



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING DATE: FEBRUARY 17, 2015**

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

Director Jim Freeman, President  
Director Jim Lieberman, Vice President  
Director Judy Mirbegian  
Director Linda Herndon  
Tami Ipsen, Administrative Services Officer  
Roland Sanford, General Manager

(Director Carolyn Graham was absent)

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

On a motion made by Director Mirbegian and second by Director Lieberman the Board unanimously approved the agenda.

**CONSENT CALENDAR**

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

- (A) MINUTES: Approval of the Minutes of the Board of Directors meeting January 20, 2015; Minutes of the Board of Directors Special Meeting January 27, 2015
- (B) DISBURSEMENTS: Check #032483 - #032574 for a total of \$215,541.10.
- (C) ADOPTION OF RESOLUTION 2015-03 fixing and approving revised Capital Improvements budget for FY 2014-2015
- (D) APPROVAL OF PARTIAL SPONSORSHIP - "Spring Has Sprung" 5K/10K Run Sponsorship: Authorize District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials – total cost not to exceed \$2,500
- (E) ATHORIZATION OF BOARD MEMBER ATTENDANCE at March 4, 2015 ACWA legislative Symposium in Sacramento, California
- (F) ADOPTION OF RESOLUTION 2015-04 requesting change of Board member election dates from odd-numbered years to even-numbered years

## BOARD COMMITTEE REPORTS

Personnel Committee: There was no report.

Finance Committee: There was no report.

Emergency Preparedness Program Committee: There was no report.

## BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported the ACWA Region 1 Board met on January 30, 2015 and spent much of the time discussing the process by which the State Water Resources Control Board issued water right curtailment orders in May 2014.

ACWA State Legislative Committee: Director Herndon reported the ACWA State Legislative Committee met and discussed legislative proposals pertaining to hexavalent chromium, the distribution of Proposition 1 funds, and water rate subsidies for low income individuals and families in economically distressed communities.

County OES: There have been no meetings.

## STAFF REPORTS

General Manager's Report:

General Manager Roland Sanford had nothing to add to his written report, but did respond to Board of Directors' questions regarding hexavalent chromium and the status of the water hookup moratorium.

### **PUBLIC HEARING: to consider placement of default balance liens on real property pursuant to Government Code Section 61115**

The hearing was opened at 7:15 p.m. by Director Freeman. There were no verbal or written comments from the public. The hearing was closed at 7:16 p.m.

### **DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2015-o5 confirming default balances and direction staff to file a lien on said properties**

On motion by Director Mirbegian and second by Director Lieberman the Board unanimously approved resolution 2015-05, a Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Confirming the Default Balance Associated with the Defaulting Bill Listed in Exhibit A and Directing Staff to File a Lien on Said Property with the total balance owed changed to \$1,390.45.

### **DISCUSSION AND POSSIBLE ACTION: Issuance of Proposition 218 Notice in advance of proposed water/sewer rates increase hearing on April 21, 2015**

On a motion made by Director Mirbegian and second by Director Lieberman the Board authorized staff issue a proposition 218 Notice for the water and/or sewer rate increase hearing to be held in the District Board Room on April 21, 2015.

**PUBLIC COMMENT**

Property owner inquired as to whether or not the District was concerned about a proposed vineyard in the headwaters of the Hidden Valley Lake drainage. General Manager Roland Sanford explained that because the proposed vineyard was located a reasonable distance from the lake, and constituted a very small percentage of the total drainage area, it was unlikely to significantly impact the lake's water quality or quantity.

**BOARD MEMBER COMMENT**

There were no Board Member comments.

**ADJOURNMENT**

On a motion made by Director Lieberman and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 7:30 p.m.

  
\_\_\_\_\_  
Jim Freeman  
President of the Board

3/17/15  
Date

  
\_\_\_\_\_  
Roland Sanford  
General Manager/Secretary to  
the Board

3-17-15  
Date

**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**JANUARY 2015**

**FINANCIAL REPORT**



NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5024 WORKERS' COMP INSURANCE	4,815.00	-	9,629.00	(4,814.00)	199.98
120-5-00-5025 RETIREE HEALTH BENEFITS	5,027.00	503.37	3,810.83	1,216.17	75.81
120-5-00-5060 GASOLINE, OIL & FUEL	14,200.00	767.76	5,516.04	8,683.96	38.85
120-5-00-5061 VEHICLE MAINT	10,357.00	169.89	8,383.20	1,973.80	80.94
120-5-00-5062 TAXES & LIC	1,100.00	-	235.47	864.53	21.41
120-5-00-5074 INSURANCE	16,285.00	-	-	16,285.00	-
120-5-00-5075 BANK FEES	7,000.00	552.87	5,202.16	1,797.84	74.32
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	6,000.00	972.50	3,779.63	2,220.37	62.99
120-5-00-5092 POSTAGE & SHIPPING	1,500.00	(0.25)	760.46	739.54	50.70
120-5-00-5110 CONTRACTUAL SERVICES	36,210.00	2,162.00	39,096.92	(2,886.92)	107.97
120-5-00-5121 LEGAL SERVICES	12,500.00	825.00	3,676.48	8,823.52	29.41
120-5-00-5122 ENGINEERING SERVICES	15,000.00	5,806.50	26,588.14	(11,588.14)	177.25
120-5-00-5123 OTHER PROFESSIONAL SERVICE	27,750.00	3,915.32	45,539.10	(17,789.10)	164.10
120-5-00-5130 PRINTING & PUBLICATION	500.00	65.70	390.46	109.54	78.09
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	-
120-5-00-5145 EQUIPMENT RENTAL	-	-	827.86	(827.86)	-
120-5-00-5148 OPERATING SUPPLIES	12,000.00	1,058.31	7,744.42	4,255.58	64.54
120-5-00-5150 REPAIR & REPLACE	50,452.00	5,468.10	28,493.08	21,958.92	56.48
120-5-00-5155 MAINT BLDG & GROUNDS	5,300.00	247.10	4,134.05	1,165.95	78.00
120-5-00-5156 CUSTODIAL SERVICES	9,450.00	1,575.00	6,018.75	3,431.25	63.69
120-5-00-5157 SECURITY	2,000.00	-	132.00	1,868.00	6.60
120-5-00-5160 SLUDGE DISPOSAL	23,000.00	-	11,423.45	11,576.55	49.67
120-5-00-5191 TELEPHONE	9,000.00	640.31	3,742.35	5,257.65	41.58
120-5-00-5192 ELECTRICITY	18,400.00	1,843.63	10,193.16	8,206.84	55.40
120-5-00-5193 OTHER UTILITIES	1,800.00	443.20	1,584.01	215.99	88.00
120-5-00-5195 ENV/MONITORING	25,000.00	2,940.00	20,758.16	4,241.84	83.03
120-5-00-5196 RISK MANAGEMENT	17,800.00	-	250.00	17,550.00	1.40
120-5-00-5198 ANNUAL OPERATING FEES	3,000.00	-	872.00	2,128.00	29.07
120-5-00-5310 EQUIPMENT - FIELD	1,000.00	126.82	961.13	38.87	96.11
120-5-00-5311 EQUIPMENT - OFFICE	2,800.00	-	1,063.28	1,736.72	37.97
120-5-00-5312 TOOLS - FIELD	1,100.00	25.37	412.09	687.91	37.46
120-5-00-5315 SAFETY EQUIPMENT	4,100.00	86.76	775.32	3,324.68	18.91
120-5-00-5510 SEWER OUTREACH	5,000.00	-	-	5,000.00	-
120-5-00-5545 RECORDING FEES	160.00	-	54.00	106.00	33.75
120-5-00-5590 NON-OPERATING OTHER	-	33,675.00	33,675.00	(33,675.00)	-
<b>TOTAL</b>	<b>350,606.00</b>	<b>63,870.26</b>	<b>285,722.00</b>	<b>64,884.00</b>	<b>81.49</b>

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	205,456.00	18,447.44	139,717.95	65,738.05	68.00
120-5-10-5020 EMPLOYEE BENEFITS	55,100.00	4,722.17	33,644.27	21,455.73	61.06
120-5-10-5021 RETIREMENT BENEFITS	41,013.00	3,049.53	22,487.48	18,525.52	54.83
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	-
120-5-10-5090 OFFICE SUPPLIES	6,200.00	209.31	3,642.38	2,557.62	58.75
120-5-10-5170 TRAVEL MILEAGE	350.00	260.89	1,023.42	(673.42)	292.41
120-5-10-5175 EDUCATION / SEMINARS	3,900.00	-	3,974.56	(74.56)	101.91
120-5-10-5179 ADM MISC EXPENSES	500.00	-	155.92	344.08	31.18
<b>TOTAL</b>	<b>312,539.00</b>	<b>26,689.34</b>	<b>204,645.98</b>	<b>107,893.02</b>	<b>65.48</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	213,757.00	14,203.89	98,239.73	115,517.27	45.96
120-5-30-5020 EMPLOYEE BENEFITS	44,068.00	4,576.59	31,097.84	12,970.16	70.57
120-5-30-5021 RETIREMENT BENEFITS	36,249.00	2,397.90	15,874.61	20,374.39	43.79
120-5-30-5022 CLOTHING ALLOWANCE	2,000.00	-	671.33	1,328.67	33.57
120-5-30-5063 CERTIFICATIONS	780.00	-	-	780.00	-
120-5-30-5090 OFFICE SUPPLIES	400.00	580.78	924.84	(524.84)	231.21
120-5-30-5170 TRAVEL MILEAGE	600.00	-	31.97	568.03	5.33
120-5-30-5175 EDUCATION / SEMINARS	2,100.00	725.92	805.42	1,294.58	38.35
<b>TOTAL</b>	<b>299,954.00</b>	<b>22,485.08</b>	<b>147,645.74</b>	<b>152,308.26</b>	<b>49.22</b>



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

JANUARY 2015

Financial Report

REVENUE & EXPENSE WATER REPORT

1/1/2015-1/31/2015

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>ALL REVENUE</b>	<b>1,134,100.00</b>	<b>19,976.31</b>	<b>579,003.07</b>	<b>555,096.93</b>	<b>51.05</b>

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL	641,637.00	51,428.70	342,271.54	299,365.46	53.34
ADMINISTRATION	335,979.00	26,765.54	203,435.52	132,543.48	60.55
FIELD	302,954.00	20,009.29	155,892.47	147,061.53	51.46
DIRECTORS	46,201.00	3,140.50	21,148.81	25,052.19	45.78
<b>TOTAL</b>	<b>1,326,771.00</b>	<b>101,344.03</b>	<b>722,748.34</b>	<b>604,022.66</b>	<b>54.47</b>

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	10,000.00	220.00	7,470.00	2,530.00	74.70
130-4039 WATER METER INST	300	-	200.00	100.00	66.67
130-4040 RECORDING FEE	100	-	70.00	30.00	70.00
130-4045 AVAILABILITY FEES	40,000.00	15,941.79	15,941.79	24,058.21	39.85
130-4110 COMM WATER USE	14,000.00	1,151.03	8,057.21	5,942.79	57.55
130-4112 GOV'T WATER USE	800	74.26	519.82	280.18	64.98
130-4115 WATER USE	863,000.00	446.55	422,508.43	440,491.57	48.96
130-4117 WATER OVERAGE FEE	167,000.00	-	85,381.68	81,618.32	51.13
130-4118 WATER OVERAGE COMM	11,000.00	1,473.15	13,098.82	(2,098.82)	119.08
130-4210 LATE FEE	22,000.00	2.14	12,931.97	9,068.03	58.78
130-4215 RETURNED CHECK FEE	800	75.00	425.00	375.00	53.13
130-4300 MISC INCOME	100	102.76	930.44	(830.44)	930.44
130-4505 LEASE INCOME	4,200.00	484.62	3,337.57	862.43	79.47
130-4550 INTEREST INCOME	800	5.01	165.86	634.14	20.73
130-4580 TRANSFER IN	0	-	7,964.48	(7,964.48)	-
<b>TOTAL</b>	<b>1,134,100.00</b>	<b>19,976.31</b>	<b>579,003.07</b>	<b>555,096.93</b>	<b>51.05</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	118.42	828.94	2,171.06	27.63
130-5-40-5020 DIRECTOR BENEFITS	230	1.86	7.44	222.56	3.23
130-5-40-5030 DIRECTOR HEALTH BENEFITS	42,021.00	3,020.22	20,163.50	21,857.50	47.98
130-5-40-5170 TRAVEL MILEAGE	150	0	148.93	1.07	99.29
130-5-40-5175 EDUCATION / SEMINARS	600	0	0	600	0
130-5-40-5176 DIRECTOR TRAINING	200	0	0	200	0
<b>TOTAL</b>	<b>46,201.00</b>	<b>3,140.50</b>	<b>21,148.81</b>	<b>25,052.19</b>	<b>45.78</b>



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

January 2015  
FINANCIAL REPORT

POOLED CASH  
AS OF JANUARY 31, 2015

<b>Beginning Balance</b>	<b>140,863.30</b>
<b>Cash Receipts</b>	
Deposit	267,798.87
Transfers	0.00
<b>Total Receipts</b>	<b>267,798.87</b>
<b>Cash Disbursements</b>	
Accounts Payable	172,107.30
Payroll	43,433.80
Bank Fees	1,105.76
<b>Total Disbursements</b>	<b>216,646.86</b>
<b>Ending Balance</b>	<b>192,015.31</b>

TEMPORARY INVESTMENTS

AS OF JANUARY 31, 20145

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	66,945.81	56,943.03	123,888.83	123,888.83
130	Water Operating Fund	222,905.98	35,099.93	258,005.91	258,005.91
215	1995-2 Redemption	238,291.12	203,840.46	442,131.58	442,131.58
217	State Revolving Loan Sewer	158,721.29	522,902.60	681,623.88	681,623.88
218	CIEDB Redemption	11,454.01	(132,768.41)	(121,314.39)	(121,314.39)
219	USDARUS Solar Loan (Sewer)	815.18	59,192.25	50,162.17	50,162.17
313	Wastewater Cap Fac Reserved	431,878.98	33,521.11	465,400.08	465,400.08
314	Wastewater Cap Fac Unrestricted	53,686.85	121,928.26	175,615.11	175,615.11
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	170,324.37	-	170,324.37	170,324.37
711	Bond Administration	27,014.85	14,406.17	41,421.02	41,421.02
<b>TOTAL</b>		<b>1,382,038.44</b>	<b>950,328.20</b>	<b>2,332,366.62</b>	<b>2,332,366.62</b>