



Hidden Valley Lake Community Services District

Regular Board Meeting

DATE: Tuesday August 16, 2016
TIME: 7:00 p.m.
PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) CONSENT CALENDAR
 - (A) MINUTES: Approval of the minutes for the Board of Directors meeting July 19, 2016, and Emergency Preparedness Committee meeting July 21, 2016.
 - (B) DISBURSEMENTS: Check #033843 - #033929 including drafts and payroll for a total of \$194,110.26
- 6) BOARD COMMITTEE REPORTS (for information only, no action anticipated)
 - Personnel Committee
 - Finance Committee
 - Emergency Preparedness Committee
- 7) BOARD MEMBER ATTENDANCE AT OTHER MEETINGS (for information only, no action anticipated)
 - ACWA Region 1
 - ACWA State Legislative Committee
 - County OES
 - Other meetings attended
- 8) STAFF REPORTS (for information only, no action anticipated)
 - Financial Report
 - Administration/Customer Service Report
 - Field Operations Report
 - General Manager's Report
- 9) DISCUSSION AND POSSIBLE ACTION: Discuss billing opportunities of misread meters.
- 10) DISCUSSION AND POSSIBLE ACTION: Approve Resolution 2016-16 to adopt District Billing Recoupment Policy and Procedure.

- 11) PUBLIC COMMENT
- 12) BOARD MEMBER COMMENT
- 13) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at www.hiddenvalleylakecsd.com. Click on the "Board Packet" link on the Agenda tab.

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

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



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: July 19, 2016**

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

Director Jim Freeman, President Kirk Cloyd, General Manager
Director Jim Lieberman, Vice President Alyssa Gordon, Water Resources Specialist
Director Carolyn Graham
Director Linda Herndon
Director Judy Mirbegian

CALL TO ORDER

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

APPROVAL OF AGENDA

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

CONSENT CALENDAR

A motion was made by Director Herndon to remove item 5C from the Consent Calendar for further discussion and to approve the remaining Consent Calendar items. This was seconded by Director Mirbegian. The Board unanimously approved the following Consent Calendar items:

- (A) MINUTES: Approval of the minutes for Personnel Committee meeting June 20, 2016, Board of Directors meeting June 21, 2016, and Special Meeting June 30, 2016.
- (B) DISBURSEMENTS: Check #033770 - #033842 including auto drafts and payroll, for a total of \$198,393.35.

After discussion, a motion was made by Director Mirbegian and seconded by Director Herndon to approve the Solar Bee repair at the WWTP at a cost not to exceed \$7000.00. This motion was unanimously approved by the Board.

BOARD COMMITTEE REPORTS

Personnel Committee: No meeting.

Finance Committee: No meeting.

Emergency Preparedness Program Committee: A meeting is scheduled for Thursday July 21, 2016 at 10am.

BOARD MEMBER ATTENDANCE AT OTHER MEETINGS

ACWA Region 1 Board: Director Mirbegian reported on an upcoming event scheduled for August 5, 2016, and also indicated she will be attending the ACWA board meeting at the end of July.

ACWA State Legislative Committee: Nothing to report

County OES: Director Lieberman reported that he has made inquiries into the next scheduled meeting.

STAFF REPORTS

Financial Report: Director Mibegian inquired on a line item that appeared in the YTD Column of Sewer Revenues starting in April's Financial Report for March activity, and requested an explanation by the bookkeeper to be hired.

Administration/Customer Service Report:

Field Operations Report:

General Manager's Report: General Manager Kirk Cloyd responded to inquiries on all items to the report. On the topic of misread meters, Mr. Cloyd will add an agenda item to the upcoming regular Board meeting scheduled August 16, 2016 for further discussion.

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2016-13 to consolidate District elections with other elections held on November 8, 2016

On motion by Director Mirbegian, and second by Director Herndon, the Board unanimously approved Resolution 2016-13 to consolidate District elections with other elections held on November 8, 2016.

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2016-14 to adopt Defaulting Bill lien policy.

On motion by Director Herndon, and second by Director Graham, the Board unanimously approved Resolution 2016-14 to adopt the Defaulting Bill lien policy

DISCUSSION AND POSSIBLE ACTION:

Approval of Resolution 2016-15 to adopt Returned Check policy

On motion by Director Mirbegian, and second by Director Lieberman, the Board unanimously approved Resolution 2016-15 to adopt the Returned Check policy



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: July 21, 2016**

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

Director Lieberman

General Manager Kirk Cloyd

CALL TO ORDER

The meeting was called to order at 10:08 AM by Director Lieberman.

APPROVAL OF AGENDA

The Committee unanimously approved the agenda.

Review and Discuss Coordination with County OES:

Director Lieberman and General Manager Kirk Cloyd were advised of an upcoming meeting of the Lake County Health Services Department, and that they would be advised of any OES concerns by Karen Tait MD, Lake County Health Officer.

Discuss the current status of the Vulnerability Assessment (VA):

Director Lieberman provided a copy of the most recent Vulnerability Assessment (VA). General Manager Kirk Cloyd will review and update this document in conjunction with California Rural Water Association (Angela Wendele).

Discuss Emergency Preparedness, safety and security goals for the 2016-2017 fiscal year:

The Committee discussed a number of safety and security goals for District equipment and staff.

General Manager Kirk Cloyd will attend the Emergency Disaster Response Plan Class in Fortuna, California August 4, 2016

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 11:14 AM.



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

July, 2016

DISBURSEMENT SUMMARY REPORT

7/1/2016-7/31/2016

Disbursement Summary		
Fund		
120 - Sewer	\$	59,999.52
130 - Water	\$	53,282.55
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	34,970.51
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration	\$	-
	SUB TOTAL	\$ 148,252.58
*Payroll	\$	44,639.91
Total Warrants	\$	192,892.49

**Funds disbursed directly to employees and Directors. Pass-thru funds (collected from the employee and paid on their behalf by the District) are included in totals for funds 120 and 130.*



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

July, 2016

DISBURSEMENT DETAIL REPORT

7/1/2016-7/31/2016

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
7/1/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	656.14	CLEARED
7/8/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,242.32	CLEARED
7/8/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	1,025.00	CLEARED
7/21/2016	BANK-DRAFT		CIEDB Interest Payment	34,970.51	CLEARED
7/22/2016	BANK-DRAFT		US DEPARTMENT OF THE TREASURY	4,174.51	CLEARED
7/22/2016	BANK-DRAFT		NATIONWIDE RETIREMENT SOLUTION	1,025.00	CLEARED
TOTAL				46,093.48	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
7/1/2016	CHECK	033843	BROWN, FREDERICK J	62.13	CLEARED
7/1/2016	CHECK	033844	CYPREXX SERVICES, LL	261.57	CLEARED
7/1/2016	CHECK	033845	HODGES, DONNA	43.13	CLEARED
7/1/2016	CHECK	033846	CALIFORNIA PUBLIC EMPLOYEES RE	602.25	CLEARED
7/1/2016	CHECK	033847	STATE OF CALIFORNIA EDD	278.78	CLEARED
7/1/2016	CHECK	033848	ALPHA ANALYTICAL LABORATORIES	1,201.00	CLEARED
7/1/2016	CHECK	033849	BARRY SILVA	300.00	CLEARED
7/1/2016	CHECK	033850	BENNETT SOLUTIONS	197.08	CLEARED
7/1/2016	CHECK	033851	BOXWOOD TECHNOLOGY INC.	100.00	CLEARED
7/1/2016	CHECK	033852	BOXWOOD TECHNOLOGY INC.	100.00	CLEARED
7/1/2016	CHECK	033853	COOPERATIVE PERSONNEL SERVICES	2,290.50	CLEARED
7/1/2016	CHECK	033854	DENNIS WHITE	300.00	OUTSTND
7/1/2016	CHECK	033855	HARLEY SELLS	300.00	CLEARED
7/1/2016	CHECK	033856	JAMES DAY CONSTRUCTION, INC.	7,691.40	CLEARED
7/1/2016	CHECK	033857	LAKE COUNTY ELECTRIC SUPPLY	95.80	CLEARED
7/1/2016	CHECK	033858	MEDIACOM	362.65	CLEARED
7/1/2016	CHECK	033859	NORMAN ROGERS	300.00	CLEARED
7/1/2016	CHECK	033860	OFFICE DEPOT	184.34	CLEARED
7/1/2016	CHECK	033861	PAUL SILVA	300.00	CLEARED
7/1/2016	CHECK	033862	BROWN, FREDERICK J	1,302.43	CLEARED
7/1/2016	CHECK	033863	SAM GARCIA	300.00	CLEARED
7/1/2016	CHECK	033864	SYAR INDUSTRIES, INC.	1,928.64	CLEARED
7/1/2016	CHECK	033865	TELSTAR INSTRUMENTS, INC	5,775.00	CLEARED
7/1/2016	CHECK	033866	USA BLUE BOOK	1,136.63	CLEARED
7/8/2016	CHECK	033867	CALIFORNIA PUBLIC EMPLOYEES RE	4,590.18	CLEARED
7/8/2016	CHECK	033868	STATE OF CALIFORNIA EDD	1,278.18	CLEARED
7/15/2016	CHECK	033869	ACWA/JPIA	641.76	CLEARED
7/15/2016	CHECK	033870	ALPHA ANALYTICAL LABORATORIES	1,236.00	CLEARED
7/15/2016	CHECK	033871	VOID CHECK	-	CLEARED

7/15/2016	CHECK	033872	AT&T	472.76	CLEARED
7/15/2016	CHECK	033873	BADGER METER	30.00	CLEARED
7/15/2016	CHECK	033874	COASTLAND CIVIL ENGINEERING, I	160.00	CLEARED
7/15/2016	CHECK	033875	DATAPROSE	308.95	CLEARED
7/15/2016	CHECK	033876	EEL RIVER FUELS, INC.	6.48	CLEARED
7/15/2016	CHECK	033877	GRAPHIC FX, INC.	849.89	CLEARED
7/15/2016	CHECK	033878	HARDESTER'S MARKETS & HARDWARE	113.91	CLEARED
7/15/2016	CHECK	033879	GARDENS BY JILLIAN	200.00	CLEARED
7/15/2016	CHECK	033880	JAMES DAY CONSTRUCTION, INC.	1,030.00	CLEARED
7/15/2016	CHECK	033881	KAREN JENSEN	54.00	CLEARED
7/15/2016	CHECK	033882	MENDO MILL CLEARLAKE	37.78	CLEARED
7/15/2016	CHECK	033883	MICHELLE HAMILTON	625.00	CLEARED
7/15/2016	CHECK	033884	NAPA AUTO PARTS	206.22	CLEARED
7/15/2016	CHECK	033885	OFFICE DEPOT	57.17	CLEARED
7/15/2016	CHECK	033886	PATRICIA WILKINSON	54.00	CLEARED
7/15/2016	CHECK	033887	REDFORD SERVICES	950.00	OUTSTND
7/15/2016	CHECK	033888	RGW GROUNDSKEEPING, LLC	7,200.00	CLEARED
7/15/2016	CHECK	033889	SIERRA CHEMICAL CO.	677.13	CLEARED
7/15/2016	CHECK	033890	SOUTH LAKE REFUSE COMPANY	340.95	CLEARED
7/15/2016	CHECK	033891	SPECIAL DISTRICT RISK MANAGEME	235.58	CLEARED
7/15/2016	CHECK	033892	TIRE PROS	824.26	CLEARED
7/15/2016	CHECK	033893	TYLER TECHNOLOGY	1,462.85	CLEARED

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
7/15/2016	CHECK	033894	WAGNER & BONSIGNORE	216.25	CLEARED
7/15/2016	CHECK	033895	WESTGATE PETROLEUM CO., INC.	780.94	CLEARED
7/15/2016	CHECK	033896	REIL, JOHN & MARSHA	131.61	CLEARED
7/22/2016	CHECK	033897	ALPHA ANALYTICAL LABORATORIES	1,003.00	CLEARED
7/22/2016	CHECK	033898	BOLD POLISNER MADDOW NELSON &	675.00	OUTSTND
7/22/2016	CHECK	033899	DENNIS WHITE	300.00	CLEARED
7/22/2016	CHECK	033900	GRANITE CONSTRUCTION	115.56	CLEARED
7/22/2016	CHECK	033901	JAMES PERILMAN	50.00	OUTSTND
7/22/2016	CHECK	033902	KMCREATIVE	100.00	CLEARED
7/22/2016	CHECK	033903	RICOH USA, INC.	447.96	CLEARED
7/22/2016	CHECK	033904	TELSTAR INSTRUMENTS, INC	3,201.05	CLEARED
7/22/2016	CHECK	033905	TYLER TECHNOLOGY	121.00	CLEARED
7/22/2016	CHECK	033906	USA BLUE BOOK	751.64	CLEARED
7/22/2016	CHECK	033907	VERIZON WIRELESS	638.49	CLEARED
7/22/2016	CHECK	033908	WATERSOLVE, LLC	16,125.00	CLEARED
7/22/2016	CHECK	033909	WESTGATE PETROLEUM CO., INC.	842.04	CLEARED
7/22/2016	CHECK	033910	CALIFORNIA PUBLIC EMPLOYEES RE	4,411.37	CLEARED
7/22/2016	CHECK	033911	STATE OF CALIFORNIA EDD	1,253.13	CLEARED
7/22/2016	CHECK	033912	HANSEN, LILOTTANEU	34.66	OUTSTND
7/29/2016	CHECK	033913	ALPHA ANALYTICAL LABORATORIES	473.00	CLEARED
7/29/2016	CHECK	033914	CARDMEMBER SERVICE	1,560.08	CLEARED

7/29/2016	CHECK	033915	CUMMINS PACIFIC LLC	898.50	CLEARED
7/29/2016	CHECK	033916	CURTIS EDWARD'S ROOFING	13,420.00	CLEARED
7/29/2016	CHECK	033917	FAHRENHEIT HEATING & AIR CONDI	2,550.00	CLEARED
7/29/2016	CHECK	033918	MEDIACOM	419.40	CLEARED
7/29/2016	CHECK	033919	NAPA AUTO PARTS	16.97	CLEARED
7/29/2016	CHECK	033920	OFFICE DEPOT	232.13	CLEARED
7/29/2016	CHECK	033921	ROSENTHAL NETWORKS JESSICA L.	400.00	CLEARED
7/29/2016	CHECK	033922	UNDERGROUND SERVICE ALERT OF N	161.20	OUTSTND
7/29/2016	CHECK	033923	USA BLUE BOOK	2,521.03	CLEARED
7/29/2016	CHECK	033924	BETTIN, AHVRAM	58.51	OUTSTND
7/29/2016	CHECK	033925	BROCK, ROBERT	141.45	OUTSTND
7/29/2016	CHECK	033926	FLYNN, DANIEL G	168.98	CLEARED
7/29/2016	CHECK	033927	GENETIANO, BENSON	17.80	OUTSTND
7/29/2016	CHECK	033928	TICEN, SHARON L	101.91	OUTSTND
7/29/2016	CHECK	033929	WALDON, ROBERT	15.49	CLEARED

TOTAL	103,411.53
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PAYROLL			PAYROLL	
DATE	TYPE	NAME	AMOUNT	STATUS
7/1/2016	MISC.	PAYROLL DIRECT DEPOSIT	4,801.15	CLEARED
7/8/2016	MISC.	PAYROLL DIRECT DEPOSIT	19,800.29	CLEARED
7/18/2016	MISC.	000002 Correct Refund Check	(34.66)	CLEARED
7/22/2016	MISC.	PAYROLL DIRECT DEPOSIT	20,038.47	CLEARED
TOTAL			44,605.25	

TOTAL BANK DRAFTS	46,093.48
TOTAL CHECKS	103,411.53
TOTAL MISC & PAYROLL	44,605.25
	194,110.26



ACWA State Legislative Committee

July 8, 2016

MEETING SUMMARY

Executive Director's Report

- A. Washington, D.C. Update-** Congress is in session for one more week until they recess for the summer for seven weeks. Dave Reynolds is expecting some activity on the wildfire bill that may have positive results. He reports that the current bill is fairly consistent with the ACWA Headwaters Policy Principles. A majority of Republican Senators are fighting for S 2848 to be allowed to move with favorable provisions on environmental infrastructure. This would allow private sponsors to pay for the Army Corps of Engineers to revise outdated operation documents for reservoirs. It would also allow them to engage with water conservation projects such as stormwater capture and groundwater recharge projects.
- B. Water Conservation-** There was significant policy improvement with the Governor's Executive Order and the State Water Resources Control Board's emergency regulation on water conservation efforts. The current environmental message is perpetuating the new regulation as a "zero conservation target" which is inaccurate. They are setting the stage for water agencies to fail the metric for success and force agencies back into statewide regulation. Tim feels that ACWA needs to perpetuate a unified message that the change in policy was a correct change in policy. ACWA is creating an active outreach effort to distribute this message to our members and the media.

Deputy Executive Director for Government Relations' Report

- A. SB 1298 (Hertzberg) – Proposition 218-** SB 1298 was gutted and amended on June 13. With the benefit of an advance copy, the State Legislative Committee took an Oppose position on June 10. ACWA submitted an "Oppose" letter and developed a coalition which lobbied against the bill. At the June 29 Assembly Local Government Committee hearing on the bill, Senator Hertzberg decided to delete the lifeline rate provisions and the conservation-based pricing provisions and narrow the bill to storm water project funding bill. Cindy Tuck thanked those who had worked as part of the coalition and noted that the State Legislative Committee would be considering a hand carry analysis later in the meeting. She noted that there would likely need to be more work on the language depending what position the Committee took later in the meeting.
- B. SB 1263 (Wieckowski) – Resilient, Affordable Safe Drinking Water Framework-** With input from the State Legislative Committee's SB 1263 working group, ACWA negotiated amendments to this bill which has allowed ACWA to remove its opposition.
- C. Drinking Water Fees-** The State Water Resources Control Board (SWRCB) is going to act on drinking water fees in September (handout available on website).

In anticipation of this Adam Robin and Cindy met with all five SWRCB staff members to advance a “water community proposal” developed by ACWA. SWRCB accepted many elements of this proposal.

- D. Storage-** ACWA expects changes to the draft regulation to be proposed in late July or August. Adam Robin will brief the Committee on those changes at the August meeting. At the June 22 California Water Commission meeting they appointed a new interim Executive Officer, Rachael Ballenti, since Paula Landis has retired.

ACWA Continuing Legal Education for Water Professionals: September 15-16, 2016- The ACWA CLE is being held at the Bahia Resort in San Diego. Some of this year’s program topics include Waters of the U.S., CEQA, and “Elimination of Bias”. If you have any questions about registration or program details please visit the ACWA website, or email Whitnie at WhitnieW@acwa.com.

ACWA Regulatory Summit: “Water and Energy: Beyond the Nexus” on Oct 3-4, 2016- This year’s Regulatory Summit is hosted in ACWA Regions 3 and 4, and there will be a tour of Placer County Water Agency - Middle Fork Hydroelectric Facility. Program topics include impacts of energy grid services on water agencies, renewable energy, and hydroelectric partnerships. Event registration closes on September 26. Please email Rebecca at RebeccaF@acwa.com if you have any questions.

Urban Water Conservation Policy- ACWA is optimistic that member agencies are going to make the self-certification process work. Some agencies have selected to stay with the tier approach while other agencies want to do voluntary reporting. ACWA wants to emphasize a unified message of conservation moving forward.

ACWA-Sponsored Legislative Bill Proposal Deadline for 2017- The letter and legislative proposal form have been sent out the State Legislative Committee, all other ACWA Policy Committees, and the Board of Directors. Member agencies may submit Sponsored Legislative Forms until the deadline of **September 2, 2016**. If you would like copies of the handouts, they are available on the website, or you may email Katie Almand at KatieA@acwa.com with any further questions.

State Budget Update: Cap-and-Trade- The State Budget passed without any appropriation of Cap-and-Trade money for the second year in a row. This is one of the main sources of funding for the high speed rail project. ACWA testified in support of funding for landscape-scale-forest-restoration to deal with tree mortality as part of the CAFWA, California Forestry and Watershed Alliance, coalition.

Review of Hand Carry

SB 1298 (Hertzberg) ACWA staff is proposing an “Oppose Unless Amended” position instead of the current “Oppose” position. ACWA wants a solution to the stormwater project funding problem. The Committee voted to adopt an “Oppose Unless Amended” and move to a “Watch” position if ACWA’s amendments are accepted.

Review of Bill Packet– Points of Discussion and Changes in Positions

AB 2594 (Gordon) – Stormwater resources: use of captured water

The Committee adopted a “Not Favor Unless Amended” position. More amendments were proposed regarding “natural channels” and the “normal appropriations process”. Whitnie is working with a small work group on the amendments to the language.

AB 2909 (Levine) – Water: transfers or exchange: expedited review

The Committee adopted a “Favor if Amended” position. After discussing the different options and the pros and cons of various positions before the committee, the majority voted to favor this bill and outlined the amendments that would be necessary to move ACWA to a favor position. The committee delegated the task of drafting amendments to a small work group. Once those amendments were identified, the language would be emailed to the committee for approval prior to communicating the position and offering amendments to the author.

SB 1262 (Pavley) – Water supply planning

The Committee adopted a “Favor” position.

SB 1398 (Leyva) – Public water systems: lead pipes

The Committee adopted an “Oppose Unless Amended” position. Ryan Bezerra and Bob Reeb proposed amendments based on a more recent version of the bill (06-30-16). They will be working with Whitnie on the language.

Pending Legislation Discussed

August 12 ACWA State Legislative Committee

ASSEMBLY BILLS:

AB 33 Electrical corporations: energy storage systems
AB 779 Local government: financial disclosures
AB 1550 Greenhouse gases: investment plan: disadvantaged communities
AB 1755 The Open and Transparent Water Data Act
AB 1787 California Environmental Protection Agency: cross-media enforcement unit
AB 1842 Water pollution: fines
AB 2375 Public Employees' Retirement System: omnibus bill
AB 2446 State Water Resources Control Board: judicial review
AB 2781 Supplemental environmental projects
AB 2835 Public employees: orientation and informational programs: recognized employee organizations

SENATE BILLS:

SB 37 Kings River East Groundwater Sustainability Agency Act
SB 564 North Fork Kings Groundwater Sustainability Agency Act
SB 1069 Land use: zoning
SB 1170 Public contracts: water pollution prevention plans: delegation
SB 1328 Stormwater capture and treatment projects: funding
SB 1398 Public water systems: lead service lines

ASSEMBLY BILLS:

AB 1520 Public Records
AB 1794 Municipal water districts: board of directors
AB 2087 Regional conservation frameworks
AB 2444 California Parks, Water, Climate, and Coastal Protection and Outdoor Access for All Act of 2016
AB 2476 Local governments: parcel taxes: notice
AB 2480 Source watersheds: financing
AB 2551 Contract procurement: surface storage projects
AB 2868 Energy storage
AB 2909 Water: transfers or exchange: expedited review

SENATE BILLS:

SB 552 Public water systems: disadvantaged communities: consolidation or extension of service: administrative and managerial services
SB 807 Unmanned aircraft systems
SB 886 Electricity: energy storage systems
SB 919 Water supply: creation or augmentation of local water supplies
SB 953 Central Basin Municipal Water District
SB 1233 Joint powers authorities: Water Bill Savings Act
SB 1298 Local government: fees and charges
SB 1386 Resource conservation: working and natural lands
SB 1425 Water-energy nexus registry



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

**July, 2016
Financial Report**

**REVENUE & EXPENSE SEWER REPORT
7/1/2016-7/31/2016**

120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL REVENUE		105,317.44	105,317.44		

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL		28,911.20	28,911.20		
ADMINISTRATION		14,396.40	14,396.40		
FIELD		10,333.96	10,333.96		
DIRECTORS		-	-		
TOTAL	-	53,641.56	53,641.56	-	

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 PERMIT & INSPECTION FEES		-	-		
120-4045 AVAILABILITY FEES		-	-		
120-4050 SALES OF RECLAIMED WATER		496.00	496.00		
120-4111 COMM SEWER USE		21,862.17	21,862.17		
120-4112 GOV'T SEWER USE		2,496.75	2,496.75		
120-4116 SEWER USE CHARGES		53.12	53.12		
120-4210 LATE FEE		80,248.06	80,248.06		
120-4300 MISC INCOME		61.88	61.88		
120-4310 OTHER INCOME		3.92	3.92		
120-4505 LEASE INCOME		-	-		
120-4550 INTEREST INCOME		95.54	95.54		
TOTAL		105,317.44	105,317.44		

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5024 WORKERS' COMP INSURANCE		-	-		
120-5-00-5025 RETIREE HEALTH BENEFITS		-	-		
120-500-5050 DEPRECIATION		-	-		
120-5-00-5060 GASOLINE, OIL & FUEL		513.89	513.89		
120-5-00-5061 VEHICLE MAINT		99.19	99.19		
120-5-00-5062 TAXES & LIC		-	-		
120-5-00-5074 INSURANCE		-	-		
120-5-00-5075 BANK FEES		1,233.35	1,233.35		
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS		80.60	80.60		

120-5-00-5092 POSTAGE & SHIPPING	-	-
120-5-00-5110 CONTRACTUAL SERVICES	282.06	282.06
120-5-00-5121 LEGAL SERVICES	337.50	337.50
120-5-00-5122 ENGINEERING SERVICES	-	-
120-5-00-5123 OTHER PROFESSIONAL SERVICE	-	-
120-5-00-5126 AUDIT SERVICES	-	-
120-5-00-5130 PRINTING & PUBLICATION	-	-
120-5-00-5135 NEWSLETTER	-	-
120-5-00-5145 EQUIPMENT RENTAL	-	-
120-5-00-5148 OPERATING SUPPLIES	766.59	766.59
120-5-00-5150 REPAIR & REPLACE	2,980.21	2,980.21
120-5-00-5155 MAINT BLDG & GROUNDS	3,600.00	3,600.00
120-5-00-5156 CUSTODIAL SERVICES	-	-
120-5-00-5157 SECURITY	-	-
120-5-00-5160 SLUDGE DISPOSAL	16,125.00	16,125.00
120-5-00-5191 TELEPHONE	765.33	765.33
120-5-00-5192 ELECTRICITY	-	-
120-5-00-5193 OTHER UTILITIES	-	-
120-5-00-5194 IT SERVICES	-	-
120-5-00-5195 ENV/MONITORING	2,119.00	2,119.00
120-5-00-5196 RISK MANAGEMENT	-	-
120-5-00-5198 ANNUAL OPERATING FEES	-	-
120-5-00-5310 EQUIPMENT - FIELD	-	-
120-5-00-5311 EQUIPMENT - OFFICE	-	-
120-5-00-5312 TOOLS - FIELD	-	-
120-5-00-5315 SAFETY EQUIPMENT	8.48	8.48
120-5-00-5545 RECORDING FEES	-	-
120-5-00-5600 CONTINGENCY	-	-
TOTAL	- 28,911.20	28,911.20 -

ADMINISTRATION					
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES		12,093.49	12,093.49		
120-5-10-5020 EMPLOYEE BENEFITS		306.75	306.75		
120-5-10-5021 RETIREMENT BENEFITS		1,840.23	1,840.23		
120-5-10-5063 CERTIFICATIONS		-	-		
120-5-10-5090 OFFICE SUPPLIES		76.43	76.43		
120-5-10-5170 TRAVEL MILEAGE		-	-		
120-5-10-5175 EDUCATION / SEMINARS		50.00	50.00		
120-5-10-5179 ADM MISC EXPENSES		29.50	29.50		
TOTAL	-	14,396.40	14,396.40	-	

FIELD	CURRENT	CURRENT	YEAR TO DATE	BUDGET	% OF
EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-30-5010 SALARIES & WAGES		6,742.63	6,742.63		
120-5-30-5020 EMPLOYEE BENEFITS		718.41	718.41		
120-5-30-5021 RETIREMENT BENEFITS		1,187.92	1,187.92		
120-5-30-5022 CLOTHING ALLOWANCE		1,600.00	1,600.00		
120-5-30-5063 CERTIFICATIONS		-	-		
120-5-30-5090 OFFICE SUPPLIES		85.00	85.00		
120-5-30-5170 TRAVEL MILEAGE		-	-		
120-5-30-5175 EDUCATION / SEMINARS		-	-		
TOTAL	-	10,333.96	10,333.96	-	

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION		-	-		
120-5-40-5020 DIRECTOR BENEFITS		-	-		
120-5-40-5030 DIRECTOR HEALTH BENEFITS		-	-		
120-5-40-5170 TRAVEL MILEAGE		-	-		
120-5-40-5176 DIRECTOR TRAINING		-	-		
TOTAL	-	-	-	-	



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

July, 2016

Financial Report

REVENUE & EXPENSE **WATER** REPORT

7/1/2016-7/31/2016

130-WATER ENTERPRISE FUND FINANCIAL SUMMARY	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ALL REVENUE		146,912.48	146,912.48		#DIV/0!

EXPENDITURE SUMMARY					
NON-DEPARTMENTAL		9,691.98	9,691.98		
ADMINISTRATION		7,368.45	7,368.45		
FIELD		12,372.98	12,372.98		
DIRECTORS		-	-		
TOTAL	-	29,433.41	29,433.41	-	

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE		1,330.00	1,330.00		
130-4039 WATER METER INST		-	-		
130-4040 RECORDING FEE		-	-		
130-4045 AVAILABILITY FEES		2,054.00	2,054.00		
130-4110 COMM WATER USE		9,078.35	9,078.35		
130-4112 GOV'T WATER USE		301.74	301.74		
130-4115 WATER USE		130,162.36	130,162.36		
130-4210 LATE FEE		2,821.80	2,821.80		
130-4215 RETURNED CHECK FEE		50.00	50.00		
130-4300 MISC INCOME		1,048.67	1,048.67		
130-4310 OTHER INCOME		-	-		
130-4550 INTEREST INCOME		65.56	65.56		
TOTAL REVENUES	-	146,912.48	146,912.48	-	

NON-DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5024 WORKERS' COMP INSURANCE		-	-		
130-5-00-5025 RETIREE HEALTH BENEFITS		(1,919.37)	(1,919.37)		
130-5-00-5040 ELECTION EXPENSE		-	-		
130-5-00-5060 GASOLINE, OIL & FUEL		475.88	475.88		
130-5-00-5061 VEHICLE MAINTENANCE		8.48	8.48		
130-5-00-5062 TAXES & LIC		-	-		
130-5-00-5074 INSURANCE		-	-		
130-5-00-5075 BANK FEES		1,233.33	1,233.33		
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS		80.60	80.60		
130-5-00-5092 POSTAGE & SHIPPING		-	-		
130-5-00-5110 CONTRACTUAL SERVICES		286.90	286.90		
130-5-00-5121 LEGAL SERVICES		337.50	337.50		
130-5-00-5122 ENGINEERING SERVICES		-	-		
130-5-00-5123 OTHER PROFESSIONAL SERVICES		-	-		
130-5-00-5124 WATER RIGHTS		-	-		
130-5-00-5126 AUDIT SERVICES		-	-		
130-5-00-5130 PRINTING & PUBLICATIONS		-	-		

130-5-00-5135 NEWSLETTER	-	-
130-5-00-5145 EQUIPMENT RENTAL	-	-
130-5-00-5148 OPERATING SUPPLIES	-	-
130-5-00-5150 REPAIR & REPLACE	4,379.86	4,379.86
130-5-00-5155 MAINT BLDG & GROUNDS	3,600.00	3,600.00
130-5-00-5156 CUSTODIAL SERVICES	-	-
130-5-00-5157 SECURITY	-	-
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	765.32	765.32
130-5-00-5191 TELEPHONE	-	-
130-5-00-5192 ELECTRICITY	-	-
130-5-00-5193 OTHER UTILITIES	-	-
130-5-00-5194 IT SERVICES	-	-
130-5-00-5195 ENV/MONITORING	385.00	385.00
130-5-00-5196 RISK MANAGEMENT	-	-
130-5-00-5198 ANNUAL OPERATING FEE	-	-
130-5-00-5310 EQUIPMENT - FIELD	-	-
130-5-00-5311 EQUIPMENT - OFFICE	-	-
130-5-00-5312 TOOLS - FIELD	-	-
130-5-00-5315 SAFETY EQUIPMENT	8.48	8.48
130-5-00-5505 WATER CONSERVATION	50.00	50.00
130-5-00-5545 RECORDING FEES	-	-
130-5-00-5600 CONTINGENCY	-	-
TOTAL	-	9,691.98

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES		6,350.18	6,350.18		
130-5-10-5020 EMPLOYEE BENEFITS		145.22	145.22		
130-5-10-5021 RETIREMENT BENEFITS		717.12	717.12		
130-5-10-5063 CERTIFICATIONS		-	-		
130-5-10-5090 OFFICE SUPPLIES		76.43	76.43		
130-5-10-5170 TRAVEL MILEAGE		-	-		
130-5-10-5175 EDUCATION / SEMINARS		50.00	50.00		
130-5-10-5179 ADM MISC EXPENSES		29.50	29.50		
TOTAL	-	7,368.45	7,368.45	-	

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES		8,376.02	8,376.02		
130-5-30-5020 EMPLOYEE BENEFITS		718.38	718.38		
130-5-30-5021 RETIREMENT BENEFITS		1,493.59	1,493.59		
130-5-30-5022 CLOTHING ALLOWANCE		1,700.00	1,700.00		
130-5-30-5063 CERTIFICATIONS		-	-		
130-5-30-5090 OFFICE SUPPLIES		84.99	84.99		
130-5-30-5170 TRAVEL MILEAGE		-	-		
130-5-30-5175 EDUCATION / SEMINARS		-	-		
TOTAL	-	12,372.98	12,372.98	-	

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION		-	-		
130-5-40-5020 DIRECTOR BENEFITS		-	-		
130-5-40-5030 DIRECTOR HEALTH BENEFITS		-	-		
130-5-40-5170 TRAVEL MILEAGE		-	-		
130-5-40-5175 EDUCATION/SEMINARS		-	-		
130-5-40-5176 DIRECTOR TRAINING		-	-		
TOTAL	-	-	-	-	



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

July, 2016
FINANCIAL REPORT
POOLED CASH
 AS OF July 31, 2016

Beginning Balance	109,175.29
Cash Receipts	
Deposit	242,399.76
Transfers	37,120.00
Total Receipts	279,519.76
Cash Disbursements	
Accounts Payable	148,252.58
Payroll	44,639.91
Bank Fees	2,466.68
Total Disbursements	195,359.17
Ending Balance	193,335.88

TEMPORARY INVESTMENTS

AS OF July 31, 2016

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,331.53	41,621.83	108,953.36	108,953.35
130	Water Operating Fund	42,431.57	35,088.28	77,519.85	77,519.87
215	1995-2 Redemption	60,887.92	282,941.03	343,828.95	343,828.94
218	CIEDB Redemption	11,520.02	(34,493.91)	(22,973.89)	(22,973.90)
219	USDARUS Solar Loan (Sewer)	819.87	86,474.25	87,294.12	87,294.13
313	Wastewater Cap Fac Reserved	258,860.70	15,201.89	274,062.59	274,062.59
314	Wastewater Cap Fac Unrestricted	261,523.00	345,954.92	607,477.92	607,477.93
319	Solar Reserve	-	35,313.66	35,313.66	35,313.67
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	171,305.73	-	171,305.73	171,305.73
711	Bond Administration	27,170.50	14,426.96	41,597.46	41,597.47
TOTAL		901,850.84	822,528.92	1,724,379.76	1,724,379.80



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

July, 2016

FINANCIAL REPORT

CAPITAL EXPENDITURES

2016-2017 BUDGET

Sewer	Budget	Yr to Date Actual
Repair Sewer Lateral Leaks	76,100	-
Complete Revised Sewer System Management Plan	9,000	-
Install Security Fencing at Lift Station 1 & 4	10,000	-
New Roof for Admin Building	40,000	13,420
Preliminary Design-Chlorine Disinfection Facility	45,006	-
WWTP Sand Filters	25,000	
Chlorine Tank Auto shut-off	32,000	
Total	237,106	13,420.00

MEMO

To: Board of Directors
From: Trish Wilkinson
Date: July 15, 2016
RE: Senior Account Representative's Monthly Report

Monthly Billing June 06/30/2016

June mailed statements: 2122
June electronic statements: 357

The statement "special message" contained the Drought Stage 2 rates in effect and invitation to visit website for paperless statement option.
Summer 2016 newsletter available online at www.hiddenvalleylakecsd.com
EFFECTIVE JULY 1, 2016 THE FY 2016/2017 RATES WILL APPLY AS LISTED ON THE REVERSE SIDE OF THIS BILL.

Delinquent Billing 6/20/2016

Delinquent statements for May bills:
Mailed statements: 426
Electronic statements: 69

Courtesy Notification 07/11/2016

Courtesy notices delivered to the customer's property for delinquent May bills:135
Electronic Notices: 13

Phone Notification 07/12/2016

Phone notifications: 87
The phone notification was sent out around 10:15 am resulting in 62 payments received by the office staff during business hours.

Lock Offs 07/13/2016

25 customers were in the lock off process at 5:00 pm on 07/12/2016.
9 payments were made before service orders went out in the field at 9:00 am on 07/13/2016.
A total of 16 customers were actually locked off for nonpayment.
Throughout lock off day 6 payments were collected and meters unlocked.
At the time of this report only 10 meters remain locked.



Hidden Valley Lake Community Services District

July 2016 Report

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Water Connections:		Sewer Connections:	
New (July)	0	New (July)	0
Residential (June)	2430	Residential (June)	1484
Commercial & Govt (June)	35	Commercial & Govt (June)	13
Total (May) :	2465		1497

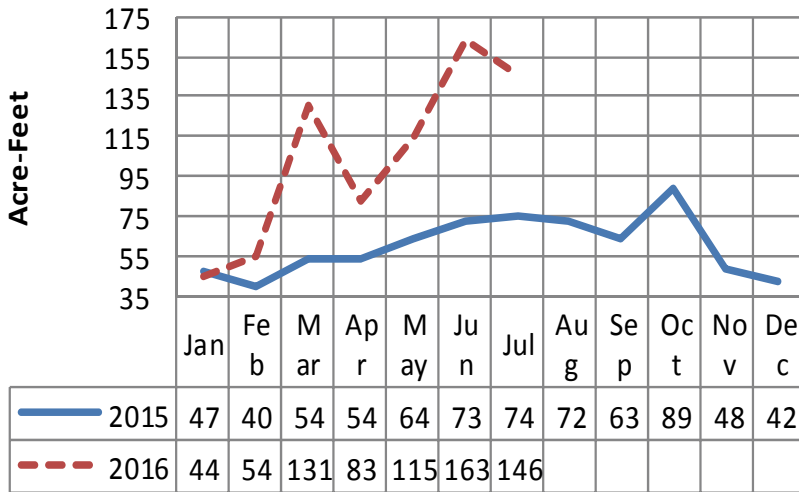
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.0	.11	.01

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	924.34	927.09	924.91
AG	926.79	930.12	927.99
TP Wells	953.52	951.94	952.43
Grange Rd	936.09	933.76	935.28
American Rock	969.23	968.94	969.48
Spyglass	963.70	964.07	963.72
Luchetti	921.52	921.27	920.78
18th T	926.79	940.52	940.42

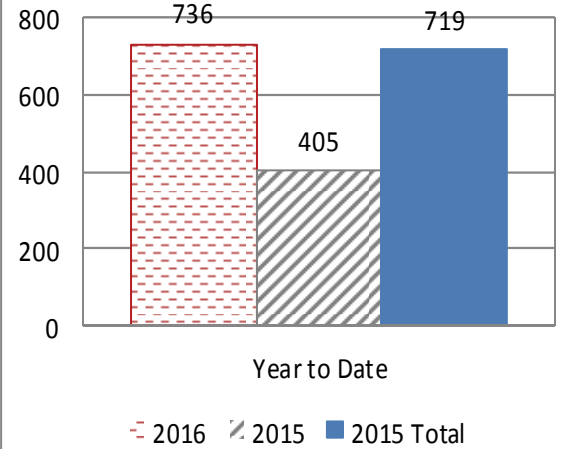
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last Year</i>
97	683	1424
Overtime Hours	26.5	\$1035.55

July 2016 Field Report

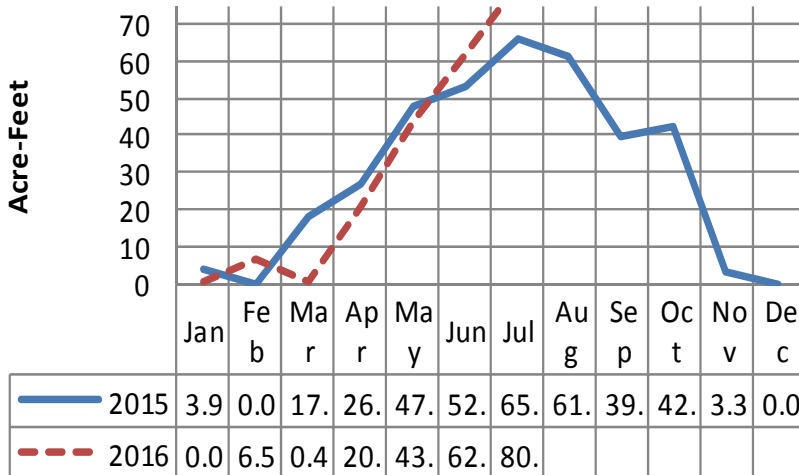
HVLCSD Municipal Well Production



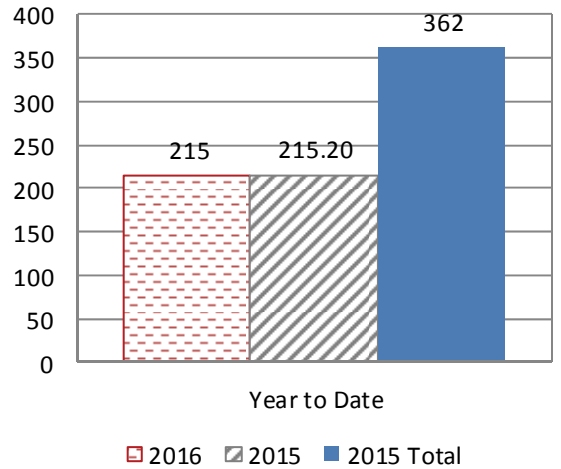
HVLCSD Municipal Well Production



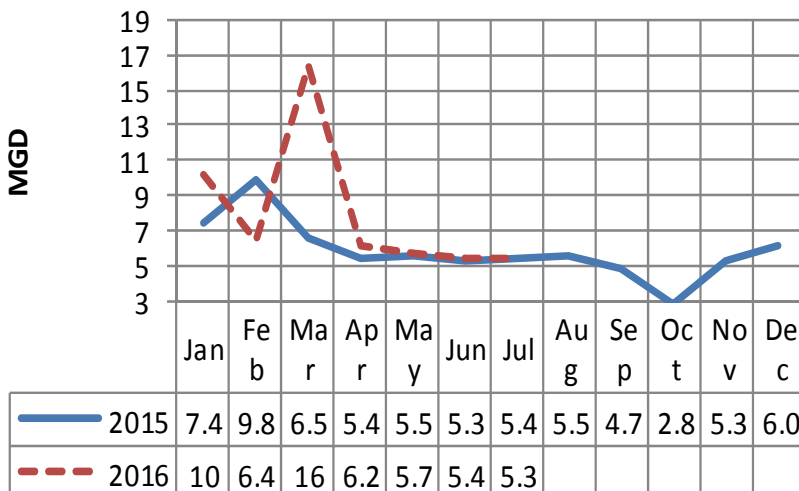
HVLCSD Municipal Reclaimed Water Use



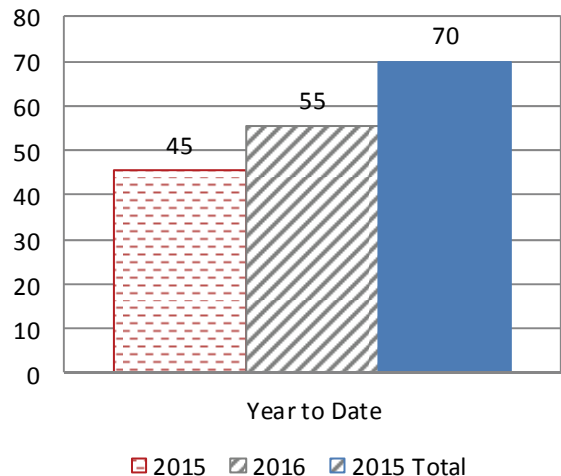
HVLCSD Municipal Reclaimed Water



HVLCSD Municipal Wastewater Influent



HVLCSD Municipal Wastewater Influent



July 2016 Field Report

Water Operations and Maintenance Highlights

- 7/12,7/14 Courtesy notices, lock offs
- Weed abatement
- Repaired leak at Moon Ridge
- Repaired leak at Greenridge Rd
- Routine operations and maintenance
- 7/26—7/28 Meter reads

Wastewater Operations and Maintenance Highlights

- 7/12,7/14 Courtesy notices, lock offs
- Geo-tube maintenance
- Repairs to Clarifier bed equipment
- Repairs to AB equipment
- Repairs to the air filters
- 7/26—7/28 Meter reads
- Routine operations and maintenance

July 2016 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	Non-op
Truck 3	2704
Truck 4	0
Truck 6	500
Truck 7	635
Truck 8	1198
Dump Truck	90
Backhoe	5.8
Tractor	Non-op (scrap)
New Holland Tractor	3

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	90093.3	20099.9
Fuel Log	331.80	43.1
July Tank Level	271.74	478.26
June Tank Level	380.43	396.74



Hidden Valley Lake Community Services District

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MEMO

To: Board of Directors
From: Kirk Cloyd
Date: August 16, 2016
RE: General Manager's Monthly Report

Good evening. The following report discusses several items that Hidden Valley Lake CSD completed over the past month and several items that will be addressed as we move forward.

Water

Hexavalent Chromium (Cr6) Update

The District and Coastal Engineering conducted a "Kickoff Meeting" Wed. Aug. 10th to start the Engineering Report for Hexavalent Chromium compliance.

On a side note, Coastal Engineering also provided the District with a draft of the Chlorine Emergency Response Plan which is currently under review.

Temporary Urgency Change Petition (TUCP)

The District received an update from Paula of Wagner & Bonsignore noting that the state has responded to the TUCP asking for additional information that Wagner & Bonsignore already has access to and will provide the State.

State Water Board

The District has been made aware of a requirement to notify the State Water Board within 30 days of any new houses that have been built in Units 4 and 5 since the removal of the moratorium. The District has rectified this oversight.

Moratorium

The District has started billing for non-pulled meters on vacant lots per Board direction.

Sanitary Sewer

Solar Loan

PG&E gave the District credits for the installation of the solar array. These credits have been used to make the annual payment for the installation of the facility. The District will use the last of these credits in approx. six (6) months and be required to monetarily pay for the construction loan in the future; the cost of which is approx. \$67K per year from the Sanitary Sewer enterprise account. The savings in the generation of power



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verses the purchase of PG&E power will be used to make the annual payment for the construction of the solar array. The Sanitary Sewer Enterprise account currently has sufficient funds to make this payment.

Regional Water Reclamation Facility (RWRf) access road repair

Mr. Indrebo and I discussed the road damage due to his contract with Lake County. He is under the impression that the contractor or county will make the repairs. We discussed his obligation to return the roadway to its former condition. The District agreed to obtain quotes for the repairs and provide them to all three parties involved.

Funds “Transferred In”

An error in bookkeeping accounted for the difference in funds transferred in and funds transferred out. Staff located and corrected this error for the current and future monthly reports.

Telstar

Telstar Invoices related to the Valley Fire and installation of the emergency generators are in question.

- I. Telstar has submitted invoices for additional work above & beyond the original quote stating that Interim G.M. (Matt Bassett) gave them verbal direction/approval to make these costly changes.
- II. Each of the invoices in question are above the G.M.’s limit to approve and must be taken to the BOD for approval. A review of past BOD meetings indicated that these costs were mentioned in the Interim G.M.’s Board Report but in no case were they brought before the Board for discussion or action.
- III. The District requested a copy of the signed change orders which Telstar states they do not have. A signed change order is required so the District can show the auditors that the work performed was not part of the original proposal.
- IV. The District requested a copy of the original quote from Telstar. The original quote arrived later than requested and is currently under review.
- V. Several items such as mobilization and demobilization are being billed on a separate invoice for response to the Valley Fire. Mobilization and demobilization would have to take place for Telstar to come to the site and perform the work thus it would be part of the original invoice and not an additional one. It gives the appearance of double billing.
- VI. The District put Telstar Instruments on notice that it is unclear why work was conducted without a signed Change Order to avoid the current issues.
- VII. Complicating matters further, is the fact that some of the work Telstar is listing as additional work should have been done during the original project and therefore included on the original invoice. As an example; the SCADA system was disconnected from the sanitary sewer lift station by Telstar when the emergency generators were installed and now Telstar is charging an additional fee to reconnect the very SCADA system that they



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disconnected. [Note: It is customary to leave a sewer lift station connected to the SCADA system (so conditions/alarms can be monitored during construction) and then the emergency generators are added to the SCADA system as part of the original bid. Disconnecting the SCADA system and leaving it in manual leaves the agency vulnerable until such time that the system is reconnected.] Finally, if the SCADA system was disconnected by Telstar, why would they not reconnect it at no cost, returning it to pre-job conditions?

Concerns Specific To Each Invoice:

Invoice #	Amount:	Notes:
85416	\$8,095.06	No signed "Change Order" approving an increase to the generator pads and the associated costs. There is no way for the District to tell that this should not have been included in the original quote or that the District requested these changes.
85433A	\$12,321.00	No signed "Change Order" approving "engineering, engineering calculations for retaining wall & seismic drafting" and any associated costs. There is no way for the District to tell that this should not have been included in the original quote or that the District requested these changes.
85434	\$61,269.91	The labor, materials, shipping, handling and tax are not well defined and the District needs evidence that they are not related to the other invoices noted here or already paid.
85435	\$6,540.84	In this day and age of technology, it is hard to believe that anyone would go through the expense of installing a new emergency generator without a way via SCADA to know it came on, monitor its status, acknowledge alarms and see the wet well levels. The concept of this system, "initially setup for local (Manual) PLC control for well operation" is also questioned because Telstar notes it as a well when it is a sewer lift station. Additionally, Telstar disconnected the lift station from SCADA prior to installing the generator and then charged us to reconnect what they disconnected.
85968	\$9,224.53	The description on the invoice for "Mobilization, demobilization for all project work during the fire" does not provide very much information. I must assume this is the Valley Fire. To my knowledge, mobilization and demobilization is required for any work to be conducted in the field and would have been part of the original cost and not a separate invoice. The job could not be done if Telstar did not mobilize and demobilize.
Total:	\$97,451.34	

Stormwater

The current stormwater basin is sized for a 10 year flood. Many homes and properties along the Putah Creek are exposed to the threat of a 100 year flood. Currently grant funding is available for projects of this nature to build them to the standards of a 100 year flood. The District would like to consider the pursuit of state grant funding using in-kind services, possible donation of properties and matching federal grant funds to conduct an engineering study and/or construct such ground works. An engineering study would confirm that the design being considered would account for the 100 year flood, store flood waters and allow them to feed by gravity into Putah Creek. This would engineer out the need for the storm water pump station as well as the annual electrical costs and on-going maintenance. The lift station would be left in place to be used in extreme cases where HVL experienced rains at greater than the design capacity of a 100 year flood. It is expected that this would be at little to no cost to the district once reimbursed by grant funds.

Human Resources

At the June 2016 board meeting, staff committed to bringing forward the Wastewater Operator II/III Flex job description and salary for the boards review and possible approval. While reviewing the current job descriptions for the Wastewater Operator II,



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the Wastewater Lead and the Field Operations Lead, discrepancies were noted that are in conflict with state requirements for certification. This is a bigger task than originally thought and will take staff longer to correct. Staff will bring this to the Board of Directors once corrections to the job descriptions have been made to meet state certification requirements for water treatment, water distribution and wastewater treatment and staff has responded to the comment period.

Facilities

Technical Equipment Room

The technical consultant inspecting the functionality of the switch gear in the server room noted that the switch unit does not need to be replaced. Staff will follow up on several possible causes of the slow network system and address the issue once found.

Administration Building

Curtis Edwards Roofing repaired & replaced the worn District office roof a few weeks ago. The work was completed the week of Aug. 8th with the replacement of two broken skylights (due to golf ball impacts). A frame and netting structure was included to guard against future golf ball impacts. The Board approved a budget not to exceed \$40K. District staff was able to complete the roof and skylight work for under \$15K.

General Information

Election Benchmarks

Staff contacted the County Clerk's Office and confirmed that as part of the fees the District pays, the Clerk's Office addresses all public notification and election responsibilities.

Ordinances and Fee Schedules

The Water and Sanitary Sewer Ordinances are still under review in an effort to put all water and sewer use fees into a separate fee schedule and provide the District with a functional sewer use ordinance that will take us into the future. As previously mentioned, this will clarify any current issues with the sewer late fees.

Verizon Cell Tower Agreement

Verizon responded to the Districts inquiries on the current offer letter and has committed to correcting several inconsistencies in a new offer letter taking the Districts negotiation points into account. In the meantime, Verizon has asked the District to, "...provide documentation that shows the transfer of ownership from "Stonehouse Mutual Water Company" to "Hidden Valley Lake CSD" for the property that houses Little Peak Tank and the proposed Verizon cell tower site.



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Wild Diamond Vineyard

The GM attended the public hearing for the Environmental Report at the Lake County Planning Commission meeting Thursday Aug. 11th. It does not appear that the building of this facility will impact our current domestic well field; however, the environmental report does not address well drawdown and refill of the current or proposed wells. Once in full operation, Wild Diamond Vineyards proposes to use 40% of the water in the noted aquifer. This could have a negative impact on springs that discharge to Hidden Valley Lake. It is estimated that this is a nominal amount of water but could reduce the flora and fauna of several creeks.

Any run-off from Wild Diamond Vineyards would need to be monitored before (baseline monitoring), during (construction monitoring) and after (compliance monitoring) to ensure Hidden Valley Lake is not negatively impacted. This would be most important IF the District were to drill a domestic well on the north side of Putah Creek to address the moratorium and/or Chromium 6 issues. Any such well in the proposed watershed may be affected by the drawdown of ground water and influenced by any chemicals that are introduced into Hidden Valley Lake or the associated watershed.

It is advised that Lake County Planning Commission be made aware of the potential impact to Hidden Valley Lake CSD so the Commission can do their due diligence to mitigate any potential threat to this watershed. Additional field and analytical analysis is needed by Wild Diamond Vineyards to assure the County, HVLA and HVLCSD that there is no potential impact.

Coyote Valley Elementary School Jog A Thon

As part of the 2016/2017 budget, the Board approved up to \$2,100.00 in support of the Coyote Valley Elementary School Jog A Thon. This event will be held on October 14th. Funds will be used to purchase T-shirts for the participants and promote water conservation.

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

DATE: August 16, 2016

AGENDA ITEM: Discuss billing Opportunities of Misread Meters.

RECOMMENDATIONS: Approve staff recommendation as discussed with legal counsel.

FINANCIAL IMPACT: 3 years back-billing

HVLA: \$29,506.27

School: \$3,993.46

Total Amount: \$33,499.73

BACKGROUND: Due to meter discrepancies HVLA and Coyote Valley Elementary School were not billed correctly leaving an outstanding amount unpaid.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on August 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

Unbilled Meters Re-cap

Spring 2015

A review of all meter sizes in the Incode customer database revealed a few inconsistencies. It was discovered that Commercial meters that are 2" in size, can be measured by 7 digits, as opposed to the conventional residential meters, that are only measured by 6 digits. In other words, commercial meters can register consumption up to 9,999,999 c.f., while 5/8" or ¾" meters can register up to 999,999 c.f.

Of all the 7 digit meters, only three appeared to have been misread (and therefore under-billed). Two meters were associated with HVLA; 1. The meter located at the Ballpark, 2. The meter located at the Pro Shop. The third meter is associated with the Coyote Valley Elementary School.

Spring/Summer 2015

Correct meter reading for these meters began in Spring/Summer time period.

Summer 2016

HVLA inquired about the billing discrepancy, which prompted further research on the total amount that was under-billed. It was determined that HVLA was under-billed \$85,711.93, and that the School was under-billed \$13,480.69. A letter to HVLA was written in response to their inquiry that outlined the error, and summarized the under-billed amount of \$85,711.93

Board Meeting July 19, 2016

After review of the GM Letter in the packet for this meeting, the Board had requested to agendaize this topic for the upcoming Board Meeting, August 16, 2016. The most recent three years that have been under-billed is HVLA: \$29,506.27 and School: \$3,993.46, totaling \$31,499.73. A draft letter to both HVLA and Coyote Valley are included in this packet.

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

DATE: August 16, 2016

AGENDA ITEM: Approve Resolution 2016-16 to adopt District Billing Recoupment Policy and Procedure.

RECOMMENDATIONS: Approve Resolution 2016-16 District Billing Recoupment Policy

FINANCIAL IMPACT: N/A

BACKGROUND: A policy to direct staff was previously unavailable for a misread meter that resulted in under billing of customers.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Kirk Cloyd, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on August 16, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Secretary to the Board

RESOLUTION NO. 2016-16

**A RESOLUTION AUTHORIZING ADOPTION OF
A UTILITY BILLING UNDERCHARGE/OVERCHARGE POLICY**

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

WHEREAS, the District Board of Directors desires to establish a clear, concise and repeatable reference on this topic, and

WHEREAS, in the case of a billing discrepancy that results in an under or overcharge of a customer account, and

WHEREAS, the District shall back-bill the full amount of an undercharged bill as required by the California Constitution adhering to the limitations herein, and

WHEREAS, if the date the error began cannot be determined, the General Manager (or their designee) shall review the undercharge and determine the terms of the payment arrangement, and

WHEREAS, the District shall offer the customer reasonable payment arrangements for the amount of the back-bill taking into account the period of the undercharge. In no case can the repayment period exceed the length of time that the under billing occurred. Late fees shall occur and termination of service procedures may be implemented if all undercharged amounts are not met and repaid accordingly, and

WHEREAS, when a customer has been overcharged, the total amount of that customer's overcharge shall be promptly credited to their account, following a thorough investigation, and

WHEREAS, in all cases the District shall follow the Constitution of the State of California stated below:

- The "gift of public funds" is prohibited;
- Subsidizing one class of customer at the expense of another is a violation of Proposition 218's "proportionality" requirement. (Prop. 218 is a state constitutional requirement);
- Compliance with the statute of limitations (36 months prior billings) with regard to any recovery. (Pursuant to either of the above principles);

NOW THEREFORE, BE IT RESOLVED that the Hidden Valley Lake Community Services District shall adopt a "Utility Billing Undercharge/Overcharge Policy" that defines the protocol to ensure the process of collecting on an undercharge or paying out an overcharge as a result of incorrect meter readings, incorrect application of the rate schedule, incorrect connection of the meter, faulty meter or other similar reason.

PASSED AND ADOPTED

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