

REGULAR BOARD MEETING  
AGENDA  
MARCH 20, 2012 AT 7:00 PM  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
19400 HARTMANN ROAD  
HIDDEN VALLEY LAKE, CA 95467  
**Please turn off cell phones, thank you.**

1. Call to Order
2. PLEDGE OF ALLEGIANCE
3. Roll Call
4. Approval of Agenda
5. Approval of February 21, 2012 Board Meeting Minutes
6. Approval of Warrants
7. Committee Reports
  - A. Finance Committee
  - B. Security and Disaster Preparedness Program Committee
  - C. Personnel Committee
8. Staff Reports
  - A. Accountant/Controller's Finance and Investment Report
  - B. General Manager's Report
9. Unfinished Business
  - A. Update Regarding the Solar Project
    - 1) Discussion and Possible Approval of a Pay Request to Real Goods Solar, Inc
    - 2) Discussion and Possible Approval of Drainage Ditch Change Order
    - 3) Discussion and Possible Approval of the Notice of Completion
  - B. Discussion and Possible Approval to Nominate a Representative to Run in the Upcoming LAFCO Election
  - C. Discussion Regarding Salary Survey Results
10. New Business
  - A. Letter of Concern from Property Owner Requesting a Variance for the Sewer Connection at 18699 Lakeridge Circle
  - B. Discussion and Possible Approval of the TMF Tune-Up for Public Utilities
  - C. Discussion and Possible Approval to Change Exempt Status for the Administrative Assistant/Secretary to the Board
  - D. Discussion and Possible Approval to Update of the District's Mission Statement
  - E. Discussion and Possible Approval of a Resolution of a Compensation Policy
  - F. Discussion and Possible Approval of a Resolution of a Communications Policy
  - G. Discussion and Possible Approval to Reappoint a Representative to the Lake County OES Area Committee or to Reappoint the Security and Disaster Preparedness Program Committee
  - H. Discussion and Possible Approval of a Resolution of the Board of Directors of Hidden Valley Lake Community Services District Supporting Paul Helliker as Chair of the Association of California Water Agencies Region 1
11. Oral Communications
12. Adjournment

Next Regular Meeting: April 17, 2012  
Next Resolution: # 2012-04  
Next Ordinance: # 52

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

\* 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 AN AGENDA ITEM BEFORE THE GOVERNING BOARD ACTS ON THAT ITEM, G.C. 54953.3. ALL OTHER COMMENTS WILL BE TAKEN UNDER ORAL COMMUNICATIONS.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

FEBRUARY 21, 2012

CALL TO ORDER:

Meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on February 21, 2012 at the hour of 7:00 p.m. by President Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present – Directors Freeman, Graham, Lieberman, Mirbegian and Herndon. Also present: Tami Ipsen, Administrative Assistant/Secretary to the Board and Tasha Klewe, Accountant/Controller.

APPROVAL OF AGENDA:

Mr. Freeman moved, Ms. Graham seconded to approve the Agenda with the following change:

Move agenda item "13. New Business, C. Discussion and Possible Approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2011 and Management Report" up to agenda item "10. Committee Reports, A. Finance Committee".

Motion approved by unanimous vote.

APPROVAL OF MINUTES:

Mrs. Mirbegian moved, Mr. Lieberman seconded to approve the January 17, 2012 board meeting minutes with the correction of Mrs. Graham to read "Ms. Graham" in the document.

Motion approved by unanimous vote.

Mr. Lieberman moved, Ms. Graham seconded to approve the January 25, 2012 special meeting minutes with the correction of removing Mel Aust, General Manager as present to absent.

Motion approved by unanimous vote.

Mr. Freeman moved, Mr. Lieberman seconded to approve the February 8, 2012 special meeting minutes.

Motion approved by unanimous vote.

Mrs. Mirbegian moved, Mr. Lieberman seconded to approve the February 15, 2012 special meeting minutes.

Motion approved by unanimous vote.

APPROVAL OF WARRANTS:

Mrs. Mirbegian moved, Mr. Lieberman seconded to ratify payment of warrants #029520 - #029607 (including voided warrants and direct deposits) for a period ending January 31, 2012.

The total amount of warrants was \$1,056,988.34.

Motion approved by unanimous vote.



COMMITTEE REPORTS:

A. Finance Committee Report

- 1) Discussion and Possible Approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2011 and Management Report  
(Agenda Item 13. C.)

Mrs. Mirbegan reviewed the audit back ground, and Tasha Klewe, Accountant/Controller addressed reserve changes and findings. Merilee Smith, from Smith and Newell, presented the Annual Financial Report for the Fiscal Year Ended June 30, 2011 and Management Report. She addressed questions from the Board of Directors.

Ms. Graham moved, Mrs. Mirbegan seconded to approve the Annual Financial Report for the Fiscal Year Ended June 30, 2011 and Management Report.

Motion approved by unanimous vote.

Mrs. Mirbegan reported on the February 2, 2012 Finance Committee meeting.

Mr. Lieberman moved, Ms. Graham seconded to accept the Finance Committee report.

Motion approved by unanimous vote.

B. Security and Disaster Preparedness Program Committee Report

Mrs. Herndon stated there was no report since the committee has not met and would like to have a committee meeting scheduled.

C. Personnel Committee

Mrs. Herndon stated there was no report since the committee has not met and would like to have a committee meeting scheduled.

STAFF REPORTS:

A. Accountant/Controller's Finance and Investment Report

Tasha Klewe presented the January 31, 2012 Financial and Investment Reports. She also explained the pie charts showing distribution of the District's fund accounts. The January 31, 2012 Revenue and Expense Report indicates the District's revenue estimate is under approximately 2.39% and the expenses are under budget approximately 4.76%.

Mrs. Mirbegan moved, Mr. Lieberman seconded to accept the January 31, 2012 Financial and Investment Reports.

Motion approved by unanimous vote.

A. General Manager's Report:

Tasha Klewe reported on communications and water industry issues.

Mr. Freeman moved, Ms. Graham seconded to accept the General Manager's report.

Motion approved by unanimous vote.

UNFINISHED BUSINESS:

A. Update Regarding the Solar Project

1) Discussion and Possible Approval of a Pay Request to Real Goods Solar, Inc.

Jim Winter from GHD and Tasha Klewe reported on the solar project and completion process.

Mr. Lieberman moved, Mrs. Mirbegian seconded to approve the pay request for Real Goods Solar, Inc. for the amount of \$116,510.46.

Motion approved by unanimous vote.

NEW BUSINESS:

A. Public Hearing G.C. Section 61115

1) Property Liens

Mrs. Herndon opened the hearing at 8:10 p.m. There were no comments or letters from the public. Mrs. Herndon closed the hearing at 8:11 p.m.

B. Discussion and Possible Approval of a Resolution Confirming the Default Balance Associated with the Defaulting Bill Listed in Exhibit A and Directing Staff to File a lien on Said Properties

After discussion, Mrs. Mirbegian moved, Ms. Graham seconded to approve resolution 2012-03, a Resolution Confirming the Default Balance Associated with the Defaulting Bill Listed in Exhibit A and Directing Staff to File a lien on Said Properties.

Resolution approved by unanimous vote.

C. ~~Discussion and Possible Approval of the Annual Financial Report for the Fiscal Year Ended June 30, 2011~~

*Moved to agenda item 10) Committee Reports A. Finance Committee.*

D. Discussion Regarding Salary Survey Results

Mrs. Herndon stated the Personnel Committee has not met to discuss cognate points in the salary survey as directed by the Board of Directors. The committee will meet before the March 20, 2012 board meeting.

Mrs. Mirbegian moved, Mr. Freeman seconded to table the agenda item to the March 20, 2012 board meeting.

Motion approved by unanimous vote.

E. Joint Meeting with Hidden Valley Lake Association Regarding Review of the Lake Water Use Agreement

After discussion Mr. Freeman moved, Mr. Lieberman seconded to appoint the President of the Board Mrs. Herndon and Vice President of the Board Judy Mirbegian to the Lake Water Use Agreement Ad Hoc Committee.

Motion approved by unanimous vote.



NEW BUSINESS: Cont'd

- F. Discussion and Possible Approval for Directors to Attend the ACWA Conference May 8-11, 2012

After discussion, Mrs. Mirbegan moved, Mr. Freeman seconded to approve Directors Lieberman, Freeman, Mirbegan and Herndon to attend the ACWA Conference in Monterey May 8-11, 2012.

Motion approved by unanimous vote.

- G. Discussion and Possible Approval for Directors to Attend SDRMA/CSDA Special Leadership Academy on March 27, April 25 & 26 and May 15, 2012

After discussion, Mr. Lieberman moved, Mrs. Mirbegan seconded for all Directors, Freeman, Graham, Lieberman, Mirbegan and Herndon, to attend the Leadership Academy in Sacramento on March 27, April 25 & 26 and May 15, 2012.

Motion approved by unanimous vote.

- H. Discussion and Possible Approval to Designate Two District Representatives to Attend the Watereuse Luncheon on March 26, 2012

After discussion, Mrs. Mirbegan moved, Mr. Freeman moved to appoint Mrs. Herndon and Tasha Klewe to attend the Watereuse Luncheon.

Motion approved by unanimous vote.

- I. Discussion and Possible Approval to Nominate a Representative to Run in the Upcoming LAFCO Election

Mrs. Mirbegan moved, Ms. Graham seconded to table this item until the March 20, 2012 board meeting to give time for Mr. Freeman to check on scheduling issues.

Motion approved by unanimous vote.

- J. Discussion and Possible Approval to Promote Water Awareness by Participating in Calpine's Earth Day Event and Sponsoring the Lake County Milers' Spring Has Sprung Event

After discussion, Mr. Freeman moved, Ms. Graham seconded to promote water awareness for \$3,000 for Calpine's Earth Day and Lake County Milers' Spring Has Sprung events.

Motion approved by unanimous vote.

- K. Discussion and Possible Approval to Appoint a Representative to Lake County Area OES

After discussion, Mrs. Mirbegan moved, Mr. Freeman seconded to appoint Mr. Lieberman as the representative to the Lake County Area OES.

Motion approved by unanimous vote.

ORAL COMMUNICATIONS:

Tami Ipsen reported the District was received an "On Track" for CUWCC BMP reporting periods 2009 and 2010. A copy of the District's Annual Coyote Valley Basin Groundwater Monitoring Report was given to the Directors. Directors were reminded about the Ethics Training webinar on February 22, 2012.

Property owner addressed the Prop 84 meeting they attended at the County of Lake.

ADJOURNMENT:

The meeting was adjourned at 9:06 p.m. on motion by Mirbegian, seconded by Freeman, and unanimously carried.

\_\_\_\_\_  
Tami Ipsen                      Date  
Secretary to the Board

\_\_\_\_\_  
Linda Herndon                      Date  
President of the Board



**Hidden Valley Lake CSD  
Warrant Summary Report  
February 29, 2012**

**HVLCSD Deposit Summary**

<b>Cash</b>	<b>\$</b>	<b>85,943.93</b>
<b>Transfers:</b>		
<b>Money Market</b>	<b>\$</b>	<b>-</b>
<b>Total Deposits</b>	<b>\$</b>	<b>85,943.93</b>

**HVLCSD Expenditure Summary**

<b>Accounts Payable</b>		
<b>120 Sewer</b>	<b>\$</b>	<b>38,231.03</b>
<b>130 Water</b>	<b>\$</b>	<b>52,223.06</b>
<b>140 Flood Control</b>	<b>\$</b>	<b>213.99</b>
<b>175 FEMA Fund</b>	<b>\$</b>	<b>-</b>
<b>215 USDA Sewer Bond</b>	<b>\$</b>	<b>119,047.50</b>
<b>217 State Loan</b>	<b>\$</b>	<b>-</b>
<b>218 CIEDB</b>	<b>\$</b>	<b>-</b>
<b>219 USDA Solar Project</b>	<b>\$</b>	<b>3,962.13</b>
<b>375 Sewer Reserve Improvement</b>	<b>\$</b>	<b>12,729.79</b>
<b>711 Bond Administration</b>	<b>\$</b>	<b>-</b>
<b>Total AP</b>	<b>\$</b>	<b>226,407.50</b>
<b>U/B Refunds</b>	<b>\$</b>	<b>293.06</b>
<b>Total Payroll</b>	<b>\$</b>	<b>43,416.24</b>
<b>Total Warrants</b>	<b>\$</b>	<b>270,116.80</b>

COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
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 STATUS: ALL  
 FOLIO: ALL

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1010	2/10/2012	BANK-DRAFT		STATE BOARD OF EQUALIZATION	646.00CR	POSTED	A	2/10/2012
1010	2/10/2012	BANK-DRAFT000001		WESTAMERICA BANK	4,816.99CR	POSTED	A	2/10/2012
1010	2/17/2012	BANK-DRAFT		WESTAMERICA BANK	13.30CR	POSTED	A	2/21/2012
1010	2/24/2012	BANK-DRAFT		WESTAMERICA BANK	4,595.59CR	POSTED	A	2/24/2012
<b>CHECK:</b>								
1010	2/03/2012	CHECK	029608	CALIFORNIA MUTUAL WATER COMPAN	317.00CR	POSTED	A	2/10/2012
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1010	2/03/2012	CHECK	029610	GHD	16,222.79CR	POSTED	A	2/07/2012
1010	2/03/2012	CHECK	029611	MEDIACOM	69.95CR	POSTED	A	2/07/2012
1010	2/03/2012	CHECK	029612	MICHELLE HAMILTON	625.00CR	POSTED	A	2/17/2012
1010	2/03/2012	CHECK	029613	OFFICE DEPOT	62.70CR	POSTED	A	2/06/2012
1010	2/03/2012	CHECK	029614	PATRICIA WILKINSON	122.40CR	POSTED	A	2/02/2012
1010	2/03/2012	CHECK	029615	REDFORD SERVICES	950.00CR	POSTED	A	2/16/2012
1010	2/03/2012	CHECK	029616	TAMI IPSEN	225.96CR	POSTED	A	2/03/2012
1010	2/03/2012	CHECK	029617	VANDERWEKEN, SHAILIA	28.89CR	POSTED	A	2/21/2012
1010	2/03/2012	CHECK	029618	VARDANEGA, ROBERT	72.20CR	POSTED	A	2/07/2012
1010	2/10/2012	CHECK	029619	WHITE, DENNIS E	1,277.00CR	POSTED	P	2/10/2012
1010	2/10/2012	CHECK	029620	ACWA HEALTH BENEFITS AUTHORITY	732.66CR	POSTED	A	2/15/2012
1010	2/10/2012	CHECK	029621	AMERICAN EXPRESS	1,050.28CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029622	CHASE CARD SERVICES UNITED MIL	3,078.57CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029623	DEVELOPMENT GROUP	125.00CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029624	JIM LIEBERMAN	90.27CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029625	OFFICE DEPOT	62.39CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029626	SOUTH LAKE REFUSE COMPANY	214.88CR	POSTED	A	2/15/2012
1010	2/10/2012	CHECK	029627	ADVANCED ELECTRONIC SECURITY S	264.00CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029628	MIKE PODLECK - AQUATIC ECOLOGI	240.00CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029629	ARMED FORCE PEST CONTROL, INC.	180.00CR	POSTED	A	2/15/2012
1010	2/10/2012	CHECK	029630	AT&T	1,130.95CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029631	BRELJE AND RACE LABS, INC.	784.20CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029632	CLEARLAKE PAPER & JANITORIAL S	176.69CR	POSTED	A	2/16/2012
1010	2/10/2012	CHECK	029633	COKER PUMP & EQUIPMENT COMPANY	1,512.23CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029634	DIRECTV	86.99CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029635	EUREKA OXYGEN CO.	352.95CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029636	HARDESTER'S MARKETS & HARDWARE	38.70CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029637	JIM JONAS INC.	1,077.94CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029638	LAKE COUNTY COURIER EXPRESS, L	1,410.40CR	POSTED	A	2/21/2012
1010	2/10/2012	CHECK	029639	LAKE LABS	1,372.00CR	POSTED	A	2/17/2012
1010	2/10/2012	CHECK	029640	MENDO MILL CLEARLAKE	169.94CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029641	NAPA AUTO PARTS	4.29CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029642	OFFICE DEPOT	128.31CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029643	PACE SUPPLY CORP	1,411.12CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029644	PACIFIC GAS & ELECTRIC COMPANY	8,745.08CR	POSTED	A	2/15/2012



3/14/2012 1:37 PM

CHECK RECONCILIATION REGISTER

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STATUS: ALL  
FOLIO: ALL

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1010	2/10/2012	CHECK	029646	SACRAMENTO DEPT OF CHILD SUPPO	138.46CR	POSTED	A	2/14/2012
1010	2/10/2012	CHECK	029647	STATE OF CALIFORNIA EMPLOYMENT	1,527.15CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029648	VARIABLE ANNUITY LIFE INSURANC	150.00CR	POSTED	A	2/13/2012
1010	2/10/2012	CHECK	029649	THE DURAN GROUP	11.32CR	POSTED	A	2/17/2012
1010	2/17/2012	CHECK	029650	CSG SYSTEMS	1,259.16CR	POSTED	A	2/22/2012
1010	2/17/2012	CHECK	029651	MERRILL, ARNONE & JONES, LLP	420.00CR	POSTED	A	2/22/2012
1010	2/17/2012	CHECK	029652	PITNEY BOWES, INC.	115.99CR	POSTED	A	2/23/2012
1010	2/17/2012	CHECK	029653	PRIMUS	87.99CR	POSTED	A	2/24/2012
1010	2/17/2012	CHECK	029654	PRIMUS TELECOMMUNICATIONS, INC	17.65CR	POSTED	A	2/23/2012
1010	2/17/2012	CHECK	029655	QUENTIN WOOD	50.00CR	POSTED	A	2/22/2012
1010	2/17/2012	CHECK	029656	QUENTIN WOOD	50.00CR	POSTED	A	2/22/2012
1010	2/17/2012	CHECK	029657	RICOH AMERICAS CORPORATION	1,464.12CR	POSTED	A	2/23/2012
1010	2/17/2012	CHECK	029658	ROGER MARIANI	150.00CR	POSTED	A	2/27/2012
1010	2/17/2012	CHECK	029659	SPECIAL DISTRICT RISK MANAGEME	19,244.30CR	POSTED	A	2/23/2012
1010	2/17/2012	CHECK	029660	USDA RURAL DEVELOPMENT HIDDEN	119,047.50CR	POSTED	A	2/28/2012
1010	2/17/2012	CHECK	029661	WAGNER & BONSIGNORE	4,827.75CR	POSTED	A	2/24/2012
1010	2/17/2012	CHECK	029662	CLEARLAKE MACHINE SHOP, INC	210.43CR	POSTED	A	2/24/2012
1010	2/17/2012	CHECK	029663	HACH COMPANY	325.17CR	POSTED	A	2/23/2012
1010	2/17/2012	CHECK	029664	HARDESTER'S MARKETS & HARDWARE	77.46CR	POSTED	A	2/22/2012
1010	2/17/2012	CHECK	029665	NAPA AUTO PARTS	120.61CR	POSTED	A	2/21/2012
1010	2/17/2012	CHECK	029666	PACE SUPPLY CORP	269.69CR	POSTED	A	2/22/2012
1010	2/17/2012	CHECK	029667	SIERRA CHEMICAL CO.	1,006.05CR	POSTED	A	2/23/2012
1010	2/17/2012	CHECK	029668	VERIZON WIRELESS	1,243.94CR	POSTED	A	2/22/2012
1010	2/17/2012	CHECK	029669	KATHY BURNS	115.02CR	POSTED	A	2/17/2012
1010	2/17/2012	CHECK	029670	DURAN, JOHN	173.55CR	CLEARED	A	3/09/2012
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1010	2/24/2012	CHECK	029675	HARDESTER'S MARKETS & HARDWARE	195.69CR	POSTED	A	2/29/2012
1010	2/24/2012	CHECK	029676	NAPA AUTO PARTS	123.48CR	POSTED	A	2/27/2012
1010	2/24/2012	CHECK	029677	EVERYTHING THAT COUNTS ONE HOU	117.98CR	POSTED	A	2/29/2012
1010	2/24/2012	CHECK	029678	HIGHLANDS LANDSCAPING	232.50CR	CLEARED	A	3/02/2012
1010	2/24/2012	CHECK	029679	TYLER TECHNOLOGY	121.00CR	POSTED	A	2/28/2012
1010	2/24/2012	CHECK	029680	UPPER PUTAH CREEK WATERSHED W	241.32CR	OUTSTND	A	0/00/0000
1010	2/24/2012	CHECK	029681	CALIFORNIA PUBLIC EMPLOYEES RE	6,524.10CR	POSTED	A	2/29/2012
1010	2/24/2012	CHECK	029682	SACRAMENTO DEPT OF CHILD SUPPO	138.46CR	POSTED	A	2/28/2012
1010	2/24/2012	CHECK	029683	STATE OF CALIFORNIA EMPLOYMENT	1,409.27CR	POSTED	A	2/27/2012
1010	2/24/2012	CHECK	029684	VARIABLE ANNUITY LIFE INSURANC	150.00CR	POSTED	A	2/28/2012
1010	2/24/2012	CHECK	029685	WHITE, DENNIS E	1,277.00CR	POSTED	P	2/24/2012
*** 1010	2/29/2012	CHECK	029709	VOID CHECK	0.00	POSTED	A	2/29/2012

DEPOSIT:

COMPANY: 999 - POOLED CASH FUND  
 ACCOUNT: 1010 CASH - POOLED  
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 STATUS: ALL  
 FOLIO: ALL

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1010	2/01/2012	DEPOSIT	000001	CREDIT CARD 2/01/2012	331.59	POSTED	C	2/06/2012
1010	2/01/2012	DEPOSIT	000002	CREDIT CARD 2/01/2012	2,004.03	POSTED	C	2/06/2012
1010	2/01/2012	DEPOSIT	000003	REGULAR DAILY POST 2/01/2012	5,357.90	POSTED	C	2/02/2012
1010	2/02/2012	DEPOSIT		CREDIT CARD 2/02/2012	337.29	POSTED	C	2/06/2012
1010	2/02/2012	DEPOSIT	000001	CREDIT CARD 2/02/2012	850.77	POSTED	C	2/07/2012
1010	2/02/2012	DEPOSIT	000002	REGULAR DAILY POST 2/02/2012	2,424.72	POSTED	C	2/03/2012
1010	2/02/2012	DEPOSIT	000003	CREDIT CARD 2/02/2012	530.08	POSTED	C	2/03/2012
1010	2/03/2012	DEPOSIT		CREDIT CARD 2/03/2012	548.64	POSTED	C	2/10/2012
1010	2/03/2012	DEPOSIT	000001	CREDIT CARD 2/03/2012	1,345.64	POSTED	C	2/10/2012
1010	2/03/2012	DEPOSIT	000002	REGULAR DAILY POST 2/03/2012	2,404.61	POSTED	C	2/06/2012
1010	2/03/2012	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	187.36CR	POSTED	U	2/03/2012
1010	2/06/2012	DEPOSIT		CREDIT CARD 2/06/2012	531.60	POSTED	C	2/10/2012
1010	2/06/2012	DEPOSIT	000001	CREDIT CARD 2/06/2012	543.96	POSTED	C	2/09/2012
1010	2/06/2012	DEPOSIT	000002	REGULAR DAILY POST 2/06/2012	3,447.78	POSTED	C	2/07/2012
1010	2/06/2012	DEPOSIT	000003	CREDIT CARD 2/06/2012	186.49	POSTED	C	2/10/2012
1010	2/07/2012	DEPOSIT		CREDIT CARD 2/07/2012	186.49	POSTED	C	2/13/2012
1010	2/07/2012	DEPOSIT	000001	CREDIT CARD 2/07/2012	422.83	POSTED	C	2/10/2012
1010	2/07/2012	DEPOSIT	000002	REGULAR DAILY POST 2/07/2012	1,750.90	POSTED	C	2/08/2012
1010	2/07/2012	DEPOSIT	000003	CREDIT CARD 2/07/2012	186.49	POSTED	C	2/13/2012
1010	2/08/2012	DEPOSIT		CREDIT CARD 2/08/2012	186.49	POSTED	C	2/13/2012
1010	2/08/2012	DEPOSIT	000001	CREDIT CARD 2/08/2012	265.54	POSTED	C	2/13/2012
1010	2/08/2012	DEPOSIT	000002	CREDIT CARD 2/08/2012	1,070.11	POSTED	C	2/13/2012
1010	2/08/2012	DEPOSIT	000003	REGULAR DAILY POST 2/08/2012	1,251.14	POSTED	C	2/09/2012
1010	2/09/2012	DEPOSIT		CREDIT CARD 2/09/2012	265.80	POSTED	C	2/14/2012
1010	2/09/2012	DEPOSIT	000001	CREDIT CARD 2/09/2012	79.31	POSTED	C	2/14/2012
1010	2/09/2012	DEPOSIT	000002	CREDIT CARD 2/09/2012	289.17	POSTED	C	2/14/2012
1010	2/09/2012	DEPOSIT	000003	REGULAR DAILY POST 2/09/2012	1,741.09	POSTED	C	2/10/2012
1010	2/10/2012	DEPOSIT		CREDIT CARD 2/10/2012	79.31	POSTED	C	2/14/2012
1010	2/10/2012	DEPOSIT	000001	CREDIT CARD 2/10/2012	638.78	POSTED	C	2/14/2012
1010	2/10/2012	DEPOSIT	000002	REGULAR DAILY POST 2/10/2012	2,908.54	POSTED	C	2/13/2012
1010	2/13/2012	DEPOSIT		CREDIT CARD 2/13/2012	10.47	POSTED	C	2/16/2012
1010	2/13/2012	DEPOSIT	000001	REGULAR DAILY POST 2/13/2012	4,436.86	POSTED	C	2/14/2012
1010	2/14/2012	DEPOSIT		CREDIT CARD 2/14/2012	79.31	POSTED	C	2/17/2012
1010	2/14/2012	DEPOSIT	000001	CREDIT CARD 2/14/2012	603.70	POSTED	C	2/17/2012
1010	2/14/2012	DEPOSIT	000002	REGULAR DAILY POST 2/14/2012	1,356.63	POSTED	C	2/15/2012
1010	2/15/2012	DEPOSIT		CREDIT CARD 2/15/2012	41.01	POSTED	C	2/17/2012
1010	2/15/2012	DEPOSIT	000001	CREDIT CARD 2/15/2012	586.21	POSTED	C	2/21/2012
1010	2/15/2012	DEPOSIT	000002	CREDIT CARD 2/15/2012	529.42	POSTED	C	2/21/2012
1010	2/15/2012	DEPOSIT	000003	REGULAR DAILY POST 2/15/2012	1,318.50	POSTED	C	2/16/2012
1010	2/16/2012	DEPOSIT		CREDIT CARD 2/16/2012	452.29	POSTED	C	2/22/2012
1010	2/16/2012	DEPOSIT	000001	REGULAR DAILY POST 2/16/2012	723.21	POSTED	C	2/17/2012
1010	2/16/2012	DEPOSIT	000002	CREDIT CARD 2/16/2012	79.31	POSTED	C	2/22/2012
1010	2/17/2012	DEPOSIT		CREDIT CARD 2/17/2012	186.49	POSTED	C	2/22/2012



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CHECK RECONCILIATION REGISTER

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

CHECK DATE: 2/01/2012 THRU 2/29/2012  
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
<b>DEPOSIT:</b>								
1010	2/17/2012	DEPOSIT	000001	CREDIT CARD 2/17/2012	600.57	POSTED	C	2/22/2012
1010	2/17/2012	DEPOSIT	000002	CREDIT CARD 2/17/2012	2,433.65	POSTED	C	2/22/2012
1010	2/17/2012	DEPOSIT	000003	REGULAR DAILY POST 2/17/2012	4,393.31	POSTED	C	2/21/2012
1010	2/17/2012	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	79.31CR	POSTED	U	2/17/2012
1010	2/21/2012	DEPOSIT		DAILY PAYMENT POSTING - ADJ	79.31CR	POSTED	U	2/21/2012
1010	2/21/2012	DEPOSIT	000001	CREDIT CARD 2/21/2012	265.80	POSTED	C	2/24/2012
1010	2/21/2012	DEPOSIT	000002	CREDIT CARD 2/21/2012	79.31	POSTED	C	2/24/2012
1010	2/21/2012	DEPOSIT	000003	CREDIT CARD 2/21/2012	5,435.98	POSTED	C	2/24/2012
1010	2/21/2012	DEPOSIT	000004	REGULAR DAILY POST 2/21/2012	18,630.44	POSTED	C	2/22/2012
1010	2/22/2012	DEPOSIT		CREDIT CARD 2/22/2012	198.62	POSTED	C	2/24/2012
1010	2/22/2012	DEPOSIT	000001	CREDIT CARD 2/22/2012	1,314.12	POSTED	C	2/27/2012
1010	2/22/2012	DEPOSIT	000002	REGULAR DAILY POST 2/22/2012	2,179.31	POSTED	C	2/23/2012
1010	2/23/2012	DEPOSIT		CREDIT CARD 2/23/2012	186.49	POSTED	C	2/27/2012
1010	2/23/2012	DEPOSIT	000001	CREDIT CARD 2/23/2012	265.80	POSTED	C	2/27/2012
1010	2/23/2012	DEPOSIT	000002	REGULAR DAILY POST 2/23/2012	2,476.06	POSTED	C	2/24/2012
1010	2/24/2012	DEPOSIT		CREDIT CARD 2/24/2012	226.49	POSTED	C	2/27/2012
1010	2/24/2012	DEPOSIT	000001	REGULAR DAILY POST 2/24/2012	255.58	POSTED	C	2/27/2012
1010	2/24/2012	DEPOSIT	000002	DAILY PAYMENT POSTING - ADJ	186.49CR	POSTED	U	2/24/2012
1010	2/27/2012	DEPOSIT		CREDIT CARD 2/27/2012	95.00	POSTED	C	2/28/2012
1010	2/27/2012	DEPOSIT	000001	CREDIT CARD 2/27/2012	104.31	CLEARED	C	3/01/2012
1010	2/27/2012	DEPOSIT	000002	REGULAR DAILY POST 2/27/2012	2,084.81	POSTED	C	2/28/2012
1010	2/27/2012	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	225.00CR	POSTED	U	2/27/2012
1010	2/28/2012	DEPOSIT		CREDIT CARD 2/28/2012	86.49	CLEARED	C	3/02/2012
1010	2/28/2012	DEPOSIT	000001	REGULAR DAILY POST 2/28/2012	935.24	POSTED	C	2/29/2012
1010	2/29/2012	DEPOSIT		CREDIT CARD 2/29/2012	72.10	CLEARED	C	3/05/2012
1010	2/29/2012	DEPOSIT	000001	CREDIT CARD 2/29/2012	258.69	CLEARED	C	3/05/2012
1010	2/29/2012	DEPOSIT	000002	CREDIT CARD 2/29/2012	72.10	CLEARED	C	3/05/2012
1010	2/29/2012	DEPOSIT	000003	REGULAR DAILY POST 2/29/2012	290.86	CLEARED	C	3/01/2012
<b>MISCELLANEOUS:</b>								
1010	2/01/2012	MISC.		USDA Grant Deposit	3,962.13	POSTED	G	2/01/2012
1010	2/01/2012	MISC.	000001	USDA Grant Deposit	3,962.13CR	POSTED	G	2/01/2012
1010	2/10/2012	MISC.		PAYROLL DIRECT DEPOSIT	20,880.15CR	POSTED	P	2/10/2012
1010	2/21/2012	MISC.		PAYROLL DIRECT DEPOSIT	94.35CR	POSTED	P	2/21/2012
1010	2/24/2012	MISC.		PAYROLL DIRECT DEPOSIT	19,887.74CR	POSTED	P	2/24/2012
1010	2/29/2012	MISC.		ETS CREDIT CARD	80.00	POSTED	G	2/29/2012
<b>SERVICE CHARGE:</b>								
1010	2/02/2012	SERV-CHG		January 2012 ETS Fees	352.60CR	POSTED	G	2/02/2012
1010	2/02/2012	SERV-CHG	000001	January 2012 ETS Fees	247.14CR	POSTED	G	2/02/2012
1010	2/02/2012	SERV-CHG	000002	January 2012 ETS Fees	120.48CR	POSTED	G	2/02/2012
1010	2/15/2012	SERV-CHG		January 2012 ETS Fees	199.60CR	POSTED	G	2/15/2012

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CHECK RECONCILIATION REGISTER

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

CHECK DATE: 2/01/2012 THRU 2/29/2012  
 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
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:			215,220.55CR
				DEPOSIT	TOTAL:			85,943.93
				INTEREST	TOTAL:			0.00
				MISCELLANEOUS	TOTAL:			40,782.24CR
				SERVICE CHARGE	TOTAL:			919.82CR
				EFT	TOTAL:			0.00
				BANK-DRAFT	TOTAL:			14,034.01CR
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:			215,220.55CR
				DEPOSIT	TOTAL:			85,943.93
				INTEREST	TOTAL:			0.00
				MISCELLANEOUS	TOTAL:			40,782.24CR
				SERVICE CHARGE	TOTAL:			919.82CR
				EFT	TOTAL:			0.00
				BANK-DRAFT	TOTAL:			14,034.01CR



A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-1460	USDA RURAL DEVELOPMENT HI	000000	3,962.13	N	219 5-00-5523	INTERST EXPENSE	3,962.13
01-1722	WESTAMERICA BANK	000000	9,425.88	N	120 2091	FIT PAYABLE	3,823.26
					120 2093	SOCIAL SECURITY PAYABL	408.47
					120 2094	MEDICARE PAYABLE	446.64
					120 5-10-5010	SALARIES & WAGES	848.85
					120 5-20-5010	SALARIES & WAGES	43.66
					120 5-30-5010	SALARIES & WAGES	153.70
					120 5-40-5010	DIRECTORS COMPENSATION	3.44
					130 2091	FIT PAYABLE	2,782.61
					130 2093	SOCIAL SECURITY PAYABL	12.49
					130 2094	MEDICARE PAYABLE	413.56
					130 5-10-5010	SALARIES & WAGES	126.79
					130 5-20-5010	SALARIES & WAGES	53.36
					130 5-30-5010	SALARIES & WAGES	247.62
					130 5-40-5010	DIRECTORS COMPENSATION	4.21
					140 2091	FIT PAYABLE	46.67
					140 2094	MEDICARE PAYABLE	5.27
					140 5-30-5010	SALARIES & WAGES	5.28
01-2625	STATE BOARD OF EQUALIZATI	000000	646.00	N	120 5-00-5062	TAXES & LIC	323.00
					130 5-00-5062	TAXES & LIC	323.00
01-2557	CALIFORNIA MUTUAL WATER C	029608	317.00	N	130 5-00-5080	MEMBERSHIP & SUBSCRIPT	317.00
01-2577	EMPLOYMENT DEVELOPMENT DE	029609	184.19	N	120 5-00-5020	EMPLOYEE BENEFITS	75.96
					130 5-00-5020	EMPLOYEE BENEFITS	107.99
					140 5-00-5020	EMPLOYEE BENEFITS	0.24
01-2788	GHD	029610	16,222.79	N	130 5-00-5122	ENGINEERING SERVICES	3,493.00
					375 1284	FIELD ADMIN/SHOP BLDG.	12,729.79
01-1392	MEDIACOM	029611	69.95	N	120 5-00-5110	CONTRACTUAL SERVICES	33.58
					130 5-00-5110	CONTRACTUAL SERVICES	36.37
01-2699	MICHELLE HAMILTON	029612	625.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	300.00
					130 5-00-5110	CONTRACTUAL SERVICES	325.00
01-2684	OFFICE DEPOT	029613	62.70	N	120 5-10-5090	OFFICE SUPPLIES	31.35
					130 5-10-5090	OFFICE SUPPLIES	31.35
01-2607	PATRICIA WILKINSON	029614	122.40	N	120 5-20-5170	TRAVEL MILEAGE	22.95
					130 5-20-5170	TRAVEL MILEAGE	99.45
01-2700	REDFORD SERVICES	029615	950.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	456.00
					130 5-00-5110	CONTRACTUAL SERVICES	494.00
01-1652	TAMI IPSEN	029616	225.96	N	120 5-10-5170	TRAVEL MILEAGE	42.37
					130 5-10-5170	TRAVEL MILEAGE	183.59
01-1	MISCELLANEOUS VENDOR	029617	28.89		130 1052	ACCTS REC WATER USE	28.89
01-1	MISCELLANEOUS VENDOR	029618	72.20		130 1052	ACCTS REC WATER USE	72.20

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-1961	ACWA HEALTH BENEFITS AUTH	029620	732.66	N	120 5-00-5020	EMPLOYEE BENEFITS	302.15
					130 5-00-5020	EMPLOYEE BENEFITS	429.56
					140 5-00-5020	EMPLOYEE BENEFITS	0.95
01-1946	AMERICAN EXPRESS	029621	1,050.28	N	120 5-00-5148	OPERATING SUPPLIES	22.76
					120 5-00-5179	ADM MISC EXPENSE	63.76
					130 5-00-5179	ADM MISC EXPENSE	63.76
					130 5-30-5175	EDUCATION / SEMINARS	900.00
01-2197	CHASE CARD SERVICES UNITE	029622	3,078.57	N	120 5-00-5179	ADM MISC EXPENSE	22.10
					120 5-10-5080	MEMBERSHIP & SUBSCRIPT	4.78
					120 5-10-5090	OFFICE SUPPLIES	226.25
					120 5-30-5020	EMPLOYEE BENEFITS	102.91
					120 5-30-5090	OFFICE SUPPLIES	27.31
					130 5-00-5150	REPAIR & REPLACE	1,842.90
					130 5-00-5179	ADM MISC EXPENSE	22.09
					130 5-00-5505	WATER CONSERVATION	328.45
					130 5-10-5080	ADM MEMBERSHIP & SUBS	42.97
					130 5-10-5090	OFFICE SUPPLIES	326.52
					130 5-30-5020	EMPLOYEE BENEFITS	103.95
					130 5-30-5090	OFFICE SUPPLIES	27.30
					140 5-30-5020	EMPLOYEE BENEFITS	1.04
01-2773	DEVELOPMENT GROUP	029623	125.00	N	120 5-00-5110	CONTRACTUAL SERVICES	60.00
					130 5-00-5110	CONTRACTUAL SERVICES	65.00
01-2790	JIM LIEBERMAN	029624	90.27	N	130 5-40-5175	EDUCATION / SEMINARS	90.27
01-2684	OFFICE DEPOT	029625	62.39	N	120 5-10-5090	OFFICE SUPPLIES	31.20
					130 5-10-5090	OFFICE SUPPLIES	31.19
01-1579	SOUTH LAKE REFUSE COMPANY	029626	214.88	Y	120 5-00-5155	MAINT BLDG & GROUNDS	106.80
					130 5-00-5155	MAINT BLDG & GROUNDS	106.80
					140 5-00-5155	MAINT BLDG & GROUNDS	1.28
01-1723	ADVANCED ELECTRONIC SECUR	029627	264.00	Y	120 5-00-5110	CONTRACTUAL SERVICES	132.00
					130 5-00-5110	CONTRACTUAL SERVICES	132.00
01-2732	MIKE PODLECK - AQUATIC EC	029628	240.00	Y	130 5-00-5123	OTHER PROFESSIONAL SER	240.00
01-2283	ARMED FORCE PEST CONTROL,	029629	180.00	N	120 5-00-5155	MAINT BLDG & GROUNDS	90.00
					130 5-00-5155	MAINT BLDG & GROUNDS	90.00
01-8	AT&T	029630	1,130.95	N	120 5-00-5191	TELEPHONE	754.52
					130 5-00-5191	TELEPHONE	376.43
01-47	BRELJE AND RACE LABS, INC	029631	784.20	N	120 5-00-5195	ENV/MONITORING	716.70
					130 5-00-5195	ENV/MONITORING	67.50
01-1580	CLEARLAKE PAPER & JANITOR	029632	176.69	Y	120 5-30-5090	OFFICE SUPPLIES	88.34
					130 5-30-5090	OFFICE SUPPLIES	88.35
01-2791	COKER PUMP & EQUIPMENT CO	029633	1,512.23	N	120 5-00-5150	REPAIR & REPLACE	1,512.23



A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

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

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL	G/L		G/L	G/L
			AMOUNT	1099	ACCT NO#	NAME	AMOUNT
01-2692	DIRECTV	029634	86.99	N	120 5-00-5110	CONTRACTUAL SERVICES	41.76
					130 5-00-5110	CONTRACTUAL SERVICES	45.23
01-2674	EUREKA OXYGEN CO.	029635	352.95	N	120 5-00-5110	CONTRACTUAL SERVICES	176.48
					130 5-00-5110	CONTRACTUAL SERVICES	176.47
01-2538	HARDESTER'S MARKETS & HAR	029636	38.70	N	120 5-00-5150	REPAIR & REPLACE	25.31
					130 5-00-5150	REPAIR & REPLACE	13.39
01-112	JIM JONAS INC.	029637	1,077.94	N	120 5-00-5060	GASOLINE, OIL & FUEL	538.97
					130 5-00-5060	GASOLINE, OIL & FUEL	538.97
01-2743	LAKE COUNTY COURIER EXPRE	029638	1,410.40	N	120 5-00-5110	CONTRACTUAL SERVICES	1,410.40
01-129	LAKE LABS	029639	1,372.00	Y	120 5-00-5195	ENV/MONITORING	1,020.00
					130 5-00-5195	ENV/MONITORING	352.00
01-2541	MENDO MILL CLEARLAKE	029640	169.94	N	120 5-00-5150	REPAIR & REPLACE	34.15
					130 5-00-5150	REPAIR & REPLACE	135.79
01-2749	NAPA AUTO PARTS	029641	4.29	N	120 5-00-5061	VEHICLE MAINT	2.15
					130 5-00-5061	VEHICLE MAINT	2.14
01-2684	OFFICE DEPOT	029642	128.31	N	120 5-30-5090	OFFICE SUPPLIES	64.15
					130 5-30-5090	OFFICE SUPPLIES	64.16
01-2702	PACE SUPPLY CORP	029643	1,411.12	N	120 5-00-5150	REPAIR & REPLACE	1,411.12
01-9	PACIFIC GAS & ELECTRIC CO	029644	8,745.08	N	120 5-00-5192	ELECTRICITY	2,543.64
					130 5-00-5192	ELECTRICITY	6,180.79
					140 5-00-5192	ELECTRICITY	20.65
01-21	CALIFORNIA PUBLIC EMPLOYE	029645	6,524.10	N	120 2088	SURVIVOR BENEFITS - PE	4.01
					120 2090	PERS PAYABLE	962.61
					120 5-10-5021	RETIREMENT EXPENSES	672.40
					120 5-20-5021	RETIREMENT EXPENSES	273.24
					120 5-30-5021	RETIREMENT EXPENSES	797.50
					130 2088	SURVIVOR BENEFITS - PE	6.08
					130 2090	PERS PAYABLE	1,289.64
					130 5-10-5021	RETIREMENT EXPENSES	672.40
					130 5-20-5021	RETIREMENT EXPENSES	333.94
					130 5-30-5021	RETIREMENT EXPENSES	1,434.75
					140 2088	SURVIVOR BENEFITS - PE	0.14
					140 2090	PERS PAYABLE	23.59
					140 5-30-5021	RETIREMENT EXPENSES	53.80
01-2618	SACRAMENTO DEPT OF CHILD	029646	138.46	N	130 2089	WAGE ASSIGNMENTS	138.46
01-11	STATE OF CALIFORNIA EMPLO	029647	1,527.15	N	120 2092	CIT PAYBLE	543.83
					120 2095	S D I PAYABLE	152.23
					120 5-20-5020	EMPLOYEE BENEFITS	25.72
					120 5-30-5020	EMPLOYEE BENEFITS	61.09
					130 2092	CIT PAYABLE	427.01

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

ACCOUNTS PAYABLE  
 DISBURSEMENT REPORT

PAGE: 4  
 BANK: ALL

SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
-----							
01-11	STATE OF CALIFORNIA EMPLO	029647	1,527.15	N	** (CONTINUED) **		
					130 5-20-5020	EMPLOYEE BENEFITS	31.42
					130 5-30-5020	EMPLOYEE BENEFITS	117.76
					140 2092	CIT PAYABLE	12.20
					140 2095	S D I PAYABLE	3.64
					140 5-30-5020	EMPLOYEE BENEFITS	3.97
01-1530	VARIABLE ANNUITY LIFE INS	029648	150.00	N	120 2099	DEFERRED COMP - PLAN 4	34.82
					130 2099	DEFERRED COMP - PLAN 4	110.82
					140 2099	DEFERRED COMP - PLAN 4	4.36
01-1	MISCELLANEOUS VENDOR	029649	11.32		130 1052	ACCTS REC WATER USE	11.32
01-2111	CSG SYSTEMS	029650	1,259.16	N	120 5-00-5110	CONTRACTUAL SERVICES	604.40
					130 5-00-5110	CONTRACTUAL SERVICES	654.76
01-2754	MERRILL, ARNONE & JONES,	029651	420.00	Y	120 5-00-5123	OTHER PROFESSIONAL SER	16.80
					130 5-00-5123	OTHER PROFESSIONAL SER	403.20
01-148	PITNEY BOWES, INC.	029652	115.99	N	120 5-00-5092	POSTAGE & SHIPPING	58.00
					130 5-00-5092	POSTAGE & SHIPPING	57.99
01-1982	PRIMUS	029653	87.99	N	120 5-00-5191	TELEPHONE	44.00
					130 5-00-5191	TELEPHONE	43.99
01-2543	PRIMUS TELECOMMUNICATIONS	029654	17.65	N	120 5-00-5191	TELEPHONE	8.83
					130 5-00-5191	TELEPHONE	8.82
01-1	MISCELLANEOUS VENDOR	029655	50.00	N	130 5-00-5505	WATER CONSERVATION	50.00
01-1	MISCELLANEOUS VENDOR	029656	50.00	N	130 5-00-5505	WATER CONSERVATION	50.00
01-2638	RICOH AMERICAS CORPORATIO	029657	1,464.12	N	120 5-00-5110	CONTRACTUAL SERVICES	699.18
					120 5-10-5090	OFFICE SUPPLIES	5.75
					130 5-00-5110	CONTRACTUAL SERVICES	753.44
					130 5-10-5090	OFFICE SUPPLIES	5.75
01-1	MISCELLANEOUS VENDOR	029658	150.00	N	130 5-00-5505	WATER CONSERVATION	150.00
01-1705	SPECIAL DISTRICT RISK MAN	029659	19,244.30	N	120 5-00-5025	RETIREE HEALTH BENEFIT	416.50
					120 5-10-5020	EMPLOYEE BENEFITS	1,322.99
					120 5-20-5020	EMPLOYEE BENEFITS	1,322.99
					120 5-30-5020	EMPLOYEE BENEFITS	2,645.97
					120 5-40-5020	EMPLOYEE BENEFITS	2,789.60
					130 5-00-5025	RETIREE HEALTH BENEFIT	416.50
					130 5-10-5020	EMPLOYEE BENEFITS	1,880.87
					130 5-20-5020	EMPLOYEE BENEFITS	1,880.87
					130 5-30-5020	EMPLOYEE BENEFITS	3,761.72
					130 5-40-5020	EMPLOYEE BENEFITS	2,789.60
					140 5-10-5020	EMPLOYEE BENEFITS	4.17
					140 5-20-5020	EMPLOYEE BENEFITS	4.17
					140 5-30-5020	EMPLOYEE BENEFITS	8.35
01-1460	USDA RURAL DEVELOPMENT HI	029660	119,047.50	N	215 5-00-5522	INTEREST ON LONG-TERM	119,047.50



03-14-2012 01:35 PM  
 VENDOR SET: 01 Hidden Valley Lake  
 VENDOR CLASS(ES): ALL CLASSES

ACCOUNTS PAYABLE  
 DISBURSEMENT REPORT

PAGE: 5  
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SORTED BY CHECK

VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1659	WAGNER & BONSIGNORE	029661	4,827.75	N	130 5-00-5123	OTHER PROFESSIONAL SER	4,827.75
01-64	CLEARLAKE MACHINE SHOP, I	029662	210.43	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	16.09 194.34
01-1023	HACH COMPANY	029663	325.17	N	120 5-00-5148	OPERATING SUPPLIES	325.17
01-2538	HARDESTER'S MARKETS & HAR	029664	77.46	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	18.21 59.25
01-2749	NAPA AUTO PARTS	029665	120.61	N	120 5-00-5150 130 5-00-5150 140 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE REPAIRS & MAINTENANCE	53.89 53.90 12.82
01-2702	PACE SUPPLY CORP	029666	269.69	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	134.84 134.85
01-2736	SIERRA CHEMICAL CO.	029667	1,006.05	N	120 5-00-5148 130 5-00-5148	OPERATING SUPPLIES OPERATING SUPPLIES	550.40 455.65
01-2598	VERIZON WIRELESS	029668	1,243.94	N	120 5-00-5191 130 5-00-5191	TELEPHONE TELEPHONE	621.97 621.97
01-1008	KATHY BURNS	029669	115.02	N	120 5-30-5170 130 5-30-5170	TRAVEL MILEAGE TRAVEL MILEAGE	57.50 57.52
01-1	MISCELLANEOUS VENDOR	029670	173.55		130 1052	ACCTS REC WATER USE	173.55
01-1	MISCELLANEOUS VENDOR	029671	7.10		130 1052	ACCTS REC WATER USE	7.10
01-1	MISCELLANEOUS VENDOR	029672	860.52	N	120 5-00-5179 130 5-00-5179	ADM MISC EXPENSE ADM MISC EXPENSE	430.26 430.26
01-1479	CLEARLAKE LAVA, INC.	029673	569.85	N	130 5-00-5150	REPAIR & REPLACE	569.85
01-64	CLEARLAKE MACHINE SHOP, I	029674	26.95	N	120 5-00-5150 130 5-00-5150	REPAIR & REPLACE REPAIR & REPLACE	13.47 13.48
01-2538	HARDESTER'S MARKETS & HAR	029675	195.69	N	120 5-00-5155 130 5-00-5150 130 5-00-5155	MAINT BLDG & GROUNDS REPAIR & REPLACE MAINT BLDG & GROUNDS	4.60 186.49 4.60
01-2749	NAPA AUTO PARTS	029676	123.48	N	120 5-00-5061 120 5-00-5150 130 5-00-5061 130 5-00-5150	VEHICLE MAINT REPAIR & REPLACE VEHICLE MAINT REPAIR & REPLACE	36.15 25.59 36.15 25.59
01-2503	EVERYTHING THAT COUNTS ON	029677	117.98	N	120 5-00-5179 130 5-00-5179	ADM MISC EXPENSE ADM MISC EXPENSE	58.99 58.99
01-1233	HIGHLANDS LANDSCAPING	029678	232.50	Y	120 5-00-5155 130 5-00-5155 140 5-00-5155	MAINT BLDG & GROUNDS MAINT BLDG & GROUNDS MAINT BLDG & GROUNDS	115.55 115.55 1.40

03-14-2012 01:35 PM  
 VENDOR SET: 01 Hidden Valley Lake  
 VENDOR CLASS(ES): ALL CLASSES

A C C O U N T S P A Y A B L E  
 D I S B U R S E M E N T R E P O R T

PAGE: 6  
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VENDOR	NAME	CHECK #	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2585	TYLER TECHNOLOGY	029679	121.00	N	120 5-00-5110 130 5-00-5110	CONTRACTUAL SERVICES CONTRACTUAL SERVICES	58.08 62.92
01-2545	UPPER PUTAH CREEK WATERS	029680	241.32	N	130 5-00-5198	ANNUAL OPERATING FEES	241.32
01-21	CALIFORNIA PUBLIC EMPLOYE	029681	6,524.10	N	120 2088 120 2090 120 5-10-5021 120 5-20-5021 120 5-30-5021 130 2088 130 2090 130 5-10-5021 130 5-20-5021 130 5-30-5021	SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT EXPENSES RETIREMENT EXPENSES RETIREMENT EXPENSES SURVIVOR BENEFITS - PE PERS PAYABLE RETIREMENT EXPENSES RETIREMENT EXPENSES RETIREMENT EXPENSES	4.26 1,013.81 672.40 273.24 914.24 5.97 1,262.03 672.40 333.94 1,371.81
01-2618	SACRAMENTO DEPT OF CHILD	029682	138.46	N	130 2089	WAGE ASSIGNMENTS	138.46
01-11	STATE OF CALIFORNIA EMPLO	029683	1,409.27	N	120 2092 120 2095 120 5-20-5020 120 5-30-5020 130 2092 130 2095 130 5-20-5020 130 5-30-5020	CIT PAYBLE S D I PAYABLE EMPLOYEE BENEFITS EMPLOYEE BENEFITS CIT PAYABLE S D I PAYABLE EMPLOYEE BENEFITS EMPLOYEE BENEFITS	561.84 155.36 25.48 42.03 389.26 136.39 31.12 67.79
01-1530	VARIABLE ANNUITY LIFE INS	029684	150.00	N	120 2099 130 2099	DEFERRED COMP - PLAN 4 DEFERRED COMP - PLAN 4	39.98 110.02
	1099 ELIGIBLE	9	4,495.07				
	1099 EXEMPT	70	<u>222,205.49</u>				
***	REPORT TOTALS	***	79				226,700.56

\*G / L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2088	SURVIVOR BENEFITS - PERS 4TH L	8.27



A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

VENDOR SET: 01 Hidden Valley Lake

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2090	PERS PAYABLE	1,976.42
120 2091	FIT PAYABLE	3,823.26
120 2092	CIT PAYBLE	1,105.67
120 2093	SOCIAL SECURITY PAYABLE	408.47
120 2094	MEDICARE PAYABLE	446.64
120 2095	S D I PAYABLE	307.59
120 2099	DEFERRED COMP - PLAN 457 PAY	74.80
120 5-00-5020	EMPLOYEE BENEFITS	378.11
120 5-00-5025	RETIREE HEALTH BENEFITS	416.50
120 5-00-5060	GASOLINE, OIL & FUEL	538.97
120 5-00-5061	VEHICLE MAINT	38.30
120 5-00-5062	TAXES & LIC	323.00
120 5-00-5092	POSTAGE & SHIPPING	58.00
120 5-00-5110	CONTRACTUAL SERVICES	3,971.88
120 5-00-5123	OTHER PROFESSIONAL SERVICES	16.80
120 5-00-5148	OPERATING SUPPLIES	898.33
120 5-00-5150	REPAIR & REPLACE	3,244.90
120 5-00-5155	MAINT BLDG & GROUNDS	316.95
120 5-00-5179	ADM MISC EXPENSE	575.11
120 5-00-5191	TELEPHONE	1,429.32
120 5-00-5192	ELECTRICITY	2,543.64
120 5-00-5195	ENV/MONITORING	1,736.70
120 5-10-5010	SALARIES & WAGES	848.85
120 5-10-5020	EMPLOYEE BENEFITS	1,322.99
120 5-10-5021	RETIREMENT EXPENSES	1,344.80
120 5-10-5080	MEMBERSHIP & SUBSCRIPTION	4.78
120 5-10-5090	OFFICE SUPPLIES	294.55
120 5-10-5170	TRAVEL MILEAGE	42.37
120 5-20-5010	SALARIES & WAGES	43.66
120 5-20-5020	EMPLOYEE BENEFITS	1,374.19
120 5-20-5021	RETIREMENT EXPENSES	546.48
120 5-20-5170	TRAVEL MILEAGE	22.95
120 5-30-5010	SALARIES & WAGES	153.70
120 5-30-5020	EMPLOYEE BENEFITS	2,852.00
120 5-30-5021	RETIREMENT EXPENSES	1,711.74
120 5-30-5090	OFFICE SUPPLIES	179.80
120 5-30-5170	TRAVEL MILEAGE	57.50
120 5-40-5010	DIRECTORS COMPENSATION	3.44
120 5-40-5020	EMPLOYEE BENEFITS	2,789.60
	** FUND TOTAL **	38,231.03
130 1052	ACCTS REC WATER USE	293.06
130 2088	SURVIVOR BENEFITS - PERS 4TH L	12.05
130 2089	WAGE ASSIGNMENTS	276.92
130 2090	PERS PAYABLE	2,551.67
130 2091	FIT PAYABLE	2,782.61
130 2092	CIT PAYABLE	816.27

A C C O U N T S   P A Y A B L E  
D I S B U R S E M E N T   R E P O R T

VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

SORTED BY CHECK

## \*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 2093	SOCIAL SECURITY PAYABLE	12.49
130 2094	MEDICARE PAYABLE	413.56
130 2095	S D I PAYABLE	284.67
130 2099	DEFERRED COMP - PLAN 457 PAYAB	220.84
130 5-00-5020	EMPLOYEE BENEFITS	537.55
130 5-00-5025	RETIREE HEALTH BENEFITS	416.50
130 5-00-5060	GASOLINE, OIL & FUEL	538.97
130 5-00-5061	VEHICLE MAINT	38.29
130 5-00-5062	TAXES & LIC	323.00
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	317.00
130 5-00-5092	POSTAGE & SHIPPING	57.99
130 5-00-5110	CONTRACTUAL SERVICES	2,745.19
130 5-00-5122	ENGINEERING SERVICES	3,493.00
130 5-00-5123	OTHER PROFESSIONAL SERVICES	5,470.95
130 5-00-5148	OPERATING SUPPLIES	455.65
130 5-00-5150	REPAIR & REPLACE	3,229.83
130 5-00-5155	MAINT BLDG & GROUNDS	316.95
130 5-00-5179	ADM MISC EXPENSE	575.10
130 5-00-5191	TELEPHONE	1,051.21
130 5-00-5192	ELECTRICITY	6,180.79
130 5-00-5195	ENV/MONITORING	419.50
130 5-00-5198	ANNUAL OPERATING FEES	241.32
130 5-00-5505	WATER CONSERVATION	578.45
130 5-10-5010	SALARIES & WAGES	126.79
130 5-10-5020	EMPLOYEE BENEFITS	1,880.87
130 5-10-5021	RETIREMENT EXPENSES	1,344.80
130 5-10-5080	ADM MEMBERSHIP & SUBSCRIPTION	42.97
130 5-10-5090	OFFICE SUPPLIES	394.81
130 5-10-5170	TRAVEL MILEAGE	183.59
130 5-20-5010	SALARIES & WAGES	53.36
130 5-20-5020	EMPLOYEE BENEFITS	1,943.41
130 5-20-5021	RETIREMENT EXPENSES	667.88
130 5-20-5170	TRAVEL MILEAGE	99.45
130 5-30-5010	SALARIES & WAGES	247.62
130 5-30-5020	EMPLOYEE BENEFITS	4,051.22
130 5-30-5021	RETIREMENT EXPENSES	2,806.56
130 5-30-5090	OFFICE SUPPLIES	179.81
130 5-30-5170	TRAVEL MILEAGE	57.52
130 5-30-5175	EDUCATION / SEMINARS	900.00
130 5-40-5010	DIRECTORS COMPENSATION	4.21
130 5-40-5020	EMPLOYEE BENEFITS	2,789.60
130 5-40-5175	EDUCATION / SEMINARS	90.27
	** FUND TOTAL **	52,516.12
140 2088	SURVIVOR BENEFITS - PERS 4TH L	0.14
140 2090	PERS PAYABLE	23.59
140 2091	FIT PAYABLE	46.67



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VENDOR SET: 01 Hidden Valley Lake

VENDOR CLASS(ES): ALL CLASSES

A C C O U N T S P A Y A B L E  
D I S B U R S E M E N T R E P O R T

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BANK: ALL

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\*G/L EXPENSE DISTRIBUTION\*

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
140 2092	CIT PAYABLE	12.20
140 2094	MEDICARE PAYABLE	5.27
140 2095	S D I PAYABLE	3.64
140 2099	DEFERRED COMP - PLAN 457 PAYAB	4.36
140 5-00-5020	EMPLOYEE BENEFITS	1.19
140 5-00-5150	REPAIRS & MAINTENANCE	12.82
140 5-00-5155	MAINT BLDG & GROUNDS	2.68
140 5-00-5192	ELECTRICITY	20.65
140 5-10-5020	EMPLOYEE BENEFITS	4.17
140 5-20-5020	EMPLOYEE BENEFITS	4.17
140 5-30-5010	SALARIES & WAGES	5.28
140 5-30-5020	EMPLOYEE BENEFITS	13.36
140 5-30-5021	RETIREMENT EXPENSES	53.80
	** FUND TOTAL **	213.99
215 5-00-5522	INTEREST ON LONG-TERM DEBT	119,047.50
	** FUND TOTAL **	119,047.50
219 5-00-5523	INTERST EXPENSE	3,962.13
	** FUND TOTAL **	3,962.13
375 1284	FIELD ADMIN/SHOP BLDG.	12,729.79
	** FUND TOTAL **	12,729.79
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	** TOTAL **	226,700.56

NO ERRORS

SELECTION CRITERIA

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

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TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 2/01/2012 THRU 2/29/2012	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

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

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AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: COMMITTEE REPORTS  
DATE: MARCH 20, 2012

A. FINANCE COMMITTEE

Mrs. Mirbegian will present any Finance Committee issues.

Suggested motion(s):

I move to approve/deny the Finance Committee report.



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: COMMITTEE REPORTS  
DATE: MARCH 20, 2012

B. SECURITY AND DISASTER PREPAREDNESS PROGRAM  
COMMIITTEE

Mrs. Herndon will report on any security and disaster issues and the February 27, 2012 committee meeting.

Suggested motion(s):

I move to approve/deny the Security and Disaster Preparedness Program Committee report.

MINUTES FROM THE SPECIAL MEETING FOR  
THE SECURITY AND DISASTER PREPAREDNESS  
PROGRAM COMMITTEE  
OF THE BOARD OF DIRECTORS  
OF THE  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FEBRUARY 27, 2012

CALL TO ORDER:

The Security and Disaster Preparedness Program Committee meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on February 27, 2012 at the hour of 5:02 p.m. by Director Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present – Directors Freeman and Herndon. Also present: Tami Ipsen, Administrative Assistant/Secretary to the Board and Tasha Klewe Accountant/Controller.

APPROVAL OF AGENDA:

Mr. Freeman moved, Mrs. Herndon seconded to approve the February 27, 2012 agenda.

Motion approved by unanimous vote.

NEW BUSINESS:

A. Annual Calendar

The committee discussed the following for annual review:

- Emergency Response Plan and Vulnerability Assessment
- Inspection of District's facilities
- Office of Emergency Services Area – Table top exercise at treatment plant

B. Goals for 2012

The committee discussed the following goals for 2012:

- Rewrite Security and Disaster Preparedness Program Committee Policy – Staff will provide sample policies from other CSDs at next committee meeting
- Understand scope of responsibility
- Schedule correct deficiencies
- Table top exercises in house and with other local agencies

C. Schedule Site Tour

Staff will contact Lead Operators to schedule an inspection tour of the District's facilities.

D. Other Security and Disaster Preparedness Program Committee Issues

There were none.

ORAL COMMUNICATIONS:

Tasha Klewe remarked on trees and how their root system helps reduce hazardous/toxic elements from the soil.

ADJOURNMENT:

The meeting was adjourned at 6:08 p.m. on motion by Mr. Freeman and unanimously carried.

AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: COMMITTEE REPORTS  
DATE: MARCH 20, 2012

C. PERSONNEL COMMITTEE

Mrs. Herndon will report on the March 6, 2012 Personnel Committee meeting and any Personnel Committee issues.

Suggested motion(s):

I move to approve/deny the Personnel Committee report.



MINUTES FROM THE SPECIAL MEETING  
FOR THE PERSONNEL COMMITTEE  
OF THE BOARD OF DIRECTORS  
OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
MARCH 6, 2012

CALL TO ORDER:

The Personnel Committee meeting of the Hidden Valley Lake Community Services District Board of Directors called to order on March 6, 2012 at the hour of 7:02 p.m. by Director Herndon at 19400 Hartmann Road, Hidden Valley Lake, California.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present – Directors Graham and Herndon. Also present: Tami Ipsen, Administrative Assistant/Secretary to the Board and Tasha Klewe Accountant/Controller.

APPROVAL OF AGENDA:

Ms. Graham moved, Mrs. Herndon seconded to approve the March 6, 2012 agenda.

Motion approved by unanimous vote.

NEW BUSINESS:

A. Annual Calendar

The committee discussed the following for annual review:

- Consider Cost of Living Adjustments for District Employees with sensitivity to budget timing
- Review and update the District Employee Personnel Policy Manual annually
- Review all policies in the manual for compliance with local, state and federal law
- Assess the need for new policies
- Review positions descriptions and update with changes in job duties
- Review salary ranges at least every three years and publish in the District newsletter a comparison of District salary ranges to like agencies in the region and any action resulting from the comparison
- Ensure annual salary information has been reported accurately and on time to the State Controller and verify that the changes appear on the State Controller's website
- Submit Employee Personnel Policy Manual to the Attorneys for the District for review
- Recommend all potential policy changes and additions to the Board of Directors for adoption
- Report current activities to the Board at its regular monthly meeting

B. Goals for 2012

The committee discussed the following goals for 2012:

- Editing the Employee Personnel Policy Manual
- Cost of Living Adjustment consideration
- Review of the Employee Personnel Policy Manual
  - Salary and job descriptions
  - Additional policies to consider
  - Attorney review
- Publish any changes in salaries in District newsletter

NEW BUSINESS: Cont'd

C. Compensation Policy

Mrs. Herndon presented a DRAFT Compensation Policy for review. The committee had a few changes, and will present a recommendation to approve of the policy at the March 20, 2012 board meeting.

D. Salary Survey Results

The committee discussed the salary survey results from CPS HR Consulting.

E. Exempt Status on the Administrative Assistant/Secretary to the Board Position

The committee discussed the exempt status of the Administrative Assistant/Secretary to the Board position and will bring a recommendation to the board.

F. Other Personnel Committee Issues

There were none.

ORAL COMMUNICATIONS:

There were none.

ADJOURNMENT:

The meeting was adjourned at 9:10 p.m. on motion by Ms. Graham and unanimously carried.

\_\_\_\_\_  
Tami Ipsen                      Date  
Secretary to the Board

\_\_\_\_\_  
Linda Herndon                      Date  
President of the Board

AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: STAFF REPORT  
DATE: MARCH 20, 2012

A. ACCOUNTANT/CONTROLLER'S FINANCE AND INVESTMENT REPORT

Accountant/Controller Tasha Klewe will report on the February 29, 2012 Finance and Investment Report.

Suggested motion(s):

I move to approve/deny the Accountant/Controller's Finance and Investment report.



**Hidden Valley Lake CSD  
Pooled Cash Recap  
February 29, 2012**

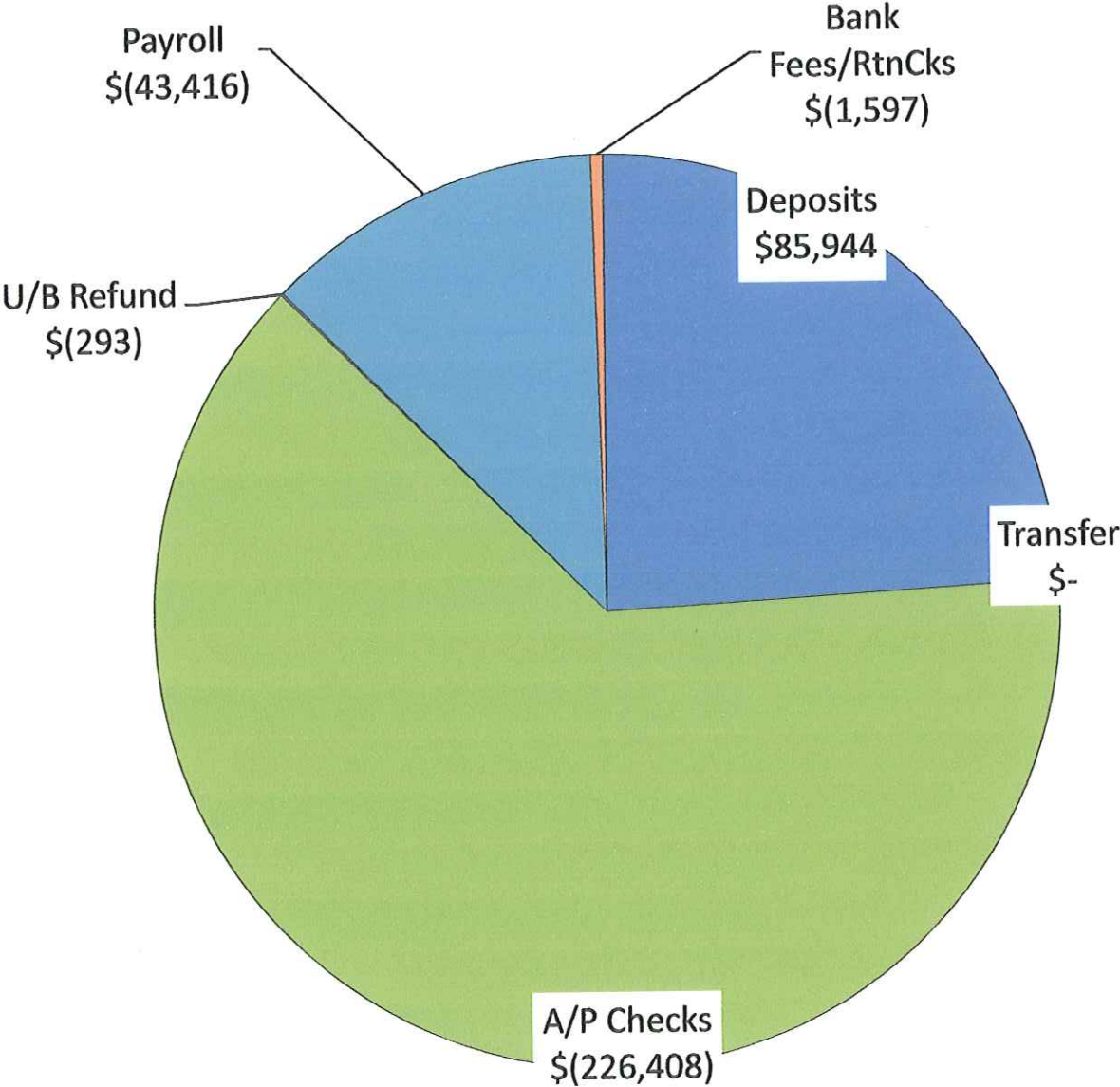
**HVLCSD Deposit Summary**

<b>Cash</b>	<b>\$</b>	<b>85,943.93</b>
<b>Transfers:</b>		
<b>Money Market</b>	<b>\$</b>	<b>-</b>
<b>Total Deposits</b>	<b>\$</b>	<b>85,943.93</b>

**HVLCSD Expenditure Summary**

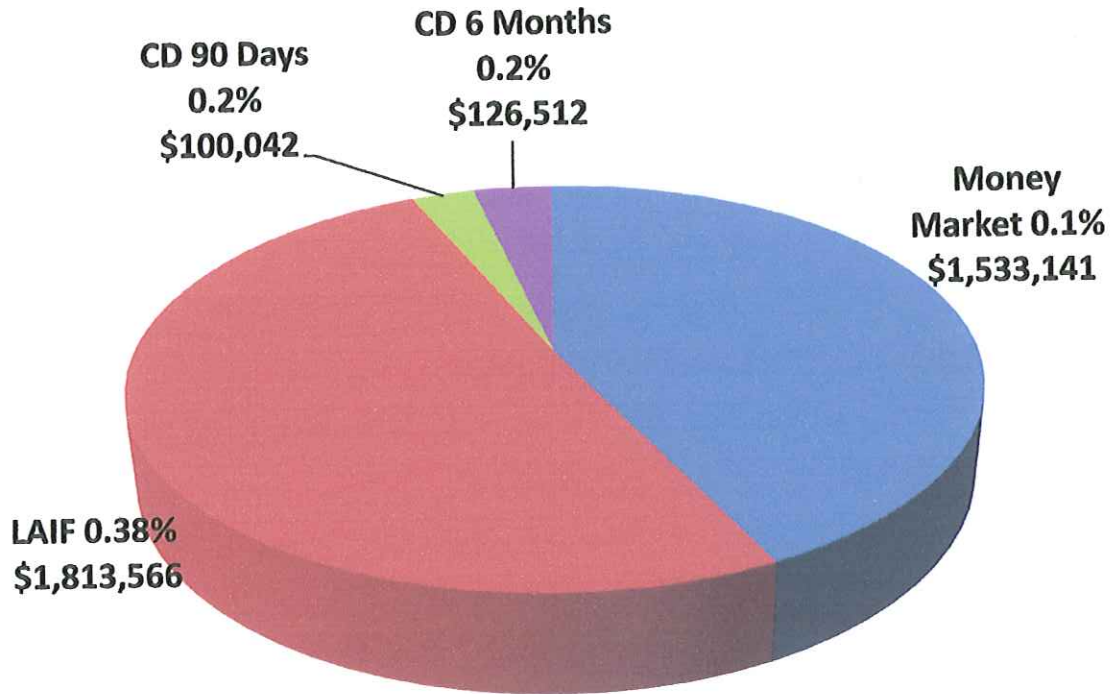
<b>Accounts Payable</b>		
<b>120 Sewer</b>	<b>\$</b>	<b>38,231.03</b>
<b>130 Water</b>	<b>\$</b>	<b>52,223.06</b>
<b>140 Flood Control</b>	<b>\$</b>	<b>213.99</b>
<b>175 FEMA Fund</b>	<b>\$</b>	<b>-</b>
<b>217 State Loan</b>	<b>\$</b>	<b>119,047.50</b>
<b>215 Reca Redemption 95-2</b>	<b>\$</b>	<b>-</b>
<b>218 CIEDB</b>	<b>\$</b>	<b>-</b>
<b>219 USDA Solar Project</b>	<b>\$</b>	<b>3,962.13</b>
<b>375 Sewer Reserve Improvement</b>	<b>\$</b>	<b>12,729.79</b>
<b>711 Bond Administration</b>	<b>\$</b>	<b>-</b>
<b>Total AP</b>	<b>\$</b>	<b>226,407.50</b>
<b>U/B Refunds</b>	<b>\$</b>	<b>293.06</b>
<b>Total Payroll</b>	<b>\$</b>	<b>43,416.24</b>
<b>Misc. Bank Fees &amp; Return Checks</b>	<b>\$</b>	<b>1,597.29</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>271,714.09</b>

**Hidden Valley Lake CSD  
Pooled Cash Account  
February 29, 2012  
(\$185,770)**



- Deposits
- Transfer
- A/P Checks
- U/B Refund
- Payroll
- Bank Fees/RtnCks

**HIDDEN VALLEY LAKE CSD  
INVESTMENT REPORT  
February 29, 2012  
\$3,573,261**



Investment	Interest Rate	Interest Earned this Period	Funds Invested
Money Market	0.10%	\$ 123.49	\$ 1,533,141
LAIF	0.38%	-	\$ 1,813,566
90 Day CD	0.20%	10.34	\$ 100,042
6 Month CD	0.20%	20.38	\$ 126,512
<b>Total Funds Invested</b>			<b>\$ 3,573,261</b>

This report is in compliance with the investment policy set forth by the board of the Hidden Valley Lake Community Services District.



**Hidden Valley Lake CSD  
Revenue & Expense Report  
Year to Date February 29, 2012**

Revenue Budget	Revenue YTD Actual	% To Date	Budget s/b 8 mo	YTD Over (Under) Budget	Remaining Budget YTD
\$ 910,100	\$ 643,350	70.69%	66.67%	4.02%	\$ 266,750
\$ 1,194,300	\$ 854,159	71.52%	66.67%	4.85%	\$ 340,141
\$ 2,104,400	\$ 1,497,509	71.16%	66.67%	4.49%	\$ 606,891

Sewer Fund 120  
Water Fund 130  
Total YTD Operating Revenue

Expense Budget	Expense YTD Actual	% To Date	Budget s/b 8 mo	YTD Over (Under) Budget	Remaining Budget YTD
\$ 910,100	\$ 586,228	64.41%	66.67%	-2.25%	\$ 323,872
\$ 1,194,300	\$ 671,362	56.21%	66.67%	-10.45%	\$ 522,938
\$ 2,104,400	\$ 1,257,590	59.76%	66.67%	-6.91%	\$ 846,810

Sewer Fund 120  
Water Fund 130  
Total YTD Operating Expenditures

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 YEAR TO DATE FEBRUARY 29, 2012

**120-SEWER ENTERPRISE FUND  
 FINANCIAL SUMMARY**

	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE SUMMARY</b>					
NON-DEPARTMENTAL	910,100.00	143,589.78	643,350.07	266,749.93	70.69%
<b>TOTAL REVENUES</b>	<b>910,100.00</b>	<b>143,589.78</b>	<b>643,350.07</b>	<b>266,749.93</b>	<b>70.69%</b>
<b>YTD ANTICIPATED REVENUE OVER BUDGET</b>					<b>66.67% 4.02%</b>

**EXPENDITURE SUMMARY**

NON-DEPARTMENTAL	350,159.00	16,018.42	210,820.23	139,338.77	60.21%
ADMINISTRATION	196,448.00	20,954.45	174,844.99	21,603.01	89.00%
OFFICE	72,704.00	4,997.96	40,887.91	31,816.09	56.24%
FIELD	256,328.00	15,555.57	140,878.04	115,449.96	54.96%
DIRECTORS	34,461.00	2,793.04	18,797.04	15,663.96	54.55%
<b>TOTAL EXPENDITURES</b>	<b>910,100.00</b>	<b>60,319.44</b>	<b>586,228.21</b>	<b>323,871.79</b>	<b>64.41%</b>
<b>YTD ANTICIPATED EXPENDITURES UNDER BUDGET</b>					<b>66.67% 2.25%</b>

	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE</b>
<b>REVENUE LESS EXPENDITURES</b>	<b>83,270.34</b>	<b>57,121.86</b>

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE FEBRUARY 29, 2012

**120-SEWER ENTERPRISE FUND  
REVENUE**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES	0.00	0.00	0.00	0.00	0.00%
120-4035 DEVL MISC SEWER	0.00	0.00	0.00	0.00	0.00%
120-4036 DEVELOPER SEWER FEES	0.00	0.00	3,170.31	(3,170.31)	0.00%
120-4045 AVAILABILITY FEES	6,000.00	0.00	5,696.94	303.06	94.95%
120-4046 DELINQUENT SMWC PAYMENTS	0.00	0.00	0.00	0.00	0.00%
120-4050 SALES OF RECLAIMED WATER	62,100.00	1,326.44	56,176.85	5,923.15	90.46%
120-4111 COMM SEWER USE	18,100.00	0.00	0.00	18,100.00	0.00%
120-4112 GOV'T SEWER USE	0.00	1,654.04	13,048.16	(13,048.16)	0.00%
120-4116 SEWER USE CHARGES	800,900.00	137,793.44	553,842.74	247,057.26	69.15%
120-4210 LATE FEE 10%	13,600.00	2,722.39	10,325.35	3,274.65	75.92%
120-4212 LATE FEE 0.5%	0.00	0.00	0.00	0.00	0.00%
120-4215 RETURNED CHECK CHARGE	0.00	0.00	0.00	0.00	0.00%
120-4300 MISC INCOME	1,000.00	93.47	674.33	325.67	67.43%
120-4305 Deposit Sewer	0.00	0.00	0.00	0.00	0.00%
120-4310 OTHER INCOME	0.00	0.00	0.00	0.00	0.00%
120-4315 UNREFUNDED CUST REFUNDS	0.00	0.00	0.00	0.00	0.00%
120-4330 SEWER ADMIN FEES	0.00	0.00	0.00	0.00	0.00%
120-4505 LEASE INCOME	8,400.00	0.00	422.76	7,977.24	5.03%
120-4541 DELINQ PENALTY & INTEREST	0.00	0.00	0.00	0.00	0.00%
120-4550 INTEREST	0.00	0.00	(7.37)	7.37	0.00%
120-4591 INC APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL REVENUES</b>	<b>910,100.00</b>	<b>143,589.78</b>	<b>643,350.07</b>	<b>266,749.93</b>	<b>70.69%</b>

<b>YTD ANTICIPATED REVENUE</b>	<b>66.67%</b>
<b>OVER BUDGET</b>	<b>4.02%</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE FEBRUARY 29, 2012

**120-SEWER ENTERPRISE FUND**  
EXPENDITURES - ALL DEPTS

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5010 SALARY & WAGES	374,100.00	31,572.65	277,108.28	96,991.72	74.07%
120-5019 SALARIES REIMB	0.00	0.00	0.00	0.00	0.00%
120-5020 EMPLOYEE BENEFITS	122,600.00	8,405.51	72,587.75	50,012.25	59.21%
120-5021 RETIREMENT BENEFITS	67,500.00	3,603.02	32,536.77	34,963.23	48.20%
120-5025 RETIREE HEALTH BENEFITS	4,600.00	416.50	3,171.90	1,428.10	68.95%
120-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00%
120-5060 GASOLINE, OIL & FUEL	13,600.00	538.97	6,970.38	6,629.62	51.25%
120-5061 VEHICLE MAINT	8,300.00	38.30	8,216.47	83.53	98.99%
120-5062 TAXES & LIC	400.00	323.00	4,779.17	(4,379.17)	1194.79%
120-5074 INSURANCE	17,200.00	(432.00)	(432.00)	17,632.00	-2.51%
120-5075 BANK FEES	3,600.00	459.91	3,062.07	537.93	85.06%
120-5080 MEMBERSHIP & SUBSCRIPTIONS	3,400.00	4.78	2,979.25	420.75	87.63%
120-5090 OFFICE SUPPLIES	6,900.00	474.35	4,069.29	2,830.71	58.98%
120-5092 POSTAGE & SHIPPING	1,400.00	58.00	217.63	1,182.37	15.55%
120-5110 CONTRACTUAL SERVICES	47,200.00	3,971.88	28,042.73	19,157.27	59.41%
120-5121 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00%
120-5122 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00%
120-5123 OTHER PROFESSIONAL SERVICE	2,400.00	16.80	756.68	1,643.32	31.53%
120-5130 PRINTING & PUBLICATION	1,300.00	0.00	324.73	975.27	24.98%
120-5135 NEWSLETTER	1,200.00	0.00	845.21	354.79	70.43%
120-5140 RENTS & LEASES	0.00	0.00	0.00	0.00	0.00%
120-5145 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00%
120-5148 OPERATING SUPPLIES	10,700.00	898.33	5,483.36	5,216.64	51.25%
120-5150 REPAIR & REPLACE	65,300.00	3,244.90	40,865.36	24,434.64	62.58%
120-5155 MAINT BLDG & GROUNDS	5,800.00	316.95	2,582.96	3,217.04	44.53%
120-5160 SLUDGE DISPOSAL	19,900.00	0.00	19,643.74	256.26	98.71%
120-5170 TRAVEL & MEETINGS	600.00	122.82	585.15	14.85	97.53%
120-5175 EDUCATION / SEMINARS	5,100.00	0.00	1,758.55	3,341.45	34.48%
120-5179 ADM MISC EXPENSE	200.00	575.11	704.41	(504.41)	352.21%
120-5180 UNCOLLECTIBLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
120-5191 TELEPHONE	14,100.00	1,429.32	9,623.94	4,476.06	68.25%
120-5192 ELECTRICITY	50,000.00	2,543.64	43,407.42	6,592.58	86.81%
120-5195 ENV/MONITORING	25,300.00	1,736.70	15,010.20	10,289.80	59.33%
120-5198 ANNUAL OPERATING FEES	2,700.00	0.00	2,659.00	41.00	98.48%
120-5310 EQUIPMENT - FIELD	2,200.00	0.00	0.00	2,200.00	0.00%
120-5311 EQUIPMENT - OFFICE	0.00	0.00	0.00	0.00	0.00%
120-5312 TOOLS - FIELD	1,700.00	0.00	578.94	1,121.06	34.06%
120-5315 SAFETY EQUIPMENT	700.00	0.00	778.11	(78.11)	111.16%
120-5400 DIRECTORS COMPENSATION	0.00	0.00	0.00	0.00	0.00%
120-5450 HVLCSO AGENDAS	0.00	0.00	0.00	0.00	0.00%
120-5510 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00%
120-5540 REMOVAL FROM TAX ROLL	0.00	0.00	0.00	0.00	0.00%
120-5545 RECORDING FEES	100.00	0.00	103.80	(3.80)	103.80%
120-5580 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00%
120-5585 FLOOD CONTROL EXPENSE	0.00	0.00	0.00	0.00	0.00%
120-5590 NON-OPERATING OTHER	30,000.00	0.00	0.00	30,000.00	0.00%
120-5605 OPERATING CONTINGENCY	0.00	0.00	0.00	0.00	0.00%
120-5591 EXP APPLICABLE TO PRIOR YR	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL COMBINED EXPENDITURES</b>	<b>910,100.00</b>	<b>60,319.44</b>	<b>589,021.25</b>	<b>321,078.75</b>	<b>64.72%</b>

**YTD ANTICIPATED EXPENDITURES 66.67%**  
**UNDER BUDGET 1.95%**

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE FEBRUARY 29, 2012

**130-WATER ENTERPRISE FUND  
FINANCIAL SUMMARY**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>REVENUE SUMMARY</b>					
NON-DEPARTMENTAL	1,194,300.00	176,729.30	854,158.91	340,141.09	71.52%
<b>TOTAL REVENUES</b>	<b>1,194,300.00</b>	<b>176,729.30</b>	<b>854,158.91</b>	<b>340,141.09</b>	<b>71.52%</b>
			<b>YTD ANTICIPATED REVENUE</b>		<b>66.67%</b>
			<b>OVER BUDGET</b>		<b>4.85%</b>

**EXPENDITURE SUMMARY**

NON-DEPARTMENTAL	516,424.00	26,456.15	280,654.06	235,769.94	54.35%
ADMINISTRATION	291,968.00	11,631.54	109,281.25	182,686.75	37.43%
OFFICE	73,812.00	6,443.84	52,578.86	21,233.14	71.23%
FIELD	258,549.00	25,320.48	194,118.93	64,430.07	75.08%
METER READING	7,000.00	0.00	4,828.02	2,171.98	68.97%
DIRECTORS	46,547.00	2,884.08	29,900.39	16,646.61	64.24%
<b>TOTAL EXPENDITURES</b>	<b>1,194,300.00</b>	<b>72,736.09</b>	<b>671,361.51</b>	<b>522,938.49</b>	<b>56.21%</b>
			<b>YTD ANTICIPATED EXPENDITURE</b>		<b>66.67%</b>
			<b>UNDER BUDGET</b>		<b>10.45%</b>

	CURRENT PERIOD	YEAR TO DATE ACTUAL
<b>REVENUE LESS EXPENDITURES</b>	<b>103,993.21</b>	<b>182,797.40</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE FEBRUARY 29, 2012

**130-WATER ENTERPRISE FUND  
REVENUES**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4030 WATER CONNECTION FEES	0.00	0.00	0.00	0.00	0.00%
130-4032 COMM WATER CONNECTIONS	0.00	0.00	0.00	0.00	0.00%
130-4033 DEVELOPER WATER FEES	0.00	0.00	0.00	0.00	0.00%
130-4034 DEVELOPER MISC WATER FEES	0.00	0.00	0.00	0.00	0.00%
130-4035 RECONNECT FEES	16,600.00	1,250.00	8,550.00	8,050.00	51.51%
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00%
130-4039 WATER METER INST	300.00	0.00	0.00	300.00	0.00%
130-4040 RECORDING FEES INCOME	500.00	10.00	240.00	260.00	48.00%
130-4045 AVAILABILITY FEES	24,900.00	0.00	23,455.56	1,444.44	94.20%
130-4046 DELINQUENT SMWC PAYMENTS	0.00	0.00	0.00	0.00	0.00%
130-4110 COMM WATER USE	13,400.00	1,117.55	8,940.40	4,459.60	66.72%
130-4112 GOV'T WATER USE	800.00	70.00	560.00	240.00	70.00%
130-4114 MISC WATER USE	0.00	0.00	0.00	0.00	0.00%
130-4115 WATER USE CHARGES	960,400.00	165,817.85	666,362.74	294,037.26	69.38%
130-4117 WATER OVERAGE USE FEE	144,000.00	4,100.83	109,535.74	34,464.26	76.07%
130-4118 WATER OVERAGE COMM	8,400.00	288.06	6,774.62	1,625.38	80.65%
130-4119 WATER OVERAGE GOV	0.00	2.10	16.80	(16.80)	0.00%
130-4210 LATE FEE 10%	20,800.00	3,327.93	14,841.21	5,958.79	71.35%
130-4212 LATE FEE .5%	0.00	0.00	0.00	0.00	0.00%
130-4215 RETURNED CHECK CHARGE	900.00	75.00	625.00	275.00	69.44%
130-4300 MISC INCOME	200.00	13.48	171.81	28.19	85.91%
130-4305 DEPOSITS WATER	0.00	0.00	0.00	0.00	0.00%
130-4310 OTHER INCOME	2,200.00	0.00	8,966.66	(6,766.66)	407.58%
130-4320 ADMINISTRATION FEES	0.00	0.00	0.00	0.00	0.00%
130-4505 LEASE INCOME	0.00	646.16	5,069.52	(5,069.52)	0.00%
130-4541 DELINQ PENALTY & INTEREST	0.00	0.00	0.00	0.00	0.00%
130-4550 INTEREST	900.00	10.34	48.85	851.15	5.43%
130-4580 TRANSFER IN	0.00	0.00	0.00	0.00	0.00%
130-4591 INC APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00%
130-4592 UNRESTR RESERVE CONTING	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL REVENUES</b>	<b>1,194,300.00</b>	<b>176,729.30</b>	<b>854,158.91</b>	<b>340,141.09</b>	<b>71.52%</b>

<b>YTD ANTICIPATED REVENUE</b>	<b>66.67%</b>
<b>OVER BUDGET</b>	<b>4.85%</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
YEAR TO DATE FEBRUARY 29, 2012

**130-WATER ENTERPRISE FUND**  
**EXPENDITURES - ALL DEPTS**

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5010 SALARY & WAGES	420,600.00	28,847.18	238,946.14	181,653.86	56.81%
130-5019 SALARIES REIMB	0.00	0.00	0.00	0.00	0.00%
130-5020 EMPLOYEE BENEFITS	155,000.00	10,499.65	103,844.40	51,155.60	67.00%
130-5021 RETIREMENT BENEFITS	71,500.00	4,819.24	39,143.57	32,356.43	54.75%
130-5025 RETIREE HEALTH BENEFITS	4,500.00	416.50	3,171.90	1,328.10	70.49%
130-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00%
130-5060 GASOLINE, OIL & FUEL	13,300.00	538.97	6,970.42	6,329.58	52.41%
130-5061 VEHICLE MAINT	8,000.00	38.29	8,216.43	(216.43)	102.71%
130-5062 TAXES & LIC	800.00	323.00	5,349.16	(4,549.16)	668.65%
130-5074 INSURANCE	15,000.00	(288.00)	(288.00)	15,288.00	-1.92%
130-5075 BANK FEES	3,600.00	459.91	3,062.04	537.96	85.06%
130-5080 MEMBERSHIP & SUBSCRIPTIONS	13,300.00	359.97	14,564.01	(1,264.01)	109.50%
130-5090 OFFICE SUPPLIES	5,400.00	574.62	4,305.89	1,094.11	79.74%
130-5092 POSTAGE & SHIPPING	2,500.00	57.99	217.58	2,282.42	8.70%
130-5110 CONTRACTUAL SERVICES	28,000.00	2,745.19	22,906.00	5,094.00	81.81%
130-5121 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00%
130-5122 ENGINEERING SERVICES	16,000.00	3,493.00	11,851.25	4,148.75	74.07%
130-5123 OTHER PROFESSIONAL SERVICE	23,000.00	5,470.95	38,115.36	(15,115.36)	165.72%
130-5130 PRINTING & PUBLICATION	1,000.00	0.00	324.71	675.29	32.47%
130-5135 NEWSLETTER	1,100.00	0.00	845.21	254.79	76.84%
130-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00%
130-5145 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00%
130-5148 OPERATING SUPPLIES	1,100.00	455.65	800.06	299.94	72.73%
130-5150 REPAIR & REPLACE	65,000.00	3,229.83	46,135.22	18,864.78	70.98%
130-5155 MAINT BLDG & GROUNDS	5,000.00	316.95	2,014.94	2,985.06	40.30%
130-5170 MILEAGE	3,000.00	340.56	4,062.67	(1,062.67)	135.42%
130-5175 EDUC / SEMINARS	30,000.00	990.27	6,396.36	23,603.64	21.32%
130-5179 ADM MISC EXPENSE	0.00	575.10	704.40	(704.40)	0.00%
130-5180 UNCOLLECTIBLE ACCOUNTS	0.00	0.00	0.00	0.00	0.00%
130-5191 TELEPHONE	9,500.00	1,051.21	6,774.07	2,725.93	71.31%
130-5192 ELECTRICITY	120,000.00	6,180.79	74,389.41	45,610.59	61.99%
130-5195 ENV/MONITORING	8,500.00	419.50	4,372.30	4,127.70	51.44%
130-5198 ANNUAL OPERATING FEES	15,000.00	241.32	14,761.04	238.96	98.41%
130-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00%
130-5311 EQUIPMENT - OFFICE	3,600.00	0.00	0.00	3,600.00	0.00%
130-5312 TOOLS - FIELD	2,000.00	0.00	997.46	1,002.54	49.87%
130-5315 SAFETY EQUIPMENT	1,000.00	0.00	778.09	221.91	77.81%
130-5400 DIRECTORS COMPENSATION	0.00	0.00	0.00	0.00	0.00%
130-5505 WATER CONSERVATION	15,000.00	578.45	7,499.22	7,500.78	49.99%
130-5545 RECORDING FEES	500.00	0.00	130.20	369.80	26.04%
130-5580 TRANSFERS OUT (CIEDB)	131,000.00	0.00	0.00	131,000.00	0.00%
130-5585 FLOOD CONTROL	0.00	0.00	0.00	0.00	0.00%
130-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00%
130-5591 EXP APPLICABLE TO PRIOR YEAR	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL EXPENDITURES</b>	<b>1,194,300.00</b>	<b>72,736.09</b>	<b>671,361.51</b>	<b>522,938.49</b>	<b>56.21%</b>

<b>YTD ANTICIPATED EXPENDITURE</b>	<b>66.67%</b>
<b>UNDER BUDGET</b>	<b>10.45%</b>

**Hidden Valley Lake CSD  
Foreclosure Totals**

	<b>As of Dec 15, 2011</b>	<b>As of Jan 11, 2012</b>	<b>As of Feb 15, 2012</b>	<b>As of Mar 15, 2012</b>
<b>Total Foreclosures</b>	<b>153 \$ 4,240.35</b>	<b>138 \$ 8,038.42</b>	<b>138 \$ 4,234.84</b>	<b>136 \$ 8,608.97</b>
<b># With Meter Locked</b>	<b>25 \$ 1,923.16</b>	<b>25 \$ 2,101.05</b>	<b>22 \$ 2,021.59</b>	<b>19 \$ 2,625.80</b>
<b># On Active Status</b>	<b>25 \$ 2,317.19</b>	<b>49 \$ 5,937.37</b>	<b>26 \$ 2,213.25</b>	<b>51 \$ 5,983.17</b>
<b># With \$0.00 Balance</b>	<b>90 0</b>	<b>13 0</b>	<b>36 0</b>	<b>13 0</b>
<b># Property No Meter</b>	<b>13 0</b>	<b>51 0</b>	<b>54 0</b>	<b>53 0</b>

AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: STAFF REPORT  
DATE: MARCH 20, 2012

B. GENERAL MANAGER'S REPORT

Tasha Klewe will present the General Manager's Report including communications and water industry issues.

Suggested motion(s):

I move to approve/deny the General Manager's report.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FIELD REPORT  
February-2012**

<u>LABOR</u>	<u>HOURS</u>	<u>OVER TIME</u>
WATER:	682.25	30.5
WASTEWATER:	347.25	25.5
FLOOD CONTROL:	0	0

**RAINFALL REPORT**

FEBRUARY 2012 RAINFALL	2.55 IN
OCT 2011 - FEB 2012 RAINFALL YEAR TO DATE	15.15 IN

**WELL PRODUCTION**

WELL #2	0.00 AC/FT	
WELL #3	0.05 AC/FT	
WELL #4	40.56 AC/FT	
AG WELL	35.95 AC/FT	
MONTHLY WELL PRODUCTION:	76.56 AC/FT	
YEAR TO DATE WELL PRODUCTION:	123.01 AC/FT	1/1/12-2/29/12

**WATER PLANT**

RESIDENTIAL WATER METERS TO DATE:	2410
COMMERCIAL WATER METERS TO DATE:	34
TOTAL WATER METERS IN SYSTEM:	2444

**RECLAIMED WATER**

MONTHLY RECLAIMED WATER SUPPLIED TO GOLF COURSE:	4.68 AC/FT	
MONTHLY WASTEWATER INFLUENT:	18.05 AC/FT	
YEAR TO DATE WASTEWATER INFLUENT:	39.47 AC/FT	1/1/12-2/29/12
EFFLUENT POND LEVEL:	10.70 FT	

**WASTEWATER**

MONTHLY NEW WASTEWATER CONNECTIONS:	0
TOTAL WASTEWATER CONNECTIONS TO DATE:	1464
EXISTING HOMES WITH NO WASTEWATER CONNECTION:	0

**SAFETY**

MONTHLY SAFETY MEETING TOPIC: **CL2 Training**

**WATER COMMENTS:**

Crew delivered 237 3-day notices.  
Crew disconnected 24 water meters due to none payment.  
Crew read water meters.  
CHP did bi-annual Dump Truck inspection.  
Main line break after hours on Eagle Rock Road due to tree roots.  
Routine operation and maintenance.

**WASTEWATER COMMENTS:**

Replaced Modular Grinder Pump, and Coastal Mtn installed dedicated Control Power Breaker.  
Grease control at Lift 5. Unplugged Pump 1 of rock and other debris.  
Routine operation and maintenance.

**RECLAMATION PLANT COMMENTS:**

Testar worked on SCADA functions and alarms.  
Coastal Mtn Electric troubleshooting Pond 18 Transfer Pump electrical problems.  
Routine operation and maintenance.

**COMMENTS:**

Routine operation and maintenance.

**TRUCK MILEAGE:**

TRUCK #1	<b>444 MILES</b>
TRUCK #3	<b>469.3 MILES</b>
TRUCK #4	<b>1882 MILES</b>
TRUCK #6	<b>14 MILES</b>
TRUCK #7	<b>384 MILES</b>
TRUCK #8	<b>1777 MILES</b>
BACKHOE HOURS	<b>0.59 HOURS</b>
TRACTOR HOURS	<b>0.10 HOURS</b>
NEW HOLLAND TACTOR HOURS	<b>5.6 HOURS</b>
DUMP TRUCK	<b>247 MILES</b>

PAGE THREE  
FIELD REPORT

	GASOLINE	DIESEL
	<u>02/29/2012</u>	<u>02/29/2012</u>
PRIOR MONTH TANK USAGE TOTALIZER:	<b>68588.60</b>	<b>14360.30</b>
CURRENT MONTH TANK USAGE TOTALIZE:	<u><b>69019.50</b></u>	<u><b>14469.80</b></u>
TOTAL USAGE (GALLONS) PER TANK TOTALIZE:	430.90	109.50
TOTAL USAGE (GALLONS) PER FUEL LOG:	<u>(430.60)</u>	<u>(109.30)</u>
DIFFERENCE	0.30	0.20







**Pacific Gas and  
Electric Company**

**PACIFIC GAS AND ELECTRIC COMPANY  
NET ENERGY METERING ELECTRIC STATEMENT  
THIS IS NOT A BILL**

Service Dates: January 12,2012 to February 13,2012

True-up period from Jan 2012 to Dec 2012



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
GRANGE RD  
MIDDLETOWN, CA. 95461

Rate Schedule: A 6 P/NEMEXP  
Account ID: 8949684132  
Service ID: 8949684433

PAGE 1

**TOTAL CURRENT MONTH'S BILLED AMOUNT: \$27.46\***

\*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:  
Distribution \$27.46.

**ENERGY CHARGES/CREDITS**

Current Month Energy Charge or Credit (-) **\$1,611.47**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$4,012.40**  
This Cumulative Energy Charge does not reflect any payment you may have made.

You have the option to pay your energy charges either monthly or at the end of your true-up period.

**ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR  
TRUE-UP PERIOD (Dec 2012)**

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1007309344	Winter	Peak	50,000	50,000	0	120	0
1007309344	Winter	Part	50,003	49,981	-22	120	-2,640
1007309344	Winter	Off	50,154	50,285	131	120	15,720
<b>TOTALS</b>			50,157	50,266			13,080

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007309344	Winter	50,157	50,266
<b>TOTALS</b>		50,157	50,266

For inquiries about your Net Energy Metering bill, please contact the Solar Customer Service Center at 1-877-743-4112.  
For all other inquiries, please call 1-800-743-5000.

Date Billed: 02/17/12  
Billor: CXK7

Billing Point ID: 800018 8295

RECEIVED FEB 21 2012



**PACIFIC GAS AND ELECTRIC COMPANY**  
**NET ENERGY METERING ELECTRIC STATEMENT**  
**THIS IS NOT A BILL**



Service Dates: January 12, 2012 to February 13, 2012

True-up period from Jan 2012 to Dec 2012

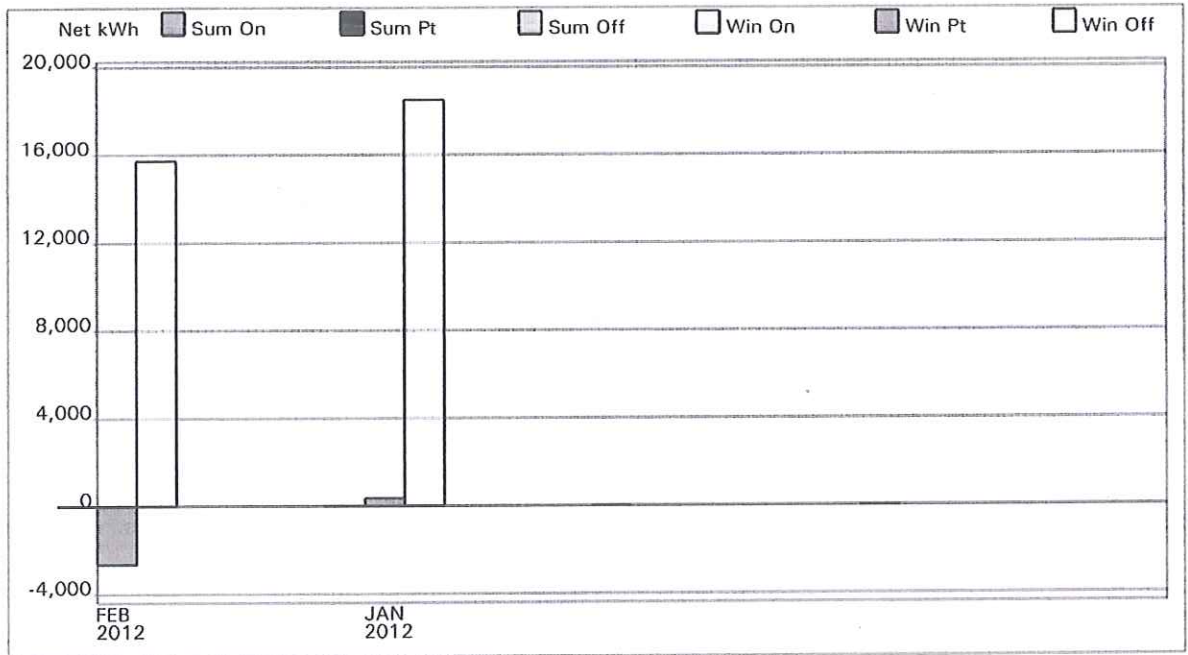
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
 GRANGE RD  
 MIDDLETOWN, CA. 95461

Rate Schedule: A 6 P/NEMEXP  
 Account ID: 8949684132  
 Service ID: 8949684433

**ENERGY TRUE-UP HISTORY:**

BILLING MONTH	BILL TO DATE	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
FEB 2012	02/13/12	-2,640	15,720	13,080	\$1,611.47
JAN 2012	01/12/12	360	18,480	18,840	\$2,400.93
<b>TOTALS</b>				<b>31,920</b>	<b>\$4,012.40</b>

\*\*Energy Charges/Credits (-) include all energy related amounts and taxes.







[About CalPERS](#) > [Press Room](#) > [2012 Press Releases](#) > [March 2012 Press Releases](#) > **CalPERS Board Sets Discount Rate at 7.5 Percent**

## Press Release

March 14, 2012

External Affairs Branch  
(916) 795-3991

Robert Udall Glazier, Deputy Executive Officer

Brad Pacheco, Chief, Office of Public Affairs

Contact: Amy Norris, Information Officer

[pressroom@calpers.ca.gov](mailto:pressroom@calpers.ca.gov)

### CalPERS Board Sets Discount Rate at 7.5 Percent

**SACRAMENTO, CA** – The California Public Employees' Retirement System (CalPERS) Board of Administration today voted to reduce the discount rate to 7.5 percent, affirming the recommendation made by its Pension and Health Benefits Committee yesterday.

CalPERS Board also directed its Chief Actuary to analyze and bring back an option for consideration to phase in the increased pension costs to employers over a 2-year period.

The discount rate for the Public Employees' Retirement Fund was last changed 10 years ago when it was lowered to 7.75 percent from 8.25 percent. One year ago, the Board voted to keep the discount rate at 7.75 percent with the condition of another review in 2012.

"This was a difficult, but important, decision for the Board to make. We understand the impact this will have on our employers in meeting contribution requirements," said Rob Feckner, Board President. "However, current economic conditions impelled us to make this change now, and our actuaries will continue to evaluate the discount rate in the coming years."

The discount rate is calculated based on expected price inflation and real rate of return. According to studies conducted by CalPERS and external actuaries, inflation has been in decline for the last 25 years. As a result, CalPERS Actuarial Office recommended a reduction in the price inflation from 3 to 2.75 percent. When added to the current real return assumption of 4.75 percent, this produces a discount rate of 7.5 percent. CalPERS actuaries offered the Pension and Health Benefits Committee two options to protect the soundness of the pension plan: a 7.25 percent discount rate that includes an adjustment to add an element of conservatism to further protect against lower returns, or a 7.5 percent discount rate without such an adjustment.

"It is important that we periodically review our assumptions to ensure that we remain focused on the long-term health of the Fund in order to protect the benefits that our members and employers rely on us to provide," said Committee Chair Priya Mathur. "This new discount rate reflects our expectations of what the markets will deliver in the future."

The discount rate will impact members and employers as follows:

- State and schools employer contributions will increase by 1.2 to 1.6 percent for Miscellaneous plans and 2.2 to 2.4 percent for Safety plans beginning Fiscal Year 2012-13. According to staff estimates, the change in the discount rate is expected to cost the State \$303 million, of which approximately \$167 million would come from the State's general fund. The school increase would be approximately \$137 million.
- Public Agency contributions will increase by 1 to 2 percent for Miscellaneous plans and 2 to 3 percent for Safety plans beginning Fiscal Year 2013-14.
- The new discount rate will apply to new service credit purchase requests postmarked, faxed or delivered on or after March 15, 2012. Costs will increase between 5 and 13 percent depending on the individual circumstances of members. Members who have submitted a request prior to March 15 will be honored with the factors in effect as of the request date.
- Retirement applications with a retirement date on or after March 15, 2012 will have the amount of their benefits under any optional form be calculated with the new discount rate. Members who choose optional benefits – leaving some part of their benefit to a spouse or beneficiary after their death – will experience approximately a 2 percent increase in cost.

CalPERS, with assets of approximately \$235 billion, is the largest public pension fund in the U.S. It administers retirement benefits for more than 1.6 million California State, local government, and public school employees, retirees, and their families on behalf of more than 3,000 public employers, and health benefits for more than 1.3 million enrollees. The average CalPERS pension benefit is \$2,332 per month. The average benefit for those who retired in the most recent fiscal year that ended June 30, 2011, is \$3,065 per month. More information about CalPERS is available at [www.calpers.ca.gov](http://www.calpers.ca.gov).

###

Dated: 03-14-2012



**LAKE COUNTY SHERIFF'S OFFICE  
OFFICE OF EMERGENCY SERVICES**

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**AGENDA**  
**LAKE OPERATIONAL AREA MEETING**

Date: March 15, 2012

- Call to order.
- Introductions around the table.
- Things going on in the Op Area.

1. Grants

A. FY-09 SHSGP grant performance period ended.

B. FY-10 SHSGP/IECGP: We are working on a variety of investment justifications.

C. FY-11 EMPG & SHSGP applications for the HSGP have been submitted and grant projects awarded.

D. Checking with FEMA on the status of the submitted revised Natural Hazard Mitigation Plan.

2. Participated in an actual Bomb threat with an evacuation of approximately 104 residents. Only 12 were cared for in the shelter.

3. Attended a region II Haz Mat Coordinators workshop 1/26/2012 in Santa Rosa on the current and future of statewide haz mat teams, typing and sustainability.

4. Participated in a conference call regarding the Hunter Repeater Vault and the short and long term use of the facility

- Round table.
- Adjourn.

## LAKE OPERATIONAL AREA MEETING MINUTES

**Date: January 19, 2011**

Call to order made by Willie Sapeta, Coordinator, Lake County Sheriff's Office/OES at 9:05 AM

Introductions were made. In attendance Greg Scott, George Lehne, Pam Plank, Jim Plank, Monte Winters, Rob Young, Sarah Johnson, Linda Fraser, Leland Georle, Rodger Doncaster and Chris Macedo.

Willie Sapeta – Coordinator Lake County Sheriff's Office/OES

- Working into my new position as Fire Chief, but will retain my responsibility with the LCSO for an undetermined amount of time. I am always available for anyone

Chris Macedo - Captain Lake County Sheriff's Office/OES

- I am currently overseeing several personnel and sections of our organization. We are looking at hiring a new OES coordinator and currently revising the job description.
- We are also recruiting for a dispatch manager of our 911 communications center applications close 1/20/2012. Our goals are to enhance and sustain the center's performance.

Jim Plank – American Red Cross Lake County Chapter

- Nothing to add.

Pam Plank - American Red Cross Lake County Chapter

- Recently had a meeting that resulted in 6 new volunteers.

Greg Scott – District 4 OES Liaison/City of Lakeport

- Working on EOC's in a box concept by function, Gary Basor is the disaster supervisor.
- This year's Business Disaster Expo to take place on October 13, 2012 and will be called "Home and Business Disaster Expo."

George Lehne – Southlake Fire Safe Council

- Looking for a large container for disaster response supplies & equipment.

Georgene Lehne – North Coast Opportunities

- NCO has resources available through Ameri-Corp and the Animal Coalition if you have questions please contact them for further.



Sarah Johnson – Lake County Public Health

- Working with Linda Fraser on several projects.

Linda Fraser – Lake County Public Health

- We have revised several existing plans.
- Medical countermeasures of requesting medical supplies & equipment.
- Working on establishing Push-Partner program with local responder agencies.
- The radio messaging video is in the third in a series with each video approximately 10-minutes each.
- Statewide TTX conducted in the Lake Op Area medical facilities with the focus of water system disruption. This was followed up with the FEX held 11/17/2011 at Op Area medical facilities. A post exercise meeting was conducted to discuss resource needs and recommendations included having pre-established facility/vendor agreement as well as to look at the local resource equipment lists. Willie sent our office a copy of a list of supplies and equipment with a brief description of each item with a part numbers.
- We discussed the process for resource requesting, such as all local supplies have to be near exhaustion before we make the request to the Op Area and then to region for processing.
- We recently did a presentation at the Hidden Valley Lake on mass vaccination & utilizing non-governmental organizations, it was well received.
- I will be attending the California Health Facility Conference next week.
- Utilizing members of the Medical Reserve Corps ensures participants are holding current licenses and/or certificates and the system conducts daily checks on each registered participant.

Monte Winters – Board of Supervisor OES Liaison

- Thank you to the Lake County Public Health for the 25-bed/cot shelter.
- We recently had a patient in the Spring Valley area that had a specialized cardiac assistance device; the patient recently received a heart transplant and is doing well. During his time with the device local responders were trained on how to interact with the device in the pre-hospital setting.

Rob Young – Lake County Office of Education

- The Emergency Operations Plan has been completed and we are looking for ICS courses.

Next meeting, Thursday March 15, 2012 @ 0900 hrs.  
The meeting was adjourned at approx. 10:50 AM.

# March 5, 2012 - HVLA Lake Monitoring Report #3

## Monitors:

*D'Agostini / Kammerer  
On water @ 10:00 am*

The following is a *SNAPSHOT* of conditions on and around the Lake for Monday, March 5<sup>th</sup>. Our objective is to publish this report bi-monthly in 2012, weather permitting.

## Maintenance Problems: New Problems seen on 3.5.12:

### **Marina Courtesy Pier: (Safety concern)**

- The metal plate, located at the beginning of the Courtesy Pier, needs to be re-attached. A couple of screws are missing on the left side, making it easy for someone to trip on the edge of the metal plate which is now rising up above the pier up by 1 inch or more.

### **Big Beach Cove Fishing Pier: (Safety concern)**

- Check the bolts that attach the platform at the end of the main pier. A total of two bolts are currently missing from the bracket on the left side. This allows the end of the pier to rock back and forth.

### **Dam / Spillway:**

- A metal boat, previously observed tied to a dam "No-Boating" warning Buoy, has been placed above the water line, and is currently resting up against the dam surrounded by brown Cattails.

## Pending Problems previously reported:

The Lake Committee wants to thank those involved for quickly addressing some of the issues I have reported on within this section over the past few months. This list of pending problems will be updated and return to the next report which is scheduled for the end of March.

## Summer Suggestions from a few HVLA residents:

As summer's warm weather quickly approaches, along comes an increase in the use of our Lake's amenities. Here are a few suggestions that have been sent in to me recently by a few of our residents for possible consideration in the upcoming months:

### **Little Beach:**

- Place a power outlet or two on the outside of the bathrooms that can be used by residents when they hold their scheduled events at Little Beach throughout the summer.
- Place a shade cover over the children's slides. One mom told me her young son received a blister on one of his hands last summer due to the slide's direct exposure to the sun.

### **Diving Platforms:**

- Not only do the tops of the diving platforms need cleaning, but before summer begins, the algae needs to be cleaned off the sides and the steps of the platforms. This will help resolve a potential safety issue when kids are climbing on it to dive.

## SolarBees:

*SolarBee 'A' (North Cove):	Operational
*SolarBee 'B' (Off Marina Cove):	Operational
*SolarBee 'C' (Big Beach/South Cove):	Operational
*SolarBee 'D' (Near Dam):	Operational





**Eurasian Water Milfoil:**

03/05/12 Update: *This plant is currently underwater since the Lake level rose to full pool on 01.24.12. No new growth has been observed to date in 2012.*

- Growth in 2011 was noted around the Marina, Marina Cove, the eastern edge of Little Beach, the North Cove, the North Shore Park shoreline, the mouth of Coyote Creek, Levy Cove, along NW shore of South Cove, at the north end of Big Beach, and along the SE Shoreline / Flats.

**Non-Native weeds:**

Planned Spray (non-Fish Habitat) Areas (North Shore Point north to Little Beach to North Cove; south along NE shoreline to Marina; Marina Cove west along SE shoreline to point at South Cove; and at Big Beach): Spraying last occurred on 13 April 2011.

**Elodea:** Last seen on November 15<sup>th</sup> just below surface, under some of the boats docked in the Marina.

**Pondweed:**

03/05/12 Update: *This plant is currently underwater since the Lake level rose to full pool on 01.24.12. No new growth has been observed to date in 2012.*

- Growth in 2011 was previously seen in the North Cove, Levy Cove, South Cove along the NW shore and east side of South Cove, as well as in the Eastern Littoral and SE Shoreline / Flats.

**Primrose:**

03/05/12 Update: *This plant is currently underwater since the Lake level rose to full pool on 01.24.12. At present, only small amounts can be seen growing around the edges of the Coyote Creek cove.*

- Growth in 2011 was observed along the shoreline around the Marina, Marina Cove, and North Shore Point; as well as along the shoreline within the mouth of Coyote Creek and along the NW and NE littorals.

**Tules, Cattail, and possibly Bulrush, or Reed Grass:**

- Plants in all locations have turned brown for the winter and have been observed around the shoreline of entire Lake.
- Some new green growth, of about 2 inches in length, can be seen in a few locations.

**Lake Surface (103 Acres):** Clear with Algae seen in many locations.

**Recreational Water Sampling:** *California Water Quality Testing (Title 22) and Recreational Water Safety (Bacti) Sampling:* CSD will now conduct Title 22 water Sampling and Testing on a three year cycle at three locations: At Marina; off Marine View Runoff Channel; and in Mouth of Coyote Creek. Next scheduled Title 22 Sampling will occur in 2013. CSD last conducted weekly Bacti water sampling at Little Beach and Big Beach during the summer of 2011.

**Observations by Location:**

**Marina:**

**Surface Conditions:** Clean / No weeds seen growing to the surface at this time.  
**Below the Surface:** Eurasian Water Milfoil and Primrose seen. No new growth to date. Some Elodea observed in November 2011.

**Marine View Creek (annual):** Flowing slightly

**Surface Conditions:** Some Algae observed / No surface weeds present at this time.  
**Below the Surface:** Eurasian Water Milfoil and Primrose seen. No new growth to date.  
**Fish:** Numerous Fish detected at a depth of 12' to 35'.



**North Cove: Run-Off Channel:** Flowing

**Surface Conditions:** Some Algae observed. No surface weeds present at this time.

**Below the Surface:** Eurasian Water Milfoil and Primrose seen. No new growth to date.

**Little Beach:**

- Children's Buoy Ropes (Lane Lines) remain in place for restricted swimming area.
- Beach is clean with some sand erosion in a couple of locations due to storm runoff.
- Only one of the outer "Swim Area" warning Buoys remains in place at this time.
- Perennial Creek: Flowing

**North Shore Park:** The beach sand remains mostly clean with some oak leaves that have blown in.

**Surface Conditions:** Clean / No weeds seen growing to the surface at this time.

**Below the Surface:** Eurasian Water Milfoil and Primrose seen. No new growth to date.

**North Shore Park Fishing Pier:** Clean and Secure.

**Coyote Creek:** Flowing slightly

- **The Coyote Creek cove filled with water on 1.23.12 as the overall water level in the Lake approached Full Pool.**
  - The top of the NE-side silt berm buildup extends outward to the first row of trees and is currently under about 1' of water.
  - Some Primrose can be seen, displaying a couple of inches of new growth, around the edges of the inner mouth of Coyote Creek.
  - Cattails along the NE side of the channel have turned various shades of brown.
- Below the Surface:** Eurasian Water Milfoil and Primrose are seen in most locations. No new growth can be seen to date.

**Dam / Spillway:**

- No Squirrels were seen on the Dam today.
  - A metal boat, previously observed tied to a dam "No-Boating" warning Buoy, has been placed above the water line, and is currently up against the dam surrounded by brown Cattails.
  - Some trash has been left behind by a few individuals seen fishing from the dam recently.
- Fish:** (3) 1½ lbs to 2 lbs Bass spotted at a depth of 3' near the Spillway.  
**Turtles:** One spotted under a few feet of water near the Spillway.

**Western Littoral / Levy Cove:**

**Surface Conditions:** Clean / No weeds seen growing to the surface at this time.

**Below the Surface:** Eurasian Water Milfoil is seen throughout. No new growth to date.

- A Loose "Swim Area" Warning Buoy is floating near the shore.

**Fish:** Numerous Fish detected at a depth of 8' to 39' near SolarBee D.  
(6) 15" to 17" Bass seen near Levy Cove.

**Big Big Beach:** Clean

- Beach sand erosion from storm runoff. 3" channels can be seen in multiple locations.

**Beach Diving Platforms:**

- Not only do the tops of the diving platforms need cleaning, but before summer begins, the algae needs to be cleaned off the sides and the steps of the platforms. This will help resolve a potential safety issue when kids are climbing on it to dive.

**Big Beach Park / Cove Fishing Pier: Clean**

- The safety railing, on the right side corner at the very end, has become separated creating a gap of a couple of inches. The white plastic PVC corners aren't properly secured.



- As seen above, the bracket on the left side, that attaches the platform at the end of the main pier, needs to be checked. A total of two bolts are currently missing from this bracket. This allows the end of the pier to rock back and forth.

**Big Beach Cove:**

**Surface Conditions:** Clean / No weeds seen growing to the surface at this time.

**Below the Surface:** No new growth seen to date.

**South Cove:**

**Surface Conditions:** Clean / No weeds seen growing to the surface at this time.

**Below the Surface:** Eurasian Water Milfoil was seen on NW side. No new growth to date.

**Marina Cove: Main Perennial Creek: Flowing**

**Surface Conditions:** Clean / No weeds seen growing to the surface at this time.

**Below the Surface:** Eurasian Water Milfoil and Primrose seen. No new growth to date.

**Marina Park area: Clean**

**Marina Rental Piers:**

- Both Rental Piers are Clean and Secure.

**Marina Courtesy Pier:**

- The metal plate, located at the beginning of the Courtesy Pier, needs to be re-attached. A couple of screws are missing on the left side, making it easy for someone to trip on the edge of the metal plate which is now rising up above the pier by 1 inch or more.





**Marina Launch Ramp:** Currently Clean and Functional

However, Jim and I discovered quite a lot of debris left behind by someone. This debris was covering the entire Launch Ramp as well as the asphalt approach. I returned armed with a broom and 13 gallon trash bag and commenced sweeping up a collection of blue and pink insulation, Styrofoam, slivers of wood as well as a quite a few nails and screws of varying lengths and sizes.

**Boating/Fishing/Swimming Activity:**

- One Bass fisherman

**School of 30 small Bass:**



*Near South Cove*

**Critters and varmints:**

- **Turtles:** One spotted under a few feet of water near the Spillway.

**Lake Birds:**

- One Eagle was seen soaring over the Lake.
- Only a few Coots were seen moving about around the Lake this morning.
- Canadian Geese seen in multiple locations. 10 were seen near the dam.
- One Egret was seen near the South East Shoreline Flats.

**Fish: Visual Sightings [Small = <12 inches; Medium = 12 to 24 inches; Large = >24 inches.]**

- **Marine View Creek:** Numerous Fish detected at a depth of 12' to 35'.
- **Dam / Spillway:** (3) 1½ lbs to 2 lbs Bass spotted at a depth of 3' near the Spillway.
- **Western Littoral / Levy Cove:**
  - Numerous Fish detected at a depth of 8' to 39' near SolarBee D.
  - (6) 15" to 17" Bass seen near Levy Cove.
- **Near South Cove:** A School of 30 small Bass as pictured above.

**Off Water:** 12:00 PM.

**Steve D'Agostini**

[dagostini18367@att.net](mailto:dagostini18367@att.net)

707-987-8747

*2012 Lake Committee Member*

# California Rural Water Association

This is to Certify that

**Barry Silva**

**Hidden Valley Lake CSD**

Has completed twelve (12) CDPH Water Contact Hours on

**Distribution Certification Review Grades 1-2**

On March 7<sup>th</sup> - 8<sup>th</sup>, 2012 in Rohnert Park, California

Instructed by:

Rob Shirley, CRWA Trainer

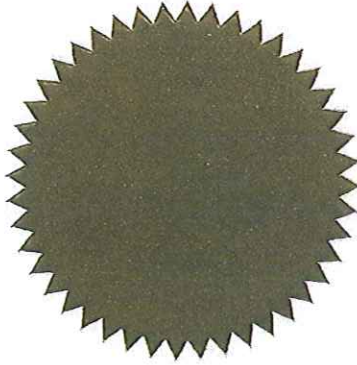


Signed

Dan DeMoss, Executive Director

Signed

Pat Williams, Board President





# Backflow Management Inc. California Rural Water Association

This is to Certify that

**Dennis White**

**Hidden Valley Lake Community Services District**

Has completed 32 CDPH Water Contact Hours, achieved a passing score on the written exam including a review of cross connection control regulations and understanding the basics of administering an effective cross connection control program.  
On January 24-27, 2012 in Sacramento, California.

**Cross Connection Specialist Certification Course**



BMI-Issued Certification #BMI-10-0012-T

Signed

*Garrett yates*

Garrett Yates, Instructor, BMI



Signed

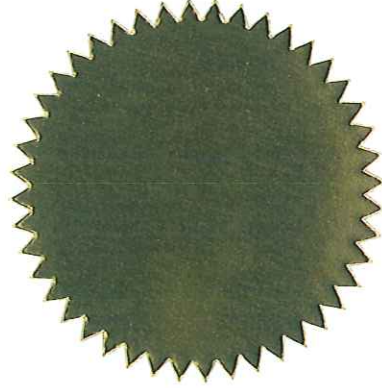
*Dan DeMoss*

Dan DeMoss, Executive Director, CRWA

Signed

*Pat Williams*

Pat Williams, Board President, CRWA



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: UNFINISHED BUSINESS  
DATE: MARCH 20, 2012

A. UPDATE REGARDING THE SOLAR PROJECT

1) DISCUSSION AND POSSIBLE APPROVAL OF A PAY REQUEST TO REAL GOODS SOLAR, INC.

Tasha Klewe and Jim Winter will report on this issue.

Suggested Motion(s):

I move to approve Real Goods Solar, Inc pay request for \$55,575.00.

2) DISCUSSION AND POSSIBLE APPROVAL OF A DRAINAGE DITCH CHANGE ORDER

Tasha Klewe will address this issue.

Suggested Motion(s):

I move to approve/deny the amendment to the original Landscape Change Order.

3) DISCUSSION AND POSSIBLE APPROVAL OF THE NOTICE OF COMPLETION

The solar project is complete and as part of finalizing the project the Board of Directors must approve a Notice of Completion.

Jim Winter will report on this issue.

Suggested Motion(s):

I move to approve/deny the Notice of Completion.



# Contractor's Application for Payment No. 4

Application Period:	02/07/2012 to 03-01-2012	Application Date:	3/15/2012
To (Owner):	Hidden Valley Lake Community Services District	Via (Engineer):	Winzler & Kelly
Project:	Photovoltaic System for the Water Reclamation Plant Energy Sustainability Project	Contractor's Project No.:	8810
Owner's Contract No.:		Engineer's Project No.:	205311001

### Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions
CO No. 1	\$58,500.00	-\$18,275.00
TOTALS	\$58,500.00	-\$18,275.00
NET CHANGE BY CHANGE ORDERS	\$40,225.00	

1. ORIGINAL CONTRACT PRICE..... \$ \$1,494,316.00
2. Net change by Change Orders..... \$ \$40,225.00
3. Current Contract Price (Line 1 ± 2)..... \$ \$1,534,541.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)..... \$ \$1,534,541.35
5. RETAINAGE:
  - a. 5% X \$1,534,541.35 \$76,727.07
  - b. 5% X Stored Material..... \$ \$76,727.07
  - c. Total Retainage (Line 5a + Line 5b)..... \$ \$1,457,814.28
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)..... \$ \$1,402,239.28
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$55,575.00
8. AMOUNT DUE THIS APPLICATION..... \$ \$55,575.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)..... \$ \$76,727.07

### Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 3/14/12

Payment of: \$ \$55,575.00  
(Line 8 or other - attach explanation of the other amount)

is recommended by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)

Payment of: \$ \$55,575.00  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ Funding Agency (if applicable) \_\_\_\_\_ (Date)



Endorsed by the Construction Specifications Institute.



# Progress Estimate

# Contractor's Application

For (contract):		Hidden Valley Lake CSD Water Reclamation Plant Energy Sustainability Project		Application Number: 4									
Application Period:		02/07/2012 to 03/01/2012		Application Date: 3/15/2012									
A		B		C		D		E		F		G	
Item Specification Section No	Description	Scheduled Value	From Previous Application (C+D)	Work Completed This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (E) B	Balance to Finish (B - F)					
1	Mobilization	\$8,750 00	\$8,750 00			\$8,750 00	100.0%						
2	Erosion Control	\$12,375 00	\$12,375 00			\$12,375 00	100.0%						
3	Site Grading and Preparation	\$17,950 00	\$17,950 00			\$17,950 00	100.0%						
4	Aggregate Roadways and Paths	\$42,750 00	\$42,750 00			\$42,750 00	100.0%						
5	Landscaping (reflecting change order)	\$38,500 00		\$38,500 00		\$38,500 00	100.0%						
6	Inverter Pad and Structure	\$14,425 00	\$14,425 00			\$14,425 00	100.0%						
7	Site Power Distribution	\$103,475 00	\$103,475 00			\$103,475 00	100.0%						
8	Site Recycled Water Distribution	\$17,495 00	\$17,495 00			\$17,495 00	100.0%						
9	PV System Metering System(s)	\$8,975 00	\$8,975 00			\$8,975 00	100.0%						
10	PV System Third Party Metering	\$4,875 00	\$4,875 00			\$4,875 00	100.0%						
11	PV Array Mounting Structures	\$167,895 00	\$167,895 00			\$167,895 00	100.0%						
12	PV Array Panels	\$647,650 00	\$647,650 00			\$647,650 00	100.0%						
13	Inverters	\$165,000 00	\$165,000 00			\$165,000 00	100.0%						
14	Contractor Overhead and Profit (OH&P)	\$245,978 00	\$245,978 00			\$245,978 00	100.0%						
15	Contractors Bonds and Insurance	\$18,448 35	\$18,448 35			\$18,448 35	100.0%						
<b>Totals</b>		\$1,534,541.35	\$1,476,041.35	\$58,500.00		\$1,534,541.35							

# Contractor's Application

# Progress Estimate

For (contract):		Hidden Valley Lake Community Services District Photovoltaic System for the Water Reclamation Plant Energy Sustainability Project									
Application Period:		02/07/2012 to 03/01/2012									
Application Number:		4									
Application Date:		3/15/2012									
A		B		C		D		E		F	
Bid Item No	Item Description	Bid Quantity	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F) B	Balance to Finish (B - F)	
1	Mobilization	1	\$8,750.00	\$8,750.00	100%		\$8,750.00	\$8,750.00	100.0%		
2	Erosion Control	1	\$12,375.00	\$12,375.00	100%		\$12,375.00	\$12,375.00	100.0%		
3	Site Grading and Preparation	1	\$17,950.00	\$17,950.00	100%		\$17,950.00	\$17,950.00	100.0%		
4	Aggregate Roadways and Paths	1	\$42,750.00	\$42,750.00	100%		\$42,750.00	\$42,750.00	100.0%		
5	Landscaping (reflecting change order)	1	\$38,500.00	\$38,500.00	100%		\$38,500.00	\$38,500.00	100.0%		
6	Inverter Pad and Structure	1	\$14,425.00	\$14,425.00	80%	\$38,500.00	\$14,425.00	\$14,425.00	100.0%		
7	Site Power Distribution	1	\$103,475.00	\$103,475.00	100%		\$103,475.00	\$103,475.00	100.0%		
8	Site Recycled Water Distribution	1	\$17,495.00	\$17,495.00	100%		\$17,495.00	\$17,495.00	100.0%		
9	PV System Metering System(s)	1	\$8,975.00	\$8,975.00	50%		\$8,975.00	\$8,975.00	100.0%		
10	PV System Third Party Metering	1	\$4,875.00	\$4,875.00	50%		\$4,875.00	\$4,875.00	100.0%		
11	PV Array Mounting Structures	1	\$167,895.00	\$167,895.00	100%		\$167,895.00	\$167,895.00	100.0%		
12	PV Array Panels	1	\$647,650.00	\$647,650.00	95%		\$647,650.00	\$647,650.00	100.0%		
13	Inverters	1	\$165,000.00	\$165,000.00	100%		\$165,000.00	\$165,000.00	100.0%		
14	Contractor Overhead and Profit (OH&P)	1	\$245,978.00	\$245,978.00	100%		\$245,978.00	\$245,978.00	100.0%		
15	Contractors Bonds and Insurance	1	\$18,448.35	\$18,448.35	100%		\$18,448.35	\$18,448.35	100.0%		
<b>Totals</b>				\$1,534,541.35		\$598,500.00	\$1,476,041.35	\$1,534,541.35	100.0%		

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Design and Construction Related Documents  
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2. if EJCDC's selling agent is unable to deliver a replacement CD or diskette which is free of

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This Agreement shall be governed by the laws of the State of Virginia. Should you have any questions concerning this Agreement, you may contact EJCDC by writing to:

Arthur Schwartz, Esq.  
General Counsel  
National Society of Professional  
Engineers  
1420 King Street  
Alexandria, VA 22314  
  
Phone: (703) 684-2845  
Fax: (703) 836-4875  
e-mail: aschwartz@nspe.org

**You acknowledge that you have read this agreement, understand it and agree to be bound by its terms and conditions. You further agree that it is the complete and exclusive statement of the agreement between us which supersedes any proposal or prior agreement, oral or written, and any other communications between us relating to the subject matter of this agreement.**



**ACKNOWLEDGMENT**

State of California  
County of Marin )

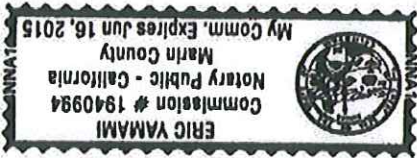
On 3.14.2012 before me, Eric Yamami, Notary Public  
(insert name and title of the officer)

personally appeared Erik Zech  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)





Return to:

GHD  
2235 Mercury Way, Suite 150  
Santa Rosa, California 95407

**NOTICE OF COMPLETION**

NOTICE is hereby given that the undersigned, **Wendy Ziegler**, GHD, 2235 Mercury Way, Suite 150, Santa Rosa, California 95407, (the agent of) the owner of the improvements situated in the County of Lake, State of California, and described as follows, to wit:

**Hidden Valley Lake Community Services District  
Water Reclamation Plant Energy Sustainability Project**

That **Hidden Valley Lake Community Services District** as the owner did enter into a contract with **Real Goods Solar, Inc., San Rafael, CA** for the construction **Energy Sustainability Project, consisting of photo voltaic panels to produce energy to offset energy costs for the Water Reclamation Plant.**

That said contract, as a whole, was actually completed by **Real Goods, Inc.** and accepted by the **Hidden Valley Lake Community Services District, Board of Directors** on March 20, 2012 and that the name and address of the owner of said improvements is as follows:

**Hidden Valley Lake  
Community Services District  
Box 5748  
19400 Hartman Road  
Middletown, CA 95496**

GHD

BY Wendy Ziegler  
Wendy Ziegler

STATE OF CALIFORNIA  
COUNTY OF LAKE

I, Wendy Ziegler, GHD, being duly sworn, says: I am (the agent of) the owner of the improvements described in the foregoing notice. I have read the foregoing notice and know the contents thereof, and the same is true of my own knowledge.

BY Wendy Ziegler

Subscribed and sworn to before me this 15<sup>th</sup> day of March, 2012

BY Bonnie G. Lawrence



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: UNFINISHED BUSINESS  
DATE: MARCH 20, 2012


- B. DISCUSSION AND POSSIBLE APPROVAL TO NOMINATE A REPRESENTATIVE TO RUN IN THE UPCOMING LAFCO ELECTION

Suggested motion(s):

I move to nominate \_\_\_\_\_ to run in the upcoming election as a representative of LAFCO

RECEIVED JAN 26 2012

LAKE LOCAL AGENCY FORMATION COMMISSION

**DATE:** January 20, 2012  
**TO:** Members of the Special District Board of Directors  
**FROM:** John Benoit, LAFCO Executive Officer   
**SUBJECT:** Nomination Ballot for an Independent Special District Member and Alternate to fill Independent Special District seats on LAFCO

Lake LAFCO is in the process of seeking two sitting Independent Special District Board of Director Members to serve on LAFCO (one regular LAFCO member and one Alternate LAFCO member) to represent Independent Special Districts as members of the Lake Local Agency Formation Commission. These members will serve four-year terms ending in May 2016.

The Local Agency Formation Commission is calling for nominations to seat one Regular Independent Special District Commissioner and one Alternate Independent Special District Commissioner to serve on the Local Agency Formation Commission.

**LAFCO is requesting all nominations be received by LAFCO prior to 5:00 PM Friday, March 30, 2012.**

Not all Independent Special District Boards of Directors will desire or are in any way required to file nominations with LAFCO.

Independent Special District representatives on LAFCO may not be an employee of a special district, a City or the County. This nomination is for sitting Special District Board of Director Members only. The independent Special District representative and alternate representative must be able and available to regularly attend Commission meetings and (or) hearings. An Independent Special District member, as are all other Commissioners, is required to file an annual Statement of Economic Interest.

The LAFCO Commission normally meets the third Wednesday at 9:30 AM of every other month and alternates meetings between the Cities of Clearlake and Lakeport. There is a meeting stipend of \$60.00 per meeting for both the regular and alternate member. The alternate member is encouraged to participate in all LAFCO processes but may only vote when the regular member is not present or otherwise is unable to participate in a given action before LAFCO.

Upon conclusion of this nomination process, a ballot to elect the LAFCO representative will be mailed to each Independent Special District. Each Independent Special District Board will have one vote. The nominee receiving the highest number of votes will be



seated as an Independent Special District's regular member representative for this term and the nominee receiving the second highest number of votes will be appointed the Independent Special District alternate.

**The nomination period will close on Friday, March 30, 2012. Nomination Ballots must be received by 5:00 PM that day.** If your Board of Directors desires to nominate one of your sitting Board of Director members to serve on LAFCO, please submit the attached nomination ballot to John Benoit, Executive Officer, P.O. Box 2694 Granite Bay, CA 95746 or by fax at (916) 797-7631 or by email [johnbenoit@surewest.net](mailto:johnbenoit@surewest.net) by March 30, 2012. If you have any questions please call (707) 592-7528.

AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: UNFINISHED BUSINESS  
DATE: MARCH 20, 2012

C. DISCUSSION REGARDING SALARY SURVEY

Mrs. Herndon will address this issue.

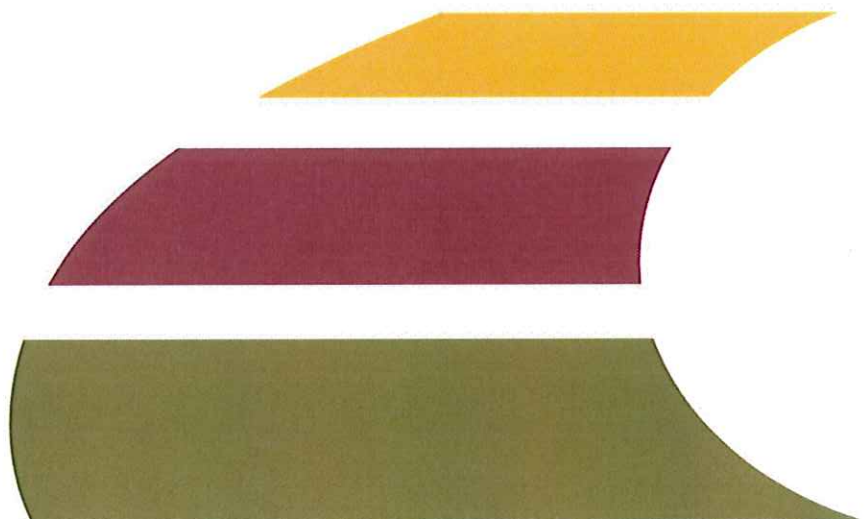
March 8, 2012

# Hidden Valley Lake Community Services District

## Executive Summary Base Salary Study

SUBMITTED BY:  
DEBBIE OWEN  
Project Manager

CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815  
t:916-471-3122 f:916-561-8431  
Tax ID: 68-0067209  
[www.cps.ca.gov](http://www.cps.ca.gov)





## I. Introduction

CPS HR Consulting [“CPS HR”] was retained by the Hidden Valley Lake Community Services District [the “District”] to conduct a base salary survey for two of its classifications, the Accountant/Controller and the Administrative Assistant/Secretary to the Board. The objective of this study was to determine how competitive the District is within its labor market by collecting and analyzing maximum monthly base salary for these two classifications. This Executive Summary outlines the project scope, study parameters and survey results.

## II. Project Scope and Work Plan

In order to complete the study, the following tasks were completed:

- The review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed
- Interviews with the incumbents of the classifications to ensure a complete understanding of the work they perform
- The collection of base salary data from the identified labor market agencies.
- Preparation of a Draft Report for Board of Director review and comments
- Review and resolution of issues arising from Board review of the draft report
- Preparation of the Final Base Salary Study Report

## III. Compensation Study Parameters

The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters include:

- Labor market agencies
  - CPS HR recommended the use of, and surveyed, the following agencies:
    - Clearlake Oaks Water District [unable to participate]
    - North Marin Water District
    - City of Santa Rosa – Utilities Department
    - City of Sonoma – Water Utility
    - Valley of the Moon Water District

- City of Napa
  - City of Calistoga
  - City of Healdsburg
  - Town of Windsor
  - City of Lakeport [unable to participate]
  - Lake County
- Labor market position
- All study analyses were conducted relative to the median of the market. The median is that point within the market wherein half of the data is above the District’s range maximum for the survey classification, and half of the data is below the District’s range maximum for the survey classification.
- Survey classifications
- The survey encompassed two District classifications, the Accountant/Controller and the Administrative Assistant/Secretary to the Board. Due to the diverse nature of duties assigned to each, more than one functional area of responsibility was surveyed for each classification.
- Scope of data collection
- The study involved the collection of base salary data only.

#### **IV. Survey Results**

As indicated in the previous section, the survey involved the collection of base salary from each of the selected labor market agencies. To facilitate data collection, CPS HR reviewed each labor market agency’s salary schedules, classification specifications, position description documents [where available] and other documentation to compile the survey data, and then asked clarifying questions of the agencies to ensure the most appropriate matching.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge, skill and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced. The use of the labor market median as the market comparison point further minimizes the possibility of data being skewed by higher or lower paying agencies.

While there were multiple data sheets based on surveying different functional areas, it is CPS HR's assessment that the survey results reported in Table 1 are the most comparable to the work performed by the District's two study classifications. Table 1 displays the data as follows:

- The title of the District's survey classification.
- The current the District maximum monthly salary for the survey classification.
- The number of comparable classifications identified within the analysis.
- The labor market median monthly maximum salary – this calculation is based upon the maximum monthly salary for each of the comparable classifications; the middle of that range of data is then computed to provide the median amount.
- The percentage the District's maximum monthly salary for the survey classification is above or below the median of the labor market; this number indicates what percentage of the District's salary is required to move it up or down to the market median.

<b>TABLE 1 HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BASE SALARY SURVEY RESULTS</b>				
Classification	District Maximum Base Salary	# of matches	Labor Market Median	% the District Above or Below Labor Market Median
Administrative Assistant/ Secretary to the Board	\$7,989	6	\$5,936	+25.70%
Controller	\$7,989	7	\$8,676	-8.60%

## V. Summary

This Executive Summary provides an overview of the scope of the project, the methodology used to complete the base salary study, as well as the results of the study, which show where the District stands in comparison to the labor market. The District's Draft Compensation Report dated January 25, 2012 provides more detailed information on all analyses.



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

- A. LETTER OF CONCERN FROM PROPERTY OWNER REQUESTING A VARIANCE FOR THE SEWER CONNECTION AT 18699 LAKERIDGE CIRCLE

Enclosed is a letter from property owner addressing his issues to the sewer connection at 18699 Lakeridge Circle.

Jim Winter and Dave Burns will discuss this issue.

RECEIVED MAR 13 2012

**MICHAEL and DOLORES JOSSEL**

**3184 TAMARACK WAY**

**CLEARLAKE OAKS, CA 95423-9531**

**(707)998-3886**

**FAX: (707)998-3887**

**email: mike.jossel@gmail.com**

March 10, 2012

Ms. Tami Ipseri

Hidden Valley Community Services District

19400 Hartmann Road

Hidden Valley Lake, CA 95467

**RE: 18699 Lakeridge Circle, HVL Sewer Connection**

Dear Ms. Ipseri:

Per your correspondence received today, I wish to be placed onto the agenda for the March 20 to address the Board about issues I have encountered attempting to hook up our residence to the community sewer main.

My wife, Dolores, and I are the owners of 18699 Lakeridge Circle, HVL. We have owned the property since September 2011, and have been trying to finish all necessary construction in order to get final inspection from Lake County. We most recently have begun securing bids from contractors for connection to the Hidden Valley Lake community sewer, and will probably have Tom Goff Septic Systems do the work for us.

In researching what would be necessary for us to connect to the sewer main behind our house, we have discovered or been informed of the following by Dave Burns and our contractor, Tom Goff:

- 1) The HVL community sewer main in question behind 18699 Lakeridge Circle is only a 4" pipe, necessitating installation of a 1200-gallon holding tank (septic tank without leach field) between the house and the sewer main. This radically increases the cost of a sewer hookup for us by an additional \$3,000.00.
- 2) Accumulated solid waste products must be pumped out of this holding tank every 3-12 years, creating a septic tank expense when we have a sewer connection.
- 3) The further away this holding tank is located from our house, the more prohibitive the expense will become to pump solid wastes from the holding tank within the 3-12 year time period, approximately doubling and possibly tripling the normal cost with time.
- 4) There is no reasonable access to the sewer main by contractors in performance of their installation of the holding tank or in future pumping out solid waste. There is one vacant lot below the house on Hidden Valley Road through which access appears to be possible, but written permission must be secured for passage through by contractors. This could be a problem, in view of liabilities involved.



- 5) There is no visibly clear staking of a sewer hookup stub site for our lot on the community main, in spite of a minimal map available from Community Services, which creates extra work for any contractor hired to do the work for us.
- 6) We were never informed in advance by either Hidden Valley Lake Association or Hidden Valley Lake Community Services District about such problems existing for the process of trying to hook up to the community sewer. Totally on our own we have had to research this or be informed by a third party, making it a very distressful discovery for us.

In my opinion, having worked construction as a pipelayer and heavy equipment operator, a 4" sewer main is grossly inadequate for serving the houses on Lakeridge Circle. A much larger diameter sewer main would make an intermediary holding tank unnecessary, as the fall from houses on the ridge would provide enough pressure to move solid wastes into the treatment plant. A 4" line is a sewer pipe within and from a residence, and should in no way be utilized as a sewer main servicing several houses.

I would like to know whether those houses below Lakeridge Circle on Hidden Valley Drive must have septic tanks or holding tanks also. If they are able to directly connect to the sewer without an intermediary device, we are being denied the same access by Community Services District to a simple sewer hookup.

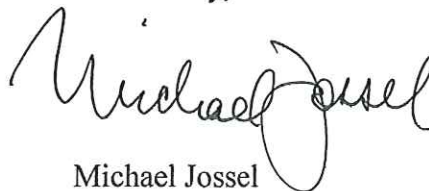
Lack of deeded access and clearly staked demarcation by Community Services District for the sewer main and hookup site is deplorable, in that it creates an eminently untenable situation for homeowners required to pump out their holding tanks or otherwise access the sewer main. When vacant lots are developed, or if the owners of said vacant lots are unavailable or refuse to grant written access, it effectively denies and hinders us and our contractual agent from performing the mandated sanitation activity of pumping out the tank. Although I have witnessed backhoes and bulldozers "lift themselves up by their bootstraps" to navigate up or down steep slopes, our property has only 5' easements on either side of the house with a density of rocks and trees that create a possibly hazardous condition for any equipment operator trying to descend down the slope from Lakeridge Circle to access the sewer main.

When we purchased the house it had been vacant for two years after the investing consortium that began construction went bankrupt. Rough construction and engineering had been completed previously, and we undertook finishing out the house to move into and live out our lives. I sure you understand that expenses for completion of such a large house are greater than for a smaller one, and that expenses for such a large house hanging off of a hillside are consistently greater than one constructed on flat land. Dolores and I undertook this project willingly. However, I am most disappointed and disturbed that advance, relevant information was never provided us in advance by Community Services District about the difficulties and intricacies of a sewer connection. The suddenly-discovered extra expenses we are faced with are very upsetting.

I most respectfully request a variance from the Community Services District regarding the sewer hookup for 18699 Lakeridge Circle: namely, that we be permitted direct hookup to the sewer main without an intermediary holding tank and that access be assured to any contractor performing the hookup.

Thank you for your consideration and time.

Sincerely,

A handwritten signature in black ink that reads "Michael Jossel". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Michael Jossel



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

B. DISCUSSION AND POSSIBLE APPROVAL OF THE TMF TUNE-UP  
FOR PUBLIC UTILITIES

Board approval is requested as part of the completion of the TMF  
Tune-Up for Public Utilities form.

Dennis White, Lead Water Operator, will address this issue.

Suggested motion(s):

I move to approve/deny the TMF Tune – Up for Public Utilities.

**TMF Tune-up  
For Public Water Systems**

Form ID CD2006-1

Name of System	<u>Hidden Valley Lake Community Services District</u>
County	<u>Lake</u>
Name of Person Completing the Survey	<u>Dennis White</u>
Contact Phone Number	<u>(707) 987-9201 Ext 216</u>
PWS ID:	<u>1710015</u>
<small>[This 7-digit number is available from an inspection report or from the regulating agency.]</small>	
Regulating Agency	<u>CA Department of Public Health</u>
Water System Email Address	<u>dwhite@hiddenvalleylakecsd.com</u>

1. What are the sources of raw water for your water system? (Check any that apply.)
    - Groundwater from a well
    - Groundwater from a spring
    - Surface water (includes groundwater under the direct influence of surface water)
    - Purchased water requiring treatment
    - Purchased water from another public water system which requires no further treatment
    - Don't know
  
  2. Does your water system have an emergency or supplemental water supply available such as an inter-tie with a neighboring system?
    - Yes
    - No
    - Don't know
  
  3. If your water system uses surface water such as a river, stream, lake, reservoir, or ditch, does your water system have a water right for this source from the State Water Resources Control Board or a contract with a State or federal agency?
    - Yes
    - No
    - Does not apply, use only groundwater
    - Don't know
- If yes, do you know the type of water right or contract?
- Riparian
  - Pre-1914 appropriation
  - Adjudicated
  - Registration, permit, or license
  - Contract for State or federal water
  - Other
  - Don't know

## TMF Tune-up For Public Water Systems

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4. Does your water system have either estimates or actual records of the water needed to meet both annual and maximum day demand?
- Actual records
  - Estimates
  - No records
  - Don't know
5. Does your water system keep records on how much drinking water it produces each year?
- Yes
  - No
  - Have no means to measure source production
  - Don't know
6. In the previous three (3) years, has your water system experienced any source outages lasting more than eight (8) hours due to pump failures, electrical power outages, or other causes?
- Yes
  - No
  - Don't know
7. In the previous ten (10) years, have you imposed any water use restrictions on your customers due to drought, inadequate source capacity, moratoriums on service connections placed on your water system by a regulatory agency, or any other reasons?
- Yes
  - No
  - Don't know
- If yes, has the reason for such restrictions been addressed and the restriction lifted?
- Yes
  - No
8. If you use groundwater from a well, what is the approximate age of your oldest operating well?
- Less than 5 years
  - 5 to 15 years
  - More than 15 and less than 25 years
  - 25 years or more
  - Does not apply
  - Don't know
- Is your oldest groundwater source the primary source of water for your system?
- Yes
  - No
  - Don't know
9. If your water system uses a surface water source, have your treatment facilities been upgraded to meet the current requirements for surface water treatment?
- Yes
  - No
  - Using untreated surface water
  - Does not apply
  - Don't know



## TMF Tune-up For Public Water Systems

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10. If your water system uses a surface water source, have you completed a watershed sanitary survey in the last five (5) years?
- Yes
  - No
  - Does not apply
  - Don't know
11. Are you currently treating any of your groundwater sources in order to meet a primary drinking water standard?
- Yes
  - No
  - Does not apply
  - Don't know
12. If your water system treats its groundwater or surface water, does it use the services of a Certified Water Treatment Plant Operator?
- Do not treat water
  - Yes, water system employee
  - Yes, contract operator
  - No
  - Don't know
- What grade?
- |                                     |                                  |
|-------------------------------------|----------------------------------|
| <input type="radio"/> T1            | <input type="radio"/> T4         |
| <input checked="" type="radio"/> T2 | <input type="radio"/> T5         |
| <input type="radio"/> T3            | <input type="radio"/> Don't know |
13. Has your water system exceeded a drinking water standard for a chemical or microbial contaminant in the previous three (3) years?
- Yes
  - No
  - Don't know
14. Has your water system forgotten to monitor or report the results of a required chemical or microbial analysis within the previous three (3) years?
- Yes
  - No
  - Don't know
15. Does your water system have an emergency or stand-by electrical power source sufficient to run source pumps, treatment works, and other critical system components
- Yes
  - No
  - Don't know
16. Does your water system have accurate maps or as-built drawings of the complete transmission, storage, and control features for the water distribution system that indicate the sizes and locations of sources, pipes, control and isolation valves, pressure and air-relief valves, booster pump stations, and other distribution components?
- Yes
  - No
  - Don't know

## TMF Tune-up For Public Water Systems

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17. Does your water system have a program to regularly inspect and exercise distribution control and isolation valves?

- Yes
- No
- Don't know

18. Does your water system have a regular program to flush water mains and dead-end lines in your distribution system?

- Yes
- No
- Don't know

19. Does your water system have the services of Certified Distribution Operator?

- No, Transient-Noncommunity System
- Yes, system employee
- Yes, contract operator
- No
- Don't know

What grade?

- D1
- D2
- D3
- D4
- D5
- Don't know

20. What percentage of your total water production is lost to leaks or other unaccounted water losses?

- Less than 15%
- 15% to 30%
- More than 30%
- Don't know

21. Does your water system have an active cross-connection control program?

- Yes
- No
- Don't know

22. If your water system could not pump or treat water from your sources, how long do you estimate that your water system's current storage capacity could sustain your users during normal demand conditions?

- Less than 4 hours
- 4 to 8 hours
- More than 8 and less than 24 hours
- 24 hours or more
- Pressure tank only; no significant storage when unable to pump water
- Don't know

## TMF Tune-up For Public Water Systems

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23. What is the age of your distribution system? Use the table below to estimate the percentage of your distribution system that is within the age ranges provided. Please check to see that the total adds up to 100%. If you do not know, check that box and leave the top portion blank.

Age of Pipes and Valves	Percentage of Distribution System
Less than 5 years	1 %
5 years or more and less than 15 years	%
15 years or more and less than 25 years	%
25 years or more and less than 50 years	99 %
50 years or more	%
Don't know	<input type="checkbox"/>

24. What types of water storage tanks does your water system have? If more than three (3), list only your three (3) oldest tanks.

Type	Age	Capacity	Condition
Redwood	1968	.150 MG	Fair
Redwood	1968	.150 MG	Fair
Redwood	1968	.150 MG	Fair

**Condition Key**

**Good --** Conditions around the tank are generally dry, the tank surfaces are free of rust or corrosion, and the tank is structurally sound.

**Fair --** The area around the tank is generally dry and any leaks are minor or easily repairable. The surface of the tank shows some signs of rust or deterioration, but the tank is otherwise sound.

**Poor --** The area around the tank is wet enough to promote the growth of algae or moss, the tank has significant leaks, rust has caused significant surface pitting, or the tank has deteriorated to the point where it cannot be easily repaired.

25. What type of ownership best describes your water system?

- Federal government
- State government
- Local government
- Regulated by the Public Utility Commission
- Mutual water company
- Sole ownership
- Partnership
- User group or association
- Corporation (non-profit)
- Corporation (for profit)
- Don't know



## TMF Tune-up For Public Water Systems

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26. What type of governance best describes your water system?
- Elected board or council
  - Appointed
  - Sole ownership
  - Don't know
27. Does your system have organizational charts and duty statements for elected or appointed positions that describe the roles and reporting relationships of key water system management personnel?
- Yes
  - No
  - No, sole owner or proprietor
  - Don't know
28. Does your water system provide regular training for operators and other employees in order to enable them to maintain their skills and to provide them with information on changes in the Safe Drinking Water Act?
- Yes
  - No
  - Don't know
29. Does your governing board or ownership review a monthly or quarterly summary of revenues and expenses?
- Yes
  - No
  - Don't know
30. If your water system serves a community, have you adopted formal policies on payments, collections, water rates, connection charges, and customer complaints?
- Yes
  - No
  - Does not apply; not a community water system
  - Don't know
31. Does your water system have written employee personnel policies and job descriptions signed by employees?
- Yes
  - No
  - No paid staff
  - No, sole owner
  - No, all work is performed under contract
  - Don't know
32. Does your water system have a written plan for the operation and maintenance of system facilities that includes treatment equipment, pumps, line flushing, inspecting and exercising control valves, inspecting sources and storage tanks, and other operation and maintenance activities?
- Yes
  - No
  - Don't know
33. Does your water system have a Disaster and Emergency Response Plan?
- Yes
  - No
  - Don't know

## TMF Tune-up For Public Water Systems

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34. Has your water system been issued an administrative citation, administrative order, or notice of violation in the last three (3) years?
- Yes  
 No  
 Don't know
35. Has your water system been inspected by the DHS District Office or Local Primacy Agency (local environmental health department) in the last three (3) years?
- Yes  
 No  
 Don't know
36. Does your water system operate under a prepared annual budget?
- Yes  
 No  
 Don't know
37. Does your water system have an audit committee or do you hire outside auditors to regularly review your financial records?
- Yes  
 No  
 No, sole owner or proprietor  
 Don't know
38. Does your water system have a financial plan that includes setting aside funds ahead of time for capital improvements such as the replacement of outdated sources, storage tanks, pipes, and other equipment?
- Yes  
 No  
 Fund through user fees or assessments at the time of replacement  
 Don't know
39. Does your water system set aside financial reserves to cover unanticipated costs or revenue shortfalls?
- Yes  
 No  
 Don't know
40. In the last five (5) years has your water system postponed for financial reasons any preventative maintenance or the replacement of major system components such as sources, treatment plants, storage tanks, or distribution lines?
- Yes  
 No  
 Don't know
41. What is the primary method that your water system uses to charge for the water it provides to customers?
- Metered rate  
 Flat rate  
 Property assessment or other tax  
 Owner association dues  
 Included in rent or facility use fee  
 Business overhead  
 Don't know

## TMF Tune-up For Public Water Systems

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42. What is your average monthly charge to a customer obtaining water from your water system? If your water system's user charges are included in rent, owner association dues, or similar user fees, estimate the portion of those charges used to support your water system.
- \$15 per month or less
  - More than \$15 and less than \$25 per month
  - \$25 or more and less than \$50 per month
  - \$50 or more and less than \$75 per month
  - \$75 per month or more
  - Business expense; no user charges for water (Non community systems only)
  - Don't know
43. When was the last time your water system calculated the costs of providing water and/or adjusted your water rates?
- Less than 3 years ago
  - 3 to 5 years ago
  - More than 5 and less than 10 years ago
  - 10 years ago or more
  - Don't know
44. Does your water system's current rate structure produce income to cover these items? (Check all that apply.)
- Current expenses
  - Replacement costs
  - Reserves
  - Loan repayments
  - None of the above
  - Don't know
45. Has your governing board reviewed the survey before you submitted it?
- Yes
  - No
  - Don't know

If you have any questions, please call George Faggella at (916) 449-5652.

**George Faggella  
Capacity Development  
Technical Programs Branch  
Drinking Water and Environmental Management Division  
California Department of Public Health  
1616 Capital Avenue, MS 7418  
Sacramento, CA 95899-7377**



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

- C. DISCUSSION AND POSSIBLE APPROVAL TO CHANGE EXEMPT STATUS FOR THE ADMINISTRATIVE ASSISTANT/SECRETARY TO THE BOARD

Mrs. Herndon will address this issue.

Suggested motion(s):

I move to approve/deny the exempt status change for the Administrative Assistant/Secretary to the Board.

AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

D. DISCUSSION AND POSSIBLE APPROVAL TO UPDATE THE DISTRICT'S MISSION STATEMENT

At the February 21, 2012 board meeting, the Board of Directors requested review for a possible update of the District's mission statement.

Enclosed are sample mission statements from other agencies along with the District's current mission statement.

Suggested motion(s):

I move to approve/deny the updates to the District's mission statement.



### **Hidden Valley Lake CSD's current mission statement:**

The mission of the Hidden Valley Lake Community Services District is to provide safe drinking water that meets or exceeds all of the State and Federal Government standards and to maintain a water reclamation plant that disposes of waste in an effective and efficient manner and provides reclaimed water to the community. The District will provide these services as economically as possible.



### **Santa Clara County's mission statement:**

The mission of the District is to provide for a healthy, safe, and enhanced quality of living in Santa Clara County through watershed stewardship and comprehensive management of water resources in a practical, cost-effective, and environmentally-sensitive manner for current and future generations.



### **Humboldt CSD's mission statement:**

The function of the Humboldt Community Services District (HCSO) is to provide essential services to our community. With the help of 20 professional employees, HCSO takes pride in providing quality water, sewage collection, and street lighting services to its customers. From the customer service department to the field crews, the District is dedicated to providing efficient, friendly service. During emergencies and power outages, district employees are hard at work maintaining reliable service under difficult conditions. Personnel are on call 24 hours a day, 7 days a week to assist you.



### **Sonoma County Water Agency mission statement:**

#### **Mission Statement**

The mission of Sonoma County Water Agency is to effectively manage the resources in our care for the benefit of people and the environment in our service area.

#### **Vision Statement**

The Sonoma County Water Agency is a regional leader in water resources management. The Agency strives to look forward, beyond today's issues, to anticipate ways to advance its mission. Additionally, the Agency continues to adapt its mission in response to changing opportunities, keeping the Agency at the forefront of developments in the water industry.



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

E. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION OF A  
COMPENSATION POLICY

Enclosed is a DRAFT Compensation Policy that was reviewed by  
the Personnel Committee on March 6, 2012.

Mrs. Herndon will address this issue.

Suggested motion(s):

I move to approve/deny resolution 2012-04, a Resolution of a Compensation  
Policy.

Resolution 2012-04

A RESOLUTION OF A COMPENSATION POLICY

WHEREAS, the Hidden Valley Lake Community Services District's (District) Board of Directors establish a Compensation Policy;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Hidden Valley Lake Community Services District policy includes the following:

1. The policy will offer an affordable total compensation package, which supports the District's mission, attracts and retains skilled, capable personnel and affirms their value to the organization;
2. The District will include the policy in the District's Employee Personnel Policy Manual;

**PASSED AND ADOPTED** on March 20, 2012 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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

**ATTEST:**

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

## Hidden Valley Lake Community Services District Compensation Policy

### Compensation Philosophy

It is the Compensation Philosophy of the HVL CSD to attract, retain and motivate our workforce by offering a total compensation package, salary, benefits and work life, which supports our mission, encourages employee development and rewards excellence. Compensation will be competitive with the market value of similar job functions in comparable public agencies.

### Compensation Policy

#### Purpose:

To ensure that compensation for District employees aligns with our compensation philosophy and allows us to be competitive in recruiting and retaining competent personnel.

To ensure that salary ranges and benefits are comparable to the market value of ranges for like job functions in comparable agencies in Northern California.

To ensure District compliance with the Title 6 of the California Government Code, Federal Labor Standards and other applicable regulations.

#### Policy:

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

#### Procedure:

Set total compensation, salary range and benefits, for District employees at levels based on market value placing the highest point of a position salary range at the highest point of the comparable position's median market value.

To establish current market value for each position commission an independent salary survey comparing compensation for similar job functions in comparable agencies in Northern California every three (5?)years.

(Publish the results of the survey and any resultant action in the District newsletter. *This is part of the Personnel Committee policy*).

Ensure that any cost of living adjustment (COLA) considers the impact on salary ranges as they weigh against the market value of the position.

Review work life policies annually to ensure employee opportunities for education, training, certification and positive work life.

Ensure the application of an effective and meaningful performance evaluation process.

Board approved \_\_\_\_\_



AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

F. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION  
OF A COMMUNICATIONS POLICY

Enclosed is a DRAFT Communications Policy and the sample policies from other CSDs. The template is from Brent Ives, BHF Management Consulting who moderated CSDA's "Must Have Communications Protocol for District Staff and Board Members" webinar.

Mrs. Herndon will address this issue.

Suggested motion(s):

I move to approve/deny Resolution 2012-05, a Resolution of a Communications Policy.

Resolution 2012-05

A RESOLUTION OF A COMMUNICATIONS POLICY

WHEREAS, the Hidden Valley Lake Community Services District's (District) Board of Directors establish a Communications Policy;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Hidden Valley Lake Community Services District policy includes the following:

1. The policy will address communication protocols with Directors, General Manager, Staff and public;
2. The policy will clarify what can be discussed and at what levels;
3. The District will include the policy in the District's Employee Personnel Policy Manual;

**PASSED AND ADOPTED** on March 20, 2012 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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

**ATTEST:**

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

# DRAFT

## Communication Policy

### **Purpose:**

To ensure that clear communication between the Board of Directors, General Manager, and District staff that complies with the Brown Act and facilitates the fluid operation of the District.

### **Policy:**

It is the policy of the HVLCSO that Director and staff communications shall be in accordance with the Brown Act. Both Board and staff shall conduct themselves with courtesy to each other and to members of the public.

### **Procedure:**

#### Communications with the Public

The Board shall communicate with the public at Board meetings as necessary. Except in an open public meeting, all communication with the public shall be handled by the General Manager or designee.

When responding to a resident or property owners' request or concern, directors shall route questions to the General Manager for response.

The General Manager and District staff shall respond to customer requests or concerns in a timely manner.

#### Communications between Board Members

Directors shall offer their viewpoints in a respectful manner and shall treat fellow Board members with courtesy. Differing perspectives are healthy in the decision-making process, and each member has the right to express his disagreement with ideas or opinions prior to the Board's vote on an issue. Once the Board of Directors takes action, all Directors shall commit to supporting said action and shall not create barriers to the implementation of said action.

Except during a scheduled meeting of the Board of Directors or assigned committee, a majority of the Board of Directors shall not use a series of communication of any kind, whether direct or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.

Board and subcommittee members shall limit the principal discussion of District issues to scheduled meetings.

#### Communication between the Board and the General Manager

Board members shall have access to information relative to the operation of the District by making a request to the General Manager. Such information includes, but is not limited to, statistical information, information serving as the basis for certain actions of staff, justification of staff recommendations, etc. Information requested shall be provided to every member of the Board. If the General Manager is



unable to comply with such requests in a timely manner by reason of information deficiency or major interruption in work schedules, workloads, and priorities, he shall inform the individual Board Member as to the reason why such information cannot be made available. Board Members shall not request information directly from District staff.

The Board shall clearly communicate its expectations of the General Manager by providing concise direction and performance expectations.

The General Manager shall be prepared to provide relevant information to the Board regarding agenda items at scheduled meetings. He shall provide clear requests to the Board and shall ensure staff has adequate information to carry out the direction of the Board.

In his communication with Board members, the General Manager shall not communicate comments or positions of any other members of the Board of Directors.

#### Communication between the Board and the District Staff

The Board of Directors and District staff shall communicate primarily through the General Manager except as part of Board designated subcommittee assignment.

Directors shall be concise and deliberate in their communication with staff, clearly expressing their expectations. Likewise, staff shall maintain only legitimate, clearly delegated, business related contact with the Board, subcommittees, etc.

Staff shall direct all communication through their chain of command as outlined in the organizational chart. If faced with a complaint from District personnel, Directors shall refer the employee to the General Manager. (Staff having a harassment complaint directly related to the General Manager shall contact the President of the Board of Directors or the Personnel Committee. The President shall seek legal counsel in addressing claims as necessary.)

This policy shall not limit the public's right to express their opinion without fear of reprisal at a public meeting.

This policy shall not bar normal social interaction between the Board and District staff.



## Cambria Community Services District:

### *Insert within CCSD Board of Directors Bylaws*

DIRECTOR GUIDELINES 7.1 Board Members, by making a request to the General Manager or District Clerk, shall have access to information relative to the operation of the CCSD, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or District Clerk cannot provide the requested information in a timely manner by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or District Clerk shall inform the individual Board Member why the information is not or cannot be made available.

7.2 In handling complaints from residents, property owners within the CCSD, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the CCSD's response, if any.

7.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should confer directly with the General Manager.

7.4 When approached by CCSD personnel concerning specific CCSD policy, Directors should direct inquiries to the General Manager or District Clerk. The chain of command should be followed.

7.5 Directors and General Manager should develop a working relationship so that current issues, concerns and CCSD projects can be discussed comfortably and openly.

7.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in their absence, to the District Clerk.

7.7 Directors are responsible for monitoring the CCSD's progress in attaining its goals and objectives, while pursuing its mission.





## Los Osos Community Services District:

### *Insert within LOCSD Governance and Policies of the Board*

8.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

8.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, without being disagreeable. Once the Board of Directors takes action, Directors shall commit to supporting said action and not to create barriers to the implementation of said action.

8.4 Board Members, by making a request to the General Manager, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager shall inform the individual Board Member why the information is not or cannot be made available. Board Members shall not request information directly from District staff, and staff shall communicate to Board Members only through the General Manager.

8.5 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

8.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.

8.7 When approached by District personnel concerning specific District policy, Directors should direct inquires to the General Manager. The chain of command shall be followed.

8.8 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns shall be referred directly to the General Manager.

8.9 The Directors and General Manager shall develop and follow a written policy to facilitate open discussions between District Management and Directors regarding current issues, Director concerns, and District projects.

8.10 Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.

8.11 Section 8.10 shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.



**Santa Clara Valley Water mission statement:**

**Mission, Vision and Values:**

***Mission***

The mission of the District is to provide a healthy, safe and enhanced quality of living in Santa Clara through watershed stewardship and comprehensive management of water resources in a practical, cost-effective, and environmentally sensitive manner for current and future generations.

***Vision***

We are a fiscally responsible water resources agency valued by the community.

***Values***

- We are entrusted to serve the public and are responsible for carrying out the District mission for the benefit of the community.
- We are committed to providing excellent service to all customers.
- All individuals are unique and important, and will be treated with fairness, dignity and respect.
- We take pride in our work and are accountable and trusted to carry out our responsibilities safely with honesty and integrity.
- Initiative, leadership, personal development, and training are vital for us to continuously improve.
- Open communication, cooperation, and teamwork are shared responsibilities and essential to the successful performance of our work.
- We are committed to creating an inclusive work environment which reflects and supports the diversity of our community and enriches our perspectives.
- A balance between work and family is essential to the quality of our lives, and we will promote family – friendly work environment.



**Los Osos Community Services District mission statement:**

The Los Osos Community Services District shall provide the best possible services to the community of Los Osos including water, wastewater, drainage, parks, recreation, street lighting, solid waste, fire emergency and rescue response. The Board of Directors and staff shall respond with excellence to meet the community's needs and desires. The Board shall encourage community participation in its decision-making and shall facilitate the interaction between the community and other agencies and levels of government.

AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

G. DISCUSSION AND POSSIBLE APPROVAL TO REAPPOINT A REPRESENTATIVE TO THE LAKE COUNTY OES AREA COMMITTEE OR TO REAPPOINT THE SECURITY AND DISASTER PREPAREDNESS PROGRAM COMMITTEE

Mr. Lieberman attended the March 15, 2012 Lake County OES Area meeting and recommends the District's representative be a member of the Security and Disaster Preparedness Program Committee.

Mrs. Herndon will address this issue.

Suggested motion(s):

I move to approve/deny to appoint \_\_\_\_\_ as a representative to the Lake County OES Area.

OR:

I move to leave Mr. Lieberman as Lake County OES Area committee representative and reorganize the Security and Disaster Preparedness Committee to be Directors Lieberman and \_\_\_\_\_ as committee members.

AGENDA ITEM

TO: BOARD MEMBERS  
FROM: TAMI  
RE: NEW BUSINESS  
DATE: MARCH 20, 2012

- H. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT SUPPORTING PAUL HELLIKER AS CHAIR OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 1

Mrs. Herndon and Mrs. Mirbegian will address this issue.

Suggested motion(s):

I move to approve/deny Resolution 2012-06, a Resolution of the Board of Directors of the Hidden Valley Lake Community Services District Supporting Paul Helliker as Chair of the Association of California Water Agencies Region 1.



RESOLUTION NO. 2012-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SUPPORTING PAUL HELLIKER AS CHAIR OF THE ASSOCIATION OF  
CALIFORNIA WATER AGENCIES REGION 1

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT AS FOLLOWS:

A. Recitals

- (i) The Board of Directors (Board) of the Hidden Valley Lake Community Services District is a member of and supports the work of the Association of California Water Agencies (ACWA).
- (ii) Paul Helliker is currently serving as Chair for ACWA Region 1 and has indicated the desire to continue to serve as a Chair of ACWA Region 1.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT:

- (i) Does place its full and unreserved support of Paul Helliker for the Chair of ACWA Region 1
- (ii) Does hereby determine that the expenses attendant with the service of Paul Hellker in ACWA Region 1 shall be borne by Paul Helliker.

Adopted and approved this 20<sup>th</sup> day of March 2012.

(SEAL)

\_\_\_\_\_  
Linda Herndon, President of the Board  
Hidden Valley Lake CSD

ATTEST:

\_\_\_\_\_  
Tami Ipsen, Secretary to the Board

I, Tami Ipsen, Secretary to the Board of Directors of Hidden Valley Lake Community Services District hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the 20th day of March 2012, and was adopted at that meeting by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
Tami Ipsen, Secretary to the Board of Directors of  
Hidden Valley Lake Community Services District

## CSD manager on leave pending an investigation

The general manager of the Hidden Valley Community Services District (HVLCS-D) is on administrative leave pending an investigation, and that's about all the ratepayers get to know about the situation.

The CSD board voted unanimously at a special meeting Feb. 8 to put general manager Mel Aust on leave pending results of an internal investigation. The action was posted on the HVLCS-D website at [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com).

CSD board president Linda Herndon declined to answer several questions regarding the action, citing the state Government Code and the advice of CSD's attorneys.

She did say that the board did not ap-

point an acting general manager because Aust's leave was expected to be brief. She also confirmed that the general manager has a contract through June of 2015.

She would not say whether Aust is being paid during the leave or who is conducting the "internal investigation."

"To comment further would breach my ethical responsibility to the ratepayers of the District," Herndon said in an email to the Times Star.

The state government code allows the boards of public bodies like the CSD to meet in private to discuss certain matters, such as employee issues, pending litiga-

### CSD

#### From Page 1

tion, and contracts. The board is required to report in open session any action taken, although names and other private information remains confidential.

An employee is entitled to request that the discussion be held in open (public) session.

The internal investigation is interesting given the board's response to last year's Grand Jury report. The CSD board strongly supported Aust after the Grand Jury found that the CSD paid excessive salaries to its manager and administrative support staff.

The Grand Jury investigation followed a complaint filed by an unnamed "group of concerned citizens."

Herndon said at the time that Aust's salary was in line with his experience and ability, noting that "he has brought more than \$25 million into this district in grants, loans, and services."

The Grand Jury recommended that the CSD board conduct a periodic salary review.

The district's personnel committee was scheduled to discuss the district's compensation policy and a salary survey at a meeting March 6.

The next regular meeting of the CSD board is Tuesday, March 20.

Herndon declined to say when the board is expected to hear the results of the internal investigation.



## BAY AREA & CALIFORNIA

### CENTRAL VALLEY

# High nitrate levels in water, study finds

By Peter Fimrite

Polluted drinking water in some of California's most productive agricultural areas is putting hundreds of thousands of people at risk for disease and cancer, according to a study released Tuesday by UC Davis.

The report, commissioned by the State Water Resources Control Board, found that 10 percent of the 2.6 million people in the Tulare Lake Basin and Salinas Valley drink groundwater that may contain high levels of nitrates from fertilizers.

The problem is likely to worsen over the next few decades as excess nitrogen applied to

crops continues to slowly percolate through the soil into the groundwater, the study said.

"This is a safe drinking water issue," said Thomas Harter, a groundwater hydrologist for the UC Davis Department of Land, Air and Water Resources and the lead author of the report. "Nitrate contamination will be an issue for years to come."

The report, "Addressing Nitrate in California's Drinking Water," is the most comprehensive scientific investigation of nitrate contamination ever done in the area, which includes Fresno and Bakersfield and extends all the way to the edge of Monterey.

Scientists examined data from wastewater treatment plants, septic systems, parks, lawns, golf courses and farms in four of the nation's five largest agricultural producing counties. The region contains nearly 4 million acres of farmland — 40 percent of California's irrigated cropland and more than half of the state's confined animal farming industry.

The report found that 254,000 people living in the area rely on groundwater that may exceed the nitrate standard of 45 milligrams per liter set by the California Department of Public Health. More than 90 percent of the contamination comes

from farms, ranches and crops, the report concluded.

The findings are disturbing, not only because nitrates in groundwater have been linked to cancer, thyroid and reproductive problems, especially in infants, but because there is no easy solution.

Harter said it would cost between \$20 million and \$35 million every year for decades to treat drinking water and fix systems. The costs could increase over time as more nitrates work their way into the water table.

"This is a very serious matter," said Danny Merkley, director of water resources for the California Farm Bureau. "As a representative of farmers and ranchers, we acknowledge that we have some responsibility to address it and we have already begun doing that."

Merkley said nitrate applications to crops have leveled off since

### Read more

The UC Davis nitrate report can be found at [groundwater.nitrates.ucdavis.edu](http://groundwater.nitrates.ucdavis.edu)

In the late 1980s and early 1990s, while crop yields have increased dramatically, meaning farmers are producing more with less.

The problem, according to the report, is that synthetic fertilizer, increased manure applications and a shift from pasture-raised to confined dairy cattle has increased the overall nitrate load.

Besides contaminating groundwater, humans produced nitrogen and nitrates have also been blamed for causing marine "dead zones" and contributing to climate change.

"Growers need to buck up and face the reality that their pollution is harming the environment and jeopardizing the health of

tens of thousands of residents," said Steve Shimek, the executive director of the Otter Project, which believes agricultural runoff has contributed to sea otter die-offs.

"I think there will be a push for new regulations and legislation," Merkley said. "Unfortunately, that seems to be everyone's response to this, but over the last 20 years we have shown that we are able to address these issues ourselves without a regulatory hammer."

The study, which was mandated by legislation passed in 2008, concluded that it would not be feasible to remove nitrates from groundwater basins. Instead, it recommends taking measures to improve fertilizer management and treatment systems.

Peter Fimrite is a San Francisco Chronicle staff writer. [pfimrite@sfgate.com](mailto:pfimrite@sfgate.com)



# Main issue

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## WATER

**Jeremy Walsh**  
*Staff reporter*

LAKEPORT — The Lake County Board of Supervisors (BOS) talked about the issue of water service for southern Lakeport on Tuesday before deciding the public discussion should continue in two weeks.

The supervisors were considering whether the county should contract with Lakeport-based Ruzicka Associates for a study to determine the feasibility of a public water system in unincorporated Lakeport from the city limits south to near Manning Creek.

Lake County Special Districts currently supplies sewer service along the South Main Street and Soda Bay Road corridor but parcel owners rely on individual wells for water, according to administrator Mark Dellinger.

The City of Lakeport hopes to annex the corridor, which is within its sphere of influence.

Lakeport Community Development Director Richard Knoll, who was one of two city staff members to attend the BOS meeting, said the city has devoted some funds to looking at extending its water service to the proposed annexation area.

Lake County Supervisor Anthony Farrington, whose district includes the corridor, said that from his perspective, the main issue was making sure the property owners receive the service. "It's about getting water out there," he said.

District 2 Supervisor Jeff Smith shared similar sentiments, saying, "We need to work together. It's about serving the public out there."

Rather than decide on the proposed contract with Ruzicka Associates Tuesday, the BOS chose to postpone the conversation for a couple of weeks to allow county and city staff to discuss relevant issues.

Farrington said he wouldn't want the county to spend money on a feasibility study if water service became an aspect of an annexation agreement.

County and city officials have had ongoing negotiations regarding a possible annexation

**See SUPERVISORS,  
Page A3**

resolution for about nine months to a year, Farrington said after the BOS meeting.

There has been "no real consensus" to date and the county anticipates receiving a new counterproposal from city staff soon, he added.

The supervisors scheduled the feasibility study discussion for

March 27. Farrington said he expects the BOS to also talk about the possibility of an annexation agreement that day.

In other business during Tuesday's meeting at the Lake County Courthouse, the BOS presented a pair of proclamations.

The first designated March as Meals on

Wheels Month. The proclamation stated more than 100,000 meals "are delivered annually to homebound seniors in Lake County, so they may live independently in their homes for as long as possible."

The second voiced BOS support for the inaugural "Lake County CAN!" food drive, which seeks to collect dona-

tions on behalf of food pantries and the "Stuff the Backpack" program for local schools. For more information on the effort, visit [www.LakeCountyCAN.org](http://www.LakeCountyCAN.org).

A third proclamation appeared on Tuesday's agenda but the BOS rescheduled the presentation for next week's meeting.

The decree thanked

and recognized volunteers and several agencies for assisting with marijuana grow-site reclamation in the Mendocino National Forest in early January. It will be read aloud March 20 at 9:10 a.m.

The supervisors unanimously approved appointments to two county committees.

Willow oak Istarwood,

Marilyn Johnson and Inez Wenckus were assigned positions on the In-Home Supportive Services (IHSS) Advisory Committee. Claudia Ann Helmes filled one of four vacancies on the Emergency Medical Care Committee.

Contact Jeremy Walsh at [jwalsh@record-bee.com](mailto:jwalsh@record-bee.com) or call him at 263-5636, ext. 37.

# READY FOR A SOAKING

5 inches of rain by Sunday still won't bring total up to average

By **JULIE JOHNSON**

THE PRESS DEMOCRAT

Weeklong rainstorms forecast to arrive early today may make it feel like winter again on the North Coast.

Even if the predicted 5 inches fall in Sonoma and Mendocino counties before the storms move out of the area some-

time Sunday, "it's not going to bring you anywhere near normal," National Weather Service meteorologist Diana Henderson said.

Since about 2 inches fell during an October storm, Sonoma County has soaked up less than half what falls in an average year. Santa Rosa so far has received about 12 inches of rain.

"You need to be at 29 inches to get to normal," Henderson said.

October's 2.07-inch storm was the first rain of the season, which each year begins in July. Another 2.07 inches fell

in November and a paltry one-tenth of an inch was measured in December.

A late-January weekend storm dropped 6.3 inches of rain, followed by one of the driest Februaries since 1931, with 2.16 inches of rain.

Such dry conditions led Sonoma County Water Agency officials March 1 to declare the Russian River's water supply as "critical."

So any amount this week is welcome.

"I'm thrilled, bring it on," said Pam Jeane, the Water Agency's general man-

TURN TO SOAKING, PAGE B3



## SOAKING: Rainfall will determine 'critical' or just 'dry' year

CONTINUED FROM PAGE B1

ager of operations.

The storm's effect on water levels at Lakes Sonoma and Mendocino, as well as whether the river's conditions will be upgraded from "critical" to "dry" next month, will depend on where the rain falls.

"The best place for it to rain is right over both those lakes," Jeane said.

Heavy rainfall early today, originating in the Gulf of Alaska, will be followed by "pulses" of rainfall lasting through Sunday, forecasters said.

Winds could reach 20 mph early

today but then calm to about 10 mph. Temperatures should hover in the mid-60s during the day and dip into the 40s at night.

Motorists should turn back to January in their minds to remember what it's like to drive in the rain, Henderson said.

"The roads will be wet, they'll be slick, visibility will be down," Henderson said. "It's better to arrive late than not arrive at all."

Drivers also should be aware of heavy winds and snowfall expected in the Sierra.

The first of two storms forecast for the Sierra could bring as much as 2 feet of snow by noon Wednes-

day, said meteorologist Zach Tolby of the Weather Service in Reno.

The Lake Tahoe basin snowpack is about 35 percent of average, a calculation derived from the snow's water content.

Storms that usually move from the Gulf of Alaska to Northern California appear to have instead traveled over Alaska and into Canada, Tolby said.

"I think Alaska has had a really snowy year," Tolby said.

A stronger storm forecast to arrive Friday in the Sierra will bring stronger winds, colder temperatures and snowfall, although how much hasn't been calculated, Tolby said.

OPEN FORUM *On California*

# Stop the delta water grab

By Jane Wagner-Tyack and Barbara Barrigan-Parrilla

**D**espite Republican Reps. Kevin McCarthy, Devin Nunes and Jeff Denham's protestations, the recent drought is not man-made. Historical records show California experiences drought about a third of the time. Adverse consequences of the recent drought result not primarily from endangered species protections but from decisions to plant permanent crops that depend on water deliveries that could never be guaranteed.

The original state and federal water project contracts promised farmers in the delta and upstream watersheds that the only water exported would be water that was surplus to needs in the areas of origin. The 5 million acre-feet of North

California supplies 80 percent of the world's almonds, with most of those exported to China and India. In spite of what the congressmen suggest, these aren't crops that feed America.

A growing portion of export water isn't growing food at all. It's being sold for development in arid parts of the state. People with rights to the water can make more money than through the difficult and uncertain job of farming.

A 2011 study by California Water Research Associates found that 100,000 acres of land in Westlands Water District was followed and retired beginning in 2002, well before the drought, because of severe salinity in the soils. No amount of water in the future will make that land suitable for farming.

Research by University of



Paul Chinn / The Chronicle 2011  
**A hawk watches sheep graze in a San Joaquin County field.**

Coast water was to be added to the system, but that water never appeared. Yet, for over 20 years exporters kept taking more and more water anyway.

Even with reduced water deliveries, many south-of-the-delta growers haven't done too badly. In 2010, at the end of a three-year drought, California had a record almond crop.

the Pacific's Jeffrey Michael has shown that joblessness in the southern San Joaquin Valley has been increasing from single to double digits ever since the 1960s. That's when the Central Valley Project began to supply irrigation water, allowing for intensive, industrial-scale agriculture that required seasonal labor. This region has had the highest unemployment rate in the United States even when there was plenty of surplus water to send south. Instead, recent unemployment is tied to the housing collapse, the foreclosure crisis and the recession they caused. Low-skilled workers have been hit especially hard, but no more in the San Joaquin Valley than in other parts of the state.

Letting water flow to the ocean isn't wasting water. In addition to providing necessary flows for fish in the delta, outflows flush salts out of south delta waterways, keeping salinity down for growing crops on prime delta farmland. Freshwater flowing out through the bay and the Gold-

en Gate also sustains ocean fisheries worth hundreds of millions of dollars to California's economy.

The five-county delta region supports more than 1.8 million jobs, and Northern California and the North Coast support hundreds of thousands more. Many of these jobs depend on reliable supplies of fresh water. It is insulting to suggest that those jobs are of less value to California than the jobs of people in the southern San Joaquin Valley.

The Sacramento-San Joaquin Valley Water Reliability Act (HR1837) is an outright water grab — an attempt to subvert 150 years of California water rights law in order to further enrich the top 1 percent of agribusiness corporations. It will allow the federal government to pre-empt California's ability to manage its own water resources. HR1837 must be stopped before it becomes law.

*Jane Wagner-Tyack and Barbara Barrigan-Parrilla represent Restore the Delta.*  
[www.restorethedelta.org](http://www.restorethedelta.org)



# Save the bay, don't pave the bay

Thank you for the article on the proposed Saltworks project in Redwood City of 12,000 homes and apartments plus schools, businesses and "other amenities" ("New attempt to develop shore," March 4).

Folks, have we not yet evolved beyond trying to place new developments on areas that should be wetlands?

San Francisco Bay has already lost 90 percent of its original wetlands, and this is a parcel that would be perfect for restoration.

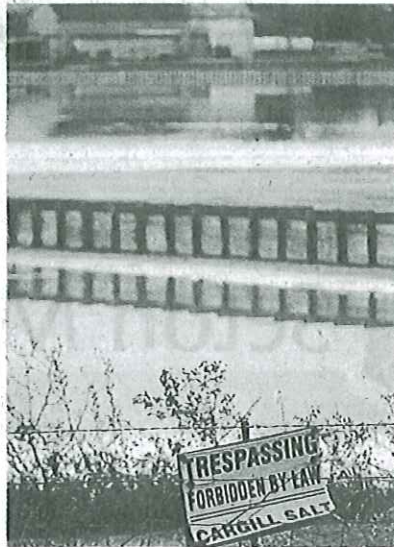
Besides the ecological value of the potential additional wetlands, there are the grave consequences to water use and traffic. At the low end of the scale on estimates of water consumption, the average person uses about 50 gallons per day, which translates to 73,000 gallons per year for a four-person household.

Currently, the developers have no place to get this additional water. And the average household has two or more cars, which would mean at least 24,000 extra vehicles clogging local freeways and roads and the corresponding air quality problems. And the developers say that this project is an "environmental boon"?

Oh, please. When you consider the effects this project would have, I wonder that an environmental review is even necessary.

Isn't it obvious? San Francisco Bay is a local treasure that should be protected and enhanced, not covered with yet more development.

*Loretta Dipboye, San Francisco*



Lea Suzuki / The Chronicle

**Part of the former salt pond site that is targeted for a major development in Redwood City.**

## Easy water solution

The business of sending water from Northern to Southern California predates my own lifetime by decades. Plans for canals, pumps and tunnels come and go. And yet the obvious solution to the problem of sufficient water is right there at the beach, and with rare exception, I see nobody rushing to build desalination plants.

We need water. The Pacific Ocean is right there. The technology is available. Why does petty political squabbling always have to stand in the way of common sense?

*Bennie Cottone, San Francisco*

## Not entitled

Regarding "Ending California's man-made drought" (Open Forum, March 6), the authors of this article use the promise of job creation as justification for the idea that agribusiness should be allowed to use as much delta water as it wants without regard to the economic and environmental costs it has on Northern California.

It's time to stop regarding delta water as an entitlement for government-subsidized agribusiness and admit what it really is: ecowelfare. Agribusiness needs to start paying the true cost of enabling one environment (the Central Valley) to live beyond its means at the expense of another environment (Northern California).

I agree that water allocation in California needs to be addressed in a responsible fashion, but not by ignoring the economic and environmental effects it has on Northern California.

*Robert T. Magginiti,  
Hayward*



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## Deadline looms to save Fort Bragg aquatic center

By [GLENDA ANDERSON](#)  
THE PRESS DEMOCRAT

Published: Monday, March 5, 2012 at 1:18 p.m.

Tuesday is the deadline for Fort Bragg voters to cast ballots on a half-cent sales tax measure to save the city's aquatic center, which is drowning in debt.

Ballots for the mail-only election must arrive at the Mendocino County elections office in Ukiah by 8 p.m. An election official will pick up ballots from the Fort Bragg post office at the end of the day to ensure ballots mailed Tuesday will arrive on time, officials said.

As of late Monday morning, 1,706 of the 3,225 ballots issued had arrived at the elections office, officials said.

The tax increase must win two-thirds approval to take effect.

Fort Bragg's sales tax rate currently is 7.75 percent. On April 1, it will rise to 7.875 percent to reflect a one-eighth of a cent countywide tax increase to fund libraries.

A sales tax for the aquatic center would increase the city's sales tax rate to 8.375 percent, the highest in the county.

The \$24 million aquatic center has been losing money since it opened in 2009. In February, the center closed its swimming pools and slides.

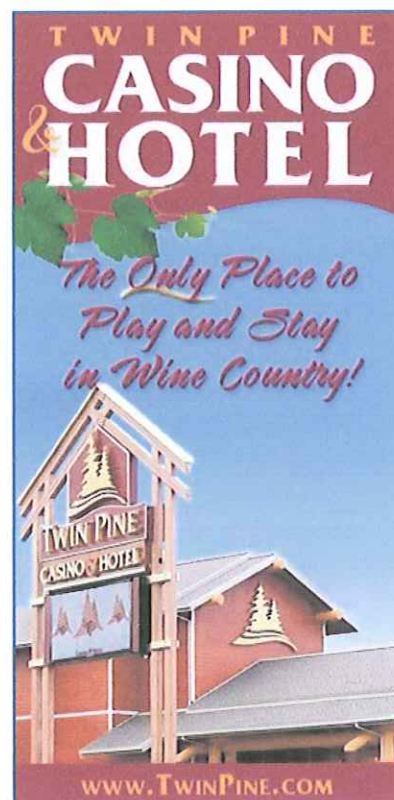
If approved, the sales tax would generate about \$700,000 a year. Ownership of the aquatic center and some financial resources would be transferred from the Mendocino Coast Recreation and Parks District to the City of Fort Bragg.

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PD FILE

Disabled swimmer Antony Gage swims his laps with one arm at the Mendocino Coast Park and Recreation Aquatic center.



# The struggle for delta water

California water planners passed a milestone Wednesday in efforts to balance the competing needs of fish, farmers and cities when they released 10,000 pages of scientific documents framing the plan to restore the Sacramento-San Joaquin River Delta and increase water exports. Now the negotiations begin.

The playing field for the negotiations is the Bay Delta Conservation Plan, a federal habitat conservation blueprint that attempts to bring the state and federal water projects into compliance with the Endangered Species Act — and may allow the killing of some fish under “take permits.”

Water exports were curtailed in 2007 when key delta fish populations de-

clined precipitously, setting off a legal and political battle among the diverse players of California’s water world.

The Bay Delta Conservation Plan will require give-and-take by environmental interests, delta landowners, farmers, fishermen and water contractors to more than triple the amount of delta wetlands; dedicate water to struggling fish populations including salmon; and balance water deliveries

— a difficult proposition among these distrustful parties.

Negotiations will reach a climax in July when planners will lay out a more detailed plan of how they will achieve the required co-equal goals of providing more water supply and protecting the delta ecosystem. There are already at-

tempts by some interests to wriggle out of the plan and jump ahead in the water-delivery line, disrupting efforts to share the state’s water equitably.

Legislation authored by San Joaquin Valley Rep. Devin Nunes, R-Tulare, passed the House on Wednesday and seeks to guarantee water for agricultural

irrigator Westlands Water District, which under current water law holds secondary water rights.

Also afoot are efforts to waive the Endangered Species Act, thus relieving water exporters from the need to comply.

The research unveiled Wednesday and paid for by the state water contractors lays out but does not endorse a plan to spend \$12 billion for either tunnels or an aqueduct to move water from the Sacramento River around the delta to existing pumping facilities. It is estimated it will cost another \$12 billion to \$13 billion to operate the facility over the 50 years of the permit. State water contractors say they

remain committed to paying the full costs of the conveyance and its operation.

Funds for delta restoration and payments to western delta farmers who might lose their farmlands would come from a November water bond. The hammer in negotiations? Water exporters must meet agreed-upon habitat restoration goals.

Water discussions tend to devolve into us-versus-them tirades, but most Californians, including thousands in the Bay Area, use delta water. “To sustain the economy of Silicon Valley, a workable delta solution must be found,” said Beau Goldie, chief executive officer of the Santa Clara Water District. Let the negotiations begin.



# Sebastopol may double sewer, water rates

THE PRESS DEMOCRAT • FRIDAY, MARCH 2, 2012

Officials say dramatic hike  
needed to pay for repairs

By **BOB NORBERG**

THE PRESS DEMOCRAT

Water and sewer bills could more than double for Sebastopol residents over the next four years as part of a proposed rate increase to pay for repairing and replacing the city's aging systems.

The increase, the first since 2008, would be 12 percent a year over the next four years.

As a result, a typical water bill would increase from about \$10.79 a month to \$24.92 and the sewer charge would go from about \$25.67 to \$49.92.

"This plan is basically how to keep the water and sewer systems in shape . . . over the next 75 years," Vice Mayor Mike Kyes said. "It has been a fix-it-when-it-breaks philosophy. We are switching to a fix-it-before-it-breaks philosophy."

Sebastopol residents now pay 37 percent less than Santa Rosa homeowners, but that may not make the proposed rate increase any more palatable.

"The increase will be very controversial, basically doubling our user rates over the next four or five years," Kyes said. "Sebastopol is also used to paying relatively low water and sewer rates."

Sebastopol gets water from four wells and pipes its sewage to the Santa Rosa subregional sewage system.

The city's water and sewer systems are intended to be self-supporting, with the fees covering all costs. However, the city is facing a decrease in fee revenue, an increase in operational costs and the need to replace and repair the systems.

The water fund operated at a deficit of \$329,403 in the 2007-2008 fiscal year and at a deficit of \$3,978 in 2010-2011. It will operate at a slight surplus this

## **RATES:** Hikes will pay for water-system fixes, updates

CONTINUED FROM PAGE A1

year.

Without a rate increase, deficits of \$450,000 to \$525,000 are projected for each of the next four years, according to the city report.

A typical resident who now pays \$129.42 a year would see an annual water bill of \$177.98 for 2012-2013, \$217.14 for 2013-2014, \$256.20 for 2014-2015 and \$298.66 for 2015-2016, according to the proposal.

Sewer rates that are now typically \$307.80 a year would be \$426.54 for 2012-2013; \$477.72 for 2013-2014; \$535.02 for 2014-2015 and \$599.22 for 2015-2016, according to the proposal.

The increases would pay for \$481,585 in repair and replacement costs for the water system next year, with similar amounts spent the following three years of the increase.

Rate increases are governed by Proposition 218, a state measure requiring that a notice of the increase is mailed to each property owner, with a ballot form to be mailed back if there is a protest. If 50 percent protest, the increase is nullified.

The proposed increases will be discussed at the Sebastopol City Council meeting at 6 p.m. Tuesday at the Community Center Youth Annex.



## Sebastopol residents face possible 12 percent increase in water, sewage rates

By **BOB NORBERG**

THE PRESS DEMOCRAT

Published: Thursday, March 1, 2012 at 10:57 a.m.

Sebastopol residents are facing possible rate increases of 12 percent a year for the next four years to repair and replace the city's aging water and sewage systems.

It would be the first rate hike in four years.

A typical resident who now pays \$129.42 a year would see an annual water rate of \$177.98 for 2012-13, \$217.14 for 2013-14, \$256.20 for 2014-15 and \$298.66 for 2015-16.

Similarly, sewer rates that are now typically \$307.80 per year would be \$426.54 for 2012-13; \$477.72 for 2013-14; \$535.02 for 2014-15 and \$599.22 for 2015-16.

The increases would to pay for \$481,585 in repair and replacement costs for the water system next year, with similar amounts spent the following three years of the increase.

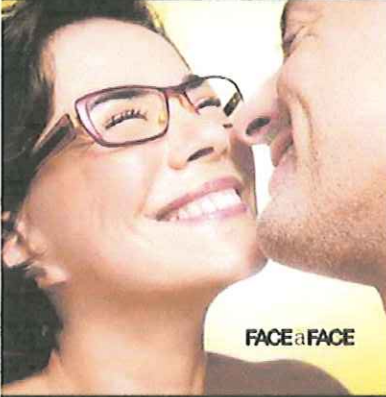
According to the city report, the increases would bring the cost to Sebastopol residents equal to what Santa Rosa residents now pay for water and sewer.

The increases will be discussed at the Sebastopol City Council meeting at 6 p.m. Tuesday at the Community Center Youth Annex.


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# Supervisors back fluoride study; critics chastised

By BRETT WILKISON

THE PRESS DEMOCRAT

A move to add fluoride to most of Sonoma County's drinking water to improve dental health received a significant boost Tuesday from the Board of Supervisors.

The board's unanimous decision backing further study of a practice common across the country and recommended by

leading national and international health agencies still provoked emotional protests from some speakers.

They proclaimed fluoride a health danger and decried government tinkering with the water supply, comments that drew unusually sharp rebukes from two supervisors.

"While I respect everyone's right to free speech, the hyperbole shared today was off the charts. Off the charts," Super-

visor Mike McGuire said.

His response came after several speakers alluded to fluoride's addition to water systems in Europe last century, a move that one speaker said was used for "mass mind control" by totalitarian regimes in Germany and the Soviet Union.

Another called fluoride a "witches' brew of pollutants" in the U.S. water system.

"You don't improve the health of chil-

dren by giving them poison," said Deborah Tavares, a frequent board critic active in property rights issues.

McGuire called the claims "scare tactics" and the theories "an absolute insult" to a proposed initiative aimed at combating an epidemic of dental decay.

Supervisor David Rabbitt linked the comments to arguments put forward by opponents of vaccines.

TURN TO FLUORIDE, PAGE A5



# FLUORIDE: Added in small amounts to U.S. drinking supply since 1945 to aid dental health

CONTINUED FROM PAGE A1

"Vaccines, fluoride. They're not poison," he said. "I sit up here and I'm bewildered because as a society we're now living longer than ever, thanks to those vaccines, thanks to fluoride for our teeth. That's a fact."

The protests came from 10 speakers, some of them regular board critics and others who have rallied around property rights and against land-use planning efforts.

They turned a largely procedural update about an ongoing county oral health initiative into a battleground over science and a forum for theories about fluoride's worth.

The compound has been introduced in small amounts into the U.S. drinking supply since 1945 to improve dental health.

The practice has been backed by the Centers for Disease Con-

trol and Prevention, the U.S. Surgeon General, the World Health Organization and the American Dental Association, which called water fluoridation "the single most effective public health measure to prevent dental decay."

Today, 72.4 percent of the nation's population — or about 196 million people — served by public water systems are receiving fluoridated water.

In Sonoma County, the only fluoridated water is delivered to residents of Healdsburg and the adjacent Fitch Mountain area.

For several years the county has been studying the addition of fluoride for nearly three quarters of the county, including 350,000 residents served by the Sonoma County Water Agency in Windsor, Santa Rosa, Rohnert Park, Cotati, Petaluma, Sonoma and the Valley of the Moon.

Supervisors signaled Tuesday

they consider that move an imperative to deal with what they described as a growing teeth care crisis, especially among lower-income families.

A 2009 county survey found that 52 percent of Sonoma County third-graders had a history of dental decay, exceeding the state average.

The same study found that low-income kindergartners and third-graders had more than twice the level of untreated decay (21 percent versus 9 percent) as more affluent children. Nearly 7 percent of the children were found to be in need of "urgent" care.

"It is absolutely essential that we do something that changes this picture," Supervisor Valerie Brown said.

The county has pushed for expanded dental care access, including mobile units targeting lower income populations. But

when someone consumes too much fluoride, possibly resulting in staining and pitting of the tooth surface.

Dr. Mark Netherda, the county's interim health officer, said fluorosis is more often seen in the developing world, where naturally occurring fluoride in drinking water can exceed 4 parts per million, or nearly six times the level recommended by U.S. officials.

In his comments, Netherda also sought to reinforce the scientific consensus about benefits provided by adding fluoride to drinking water.

"I don't think there is any doubt that fluoridating the water system has improved the health of those who receive that water," he said.

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# Supervisors hear concerns about aerobic wastewater system failures



WEDNESDAY, 29 FEBRUARY 2012 01:00 ELIZABETH LARSON

LAKEPORT, Calif. – The Board of Supervisors directed county staff on Tuesday to begin the process of investigating issues with onsite aerobic wastewater treatment systems used by several hundred homes around the county.

The systems, which use oxygen to break down organic matter as part of wastewater pretreatment, have been used on properties that otherwise would have been considered unbuildable because conditions don't allow for traditional septic systems.

Kelseyville residents David and Gale Bischel asked for the board to discuss the issue. The couple also has reportedly filed a claim against the county for permitting the system in their home, which they've owned for more than six years.

David Bischel, speaking to the board Tuesday, said he feels he was duped into buying his home, and he and his family have struggled ever since with the system, which he's been told will cost more than \$20,000 to fix.

Supervisor Denise Rushing asked what action the board could take. She suggested that if there was data showing there are problems with the systems, the county may want to investigate before permitting them in the future.

Bischel said his unit is overflowing into his neighbor's yard, his toilets don't work and he's had to bring in a portable toilet.

To make matters worse, Bischel told the board on Tuesday that Multi-Flo's parent company, Consolidated Treatment Systems, is threatening to sue him and his wife for defamation for speaking out about their problems with the product.

He said red-tagging homes with the failing systems is not a solution, and suggested the board needed to advocate for the National Sanitation Foundation to investigate the situation fully in order to prevent similar situations for other families.

Environmental Health Director Ray Ruminski and county Health Services Department Director Jim Brown were on hand to answer questions for the board about the county's experience with the systems.

Ruminski said his department assessed the number of permits issued and associated complaints going back to 2006.

Aerobic system models used in the county include Multi-Flo, Southern Aerobic Systems, Hydro-Action, Hoot and Clearstream, he said.

Of 273 Multi-Flo systems there have been 14 complaints; 44 permits and six complaints for Southern Aerobic Systems; 168 permitted systems and four complaints with Hydro-Action; 65 permits and two complaints for the Hoot system; and 10 permits and two complaints for Clearstream, Ruminski reported.

"The Multi-Flo seems to have more chronic complaints," Ruminski said.

Bischel, who said he has reached out to other homeowners in the county with the systems, told the board that people are afraid to come forward due to fears about having their homes red-tagged.

Of the 40 or so homes where he's left fliers or contacted homeowners, Bischel said he's documented 12 homeowners who are having problems with the systems not working properly.

Rushing said it might be worth it for the county to stop approving specific types of the systems until an investigation is completed.

If they're failing in such a way that it's affecting property values and becoming an environmental health issue, she said they shouldn't be approved until the county gets to the bottom of the issue.

Bischel explained that part of the problem was that one company had an arrangement with just one service provider.

Rushing said when you have a company with a proprietary technology, "They are controlling it."

Ruminski said that as far as a moratorium on specific system brands, the current building slump has taken care of that, as there have been no permits pulled for new aerobic systems.

Bischel asked if the county could put a moratorium on red-tagging homes with failing aerobic systems.

Board Chair Rob Brown said that if problems with the systems are as widespread and serious as Bischel was alleging – including leaking sewage – something needed to be done.

Ruminski said it's dramatic, drastic and rare to red tag homes. The other alternative, he said, was to force people to pay a lot of money to replace the systems.

He was concerned that his department didn't have the resources needed to fully investigate the issue.

County Counsel Anita Grant suggested the board could direct staff to come up with a mechanism to analyze the information Bischel had collected on the problems with the systems.

Bischel wanted to know if the county could advocate for homeowners, suggesting that the county should go after the company and the National Sanitation Foundation. "I don't think that's the homeowners' responsibility."

Rushing moved to direct staff to come back with a plan to conduct a comprehensive review of the facts and circumstances surrounding the use of all aerobic systems and their efficacy in Lake County and devise a means to track that data.

The board approved the matter 4-0. Supervisor Anthony Farrington was absent from the meeting.

In other board news, Sheriff Frank Rivero was ill and did not attend the board meeting to continue discussing his request for legal representation in a dispute with District Attorney Don Anderson over an investigation into a 2008 shooting in which Rivero was involved. That matter was continued to 9:40 a.m. Tuesday, March 6.

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# Golden State Water Co. to begin pipeline replacement project



WEDNESDAY, 29 FEBRUARY 2012 00:54 LAKE COUNTY NEWS REPORTS

CLEARLAKE, Calif. – On Wednesday Golden State Water Co. will break ground on a new \$418,600 pipeline replacement project as part of its infrastructure improvement plan for its Clearlake Customer Service Area.

The project involves installing 2,175 feet of new 8-inch diameter pipeline at San Joaquin Avenue east of the intersection of Lakeshore Drive at Island Drive, proceeding east to Parkview Drive and Park Terrace Drive at 12480 San Joaquin Ave., the company reported.

Existing 2-inch steel water mains that are more than 50 years old will be replaced with new polyvinyl chloride pipe (PVC), Golden State Water said.

The company said the replacement project will result in reduced leaks and improved fire protection for the Clearlake Customer Service Area.

In addition to this project, which was budgeted in a previous year, Golden State is authorized to invest another \$480,000 in local improvements in 2012. More information about these projects is available at [www.gswater.com/csa\\_homepages/clearlake.html](http://www.gswater.com/csa_homepages/clearlake.html).

"This project is one of several scheduled in our Clearlake Water System this year to help us maintain our critical infrastructure for our customers," said Golden State Water Company District Manager Paul Schubert.

Golden State believes that proactive system maintenance is critical to protecting water service now and for future generations. Delaying or deferring needed improvements can be more costly and jeopardize water quality.

The work will consist of cutting through the existing concrete to remove the older pipeline and to install the new one.

The streets will remain open to traffic during the construction period but traffic and parking may be restricted during the working hours. The construction crews will make every effort to keep dust to a minimum.

Residents may experience periods with an increased level of noise during construction. Weekly activities such as trash pickup will not be interrupted.

The work is scheduled to last up to 45 days. Normal water service will not be interrupted except as needed to connect the new water mains to the existing system.

Customers will receive advance notification if their service will be temporarily interrupted.

Customers with questions about the project can call Golden State's 24-hour Customer Service Center at 800-999-4033.

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# Demands on Russian River to get look from science panel

By **BRETT WILKISON**

THE PRESS DEMOCRAT

Sonoma County supervisors Tuesday approved formation and funding of an independent science panel to review and recommend studies on the Russian River watershed.

The appointed body, to be headed by a UC Berkeley scientist, will focus on the river and tributaries upstream of Dry Creek, including the stretch of river up to Lake Mendocino east of Ukiah.

Mark West Creek and Green Valley Creek in Sonoma County also will be included.

Sonoma County supervisors, as well as leaders from Mendocino County, backed the effort as a key tool to help comply with federal rules to protect endangered fish species and state rules to govern use of spring flows for vineyard and orchard frost protection.

The rules are major hurdles for growers of the region's leading wine grape crop and for the

TURN TO SCIENCE, PAGE B4

Sonoma County Water Agency, which taps into the river for public water supply. Growers cheered the move, saying it would fill gaps in knowledge about the river and settle water policy disputes muddied by politics.

"It has the potential to answer a lot of questions and put to rest a lot of arguments," said Keith Horn, vice president of vineyard operations for the wine giant Constellation Brands.

Sonoma County supervisors echoed those comments, saying solid science will help in juggling the competing demands of water supply for agriculture, homes, recreation and the needs of the river's wildlife. The board's 5-0 vote approved \$47,450 in Water Agency funds for the two-year effort.

Environmental leaders, however, are still largely on the fence about the science panel. They have not opposed it outright and are withholding their support until questions about the panel are answered.

Mostly, advocates say they are concerned growers will hold too much sway over the effort.

The remainder of the \$107,000 in funding comes from groups or agencies that have lobbied on behalf of growers and against a state crackdown on use of river water for frost protection, advocates argue.

That includes support from the panel's proposed administrator, the California Land Stewardship Institute, the nonprofit agency that administers the Fish Friendly Farming certification program in Napa, Sonoma, Mendocino and Solano counties.

"Is this going to do real science or is it going to be used to greenwash the grape industry's existing practices?" said David Keller, Bay Area director for the Friends of the Eel River. "That remains to be seen."

The panel is to be over-

seen by Professor Matt Kondolf, head of the landscape architecture and environmental planning department at UC Berkeley.

The other seven or eight members are to be appointed by a committee made up of representatives from the Sonoma County Water Agency, the National Marine Fisheries Service, which oversees the river's struggling steelhead and salmon stocks, a Mendocino County flood control district and two grower groups.

The Sonoma County Water Coalition, which includes 32 environmental groups, also has been invited to provide a representative for the selection panel.

Stephen Fuller-Rowell, a co-founder of the coalition, said the group was taking a "wait and see" position on whether it would endorse the effort.

If it does not, an environmental representative for the selection panel could be appointed by Kondolf, the chairman, or by another local group.

Water Agency officials said they hope panel selection will begin in several weeks.

The final group of scientists will review existing data, including reports from growers' stream monitoring stations, and recommend areas for additional work.

The main product will be a conceptual model of the river, detailing the demands of various user groups, the link between surface and groundwater, and impacts of managed changes in river flows, said Jay Jasperse, chief engineer at the Water Agency.

"It's the story of how the river works," he said. "It's not a static system and influences on it aren't static either. We don't understand near enough about it as we should."

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