customers is necessary to acquire that data. A stakeholder process will improve the value of information collected, reduce the possibility of misinterpretation and/or misunderstanding by both those providing the data and those interpreting the data.

There are currently stakeholder processes in place, with appropriate water supplier staff participating, addressing both water loss and affordable drinking water. There are also proposed changes to Urban Water Management Plans to address climate change. This latest data request in the eAR represents a potential duplication of effort. Stakeholder driven

processes should be utilized to improve the quality and quantity of data collected and to economize the staff time invested in data collection.

The entire water community should be working together jointly to improve water supply reliability, affordability, sustainability and water quality. Water suppliers have proved a willingness to provide reasonable and relevant information. This is demonstrated each month as the large majority of water suppliers voluntarily supply water use and efficiency information to the State Board. Moving forward, any data requests should be well-formulated and amply vetted through an open and transparent stakeholder process. The current one-sided closed process is unlikely to result in improved data quality or a better informed process. We ask that you work with us in a stakeholder driven process to identify relevant and necessary information required for a clearly stated purpose and that will not be duplicative of other reporting efforts.

Thank you for considering our comments.

- c: Steven Moore, Vice Chair, State Water Resources Control Board
- Tam Doduc, Board Member, State Water Resources Control Board
- Dorene D'Adamo, Board Member, State Water Resources Control Board
- Eileen Sobeck, Executive Director, State Water Resources Control Board
- Eric Oppenheimer, Chief Deputy Director, State Water Resources Control Board
- James Nachbaur, Director of Office Research, State Water Resources Control Board
- Max Gomberg, Climate and Conservation Manager, State Water Resources Control Board

Sincerely,

Paul D. Jones II, P.E.
General Manager
Eastern Municipal Water District

David Pedersen
General Manager
Las Virgenes Municipal Water District

Ian Prichard
Water Resource Manager
Camrosa Water District

Greg Thomas
General Manager
Rincon del Diablo Municipal Water District

Timothy R. Shaw
General Manager
Rio Lina Elverta Community Water District

Susan Mulligan
General Manager
Calleguas Municipal Water District

Paul Helliker
General Manager
San Juan Water District

William C. Gedney
Vice President, Environmental Quality
Golden State Water Company

David Hull
General Manager
Humboldt Community Services District

Dave Eggerton
General Manager
Calaveras County Water District

Gary T. Arant
General Manager
Valley Center Municipal Water District

Kimberly A. Thorner
General Manager
Olivenhain Municipal Water District

Brian Gerving
Director of Public Works Chief Building
Official
City of Eureka

Allen Carlisle
CEO/General Manager
Padre Dam Municipal Water District

Jim Barrett
General Manager
Coachella Valley Water District

Steve Palmisano
Director of Public Works and Utilities
City of Watsonville

John Woodling
Executive Director
Regional Water Authority

Steven Palmer, PE
General Manager
Georgetown Divide Public Utility District

Paul E. Shoenberger, P.E.
General Manager
Mesa Water District

Lan C. Wiborg
Deputy Director, Public Utilities Depart
City of San Diego

Martin E. Zvirbulis
General Manager, CEO
Cucamonga Valley Water District

Jim Abercrombie
General Manager
El Dorado Irrigation District

David Bolland
Director of State Regulatory Relations
Association of California Water Agencies

Richard Solbrig
General Manager/Engineer
South Tahoe Public Utility District

Maureen A. Stapleton
General Manager
San Diego County Water Authority

Dan Mudrovich
Water Projects Manager
City of San Jacinto

Michael J. Bardin
General Manager
Santa Fe Irrigation District

Tom Kennedy
General Manger
Rainbow Municipal Water District

Marc Marcantonio
General Manager
Yorba Linda Water District

Mike Grisso
Utilities Manager
City of Buena Park

Glenn Pruim, P.E.
General Manager
Vallecitos Water District

Tish Berge, P.E.
General Manager
Sweetwater Authority

Chuck Aukland
Director of Public Works
City of Redding

Mitchell S. Dion
Assistant General Manager
Pasadena Water and Power

Justin Murphy
Public Works Director
City of Menlo Park

Erik Hitchman
General Manager/Chief Engineer
Walnut Valley Water District

Mark Watton
General Manager
Otay Water District

Nicole Sandkulla
CEO/General Manager
Bay Area Water Supply and Conservation
Agency

Carlos Lugo
General Manager
Helix Water District

David Coxey
General Manager
Bella Vista Water District

Jack Hawks
Executive Director
California Water Association

Craig D. Miller
General Manager
Western Municipal Water District

Mike Gow
General Manager
Lake Hemet Municipal Water District

Brian Hensley
Water Resources Supervisor
Citrus Heights Water District

Paul A. Cook, P.E.
General Manager
Irvine Ranch Water District

Cary Dahl
Water Division Supervisor
Town of Hillsborough

John Friedenbach
General Manager
Humboldt Bay Municipal Water District

John Kingsbury
Executive Director
Mountain Counties Water Resources
Association

Eldon Boone
General Manger
Vista Irrigation District

Rick Aragon
Assistant General Manager – CFO/Treasurer
Rancho California Water District

Brent Smith, P.E.
Director of Technical Services
Placer County Water Agency

Mark Krause
General Manager
Desert Water Agency

Omar Castro
Water Division Manager
City of Oxnard

Michael Simi
Water Quality Supervisor
City of Santa Rosa

Thomas J. Haglund
General Manager
Tuolumne Utilities District

Todd Jorgenson
General Manager (Interim)
Riverside Public Utilities

Steven M. Glazer
President and General Manager
Tahoe Swiss Village Utility, Inc.

Ed Shikada
General Manager of Utilities
City of Palo Alto

Larry Ostrom
Trustee, Ostrom Family Trust
R R Lewis Small Water Company

Susan Rohan
Mayor
City of Roseville

SWRCB 2017 eAR

May 30, 2018

Page 7

Mark Kinsey
General Manager
Monte Vista Water District

Art Valenzuela
Water Services Manager
City of Tustin Public Works Water Division

John D. Vega
General Manager
Elsinore Valley Municipal Water District



Hidden Valley Lake Community Services District

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

June 4, 2018

The Honorable Mike McGuire
State Capitol 5061
Sacramento, CA 95814

Re: Oppose-Unless-Amended to Statewide Water Tax: Budget Trailer Bill and SB 623 (Monning)

Dear Senator McGuire,

I am writing to express our agency's strong opposition to the proposed statewide tax on water before the California Legislature. The proposal is being advanced through a Brown Administration budget trailer bill, and it could also be advanced via SB 623 (Monning), the bill on which the trailer bill is based. Everyone in California deserves safe drinking water, but there are funding alternatives being advanced by the Association of California Water Agencies and its coalition members that can solve the drinking water needs without a tax on water. (See <http://watertaxfacts.org/>.) The proposed water tax should be deleted and replaced with an appropriate funding solution.

Hidden Valley Lake Community Services District **opposes** the proposed statewide water tax in the budget trailer bill and SB 623 for the following reasons:

- 1) **It is not sound policy to tax something that is essential to life;**
- 2) **State law sets forth a policy of a human right to water for human consumption that is safe, clean, affordable and accessible. Adding a tax on water works against keeping water affordable for all Californians;**
- 3) **It is inefficient to turn thousands of local water agencies into taxation entities for the state and require them to collect the tax and send it to Sacramento;**
- 4) **No policy committee has heard the proposed tax on drinking water; and**
- 5) **A survey conducted in January 2018 shows 73% of likely voters oppose a drinking water tax.**

For these reasons, Hidden Valley Lake Community Services District respectfully urges you to vote "NO" on any proposal to tax California's water.

Sincerely,

A handwritten signature in blue ink that reads "Kirk Cloyd".

Kirk Cloyd
General Manager

cc: The Honorable William W. Monning
Ms. Kim Craig, Deputy Cabinet Secretary, Office of the Governor



Hidden Valley Lake Community Services District

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

June 4, 2018

The Honorable Cecilia Aguiar-Curry
State Capitol 5144
Sacramento, CA 95814

Re: Oppose-Unless-Amended to Statewide Water Tax: Budget Trailer Bill and SB 623 (Monning)

Dear Assembly Member Aguiar-Curry,

I am writing to express our agency's strong opposition to the proposed statewide tax on water before the California Legislature. The proposal is being advanced through a Brown Administration budget trailer bill, and it could also be advanced via SB 623 (Monning), the bill on which the trailer bill is based. Everyone in California deserves safe drinking water, but there are funding alternatives being advanced by the Association of California Water Agencies and its coalition members that can solve the drinking water needs without a tax on water. (See <http://watertaxfacts.org/>.) The proposed water tax should be deleted and replaced with an appropriate funding solution.

Hidden Valley Lake Community Services District opposes the proposed statewide water tax in the budget trailer bill and SB 623 for the following reasons:

- 1) **It is not sound policy to tax something that is essential to life;**
- 2) **State law sets forth a policy of a human right to water for human consumption that is safe, clean, affordable and accessible. Adding a tax on water works against keeping water affordable for all Californians;**
- 3) **It is inefficient to turn thousands of local water agencies into taxation entities for the state and require them to collect the tax and send it to Sacramento;**
- 4) **No policy committee has heard the proposed tax on drinking water; and**
- 5) **A survey conducted in January 2018 shows 73% of likely voters oppose a drinking water tax.**

For these reasons, Hidden Valley Lake Community Services District respectfully urges you to vote "NO" on any proposal to tax California's water.

Sincerely,

A handwritten signature in blue ink that reads "Kirk Cloyd".

Kirk Cloyd
General Manager

cc: The Honorable William W. Monning
Ms. Kim Craig, Deputy Cabinet Secretary, Office of the Governor

NEW WATER USE EFFICIENCY LAWS MARK PROGRESS IN MAKING WATER

CONSERVATION A WAY OF LIFE IN CALIFORNIA

- BY TIMOTHY QUINN
- JUN 7, 2018
- VOICES ON WATER



Last Friday, Gov. Jerry Brown signed into law two water-use efficiency bills. From ACWA’s perspective, this allows us to check the box next to “conservation is a way of life in California” and take another key step forward in implementing the Governor’s California Water Action Plan.

This also marks the end of a major debate on long-term water efficiency and conservation. This debate was never about whether we should conserve, but how we should conserve. ACWA member agencies have been on the forefront of water-use efficiency efforts for decades. We advocated for key amendments to these bills and, although not all of them were accepted, the final legislation is much improved compared to the initial drafts. This includes more recognition of local autonomy and authority, and incentives for recycled water use.

Now that SB 606 and AB 1668 have been signed into law, ACWA is working closely with member agencies to ensure they assess how the new requirements will affect them, including the timeline for implementation. One key issue that is widely misunderstood needs to be clarified. The new requirements do not restrict daily water use by individual customers, as has been erroneously reported by some. Instead it requires water agencies to develop agency-wide water budgets, with local agencies determining how best to keep aggregate water use in their communities below agency-wide efficient water use targets.

This is a far cry from a few years ago when the state mandated across-the-board, one-size-fits-all water reductions throughout the state on a percentage basis, ignoring regional differences in supply, climate and geography. What we have now is a far more sophisticated system that recognizes differences between agencies and provides them with some leeway to meet goals through target setting. As an added benefit, the legislation also establishes incentives for recycled water use, which is a key element of an “all of the above” strategy for our sustainable water future.

California continues to rise to our water management challenges, and local water agencies will continue to lead the way. This new law and the process to implement it deserves the full cooperation of the water community as we continue making water conservation a way of life in California.

GOV. BROWN, LEGISLATIVE LEADERS REACH BUDGET AGREEMENT

- BY KANISHA GOLDEN
- JUN 8, 2018

Budget Conference Committee Does Not Adopt Proposed Tax on Drinking Water

Gov. Jerry Brown and legislative leaders today announced that they have reached an agreement on the 2018-'19 state budget. This evening, the Budget Conference Committee voted to approve a package on safe drinking water funding that did not adopt the Administration's drinking water budget proposal and the water tax budget trailer bill. The Conference Committee approved a package that:

- Sets aside \$23.5 million in General Fund revenue for allocation to safe drinking water actions later in this legislative session;
- Provides \$5 million in General Fund revenue for the State Water Resources Control Board to provide lead testing remediation and technical assistance for child care centers.

ACWA and everyone involved in this funding issue all have the same goal of ensuring that Californians have safe drinking water. ACWA is pleased that the Legislature recognized that there are funding alternatives to a water tax.

ACWA is extremely thankful for the engagement of the many ACWA member agencies that testified in opposition to a tax on drinking water during budget subcommittee hearings, joined ACWA's coalition and sent letters to legislators.

Next Steps

Although the Budget Conference Committee action did not adopt the statewide water tax budget trailer bill, the proponents of the water tax may still try to advance the water tax later this summer through SB 623 (Monning). ACWA will keep members apprised of developments in this area.

Questions

For questions regarding the budget trailer bill, SB 623 or ACWA's advocacy efforts, please contact ACWA Deputy Executive Director for Government Relations [Cindy Tuck](#) or ACWA Director of State Legislative Relations [Wendy Ridderbusch](#). Both can be reached at (916) 441-4545.



Hidden Valley Lake Community Services District

May 2018 Report

F
I
E
L
D
O
P
E
R
A
T
I
O
N
S

Water Connections:		Sewer Connections:	
New (May)	0	New (May)	1
Residential (April)	2440	Residential (April)	1470
Commercial & Govt (April)	39	Commercial & Govt (April)	15
Total (May) :	2479		1486

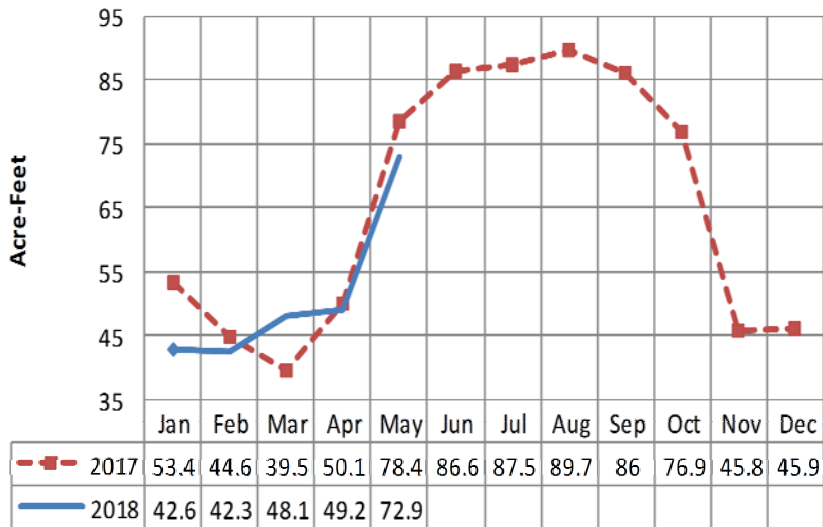
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
0	.07	1.11

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	931.42	935.88	931.31
AG	932.87	939.7	932.81
TP Wells	954.08	954.75	954.14
Grange Rd	937.38	936.97	937.19
American Rock	970.31	970.81	970.97
Spyglass	966.4	967.53	965.73
Luchetti	921.98	923.77	922.76
18th T	941.94	942.61	941.91

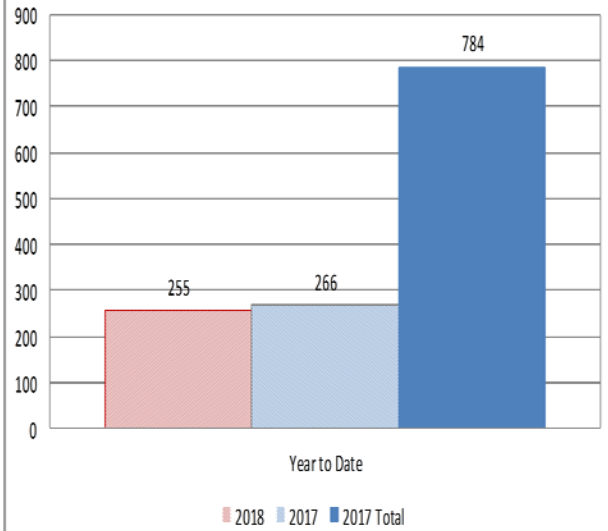
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
119	467	1321
Overtime Hours	51	\$1,698.84

May 2018 Field Report

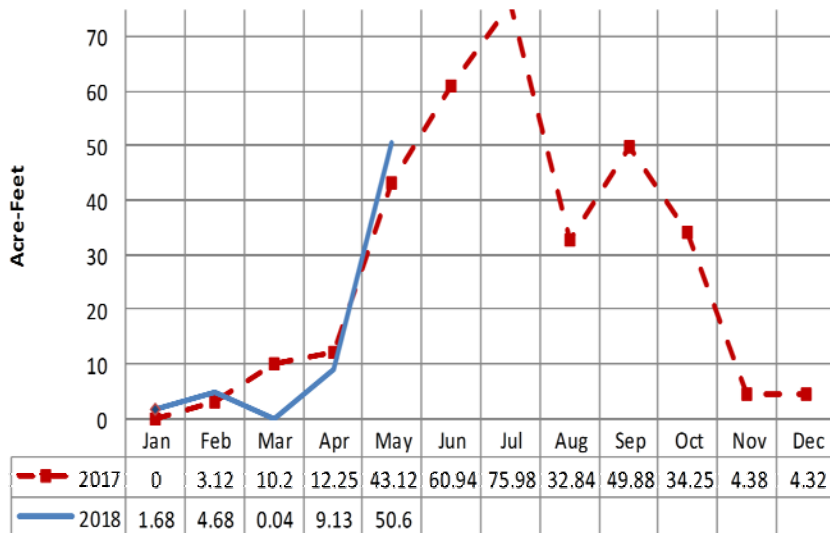
HVLCSD Municipal Well Production



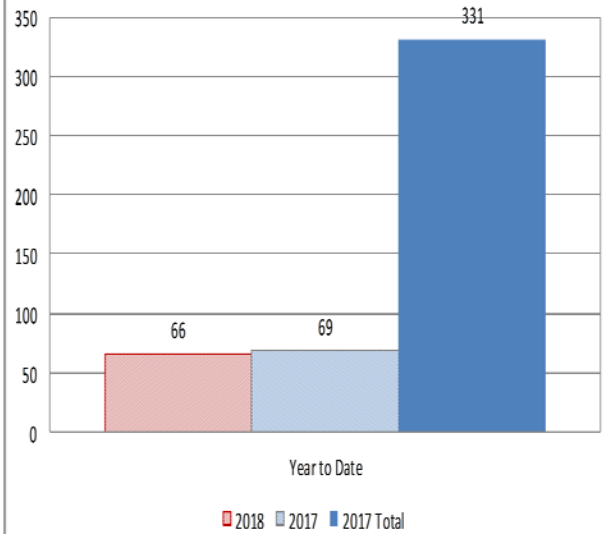
HVLCSD Municipal Well Production



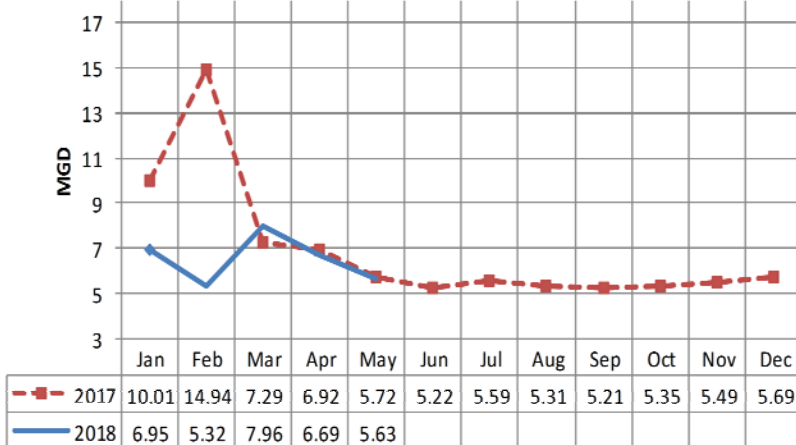
HVLCSD Municipal Reclaimed Water Use



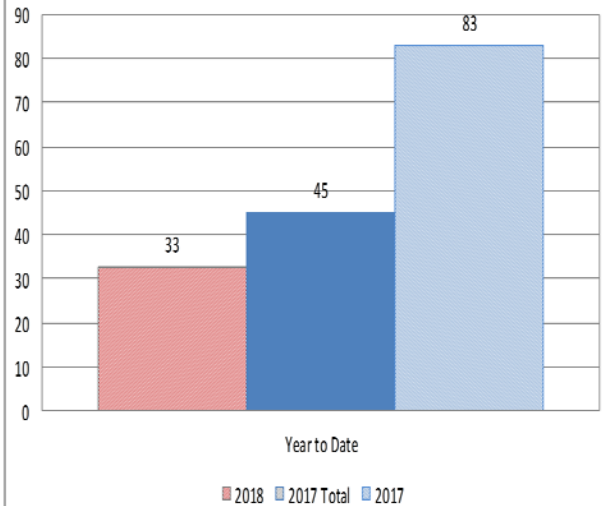
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



FEMA Projects Update

- LKHVA81 (DR-4308)
 - Closeout with CalOES
- LKHVF83 (DR-4308)
 - Approval of Plans, Specifications, and Engineering quote for \$32,180, and Contract signed for CI2 basin and valve repair project
 - Initiating Draw-down request from CalOES
 - SDRMA flood coverage review
 - I/I Assessment
 - Replaced manhole lids at N Shore & Greenridge
 - Assessment under final review to align with new FY budget

Non-FEMA projects

- Consumer Confidence Report (CCR)
 - Bill insert notification
 - Posted on website
 - 14.75 Cr6 annual average
- Electronic Annual Report (EAR)
 - Completed, sent to SWRCB
 - 17% annual water loss
- SCADA
 - Troubleshooting analog signals to well field
 - Updating key sites to include voltage monitoring
- Solar
 - Implemented monitoring contract with Solectria
 - Updated website with solar generation data
 - Receiving email notifications of exception reporting
- Conservation
 - Attended CalWEP Peer to Peer water conservation conference
 - Attended Technical Advisory Committee for Embedded energy
- AMI
 - Discussions with CLSRF regarding selection process and next steps
 - Schneider Electric meeting next steps.

May 2018 Field Report

Water Operations and Maintenance Highlights

- 5/8,5/10 Courtesy notices, lockoffs
- PRV Maintenance
- Vacuum maintenance, Mountain Meadow valves
- Pressure maintenance
- Regular maintenance and operations
- 5/23-5/25, 5/29 Meter reads

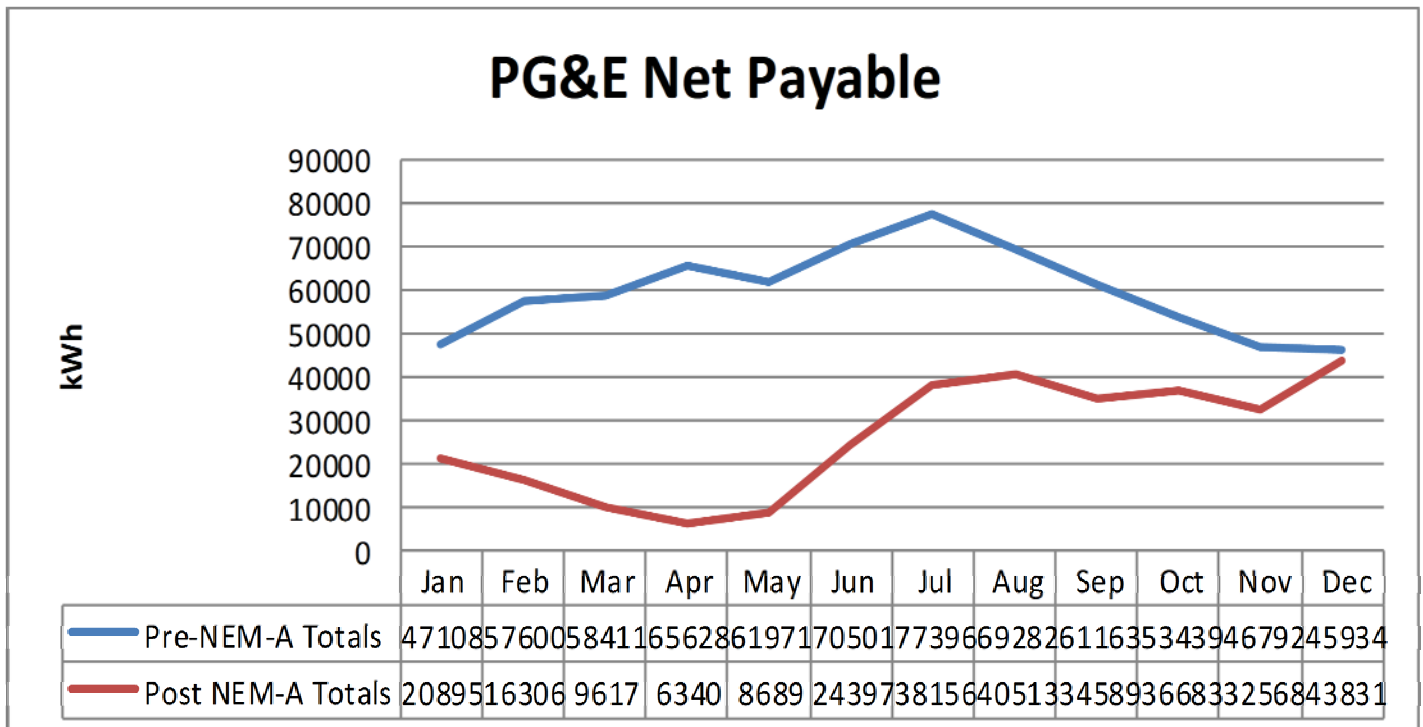
Wastewater Operations and Maintenance Highlights

- 5/8,5/10 Courtesy notices, lockoffs
- Geotube maintenance
- Manhole lid replacement N Shore, Greenridge
- Transfer pump troubleshooting
- Rotameter rebuild
- Hardesters pump maintenance
- Cl2 analyzer service & calibration
- Aeration basin chain maintenance
- Regular maintenance and operations
- 5/23-5/25, 5/29 Meter reads

May 2018 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	170
Truck 3	2933
Truck 4	645
Truck 6	619
Truck 7	1789
Truck 8	1424
Dump Truck	0
Backhoe	1.15
Tractor	8.9

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	97514	21200.5
Fuel Log	369.4	13.2
May Tank Level	445.65	456.52
April Tank Level	211.93	364.13





Hidden Valley Lake Community Services District

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

MEMO

To: Board of Directors
From: Kirk Cloyd
Date: June 19, 2018
RE: General Manager's Monthly Report

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

Water

1. Staff spoke before the State Water Board on the meter moratorium. At the direction of the State Water Board, staff then met with the Deputy Director of Water Rights and followed up with a conference call with his staff. The data was then reviewed by Paula Whealen (Wagner & Bonsignore) and Peter Kiel. A follow up conference call with Paula & Peter is scheduled for the morning of June 19th to discuss the District's options.
2. Staff met with representatives from Schneider Electric to discuss next steps and prepare for the next round of grant opportunities.

Sanitary Sewer

1. When staff drained and cleaned one of the Dyno Sand Filters at the RWRF they noticed a hole in the filter wall. Parkson's is scheduled to come out to the RWRF and evaluate the issue to let us know if we can fill the hole or if we will need to remove and replace that section of the filter wall.
2. All lift stations are operating properly and no SSO's have occurred.

Recycled Water

1. Aquatic Weed Removal is scheduled in the Tertiary Pond at the RWRF June 11th through June 22nd.
2. As the HVLA pond on the golf course recedes from use and evaporation, the current SCADA system identifies the lower water level and notifies the pumps at the tertiary pond to turn on and send tertiary water into the golf course pond and then shut off when the water reaches a predetermined level. The SCADA system that is used to communicate this valuable information is showing signs of failure. Funds are not



Hidden Valley Lake Community Services District

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

available in the 2017/18 or 2018/19 operational budgets. Should this system fail prior to a rate increase and mid-year budget adjustment, this item will be brought to the Board with a request to use Capital Investment Fund (314).

Stormwater

1. Staff is assisting Lake County Flood Control to access the dam and Putah Creek levee as they survey the areas. This and data provided by HVLCSD staff on lake levels and creek flows is expected to assist in updating flood information for both the County and State.

Human Resources

1. Mr. Barry Silva has accepted HVLCSD's offer for the position of Operator II assigned to Wastewater. Mr. Silva's expected start date is June 12th.
2. Three annual evaluations were completed for staff members.

Facilities

1. Weed abatement: Weed abatement within the boundaries of the Association was completed by staff and RGS. The Konocti Conservation crew was scheduled for weed removal at the Dallas/Fiddlers Ct. property and along the north side of Putah Creek the week of May 28th and June 6th & 7th. Due to scheduling conflicts for CalFire, they rescheduled their crews for the week of June 11th.

Vehicles & Equipment

1. Unit 4: The crack in the windshield has started to get larger, the gear indicator cannot be repaired and would need to be replaced, several "ghost codes" (tire pressure & check engine) have been indicated, however, all indications is that everything is in order. Additionally, brake grinding has been an on-going issue. Staff is exploring grant funding for a hybrid vehicle for replacement at little or no cost to the District.

General Information

1. HVLCSD & HVLA Operations and Maintenance staff are communicating efforts to keep algae reduced in the lake along with the MSDS sheets for chemicals used in this effort.
2. Staff attended a Webinar with Esri to discuss what they can offer small rural agencies in the form of mapping water, sewer & recycled water systems. System data of this nature would greatly aid in the identification, tracking and repairs of the sewer system I&I project, replacement of water meters, flushing of hydrants, cleaning & exercising of water valves, etc.



Hidden Valley Lake Community Services District

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

3. Staff worked with legal counsel to address several issues related to the Coyote Valley Plaza and the Valley Oaks project.
4. Staff worked diligently to bring forward a balance 2018/19 budget with several new line items and reserve accounts better positioning HVLCSD for a sound financial future.
5. Staff is exploring if InCode (Tyler Technology) should be updated as there have been more software issues related to the outdated version the District still uses. When the District installs AMI meters, the current version of InCode may not support the new technology. Staff is also looking at what other companies have to offer and most recently spoke with Black Mountain Software, a CSDA preferred vendor, to see what they could do for us in place of InCode & what the cost would look like.
6. Staff is working with Poppy Bank, the current owner of Coyote Plaza to resolve the connection fees left outstanding when Kenco defaulted on the loan.
7. HVLCSD provided the facility for two precincts to vote in the primary elections June 5th.

Emergency Preparedness

1. Staff attended the Lake County Water Agencies OES Mtg. HVLCSD provided guest speakers from LCARS (Lake County Armature Radio Society). The water agencies are working with LCARS to provide communications within Lake County and mutual aid from outside the county during times of emergencies.
2. Staff attended the Special District's Summit West-Cyber Security conference in Sacramento. The conference brought to light how exposed HVLCSD is in this area.
3. Staff attended the HVLA Firewise & South Lake County Fire Safe Council monthly meetings.
4. Staff (Penny Cuadras) attended the California Specialized Training Institute in Orland, Ca. May 21-24, where she successfully completed the Essential Emergency Management Concepts: All Hazards class. This training is at no cost to the District and CSTI/ CalOES provided a 4-day training environment where participants learned what emergency management is, the purpose and the responsibility for an Emergency Operation Center (EOC) and Multi-Agency Coordination (MAC).

The course included California's SEMS Introductory Course and Essential EOC Section/Position Training, providing individual certification toward California's new EOC credentialing program.

Topics include:

- Threat and Hazard Identification



Hidden Valley Lake Community Services District

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

- California's Disaster Response System
- Emergency Operations Centers and Multi-Agency Coordination Systems
- Crisis Communications
- Resource Acquisition and Tracking
- Recovery Considerations
- Emergency Management Training and Exercises

Each day provided verbal and visual assessment, participation and open dialogue regarding emergency management. Using a variety of hazard scenarios and a series of progressive exercises, this course introduced the key emergency management principles and practices to build capabilities to operate effectively within a local, regional or state Emergency Operations Center (EOC). Participants broke out into groups based on assigned EOC positions and worked through a simulated flood. With a potential threat of a main levee break evacuating the town became near impossible. Roads were closed due to multiple accidents, broken fuel lines resulted in several fires throughout the town and derailed trains with tanks of Bio Hazard materials threatened the city.

Disaster preparedness involves a proactive, well-planned approach to emergency management. The National Incident Management System (NIMS) defines preparedness as "a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response.

Penny understands that emergency management and preparedness is a "continuous cycle" that must be updated routinely to provide our customers with the best care in times of need as Disasters Happen – It's Not a Matter of If but When. With this added training, Penny can be prepared, ready and able to assist when it does.

Although her primary focus was to learn the job of the Logistics position, she gained so much more than that from this training. Penny expressed her appreciation for the opportunity and looks forward to attending more classes in the future.

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

DATE: June 19, 2018

AGENDA ITEM: Discussion and Possible Approval: Rescinding Ordinance 57.0 and all previous ordinances related to district fees and Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service, Reaffirming Prior Rates and Charges.

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

RECOMMENDATIONS: Rescind Ordinance 57.0 and all previous ordinances related to District fees and establishing rates and charges by resolution for water wastewater and recycled water services reaffirming prior rates and charges. Adopt Ordinance 57.1 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service and Reaffirming Prior Rates and Charges.

FINANCIAL IMPACT: None

BACKGROUND: This ordinance will establish future rates, fees and charges to be established by Resolution and amend all previous ordinances related to rates, fees and charges.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 19, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Advertising Order Confirmation

Ad Order Number

0006168507

Customer

HIDDEN VALLEY LAKE CSD

Payor Customer

HIDDEN VALLEY LAKE CSD

PO Number

Sales Representative

Molly Morandi/LCRB

Customer Account

2110207

Payor Account

2110207

Ordered By

Order Taker

Molly Morandi

Customer Address

PENNY CUADRAS
19400 HARTMANN RD
HIDDEN VALLEY LAKE, CA 95467-8371

Payor Address

PENNY CUADRAS
19400 HARTMANN RD
HIDDEN VALLEY LAKE, CA 95467-8371

Customer Fax

Order Source

Select Source

Customer Phone

707-987-9201

Payor Phone

707-987-9201

Customer EMail

pcuadras@HVLCSD.org

Current Queue

Ready

Invoice Text

Tear Sheets

0

Affidavits

0

Blind Box _____

Materials _____

Promo Type _____

Special Pricing _____

Advertising Order Confirmation

Ad Number 0006168507-01 Color Production Color Ad Attributes Production Method Production Notes
AdBooker

External Ad Number Pick Up Ad Type Released for Publication
Legal Liner

RB19399

**HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT
Board of Directors
ORDINANCE SUMMARY**

NOTICE IS GIVEN that, at its Regular meeting at 7:00 p.m. on **Tuesday June 19, 2018**, the Board of Directors of Hidden Valley Lake Community Services District CSD (HVLCS D) will conduct the second reading of Ordinance 57.1 that, if adopted, will establish District Code Establishing Rates and Charges for Water, Wastewater and Recycled Water Service by Resolution, Reaffirming Prior Rates and Charges. Said Ordinance will establish future rates, fees and charges to be established by Resolution and amend all previous ordinances related to rates, fees and charges.

NOTICE IS FURTHER GIVEN

That the Board of Directors will consider adoption of this Ordinance at its regular meeting at 7 p.m. on Tuesday, June 19, 2018.

Copies of the full text of the proposed ordinance are available to the public for review and inspection between 8 a.m. and 5 p.m., Monday through Friday, at the Hidden Valley lake CSD Office, 19400 Hartmann Rd., Hidden valley Lake, California and a copy is posted on the District's website at <https://www.hvlcsd.org/sewer-news>.

By: Kirk Cloyd, G.M. Board Secretary
Publish: 6/9/2018

<u>Product</u>	<u>Requested Placement</u>	<u>Requested Position</u>	<u>Run Dates</u>	<u># Inserts</u>
Lake County Record-Bee	Legals CLS NC	General Legal NC - 1076~	06/09/18	1

Order Charges:

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
104.15	0.00	104.15	0.00	\$104.15

Please note: If you pay by bank card, your card statement will show " CAL NEWSPAPER ADV" or "CALIFORNIA NEWSPAPER ADVERTISING SERVICES", depending on the type of card used.

ORDINANCE

57.1

AN ORDINANCE OF THE BOARD OF DIRECTORS OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT ESTABLISHING RATES AND CHARGES BY RESOLUTION FOR WATER, WASTEWATER AND RECYCLED WATER SERVICE AND REAFFIRMING PRIOR RATES AND CHARGES

WHEREAS, on July 21, 2015, the Board of Directors of Hidden Valley Lake Community Services District (District) adopted Ordinance 2015-56, setting forth rules and regulations for the provision of retail water services and providing among other things, that water service rates and charges and other water fees and charges may be set from time to time by the Board; and

WHEREAS, on April 21, 2015, the Board of Directors of Hidden Valley Lake Community Services District (District) adopted Ordinance 2015-57, setting forth rules and regulations for the provision of collection, treatment and disposal of wastewater services and providing among other things, that wastewater service rates and charges and other wastewater fees and charges may be set from time to time by the Board; and

WHEREAS, on September 4, 1991, the Board of Directors of Hidden Valley Lake Community Services District (District) entered into an agreement with Hidden Valley Lake Association and Stonehouse Mutual Water District (this Ordinance recognizes the merger between Stonehouse Mutual Water District and Hidden Valley Lake CSD), setting forth rules and regulations for the provision of retail recycled water service and providing among other things, that recycled water service rates and charges and other recycled water fees and charges may be set from time to time by the Board; and

WHEREAS, due to the need to provide the capital facilities necessary to operate the District in a financially prudent and safe manner, the District has experienced, and anticipates it will continue to experience, increases in its operating and maintenance costs and capital facilities costs; and

WHEREAS, the District must generate revenues in an amount sufficient to cover the District's ongoing costs of operations, maintenance, and capital facilities; and

WHEREAS, the General Manager, District staff Financial Consultants periodically review the schedule of water, wastewater and recycled water service rates and charges established by ordinance or resolution and determine what increases to such schedule of rates and charges are necessary to generate revenues sufficient to cover the District's ongoing costs of operations, maintenance, and capital facilities; and

WHEREAS, the General Manager, District staff and Financial Consultants determined that it is financially responsible to consolidate water, wastewater, recycled water, operations, maintenance, and capital facilities fees to be reviewed annually and established by Resolution to be effective January 1 of each calendar year; and

WHEREAS, the General Manager, District staff and Financial Consultants acknowledge that any increase in fees must be based on a rate study, presented and approved through the Prop. 218 process and adopted by the Board of Directors; and

WHEREAS, the District is not proposing any change in fees that have not already been approved through the Proposition 218 process and approved by the Board of Directors of the District; and

WHEREAS, this Ordinance shall supersede all other previous resolutions and ordinances that may conflict with, or be contrary to, this Ordinance respecting the rates for Service Charges described more particularly herein;

NOW THEREFORE, BE IT ORDAINED, by the Board of Directors of the Hidden Valley Lake Community Services District as follows:

1. The Board of Directors of the District finds and determines that the foregoing Recitals are true and correct and incorporates the Recitals herein.
2. As the decision-making body for the District, the Board of Directors has reviewed and considered the information contained here-in and hereby reaffirms the rates for the Service Charges pursuant to Ordinance 56, Ordinance 57 and Recycled Water Use Agreement dated September 4, 1991.
4. The Board of Directors hereby establishes that all future rate, fee and Service Charges for water, wastewater and recycled water be set forth by Resolution to be reviewed annually prior to and implemented the 1st day of January of each calendar year.
5. The Board of Directors hereby finds that the administration, operation, maintenance, and improvements of the Systems, which are to be funded by the Service Charges and the Other Fees and Charges set forth by Resolution are necessary to maintain service within the District's existing service area. The Board of Directors further finds that the administration, operation, maintenance, and improvements of the System, to be funded by the Service Charges set forth herein and the Other Fees and Charges set forth by Resolution will not expand the System. The Board of Directors further finds that such Service Charges and the Other Fees and Charges are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the System.
6. The Board of Directors hereby authorizes and directs the General Manager to implement and take all actions necessary to effectuate future rate changes by Resolution.
7. If any section, subsection, subdivision, sentence, clause, or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid, ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The Board of Directors hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases be declared unconstitutional, invalid, or ineffective.
10. This Ordinance shall become effective July 1, 2018 upon its adoption by the Board of Directors.

PASSED, APPROVED AND ADOPTED this 19th day of June 2018 by the following vote.

AYES:
NOES:

Carolyn Graham, President
Board of Directors

Attest:

Kirk Cloyd, Board Secretary
Hidden Valley Lake CSD

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

DATE: JUNE 19, 2018

AGENDA ITEM: Discussion and Possible Approval: RESOLUTION 2018-03 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service

RECOMMENDATIONS: Approve and adopt RESOLUTION 2018-03 Establishing Rates and Charges by Resolution for Water, Wastewater and Recycled Water Service

FINANCIAL IMPACT: None

BACKGROUND:

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 19, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

RESOLUTION 2018-03
RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY
LAKE COMMUNITY SERVICES DISTRICT, COUNTY OF LAKE, STATE OF
CALIFORNIA, ESTABLISHING WATER, SEWER AND RECYCLED WATER
RATES PURSUANT TO ORDINANCE 57.1

WHEREAS, pursuant to Ordinance 57.1, water, sewer, and recycled water rates are to be established from time-to-time to ensure that revenues cover expenses; and

WHEREAS, Hidden Valley Lake Community Services District is entering the final year of a multi-year rate increase that reflects water and sewer rate adjustments required in order to cover actual costs incurred by the District in providing water, sewer and recycled water services to its customers, including funds for capital improvements and an appropriate level of operational reserves, and will not produce revenues in excess of the costs of such service; and

WHEREAS, pursuant to the requirements of Article XIII D, Section 6 of the California Constitution and Section 53755 of the Government Code, the District provided mailed notice of the proposed water rates to all customers who would be affected by said rates, advising them of the public hearing that was conducted by the Board of Directors on April 21, 2015, and the opportunity to protest the proposed rates in writing, which notice was mailed more than 45 days prior to the public hearing; and

WHEREAS, on April 21, 2015, the Board of Directors conducted a public hearing on the proposed water and sewer rates as provided in the notice mailed to customers who would be affected by the rates, considered all written protests to the proposed water rates filed with the District prior to the conclusion of the public hearing, and had determined that the written protests filed with the District represent fewer than fifty percent (50%) of the number of parcels that would be affected by the proposed water rates; and

WHEREAS, AB 3030 went into effect as of January 1, 2009, adding Section 53756 to the Government Code. Pursuant to Government Code Section 53756, the District may adopt a schedule of fees or charges that authorizes automatic adjustments that pass-through increases in wholesale charges for water or sewer adjustments for inflation for a period not to exceed five (5) years; and

WHEREAS, should Governor Brown, in response to severe statewide drought conditions, implement emergency conservation regulations requiring significant reductions in urban water demand. Such mandated reductions in demand are difficult to predict and have a direct impact in reducing revenues below the projections used to establish multi-year water rates.

NOW, THEREFORE, the Board of Directors of the Hidden Valley Lake Community Services District (HVLCS D or District) do hereby RESOLVE, DETERMINE, AND ORDER as follows:

Section 1: Water Monthly Fees for Residential, Commercial and Government

Rates for delivery of water for HVLCS D shall be as set forth below:

Monthly Water Fixed Charges Based on Meter Size:

Meter Size	Residential	Commercial
5/8"	\$36.65	\$38.15
3/4"	\$36.65	\$55.85
1"	\$87.88	\$81.37
1.5"	\$173.25	\$160.42
2"	\$275.71	\$255.28

(The monthly water volumetric fee is: \$2.48 per 100 cubic feet.)

Monthly Drought Water Rates:

Volumetric Charges per 100 cubic feet:

Drought Stage I	10% Use Reduction	\$3.10
Drought Stage II	20% Use Reduction	\$3.47
Drought Stage III	30% Use Reduction	\$3.72
Drought Stage IV	40% Use Reduction	\$4.14

Due to state mandated water conservation requirements during drought conditions, the District is using "drought rates" to offset revenue shortfall resulting from State imposed mandates. Drought rates will be implemented at the District Board of Directors discretion and will remain in effect no longer than the corresponding State Imposed mandate.

The District shall provide customers with written notice of the adoption of any demand reduction rate not less than thirty (30) days prior to the effective date of the new rates.

Section 2: Reclaimed (Recycled) Water

Reclaimed Water:	\$291.75	Per Acre Foot (AF)
------------------	----------	--------------------

Section 3: Sewer Monthly Fees for Residential, Commercial and Government

Monthly Sewer Fixed Charges: \$49.02

Volumetric Residential:	\$2.60	Per 100 Cubic Feet (HCF)
Volumetric Commercial:	\$2.83	Per 100 Cubic Feet (HCF)

(Monthly sewer volumetric charge is based on the average water use during December - March and is adjusted July 1 of each year.)

Section 4: Pass-Through Charges

The following pass-through charges shall be imposed as needed in order to pass through any amount of wholesale water service charges which exceed, in any fiscal year, the amount of scheduled increase in the District's adopted rates as set forth in Sections 1, 2 and 3 above.

- (a) Pacific Gas and Electric (PG&E) Pass-Through Charge. Should PG&E elect to impose an unforeseen increase in rates which exceeds those used in establishing the commodity charges provided for in Sections 1, 2 and/or 3; a calculation based upon the increased portion of the PG&E rate which is above and beyond the District's then current fiscal year costs will be used in calculating a dollar cost per unit (HCF) of water used and will be passed on to its customers as a PG&E Pass-Through Charge.

The District shall provide customers with written notice of any such pass-through charges not less than thirty (30) days prior to the effective date of the charges.

Section 5: New Construction Fees and Charges

Residential Fees for New Construction and Existing Homes

Water Fees

Water meter fee	\$170.00
Water meter new install	\$130.00
Water hookup fee	\$3,500.00

Sewer Fees

Sewer inspection fee	\$100.00
Sewer Capital Facility Fee within District (Applies to properties within the 1987 Winzler & Kelly Engineers report, Sewer Assessment District #1, as receiving capacity as part of Sewer Assessment District #1.)	\$7,600.00
Sewer Capital Facility Fee outside the District (Applies to properties not identified within the 1987 Winzler & Kelly Engineers report, Sewer Assessment District #1, as receiving capacity as part of Sewer Assessment District #1.)	\$9,317.76 per HEU

Commercial Fees for New Construction

Commercial Water hookup fee ¾” meter	\$3,500.00
Commercial Water hookup fee 2” meter	\$10,350.00
Capacity connection fee per *HEU (Applies to properties not identified within the 1987 Winzler & Kelly Engineers report, Sewer Assessment District #1, as receiving capacity as part of Sewer Assessment District #1.)	\$9,317.00
Sewer inspection fee	\$100.00

*HEU: House Equivalent Unit

Section 6: Miscellaneous Fees and Charges:

New account transfer fee (tenants)	\$55.00
Lock off/disconnect (processing) fee	\$45.00
Unlock fee	\$45.00
Lock fee	\$45.00
Courtesy notice	\$2.50
After hours service call	\$205.00
Leak check (no charge first time)	\$45.00
Water meter flow test	\$45.00

Tampering with meter fine	\$300.00
Cut lock/replace lock port	\$100.00
Water meter reinstall/uninstall	\$80.00-\$130.00
Illegal water, sewer, or recycled water connection fine	\$50.00 per day
Returned check charge	\$50.00
Copies (black & white)	\$0.10 each page
Copies (color)	\$0.20 each page
Fax	\$1.00 each page

A 10% penalty for a delinquent bill (Water, sewer or recycled water) will be charged the first month and 1/2% penalty charge thereafter until paid. A bill is delinquent after the given due date printed on the bill.

Special sewer bond assessments are applied to properties located in the sewer district. Constituents can call the District Office for these assessments.

Section 7: Validity

If any section, subsection, clause, phrases, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Resolution.

Section 8: Effective Date

This Resolution shall be effective beginning July 19, 2018.

Section 9: Repeal and Rescind

Upon adoption of this Resolution, all previous fee schedules shall be repealed and rescinded, effective July 19, 2018.

PASSED AND ADOPTED on June 19th, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Carolyn Graham,
President of the Board of Directors

ATTEST: _____
Kirk Cloyd,
Secretary to the Board of Directors

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

DATE: June 19, 2018

AGENDA ITEM: Discussion and Possible Approval: Discuss and approve the General Manager to enter into an agreement with Telstar Instrumentation to proceed with the installation of Chlorine Injectors at the Well Field

RECOMMENDATIONS: Approve the General Manger to enter into an agreement with Telstar Instrumentation to proceed with the installation of Chlorine Injectors at the Well Field

FINANCIAL IMPACT: \$5,836.00 to be charged to 130-5150 (Repair and Replace)

BACKGROUND: Relocating to prevent damage from inclement weather. For the injection of chlorine at the well field to remain compliance with SWRCB.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 19, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

February 21, 2018

Hidden Valley Community Service District
18896 Grange Road
Middletown, CA 95461

Sent via Email: dwhite@hvlcsd.org

Attn: Dennis White
Subject: Hidden Valley Chlorine Ejectors Installation
Reference: SR 32572

Drawings: N/A
Specifications: N/A

Dear Dennis,

Telstar is pleased to provide a quote for the referenced project. Installation of Chlorine Ejectors

By accepting this proposal from Telstar you agree to treat this as confidential information.

SCOPE OF SUPPLY / SERVICES

1. Supply and install two (2) De Nora NXT Chlorine Ejectors
2. Miscellaneous 1"Ball Valves, 1"PVC Pipe and Fittings

Time and Materials Estimate for this Scope\$5,836.00

Shipping and Handling for Telstar Supplied Materials IS INCLUDED

Sales Tax IS INCLUDED

CLARIFICATIONS, EXCEPTIONS, AND EXCLUSIONS

- a. All pricing is based on Telstar's standard Terms and Conditions.
- b. Telstar's quotation includes only those items listed above. Requests for additions/deletions from our scope will require a change in the quoted price.
- c. We assume no responsibility for performance, applicability, start-up, testing, or acceptance of any equipment not furnished by Telstar under this proposal.
- d. Telstar is supplying only equipment specified and noted above.



Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

TERMS AND CONDITIONS

Base Terms: Quotation is valid for 30 days from above date. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless agreed to in writing by Telstar Instruments. We accept no responsibility for consequential damages and our standard warranty applies. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar Instruments. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls carry a 4-hour minimum per person.

Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar Instruments.

Limitation of Liability: (a) In no event shall Telstar Instruments, its suppliers or subcontractors be liable for special, indirect, incidental or consequential damages, whether in contract, warranty, tort, negligence, strict liability or otherwise, including, but not limited to, loss of profits or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of substitute equipment, facilities or services, downtime costs, delays, and claims of customers of the Purchaser or other third parties for any damages. Telstar Instruments liability for any claim whether in contract, warranty, tort, negligence, strict liability, or otherwise for any loss or damage arising out of, connected with, or resulting from this Agreement or the performance or breach thereof, or from the design, manufacture, sale, delivery, resale, repair, replacement, installation, technical direction of installation, inspection, operation or use of any equipment covered by or furnished under this Agreement, or from any services rendered in connection therewith, shall in no case exceed one-fourth (1/4) of the purchase price allocable to the Equipment or part thereof or Services which gives rise to the claim. (b) All causes of action against Telstar Instruments arising out of or relating to this Agreement or the performance or breach hereof shall expire unless brought within one year of the time of accrual thereof. (c) In no event, regardless of cause, shall Telstar Instruments be liable for penalties or penalty clauses of any description or for indemnification of Purchaser or others for costs, damages, or expenses arising out of or related to the Equipment and/Services.

Force Majeure: Telstar Instruments shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Purchaser, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate Telstar Instruments for such delay.

Cancellation: Any order may be cancelled by Purchaser only upon prior written notice and payment of termination charges, including but not limited to, all costs identified to the order incurred prior to the effective date of notice of termination and all expenses incurred by Telstar Instruments attributable to the termination, plus a fixed sum of ten (10) percent of the final total price to compensate for disruption in scheduling, planned production and other indirect costs.

Entire Agreement: This Agreement constitutes the entire agreement between Telstar Instruments and Purchaser. There are no agreements, understandings, restrictions, warranties, or representations between Telstar Instruments and Purchaser other than those set forth herein or herein provided.

1717 Solano Way, Unit 34, **Concord**, CA 94520 Phone 925-671-2888, Fax 925-671-9507
4017 Vista Park Court, **Sacramento**, CA 95834 Phone 916-646-1999, Fax 916-646-1096
202 South Douty Street, **Hanford**, CA 93230 Phone 559-584-7116, Fax 559-584-8028



Bonding: Cost of Bonding is not included. Contact Telstar Instruments for a quote if bonding is required.

We look forward to working with you on this project. If you have any questions, please contact me at the phone number below.

Sincerely,

Kevin Ward

Kevin Ward
Chemical Feed Sales and Service
Telstar Instruments
kward@telstarinc.com
(925) 671-2888

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

DATE: June 19, 2018

AGENDA ITEM: Discussion and Possible Approval: Approve the General Manager to enter into an agreement with Brickmore for GASB 75 services.

RECOMMENDATIONS: Accept Brickmore’s engagement

FINANCIAL IMPACT : \$5,000

BACKGROUND: An actuarial valuation of other postemployment benefits (OPEB) liabilities in accordance with **GASB 75** is necessary to provide financial reporting for fiscal year ending 2018 and 2019.

[The Districts previous provider, James Marta, no longer provides these services due to new regulatory requirements and recommends HVLCSD contract with Brickmore.]

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 19, 2018 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



Types of OPEB Liability: An employer’s total OPEB liability is determined as the present value of:

Projected retiree *claims* (not premiums) *minus*
The portion of projected premiums that retirees are expected to contribute.

In developing the projected retiree claims, the actuary must consider how those retiree claims costs are likely to vary based on age. However, the Agency is not directly responsible for paying retiree claims. Collectively, the group premium rate paid by active employees and pre-Medicare retirees covers the expected claims and expenses of *all* of these members. Obviously, there are subsidies between healthier and less healthy members. In general, older members not yet covered by Medicare -- a group made up largely of retirees -- have the highest claim costs.

Focusing on just one hypothetical plan (Kaiser HMO), based on a single premium of \$733.39 per month and on a model developed by Bickmore, this chart illustrates the expected claims per month in 2018 for selected ages and compares these to the monthly premium rate. From this example, we can see that pre-Medicare retirees, as a group, are getting a better value for the premium charged.

Age	Expected Monthly Claims		Monthly Premium
	Male	Female	
50	\$ 718.99	\$ 891.02	\$ 733.39
53	847.84	978.55	733.39
56	984.73	1,053.01	733.39
59	1,128.64	1,137.82	733.39
62	1,283.06	1,254.34	733.39

For financial reporting purposes, this value must be isolated and included as part of the employer’s OPEB liability. This additional value being provided to retirees is coming at the expense of higher premiums for active (or healthier) plan members than would otherwise be required. So, while not true for all individuals, as a group:

- The Basic plan premium rates are higher than claims for active employees
- The Basic plan premium rates are lower than claims of pre-Medicare retirees

It is often helpful to divide the OPEB liability into two separate components:

1. The employer’s portion of premiums (i.e., total premium minus retiree portion of premium)
2. Projected retiree *claims* minus projected *premiums charged* for retiree coverage

The sum of 1. plus 2. equals the total OPEB liability described above.

- The portion of OPEB liability described in 1. is the **explicit subsidy** liability. This the OPEB cost that the employer will, at some point, pay directly.
- The portion described in 2. is referred to as the **implicit subsidy** liability. This is liability for *indirect* payments by the employer toward retiree healthcare costs and is the projected value of the portion of future retiree claims expected to be covered by part of the premiums charged for active employee coverage. As long as there continues to be a reasonably stable mix of younger/healthier and older/less healthy members, the implicit subsidy will continue to be “paid” by a portion of the active employee premiums.

The chart (picture) on the following page depicts these different portions of cost.

Bickmore

The **purple box** shows the explicit subsidy liability. Prior to March 2015, this was all that an Agency may have been required to include in developing the OPEB liability (if in a large community rated medical pool).

The implicit subsidy portion is in the **brown box**.

The agency's OPEB liability is now determined by projecting the values in the **purple plus** the **brown** shaded boxes.

Expected retiree claims		
Premium charged for retiree coverage		<i>Covered by higher active premiums</i>
Retiree portion of premium	<div style="display: flex; align-items: center;"> <div style="border-left: 1px dotted black; width: 100%;"></div> <div style="margin-left: 5px;"> Agency portion of premium Explicit subsidy </div> </div>	Implicit subsidy

If that dotted line were shifted more to the left (the Agency paid more) or to the right (the retiree paid more), this still would not impact the calculation of the implicit subsidy liability for a particular individual. *The implicit subsidy liability is not tied to or dependent at all on the amount the Agency contributes toward the monthly premium.*

Funding of the implicit subsidy OPEB liability: Since the Agency will likely never directly pay the implicit subsidy liability, this raises the question about the value of prefunding (committing funds to the trust) specifically to cover this liability.



May 15, 2018

Ms. Trish Wilkinson
Full Charge Bookkeeper
Hidden Valley Lake Community Services District
19400 Hartmann Rd
Hidden Valley Lake, CA 95467

Re: Engagement Letter for OPEB Actuarial Valuation Services

Dear Ms. Wilkinson:

We are sending this letter at your request proposing Bickmore's engagement to complete an actuarial valuation of other postemployment benefits (OPEB) liabilities in accordance with **GASB 75** requirements for the Hidden Valley Lake Community Services District (the District).

- The **valuation date** will be June 30 2017. The results of the valuation will be applied to develop OPEB information for financial reporting purposes under GASB 75 for the fiscal years ending June 30, 2018 and 2019. For the fiscal year ending June 30, 2019 GASB 75 reporting, additional calculations and a separate report will be required 1 year after the valuation.
- There is an additional OPEB liability now required to be incorporated in the valuation, referred to as the **implicit subsidy liability**. We provide additional information about this new requirement in our proposal.
- We will provide a **data request** which will include a file for gathering employee and plan enrollment data, a questionnaire about benefit eligibility and amounts, recent benefits paid and copies of some documentation.
- **Timing:** We are prepared to begin the valuation at your convenience. We anticipate completing the draft report within 40-50 days following receipt of complete data.
- The **fees** we propose for this project are provided on the last page. Our quote reflects the time required for the interim year GASB 75 information.

If you are comfortable with the project as outlined and the fees quoted, please return a signed dated copy back to us by email. We appreciate the opportunity to work with you and the District on this assignment and look forward to hearing back from you.

Cordially,

A handwritten signature in black ink that reads "Catherine L. MacLeod".

Catherine L. MacLeod, FSA, EA, FCA, MAAA
Director, Post-Employment Benefits Actuarial Services

Enclosure



Bickmore Snapshot

- Established in 1984
- Headquartered in Sacramento, California
- Largest independent risk management consulting firm in Western U. S.

105 employees with over 60% holding advanced degrees and professional designations such as:

- Associate in Risk Management
- Juris Doctor
- Master of Business Administration
- Certified Public Accountant
- Fellow, Casualty Actuarial Society
- Fellow, Society of Actuaries
- Certified Safety Professional
- Workers' Compensation Claims Specialist
- Chartered Property Casualty Underwriter

About Us

Bickmore is a leading independent risk management, insurance, and actuarial consulting firm with clients in 33 states.

Formed in 1984, Bickmore is headquartered in California and has a staff of more than 100. Over 60% of our staff holds advanced degrees and professional designations in risk management, law, workers' compensation, accounting, actuarial, and loss and risk control.

Our professionals work together to provide clients with traditional risk management services such as coverage reviews, self-insured retention analysis, and claims consulting and non-traditional services such as data collection, self-insured group administration, program structure evaluation, and underwriting.

Commitment to Service

Bickmore performs more than 250 consulting assignments annually. Our greatest mark of client satisfaction is repeat business, with 95% of clients engaging us for additional projects after completion of initial assignments.

Independence

Bickmore does not sell insurance, nor are we affiliated with any such organization. This independence allows us to perform consulting activities free from actual or perceived conflicts of interest.

We are recognized for:

- Our technical expertise
- Our availability to our clients
- Our assistance is identifying and resolving issues
- Helping our clients understand our analysis and presenting our results in a meaningful way

Risk Consulting Solutions

Claims Auditing and Consulting
Enterprise Risk Management
Risk Cost Management
Risk Finance Program Design
Expert Witness
Risk Management Information Systems

Owner Controlled Insurance Programs
Safety and Risk Control
Employment Practices Risk Management
Insurance Coverage Adequacy
Carve-outs

Actuarial and Risk Finance

Risk Retention Capacity Study
Self-Insurance Reserve Setting
Risk Finance Alternatives Comparison
Risk Cost Allocation System Design
Other Post Employment Benefits (OPEB)

Hidden Valley Lake Community Services District: OPEB Overview as of July 2015

OPEB provided: We understand that the only OPEB provided is healthcare coverage.

Access to coverage: Healthcare coverage is provided through the Special District Risk Management Authority (SDRMA). In order to be eligible for a District subsidy, the retiree must have completed 5 years of District service and attained age 55 prior to retirement.

Benefits provided: The District pays 50% of the cost of the healthcare premiums for the retiree and spouse. The subsidy is provided for the lifetime of the retiree.

Implicit Subsidy Analysis Required

GASB 75 requires that – for financial reporting purposes - a public employer report the value of projected retiree *claims* (not premiums) minus the projected value of the portion of premiums that retirees are required to contribute. In developing the projected retiree claims, the actuary must consider how those retiree claims costs are likely to vary based on age; gender may also be considered.

In most employer sponsored health plans, the claims for active employees and retirees are pooled and the premiums are set at the same rates for actives and retirees. Because retiree claims per person are, on average, higher than active claims per person, having the same coverage for the same price is essentially providing a price break for the retirees. The difference between expected retiree claims and the total premium actually charged for retiree coverage is referred to as an “implicit subsidy”.

It appears that the liability for this implicit subsidy may have not been included under the Alternative Measurement Method (AMM) valuation conducted as of July 1, 2015.

We have included fees to cover the cost to evaluate this additional liability.

Application of this valuation report and implications of GASB 75

It is our understanding that the District will be required to implement new GASB Statement 75 for its fiscal year ending June 30, 2018. There are significant changes under GASB 75 relative to GASB 45; these changes include reporting the unfunded OPEB liability, rather than the Net OPEB Obligation (the cumulative unfunded OPEB *expense*), accelerated recognition (amortization) periods for deferred items, and an annual review/update of results to reflect current discount rates and the market value of OPEB trust assets, if any.

It is likely, however, that the actuarial calculations from the June 30, 2017 GASB 75 valuation may be used to make the updates and additional calculations for FYE 2019 reporting, *without* need to gather and analyze new employee or premium data.

- Under GASB 75, the time gap between the valuation date and *any fiscal year end to which it is applied* cannot be longer than 30 months + 1 day. This is a much shorter window than GASB 45 allowed.

Because June 30, 2017 is only 12 months prior to June 30, 2018 FYE and 24 months prior to June 30, 2019 FYE, we believe that this valuation date will work well for the District's reporting requirements.

- Many of the important numbers are basically the same, but have new names. "Total OPEB Liability" is essentially what is labeled the Actuarial Accrued Liability (AAL) under GASB 45; Fiduciary Net Position refers to plan assets (not yet applicable in the District's case), and Net OPEB Liability is referred to as Unfunded AAL under GASB 45.
- As is the case with GASB 68, a "Measurement Date" must be chosen. This date can be any date from 12 months prior to FYE to the actual FYE and should be consistently applied from year to year. So, for example, the District could choose June 30, 2017 as the Measurement Date for its FYE 2018 reporting or it could choose the last day of the period, June 30, 2018, as the date for FYE 2018 or some date in between.

Many believe the 12 month prior date is easier because this allows the actuary time to develop the calculations prior to FYE. If using the last day of the period, there is more pressure to get the work completed by more agencies in a narrower window of time. For example, CalPERS uses a "12 month prior" Measurement Date for GASB 68 purposes.

- One year following the valuation date, an update to the valuation results will be needed for the District's FYE 2019 GASB 75 reporting. We will need to pick up actual benefit payments and review/update the discount rate to calculate the updated liability and expense for FYE 2019. It will generally not be possible to get two years' worth of information for the financial statements into one report as was often done under GASB 45.

For purposes of this engagement letter, we are assuming that the District will be electing a 12 month prior Measurement Date. If that proves not to be the case, we can revise this once the valuation is underway. It will not change the bulk of the valuation process or data to be gathered.

Please let us know if you have any questions about these components or the timelines.

Professional Service Fees for This Project

June 2017 Actuarial Valuation Report and GASB 75 Information for FYE 2018: \$5,000

This valuation will measure the District’s projected OPEB liability as of June 30, 2017 for the fiscal year ending June 30, 2018 reflecting the District’s current funding policy. Results will be presented separately and in total for the explicit and implicit subsidy liability and for active and retired employees. This fee includes all telephone conferences, as needed, to review report results with the District.

GASB 75 update for FYE 2019 (measured as of June 30, 2018): \$1,600

Results of the valuation will be updated using an appropriate discount rate to develop the information required for GASB 75 financial reporting purposes as of June 30, 2019.

Optional services:

Breakout of results by Employee Group or Fund	\$150 per group per fiscal year
Meetings in person (i.e. report presentation)	\$900 per meeting
Prefunding scenarios	\$300 each
Preparation of required CERBT forms (if prefunding)	\$500 (if joining the trust)

Out-of-Scope Services: We do not anticipate any out-of-scope work related to the valuation which could result in additional charges, with the possible exception of the following:

- Data: The basic fee above includes 8 hours for analysis and organization of employee and plan data to prepare it for our actuarial coding. If additional time is needed before we can begin our valuation, we reserve the right to charge for this time at the hourly rates shown below.
- If benefits or eligibility are significantly different than described to us for this proposal.
- Preparation of a GASB 75 “Crossover test” if required by the auditor, although this is not expected to be needed; fee estimate is \$800 - \$1,000 if required.
- Development of prior period results under GASB 75 other than as needed for FYE 2018.
- Consulting or actuarial projections relating to possible plan redesign or experience studies.

Should they be needed, our 2018 hourly rates are:

Consultant	2018 Hourly Rates
Senior Actuarial Staff	\$295 - 340
Actuarial Analysts	150 - 200
Administrative Staff	95

 If the above fees and timeline for this project are accepted, the District may sign and date below.

Accepted: _____ Date: _____

Printed Name: _____ Title: _____

Fiscal Year 2018-2019

Budget



Adopted June 2018

Board of Directors:

Carolyn Graham, President

Linda Herndon, Vice President

Judy Mirbegian

Jim Freeman

Jim Lieberman

General Manager:

Kirk Cloyd

Table of Contents

Introduction	1
Revenue and Expense Trends and Forecast	3
Operating Budgets	8
Capital Projects	16
Debt Service	25

Introduction

The Hidden Valley Lake Community Services District (District) is an independent special district serving the Hidden Valley Lake Community in southern Lake County, California. The District, which consists of 12 full-time employees that provide municipal water to approximately 2,475 homes and 35 businesses, and sewer services to approximately 1,485 within its three-square mile service area.

Mission Statement

"The mission of the Hidden Valley Lake Community Services District is to provide, maintain and protect our community's water."

History

The Stonehouse Mutual Water Company was established in 1968 and supplied water to the Hidden Valley Lake subdivision. The Hidden Valley Lake Community Service District was established in 1984. A sewer system controversy led to a lawsuit between the two agencies in 1988; the suit was dismissed in the spring of 1989.

Stonehouse Mutual Water Company's problems led to discussions of a merge with Hidden Valley Lake Community Services District. It was evident that combining the two stand alone providers into one utility company would result in a tremendous cost savings for the agencies and rate payers. The merge also provided additional protection to the community via State oversight as well as access to grants and low cost loans. With the passage of AB 1504, the merger of the two utilities was accomplished on January 1, 1993 at 12:01 am.

Board of Directors

The Board of Directors of the Hidden Valley Lake CSD consists of five elected officials who are tasked with representing the general interest of those in the Hidden Valley Lake community. Directors must live within the boundaries of the water/sewer district, ensuring that they fully understand the intricacies of the community and are enlisted in services provided. Each member serves a four year term. Elections are held in November of even numbered years, and Director terms are staggered to mitigate disruption.

The Board of Directors sets goals and creates policies that guide District operations. The Board appoints a General Manager to handle the day to day operations of the District and to carry out the goals and policies. It is the General Manager's responsibility to ensure that District procedures are in line with the District's mission. Beyond the General Manager, the Board also appoints legal counsel and financial auditors.

The HVLCSD Board of Directors is committed to transparency. Board meetings are held in accordance to the Brown Act and are noticed as such. Regular board meetings are held on the third Tuesday of the month at 7:00 p.m. at the Districts business office, 19400 Hartmann Rd., Hidden Valley Lake. The board also assigns standing and ad hoc committees that meet throughout the year to assist in the development of policy. Committee meetings are also held at the District's business office; times and dates vary by committee. Each meeting ends with a call for public comment, and community members are encouraged to attend and voice concerns.

It is projected that the 2017/18 budget year will close within the approved budgeted amounts. The 2018/19 budget provides a greater level of transparency and sheds light on short falls that have not been recognized in years past. It is the desire of the District to enter into the 2018/19 fiscal year with a clear path to financial health, providing the District with the resources to improve infrastructure that is decaying due to deferred maintenance.

The 2018/19 Fiscal Budget is based on historical data from the previous three fiscal years. This provides the District with a more fact-based analysis of actual funds spent and less of a projection which can be skewed.

Revenue and Expense Trends and Forecast

Water Fund

With the scheduled rate increases in place, the Water Fund is expected to experience a minor improvement in the 2018/19 FY. However, the majority of the increase will be eaten away by the ever-increasing costs of doing business. The rate increases in recent years helped but did not completely restore the operating revenue stream nor were they designed to address regulatory requirements such as the Hexavalent Chrome or meter moratorium issues. Additionally, recent increases were not designed to address the need for an operational reserve, capital improvements, replacement of aging infrastructure or an emergency operating fund for the District. The 2017/18 fiscal year was the first time HVLCSD established an Operational Reserve Fund for water putting 7% of the monthly revenues into this account. This account is required to be funded should the District need to request a loan such as the State Revolving Fund (SRF) loan or to match with a state/federal grant such as Prop. 1 to replace the five (5) wooden water tanks that are over 50 years old or the aging water meters that are not accounting for well over 30% of the water loss which is lost revenue the District should be recovering. In the 2018/19 fiscal budget year, funding has been designated for the Water Operational Reserve Fund (4.0%) and CIP Fund (6.5%). Unfortunately, these funds fall short of what is needed to replace aging infrastructure, address the meter moratorium and prepare for future regulations such as Chrome 6, however, now that funding is being established this budget year, along with a means to guarantee a percentage is deposited into these funds annually, the District is on the path to a healthy financial future. Future rate increases must include substantial increases to the current annual percentages designated for each Water fund.

This past year, the District noted that water usage stabilized with the Governor's lifting of the drought mandate. Prior to the economic recession and drought, total District water use was approximately 25 percent higher than today. Water usage, particularly outdoor use, plummeted as homes fell into foreclosure and landscaping was left to wither. The change to zero landscape and drought tolerant plants has also stabilized. Although the number of residential water connections has rebounded and exceeded pre-recession numbers (approximately 2475 connections), the amount of water used by each connection is still below that of pre-recession/pre-drought usage while the cost of providing utility services continues to increase.

This year we noted substantial increases from PG&E, increased fuel costs based on the Governor's increased tax on gasoline and diesel fuel which also effects the cost of all commodities used to operate a utility district in such a rural area. Not only has the cost to transport items such as chlorine greatly increased but the District noted an increase in chemicals in general as well as most other goods and services from our vendors. In summary, the Water Fund revenue stream has stabilized as the reduction in water use has stabilized. Again, this year, the increase in operating costs and need to replace aging infrastructure will not be offset by the coinciding rate increases we will see July 1, 2018.

Over the last nine years, annual Water Fund operating expenses have increased by an average of 17 percent while revenue has increased only 15 percent. Additionally, there is considerable "expense wobble" between years. The wobble is partially attributable to weather, which impacts the amount of water that must be treated and delivered in any given year. Also, to be considered are the "one-time" expenses such as the Water Rights Petition Project, the meter moratorium and the Hexavalent Chromium (Cr6) issue – all of which were mandated by regulatory agencies and require substantial resources in the form of time and monies.

In summary, it is anticipated that Water Fund operating expenses will continue to steadily increase due to utility costs, infrastructure replacement needs, the ever-increasing cost of regulatory oversight and increasing costs associated with keeping qualified individuals on staff. These expenses exceed the current and projected revenue streams thus replacement projects continue to be put on hold.

Sewer Fund

Despite the fiscal hardship the Sewer Fund continues to experience, for the first time this year, the District established an Operational Reserve Fund (313) and CIP Fund (314) with 2% of the monthly revenues going into each account (2.0% is an estimated \$20K per year.) This \$20K per year into each account will in no way allow the District to apply for grants and/or loans on their own, however, it establishes a clear path to financial health should the Board of Directors and administrative staff choose to follow it now and, in the years, to come. Additionally, you will see a new line item in this year's budget called: 219-4115 Solar Debt Reserve (2.5% Sewer Rev). The District received incentive pay from PG&E for the installation of the solar array at the

RWRF. That incentive was in the form of money put into fund 219. This fund has been used to pay for the annual debt service for the loan to build the solar array. Currently, the District has approx. 2.4 years of payments in this account, however, a revenue stream to fund the remaining debt had not been established until this budget year. The annual debt service is just under \$33K per year. The new Solar Debt Reserve of 2.5% is expected to provide approx. \$25K per year with the remaining \$8K coming from the remaining \$80K in Fund 219, initially from the PG&E incentive. Future budget years will need to see a minor increase to this reserve to avoid a balloon payment at the end of the loan.

The early payoff of a bond in 2009 and state loan in 2016 stabilized the Sewer Fund temporarily, however, this year the District found it considerably more difficult to present a balance sewer budget. Sewer Fund revenues were blunted by the 2008 recession and with the reduction in water usage due to the drought, sewer revenue has dropped. Similar to Water Fund revenues, which are determined by the number of water connections and quantity of water delivered to each connection, sewer revenues are based on the number of connections and the individuals water usage from the previous December through March when outdoor usage is at its lowest. Accordingly, a homeowner can reduce water and sewer use and their associated costs through proper utility management. The self-managing of utilities by District constituents is impart based on the Governor's powerful message to make "...water conservation a way of life," thus reducing the revenue previously seen in the sewer fund.

From 2008 to 2016, annual Sewer Fund operating expenses increased by an average of 38 percent while revenue increased 53 percent. Unlike the Water Fund, the Sewer Fund kept up with operating expenses until now. As stated in last year's Budget Narrative, "...with the recent changes in how sewer bills are calculated, going from a flat rate to usage-based billing, the Sewer Fund will succumb to the same fate as the Water Fund over time should rates not be increased." That time is now. During the last two years, the operational costs have exceeded the annual revenue requiring reductions that are needed for capital repair projects. This is reflected in the \$10K reduction in the Repair & Replace (5150) and the minimal investment into Funds 313 and 314 which are required to replace aging infrastructure such as the sewer lines that allow rain water to enter the collection system during and following a rain event, and year-round for ground water, accounting for 50% of the water we treat at the RWRF. Additionally, like the

Water Fund, the Sewer Fund expenses tend to “wobble” between years. This year-to-year variation is becoming increasingly apparent with the increase in historic rain events and aging of the sewer system. Infiltration and inflow (I&I) of rain and ground water hydraulically overload the collection system causing Sanitary Sewer Overflows (SSO’s), increase pumping and treatment costs, lead to disposal complications, greater regulatory oversight and costly mandated repairs and modifications. Due to these issues, the Sewer Fund now suffers from the same fate as the Water Fund and similarly, without a rate increase, maintenance, repair and capital items associated with operating expenses and replacement of aging facilities cannot be funded.

Lastly, Recycled Water is a valuable resource in the fight against droughts while providing a means for our local golf course to irrigate while not depleting our ground water through the pumping and consumption of raw water. Noting that the last Recycled Water rate increase was in 2012 and rates have not been evaluated in recent years, the cost to provide Recycled Water has been included in the current NBS rate study.

Final Thoughts:

The District acknowledges that a rate increase is inevitable for a healthy and financially responsible utility provider, however, methodical replacement of infrastructure can be achieved with intelligent increases, sound financial planning, strategic partnering of grants with low interest loans and a financially stable and responsible District. To this end, the District has presented a balanced budget for the 2018/19 fiscal year with recommendation to implement any future rate increase approved by the votes through the Prop. 218 process and the governing body of this district on or as close to January 1st as possible of each consecutive year.

The intent of this implementation strategy is to implement any rate increase during the winter months when water usage is at its lowest due to cooler and rainy weather. This strategy allows the District’s constituents to self-manage water usage as temperatures gradually increase in the summer months rather than having a spike in their bill July first when water usage is much higher. This strategy empowers the District’s constituents to self-manage their water and sewer utility costs without a sudden increase during a high usage month.

Capital expenses far exceed the current and projected revenue streams thus repair/replacement projects such as the: Wooden water tank replacement; repairs to reduce I&I in the sewer system; water meters replacement (AMI); SCADA system repairs and even the purchase of a combination truck (Vac-Truck) which would greatly benefit and reduce operational costs for both the Water and Sewer Funds continue to be put on hold.

In short, the District has been on “Life Support” and this new path, along with intelligent rate increases is expected to revive the District over time, ushering in a financially responsible and health utility district.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2018-2019 BUDGET

Draft

SEWER ENTERPRISE FUND

REVENUE	
120-1051 A/R RETIREE HEALTH	10,736
120-4020 PERMIT & INSPECTION FEES	700
120-4036 DEVELOPER SEWER FEES	-
120-4045 AVAILABILITY FEES	5,000
120-4050 SALES OF RECLAIMED WATER	125,000
120-4111 COMMERCIAL SEWER USE	22,000
120-4112 GOVERNMENT SEWER USE	700
120-4116 SEWER USE CHARGES	1,137,649
120-4210 LATE FEE 10%	25,000
120 4300 MISC INCOME	1,500
120-4505 LEASE INCOME	-
120-4550 INTEREST INCOME	600
TOTAL REVENUE	1,328,885

OPERATING EXPENSES	
120-5010 SALARY & WAGES	458,749
120-5020 EMPLOYEE BENEFITS	127,429
120-5021 RETIREMENT BENEFITS	89,000
120-5022 CLOTHING ALLOWANCE	1,800
120-5025 RETIREE HEALTH BENEFITS	21,472
120-5030 DIRECTOR HEALTH BENEFITS	40,116
120-5040 ELECTION EXPENSE	4,500
120-5060 GASOLINE, OIL & FUEL	8,000
120-5061 VEHICLE MAINT	12,500
120-5062 TAXES & LICENSE	800
120-5063 CERTIFICATIONS	1,500
120-5074 INSURANCE	22,000
120-5075 BANK FEES	13,400
120-5080 MEMBERSHIP & SUBSCRIPTIONS	6,400
120-5090 OFFICE SUPPLIES	6,000
120-5092 POSTAGE & SHIPPING	5,000
120-5121 LEGAL SERVICES	5,000
120-5122 ENGINEERING SERVICES	27,000
120-5123 OTH PROF SERVICES	50,000
INTERN/FELLOWSHIP	-

120-5126 AUDIT SERVICES	7,500
120-5130 PRINTING & PUBLICATION	5,000
120-5135 NEWSLETTER	500
120-5145 EQUIPMENT RENTAL	14,000
120-5148 OPERATING SUPPLIES	22,000
120-5150 REPAIR & REPLACE	90,000
120-5155 MAINT BLDG & GROUNDS	5,500
120-5156 CUSTODIAL SERVICES	15,150
120-5157 SECURITY	5,000
120-5160 SLUDGE DISPOSAL	28,500
120-5170 TRAVEL & MEETINGS	1,900
120-5175 EDUCATION/SEMINARS	8,000
120-5176 DIRECTOR TRAINING	1,500
120-5179 ADM MISC EXPENSE	350
120-5191 TELEPHONE	9,500
120-5192 ELECTRICITY	45,000
120-5193 OTHER UTILITIES	2,600
120-5194 IT SERVICES	35,000
120-5195 ENV/MONITORING	32,000
120-5198 ANNUAL OPERATING FEES	2,000
120-5310 EQUIPMENT - FIELD	1,500

120-5311 EQUIPMENT – OFFICE	1,300
120-5312 TOOLS – FIEKD	1,000
120-5315 SAFETY EQUIPMENT	3,500
120-5545 RECORDING FEES	250
120-5600 CONTINGENCY	10,000
120-OPEB OBLIGATION	12,500
140-5192 ELECTRICITY – FLOOD CONTROL	2,000
219-4115 SOLAR DEBT RESERVE (2% REVENUE)	25,000
313 WASTEWATER CAPITOL RESERVE ACCOUNT (1.5% REVENUE)	20,000
314 WASTEWATER CIP (1.5% REVENUE)	20,000
TOTAL OPERATING EXPENDITURES	1,328,716

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2018-2019 BUDGET

Draft

WATER ENTERPRISE FUND

REVENUE	
130-1051 A/R RETIREE HEALTH	10,736
130-4035 RECONNECT FEES	13,000
130-4038 COMM WATER METER CONNECTIONS	-
130-4039 WATER METER INSTALLATION	1,000
130-4040 RECORDING FEE INCOME	500
130-4045 AVAILABILITY FEES	25,000
130-4110 COMMERCIAL WATER USE	85,000
130-4112 GOVERNMENT WATER USE	6,000
130-4115 WATER USE CHARGES	1,750,000
130-4210 LATE FEE 10%	25,000
130-4215 RETURNED CHECK FEE	1,000
130-4300 MISC INCOME	2,000
130-4310 OTHER INCOME	-
130-4550 INTEREST INCOME	700
TOTAL REVENUE	1,919,936.00

OPERATING EXPENSES	
130-5010 SALARY & WAGES	458,749
130-5020 EMPLOYEE BENEFITS	127,429
130-5021 RETIREMENT BENEFITS	89,000
130-5022 CLOTHING ALLOWANCE	1,800
130-5024 WORKERS' COMP INSURANCE	-
130-5025 RETIREE HEALTH BENEFITS	21,472
130-5030 DIRECTOR HEALTH BENEFITS	40,116
130-5040 ELECTION EXPENSE	4,500
130-5060 GASOLINE, OIL & FUEL	6,500
130-5061 VEHICLE MAINT	12,500
130-5062 TAXES & LICENSE	1,200
130-5063 CERTIFICATIONS	600
130-5074 INSURANCE	25,000
130-5075 BANK FEES	13,500
130-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000
130-5090 OFFICE SUPPLIES	5,000
130-5092 POSTAGE & SHIPPING	6,000
130-5110 CONTRACTURAL SERVICES	-
130-5121 LEGAL SERVICES	10,000

130-5122 ENGINEERING SERVICES	60,000
130-5123 OTHER PROFESSIONAL SERVICE	35,000
130-5124 WATER RIGHTS	70,000
130-5126 AUDIT SERVICES	7,500
130-5130 PRINTING & PUBLICATION	7,500
130-5135 NEWSLETTER	500
130-5145 EQUIPMENT RENTAL	20,000
130-5148 OPERATING SUPPLIES	1,500
130-5150 REPAIR & REPLACE	185,000
130-5155 MAINT BLDG & GROUNDS	12,000
130-5156 CUSTODIAL SERVICES	3,750
130-5157 SECURITY	5,000
130-5170 TRAVEL & MEETINGS	4,000
130-5175 EDUCATION/SEMINARS	8,000
130-5176 DIRECTOR TRAINING	1,500
130-5179 ADM MISC EXPENSE	350
130-5191 TELEPHONE	10,000
130-5192 ELECTRICITY	115,000
130-5193 OTHER UTILITIES	2,200
130-5194 IT SERVICES	35,000
130-5195 ENV/MONITORING	15,000

130-5198 ANNUAL OPERATING FEES	30,000
130-5310 EQUIPMENT - FIELD	2,000
130-5311 EQUIPMENT - OFFICE	1,000
130-5312 TOOLS - FIELD	2,000
130-5315 SAFETY EQUIPMENT	2,500
130-5505 WATER CONSERVATION	9,000
130-5545 RECORDING FEES	250
130-5600 CONTINGENCY	45,000
130-OPEB OBLIGATION	12,500
320-4115 WATER CAPITAL FUND (6% REVENUE)	115,000
325-4115 WATER OP RESERVE FUND - NEW - (3.75% REVENUE)	72,000
TOTAL OPERATING EXPENDITURES	1,737,416

Projects

The 2018/2019 budget includes several “one-time” projects. The total cost of these projects is anticipated to be \$190,000 (\$136,000 Sewer, \$54,000 Water). These projects are:

Salary Survey

The District will follow the salary survey approved in the previous fiscal year with a salary survey conducted by CPS HR Consulting; targeting the Water Resources Specialist position and “On-Call Pay” to determine if the District is providing adequately to retain current staff and recruit new staff when needed. The total cost of the study is anticipated to be below the General Manager’s limit of \$5,000 and will be split equally between the Water and Sewer funds. District staff will initiate the study early in the 2018/19 fiscal year, and results are expected within calendar year 2018.

Rate Study

The District will continue with the current rate study being conducted by NBS to determine if/when a rate increase is necessary for each of the enterprise funds (Recycled Water will be included in the study of sewer funds.) The total cost of the study was approved and funded in the 2017/18 budget. The remaining funds will be encumbered from the 2017/18 budget to pay for the remainder of this project.

Replacement of the Construction Truck

The current construction truck has seen heavy usage and due to several major mechanical issues, is no longer operational. Additionally, the crane used to pull sewer lift station pumps is non-operational and parts for this older model are no longer available. Currently, staff must rely on contracted services to pull the wastewater pumps from all eight of the District’s sewer lift stations for routine maintenance. Replacement of the Construction Truck would include the truck itself, the crane and an onboard compressor to operate pneumatic equipment such as jackhammer, digging spade and various air tools. The cost is estimated at \$130K to be pulled from the Sewer CIP Reserve 314 Fund for \$78K and Water CIP 320 Fund for \$52K.

Replacement of Headworks Rack \$62K

The rack at the headworks is an automated grate scraper used to strain rags and larger items from the incoming sanitary sewer flow and place them in a bin for disposal. The current Headworks Rack is undersized for the flows seen at the treatment plant. The additionally usage caused by the added flow necessitates the replacement of this equipment prior to total failure. A more robust unit is planned for this replacement.

Summary Descriptions

Revenue

Permits and Inspections: New connections

Charges for Services: Water and sewer services, water overage, reclaimed water sales.

Miscellaneous: Availability (providing access to water and wastewater), lease income, interest, miscellaneous.

Expenditures

Salaries and Benefits: Salaries, wages, payroll taxes, retirement, employee medical and dental, director medical.

Insurance: Liability insurance.

Office Expenses: Office supplies, printing and publication, newsletter, administrative miscellaneous, recording fees.

Contractual Services: Software, cleaning service, internet, postage meter, web hosting.

Dues and Subscriptions: Membership fees and subscriptions.

Postage: Postage.

Repairs and Maintenance: Vehicle maintenance, repair and replace, maintenance building and grounds.

Gas, Fuel, and Oil: Gasoline, fuel & oil.

Supplies: General supplies.

Professional Services: Water rights consultants, aquatic ecologist, auditor, website design.

Travel: Mileage reimbursements, lodging (not related to education or seminars).

Telephone: Landline and mobile telephone service.

Power: Electricity.

Other Operating: Debt service payments, operating revenue set aside for capital improvements.

Office and Safety Equipment: Telephones, computers, printers, AED, medical supplies and hazmat equipment.

Environmental Monitoring: Lab samples.

Water Conservation: District education program, low flow toilet rebates, high efficiency washing machine rebates.

Annual Operating Fees: Permits, water rights, Unites States Geological Services fees.

Significant Changes

Salaries and Benefits

Fiscal year 2018/19 shows an increase in salaries for some employees based on the salary survey completed by CPS HR Consulting and approved by the Board to be implemented July 1, 2018. This will be an increase in the 2018/19 budget of approx. \$101K for staff only. The General Manager is not expected to see a change in salary. Additionally, benefits such as insurance and CalPERS continue to rise. A significant cause for increase is due to the District's medical insurance provider, Special Districts Risk Management Authority (SDRMA,) with an estimated 7% increase in health benefits beginning January 1, 2019. SDRMA expects to have hard numbers to its members by August of 2018, after this budget is approved. Additionally, the required California Public Employee Retirement System (CalPERS) contribution is expected to increase as well.

Insurance (Property/Liability)

The 2018/19 insurance premium reflects a significant increase of 6% as it was noted that the five wood water tanks were not previously insured.

Contractual Services

No changes are expected in contractual services for the 2018/19 fiscal year.

Repairs and Maintenance

The 2018/19 Sewer Operating budget includes a \$10,000 decrease in the Repair and Replace line item in order to bring in a balanced budget.

Professional Services

As noted under projects, the District intends to continue to work with CPS HR Consulting to complete the salary survey for the Water Resources Specialist and conduct a comparison study for "On-Call" pay at a cost of \$4,000. Additionally, the rate study conducted by NBS and approved by the Board of Directors in the 2017/18 budget at a cost not to exceed \$49,800.00 still has an outstanding balance of approx. \$32K. These funds will be encumbered to be paid for out of the 2017/18 budget for the completion of this project. Until this budget year, encumbrance of

funds is not a practice this district has been familiar with but is common practice in most utility industries.

Other Operating Expenses

For both the sewer and the water funds, the majority of costs in the Other Operating Expenses line item are related to the payment of debt [the solar loan to USDA for sewer (\$33,000 per year), and the CIEDB loan for water (\$172,767 per year)].

Office and Safety Equipment

The 2018/2019 budget will mirror the 2017/18 budget for Office and Safety Equipment line item that will cover improved security at the Administrative facility and several field facilities.

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2018-2019 BUDGET

Draft

CAPITAL EXPENSES

<u>SEWER CIP EXPENSES</u>	<u>FUND</u>	
CONSTRUCTION TRUCK (60%)	314	78,000.00
RACK HEADWORKS	314	62,000.00
TOTAL		140,000.00

<u>SEWER CIP REVENUE</u>		
SEWER OP RESERVE (2%)	313	20,000.00
SEWER CIP	314	20,000.00
TOTAL		40,000.00

<u>WATER CIP EXPENSES</u>		
UNIT 9 TANK REPLACEMENT	*1	1,279,000.00
REPAIR WATER MAIN LINE	*2	150,000.00
CONSTRUCTION TRUCK (40%)	320	52,000.00
TOTAL		1,481,000.00

<u>WATER CIP/OP RESERVE</u>		
WATER CAPITAL FUND (6%)	320	115,000.00
WATER OP RESERVE FUND -NEW- (3.75%)	325	72,000.00
TOTAL		187,000.00

*1 PROP 1 (50%) & SRF LOAN (50%)

*2 PROP 1 (50%) & SRF LOAN (50%)

FUND BALANCE AS OF MAY 31, 2018

313	\$ 328,249	
314	\$ 382,920	
320	\$ 92,250	New FY 17/18
325	\$ 0	New FY 18/19

Capital Additions
(Unfunded)

Sewer

Video inspection of sewer mainline

Contractor to inspect up to 20,000 feet of sewer mainline using remotely controlled video camera.

I&I (Repair sewer mainline leaks)

Contractor to repair sewer mainline leaks identified during previous video inspections and in the CivicSpark program the previous fiscal year.

SCADA System Repairs

Replace miscellaneous SCADA hardware to improve monitoring of recycled water operations. The current SCADA system was installed in 2002 and is no longer supported by the manufacturer due to improvements in hardware/software and the industry trend toward cloud SCADA systems.

Rebuild the entrance road outside the gate to the existing 4” asphalt at the Reclamation Plant.

This fund is expected to continue each year until the road to Grange Rd. is completely paved, once funds are identified.

Water

(Funds are currently not available for Capital additions in this area.)

Replacement of wooden water tanks

AMI water meter replacement

Stormwater

(Funds are currently not available for Capital additions in this area.)

Tideflex valve

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
2018-2019 BUDGET
Draft

NON-OPERATING BUDGET

<u>DEBT SERVICE INCOME</u>	<u>FUND</u>	
TAX ASSESSMENTS, BONDS	215	283,992.25
CIEDB	130	171,374.00
USDA RUS SOLAR	120	32,245.00
BOND ADMINISTRATION	215	15,000.00
TOTAL INCOME		502,611.25

<u>DEBT SERVICE EXPENDITURE</u>	<u>FUND</u>	
RAD 1 (95-2) BOND REDEMP (INTEREST)	215	110,992.25
RAD 1 (95-2) BOND REDEMP (PRINCIPAL)	215	173,000.00
CIEDB (INTEREST)	218	63,144.00
CIEDB (PRINCIPAL)	218	102,787.00
CIEDB (ANNUAL FEE)	218	5,443.00
USDA RUS SOLAR (INTEREST)	219	16,245.00
USDA RUS SOLAR (PRINCIPAL)	219	16,000.00
BOND ADMINISTRATION EXP	711	15,000.00
TOTAL DEBT SERVICE		502,611.25

Debt

Sewer Expansion and Wastewater Treatment Plant

In 1994, the District expanded the sewer system and relocated wastewater treatment to the new Grange Road plant. Prior to the expansion, there were many vacant lots remaining in the Hidden Valley Lake subdivision that were not considered buildable. The composition of the soil would not allow proper drainage that would make septic systems a feasible option to potential builders. The expansion of the system allowed 1460 properties within the Hidden Valley Lake Association to be viable for construction.

The project was funded by four bonds and a low interest loan. Of the four bonds, three were paid off early in order to minimize interest payments. The remaining bond, the 1995-2 series bond was issued by the USDA on August 16, 1995 for \$5,500,000. The bond carried a 5.5% interest rate. This Bond was refinanced in March of 2016. At that time, the balance was 3,650,000 and currently has an interest rate of 3.25%. The remaining principal balance of the loan on June 30, 2017 was \$2,918,879.00 (Interest is not included.) The principal and interest related to the 1995-2 bond is collected annually on the property tax roll.

Water Infrastructure Project

In 2002 the District upgraded the existing water infrastructure to meet increasing demands and ensure continuity of services. The Water Infrastructure Project included the addition of two 500,000 gallon storage tanks and the replacement of two pump stations. Additionally, pressure reducing valves were replaced throughout the District to ensure adequate water pressure was provided to all customers. The District's supervisory control and data acquisition (SCADA) system was also upgraded to allow for remote control of the water and wastewater systems.

The Water Infrastructure project was funded by the California Infrastructure and Economic Development Bank (CIEDB) via a low interest loan. The District borrowed \$3,000,000 on June 24, 2002 at 3.48%. The loan is set to mature in 2032, and the remaining balance is \$1,913,810. Loan payments were intended to be funded by new connections the water system, but with the

economic downturn, and subsequent decline in new construction, annual loan payments are now made from the operating budget.

Solar Project

In an effort to mitigate anticipated increases in the cost of energy, the District installed a photovoltaic (PV) project at the Wastewater Treatment Plant. The PV went online in December 2011. The array was designed to meet the full demands of the Treatment facility, and the savings to the District have exceeded original estimates. The District is now exploring the idea to extend this cost savings to sewer lift station 1 and the stormwater pump station as they are on contiguous properties with the PV.

The project was funded by the United States Department of Agriculture (USDA) via an \$885,000 grant and a \$640,000 low interest loan. Additionally, the District received \$200,000 in PG&E rebates for the project (to be paid over a five-year period). The USDA loan was signed on October 1, 2011 in the amount of \$640,000 at 3% interest. The outstanding balance of the loan is \$565,000 and the loan will mature in 2041. Annual loan payments of \$32,245 were said to be made from the operating budget from surplus funds remaining after electricity is paid. Historical review of past budgets suggest that loan payments have been paid out of the initial \$200,000 PG&E rebate provided the District. Currently that fund has a balance of approx. \$80,000. The 2018/19 budget has a new line item (219-4115) where \$25,000 of the budget will be used to pay for most of the annual loan payment. The remaining \$7,245 will continue to be paid for out of the PG&E rebate the district holds in Fund 219. As the District becomes more financially sound and this loan approaches maturity, additional funds may need to be budgeted into 219-4115.

Closing Thoughts:

The goal is to manage the District's assets in a fiscally responsible manner while planning for the repair and replacement of aging infrastructure and equipment. Old equipment should be depreciated annually, while Capital Reserve funds are used to repair and replace distressed infrastructure and equipment.

A minimum of six (6) months Operational Reserve funds should be in place to allow the District to continue to operate and rebuild in the event of a catastrophic event such as wildfire or earthquake.

The 2017/18 budget year was the first-year funds were put into the new Water CIP (320) fund. The 2018/19 Budget Year will usher in several more firsts for HVLCSO. This year HVLCSO will see money going into three additional accounts: Water Operational Reserve (325), Wastewater Operational Reserve (313) and Wastewater CIP (314). Each will see a relatively small deposit over the fiscal year, however, it sets precedence which the District is strongly encouraged to follow and increase whenever possible.

These funds pave the way for the District to obtain grants and loans as the District will improve its financial posture when viewed by grant administrators and lenders.

The final escalation of the five-year rate increase, which is currently in place, is scheduled for July 1, 2019 for the fiscal budget year 2019/20. This rate increase considered operational costs such as increases in insurance and projected costs to do business. It did not consider the fuel tax (\$0.30 per gallon for diesel) which affects all deliverables (chlorine, fuel, chemicals, dry goods etc.) that the District requires to operate. Additionally, replacement costs for the five wooden water tanks (which turned 50 years old in 2018), transitioning water meters to AMI and the financial software upgrades that are required, replacement of failing water and sewer mains (I&I), replacement of aging vehicles and equipment, the necessary modifications to the stormwater outlet valve and an aging SCADA system were not factored into the previous rate study. Due to these factors, the current rate study does not meet the operational and financial obligations of the District. The District is currently conducting a new rate study that takes many of these factors into consideration.

HVLCSO intends to provide greater transparency of its financial obligations and position using the new Website (www.hvlcsd.org). Communicating the District's financial short comings and successes related to infrastructure and equipment, repair/replacement so the public may better choose the direction of their water, wastewater and recycled water utility now and in the future through the Prop. 218 process.



RESOLUTION NO 2018-04
A RESOLUTION FIXING AND APPROVING BUDGET
FOR FISCAL YEAR 2018-2019

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California as follows:

1. That the balance on hand as of June xx, 2018 in each of the funds of the District shall be reserved for use by the District during the fiscal year 2018-2019.
2. That the budget for said District for the fiscal year 2018-2019 heretofore presented to the Board and a copy of which hereto attached is approved.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the xx th day of June 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carolyn Graham
President of the Board
Hidden Valley Lake
Community Services District

Kirk Cloyd
General Manager/Secretary to the Board
Hidden Valley Lake
Community Services District



RESOLUTION NO. 2018-05

A RESOLUTION APPROVING AND ADOPTING
INVESTMENT POLICY FOR FISCAL YEAR 2018-2019

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

RESOLVED, by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, that certain Investment Policy for Fiscal Year 2018-2019, attached hereto and setting forth the policy for investment of District's funds for said Fiscal Year, be and it is hereby, approved and adopted as the Official Investment Policy of this District for Fiscal Year 2018-2019.

* * * * *

I hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors of the Hidden Valley Lake Community Services District, Lake County, California, at a meeting thereof held on the xxth day of June 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carolyn Graham
President of the Board

Kirk Cloyd
General Manager/Secretary to the Board



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
INVESTMENT POLICY
FY 2018-2019

Except for immediate cash requirement or pursuant to specific action by the Board of Directors, the District shall invest all of its surplus funds with the Local Agency Investment Fund, administered by the Treasurer of the State of California, or in a money market fund held with the District's Service Bank to assure in priority order; Safety; Liquidity and Yield with minimum risk and administrative cost.

Upon a positive vote by the Board, the District may invest in other securities and instruments as noted in Appendix A within the limitations indicated.

Reporting

District Staff shall prepare a monthly report titled "Investment Report", for review by the Board at its regular monthly meetings. This report shall display:

1. Monthly investments by the District
2. Rate of return and yield by item
3. Total interest income for the period

Total interest income earned for the period shall agree with the District's monthly financial reports.

The report shall include the type of investment, issuer, and account balance. For investments in the Local Agency Investment Fund, in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, or in a county investment pool, the report may instead attach the most recent statement received from the institutions. The monthly report shall state that the portfolio complies with this Investment Policy or the manner in which

the portfolio is not in compliance. Monies not required for immediate needs shall be considered surplus funds and shall be invested to provide the highest yield and liquidity at the minimum level of risk, until needed for payment of District obligations.

The Full Charge Bookkeeper, or designee, shall present the Investment Report to the Board of Directors for consideration at the District's regular monthly meetings.

Service Bank

The Board shall designate a State or Federally chartered bank, operating within the State of California, to serve as the District's primary service bank, and the District shall use said bank as a clearing house for all funds.

Safekeeping Account

When practical all negotiable securities shall be held in a safekeeping account at the Trust Department of the designated District Service Bank.

Page 1/Investment Policy

Investment Documentation and Review

Each investment transaction must be duly documented. All dealer and safekeeping confirmations are to be reviewed by a person other than the person initiating the transaction. Any discrepancies must be resolved immediately and a new confirmation issued.

Audit

The Board shall establish an annual process of independent review by an external auditor. This review shall provide internal control by assuring compliance with policies and procedures. The external auditor shall submit a report of his/her findings for consideration by the Board. Upon deliberation, the Board shall consider the report and by official action accept or reject it.

Policy Review

The Hidden Valley Lake Community Services District's Investment Policy shall be adopted by resolution of the Board of Directors on an annual basis. This Investment Policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation to principal, liquidity and yield, and its compliance with current law and relation to financial and economic trends. Any amendments to the policy shall be forwarded to the Board of Directors for approval.

Standard of Care (Prudent Investor Standard)

The standard of care to be used in investing District funds shall be the prudent investor standard described in Government Code section 53600.3 and shall be applied in the context of managing an overall portfolio. The Board, acting in accordance with written procedures and this Investment Policy, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Legislative Changes

Any State of California legislative action that further restricts allowable maturities, investment type or percentage allocations will be incorporated into the Hidden Valley Lake Community Services District's Investment Policy and supersedes any and all previous applicable language.

Interest Earnings

All monies earned and collected from investments authorized in this policy shall be allocated monthly to various fund accounts based on the cash balance in each fund as a percentage of the entire pooled portfolio.

Page 2/Investment Policy



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT INVESTMENT POLICY

APPENDIX A

Authorized Investments

Investments of District Funds are governed by the California Government Code Sections 53600 et seq. Within the context of those limitations, the following investments are authorized as further limited herein:

<u>INSTRUMENT</u>	<u>PERCENTAGE OF PORTFOLIO</u>
Repurchase Agreements	0 to 100%
Local Agency Investment Fund	0 to 100%
U.S. Treasury Bonds/Notes/Bills	0 to 100%
U.S. Government Agency Obligations	0 to 100%
Bankers' Acceptances	0 to 40%
Commercial Paper	0 to 15%
Negotiable Certificates of Deposit	0 to 30%
Time Certificates of Deposit	0 to 25%
Reverse Repurchase Agreements	0 to 20%

1. United States Treasury Bills, Bonds, Notes or certificates of indebtedness or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank Board (FHLB), the Federal Farm Credit System (FFCB), and the Federal Home Loan Mortgage Association (FHLMC). There is no percentage limitation of the portfolio which can be invested in this category, although a five-year maturity limitation is applicable.

Investments detailed in items 3 through 10 are further restricted to percentage of the cost value of the portfolio in any one user name to a maximum of 15%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity limitation is applicable unless further restricted by this policy.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise as Bankers' Acceptances. Bankers' Acceptances purchased may not exceed 270 days maturity or 40% of the cost value of the portfolio. Bankers' Acceptances may only be purchased from the top 100 Banks of the World as compiled by American Banker from Merrill Lynch.

4. Commercial paper ranked P1 by Moody's Investor Services or A1+ by Standard & Poor's and issued by domestic corporations having assets in excess of \$500,000,000 and having an AA or better rating on its' long-term debentures as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed 180 days to maturity nor represent more than 10% of the outstanding paper if the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio.

5. Negotiable Certificates of Deposit will be issued by nationally or state-chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of five years is applicable.

6. Repurchase agreements which specify terms and conditions may be transacted with banks and broker dealers. The maturity of the repurchase agreements shall not exceed 90 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement.

7. Reverse repurchase agreements which specifies terms and conditions may be transacted with broker dealers and financial institutions but cannot exceed 20% of the portfolio value on the date entered into. The District may enter into reverse repurchase agreements only to fund short term liquidity needs. The term of reverse repurchase agreements may not exceed 92 days. Prior approval by the Board is required. The underlying securities must have been owned by the District at least 30 days before sale.

8. Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by California State Law.

9. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

10. Moneys held by a trustee or fiscal agent and pledged to the payment or security of notes, bonds, or other indebtedness, or obligations under a lease, installment sale, or other agreement, or certificates of participation in such obligations (collectively "debt obligation"), may be invested in accordance with the statutory provisions governing the issuance of those debt obligations or in accordance with the ordinance, resolution, indenture, or agreement providing for their issuance.

AUTHORIZED BROKERS: Purchases and sales of securities shall be made through firms designated as Primary Dealers by the Federal Reserve Board; furthermore, the firm must operate from an office within this state.

INVESTMENT PURCHASES: Purchases shall attempt to be made in minimum amounts of \$1,000, par value. When practical, a minimum of three bids shall be obtained to insure competitive pricing. Investments shall be held in the safekeeping account with the exception that Time Certificates of Deposit shall be delivered to the District's vault and held until maturity. All transactions will be settled on payment vs. delivery.

Page 2/Appendix A of Investment Policy

INVESTMENT SALES: Securities may be sold prior to maturity to provide for cash flow needs. Securities shall not be sold for less than cost plus accrued interest without prior approval of the Board. Three bids should, when possible, be obtained to insure competitive pricing. Settlement shall be on a payment vs. delivery basis.

SWAP TRADES: The concurrent sale of an owned investment and purchase of a substitute investment may be performed provided the transaction results in a minimum gain of \$600.00. Normally, the maturity of the new investment should be within two weeks in either direction of the maturity of the security sold.

REPURCHASE AGREEMENT: Repo's shall be collateralized by Government Securities, Bankers' Acceptance, Commercial Paper or Negotiable Certificates of Deposit. Collateral will be included in percentage limitations under authorized investments. The market value plus accrued interest of the collateral must equal or exceed 102% of the repo cost at all times. All collateral shall be delivered to the safekeeping account or to the District.

REVERSE REPURCHASE AGREEMENT: Securities may be sold under an agreement to repurchase only when necessary to fund short term cash flow needs. However, each such transaction must be approved in advanced by the Board. Securities sold under such agreement to repurchase shall at no time be in excess of \$300,000, nor for a longer period than 92 days.

CREDIT REQUIREMENTS: For the purpose of this Policy, all Domestic Banks are limited to those with a current Thomson Bank Watch Inc. rating of "B/C" or better and a TBW-1 short term rating. The Investment Group is granted the authority to specify approved California Banks with a Thomson Bank Watch Inc. rating of "C" or better and TBW-2 rating where appropriate. Foreign Banks with domestic licensed offices must be AAA for country risk and "B" or better and a TBW-1 short term for the company by Thomson Bank Watch Inc. Domestic Savings Banks must be rated "B/C" or better and a TBW-1 short term rating by Thomson Bank Watch Inc.

DRAFT