



# Hidden Valley Lake Community Services District

## Regular Board Meeting

DATE: October 20, 2015  
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 of the Board of Directors meeting September 30, 2015
  
  - (B) DISBURSEMENT: CHECK #033121 - #033179 including auto drafts and payroll for a total of \$167,378.07.
  
- 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)
  - General Manager's Report
  
- 9) DISCUSSION AND POSSIBLE ACTION: Adoption of resolution 2015-20 approval to refinance the District's 95-2 bond – hear presentation from NBS
  
- 10) DISCUSSION AND POSSIBLE ACTION: Approval to enter into an agreement with Municipal Capital Markets
  
- 11) DISCUSSION AND POSSIBLE ACTION: Approval of water usage adjustments during the Valley Fire incident
  
- 12) DISCUSSION AND POSSIBLE ACTION: Discussion of connection forfeiture policy and procedures

- 13) DISCUSSION AND POSSIBLE APPROVAL: Approval of CPS HR Consulting estimate for General Manager Job Description salary review
- 14) DISCUSSION AND POSSIBLE ACTION: Review CSDA purchasing and credit card policy templates
- 15) DISCUSSION AND POSSIBLE ACTION: Review Board of Directors Compensation Policy
- 16) PUBLIC COMMENT
- 17) BOARD MEMBER COMMENT
- 18) CLOSED SESSION:  
    (A) Government Code 54957 (b) Personnel Performance Evaluation – Interim General Manager
- 19) ADJOURNMENT

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.

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: SEPTEMBER 30, 2015**

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

Director Jim Freeman, President  
Director Jim Lieberman, Vice President  
Director Carolyn Graham  
Director Linda Herndon  
Director Judy Mirbegian  
Tami Ipsen, Administrative Services Officer  
Coleen Blakey, Interim Accountant/Controller  
Matt Bassett, Interim General Manager

**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 Lieberman and second by Director Mirbegian the Board unanimously approved the agenda with the following change:

The Board of Directors tabled agenda Item #16, Discussion and Possible Action: Recruitment of permanent General Manager – recommendation from Personnel Committee for recruiting agency.

**CONSENT CALENDAR**

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

- (B) Warrants: # Check #033034-#033120 including auto draft and payroll for a total of \$722,479.61
- (C) Rescind resolution 2015-17 and adopt resolution 2015-19 amended miscellaneous fees and charges
- (D) Sponsor Coyote Valley Elementary Jog a Thon event promoting water conservation theme
- (E) District's Alternate Schedule Policy and 9/80 schedule review

On motion by Director Graham, and second by Director Mirbegian the Board unanimously approved to remove consent Calendar Item (A) Approval of the Minutes of the Board of Directors meeting August 18, 2015 for correction. Correction is under agenda item 12, Discussion and Possible Action: Adoption of Resolution 2015-18 authorizing termination of Leak Adjustment Program quantifying overage and opinion of who is determining the leak and adjusting, to add "Director Graham requested a resolution for leak adjustments during winter months when water use sets the sewer rate for the next fiscal year."

**BOARD COMMITTEE REPORTS**

Personnel Committee: Personnel Committee met on September 9, 2015. Report enclosed.  
Finance Committee: no report.

Emergency Preparedness Program Committee: No report. Director Lieberman did comment that the committee will meet to discuss Valley Fire.

### **BOARD MEMBER ATTENDANCE AT OTHER MEETINGS**

ACWA Region 1 Board: Director Mirbegian was unable to attend ACWA Region 1 meeting in September due to the Valley Fire. Well wishes were extended from ACWA.

ACWA State Legislative Committee: Director Herndon reported on the August 24, 2015 State Legislative Committee meeting and reviewed the upcoming bills.

County OES: Director Lieberman reported the OES meeting on September 16, 2015 was canceled due to the Valley Fire.

Other: Director Herndon read her report outlining the events held at the ACWA Continuing Education for Water Professionals Workshop held on September 10, 2015 at Jack London Square, Oakland, CA.

### **STAFF REPORTS**

General Manager's Report: Interim General Manager Matt Bassett reviewed the Accountant/Controller's report and in addition to the Interim General Manager's report he reviewed the list of anticipated items, including filing claim for Valley Fire losses.

#### **DISCUSSION AND POSSIBLE ACTION: Adoption of resolution 2015-20 declaring intention to refund bonds to levy reassessment as security for refunding bonds and to continue the lien of the original assessment**

Interim Accountant/Controller Coleen Blakey presented the results of her research for the proposed refinancing of 95-2 bond. This agenda item was referred to the Finance Committee for review and further research.

#### **DISCUSSION AND POSSIBLE ACTION: Authorizing President of the Board Jim Freeman to enter into agreement with Municipal Capital Markets Group**

Board referred to Finance Committee as part of agenda item 9.

#### **DISCUSSION AND POSSIBLE ACTION: Adoption of Resolution 2015-21 to initiate Drought Surcharge effective October 1, 2015**

On motion by Director Lieberman and second by Director Graham, the Board of Directors unanimously approved Resolution 2015-21 to initiate Drought Surcharge Stage 2 effective October 1, 2015.

#### **DISCUSSION AND POSSIBLE ACTION: authorizing a credit card to the Interim General Manager**

On motion made by Director Lieberman and second by Director Herndon was unanimously approved by the Board of Directors to authorize the Interim General Manager a District credit card.

#### **DISCUSSION AND POSSIBLE ACTION: Approval to reallocate 2015-2016 Capital Expenditures**

Interim Accountant/Controller Coleen Blakey reviewed staff's recommendations to reimburse \$101,000 from the CIEDB Rate Stabilization Account and move to Unrestricted Sewer Capital Fund to balance the Capital Expenditures for fiscal year 2015-2016.





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

SEPTEMBER 2015

DISBURSEMENT SUMMARY REPORT

9/1/2015-9/30/2015

**Disbursement Summary**

<b>Fund</b>		
120 - Sewer	\$	74,058.29
130 - Water	\$	48,525.00
215 - USDA Sewer Bond	\$	-
218 - CIEDB	\$	-
219 - USDA Solar Project	\$	-
375 - Sewer Reserve Improvement	\$	-
711 - Bond Administration		
	<b>SUB TOTAL</b>	<b>\$ 122,583.29</b>
<b>*Payroll</b>	<b>\$</b>	<b>44,794.78</b>
<b>Total Warrants</b>	<b>\$</b>	<b>167,378.07</b>

*\*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**

SEPTEMBER, 2015

DISBURSEMENT SUMMARY REPORT

9/1/2015-9/30/2015

DRAFT DATE	TYPE	NUMBER	NAME	CHECK AMOUNT	STATUS
9/4/2015	D	BANK-DRAFT	US DEPARTMENT OF THE TREASURY	4,991.96	CLEARED
9/4/2015	D	BANK-DRAFT	NATIONWIDE RETIREMENT SOLUTION	955.00	CLEARED
9/25/2015	D	BANK-DRAFT	US DEPARTMENT OF THE TREASURY	4,973.45	CLEARED
9/25/2015	D	BANK-DRAFT	NATIONWIDE RETIREMENT SOLUTION	955.00	CLEARED
<b>TOTAL</b>				<b>11,875.41</b>	

CHECK DATE	TYPE	CHECK NUMBER	NAME	CHECK AMOUNT	STATUS
9/4/2015	CHECK	33121	SANFORD, ROLAND A	-	CLEARED
9/4/2015	CHECK	33122	BARRY SILVA	94.31	CLEARED
9/4/2015	CHECK	33123	CARDMEMBER SERVICE	1,297.20	CLEARED
9/4/2015	CHECK	33124	GRAPHIC FX, INC.	574.21	CLEARED
9/4/2015	CHECK	33125	LINDA HERNDON	138.38	CLEARED
9/4/2015	CHECK	33126	MEDIACOM	360.53	CLEARED
9/4/2015	CHECK	33127	OFFICE DEPOT	197.00	CLEARED
9/4/2015	CHECK	33128	PAUL SILVA	94.31	CLEARED
9/4/2015	CHECK	33129	RICOH USA, INC.	164.78	CLEARED
9/4/2015	CHECK	33130	SPECIAL DISTRICT RISK MANAGEME	342.58	CLEARED
9/4/2015	CHECK	33131	ALPHA ANALYTICAL LABORATORIES	1,060.00	CLEARED
9/4/2015	CHECK	33132	VOID CHECK	-	CLEARED
9/4/2015	CHECK	33133	James Oliver	50.00	CLEARED
9/4/2015	CHECK	33134	TELSTAR INSTRUMENTS, INC	17,174.23	CLEARED
9/4/2015	CHECK	33135	USA BLUE BOOK	196.75	CLEARED
9/4/2015	CHECK	33136	CALIFORNIA PUBLIC EMPLOYEES RE	5,084.60	CLEARED
9/4/2015	CHECK	33137	STATE OF CALIFORNIA EDD	1,703.27	CLEARED
9/4/2015	CHECK	33138	VARIABLE ANNUITY LIFE INSURANC	100.00	CLEARED
9/11/2015	CHECK	33139	ACWA/JPIA	745.00	CLEARED
9/11/2015	CHECK	33140	COASTLAND CIVIL ENGINEERING, I	10,843.75	CLEARED
9/11/2015	CHECK	33141	DATAPROSE	2,575.17	CLEARED
9/11/2015	CHECK	33142	GARDENS BY JILLIAN	200.00	CLEARED
9/11/2015	CHECK	33143	GHD	201.00	CLEARED
9/11/2015	CHECK	33144	KAREN JENSEN	67.20	CLEARED
9/11/2015	CHECK	33145	MATT BASSETT	491.32	CLEARED
9/11/2015	CHECK	33146	MICHELLE HAMILTON	625.00	CLEARED
9/11/2015	CHECK	33147	NATIONAL METER & AUTOMATION	2,687.50	CLEARED
9/11/2015	CHECK	33148	REDFORD SERVICES	950.00	OUTSTND
9/11/2015	CHECK	33149	SOUTH LAKE REFUSE COMPANY	185.70	CLEARED
9/11/2015	CHECK	33150	SPECIAL DISTRICT RISK MANAGEME	26,986.88	CLEARED
9/11/2015	CHECK	33151	ALPHA ANALYTICAL LABORATORIES	851.00	CLEARED
9/11/2015	CHECK	33152	C J S RANCH SUPPLY & APPAREL	252.63	CLEARED
				<b>76,294.30</b>	

CHECK DATE	CHECK TYPE	CHECK NUMBER	CHECK NAME	CHECK AMOUNT	CHECK STATUS
9/11/2015	CHECK	33153	CLEARLAKE LAVA, INC.	610.95	CLEARED
9/11/2015	CHECK	33154	HARDESTER'S MARKETS & HARDWARE	23.07	CLEARED
9/11/2015	CHECK	33155	CASABONNE, DANIEL	115.41	CLEARED
9/11/2015	CHECK	33156	HUBER, ED	77.07	CLEARED
9/11/2015	CHECK	33157	OGRAM, BRIAN	37.36	CLEARED
9/25/2015	CHECK	33158	ADVANCED ELECTRONIC SECURITY S	138.70	CLEARED
9/25/2015	CHECK	33159	ALPHA ANALYTICAL LABORATORIES	3,299.00	CLEARED
9/25/2015	CHECK	33160	VOID CHECK	-	CLEARED
9/25/2015	CHECK	33161	SIERRA CHEMICAL CO.	2,651.09	CLEARED
9/25/2015	CHECK	33162	TIRE PROS	825.27	CLEARED
9/25/2015	CHECK	33163	VERIZON WIRELESS	712.02	CLEARED
9/25/2015	CHECK	33164	AT&T	682.31	CLEARED
9/25/2015	CHECK	33165	CARDMEMBER SERVICE	2,195.66	CLEARED
9/25/2015	CHECK	33166	DEVELOPMENT GROUP	220.00	CLEARED
9/25/2015	CHECK	33167	MERRILL, ARNONE & JONES, LLP	6,854.95	CLEARED
9/25/2015	CHECK	33168	OFFICE DEPOT	254.72	CLEARED
9/25/2015	CHECK	33169	RICOH USA, INC.	468.85	CLEARED
9/25/2015	CHECK	33170	SPECIALIZED UTILITY SERVICES	3,100.00	CLEARED
9/25/2015	CHECK	33171	ST HELENA HOSPITAL dba JOBCARE	208.00	CLEARED
9/25/2015	CHECK	33172	WAGNER & BONSIGNORE	5,065.70	CLEARED
9/25/2015	CHECK	33173	BYRD, DAVID WILLIAM	74.55	CLEARED
9/25/2015	CHECK	33174	CAPITAL INCOME & GRO	31.69	CLEARED
9/25/2015	CHECK	33175	ELLIS, LAURI	114.50	CLEARED
9/25/2015	CHECK	33176	PEDRAZA, RICHARD	37.15	CLEARED
9/25/2015	CHECK	33177	CALIFORNIA PUBLIC EMPLOYEES RE	5,090.26	CLEARED
9/25/2015	CHECK	33178	STATE OF CALIFORNIA EDD	1,425.30	CLEARED
9/25/2015	CHECK	33179	VARIABLE ANNUITY LIFE INSURANC	100.00	CLEARED
				<b>34,413.58</b>	

PAYROLL:					
DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	
9/4/2015	MISC.		PAYROLL DIRECT DEPOSIT	22,283.99	CLEARED
9/17/2015	MISC.		9/17/15 DEP CORRECTION	6.00	CLEARED
9/18/2015	MISC.		PAYROLL DIRECT DEPOSIT	22,504.79	CLEARED
				<b>44,794.78</b>	

**CHECK TOTAL: 110,707.88**  
**BANK-DRAFT TOTAL: 11,875.41**  
**PAYROLL TOTAL: 44,794.78**  
**167,378.07**



***HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT***

**SEPTEMBER 2015**

**FINANCIAL REPORT**





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**SEPTEMBER, 2015**

**Financial Report**

REVENUE & EXPENSE SEWER REPORT

9/1/2015-9/30/2015

<b>120-SEWER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>TOTAL REVENUE</b>	1,149,443.00	90,463.29	320,055.44	829,387.56	27.84%

<b>EXPENDITURE SUMMARY</b>					
<b>NON-DEPARTMENTAL</b>	440,165.00	46,910.36	82,903.38	357,261.62	8.18
<b>ADMINISTRATION</b>	381,150.00	25,309.33	115,850.49	265,299.51	23.75
<b>FIELD</b>	289,205.00	18,606.97	76,533.82	212,671.18	20.03
<b>DIRECTORS</b>	38,323.00	3,103.59	8,724.48	29,598.52	14.67
<b>TOTAL</b>	<b>1,148,843.00</b>	<b>93,930.25</b>	<b>284,012.17</b>	<b>864,830.83</b>	<b>24.72%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-4020 PERMIT & INSPECTION FEES	300.00	100.00	200.00	100.00	66.67
120-4045 AVAILABILITY FEES	8,800.00	-	31,232.35	(22,432.35)	354.91
120-4050 SALES OF RECLAIMED WATER	90,000.00	11,672.59	49,286.76	40,713.24	54.76
120-4111 COMM SEWER USE	19,370.00	2,221.17	6,631.60	12,738.40	34.24
120-4112 GOV'T SEWER USE	580.00	48.05	144.15	435.85	24.85
120-4116 SEWER USE CHARGES	969,100.00	76,451.60	227,710.55	741,389.45	23.5
120-4210 LATE FEE	19,093.00	(195.01)	4,300.45	14,792.55	22.52
120-4300 MISC INCOME	39,600.00	1.85	6.80	39,593.20	0.02
120-4505 LEASE INCOME	2,600.00	161.54	484.62	2,115.38	18.64
120-4550 INTEREST INCOME	-	1.50	58.16	(58.16)	0
<b>TOTAL</b>	<b>1,149,443.00</b>	<b>90,463.29</b>	<b>320,055.44</b>	<b>829,387.56</b>	<b>27.84%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
120-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	1,311.07	1,311.07	20,388.93	6.04
120-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	1,227.57	1,722.27	5,488.73	23.88
120-5-00-5060 GASOLINE, OIL & FUEL	8,790.00	-	1,846.88	6,943.12	21.01
120-5-00-5061 VEHICLE MAINT	11,012.00	412.63	1,609.92	9,402.08	14.62
120-5-00-5062 TAXES & LIC	619.00	-	-	619.00	0
120-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0
120-5-00-5075 BANK FEES	12,750.00	1,230.91	2,809.69	9,940.31	22.04
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	4,520.00	-	187.09	4,332.91	4.14
120-5-00-5092 POSTAGE & SHIPPING	1,300.00	98.26	106.13	1,193.87	8.16
120-5-00-5110 CONTRACTUAL SERVICES	40,000.00	1,287.58	3,769.16	36,230.84	9.42
120-5-00-5121 LEGAL SERVICES	9,500.00	3,427.47	6,513.22	2,986.78	68.56
120-5-00-5122 ENGINEERING SERVICES	34,000.00	2,791.00	4,411.50	29,588.50	12.98
120-5-00-5123 OTHER PROFESSIONAL SERVICE	51,000.00	3,268.88	9,964.89	41,035.11	19.54
120-5-00-5130 PRINTING & PUBLICATION	1,500.00	-	1,434.32	65.68	95.62
120-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0
120-5-00-5145 EQUIPMENT RENTAL	990.00	234.42	1,042.24	(52.24)	105.28
120-5-00-5148 OPERATING SUPPLIES	11,699.00	2,651.09	3,109.61	8,589.39	26.58
120-5-00-5150 REPAIR & REPLACE	53,614.00	17,716.03	19,988.28	33,625.72	37.28
120-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	169.35	409.35	7,990.65	4.87

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5156 CUSTODIAL SERVICES	9,600.00	787.50	2,362.50	7,237.50	24.61
120-5-00-5157 SECURITY	460.00	-	-	460.00	0
120-5-00-5160 SLUDGE DISPOSAL	13,660.00	610.95	610.95	13,049.05	4.47
120-5-00-5191 TELEPHONE	6,960.00	697.16	2,217.53	4,742.47	31.86
120-5-00-5192 ELECTRICITY	17,291.00	-	3,621.92	13,669.08	20.95
120-5-00-5193 OTHER UTILITIES	2,600.00	273.11	545.40	2,054.60	20.98
120-5-00-5195 ENV/MONITORING	33,000.00	2,857.00	6,925.50	26,074.50	20.99
120-5-00-5196 RISK MANAGEMENT	15,000.00	5,760.00	5,760.00	9,240.00	38.4
120-5-00-5198 ANNUAL OPERATING FEES	1,600.00	-	48.75	1,551.25	3.05
120-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	0
120-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	-	1,271.00	0
120-5-00-5312 TOOLS - FIELD	524.00	-	61.76	462.24	11.79
120-5-00-5315 SAFETY EQUIPMENT	1,874.00	98.38	513.45	1,360.55	27.4
120-5-00-5545 RECORDING FEES	200.00	-	-	200.00	0
120-5-00-5600 CONTINGENCY	40,636.00	-	-	40,636.00	0
<b>TOTAL</b>	<b>440,165.00</b>	<b>46,910.36</b>	<b>82,903.38</b>	<b>357,261.62</b>	<b>18.83%</b>

ADMINISTRATION EXPENDITURES	BUDGET	PERIOD	ACTUAL	BALANCE	BUDGET
120-5-10-5010 SALARIES & WAGES	265,334.00	18,493.49	59,527.77	205,806.23	22.44
120-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,738.77	13,040.82	52,624.18	19.86
120-5-10-5021 RETIREMENT BENEFITS	38,231.00	1,563.69	41,574.15	(3,343.15)	108.74
120-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0
120-5-10-5090 OFFICE SUPPLIES	6,500.00	138.20	489.44	6,010.56	7.53
120-5-10-5170 TRAVEL MILEAGE	1,100.00	340.18	650.15	449.85	59.1
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	35.00	490.15	3,509.85	12.25
120-5-10-5179 ADM MISC EXPENSES	300.00	-	78.01	221.99	26
<b>TOTAL</b>	<b>381,150.00</b>	<b>25,309.33</b>	<b>115,850.49</b>	<b>265,299.51</b>	<b>30.39%</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	190,391.00	12,394.41	37,406.76	152,984.24	19.65
120-5-30-5020 EMPLOYEE BENEFITS	53,183.00	3,940.22	11,375.93	41,807.07	21.39
120-5-30-5021 RETIREMENT BENEFITS	38,231.00	1,013.77	22,810.31	15,420.69	59.66
120-5-30-5022 CLOTHING ALLOWANCE	1,300.00	-	600.00	700.00	46.15
120-5-30-5063 CERTIFICATIONS	380.00	-	170.00	210.00	44.74
120-5-30-5090 OFFICE SUPPLIES	1,040.00	179.78	179.78	860.22	17.29
120-5-30-5170 TRAVEL MILEAGE	680.00	-	-	680.00	0
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	1,078.79	3,991.04	8.96	99.78
<b>TOTAL</b>	<b>289,205.00</b>	<b>18,606.97</b>	<b>76,533.82</b>	<b>212,671.18</b>	<b>26.46%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	107.66	322.98	2,677.02	10.77
120-5-40-5020 DIRECTOR BENEFITS	230.00	2.10	6.30	223.70	2.74
120-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,684.64	8,053.92	26,739.08	23.15
120-5-40-5170 TRAVEL MILEAGE	100.00	69.19	101.28	(1.28)	101.28
120-5-40-5176 DIRECTOR TRAINING	200.00	240.00	240.00	(40.00)	120
<b>TOTAL</b>	<b>38,323.00</b>	<b>3,103.59</b>	<b>8,724.48</b>	<b>29,598.52</b>	<b>22.77%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**AUGUST, 2015**

**Financial Report**

REVENUE & EXPENSE WATER REPORT

8/1/2015-8/31/2015

<b>130-WATER ENTERPRISE FUND FINANCIAL SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>ALL REVENUE</b>	1,138,568.00	109,906.38	332,258.03	806,309.97	29.18%

<b>EXPENDITURE SUMMARY</b>					
NON-DEPARTMENTAL	602,660.00	22,625.32	129,419.22	473,240.78	21.47
ADMINISTRATION	385,340.00	25,459.32	118,961.52	266,378.48	30.87
FIELD	285,930.00	21,225.50	84,816.56	201,113.44	29.66
DIRECTORS	39,383.00	3,103.57	8,779.43	30,603.57	22.29
<b>TOTAL</b>	<b>1,313,313.00</b>	<b>72,413.71</b>	<b>341,976.73</b>	<b>971,336.27</b>	<b>26.04%</b>

<b>REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-4035 RECONNECT FEE	13,000.00	3,025.00	5,345.00	7,655.00	41.12
130-4039 WATER METER INST	300.00	-	-	300.00	0
130-4040 RECORDING FEE	110.00	10.00	40.00	70.00	36.36
130-4045 AVAILABILITY FEES	35,000.00	-	2,042.75	32,957.25	5.84
130-4110 COMM WATER USE	32,600.00	1,028.10	3,330.16	29,269.84	10.22
130-4112 GOV'T WATER USE	844.00	111.39	259.91	584.09	30.8
130-4115 WATER USE	1,024,100.00	100,120.78	293,131.10	730,968.90	28.62
130-4117 WATER OVERAGE FEE	-	-	8,417.22	(8,417.22)	0
130-4118 WATER OVERAGE COMM	-	4,476.02	11,569.44	(11,569.44)	0
130-4119 WATER OVERAGE GOV	-	849.39	898.25	(898.25)	0
130-4210 LATE FEE	25,014.00	(251.75)	5,230.33	19,783.67	20.91
130-4215 RETURNED CHECK FEE	700.00	50.00	225.00	475.00	32.14
130-4300 MISC INCOME	1,100.00	1.85	201.35	898.65	18.3
130-4505 LEASE INCOME	5,800.00	484.62	1,453.86	4,346.14	25.07
130-4550 INTEREST INCOME	-	0.98	113.66	(113.66)	0
<b>TOTAL REVENUES</b>	<b>1,138,568.00</b>	<b>109,906.38</b>	<b>332,258.03</b>	<b>806,309.97</b>	<b>29.18%</b>

<b>NON-DEPARTMENTAL EXPENDITURES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>YEAR TO DATE ACTUAL</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
130-5-00-5024 WORKERS' COMP INSURANCE	21,700.00	1,311.07	1,311.07	20,388.93	6.04
130-5-00-5025 RETIREE HEALTH BENEFITS	7,211.00	1,227.57	1,280.61	5,930.39	17.76
130-5-00-5060 GASOLINE, OIL & FUEL	8,788.00	-	1,395.84	7,392.16	15.88
130-5-00-5061 VEHICLE MAINTENANCE	3,521.00	412.64	1,774.16	1,746.84	50.39
130-5-00-5062 TAXES & LIC	1,153.00	-	-	1,153.00	0
130-5-00-5074 INSURANCE	14,735.00	-	-	14,735.00	0
130-5-00-5075 BANK FEES	12,750.00	1,230.91	2,809.73	9,940.27	22.04
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	17,641.00	-	1,129.11	16,511.89	6.4
130-5-00-5092 POSTAGE & SHIPPING	1,300.00	98.25	106.11	1,193.89	8.16
130-5-00-5110 CONTRACTUAL SERVICES	43,650.00	3,975.09	6,456.69	37,193.31	14.79
130-5-00-5121 LEGAL SERVICES	9,445.00	3,427.48	6,513.23	2,931.77	68.96
130-5-00-5122 ENGINEERING SERVICES	37,500.00	-	-	37,500.00	0
130-5-00-5123 OTHER PROFESSIONAL SERVICES	73,200.00	168.88	38,086.02	35,113.98	52.03
130-5-00-5124 WATER RIGHTS	10,428.00	5,065.70	13,369.25	(2,941.25)	128.21
130-5-00-5130 PRINTING & PUBLICATIONS	1,500.00	-	1,434.32	65.68	95.62
130-5-00-5135 NEWSLETTER	1,000.00	-	-	1,000.00	0

NON-DEPARTMENTAL EXPENDITURES (CON'T)	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5145 EQUIPMENT RENTAL	-	234.43	1,042.27	(1,042.27)	0
130-5-00-5148 OPERATING SUPPLIES	1,107.00	-	139.93	967.07	12.64
130-5-00-5150 REPAIR & REPLACE	62,888.00	817.50	10,906.06	51,981.94	17.34
130-5-00-5155 MAINT BLDG & GROUNDS	8,400.00	169.35	409.35	7,990.65	4.87
130-5-00-5156 CUSTODIAL SERVICES	10,000.00	787.50	2,362.50	7,637.50	23.63
130-5-00-5157 SECURITY	460.00	-	-	460.00	0
130-5-00-5191 TELEPHONE	6,958.00	697.17	2,217.53	4,740.47	31.87
130-5-00-5192 ELECTRICITY	132,166.00	-	31,925.54	100,240.46	24.16
130-5-00-5193 OTHER UTILITIES	2,627.00	273.12	545.41	2,081.59	20.76
130-5-00-5195 ENV/MONITORING	24,000.00	2,353.00	3,065.00	20,935.00	12.77
130-5-00-5196 RISK MANAGEMENT	300.00	-	-	300.00	0
130-5-00-5198 ANNUAL OPERATING FEE	22,400.00	-	48.75	22,351.25	0.22
130-5-00-5310 EQUIPMENT - FIELD	1,149.00	-	-	1,149.00	0
130-5-00-5311 EQUIPMENT - OFFICE	1,271.00	-	-	1,271.00	0
130-5-00-5312 TOOLS - FIELD	1,681.00	-	-	1,681.00	0
130-5-00-5315 SAFETY EQUIPMENT	1,531.00	98.37	513.45	1,017.55	33.54
130-5-00-5505 WATER CONSERVATION	10,000.00	254.80	554.80	9,445.20	5.55
130-5-00-5545 RECORDING FEES	200.00	-	-	200.00	0
130-5-00-5580 TRANSFERS OUT	-	22.49	22.49	(22.49)	0
130-5-00-5600 CONTINGENCY	50,000.00	-	-	50,000.00	0
<b>TOTAL</b>	<b>602,660.00</b>	<b>22,625.32</b>	<b>129,419.22</b>	<b>473,240.78</b>	<b>27.35%</b>

ADMINISTRATION EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	265,334.00	18,493.52	62,103.21	203,230.79	23.41
130-5-10-5020 EMPLOYEE BENEFITS	65,665.00	4,738.76	13,170.28	52,494.72	20.06
130-5-10-5021 RETIREMENT BENEFITS	42,446.00	1,563.54	41,821.58	624.42	98.53
130-5-10-5063 CERTIFICATIONS	20.00	-	-	20.00	0
130-5-10-5090 OFFICE SUPPLIES	6,500.00	138.22	489.53	6,010.47	7.53
130-5-10-5170 TRAVEL MILEAGE	1,475.00	340.18	658.66	816.34	44.65
130-5-10-5175 EDUCATION / SEMINARS	3,600.00	185.10	640.24	2,959.76	17.78
130-5-10-5179 ADM MISC EXPENSES	300.00	-	78.02	221.98	26.01
<b>TOTAL</b>	<b>385,340.00</b>	<b>25,459.32</b>	<b>118,961.52</b>	<b>266,378.48</b>	<b>30.87%</b>

FIELD EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	190,391.00	15,689.10	47,027.18	143,363.82	24.7
130-5-30-5020 EMPLOYEE BENEFITS	53,183.00	3,940.23	11,375.92	41,807.08	21.39
130-5-30-5021 RETIREMENT BENEFITS	34,016.00	1,322.07	23,717.34	10,298.66	69.72
130-5-30-5022 CLOTHING ALLOWANCE	1,900.00	-	600.00	1,300.00	31.58
130-5-30-5063 CERTIFICATIONS	200.00	-	60.00	140.00	30
130-5-30-5090 OFFICE SUPPLIES	1,040.00	179.79	179.79	860.21	17.29
130-5-30-5170 TRAVEL MILEAGE	800.00	-	-	800.00	0
130-5-30-5175 EDUCATION / SEMINARS	4,400.00	94.31	1,856.33	2,543.67	42.19
<b>TOTAL</b>	<b>285,930.00</b>	<b>21,225.50</b>	<b>84,816.56</b>	<b>201,113.44</b>	<b>29.66%</b>

DIRECTORS EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DAT ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	107.64	322.92	2,677.08	10.76
130-5-40-5020 DIRECTOR BENEFITS	230.00	2.10	6.30	223.70	2.74
130-5-40-5030 DIRECTOR HEALTH BENEFITS	34,793.00	2,684.64	8,053.92	26,739.08	23.15
130-5-40-5170 TRAVEL MILEAGE	560.00	69.19	101.29	458.71	18.09
130-5-40-5176 DIRECTOR TRAINING	800.00	240.00	295.00	505.00	36.88
<b>TOTAL</b>	<b>39,383.00</b>	<b>3,103.57</b>	<b>8,779.43</b>	<b>30,603.57</b>	<b>22.29%</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**SEPTEMBER, 2015  
FINANCIAL REPORT**

**POOLED CASH  
AS OF SEPTEMBER 30, 2015**

<b>Beginning Balance</b>	<b>46,334.63</b>
<b>Cash Receipts</b>	
Deposit	233,547.30
Transfers	0.00
Adj	0.00
<b>Total Receipts</b>	<b>233,547.30</b>
<b>Cash Disbursements</b>	
Accounts Payable	122,583.29
Payroll	44,794.78
Bank Fees	1,755.66
<b>Total Disbursements</b>	<b>169,133.73</b>
<b>Ending Balance</b>	<b>110,748.20</b>

**TEMPORARY INVESTMENTS**

Fund		LAIF	Money Mkt	Total	G/L Bal
120	Sewer Operating Fund	67,039.21	22,646.78	89,685.99	89,685.98
130	Water Operating Fund	143,156.75	16,488.74	159,645.49	159,645.49
215	1995-2 Redemption	60,623.58	15,900.94	76,524.52	76,524.52
217	State Revolving Loan Sewer	-	-	-	-
218	CIEDB Redemption	11,470.00	(99,734.73)	(88,264.73)	(88,264.72)
219	USDARUS Solar Loan (Sewer)	816.31	66,952.11	67,768.42	67,768.42
313	Wastewater Cap Fac Reserved	432,481.52	56,352.20	488,833.72	488,833.71
314	Wastewater Cap Fac Unrestricted	62,591.48	423,308.30	485,899.78	485,899.78
319	Solar Reserve	-	35,291.19	35,291.19	35,291.20
320	Water Capital Fund	-	-	-	-
350	CIEDB Loan Reserve	170,562.00	-	170,562.00	170,562.00
711	Bond Administration	27,052.54	14,417.77	41,470.31	41,470.30
<b>TOTAL</b>		975,793.39	551,623.29	1,527,416.68	1,527,416.68



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**  
**SEPTEMBER, 2015**  
**FINANCIAL REPORT**

**CAPITAL EXPENDITURES**  
**2015-2016 BUDGET**

<b>Sewer</b>	<b>Budget</b>	<b>Yr to Date Actual</b>
Repair Sewer Lateral Leaks	70,000	0.00
Complete Revised Sewer System Management Plan	9,000	0.00
Install Security Fencing at Lift Station 1 & 4	10,000	0.00
New Pickup Truck	35,000	0.00
SCADA Hardware for Lift Stations	17,000	0.00
Preliminary Design-Chlorine Disinfection Facility	50,000	5,227.50
Crazy Creek Land Purchase	100,000	1,646.50
CL2 basin - 2 Flowmeter Replacements	9,000	0.00
Install Treatment Plant Inflow Meter	25,000	0.00
Backup Generators for Lift Stations 2,3,5,6 Hardester	160,000	0.00
Retrofit Lift Station 7 & install backup generator	110,000	0.00
<b>Total</b>	<b>595,000</b>	<b>6,874.00</b>

<b>Water</b>	<b>Budget</b>	<b>Yr to Date Actuals</b>
<i>(No planned capital expenditures in FY 2015-2019)</i>		0.00
<b>Total</b>	<b>-</b>	<b>0.00</b>



## Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hiddenvalleylakecsd.com

**October 16, 2015**

### **Interim General Manager Matt Bassett's Monthly Board Letter**

The following is a list of items I'm focusing on:

- I. **DWR Compliance Order No 02\_03\_14R\_004:** I've been going back and forth between the State and our advisors. Our advisors and the State are not agreeing on the proper type of paperwork needed. One side wants us to apply for a new license while the other wants us to amend our current license. I'm focusing on the State and trying to get them to understand that whatever the answer is, it has to be financially feasible. In the end, the solution to this issue and the Chromium 6 might be to drill a new production well. I'm being told that a new ground water well would not fall under DWR's governance. As long as it's our primary water source, all of the DWR issues would be gone.
- II. **Hexavalent Chromium 6:** We received a letter from the SWRCB dated September 28, 2015 putting us on notice that we exceeded the MCL of 10 on July 1, 2014. We are required to come up with a corrective action plan and remedy the problem no later than January 1, 2020. If we opt to solve this problem with a new water source, we'll have to pay for engineers, a well, water main and a contact tank. This will easily cost in the hundreds of thousands of dollars. The deadline to submit a compliance plan is November 20, 2015. (See attached exhibits)
- III. **Coastland Engineering Projects:** I've told them to completely stop the engineering report on the process needed to switch from gas chlorine to liquid. Currently, we don't have sufficient funds for the engineering let alone the project. Tami has taken on the task of writing the RMP for the sewer plant. Coastland will still be needed to review and approve Tami's RMP, but doing this in-house will save the District money.
- IV. **LAFCO:** We are waiting to hear from the developer of the Valley Oaks project before we do anything else with this.
- V. **Lift Station 7:** This is moving along. The lids are arriving. Once the generator project is done, lift station 7 will be next.
- VI. **Backup Generators for Lift Stations 2, 3, 5, 7 and Hardester's:** The cement pads are formed and should be poured any day. The generators will be installed soon.



- VII. **Verizon Cell Tower Lease Agreement:** Verizon's attorneys are preparing their lease offer.
- VIII. **Valley Oaks Development:** We are very interested in being a part of this. We are waiting to hear from the developer. We'll be moving forward as soon as he's able to make agreements and fund his portion on the project.
- IX. **Coyote Plaza:** We've been sending a draft agreement back and forth between us. I think we are close to having this done.
- X. **Admin Building Roof:** We have an estimated project start date for mid-November. I'm guessing that'll get pushed back until after Thanksgiving.
- XI. **Field Vehicle Replacement Plan:** Tami is submitting our Valley Fire loss claims to our insurance agency. Once we know how much we are getting back, we'll need to meet and decide what our options are.
- XII. **Storm Water Detention Pond:** Our pump and all the trees in the pond were destroyed in the Valley Fire. Dennis is moving quickly to get the pump replaced and have all the dead trees removed. The next problem is determining how to address an issue that was brought forward in the April 2000 Master Storm Drainage Plan. It states, "...the pumping station and detention pond is undersized to provide adequate flood protection when high flows in Putah Creek eliminate the bypass conduit." The report has a solution but it won't help us this year. Staff is trying to source rental pumps that we can call on to add additional pumping assistance. The reality is that even with additional pumps, we won't be able to keep up when there are large in-flows and Putah Creek is full.

One possible source of help was brought to our attention this week during a visit by our CALOES and FEMA representatives who informed us of a grant titled "404". Tami will be tracking this down to see if there are any funds for our solution. If the grant is not applicable for the detention pond, we should consider it for the Chromium 6 or gas chlorine project.

- XIII. **Legal Counsel:** Now would be a good time to review our District's general legal counsel needs and determine if they are being met.
- XIV. **CalOES CDAA Grant:** We have received notice that Tami's grant application for \$31,176 reimbursement for last fall's storm expenses has been awarded.

## Hidden Valley Lake CSD Projects - As of 10/14/15

### Matt

- 1 Chrom 6 compliance plan 10/23
- 2 Connection Forfeiture Policy
- 3 Storm water run off retention
- 4 SWRCB compliance order #6
- \_\_\_ Admin roof (End of Nov)
- \_\_\_ Coyote Plaza agreement
- \_\_\_ Lift moratorium
- \_\_\_ Mtg w/Co Flood Plan
- \_\_\_ Plug sewer lines
- \_\_\_ Review EE handbook
- \_\_\_ Verizon lease

### Tami

- 1 VF Ins & Govt claims
- 2 RMP
- \_\_\_ EE 5yr wage history
- \_\_\_ Rules for using temps
- \_\_\_ Server AC
- \_\_\_ Water reduction #'s
- \_\_\_ WiFi system
- \_\_\_ Write sewer surcharge policy
- \_\_\_
- \_\_\_

### Coleen

- 1 Audit
- 2 Loan refinance
- \_\_\_

### Dennis

- \_\_\_ VF repairs

### Alyssa

- 1 EPA Chloro gas
- \_\_\_ PG&E NEMA
- \_\_\_ SCADA
- \_\_\_ SRF Feasibility chrom6 study
- \_\_\_ Water Quality Data Base
- \_\_\_

### Trish/Karen

- T New bill format
- K Customer auto pmt options

### Projects That Need To Be Assigned

- \_\_\_ # times District pays for training?
- \_\_\_ 5 yr CIP
- \_\_\_ Annual HOA/CSD water contract
- \_\_\_ Board health ins/comp
- \_\_\_ Cust incentive to pay w/out staff assist
- \_\_\_ Director handbook
- \_\_\_ Fast/EZ on line pmt process(cust incent)
- \_\_\_ Grant for flood control basin issue
- \_\_\_ HVL water testing program
- \_\_\_ LAFCO
- \_\_\_ LAFCO survey
- \_\_\_ Learn about CALWarn program
- \_\_\_ Lease or purchase trucks
- \_\_\_ OES 404 grant projects
- \_\_\_ Passwords Org
- \_\_\_ Porter VO service agreement
- \_\_\_ Review/adopt sewer ord
- \_\_\_ Special gray water sewer rate
- \_\_\_ Spending limits
- \_\_\_ SSMP
- \_\_\_ Tanks & meters
- \_\_\_ Update strategic plan
- \_\_\_ Water master plan

### Projects Completed Since Last Mtg

- \_\_\_ Contact VF victims
- \_\_\_ Keys to files

### Paul

- \_\_\_ LS7
- \_\_\_ LS generators



EDMUND G. BROWN JR.  
GOVERNOR



MATTHEW RODRIGUEZ  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

II

**State Water Resources Control Board**  
Division of Drinking Water

September 28, 2015

System No. 1710015

Hidden Valley Lake CSD  
Matt Bassett, Acting General Manager  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

**HEXAVALENT CHROMIUM MAXIMUM CONTAMINANT LEVEL (MCL) TRIGGER**

Dear Mr. Bassett,

On July 1, 2014, a maximum contaminant level (MCL) for hexavalent chromium of 0.010 mg/L became effective for all public water systems. The MCL exceedance is determined based on a rolling average of four calendar quarters of data. This letter is to inform you that the Hidden Valley Lake Community Services District's Well 4 has exceeded the hexavalent chromium MCL of 0.010 mg/L after three quarters of sampling. The water quality data that has been electronically submitted to the state database is shown below.

SOURCE	DATE	FINDING	QAvg
002	6/9/2015	7.800	7.8
002	3/24/2015	10.000	11.0
002	1/21/2015	12.000	
002	12/19/2014	16.000	16.0
003	6/9/2015	4.200	4.2
003	3/24/2015	5.300	5.1
003	1/29/2015	5.100	
003	1/21/2015	5.000	
003	12/19/2014	5.100	5.1
004	6/9/2015	19.000	19.0
004	3/24/2015	19.000	20.5
004	1/21/2015	22.000	
004	12/19/2014	22.000	22.0
006	6/9/2015	9.100	9.1

There are now steps the District must take to comply with the California Health and Safety Code (CHSC) Division 104 Section 116555(a)(1), 116431 and Title 22, California Code of Regulations (CCR) Section 64431. It is our understanding that the District blends water from its three wells prior to entering the distribution system. In prior discussions with Roland Sanford, I was told that the District is evaluating two options, blended treatment and the possibility of replacing Well

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

50 D Street, Suite 200, Santa Rosa, CA 95404 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)

4, to reduce hexavalent chromium levels to its customers. For the State Board to approve blending treatment, the District needs to submit engineering documents that specify the parameters and monitoring required for blending to be an effective treatment. If the District decides to replace the well, there are design requirements and documents that need to be submitted to the State Board to permit a new source of supply. Either treatment or a new source of supply requires an amendment to the District's water supply permit.

Please note that Senate Bill 385, approved by the Governor on September 4, 2015, authorizes the State Board, at the request of a public water system that prepares and submits a compliance plan, to grant a period of time to achieve compliance with the primary drinking water standard for hexavalent chromium by approving the compliance plan. This bill requires a public water system to provide a specific public notice regarding the compliance plan to the persons served by the public water system and the public water system to send written status reports to the state board. The bill also prohibits a public water system from being deemed in violation of the primary drinking water standard for hexavalent chromium while implementing an approved compliance plan or while state board action on its proposed and submitted compliance plan is pending. Please refer to the bill for the complete language and CHSC 116431 language (attached).

Please let me know **by October 23, 2015**, if the District intends to submit a compliance plan. The compliance plan will need to be submitted by **November 20, 2015**.

If you have any questions regarding this matter, please contact me at (707) 576-2734.

Sincerely,



Sheri K. Miller, P.E.  
Mendocino District Engineer  
Division of Drinking Water  
State Water Resources Control Board

Enclosure: CHSC 116431

cc: Lake County Environmental Health

*NOTE: This publication is meant to be an aid to the staff of the State Board Division of Drinking Water and cannot be relied upon by the regulated community as the State of California's representation of the law. The published codes are the only official representation of the law. Refer to the actual published codes whenever specific citations are required. Drinking water-related regulations are in Titles 22 and 17 of the California Code of Regulations.*

(2) The department shall grant a variance pursuant to paragraph (1) only if it determines, after conducting a public hearing in the community served by the public water system, that there is no substantial community opposition to the variance and the variance does not pose an unreasonable risk to health. The public water system shall provide written notification, approved by the department, to all customers which shall contain at least the following information:

(A) The fact that a variance has been requested.

(B) The date, time and location of the public hearing that will be conducted by the department.

(C) The level of fluoride that will be allowed by the requested variance and how this level compares to the maximum contaminant levels prescribed by the state primary drinking water standard, the federal national primary drinking water regulation, and the federal national secondary drinking water regulation.

(D) A discussion of the types of health and dental problems that may occur when the fluoride concentration exceeds the maximum contaminant levels prescribed by the state standard and the federal regulations.

(3) If, at any time after a variance has been granted pursuant to paragraph (1), substantial community concerns arise concerning the level of fluoride present in the water supplied by the public water system, the public water system shall notify the department, conduct a public hearing on the concerns expressed by the community, determine the fluoride level that is acceptable to the community, and apply to the department for an amendment to the variance which reflects that determination.

#### **§116431. Hexavalent Chromium – Effective 9/4/15**

(a) At the request of any public water system that prepares and submits a compliance plan to the state board, the state board may grant a period of time to achieve compliance with the primary drinking water standard for hexavalent chromium by the state board's written approval of the compliance plan.

(b)

(1) A compliance plan shall include all of the following:

(A) A compelling reason why it is not feasible for the system to presently comply with the primary drinking water standard for hexavalent chromium.

(B) A summary of the public water system's review of available funding sources, the best available technology or technologies for treatment, and other options to achieve and maintain compliance with the primary drinking water standard for hexavalent chromium by the earliest feasible date.

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(C) A description of the actions the public water system is taking and will take by milestone dates to comply with the primary drinking water standard for hexavalent chromium by the earliest feasible date. The actions may include, but are not limited to, planning, designing, permitting, financing, constructing, testing, and activating treatment facilities or other capital improvements. The compliance plan shall include the public water system's best estimate of the funding required for compliance and the actions that the public water system will take to secure the funding. In no event shall the earliest feasible date extend beyond January 1, 2020.

(2) The state board may do either of the following:

(A) Approve a compliance plan.

(B) Provide written comments on the compliance plan to the public water system. The comments may include requiring the public water system's compliance, prior to January 1, 2020, with the primary drinking water standard for hexavalent chromium if the earliest feasible date, based on review of the compliance plan and based on the public water system's specific circumstances identified in the plan, is prior to January 1, 2020. If the state board provides written comments, the public water system may submit a revised compliance plan that the state board may approve if the plan timely and adequately addresses any and all written comments provided by the state board.

(c) The public water system shall provide written notice regarding the compliance plan to the persons served by the public water system at least two times per year. The written notice shall meet the translation requirements provided in subdivision (h) of Section 116450 and shall include notice of all of the following:

(1) That the public water system is implementing the compliance plan that has been approved by the state board and that demonstrates the public water system is taking the needed feasible actions to comply with the primary drinking water standard for hexavalent chromium. The notice shall summarize those actions in a form and manner determined by the state board. For notices after the initial notice, the public water system shall update information demonstrating progress implementing the compliance plan.

(2) That the persons served by the public water system have access to alternative drinking water and that the public water system shall provide information on that drinking water. The notice shall identify where that information may be obtained.

(3) Basic information describing hexavalent chromium, including the level found in drinking water provided by the public water system, the maximum contaminant level for hexavalent chromium, and the possible effects of hexavalent chromium on human health as specified in Appendix 64465-D of Section 64465 of Title 22 of the California Code of Regulations.

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(d) Following the state board's approval of the compliance plan, the public water system shall submit a written status report to the state board, at a frequency and by a deadline or deadlines set by the state board, for the state board's approval, that updates the status of actions specified in the state board-approved compliance plan and that specifies any changes to the compliance plan that are needed to achieve compliance with the primary drinking water standard for hexavalent chromium by the earliest feasible date. State board approval of a written status report that includes proposed changes to the compliance plan shall be deemed approval of the proposed changes to the compliance plan and the resulting revised plan.

(e) A public water system shall not be deemed in violation of the primary drinking water standard for hexavalent chromium while implementing an approved compliance plan. A public water system that has submitted a compliance plan for approval shall not be deemed in violation of the primary drinking water standard for hexavalent chromium while state board action on the proposed and submitted compliance plan is pending.

(f)

(1) At any time, the state board may direct revisions to a compliance plan or disapprove a compliance plan if the state board determines that the actions and timelines addressed in the compliance plan are inadequate to achieve compliance by the earliest feasible date. At any time, the state board may disapprove a written status report if the state board determines that the written status report fails to demonstrate that the public water system is complying with the approved compliance plan by the milestone dates. In these instances, the state board shall provide the public water system with written notice specifying the reason for the required revisions or disapproval and the deficiencies that shall be addressed in a resubmitted compliance plan or written status report.

(2) A previously approved compliance plan that the state board requires to be revised, or a written status report that is disapproved by the state board, may be revised and resubmitted by the public water system for state board approval within 60 days of receipt of the notice required by paragraph (1). During the 60 days, a public water system shall not be deemed in violation of the primary drinking water standard for hexavalent chromium. A public water system shall not be granted a period of time to achieve compliance with the primary drinking water standard for hexavalent chromium if the public water system fails to submit a revised compliance plan or revised written status report within 60 days of receiving the notice, or submits a revised compliance plan or revised written status report that is subsequently disapproved.

(3) A compliance plan approved by the state board pursuant to this section shall continue in effect until the earliest feasible compliance date, as specified by the compliance plan, or until the water system fails to retain state board approval of the compliance plan.

(g) The state board may implement, interpret, or make specific the provisions of this section by means of criteria, published on its Internet Web site. This action by the state board shall not be subject to the rulemaking requirements of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

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(h) This section does not affect the state's requirements for establishing drinking water standards for contaminants in drinking water. This section does not apply to any contaminants other than hexavalent chromium. This section is intended to address the specific circumstance that, for some public water systems, compliance with the state's hexavalent chromium drinking water standard requires the design, financing, and construction of capital improvements. These major compliance actions necessitate a period of time for compliance.

(i) This section shall remain in effect only until January 1, 2020, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2020, deletes or extends that date.

#### ***Article 5. Public Notification***

##### **§116450. Notification to Department and users.**

(a) When any primary drinking water standard specified in the department's regulations is not complied with, when a monitoring requirement specified in the department's regulations is not performed, or when a water purveyor fails to comply with the conditions of any variance or exemption, the person operating the public water system shall notify the department and shall give notice to the users of that fact in the manner prescribed by the department. When a variance or an exemption is granted, the person operating the public water system shall give notice to the users of that fact.

(b) When a person operating a public water system determines that a significant rise in the bacterial count of water has occurred in water he or she supplies, the person shall provide, at his or her expense, a report on the rise in bacterial count of the water, together with the results of an analysis of the water, within 24 hours to the department and, where appropriate, to the local health officer.

(c) When the department receives the information described in subdivision (b) and determines that it constitutes an immediate danger to health, the department shall immediately notify the person operating the public water system to implement the emergency notification plan required by this chapter.

(d) In the case of a failure to comply with any primary drinking water standard that represents an imminent danger to the health of water users, the operator shall notify each of his or her customers as provided in the approved emergency notification plan.

(e) In addition, the same notification requirement shall be required in any instance in which the department or the local health department recommends to the operator that it notify its customers to avoid internal consumption of the water supply and to use bottled water due to a chemical contamination problem that may pose a health risk.



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(f) The content of the notices required by this section shall be approved by the department. Notice shall be repeated at intervals, as required by the department, until the department concludes that there is compliance with its standards or requirements. Notices may be given by the department. In any case where public notification is required by this section because a contaminant is present in drinking water at a level in excess of a primary drinking water standard, the notification shall include identification of the contaminant, information on possible effects of the contaminant on human health, and information on specific measures that should be taken by persons or populations who might be more acutely affected than the general population.

(g) Whenever a school or school system, the owner or operator of residential rental property, or the owner or operator of a business property receives a notification from a person operating a public water system under any provision of this section, the school or school system shall notify school employees, students and parents if the students are minors, the owner or operator of a residential rental property shall notify tenants, and the owner or operator of business property shall notify employees of businesses located on the property.

(1) The operator shall provide the customer with a sample notification form that may be used by the customer in complying with this subdivision and that shall indicate the nature of the problem with the water supply and the most appropriate methods for notification that may include, but is not limited to, the sending of a letter to each water user and the posting of a notice at each site where drinking water is dispensed.

(2) The notice required by this subdivision shall be given within 10 days of receipt of notification from the person operating the public water system.

(3) Any person failing to give notice as required by this subdivision shall be civilly liable in an amount not to exceed one thousand dollars (\$1,000) for each day of failure to give notice.

(4) If the operator has evidence of noncompliance with this subdivision the operator shall report this information to the local health department and the department.

(h)

(1) Notwithstanding any other provision of law, commencing July 1, 2012, a written Tier 1 public notice given by a public water system pursuant to this section shall comply with the following:

(A) It shall be provided in English, Spanish, and in the language spoken by any non-English-speaking group that exceeds 10 percent of persons served by the public water system, and it shall contain a telephone number or address where residents may contact the public water system for assistance.

(B) For each non-English-speaking group that speaks a language other than Spanish and that exceeds 1,000 residents but is less than 10 percent of the persons served by the public water system described in subparagraph (A), the notice shall contain information regarding the importance of the notice and a telephone number or address where the public water system will provide either a translated copy of the notice or assistance in the appropriate language.

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(2)

(A) After July 1, 2012, it shall be presumed that the public water system has determined the appropriate languages for notification pursuant to paragraph (1) if the public water system has made a reasonable attempt to utilize the data available through the American Community Survey of the United States Census Bureau to identify the non-English speaking groups that reside in a city, county, or city and county that encompasses the service area of the public water system.

(B) After July 1, 2012, it shall be presumed that the notice has been correctly translated if the public water system has made a reasonable attempt to obtain either in-house or contracted-for translation services for providing a translated copy of the notice or assistance in the appropriate languages pursuant to paragraph (1) and the translated copy of the notice or assistance has been provided.

(C) After July 1, 2012, if the public water system has made a reasonable attempt to have the notice required by paragraph (1) translated into the appropriate languages, it shall be presumed that a notice translated into languages other than Spanish has been adequately provided if it contains translations in the appropriate languages of all of the following:

(i) Identification of the contaminant.

(ii) Information on the health effects associated with the presence of the contaminant in drinking water at a level in excess of the primary drinking water standard.

(iii) Actions that members of the public should take to protect their health, such as, for example, "Do not drink," "Boil water before using," or "Stop boiling your water."

(3) In addition to nonwritten notification provided for in the public water system's emergency notification plan, the public water system may, and is encouraged to, provide notice through foreign language media outlets.

(4) For purposes of this subdivision, "Tier 1 public notice" means a public notice as defined pursuant to Section 64401.71 of Title 22 of the California Code of Regulations.

(5) Nothing in this subdivision shall require the department to review or approve notices in any language other than English.

**§116451. Department effort to ensure notification**

If user notification is required pursuant to Section 116450, the department shall make a reasonable effort to ensure that notification is given.

**§116455. Notification to local agency of source contamination.**

(a) A public water system shall comply with the requirements of this section within 30 days after it is first informed of a confirmed detection of a contaminant found in drinking water delivered by the public water system for human consumption that is in excess of a maximum contaminant level, a notification level, or a response level established by the department.

VII

COPY OF EMAIL BETWEEN VERIZON'S REP AND MYSELF

10/13/15

Hi Matt:

Verizon Wireless is governed by the Federal Communications Commission (FCC) regarding Radio Frequency Emissions. The Telecommunications Act of 1996 passed by the Federal Government does not allow Planning Commissions to deny a proposed cell facility based on health concerns. This is because the FCC has done the testing and concluded what safe levels are for cell tower emissions. Verizon Wireless will conduct an EME Report that shows they comply with federal standards which is required by FCC. Verizon Wireless always ensures their sites are compliant with the FCC standards and takes full responsibility for ensuring their sites are designed to meet FCC regulation.

The FCC emission guidelines are based on federal health and safety agencies including the Environmental Protection Agency (EPA), the Food and Drug Administration (FDA), the National Institute for Occupational Safety and Health (NIOSH), and the Occupational Safety and Health Administration (OSHA).

Please let me know if you or any other have additional questions.

Thanks.

Andrew Lesa

Site Acquisition & Planning Manager

Epic Wireless Group, Inc. 8700 Auburn Folsom Road, Suite 400, Granite Bay, CA 95746  
Phone (530) 368-2357 andrew.lesa@epicwireless.net A Woman-Owned Small Business

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-----Original Message-----

From: Matt Bassett [mailto:mbassett@hiddenvalleylakecsd.com]

Sent: Thursday, October 01, 2015 11:13 AM

To: Andrew Lesa <Andrew.Lesa@epicwireless.net>

Subject: RE: Hidden Valley Lake-CSD\_Verizon Wireless Cell Facility

Hey Andrew,

Board liked what I had done and didn't have anything to add to my list of requests, other than... to make sure that Verizon is 100% for all liabilities like radio waves.

IX

**Agreement between Hidden Valley Lake Community Service District and Kimco Development, Inc regarding reimbursement of Pump Station Connection Fees**

On May 31, 2006 Kimco Development, Inc (Kimco) entered into a Service Agreement, (Agreement) with Hidden Valley Lake Community Services District (District) for the Coyote Valley Plaza Project (Project).

To date, all fees have been fulfilled with the exception of the Project's proportionate share of reimbursement for the Project connecting to Hardester's Market Pump Station (Pump Station).

The intent of this Agreement is to reduce to writing, a verbal agreement between the District (General Manager Mel Aust) and Kimco (Ken Porter), that was entered into for Phase II of the Project, wherein the Project/Kimco would pay a share of the Pump Station cost as units became occupied in Phase II of the Project. For the past several years, that agreement has been fulfilled and by way of this Agreement, will continue to be fulfilled, until October 31, 2018, at which time, any remaining and outstanding balance will be paid in full to the District.

All parties agree that as of October 8, 2015:

- The outstanding balance owed to Hardester's Market and being collected on its behalf by the District for the Pump Station is \$35,314.31.
- There are eight unleased units in the Project, #'s 22, 23, 24, 25, 27, 28, 29 & 30.
- A payment of \$4,414.29 will be paid by Kimco, to the District, prior to a Notice of Completion currently unrented spaces in the Project.
- Any remaining and outstanding balance owed will be paid, in full, to the District by October 31, 2018.
- If any outstanding balance is not paid by that date, District may file and record a property lien with the County of Lake.

\_\_\_\_\_  
Ken Porter, Kimco Development, Inc      \_\_/\_\_/\_\_

\_\_\_\_\_  
Matt Bassett, Interim GM, Hidden Valley Lake CSD      \_\_/\_\_/\_\_

XII

# Master Storm Drainage Plan

## Hidden Valley Lake, California



April 2000

Prepared for:

Hidden Valley Lake CSD  
Hidden Valley Lake HOA  
Lake County Flood Control  
and Water Conservation District



**WINZLER & KELLY**  
CONSULTING ENGINEERS

495 Tesconi Circle, Santa Rosa, CA 95401  
707.523-1010 PH 707.527-8679 FAX  
[www.w-and-k.com](http://www.w-and-k.com)

<b>Priority</b>	<b>Pipe No.</b>	<b>Location</b>	<b>Improvement</b>	<b>Cost</b>
5	6.01.00	Conestoga Road	Add 15" RCP	\$18,630
6	6.03.03.01	Eagle Rock Road	Replace with 27" RCP	\$26,380
7	6.06.00	Eagle Rock Road	Replace with 24" RCP	\$20,960
8	6.02.00	Conestoga Road	Replace with 42" RCP	\$30,120
			<b>PROJECT TOTAL</b>	<b>\$3,689,770</b>

\*Alternative included in Project Total Cost

## **II. HIDDEN VALLEY LAKE SUBDIVISION**

### **A. DRAINAGE STRUCTURES**

Approximately 78 culverts within the Subdivision will need to be replaced to accommodate the design flows. The replacements are generally recommended in areas where the culverts cross roadways within the subdivision. Figures 6-1 through 6-5 illustrates the location of the proposed improvements. The total estimated cost of improvements is \$ 3,689,770.

### **B. PUMP STATION**

The existing storm water pump station should be upgraded if 100-year flood protection is desired in Watershed 1. The Putah Creek Levee Evaluation will determine the storm recurrence interval for the interior and exterior of the levee. The District has developed some preliminary design work for the addition of two additional high capacity stormwater pumps.

With the available detention storage under 10-year design conditions, the pump station and bypass system must provide a total capacity of 235 cfs. This is available through the bypass conduit; however, the existing pumping station and detention pond is undersized to provide adequate flood protection when high flows in Putah Creek eliminate the bypass conduit.

The existing pump station configuration provides for 235 cfs of bypass capacity through a 72-inch CMP. The 72-inch CMP is operational until the flood level in Putah Creek reaches elevation 935. The pump station itself has approximately 6,000 to 8,000 gpm (13.4 to 17.8 cfs) of pumping capacity and approximately 10-acre feet of storm water detention storage.

With the available detention storage under 100-year design conditions, the required capacity of the pump station is 555 cfs. This is well beyond the existing available capacity.

The district has purchased two 100 HP pumps, when installation will increase the capacity of the pump station to approximately 44 cfs. As can be seen from the above analysis, these pumps will not be adequate to handle the 10-year or 100-year runoff during high water conditions on Putah Creek.

Several options have been explored. It may be possible to extend a gravity system downstream tying into Putah Creek at a water surface that would allow gravity flow even at 100-year flows in Putah Creek. Based on the existing FEMA mapping, a water surface of 944 on Putah Creek occurs approximately 2000 feet downstream of the pump station site. However, a large gravity pipe system would be required to handle the total flows, estimated as three 10'x 5' RCB's or, alternatively, it may be possible to construct an earthen channel to carry this flow. This channel is estimated to be 30 feet wide, 6 feet deep with 2:1 side slopes.

It may be possible to construct detention basin facilities upstream through the golf course. Rough estimates indicate that 18 to 27 acre-feet of storage could be developed by construction of earthen berms across the channel at key locations. This storage would potentially reduce runoff to the pump station to between 130 and 165 cfs during a 10-year event and between 395 and 470 cfs during a 100-year event. With the maximum sized detention capacity in place, the gravity system would still require dual 10'x 5' RCB's or an earthen channel with a bottom width of 15 feet.

The other option would be to upsize the pump station as required depending on what other improvements (such as detention basins) are constructed. The alternatives need to be further investigated during the evaluation of the Putah Creek levee. The actual design criteria approved by FEMA needs to be established. It is unclear at this time what the internal design (pump station) and external Putah Creek flooding levels are.

### **III. COYOTE CREEK CHANNEL**

#### **A. ALTERNATIVES REVIEWED**

The hydraulic capacity of the Coyote Creek channel within the subdivision was reviewed utilizing the FEMA cross sections as a basis for the hydraulic analysis. Coyote Creek, in its current configuration below the Hidden Valley Lake Dam (20 to 25 feet wide and 3 feet deep), has an approximate carrying capacity of 650 to 950 cubic feet per second (cfs). Currently, the creek splits below Hidden Valley Lake; a 500-cfs bypass system carries a portion of the Creek under Highway 29. The remaining flow is carried in the main creek channel along the southern boundary of the Subdivision. Coyote Creek meets Putah Creek near Hartman Road. An existing

XIV

### Franklin Plumbing - Capping Customers Sewer Lines Quote

Quote	Cust#	Name	Address	Septic
\$ 600	7/8			Yes
500	10/11			Yes
300	16/18			
300	13/15			
300	15/17			
250	8/9			
300	6/7			
250	2			
250	3			
250	4			
250	12/13			
300	17/19			Yes
600	14/16			Yes
600	9/10			
250	1			Yes
250	5			
<hr/>				
\$	5,550			

These are all not to exceed prices





RECEIVED  
OCT 16 2015

XLV

October 13, 2015

Roland Sanford  
General Manager  
Hidden Valley Lake Community Service District  
19400 Hartman Road  
Hidden Valley Lake, California 95467

Subject: Notification of Obligation and Payment  
CDAA Grant Program  
CDAA-201407, Cal OES ID: 033-91015

Dear Mr. Sanford:

**Obligation Notification** The California Governor's Office of Emergency Services (Cal OES) has attached the Exhibit C for State Supplement #0. Please see the table below for further obligation details.

Obligation Details	Supplement Obligation Amount	Cumulative Amount Obligated
State-California Disaster Assistance Act (CDAA)	\$31,176	\$31,176

**Payment Process** For this disaster, funds will be paid in accordance with the following disbursement table:

Project Status	State Funds Disbursement Process
Projects less than 100% complete	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis
Projects 100% complete	Automatic payment of state share and administrative allowance



# Hidden Valley Lake Community Services District

## September 2015 Report

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Valley Fire: Well field



## September 2015 Field Report

Water Connections:		Sewer Connections:	
New (September—commercial)	0	New (September—commercial)	0
Residential (August)	2427	Residential (August)	1482
Commercial & Govt (August)	35	Commercial & Govt (August)	13
<b>Total (September) :</b>	<b>2462</b>		<b>1495</b>

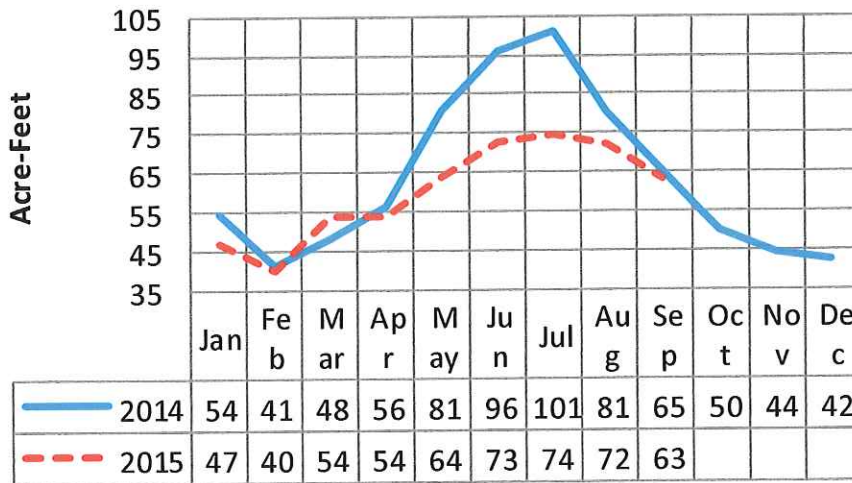
Rainfall		
<i>This month</i>	<i>Last year</i>	<i>Historical</i>
.5	.02	.15

Groundwater Elevation			
<i>Monitoring Wells</i>	<i>This month</i>	<i>Last year</i>	<i>Historical</i>
Prod Wells	924.94	917.09	919.67
AG	925.95	916.95	920.23
TP Wells	951.36	950.47	950.73
Grange Rd	931.34	929.80	933.87
American Rock	967.44	967.68	968.59
Spyglass	962.70	962.36	962.65
Luchetti	917.94	916.86	919.97
18th T	940.02	938.94	939.95

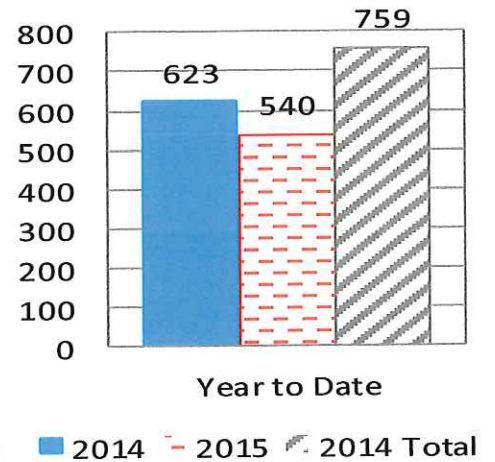
Completed Service Orders		
<i>This month</i>	<i>YTD</i>	<i>Last YTD</i>
156	998	686
<b>Overtime Hours</b>	<b>24.5</b>	<b>\$848.13</b>

# September 2015 Field Report

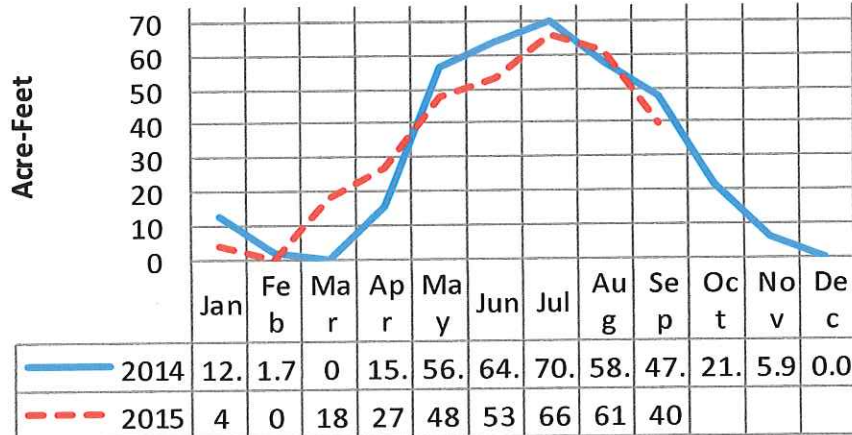
## HVLCSD Municipal Well Production



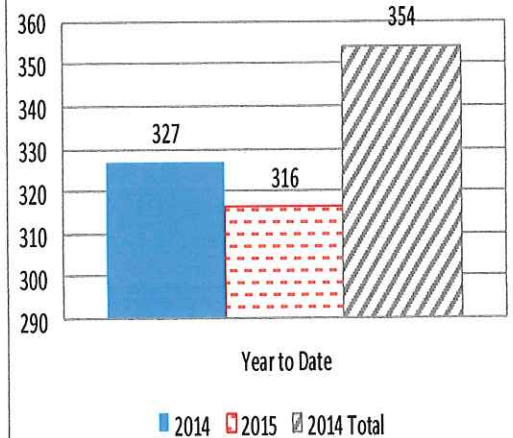
## HVLCSD Municipal Well Production



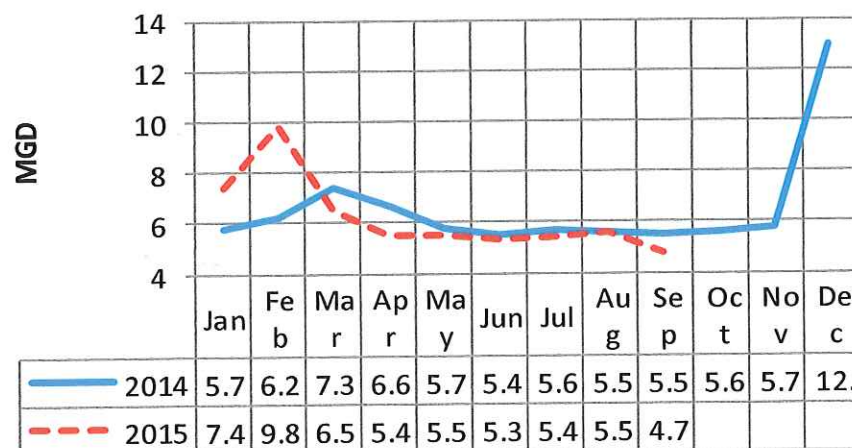
## HVLCSD Municipal Reclaimed Water Use



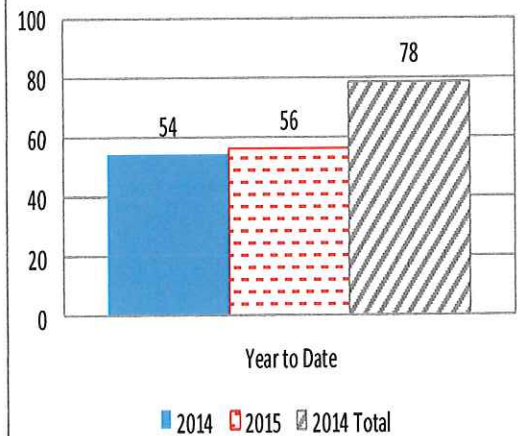
## HVLCSD Municipal Reclaimed Water



## HVLCSD Municipal Wastewater Influent



## HVLCSD Municipal Wastewater Influent



# September 2015 Field Report

## Water Operations and Maintenance Highlights

- **9/3 Three-day notices**
- **9/12-9/20 Mitigating fire damage, and power loss**
  - ⇒ **Coordinating generators to well field and pump stations**
  - ⇒ **House-to-house boil water notice, and curb stop shutoff to damaged homes**
  - ⇒ **Transition from generator to conventional power**
  - ⇒ **Troubleshooting PRV, and altitude meter**
  - ⇒ **Boil water lift notification coordination**
- **Assisted customers turning on meters, post-repopulation**
- **Repaired 3 leaks**
- **9/28-9/30 Meter Reads**

## Wastewater Operations and Maintenance Highlights

- **Sludge bed maintenance**
- **Troubleshooting waste valve**
- **Progress in SCADA upgrade**
- **Progress on 800 pumps' flow meter installation**
- **9/12-9/20 Mitigating power loss, no WW flow, & evacuation**
  - ⇒ **Coordinate generators to lift stations**
  - ⇒ **No pond flow, no pond samples**
  - ⇒ **Adding enzymes to Aeration Basin**
  - ⇒ **Delivering lab sample to roadblock**
- **Assessing manhole maintenance needs**
- **9/28-9/30 Meter reads**

# September 2015 Field Report

Vehicle Mileage	
<i>Vehicle</i>	<i>Mileage</i>
Truck 1	502
Truck 3	2801
Truck 4	949
Truck 6	699
Truck 7	1173
Truck 8	1831
Dump Truck	22
Backhoe	3.96
Tractor	0
New Holland Tractor	17.7

Fuel Tank Use		
	<i>Gasoline</i>	<i>Diesel</i>
Tank Meter	86238.1	19018.2
Fuel Log	617.9	688.8
September Tank Level	413.04	456.52
August Tank Level	413.04	456.52



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

**DATE:** October 20, 2015

**AGENDA ITEM:** Discussion and Possible Action: Adoption of resolution 2015-20 approval to refinance the District's 95-2 bond

**RECOMMENDATIONS:**

Adopt Resolution 2015-20 of the Board of Directors of the Hidden Valley Lake Community Services District declaring intention to refund the outstanding bonds of the sewer system assessment district No. 1, to levy reassessments as security for the refunding bonds and to continue the lien of the original assessments on certain parcels of property in the assessment district.

**FINANCIAL IMPACT:**

Potential minimum savings of \$619,330 at maximum interest rate of 3.95%.

**BACKGROUND:**

Currently the Hidden Valley Lake Community Services District Improvement Bonds Sewer Assessment District No. 1 Series 95-2 interest rate is 5.5%. Staff has been working diligently on refunding the balance owed, \$3,410,000, and finance at a lower interest rate. This resolution will initiate the process to confirm a definitive interest rate and savings. It will authorize the Interim General Manager to have NBS assist in the reassessment proceedings, prepare and file with the Board of Directors report containing all the matters required by Section 9523 of the Streets and Highway Code of the State of California and authorizes to engage Kutak Rock LLP to serve as bond and disclosure counsel to the District in connection with the issuance of the Refunding Bonds.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Tami Ipsen, 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 October 20, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Hidden Valley Lake CSD  
Series 2015 Refinancing



**BOND OFFERING - Savings Analysis**

Year	EXISTING DEBT	Proposed MCM Refi	
	Series 1995-2 @ 5.50%	New Payments	Refinancing Savings
Balance	3,410,000		
2015	-	-	-
2016	293,550	271,530	22,020
2017	293,720	271,530	22,190
2018	293,560	271,530	22,030
2019	294,070	271,530	22,540
2020	294,195	271,530	22,665
2021	293,935	271,530	22,405
2022	293,290	271,530	21,760
2023	294,260	271,530	22,730
2024	293,735	271,530	22,205
2025	293,770	271,530	22,240
2026	293,310	271,530	21,780
2027	293,355	271,530	21,825
2028	293,850	271,530	22,320
2029	293,740	271,530	22,210
2030	294,025	271,530	22,495
2031	293,650	271,530	22,120
2032	293,615	271,530	22,085
2033	293,865	-	293,865
2034	294,345	-	294,345
<b>TOTAL</b>	<b>\$ 5,581,840</b>	<b>\$ 4,616,015</b>	<b>\$ 965,825</b> ^

^ Savings Net of All Issuance Costs

Principal Refinanced	\$ 3,410,000
Savings Per Parcel (1,708 Parcel's)	\$ 565.47
Total Savings % of Principal	28.3%
NPV of Savings % of Principal	17.4%
Interest Rate Not to Exceed	3.00%



## RESOLUTION NO. 2015-20

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT DECLARING INTENTION TO REFUND THE OUTSTANDING BONDS OF THE SEWER SYSTEM ASSESSMENT DISTRICT NO. 1, TO LEVY REASSESSMENTS AS SECURITY FOR THE REFUNDING BONDS AND TO CONTINUE THE LIEN OF THE ORIGINAL ASSESSMENTS ON CERTAIN PARCELS OF PROPERTY IN THE ASSESSMENT DISTRICT

WHEREAS, on August 16, 1995, the Hidden Valley Lake Community Services District (the "District") issued and sold bonds for the Sewer System Assessment District No. 1 designated "Hidden Valley Lake Community Services District Improvement Bonds Sewer System Assessment District No. 1 Series 1995-2," and such bonds remain outstanding in the aggregate principal amount of \$3,410,000 (the "Outstanding Bonds"); and

WHEREAS the Board of Directors (the "Board of Directors") of the District has been advised by the Interim General Manager of the District that, due to favorable municipal bond interest rates, the Outstanding Bonds can be refunded at a significant savings in annual debt service to the property owners within the Assessment District; and

WHEREAS, the Board of Directors has determined, based on such advice, that the public interest requires the refunding of the Outstanding Bonds as permitted by and pursuant to proceedings to be conducted in accordance with the Refunding Act of 1984 for 1915 Improvement Act Bonds, constituting Division 11.5 (commencing with Section 9500) of the Streets and Highways Code of the State of California (the "Refunding Act");

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, AS FOLLOWS:

**Section 1. Refunding; Continuation of Liens of Original Assessments.** The Board of Directors determines that the public interest requires the refunding of the Outstanding Bonds and declares its intention to refund the Outstanding Bonds, to issue bonds to refund the Outstanding Bonds (the "Refunding Bonds") and to levy reassessments on the parcels of property in the Assessment District as security for the Refunding Bonds, all pursuant to the Refunding Act. It is further the intention of the Board of Directors to continue the liens of the original assessments levied on parcels of property in the Assessment District, and which secure the payment of the principal of and interest on the Outstanding Bonds, as security for the payment of the unpaid installments of such assessments and the penalties and interest thereon, including the installments of such assessments which have been posted to and are to be collected on the tax assessment roll for the 2015-16 fiscal year and all unpaid and delinquent installments of such assessments which were posted to the tax assessment roll for prior fiscal years.

**Section 2. Report.** The Interim General Manager is authorized and directed to have NBS, a firm employed by the District to assist the District in the reassessment proceedings which are to be conducted pursuant to the Refunding Act (the "Reassessment Engineer"), prepare and

file with the Board of Directors a report containing all of the matters required by Section 9523 of the Streets and Highways Code of the State of California (the "Report"). In preparing the Report, the Reassessment Engineer shall assume that the District will advance the maturity of all of the Outstanding Bonds to December 1, 2015, and that in refunding the Outstanding Bonds, the District will pay the principal amount thereof and accrued interest thereon to December 1, 2015, without premium. The Reassessment Engineer shall further assume that the maximum interest rate on the Refunding Bonds will be 3.50% per annum. Upon receipt of the Report, the Interim General Manager shall present it to the Board of Directors for consideration.

**Section 3. Reserve Fund.** The District declares its intention, to the extent necessary to complete the sale of the Refunding Bonds, to provide in the resolution authorizing the issuance of the Refunding Bonds for the establishment from the proceeds of the sale of the Refunding Bonds of a special reserve fund for the Refunding Bonds pursuant to Part 16 (commencing with Section 8880) of Division 10 of the Streets and Highways Code of the State of California. The estimated amount of the special reserve fund, to the extent deemed necessary, shall be included in the total amount of the reassessments and shall be separately identified in the Report to be prepared pursuant to Section 2 hereof.

**Section 4. Maximum Interest Rate on Refunding Bonds.** The maximum rate of interest on the Refunding Bonds shall not exceed 3.50% per annum.

**Section 5. Delinquent Assessment Installments.** The Interim General Manager and the Reassessment Engineer shall determine and make a recommendation to the Board of Directors as to whether it is in the best interests of the District and the owners of parcels of property in the Assessment District as to which annual installments of the assessments thereon are unpaid and delinquent to include such delinquent installments, and the penalties and interest thereon, in the reassessments which will be levied on such parcels as security for the payment of the principal of and interest on the Refunding Bonds.

**Section 6. No District Obligation.** The Board of Directors determines, pursuant to Section 8769 of the Streets and Highways Code of the State of California, that the District will not obligate itself to advance available funds from the District Treasury to cure any deficiency which may occur in the bond redemption fund for the Refunding Bonds.

**Section 7. . Bond and Disclosure Counsel.** The Board of Directors further authorizes the Interim General Manager to engage Kutak Rock LLP to serve as bond and disclosure counsel to the District in connection with the issuance of the Refunding Bonds, with compensation for such services to paid from the proceeds of the Refunding Bonds.

PASSED AND ADOPTED ON this 20<sup>th</sup> day of October, 2015 by the following vote:

AYES

NOES

ABSENT

ABSTAIN

---

Matt Bassett, Interim General Manager  
Hidden Valley Lake Community Services District

Attest:

---

Tami Ipsen  
Secretary to the Board of Director

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

**DATE:** October 20, 2015

**AGENDA ITEM:** Discussion and Possible Action: Authorize Interim General Manager to enter into agreement with Municipal Capital Markets Group

**RECOMMENDATIONS:**

Approve to authorize President of the Board to enter into agreement with Municipal Capital Markets Group.

**FINANCIAL IMPACT:**

Potential minimum savings of \$619,330 at maximum interest rate of 3.95%.

**BACKGROUND:**

The Municipal Capital Markets (MCM) Agreement is part of the process to initiate the refunding of 1995 USDA bond and to authorize MCM to underwrite the 1995 USDA bond with the responsibility pursuant to this Agreement shall be to purchase and or place the resulting Bond at a mutually agreeable interest rate and/or if there's benefit to the District to obtain a rating.

---

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Tami Ipsen, 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 October 20, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent

---

Secretary to the Board

## ***INVESTMENT BANKING AGREEMENT***

This is an agreement made the 20th day of October, 2015, by and between **Municipal Capital Markets Group, Inc.** ("MCM") having offices at 8400 East Prentice Ave., Suite 500 Greenwood Village, CO 80111, and **Hidden Valley Lake CSD** ("HVL") having its offices at 19400 Hartmann Rd, Hidden Valley Lake, CA 95467 .

Whereas, MCM is engaged in the business of providing Investment Banking services to governmental entities interested in underwriting and/or selling debt instruments ("Bonds/Notes") in the capital markets to secure project financing; and

Whereas HVL may resolve to refinance the current 1995 USDA bonds for the purpose of saving future cash flow (the "Project"); and

Now therefore in consideration of the mutual covenants set forth herein, MCM and HVL hereby agree as follows:

**1. Engagement.** HVL hereby engages MCM as Investment Banker to underwrite all Bonds. MCM's responsibility pursuant to this Agreement shall be to purchase and or place the resulting Bonds at a mutually agreeable interest rate and/or if there's a benefit to HVL obtain a rating.

**2. Investment Banking Fees and MCM Expenses.** MCM will underwrite the notes and pay all issuance costs including but not limited to: Bond Counsel, Disclosure Counsel, Tax Opinion, Trustee Costs, and/or documentation and printing costs. Fees and expenses will be paid by MCM's investor clients through the sale of the bonds at a premium.

**3. Other Fees and Expenses.** MCM will cover all potential fees including but not limited to: Trustee Costs, Registration Costs, Bond Counsel Costs, Assessment Costs, and other cost of issuance, etc.

**4. Term of Agreement.** This agreement will be an agreement for a term of six months from the dated date of the Agreement, and will automatically be renewed annually unless cancelled by either party on the renewal date or within 20 days before the renewal date.

**5. Best Efforts Basis.** MCM hereby agrees that MCM shall be under no obligation to purchase the bonds or to place the Bonds with Investors and/or Broker/Dealers, and MCM agrees that HVL shall be under no obligation to sell bonds. It is understood by and amongst the parties that placement of the Bonds shall be solely on a "best efforts" basis, however MCM agrees to devote whatever time and effort is necessary to place the Bonds in a professional manner.

**6. Independent Contractor Status.** Nothing set forth in this agreement shall in any way be construed to create a relationship between MCM and HVL other than that of independent contractor. MCM will be acting as a principal for its own account and shall not be an agent of HVL. Upon closing of the financing, MCM will purchase the Bonds for its own account.

**7. Amendment.** This Agreement may be amended only by a writing signed by both parties.

**8. Benefit.** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

**9. Entire Agreement.** This Agreement contains the entire agreement of the parties hereto and no modification of this Agreement shall be valid or binding unless the same is in writing and signed by both parties.

**10. Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.

**11. Invalid Provisions.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under the present or future laws, such provision shall be fully severable; this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect.

**Hidden Valley Lake CSD**

By: \_\_\_\_\_

Matt Bassett, Interim General Manager

**Municipal Capital Markets Group, Inc.**  
Christopher Perlitz  
Director of Business Development



By:

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

**DATE:** 10/20/15

**AGENDA ITEM:** Water usage adjustments during the Valley Fire incident

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**RECOMMENDATIONS:** The District’s policy regarding overages resulting from plumbing failures on the customer’s side of the meter clearly states that the bill is not to be reduced or adjusted.

Staff feels that excessive water consumption during the Valley Fire deserves special consideration and should not be subject to the existing policy due to the customer’s inability to recognize or correct water flow on the property for the duration of the evacuation period.

Staff has suggested a method for measurement using the average of a customer’s last two years’ September meter reads plus 50%. If this year’s September’s meter read is greater than the last two years average plus 50%, they are considered to be a customer with “Excessive Water Loss”.

To fairly determine the amount due, staff recommends that we use the customer’s average water bill for 2013 & 2014, plus 20%.

**FINANCIAL IMPACT:** There is no measurable financial impact, as long as we charge all customers their normal amount or an adjusted amount. This is because when putting together annual revenue projections, an event like this is never considered as potential revenue. We estimated revenue off of normal consumptions amounts.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

---

Modification to recommendation and/or other actions:

---

I, Tami Ipsen, 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 October 20, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

Secretary to the Board

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

**DATE:** October 20, 2015

**AGENDA ITEM:** Discussion and Possible Action: Discussion of connection forfeiture policy and procedures

**RECOMMENDATIONS:**

Assign a committee to review connection forfeiture policy and procedures.

**FINANCIAL IMPACT:**

\$0.00

**BACKGROUND:**

The effect of recent disastrous events has brought to the District's attention to look at connections of those affected, to assist in and encourage rebuilding in Hidden Valley Lake. Clearlake Oaks established a forfeiture policy and procedures for customers that wanted to disconnect from the district and this could be used to initiate a connection forfeiture policy and procedure for different scenarios.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Tami Ipsen, 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 October 20, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



**PAGE**

- 1. Service Forfeiture Disconnection Waiver**
- 2. Service Forfeiture Procedures**
- 3. Service Forfeiture Inspection Sheet (water/sewer)**
- 4. Service Forfeiture Release of Liability**
- 5. Service Forfeiture Disconnection Cost Sheet**
- 6. Service Reinstatement Cost Sheet**
- 7. Service Forfeiture Check List**
- 8. Reconnection Procedures**



# Hidden Valley Lake Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
www.hiddenvalleylakecsd.com

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## Service Forfeiture Disconnection Waiver

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Date: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
Disconnection Date: \_\_\_\_\_  
Account #: \_\_\_\_\_ Disconnect: Water Sewer  
Owner of Record: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_   
\_\_\_\_\_   
\_\_\_\_\_   
Contact #: \_\_\_\_\_ Email: \_\_\_\_\_  
Service Location: \_\_\_\_\_

Initial

\_\_\_\_\_ As per District rate Ordinance 81 and policies pertaining to service connection forfeiture customers have the right to forfeit their physical service connection to the District. If said customer wishes to do so the customer must bear all costs associated, including but not limited to; physical disconnection performed by the District on a time and material basis, disconnection fees, inspection fee(s), etc. Note: Customers have the right to complete the disconnection themselves or by someone of their choosing. However the home owner remains over all responsible for all liabilities and costs associated.

\_\_\_\_\_ Customers that forfeit their service connection(s) are relinquishing their right to District services. If in the future service is requested at said parcel the customer will be required to pay service connection fees to the District, excluding Capital Expansion Fees, as per the current enacted Billable Fees Resolution.

\_\_\_\_\_ Prior to customer's account being final billed and made inactive, said customer is required to have a service disconnection inspected by District staff to validate any non-District workmanship. Customer will be billed for all service dates, consumption and billable fees up to the date of final inspection by District staff.

\_\_\_\_\_ Lake County Department of Public Health will be notified of service removal for public health and safety purposes.

\_\_\_\_\_ I understand that I am forfeiting my rights to water and/or sewer services and that all applicable fees will be billed to my account with my final bill. I understand that services will not resume until a physical reconnection is complete and that all applicable fees will be billed to my account at that time as per District ordinance, resolution and/or policy.

\_\_\_\_\_ I understand that by signing a random inspection authorization form and a release of liability, I am giving the District the right to enter my property at a reasonable time to complete inspections and that the District is not responsible for any damages caused during these inspections.

\_\_\_\_\_ I understand that once I have disconnected service(s) for the first time I am able to reconnect at any time without time restrictions, however after reconnection I am not able to disconnect again for a minimum of twelve (12) consecutive months of active status.

1.

Recorded Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

General Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Service Forfeiture Procedures

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As per District Ordinance 81 and policy pertaining to Service Connection Forfeiture, customers have the right to forfeit their service(s). Customers that forfeit their service retain the right for future service without having to repay capital expansion fees. Note: customers that have forfeited services for properties with a dwelling will be reported to the Health Department for health and safety purposes. The following is a breakdown of available options for service disconnection.

If at any time tampering or an illegal cross connection is found, applicable fees and charges will be applied, including but not limited to: illegal tamper fee (\$500), back billing of monthly base rate of up to 3 years and possible prosecution by the Lake County District Attorney.

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### Water

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To become an inactive and unbillable water account, customer must have service physically disconnected. Physical disconnection includes the District removing the meter and plugging the service line. Disconnection will include a \$100 turn off service fee. Once disconnection is complete said account is to become inactive (unbillable) for water services. NOTE: if customer is disconnecting from water service(s) they are also required to disconnect from all applicable sewer service(s). Upon reinstatement customer will be required to pay all costs associated with the reinstallation of the service including but not limited to: purchase of new meter (actual District cost), billable fees as per resolution, installation of a back flow prevention device (if required), relocation of service line to the property line (if needed) and all other designated District requirements.

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### Sewer

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To become an inactive and unbillable account, customer must forfeit service and complete one of the following options. Note: Sewer only accounts are required to complete option one (1).

#### Option 1

Physical disconnection as per Ordinance 81. This is to include excavating and capping service at the property line. This disconnection is to be inspected by District staff for final billing, a fee of \$100 will be billed to the account for inspection and disconnection, pictures are to be taken and location of service line is to be documented on the forfeit waiver. Random inspection at the property line may be conducted to insure there is no tampering or illegal cross connections.

#### Option 2

Customer may cap service at an agreed upon location on the property. Customer will be required to sign a release of liability form to allow District staff the right to inspect the property at any time for tampering and/or illegal cross connections. This is to be inspected by District staff for final billing, a fee of \$100 will be billed to the account for inspection and disconnection, pictures are to be taken and location of disconnect is to be documented on forfeit waiver.

#### Option 3

This option also requires disconnection and forfeiture of water service(s). Customers are required to sign a release of liability and a random inspection authorization form, to provide District staff the right to inspect the property randomly for tampering or illegal cross connections. This property is to be inspected by the District Staff to verify that property is a vacant lot and/or inhabitable and that customer sewer lateral must be in good



# Hidden Valley Lake Community Services District

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## District Staff Service Forfeiture Inspection Sheet

Disconnection Date: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Account #: \_\_\_\_\_

Disconnect:            Water            Sewer

Owner of Record: \_\_\_\_\_

Service Location: \_\_\_\_\_

				Notes
	Yes	No	Date	
Signed Forfeiture Waiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	_____
Signed Release of Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	_____
Dwelling that is Uninhabitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	_____
Vacant Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	_____

### Water

				Notes
	Yes	No	Date	
Meter Pulled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	_____
Service Line Plugged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	_____
Meter Box Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	_____
Pictures Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	# _____
	Meter Box, Disconnection, Plugs			

### Sewer

				Notes
Disconnection Option	Op# 1 2 3			_____
Disconnected to District Specs	<input type="checkbox"/>	<input type="checkbox"/>		_____
Pictures Attached	#			Disconnection, Svc Line Location



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## Service Forfeiture Release of Liability

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Date: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
Disconnection Date: \_\_\_\_\_  
Account #: \_\_\_\_\_ Disconnect: Water Sewer  
Owner of Record: \_\_\_\_\_  
Service Location: \_\_\_\_\_

I acknowledge that Clearlake Oaks County Water District and their representatives are not responsible for any damages or omissions made during random inspections of service connection(s) on my property located at \_\_\_\_\_ (APN # \_\_\_\_\_). It is understood that all inspections are to be completed by the District at a reasonable time and at the Districts convenience.

I acknowledge and fully understand that this is a complete release of liability that allows the District staff access to my property located at \_\_\_\_\_ (APN # \_\_\_\_\_) for random inspections of service connection(s) to verify there has been no tampering and/or illegal cross connections made after service forfeiture disconnection has been completed.

I understand if at any time tampering or an illegal cross connection is found at my property located at \_\_\_\_\_ (APN # \_\_\_\_\_), applicable fees and charges will be applied to my account, including but not limited to: illegal tamper fee (\$500), back billing of monthly base rate of up to 3 years and possible prosecution by the Lake County District Attorney.

I the undersigned agree to allow Clearlake Oaks County Water District full access to my property located at \_\_\_\_\_ (APN # \_\_\_\_\_) to complete random inspections of my service connection(s) at their convenience from the above listed date forth.

Owner(s): \_\_\_\_\_ Date \_\_\_\_\_

General Manager: \_\_\_\_\_ Date \_\_\_\_\_



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## Service Forfeiture Disconnection Cost Sheet

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Date: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
Account #: \_\_\_\_\_ Disconnection Date: \_\_\_\_\_  
Disconnect: Water Sewer  
Owner of Record: \_\_\_\_\_  
Service Location: \_\_\_\_\_

---

### Water

---

Turn Off/Disconnection Fee   
Inspection Fee   
Billable T&M

---

### Sewer

---

Disconnection Fee   
Inspection Fee   
Billable T&M

---

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### Billable Total

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Water   
Sewer

Customer must remain connected with an active status for a minimum of twelve (12) consecutive months (after first disconnection) before they are able to disconnect from District service(s).

The District is a non profit organization and as such may not charge anything more than the true cost to provide its service. The cost quoted on this form are guaranteed for no more than 30 days. All Costs are based on a one (1) time reconnection inspection and costs are subject to change at anytime without notice.

Quote Prepared By: \_\_\_\_\_



# Hidden Valley Lake Community Services District

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## Reinstatement Cost Sheet - After Service Forfeiture Disconnection

Date: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Account #: \_\_\_\_\_ Reinstatement Date: \_\_\_\_\_

Owner of Record: \_\_\_\_\_ Service(s): Water Sewer

Current Mailing Address: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Service Location: \_\_\_\_\_

### Water

Meter Cost

Turn On/Reconnection Fee

Billable Labor

Billable Materials

### Sewer

Reconnection Fee

Billable Labor

Billable Materials

### Billable Total

Water

Sewer

Customer must remain connected with an active status for a minimum of twelve (12) consecutive months (after first disconnection) before they are able to disconnect from District service(s).

The District is a non profit organization and as such may not charge anything more than the true cost to provide its service. The cost quoted on this form are guaranteed for no more than 30 days. All Costs are based on a one (1) time reconnection inspection and costs are subject to change at anytime without notice.



# Hidden Valley Lake Community Services District

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## Service Forfeiture Check List

Date: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Account #: \_\_\_\_\_

Service(s): Water Sewer

Owner of Record: \_\_\_\_\_

Service Location: \_\_\_\_\_

		<u>Date</u>	<u>Employee</u>
Signed Service Forfeit Disconnect Waiver	Yes / No / NA		
Signed Random Inspection Authorization Form	Yes / No / NA		
Signed Release of Liability	Yes / No / NA		
Completed General Manager Inspection Sheet	Yes / No / NA		
Completed Disconnect Work Order	Yes / No / NA		
Account Final Billed	Yes / No / NA		
Account - Services Deactivated	Yes / No / NA		
Health Dept. Notified	Yes / No / NA		





# Hidden Valley Lake Community Services District

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## Reconnection Procedures

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Date: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Account #: \_\_\_\_\_

Service(s):    Water    Sewer

Owner of Record: \_\_\_\_\_

Service Location: \_\_\_\_\_

---

### Overview

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Customer must submit a written request to reinstall service(s). Service connection is to be inspected by District staff to verify condition of equipment and to ensure there are no cross connections or and no I&I. Customer is to become active and billable from the date the service is reconnected and meter is installed. Base rates are to be prorated from the reconnection date forth. Once service(s) have been disconnected for the first time customer is able to reconnect at any time without time restrictions, however after reconnection customer is not able to disconnect again for a minimum of twelve (12) consecutive months of active status.

---

### Water

---

Customer is to be billed for T&M including but not limited to: the actual cost of a new meter, turn on fee, inspection fee and all other District requirements. At the time of reconnection the customer account is to be evaluated to ensure that the proper number of dwelling and services are applied to the billable charges.

---

### Sewer

---

Customer is to be billed for T&M including but not limited to: inspection fee, reconnection fee and all other District requirements.

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

**DATE:** October 20, 2015

**AGENDA ITEM:** Discussion and Possible Action: Approval of CPS HR Consulting estimate for General Manager Job Description salary review

**RECOMMENDATIONS:**

To approve the cost of \$1,500 for CPS HR Consulting to perform a salary review for the General Manager Job Description.

**FINANCIAL IMPACT:**

\$1,500

**BACKGROUND:**

The Board of Directors has contracted with CPS HR Consulting in prior years to review salaries for the District's various positions. The Personnel Committee recommended a salary review be performed for the General Manager Job Description. The cost for salary reviews from CPS HR Consulting has increased from \$1,000 to \$1,500.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Tami Ipsen, 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 October 20, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent

\_\_\_\_\_  
Secretary to the Board

DATE: October 16, 2015  
TO: Tami Ipsen, Hidden Valley Lake CSD (the District)  
FROM: Tameka Usher, Manager of Classification and Compensation, CPS HR Consulting  
RE: General Manager Base Salary Study Cost Estimate

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### **Our Understanding of the Scope of Work**

Hidden Valley Lake Community Services District (the District) is seeking the services of a professional consultant to conduct a base salary study for the General Manager classification within eleven (11) labor market agencies.

#### ***Proposed Labor Market Agencies***

- Clearlake Oaks Community Water District
- City of Calistoga
- City of Healdsburg
- City of Lakeport
- City of Napa
- City of Santa Rosa
- City of Sonoma
- Lake County
- North Marin Water District
- Town of Windsor
- Valley of the Moon Water District

### **Cost Proposal**

To complete the base salary study, CPS HR proposes a fixed professional services fee of \$1,500. Please note, the proposed fee does not include any onsite visits. However, at the District's request CPS HR can modify the fee to include onsite visits.

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

**DATE:** October 20, 2015

**AGENDA ITEM:** Discussion and Possible Action: Review CSDA purchasing and credit card policy templates

**RECOMMENDATIONS:**

Assign a committee to review CSDA purchasing and credit card policies and revise for future Board approval.

**FINANCIAL IMPACT:**

\$0.00

**BACKGROUND:**

In the past the Board of Directors has sought out CSDA's Sample Policy Handbook for possible District policies. Enclosed is the Purchasing and Credit Card Policy templates from CSDA's Sample Policy Handbook.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Tami Ipsen, 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 October 20, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE: Purchasing**  
**POLICY NUMBER: 3150**

**3150.1** To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 - vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.

**3150.1.1** Local firms may be allowed a \_\_% preference margin where items are available from multiple sources [a local preference is not always without controversy, and may require a specific definition for "local"].

**3150.2** To purchase items costing more than \$500 and up to \$25,000, quotations will be solicited from vendors and received by telephone, fax or mail, preferably from two or more sources, prior to selecting a preferred supplier and processing a purchase order. The General Manager and Finance Division Manager must approve purchase orders.

**3150.3** For items over \$25,000 or large quantity orders, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

**3150.4** Vehicles will be purchased through the State's Vehicle Procurement Program, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 3150.2.

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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Credit Card Usage

**POLICY NUMBER:** 3145

**3145.1** Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

**3145.2** Scope. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**3145.3** Implementation. A credit card shall be issued to the General Manager and the Finance Division Manager. Credit cards shall not be issued or used by members of the Board of Directors.

**3145.3.1** All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

**3145.3.2** All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

**3145.3.3** All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**3145.3.4** The Finance Division Manager shall review and approve credit-card transactions by the General Manager cardholders. The General Manager shall review and approve credit-card transactions by the Finance Division Manager.

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

**DATE:** October 20, 2015

**AGENDA ITEM:** Discussion and Possible Action: Review Board of Directors Compensation Policy

**RECOMMENDATIONS:**

Assign a committee to review Directors Compensation Policy and revise for future Board approval.

**FINANCIAL IMPACT:**

\$0.00

**BACKGROUND:**

Enclosed is the current Board of Directors Compensation Policy. Also included is the Section 61047, CSD Law, addressing the various ways a Director can receive compensation up to 6 days of service in a month. Each service may not exceed \$100.

APPROVED  
AS RECOMMENDED

OTHER  
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Tami Ipsen, 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 October 20, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent

\_\_\_\_\_  
Secretary to the Board

# HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

## COMPENSATION POLICY

### **Purpose:**

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

### **Policy:**

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

### **Procedure:**

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

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

Board approved May 15, 2012

Revised August 21, 2012



61047. (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month.

(b) The board of directors, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation that may be received by members of the board of directors.

(c) The board of directors may provide, by ordinance or resolution, that its members may receive their actual and necessary traveling and incidental expenses incurred while on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.

(d) A member of the board of directors may waive any or all of the payments permitted by this section.

(e) For the purposes of this section, a "day of service" means any of the following:

(1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.

(2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.

(3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.

(4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.