



Hidden Valley Lake Community Services District

Regular Board Meeting of Directors

Tuesday, July 21, 2020 – 7:00 p.m.

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the <https://www.hvllcsd.org> select the July 21, 2020 Board of Directors Meeting and select Join Microsoft Teams Meeting select Join on the web instead.

The general public may not attend this meeting at the district's offices due to social distancing requirements.

Members of the public are encouraged to submit their comments prior to 4 p.m. on July 20, 2020. Submitted comments from the public will be acknowledged by the Board President as related to the agenda item.

Mail comments to the Board Secretary, Hidden Valley Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467 or email to pcuadras@hvllcsd.org.

DATE: July 21, 2020

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. PRESENTATION: Final Presentation by Civic Spark Fellows; Hannah Davidson and Zachary Gianotti
6. CONSENT CALENDAR
 - A. MINUTES: Approval of the June 2, 2020 Special Meeting Minutes
 - B. MINUTES: Approval of the June 4, 2020 Personnel Committee Report
 - C. MINUTES: Approval of the June 8, 2020 Finance Committee Report
 - D. MINUTES: Approval of the June 16, 2020 Regular Board Meeting Minutes
 - E. MINUTES: Approval of the June 29, 2020 Special Meeting Minutes
 - F. MINUTES: Approval of the June 29, 2020 Personnel Meeting Report
 - G. DISBURSEMENTS: Check # 037311 - # 037380 including drafts and payroll for a total of \$310,706
7. BOARD COMMITTEE REPORTS (for information only, no action anticipated)
Finance Committee
Personnel Committee

Emergency Preparedness Committee
Lake Water Use Agreement-Ad Hoc Committee
Valley Oaks Project Committee

8. **STAFF REPORTS** (for information only, no action anticipated)
Financial Report
Administration/Customer Service Report
ACWA State Legislative Committee-Hiatus
Field Operations Report
General Manager's Report
9. **BOARD LIST OF PRIORITIES:**
Ç Moratorium
Ç Tank 9 - Update
Ç I&I
Ç SCADA
Ç AMI
Ç Generators
10. **DISCUSSION AND POSSIBLE ACTION:** Discuss Board of Directors Attendance of SDRMA Leadership Academy 9/2020
11. **DISCUSSION AND POSSIBLE ACTION:** Approve Proposal for Survey of 2.18 acres within remaining parcel of APN 142-301-01
12. **DISCUSSION AND POSSIBLE ACTION:** Approve the Purchase of OSHA Required SCBA, Level A Chlorine Suit
13. **DISCUSSION AND POSSIBLE ACTION:** Approve Resolution 2020-06 Adopting Water System And Wastewater System Capacity Fees, Connection Fees, And Sewer Inspection Fee
14. **DISCUSSION AND POSSIBLE ACTION:** "Spring Has Sprung" 5K/10K Run Sponsorship: Approve District's partial sponsorship of Spring Has Sprung event and approve purchase of t-shirts and other water conservation promotional materials if total cost not to exceed \$2,500
15. **DISCUSSION AND POSSIBLE ACTION:** Approve Resolution 2020-09 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors To Provide Health Insurance Coverage To Each Active Board Member Only -Each Board Of Director Shall Contribute 5% Of The Cost Of The Director Health Insurance Premium
16. **DISCUSS AND REVIEW:** Smith & Newell Letter of Engagement
17. **ADJOURN TO CLOSED SESSION:** The Board will call to order and recess to Closed Session to discuss the following items:
PURSUANT TO CALIFORNIA GOVERNMENT CODE "54957: Public Employee Appointment: Title: [General Manager]

Reconvene to Open Session: Presentation of any reportable items

18. **DISCUSSION AND POSSIBLE ACTION:** Possible Action Resulting from Closed Session
19. PUBLIC COMMENT
20. BOARD MEMBER COMMENT
21. ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvllcsd.org/meetings

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

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

CivicSpark Closeout

July 21st 2020



Local
Government
Commission



OUR PROJECTS

- LHMP and GIS
- Standard Operating Procedures
- I & I : analysis and repairs
- Reporting



01

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LHMP and GIS





The LHMP Process

Submitting

Submit the LHMP to Cal-OES and FEMA for review and acceptance. Process is revisited every five years.

Draft Review

Foster Morrison provides draft plans for stakeholders and the public to review.

Risk Assessment

Analyze what hazards are we vulnerable to in Hidden Valley Lake.

Mitigation Strategy

Develop hypothetical mitigation projects to better be prepared for the risks.





How CivicSpark Fits In

GIS Resources	Meetings	Mitigation Action Worksheets
<p>Much of the LHMP is understanding our vulnerability to natural hazards.</p> <p>This work relied on our GIS database largely curated by CivicSpark Fellows.</p>	<p>We have hosted three meetings to engage stakeholders and the public.</p> <p>We attended one meeting hosted by HVLA.</p> <p>Cal OES Training meetings Feb. 11-13</p>	<p>The staff have worked collaboratively to create 21 distinct hazard mitigation action worksheet.</p> <p>Ten of these were made by Fellows.</p>



ITEM	DESC	ADDR	SQFT
7	Flood Control	19963 Mt. Meadow South	400
9	Greenridge Pump Station	18605 Greenridge	550
10	Maintenance Building	18896 Grange Road	5559
12	treatment plant	18896 Grange Road	2600
13	Treatment Plant	Storage Building	5
19	Unit 9 Pump Station	16393 Eagle Rock	300
21	Water Plant	19400 Hartmann Road	877
24	Well 2	18963 Grange Road	0
25	Well 4	18963 Grange Road	
26	Wells 3	18953 Grange Road	
27	AG Well	18896 Grange Road	
28	Generator at Hardesters Pump Station	19851 Hartmann Road	
29	Generator at Sewer Pump Station 7	19239 North Shore Court	
30	Generator at Pump Station 6	18932 North Shore Court	
31	Generator at Lift Station 5	18467 North Shore Road	
32	Generator at Lift Station 4	18684 Marine View Drive	
33	Generator at Lift Station 3	18183 Green Point Court	
34	Generator at Lift Station 2	19963 Mountain Meadow South	
35	Generator at Flood Control	19963 Mountain Meadow South	
36	Generator at Lake	18896 Grange Road	
37	(1) 300,000 Gallon Tank	19400 Hartmann Road	
38	(1) 500,000 Gallon Tank	Donkey Hill (B)	
39	(1) 1500,000 Gallon Tank	Donkey Hill (A)	
40	(1) 500,000 Gallon Tank	9145 Dallas Court (C)	
41	(1) 200,000 Gallon Tank	9140 Dallas Court (B)	
42	(1) 150,000 Gallon Tank	19165 Dallas Court (A)	
43	(1) 500,000 Tank	15605 Little Peak Road	
44	(1) 200,000 Gallon Tank	16393 Eagle Rock Road Unit 9	
49	Administration	19400 Hartmann Road	3000

150 Supplemental documents

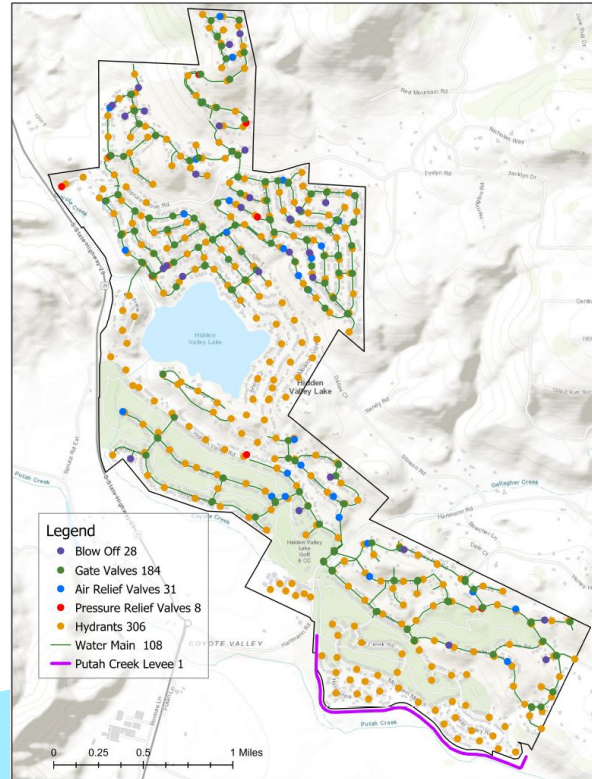


Hidden Valley Lake Community Services District Mitigation Action Worksheet

Mitigation Action/Project Title:	Develop Emergency Operations Plan (EOP)
Hazards Addressed:	Multi-hazard
Issue/Background:	<p>The District is currently lacking an EOP. Falling short of this plan poses a threat to District functionality during emergency situations because personnel may be unsure how to respond. An EOP delegates tasks and outlines how to use resources properly. The District risks enabling the possibility for miscommunication between employees and will waste time assigning roles to staff when they could have instead been addressing the issues. This hazard currently poses available problem-solving time and risks further damage and danger to District assets. The District does not have directions on how to deal with the following hazards:</p> <ul style="list-style-type: none"> Aquatic Biological Hazards – Copepods, debris, muskellunge have invasive species that, if found in Hidden Valley Lake, could lead to damage and disruption of the ecosystem. Climate Change – Temperature fluctuations over the last few years and winters are becoming more severe, causing erosion and damaging infrastructure. Rain events are more persistent and the likelihood of wildfires has rapidly increased. These conditions threaten District operations by posing challenges to staff, <u>waste water</u> treatment plant technology, and compromising water availability. Dam Failure – The historic Creek Dam faces a high risk of being compromised which could result in loss of life, damage to property, and disruption of normal operation of pipes, sewer lines, and other infrastructure. Due to the age of the dam, the District must allocate resources to maintain and repair the dam to ensure its safe operation. Earthquake – District assets are at risk, especially those residing on concrete structures. Additionally, potential power outages and road closures threaten standard District operations. Flood – During a flood there is potential for water to enter the sewer system through manholes and could cause sewer backup, pipe damage, and other problems and impair or damage water treatment equipment and systems. This could cause a major disruption to the District's operations. Levee Failure – Debris left by flood events can pile up on levees and threaten its functionality. Levee failure could cause District assets to be damaged and compromise regular operations. Extreme cold – Pipes are more susceptible to freezing and could burst, and bacterial organisms used in the water treatment process could function more slowly than usual or not function at all. Extreme heat – Changes in pH levels of the <u>waste water</u> treatment plant could compromise the effectiveness of the water treatment process. Severe Weather/Storms – Excessive wind could cause pipes at the treatment plant to break or fall over. Flooding could also occur due to these intense weather events. Wildfires – Debris from wind-blown trees could pile up on power lines and could knock over trees, damaging power lines and infrastructure. As of recently, PG&E has been enacting PSPS's in response to high wind activity which inhibits the District's ability to power their water and wastewater operations.

21 Hazard Mitigation Action Worksheets

GIS database additions



Water Infrastructure

2,428 meters

307 Hydrants

23 miles of mainline

184 gate valves

31 Air relief valves

28 Blow offs

1.33 miles of the levee

02



SOPs

Standard Operating Procedures



Why SOPs?

Ensure functionality and prevent loss of information.

- Consistency and adaptability
- Maintains staff resilience and efficiency
- Keeps the District in compliance





12

In Progress

+

9

Pending Approval

+

5

Adopted

=

26

Total

03



I & I Project

Flow Analysis

Sewer easement replacement

Manhole lid replacement



Infrastructure Update Process



Observe



Field operators notice sewer system flooding & increased LS run times.

Document



Lines are observed with a camera attached to our VacTruck, flow monitors, & LS runtimes are noted.

Contract



Documented data is given to contractors who work with field staff to fix problem areas.

Document

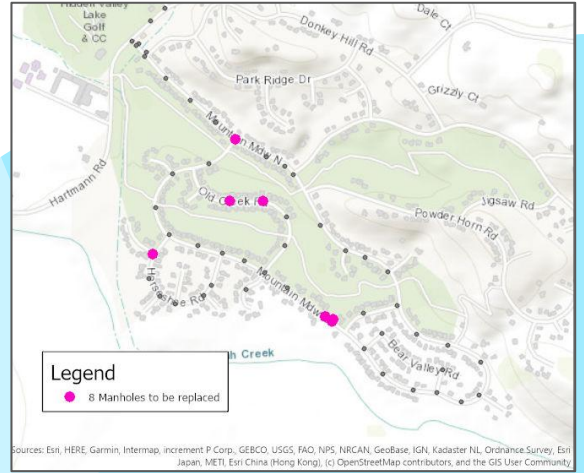


Field operators monitor LS & Fellows collect flow data.

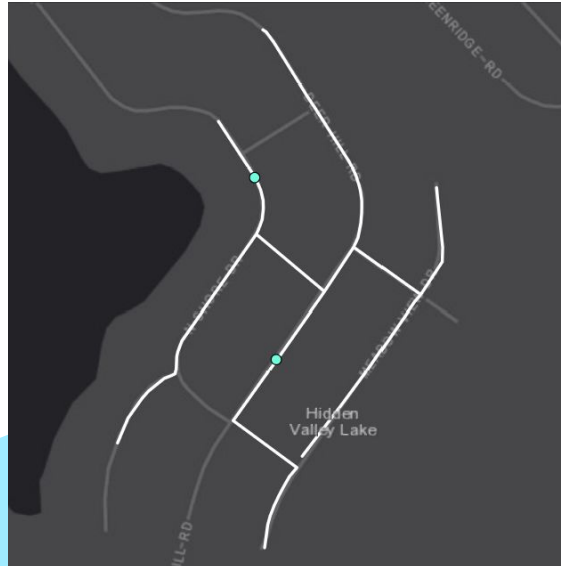
Assess



Fellows examine flow data, LS hours, & other sources of data to determine if more work is needed,



Flow Monitors



LS-6 Line Isolation

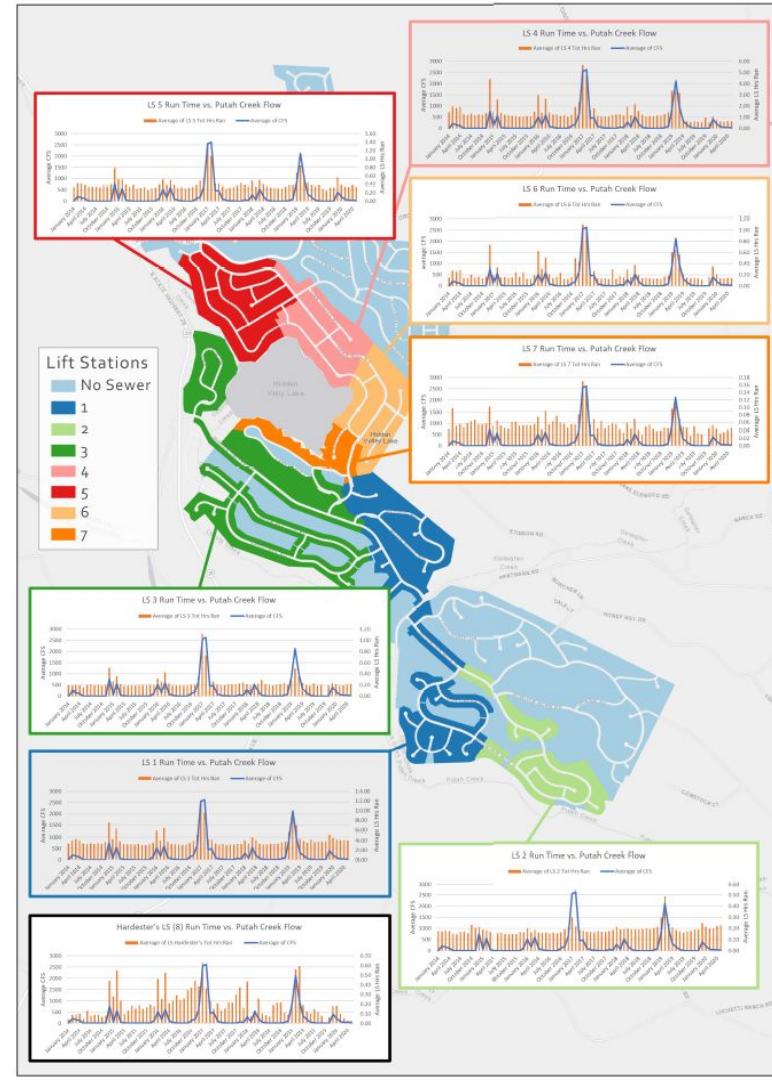
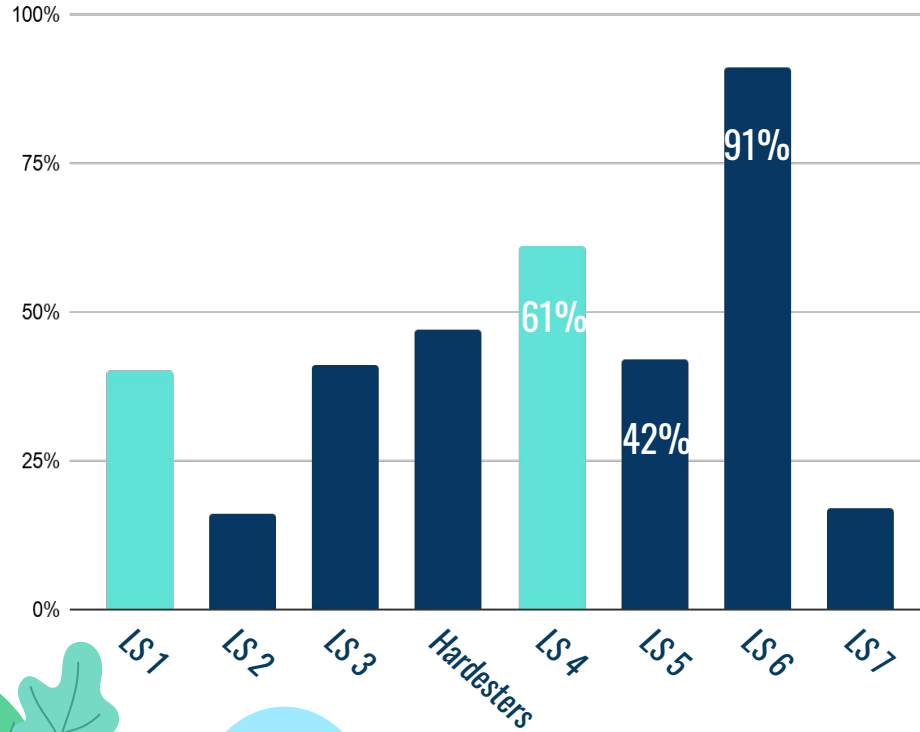
We have seen that LS-6 has high flow levels regardless of weather patterns. By using two flow monitors in the sewer sub basin we can locate the major problem areas.

LS-2 Improvement

Based off of flow monitor and LS run time evidence, LS-2 is more susceptible to inflow rather than infiltration. We will be monitoring the flow in LS-2 only during rain events.



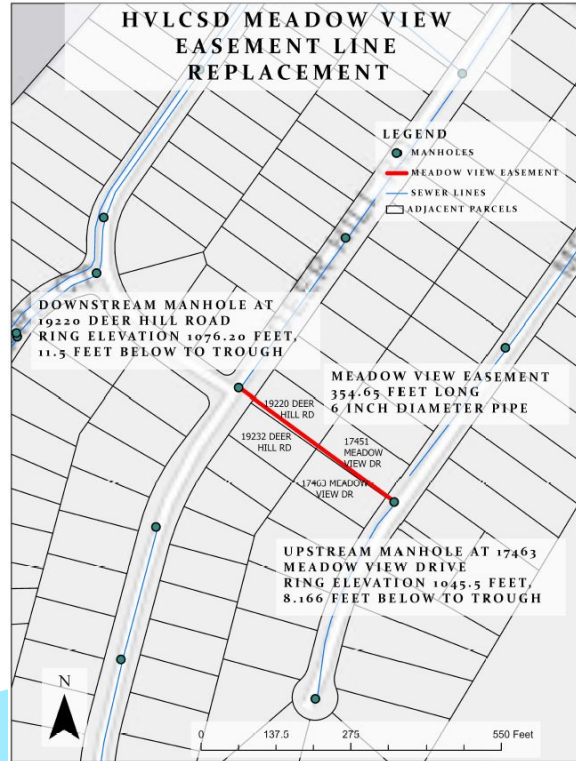
Lift Stations over time



Line Fix: Meadow View Easement

Line Fix

Fellows helped in mapping and identifying the problem of the Meadow View Easement and working with contractors.



Manhole Lid Replacements

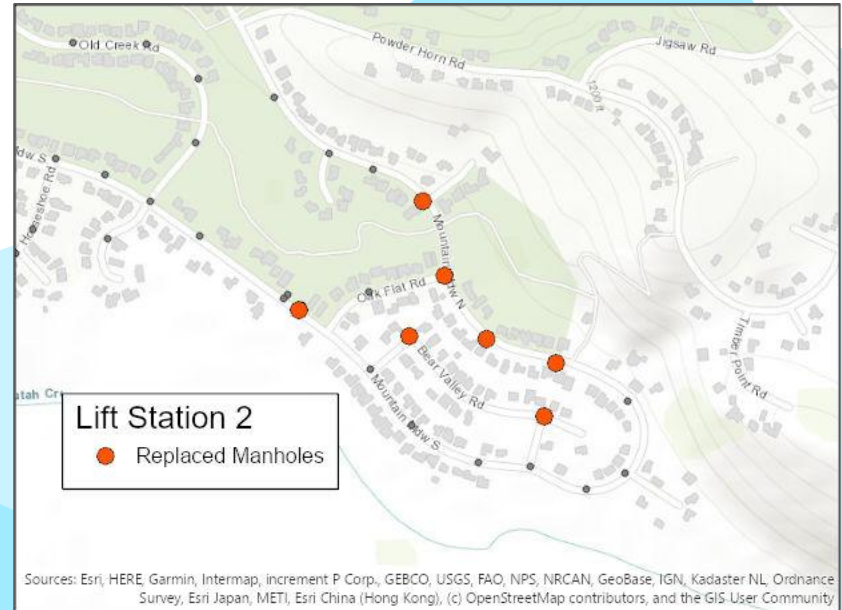
7 + 8

Replaced

- LS-2
- Will monitor inflow during rain events

Pending

- LS-2 and LS-1
- Highest priority



04



Reporting

Data monitoring, BOD, and regulatory requirements



Reporting

Submit routine mandatory reports

Monitoring Data

Water Loss
Monthly Bill Consumption
Solar Monitoring
Drawdowns
PG&E
WWTP Flow
Average sewer use

Board of Directors

We accumulate monthly reports into the BOD to inform the Board on field operations and progress.

SWRCB

Groundwater Monitoring
Central Valley quarterly progress reports

CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, and infographics & images by **Freepik**.

Thank you!





**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: JUNE 2, 2020**

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 Via Teleconference:

Director Jim Lieberman
Director Gary Graves
Director Jim Freeman
Director Carolyn Graham
Penny Cuadras, Secretary to the Board

CALL TO ORDER

The meeting was called to order at 6:05 PM by Director Lieberman.

APPROVAL OF AGENDA

Moved by Director Freeman and seconded by Director Graves

Roll Call vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to approve the Agenda as presented

DISCUSSION AND POSSIBLE ACTION:

Interview, Discuss, And Consider Candidates to Serve on The District Board and Committees

The District had two candidates submit applications and participate in the interview process; Claude Brown and Sean Millerick. Each member of the Board participated in the interview process asking individual questions of each candidate.

President Lieberman called for a break at 7:26 pm. President Lieberman called meeting to order at 7:35 pm.

DISCUSSION AND POSSIBLE ACTION:

Appoint A New Director to Fill the Vacant Seat on The Board of The Hidden Valley Lake Community Services District

Motion by Director Freeman to appoint Claude Brown to the Hidden Valley Lake Community Services District Board of Directors.

Seconded by Director Graham.

Roll Call Vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to appoint Mr. Claude Brown to the Hidden Valley Lake Community Services District Board of Directors.

Director Graves announced swearing in of Mr. Claude Brown will be conducted by District Supervisor Moke Simon at the next Regular Board Meeting.

DISCUSSION AND POSSIBLE ACTION:

Discussion and Possible Approval of Field Staff Re-Organization

Director Freeman moved to approve the reorganization of the Field Staff.

Seconded by Director Graham.

The Board discussed the Operations Manager position, making Dennis White the District Operations Manager effective immediately.

Roll Call Vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to approve the re-organization of the Field Staff effective immediately.

DISCUSSION AND POSSIBLE ACTION:

Discuss and Consider Land Lease Between the District and HVLA

Director Freeman recused himself from the discussion and vote.

Director Graves moved to approve the land lease between the District and HVLA.

Seconded by Director Graham.

Lease options and maintenance of the property was discussed. Staff asked permission to move forward to request cost estimate to complete land survey.

Roll Call Vote;

AYES: (3) Director Graham, Graves and Lieberman

NAYS: (0)

ABSTAIN: (1) Director Freeman

ABSENT: (0)

Motion carried 3-0 to approve the land lease between Hidden Valley Lake Community Services District and HVLA.

DISCUSSION AND POSSIBLE ACTION:

Approve and Adopt Personnel Policy 3501 Safety and Health Program IIPP

Moved by Director Graham to Approve and Adopt Personnel Policy 3501 Safety and Health Program IIPP.

Seconded by Director Graves.

Roll Call Vote;

AYES: (4) Director Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carried 4-0 to Approve and Adopt Personnel Policy 3501 Safety and Health Program IIPP.

DISCUSSION AND POSSIBLE ACTION:

Discuss Recent OSHA Inspection and Approve and Adopt Injury Illness Protection Program

Moved by Director Freeman to Approve and Adopt Injury Illness Protection Plan.

Seconded by Director Graham.

Staff updated the Board on the unexpected OSHA Inspection on 5/29/2020. Discussing items that must be provided to OSHA investigator before July 8, 2020.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: June 4, 2020**

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

Director Carolyn Graham
Director Jim Lieberman
Penny Cuadras, Secretary to the Board

CALL TO ORDER

The meeting was called to order at 1:07 p.m. by Director Lieberman

APPROVAL OF AGENDA

Agenda was approved as written by Director Lieberman. Seconded by Director Graham.

Roll Call Vote:

Ayes: (2) Directors Lieberman and Graham

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous

DISCUSS AND REVIEW:

Update on Recruitment

To date three candidates have submitted resumes for the General Manager Position and two for the Water Resources Specialist. Resumes for the General Manager position will be reviewed by the Board and Water Resources Specialists resumes will be reviewed by the Operations Manager.

DISCUSS AND REVIEW:

Job Classifications Review to Enact Recommendations

Committee recommendation to the Board for approval and adoption of job classifications and re-Organization. Total Compensation Study will go to Finance Committee for review and recommendation.

Roll Call Vote:

Ayes: (2) Directors Lieberman and Graham

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous

REVIEW and DISCUSS:

District COVID-19 Re-Opening Plan

Due to recent increase in COVID-19 Cases in Lake County, Staff recommends the District office remain closed to the Public until further notice. Masks and social distancing among staff, Directors and members of the public is required.

Delinquency due to non-payment is about \$12k as of June 1, 2020.

REVIEW and DISCUSS:
Personnel Handbook

The Committee recommends item tabled until a General Manager has been hired.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

Operations Manager, Dennis White addressed committee inquires about Lead Operators
Committee commented on options for staff support for Human Resources.

ITEMS FOR NEXT AGENDA

ADJOURNMENT

Meeting adjourned at 1:50 p.m. by unanimous vote.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE REPORT
MEETING DATE: June 8, 2020**

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

Director Graves
Director Freeman
Full Charge Bookkeeper, Trish Wilkinson
Secretary to the Board / Administrative Assistant, Penny Cuadras

Also Present were:
Operations Manager, Dennis White
Water Resources Specialist, Alyssa Gordon

CALL TO ORDER

The meeting was called to order at 1:03 pm by Director Graves.

APPROVAL OF AGENDA

Director Graves approved the agenda as written. Seconded by Director Freeman.

Roll Call Vote:

Ayes: (2) Directors Graves and Freeman

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous

REVIEW AND DISCUSS:

Mt Meadow North Mainline Change Order/Payment

The Committee discussed change orders and actual cost of the project. Committee recommends item to go before the full Board for approval of payment of change order.

REVIEW AND DISCUSS:

WWTP Access Road Rebuilding Project

Staff reported that FEMA has obligated \$179K for the repair of the WWTP Access Road with chip seal from Grange Road up to the WWTP access. The District must pay all costs up front, FEMA will reimburse by invoice. The Committee recommends the Board approve \$10K engineering estimate and prepare bid process for the WWTP Access Road Rebuilding Project.

REVIEW AND DISCUSS:

Meadow View Easement Sewer Replacement Project

The Committee recommends the Board approve bid process for the Meadow View Easement Sewer Replacement Project.

REVIEW AND DISCUSS:

Director Benefits

The Committee discussed the Director Benefits and possible options to reduce District costs. The Committee has no recommendation for the Board, consider further discussion.

REVIEW AND DISCUSS:

Amendment to Resolution 2020-03 to include cost of meters

The Committee recommends the Board to accept and approve amendment to Resolution 2020-03 to include the actual cost of the meters.

REVIEW AND DISCUSS:

Proposed 20-21 Budget

The Committee reviewed line items of the proposed 20-21 Budget. The Committee discussed the new Lead Operator positions and implementation of Compensation Study for all staff.

PUBLIC COMMENT

No public present.

COMMITTEE MEMBER COMMENT

Committee agrees proposed budget is ready to go before the board for approval. Proposed CIP Budget is based on an approved and implemented rate study, funds will not be available before January 2021.

Director Graves requests attending next Board meeting remotely.

ITEMS FOR NEXT AGENDA

1. Budget
2. Rate Study
3. Award of Contract for Access Road and Sewer Easement Projects

ADJOURNMENT

The meeting was adjourned at 2:06 p.m.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING DATE: June 16, 2020**

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 Via Teleconference were:

Director Jim Lieberman, Vice President
Director Jim Freeman
Director Gary Graves
Operations Manager, Dennis White
Penny Cuadras, Secretary to the Board / Administrative Assistant

Via Teleconference:

Director Carolyn Graham

Also Attending

District 1 Supervisor Moke Simon

CALL TO ORDER

The meeting was called to order at 7:23 p.m. by Vice President Lieberman.

APPROVAL OF AGENDA

Moved by Director Freeman to remove items 17 and 18 from the agenda for future GM input. Seconded by Director Graves. Director Graham moved to remove item 21 from the agenda. Seconded by Director Freeman. Director Graham moved to remove items 17, 18 and 21 from the June 16, 2020 Agenda. Seconded by Director Freeman.

Items removed from Agenda:

(17) Approve RGS Proposal and Authorize the Operations Manager to Enter into an Agreement with RGS for Human Resources Ad Hoc Services

(18) Approve Resolution 2020-09 Director Benefits

(21) Approve Additional Attendees to Attend Robert DeLoach Presentation of GM and WRS Resumes

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to approve amended agenda removing items 17, 18 and 21 with a 4-0 vote.

ADMINISTRATION OF OATH OF OFFICE:

Oath of Office was administered by District 1 Supervisor Moke Simon to newly appointed Director Claude Brown.

CONSENT CALENDAR

Director Freeman moved to approve the Consent Calendar as presented. Seconded by Director Graham. The Board approved the following Consent Calendar as presented.

- A. MINUTES: Approval of the May 5, 2020 Personnel Committee Report
- B. MINUTES: Approval of the May 14, 2020 Special Meeting Minutes
- C. MINUTES: Approval of the May 18, 2020 Finance Meeting Report
- D. MINUTES: Approval of the May 19, 2020 Board of Director Meeting Minutes
- E. DISBURSEMENTS: Check # 037243 - # 037310 including drafts and payroll for a total of \$261,021.48

No Further Discussion from the Board.
No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve the Consent Calendar as presented.

BOARD COMMITTEE REPORTS

Finance Committee: Committee will discuss during Item 10 of the Agenda

Personnel Committee: Committee met June 4 discussed changes to recruitment brochure, job titles and agreed to put Employee Handbook on hold.

Safety and Security Committee: Have not met.

Lake Water Use Agreement-Ad Hoc Committee: Have not met.

Valley Oaks Sub-Committee: Have not met, waiting for GM to meet.

STAFF REPORTS

Financial Report: No questions

Administration/Customer Services Report: Current financial impact of \$38K (4 months delinquent)

Field Operation Report: Weed abatement in progress scheduled for 21st -23rd.

ACWA State Legislative Committee: Hiatus, Alyssa Gordan has retired from position and is now vacant for anyone interested.

General Manager's Report: Operations Manager provided an update on the OSHA inspection. No update on moratorium.

I.T Monthly Report:

PROJECT PRIORITIES:

- Moratorium
- Tank 9 - Update
- I&I
- SCADA – Repairing as needed. Staff suggest the District contract with an engineer for recommendations and bid the project.
- AMI
- Generators – MOA Sacramento Standby generators was denied for months of May – October. Advance request does not meet emergency need, will be addressed in the event of PSPS. PGE will provide 48-hour notice of PSPS.

DISCUSSION AND POSSIBLE ACTION:

Adoption of the FY 2020-2021 Budget and Investment Policy

A. Public hearing to receive comment on proposed FY 2020-2021 Budget

B. Approve Resolution 2020-04–FY 2020-2021 Budget

C. Approve Resolution 2020-05–Investment Policy for FY 2020-2021

Public Hearing opened for Public comment at 7:46 P.M.

Public Hearing Closed at 7:47 P.M. with no Public comment

Director Freeman moved to approve Resolution 2020-04–FY 2020-2021 Budget. Seconded by Director Graves.

Director Freeman provided report and recommendation by the Finance Committee.

If approved Budget will be forwarded to NBS for Rate Study.

Director Graham requests a Budget workshop be in place in the future for all Board members to participate in the review of the Budget.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve Resolution 2020-04–FY 2020-2021 Budget.

Director Freeman moved to approve Resolution 2020-05–Investment Policy for FY 2020-2021. Seconded by Director Graves.

Finance Committee recommends approval of Resolution 2020-05–Investment Policy for FY 2020-2021.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to approve Resolution 2020-05–Investment Policy for FY 2020-2021.

DISCUSS AND POSSIBLE ACTION:

Approve and Adopt Resolution 2020-06 Adopting Water and Sewer Connection Fees Pursuant to Ordinance 57.1 rescinding Resolution 2020-03

The Board approved Connection Fees by Resolution 2020-03 May 19, 2020. The amended Resolution 2020-06 includes the actual cost of the meters, and capacity fees for 1 & 1 ½” meters (included in the Study).

Members of the Board discussed annual review of the costs to the District.

Director Graham mentioned recommendation made by Greg Clumpner, NBS, October 2018 Study for connection fees was still valid today. However, the District should consider updating connection fees every 4-5 years.

Director Freeman moved to table for further review by the Finance Committee, and possible revision to include automatic escalation clause should cost increase. Seconded by Director Graves.

Director Graham requests Committee run changes by Greg Clumpner, Committee agrees. Resolution 2020-03 adopted the 2018 connection fees.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors, Brown, Graves, Freeman and Lieberman

NAYS: (1) Graham

ABSTAIN: (0)

ABSENT: (0)

Motion Carries by majority vote to Table Resolution 2020-06 Adopting Water and Sewer Connection Fees Pursuant to Ordinance 57.1 rescinding Resolution 2020-03

DISCUSS AND POSSIBLE ACTION:

Approve and Adopt Resolution 2020-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election

Director Graves moved to Accept and Approve Resolution 2020-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election. Seconded by Director Freeman

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Accept and Approve Resolution 2020-07 Resolution of the Hidden Valley Lake Community Services District – Consolidation of Election

DISCUSS AND POSSIBLE ACTION:

Approve and Adopt Resolution 2020-08 Mountain Meadow North Water Main Replacement Project Acceptance and Notice of Completion.

Director Freeman moved to Approve and Adopt Resolution 2020-08 Mountain Meadow North Water Main Replacement Project Acceptance and Notice of Completion. Seconded by Director Graves

Director Freeman provided a report and recommendation by the Finance Committee.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Adopt and Approve Resolution 2020-08 Mountain Meadow North Water Main Replacement Project Acceptance and Notice of Completion.

DISCUSSION AND POSSIBLE ACTION:

Approve Coastland Proposal for Engineering Design Services for the WWTP Access Road Rebuilding Project

On June 13, 2020 the District received an obligation and payment of funds in the amount of \$370K from the 2017 Disaster. 94% of the project will be paid for by FEMA with only six months to close out this project.

No Further Discussion from the Board.

No Public comments.

Roll Call Vote:

AYES: (4) Directors Brown, Graves, Freeman, and Lieberman

NAYS: (1) Director Graham

ABSTAIN: (0)

ABSENT: (0)

Motion Carries by majority vote to Approve Coastland Proposal for Engineering Design Services for the WWTP Access Road Rebuilding Project.

DISCUSSION AND POSSIBLE ACTION:

Approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project

Director Freeman moved to approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project. Seconded by Director Graves

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (4) Directors Brown, Graves, Freeman, and Lieberman

NAYS: (1) Director Graham

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Coastland Proposal for Engineering Design Services for the Meadow View Easement Sewer Replacement Project.

DISCUSS AND POSSIBLE ACTION:

Approve the Survey and Legal Description costs for acreage associated with ground lease between HVLA and the District

Director Graves moved to table item pending an estimated cost to conduct land survey. Seconded by Director Graham.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Graham, Freeman, and Lieberman

NAYS: (0) Director

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Table item pending an estimated cost to conduct land survey.

DISCUSSION AND POSSIBLE ACTION:

Approve Implementation of Operations Manager Position and Salary

Director Graves moved to Approve Implementation of Operations Manager Position and Salary. Seconded by Director Freeman.

Director Freeman provided a report and recommendation by Finance Committee.

Dennis White was acknowledged for 18 years of service and dedication to the District.

Motion by Director Brown and seconded by Director Graves to table item pending completed job descriptions.

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Graham, Freeman, and Lieberman

NAYS: (0) Director

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to table pending completed job descriptions.

DISCUSSION AND POSSIBLE ACTION:

Approve Implementation of Compensation Study

Director Graham moved to approve Implementation of Compensation Study. Seconded by Director Lieberman.

Director Graham moved to approve Implementation of Compensation Study adopting a 7% lead/lag Step E effective January 1, 2021. Seconded by Director Freeman

No Further Discussion from the Board.

No Public Comment.

Roll Call Vote:

AYES: (5) Directors Brown, Graves, Graham, Freeman, and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously to Approve Implementation of Compensation Study adopting a 7% lag/lead Step E effective January 1, 2021.

President Lieberman announced a 5-minute break @ 930 P.M. Return back at 9:35 P.M.

CLOSED SESSION:

**The Board will call to order and recess to Closed Session to discuss the following items:
PURSUANT TO CALIFORNIA GOVERNMENT CODE §54956.9: ANTICIPATED LITIGATION-Significant
exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (1 potential case)**

Present were; Directors Brown, Graves, Freeman and Lieberman

Attending Via Teleconference: Director Graham.

President Lieberman reminded members of the Board this is a Closed Session; No members of the Public may attend, and meeting may not be recorded. Director Graham confirmed and agreed.

The Board entered into Closed Session at 9:36 P.M.

**DISCUSSION AND POSSIBLE ACTION:
Possible Action Resulting from Closed Session**

Board came out of Closed Session at 10:05 P.M.

Reconvene To Open Session at 10:06 P.M. with no reportable action.

BOARD OF DIRECTORS NOMINATION AND ELECTION OF OFFICERS

Election of the Board President for the 2020 calendar year – JIM LIEBERMAN

Election of the Vice President for the 2020 calendar year – GARY GRAVES

APPOINTMENT OF BOARD MEMBERS TO STANDING AND/OR AD-HOC COMMITTEES

Finance Committee – JIM FREEMAN & GARY GRAVES

Personnel Committee – CAROLYN GRAHAM & CLAUDE BROWN

Emergency Preparedness Committee - JIM LIEBERMAN

Lake Water Use Ad-HOC Committee- JIM LIEBERMAN

Valley Oaks Project Sub-Committee – CAROLYN GRAHAM

PUBLIC COMMENT

No Public Comment.

BOARD MEMBER COMMENT

Director Graham thanked members of the Board and Public for attending the meeting.

ADJOURNMENT

On a motion made by Director Freeman and seconded by Director Graves the Board voted unanimously to adjourn the meeting by Roll Call Vote.

Roll Call Vote:

AYES: (5) Directors Brown, Graham, Graves, Freeman, and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion Carries unanimously, meeting was adjourned at 10:19 P.M.

Jim Lieberman Date
President of the Board

Penny Cuadras Date
Secretary to the Board



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: June 29, 2020**

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

Director Carolyn Graham
Director Claude Brown
Penny Cuadras, Secretary to the Board
Dennis White, Operations Manager

CALL TO ORDER

The meeting was called to order at 3:07 p.m. by Director Graham

APPROVAL OF AGENDA

Agenda was approved as written by Director Brown. Seconded by Director Graham.

Roll Call Vote:

Ayes: (2) Directors Brown and Graham

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous to approve Agenda as presented.

DISCUSS AND REVIEW:

Review of exempt/non-exempt status for supervisory positions

Staff will research and confirm exempt/non-exempt status of Account Supervisor, Lead Operators and Water Resources Specialist positions

DISCUSS AND REVIEW:

Discuss HR needs and create a specific document for HVL CSD for contractual purpose

Committee recommends budgeting \$15k for HR Support to Admin Services Manager.

REVIEW and DISCUSS:

Discuss Employee Manual and how or whether to move forward with current work in progress

Committee will continue to work through the redlined version of the employee manual to completion

PUBLIC COMMENT

No Public Comment

COMMITTEE MEMBER COMMENT

Members of the Committee will notify staff to schedule next meeting.

ITEMS FOR NEXT AGENDA

Report on exempt/non-exempt status with suggestions

Continue to review Employee Manual

ADJOURNMENT

Meeting adjourned at 4:01 p.m. by unanimous vote.



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
SPECIAL MEETING MINUTES
MEETING DATE: JUNE 29, 2020**

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 Lieberman
Director Carolyn Graham
Director Jim Freeman
Director Claude Brown
Penny Cuadras, Secretary to the Board

Attending Via Teleconference:

Director Gary Graves

Also, Present: Robert DeLoach, DeLoach & Associates

CALL TO ORDER

The meeting was called to order at 6:04 PM by Director Lieberman.

APPROVAL OF AGENDA

Director Freeman moved to approve the agenda as presented. Seconded by Director Graham

Roll Call vote;

AYES: (5) Director Brown, Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to approve the Agenda as presented.

DISCUSSION AND POSSIBLE ACTION:

Approve Resolution 2020-09 Adopting the Hidden Valley Lake Community Services District Hazard Mitigation Plan of 2020

Director Freeman moved to Approve Resolution 2020-09 Adopting the Hidden Valley Lake Community Services District Hazard Mitigation Plan of 2020. Seconded by Director Graham.

No Further Board Discussion

No Public Comment

Roll Call Vote;

AYES: (5) Directors Brown, Graham, Freeman, Graves and Lieberman

NAYS: (0)

ABSTAIN: (0)

ABSENT: (0)

Motion carries unanimously to Approve Resolution 2020-09 Adopting the Hidden Valley Lake Community Services District Hazard Mitigation Plan of 2020.

ADJOURN TO CLOSED SESSION

Members of the Board adjourned into Closed Session at 6:08 P.M.

CLOSED SESSION:

The Board will call to order and recess to Closed Session to discuss the following items:

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	81.47
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	939.55
01-1122	PARKSON CORPORATION			N		FUND TOTAL FOR VENDOR	3,799.02
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	177.64
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	258.95
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	240.02
01-1621	POWER INDUSTRIES, INC			N		FUND TOTAL FOR VENDOR	232.04
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	11,501.01
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	2,499.06
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	20.56
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	860.00
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	939.86
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,025.80
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,256.47
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	346.65
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	57.95
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	177.81
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	437.95
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	1,235.21
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	13.50
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	1,262.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	558.58
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	106.50
01-2788	GHD			N		FUND TOTAL FOR VENDOR	6,250.00
01-2815	Asbury Environmental Serv			N		FUND TOTAL FOR VENDOR	80.00

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 120 SEWER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	36.13
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	2,919.75
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	312.50
01-2840	ENVIRONMENTAL SYSTEMS RES			N		FUND TOTAL FOR VENDOR	200.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	146.25
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	2,963.62
01-2891	HERC RENTALS INC.			N		FUND TOTAL FOR VENDOR	1,219.40
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	24.63
01-2921	LOCAL GOVERNMENT COMMISSI			N		FUND TOTAL FOR VENDOR	4,636.36
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	209.13
01-2943	DICKENSON PEATMAN & FOGAR			N		FUND TOTAL FOR VENDOR	220.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	415.00
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	246.04
01-2951	JENFITCH, LLC			N		FUND TOTAL FOR VENDOR	1,285.95
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	565.50
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	608.32
01-2997	DELOACH AND ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	3,326.25
01-3002	ADLER TANK RENTALS			N		FUND TOTAL FOR VENDOR	1,485.00
01-3003	LEN RAMIREZ CROTALUS VIRI			N		FUND TOTAL FOR VENDOR	200.00
01-8	AT&T			N		FUND TOTAL FOR VENDOR	127.01
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00

*** FUND TOTALS ***

58,977.94

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-1	MISCELLANEOUS VENDOR			N		FUND TOTAL FOR VENDOR	742.91
01-1002	PETTY CASH REIMBURSEMENT			N		FUND TOTAL FOR VENDOR	81.43
01-11	STATE OF CALIFORNIA EDD			N		FUND TOTAL FOR VENDOR	998.65
01-122	LAKE COUNTY RECORD BEE			N		FUND TOTAL FOR VENDOR	177.64
01-1392	MEDIACOM			N		FUND TOTAL FOR VENDOR	258.95
01-1479	CLEARLAKE LAVA, INC.			N		FUND TOTAL FOR VENDOR	147.80
01-1579	SOUTH LAKE REFUSE COMPANY			N		FUND TOTAL FOR VENDOR	240.01
01-1659	WAGNER & BONSIGNORE CCE			N		FUND TOTAL FOR VENDOR	752.50
01-1705	SPECIAL DISTRICT RISK MAN			N		FUND TOTAL FOR VENDOR	11,501.01
01-1722	US DEPARTMENT OF THE TREA			N		FUND TOTAL FOR VENDOR	2,644.12
01-1751	USA BLUE BOOK			N		FUND TOTAL FOR VENDOR	20.56
01-19	NBS GOVERNMENT FINANCE GR			N		FUND TOTAL FOR VENDOR	860.00
01-1961	ACWA/JPIA			N		FUND TOTAL FOR VENDOR	939.86
01-2057	BARTLEY PUMP, INC.			N		FUND TOTAL FOR VENDOR	2,435.49
01-21	CALIFORNIA PUBLIC EMPLOYE			N		FUND TOTAL FOR VENDOR	4,849.99
01-2111	DATAPROSE, LLC			N		FUND TOTAL FOR VENDOR	1,256.44
01-2283	ARMED FORCE PEST CONTROL,			N		FUND TOTAL FOR VENDOR	102.50
01-2431	CNH PRODUCTIVITY PLUS ACC			N		FUND TOTAL FOR VENDOR	346.64
01-2538	HARDESTER'S MARKETS & HAR			N		FUND TOTAL FOR VENDOR	40.16
01-2541	MENDO MILL CLEARLAKE			N		FUND TOTAL FOR VENDOR	72.78
01-2585	TYLER TECHNOLOGY			N		FUND TOTAL FOR VENDOR	60.50
01-2598	VERIZON WIRELESS			N		FUND TOTAL FOR VENDOR	437.95
01-2636	ACTION SANITARY, INC.			N		FUND TOTAL FOR VENDOR	123.34
01-2648	B & G TIRES OF MIDDLETOWN			N		FUND TOTAL FOR VENDOR	1,235.20
01-2676	QUACKENBUSH MRRCF			N		FUND TOTAL FOR VENDOR	13.50
01-2699	MICHELLE HAMILTON			N		FUND TOTAL FOR VENDOR	312.50
01-2702	PACE SUPPLY CORP			N		FUND TOTAL FOR VENDOR	1,448.97

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
01-2744	ST HELENA HOSPITAL dba JO			N		FUND TOTAL FOR VENDOR	106.50
01-2815	Asbury Environmental Serv			N		FUND TOTAL FOR VENDOR	80.00
01-2816	CARDMEMBER SERVICE			N		FUND TOTAL FOR VENDOR	365.35
01-2820	ALPHA ANALYTICAL LABORATO			N		FUND TOTAL FOR VENDOR	1,351.00
01-2823	GARDENS BY JILLIAN			N		FUND TOTAL FOR VENDOR	100.00
01-2825	NATIONWIDE RETIREMENT SOL			N		FUND TOTAL FOR VENDOR	312.50
01-2840	ENVIRONMENTAL SYSTEMS RES			N		FUND TOTAL FOR VENDOR	200.00
01-2876	BOLD POLISNER MADDOW NELS			N		FUND TOTAL FOR VENDOR	146.25
01-2885	RGW GROUNDSKEEPING, LLC			N		FUND TOTAL FOR VENDOR	2,963.62
01-2891	HERC RENTALS INC.			N		FUND TOTAL FOR VENDOR	1,219.39
01-2909	STREAMLINE			N		FUND TOTAL FOR VENDOR	100.00
01-2914	RAY MORGAN COMPANY			N		FUND TOTAL FOR VENDOR	24.62
01-2922	AMAZON CAPITAL SERVICES,			N		FUND TOTAL FOR VENDOR	209.11
01-2943	DICKENSON PEATMAN & FOGAR			N		FUND TOTAL FOR VENDOR	220.00
01-2945	APPLIED TECHNOLOGY SOLUTI			N		FUND TOTAL FOR VENDOR	415.00
01-2950	AFLAC			N		FUND TOTAL FOR VENDOR	274.58
01-2972	WILEY PRICE & RADULOVICH,			N		FUND TOTAL FOR VENDOR	565.50
01-2990	REDWOOD COAST FUELS			N		FUND TOTAL FOR VENDOR	608.32
01-2997	DELOACH AND ASSOCIATES, I			N		FUND TOTAL FOR VENDOR	3,326.25
01-3003	LEN RAMIREZ CROTALUS VIRI			N		FUND TOTAL FOR VENDOR	200.00
01-3004	TERRACON CONSTRUCTORS, IN			N		FUND TOTAL FOR VENDOR	145,183.41
01-8	AT&T			N		FUND TOTAL FOR VENDOR	127.01
01-981	U S POSTMASTER			N		FUND TOTAL FOR VENDOR	110.00

*** FUND TOTALS ***

190,309.81

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

VENDOR	NAME	NO# INVOICES	TOTAL AMOUNT	1099	G/L ACCT NO#	G/L NAME	G/L AMOUNT
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*** REPORT TOTALS *** 249,287.75 249,287.75

G / L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 2075	AFLAC	246.04
120 2088	SURVIVOR BENEFITS - PERS	9.46
120 2090	PERS PAYABLE	1,797.06
120 2091	FIT PAYABLE	1,700.44
120 2092	CIT PAYABLE	678.32
120 2093	SOCIAL SECURITY PAYABLE	15.50
120 2094	MEDICARE PAYABLE	383.75
120 2095	S D I PAYABLE	261.23
120 2099	DEFERRED COMP - 457 PLAN	312.50
120 5-00-5025	RETIREE HEALTH BENEFITS	1,175.55
120 5-00-5060	GASOLINE, OIL & FUEL	696.36
120 5-00-5061	VEHICLE MAINT	1,558.79
120 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	100.00
120 5-00-5092	POSTAGE & SHIPPING	932.78
120 5-00-5121	LEGAL SERVICES	931.75
120 5-00-5122	ENGINEERING SERVICES	6,250.00
120 5-00-5123	OTHER PROFESSIONAL SERVICES	8,822.61
120 5-00-5130	PRINTING & PUBLICATION	635.31
120 5-00-5145	EQUIPMENT RENTAL	1,244.03
120 5-00-5148	OPERATING SUPPLIES	1,301.78
120 5-00-5150	REPAIR & REPLACE	6,319.65
120 5-00-5155	MAINT BLDG & GROUNDS	3,385.40
120 5-00-5156	CUSTODIAL SERVICES	1,262.50
120 5-00-5191	TELEPHONE	823.91
120 5-00-5193	OTHER UTILITIES	240.02
120 5-00-5194	IT SERVICES	675.50
120 5-00-5195	ENV/MONITORING	2,919.75
120 5-00-5311	EQUIPMENT - OFFICE	128.70
120 5-00-5315	SAFETY EQUIPMENT	100.99
120 5-00-5545	RECORDING FEES	50.00
120 5-10-5010	SALARIES & WAGES	195.74
120 5-10-5020	EMPLOYEE BENEFITS	3,871.34
120 5-10-5021	RETIREMENT BENEFITS	1,046.31
120 5-10-5090	OFFICE SUPPLIES	27.79

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
120 5-30-5010	SALARIES & WAGES	184.48
120 5-30-5020	EMPLOYEE BENEFITS	6,197.94
120 5-30-5021	RETIREMENT BENEFITS	1,172.97
120 5-40-5010	DIRECTORS COMPENSATION	19.15
120 5-40-5030	DIRECTOR HEALTH BENEFITS	1,302.54
	** FUND TOTAL **	58,977.94
130 1052	ACCTS REC WATER USE	742.91
130 2075	AFLAC	274.58
130 2088	SURVIVOR BENEFITS - PERS	11.00
130 2090	PERS PAYABLE	2,138.60
130 2091	FIT PAYABLE	1,710.58
130 2092	CIT PAYABLE	690.81
130 2093	SOCIAL SECURITY PAYABLE	15.50
130 2094	MEDICARE PAYABLE	451.33
130 2095	S D I PAYABLE	307.84
130 2099	DEFERRED COMP - PLAN 457 PAYAB	312.50
130 5-00-5025	RETIREE HEALTH BENEFITS	1,175.55
130 5-00-5060	GASOLINE, OIL & FUEL	696.36
130 5-00-5061	VEHICLE MAINT	1,558.77
130 5-00-5080	MEMBERSHIP & SUBSCRIPTIONS	103.99
130 5-00-5092	POSTAGE & SHIPPING	932.75
130 5-00-5121	LEGAL SERVICES	931.75
130 5-00-5123	OTHER PROFESSIONAL SERVICES	4,186.25
130 5-00-5124	WATER RIGHTS	752.50
130 5-00-5130	PRINTING & PUBLICATION	635.29
130 5-00-5145	EQUIPMENT RENTAL	1,244.01
130 5-00-5148	OPERATING SUPPLIES	157.17
130 5-00-5150	REPAIR & REPLACE	4,461.69
130 5-00-5155	MAINT BLDG & GROUNDS	3,385.40
130 5-00-5156	CUSTODIAL SERVICES	312.50
130 5-00-5191	TELEPHONE	823.91
130 5-00-5193	OTHER UTILITIES	240.01
130 5-00-5194	IT SERVICES	675.50
130 5-00-5195	ENV/MONITORING	1,351.00
130 5-00-5311	EQUIPMENT - OFFICE	128.69
130 5-00-5315	SAFETY EQUIPMENT	100.98
130 5-00-5545	RECORDING FEES	50.00
130 5-10-5010	SALARIES & WAGES	195.69
130 5-10-5020	EMPLOYEE BENEFITS	3,871.34
130 5-10-5021	RETIREMENT BENEFITS	1,046.26
130 5-10-5090	OFFICE SUPPLIES	27.76
130 5-30-5010	SALARIES & WAGES	251.92
130 5-30-5020	EMPLOYEE BENEFITS	6,197.94
130 5-30-5021	RETIREMENT BENEFITS	1,654.13
130 5-40-5010	DIRECTORS COMPENSATION	19.10
130 5-40-5030	DIRECTOR HEALTH BENEFITS	1,302.54

VENDOR SET: 01 Hidden Valley Lake

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

BANK: ALL

VENDOR CLASS(ES): ALL CLASSES

REPORTING FUND NO#: 130 WATER ENTERPRISE FUN

SORTED BY FUND

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
130 5-70-7205	MMN WTR MAIN	145,183.41
	** FUND TOTAL **	190,309.81

** TOTAL **	249,287.75
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NO ERRORS

SELECTION CRITERIA

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

TRANSACTION SELECTION

REPORTING: PAID ITEMS ,G/L DIST

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	6/01/2020 THRU 6/30/2020	0/00/0000 THRU 99/99/9999	0/00/0000 THRU 99/99/9999

PRINT OPTIONS

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

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,765,252.36</u>	<u>481,540.65</u>	<u>3,113,951.18</u>	(<u>348,698.82</u>)	<u>112.61</u>
TOTAL REVENUES	<u>2,765,252.36</u>	<u>481,540.65</u>	<u>3,113,951.18</u>	(<u>348,698.82</u>)	<u>112.61</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	654,560.00	405,820.56	1,224,566.45	(570,006.45)	187.08
ADMINISTRATION	443,138.00	21,813.40	405,686.05	37,451.95	91.55
FIELD	338,928.00	23,279.95	296,732.35	42,195.65	87.55
DIRECTORS	49,730.00	1,463.21	33,724.31	16,005.69	67.81
SPECIAL PROJECTS	657,757.22	0.00	657,757.22	0.00	100.00
CAPITAL PROJECTS & EQUIP	<u>201,000.00</u>	<u>0.00</u>	<u>204,840.19</u>	(<u>3,840.19</u>)	<u>101.91</u>
TOTAL EXPENDITURES	<u>2,345,113.22</u>	<u>452,377.12</u>	<u>2,823,306.57</u>	(<u>478,193.35</u>)	<u>120.39</u>
REVENUES OVER/(UNDER) EXPENDITURES	420,139.14	29,163.53	290,644.61	129,494.53	69.18

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	300.00	200.00	60.00
120-4036 DEVELOPER SEWER FEES	15,200.00	0.00	0.00	15,200.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,000.00	2,049.35	7,618.55 (2,618.55)	152.37
120-4050 SALES OF RECLAIMED WATER	118,000.00	26,014.97	135,650.70 (17,650.70)	114.96
120-4111 COMM SEWER USE	36,959.00	2,961.46	35,770.52	1,188.48	96.78
120-4112 GOV'T SEWER USE	855.00	71.21	854.52	0.48	99.94
120-4116 SEWER USE CHARGES	1,167,934.00	98,759.23	1,182,026.68 (14,092.68)	101.21
120-4210 LATE FEE	20,000.00	1,793.70	22,781.25 (2,781.25)	113.91
120-4300 MISC INCOME	1,500.00	500.00	6,098.21 (4,598.21)	406.55
120-4310 OTHER INCOME	200.00	0.00	0.00	200.00	0.00
120-4320 FEMA/CalOES Grants	1,083,419.00	349,390.50	1,388,173.00 (304,754.00)	128.13
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,500.00	0.00	1,868.81 (368.81)	124.59
120-4580 TRANSFERS IN	314,185.36	0.23	332,808.94 (18,623.58)	105.93
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,765,252.36	481,540.65	3,113,951.18 (348,698.82)	112.61
	=====	=====	=====	=====	=====

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	1.59 (1.59)	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	11,770.00	0.00	13,925.92 (2,155.92)	118.32
120-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	355.98	7,519.40	15,320.60	32.92
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	12,000.00	1,091.57	17,415.02 (5,415.02)	145.13
120-5-00-5061 VEHICLE MAINT	15,000.00	1,558.79	20,143.96 (5,143.96)	134.29
120-5-00-5062 TAXES & LIC	800.00	99.45	179.97	620.03	22.50
120-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (8,055.52)	129.84
120-5-00-5075 BANK FEES	21,000.00	1,698.13	19,325.46	1,674.54	92.03
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	100.00	7,629.50 (129.50)	101.73
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	1,464.79	7,388.79 (388.79)	105.55
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00	931.75	17,021.95 (12,021.95)	340.44
120-5-00-5122 ENGINEERING SERVICES	27,000.00	6,250.00	34,960.10 (7,960.10)	129.48
120-5-00-5123 OTHER PROFESSIONAL SERVICE	30,000.00	13,447.61	119,971.61 (89,971.61)	399.91
120-5-00-5126 AUDIT SERVICES	4,000.00	0.00	5,950.00 (1,950.00)	148.75
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	896.03	4,271.60	728.40	85.43
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00	0.00 (215.00)	215.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	1,285.72	4,848.29	151.71	96.97
120-5-00-5148 OPERATING SUPPLIES	40,000.00	2,679.86	58,425.75 (18,425.75)	146.06
120-5-00-5150 REPAIR & REPLACE	142,000.00	6,724.24	169,606.01 (27,606.01)	119.44
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	4,164.14	14,072.92 (8,572.92)	255.87
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	2,525.00	15,155.50	1,344.50	91.85
120-5-00-5157 SECURITY	5,000.00	0.00	779.16	4,220.84	15.58
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	36,222.02	8,777.98	80.49
120-5-00-5165 TERTIARY POND MAINTENANCE	35,000.00	0.00	35,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	182.43 (182.43)	0.00
120-5-00-5191 TELEPHONE	9,500.00	857.41	9,995.42 (495.42)	105.21
120-5-00-5192 ELECTRICITY	60,000.00	2,834.14	53,458.09	6,541.91	89.10
120-5-00-5193 OTHER UTILITIES	2,600.00	480.04	2,897.64 (297.64)	111.45
120-5-00-5194 IT SERVICES	45,000.00	675.50	33,013.09	11,986.91	73.36
120-5-00-5195 ENV/MONITORING	32,000.00	3,832.50	36,172.50 (4,172.50)	113.04
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	1,822.00	178.00	91.10
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	128.70	664.93	635.07	51.15
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	1,552.30 (52.30)	103.49
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	2,364.36	5,111.11 (1,611.11)	146.03
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	50.00	235.75	14.25	94.30
120-5-00-5580 TRANSFERS OUT	0.00	349,324.85	434,806.15 (434,806.15)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND
 NON-DEPARTMENTAL
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	654,560.00	405,820.56	1,224,566.45 (570,006.45)	187.08

AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND

ADMINISTRATION

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	281,602.00	13,693.51	287,712.57 (6,110.57)	102.17
120-5-10-5020 EMPLOYEE BENEFITS	93,979.00	3,871.34	58,913.34	35,065.66	62.69
120-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,001.66	52,389.28	5,117.72	91.10
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	246.89	3,083.07	916.93	77.08
120-5-10-5170 TRAVEL MILEAGE	1,200.00	0.00	1,242.98 (42.98)	103.58
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,294.81	1,705.19	57.37
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	50.00	300.00	14.29
TOTAL ADMINISTRATION	443,138.00	21,813.40	405,686.05	37,451.95	91.55

AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	215,150.00	12,906.12	178,967.15	36,182.85	83.18
120-5-30-5020 EMPLOYEE BENEFITS	68,254.00	6,197.94	66,410.05	1,843.95	97.30
120-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,128.31	49,270.71 (2,546.71)	105.45
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,349.50	450.50	74.97
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	200.00	1,300.00	13.33
120-5-30-5090 OFFICE SUPPLIES	1,000.00	47.58	504.16	495.84	50.42
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	30.78	469.22	6.16
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	338,928.00	23,279.95	296,732.35	42,195.65	87.55

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.15	2,901.29	98.71	96.71
120-5-40-5020 DIRECTOR BENEFITS	90.00	0.00	113.77 (23.77)	126.41
120-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	1,194.06	30,382.52	10,957.48	73.49
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	326.73	3,273.27	9.08
TOTAL DIRECTORS	49,730.00	1,463.21	33,724.31	16,005.69	67.81

AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND

SPECIAL PROJECTS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	657,757.22	0.00	657,757.22	0.00	100.00
120-5-60-6009 ACCESS RD	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL PROJECTS	657,757.22	0.00	657,757.22	0.00	100.00

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

120-SEWER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	201,000.00	0.00	200,125.92	874.08	99.57
120-5-70-7201 I & I	0.00	0.00	4,714.27 (4,714.27)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS & EQUIP	201,000.00	0.00	204,840.19 (3,840.19)	101.91
TOTAL EXPENDITURES	2,345,113.22	452,377.12	2,823,306.57 (478,193.35)	120.39
REVENUES OVER/(UNDER) EXPENDITURES	420,139.14	29,163.53	290,644.61	129,494.53	69.18

*** END OF REPORT ***

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,256,021.80</u>	<u>221,643.49</u>	<u>2,267,882.02</u>	<u>(11,860.22)</u>	<u>100.53</u>
TOTAL REVENUES	<u>2,256,021.80</u>	<u>221,643.49</u>	<u>2,267,882.02</u>	<u>(11,860.22)</u>	<u>100.53</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	873,602.00	156,855.18	1,019,715.48	(146,113.48)	116.73
ADMINISTRATION	443,438.00	21,813.34	411,575.89	31,862.11	92.81
FIELD	339,528.00	28,481.73	357,334.57	(17,806.57)	105.24
DIRECTORS	54,530.00	1,463.17	33,959.25	20,570.75	62.28
CAPITAL PROJECTS & EQUIP	<u>316,848.86</u>	<u>145,183.41</u>	<u>310,091.53</u>	<u>6,757.33</u>	<u>97.87</u>
TOTAL EXPENDITURES	<u>2,027,946.86</u>	<u>353,796.83</u>	<u>2,132,676.72</u>	<u>(104,729.86)</u>	<u>105.16</u>
REVENUES OVER/(UNDER) EXPENDITURES	228,074.94	(132,153.34)	135,205.30	92,869.64	59.28

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	0.00	11,795.00	205.00	98.29
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	0.00	510.00	490.00	51.00
130-4040 LIEN RECORDING FEES	500.00	0.00	1,594.76 (1,094.76)	318.95
130-4045 AVAILABILITY FEES	25,000.00	8,197.40	29,994.20 (4,994.20)	119.98
130-4110 COMM WATER USE	104,000.00	9,608.88	99,632.89	4,367.11	95.80
130-4112 GOV'T WATER USE	6,000.00	371.06	5,290.54	709.46	88.18
130-4115 WATER USE	1,940,435.00	174,614.96	1,895,332.87	45,102.13	97.68
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	2,842.18	35,587.25 (10,587.25)	142.35
130-4215 RETURNED CHECK FEE	1,000.00	50.00	1,000.00	0.00	100.00
130-4300 MISC INCOME	2,000.00	4,290.80	6,058.65 (4,058.65)	302.93
130-4310 OTHER INCOME	100.00	1,695.71	3,391.42 (3,291.42)	3,391.42
130-4320 FEMA/CalOES Grants	0.00	19,972.50	37,202.00 (37,202.00)	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	2,000.00	0.00	3,505.64 (1,505.64)	175.28
130-4580 TRANSFER IN	136,986.80	0.00	136,986.80	0.00	100.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,256,021.80	221,643.49	2,267,882.02 (11,860.22)	100.53
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REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND

NON-DEPARTMENTAL

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	482.31 (482.31)	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	11,770.00	0.00	13,925.92 (2,155.92)	118.32
130-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	819.57	7,983.07	14,856.93	34.95
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	11,000.00	1,091.56	15,693.07 (4,693.07)	142.66
130-5-00-5061 VEHICLE MAINT	24,292.00	1,558.77	8,647.69	15,644.31	35.60
130-5-00-5062 TAXES & LIC	1,200.00	99.44	179.96	1,020.04	15.00
130-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (8,055.52)	129.84
130-5-00-5075 BANK FEES	21,000.00	1,698.12	19,002.93	1,997.07	90.49
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	103.99	24,797.49 (797.49)	103.32
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	1,464.75	7,388.69 (1,388.69)	123.14
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	931.75	16,594.45 (6,594.45)	165.94
130-5-00-5122 ENGINEERING SERVICES	60,000.00	0.00	290.00	59,710.00	0.48
130-5-00-5123 OTHER PROFESSIONAL SERVICE	40,000.00	8,811.25	74,062.55 (34,062.55)	185.16
130-5-00-5124 WATER RIGHTS	70,000.00	752.50	14,474.99	55,525.01	20.68
130-5-00-5126 AUDIT SERVICES	4,000.00	0.00	5,950.00 (1,950.00)	148.75
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	896.00	4,271.52	3,228.48	56.95
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	1,285.70	41,262.07 (6,262.07)	117.89
130-5-00-5148 OPERATING SUPPLIES	5,000.00	2,007.17	8,703.15 (3,703.15)	174.06
130-5-00-5150 REPAIR & REPLACE	185,000.00	8,046.96	129,334.25	55,665.75	69.91
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	4,164.14	12,311.67 (311.67)	102.60
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	625.00	3,673.00	527.00	87.45
130-5-00-5157 SECURITY	5,000.00	0.00	443.15	4,556.85	8.86
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	227.51 (227.51)	0.00
130-5-00-5191 TELEPHONE	9,500.00	857.41	10,017.30 (517.30)	105.45
130-5-00-5192 ELECTRICITY	150,000.00	15,234.57	151,060.18 (1,060.18)	100.71
130-5-00-5193 OTHER UTILITIES	2,200.00	480.02	2,897.52 (697.52)	131.71
130-5-00-5194 IT SERVICES	40,000.00	1,287.50	40,361.75 (361.75)	100.90
130-5-00-5195 ENV/MONITORING	20,000.00	2,167.00	16,197.50	3,802.50	80.99
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	30,103.15 (103.15)	100.34
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	128.69	396.80	603.20	39.68
130-5-00-5312 TOOLS - FIELD	1,000.00	0.00	1,552.28 (552.28)	155.23
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	2,364.34	5,249.65 (2,749.65)	209.99
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	3,550.00	5,450.00	39.44
130-5-00-5545 RECORDING FEES	100.00	50.00	235.75 (135.75)	235.75
130-5-00-5580 TRANSFERS OUT	0.00	99,928.98	313,338.64 (313,338.64)	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	20,000.00	0.00	0.00	20,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND
NON-DEPARTMENTAL
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	873,602.00	156,855.18	1,019,715.48 (146,113.48)	116.73

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	281,602.00	13,693.54	292,445.03 (10,843.03)	103.85
130-5-10-5020 EMPLOYEE BENEFITS	93,979.00	3,871.34	58,985.10	34,993.90	62.76
130-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,001.61	52,964.09	4,542.91	92.10
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	246.85	3,082.77	917.23	77.07
130-5-10-5170 TRAVEL MILEAGE	2,000.00	0.00	1,689.10	310.90	84.46
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,359.80	1,640.20	59.00
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	50.00	300.00	14.29
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	443,438.00	21,813.34	411,575.89	31,862.11	92.81

HIDDEN VALLEY LAKE CSD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND

FIELD

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	215,150.00	17,626.75	233,470.11 (18,320.11)	108.52
130-5-30-5020 EMPLOYEE BENEFITS	68,254.00	6,197.94	66,103.39	2,150.61	96.85
130-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,609.47	55,489.90 (8,765.90)	118.76
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	0.00	1,349.48	450.52	74.97
130-5-30-5063 CERTIFICATIONS	600.00	0.00	190.00	410.00	31.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	47.57	504.11	495.89	50.41
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	27.58	1,972.42	1.38
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	200.00	3,800.00	5.00
TOTAL FIELD	339,528.00	28,481.73	357,334.57 (17,806.57)	105.24

AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND

DIRECTORS

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	269.10	3,127.11 (127.11)	104.24
130-5-40-5020 DIRECTOR BENEFITS	90.00	0.00	123.13 (33.13)	136.81
130-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	1,194.07	30,382.28	10,957.72	73.49
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	8,400.00	0.00	326.73	8,073.27	3.89
TOTAL DIRECTORS	54,530.00	1,463.17	33,959.25	20,570.75	62.28

HIDDEN VALLEY LAKE CSD
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2020

130-WATER ENTERPRISE FUND
 CAPITAL PROJECTS & EQUIP
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	134,000.00	0.00	133,417.28	582.72	99.57
130-5-70-7202 GENERATORS	24,988.00	0.00	16,953.39	8,034.61	67.85
130-5-70-7204 TANK 9	0.00	0.00	1,860.00 (1,860.00)	0.00
130-5-70-7205 MMN WTR MAIN	157,860.86	145,183.41	157,860.86	0.00	100.00
TOTAL CAPITAL PROJECTS & EQUIP	316,848.86	145,183.41	310,091.53	6,757.33	97.87
TOTAL EXPENDITURES	2,027,946.86	353,796.83	2,132,676.72 (104,729.86)	105.16
REVENUES OVER/(UNDER) EXPENDITURES	228,074.94 (132,153.34)	135,205.30	92,869.64	59.28

*** END OF REPORT ***



Hidden Valley Lake Community Services District
Financial Activity, Cash and Investment Summary
As of June 30, 2020
(Rounded and Unaudited)

	Operating Checking	Money Market	LAIF	Bond Trustee	Total All Cash/Investment Accounts
	West America Bank 1010	West America Bank 1130	State Treasurer 1133	US Bank 1200	
Financial Activity of Cash/Investment Accounts in General Ledger [1]					
Beginning Balances	\$ 420,881	\$ 903,617	\$ 622,075	\$ 176,391	\$ 2,122,964
Cash Receipts					
Utility Billing Deposits	\$ 290,651	\$ -	\$ -	\$ -	
Electronic Fund Deposits	\$ -	\$ -	\$ -	\$ -	
Other Deposits	\$ 366,011	\$ 132,370	\$ -	\$ 1	
Total Cash Receipts	\$ 656,662	\$ 132,370	\$ -	\$ 176,392	
Cash Disbursements					
Accounts Payable Checks issued	\$ 232,145	\$ -	\$ -	\$ -	
Electronic Fund/Bank Draft Disbursements	\$ 28,924	\$ -	\$ -	\$ -	
Payroll Checks issued - net	\$ 46,241	\$ -	\$ -	\$ -	
Bank Fees	\$ 3,396	\$ 17	\$ -	\$ -	
Other Disbursements	\$ -	\$ -	\$ -	\$ -	
Total Disbursements	\$ 310,706	\$ 17	\$ -	\$ -	
Transfers Between Accounts					
Transfers In	\$ 145,183	\$ 452,088	\$ -	\$ -	
Transfers Out	\$ 452,088	\$ 145,183	\$ -	\$ -	
Total Transfers Between Accounts	\$ 597,272	\$ 597,272	\$ -	\$ -	
Ending Balances in General Ledger	\$ 459,932	\$ 1,342,874	\$ 622,075	\$ 176,392	\$ 2,601,273
Reconciling Adjustments to Financial Institutions [2]	\$ -	\$ -	\$ -	\$ -	
Financial Institution Ending Balances	\$ 612,937	\$ 1,342,874	\$ 622,075	\$ 176,392	\$ 2,754,278

Ending Balances General Ledger Distribution by District Funds

100 Operating	-	-	-	-	-
120 Wastewater Operating	258,756	68,513	71,856	-	399,125
130 Water Operating	201,176	46,311	107,086	-	354,572
140 Flood Enterprise	-	-	-	-	-
215 2016 Sewer Refinancing Bond	-	358,565	93,975	176,392	628,932
218 2002 CIEDB Loan	-	-	12,294	-	12,294
219 2012 USDA Solar COP	-	32,513	875	-	33,388
313 Wastewater Operating Reserve	-	43,100	58,533	-	101,633
314 Wastewater CIP	-	358,639	94,641	-	453,280
319 2012 USDA Solar COP Reserve	-	31,304	-	-	31,304
320 Water CIP	-	148,578	-	-	148,578
325 Water Operating Reserve	-	150,270	-	-	150,270
350 2002 CIEDB Loan Reserve	-	-	182,816	-	182,816
711 2016 Bond Administration	-	-	-	-	-
712 Bond Revolving	-	105,082	-	-	105,082
Total Ending Balances in General Ledger	459,932	1,342,874	622,075	176,392	2,601,273

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District and US Bank is the Bond Trustee for the the 2016 Refunding >>>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

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

CHECK DATE: 6/01/2020 THRU 6/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1010	6/05/2020	BANK-DRAFT	000460	AFLAC	260.31CR	CLEARED	A	6/09/2020
1010	6/05/2020	BANK-DRAFT	000461	CALIFORNIA PUBLIC EMPLOYEES RE	4,440.56CR	CLEARED	A	6/10/2020
1010	6/05/2020	BANK-DRAFT	000462	NATIONWIDE RETIREMENT SOLUTION	312.50CR	CLEARED	A	6/10/2020
1010	6/05/2020	BANK-DRAFT	000463	STATE OF CALIFORNIA EDD	949.89CR	CLEARED	A	6/10/2020
1010	6/05/2020	BANK-DRAFT	000464	US DEPARTMENT OF THE TREASURY	2,462.45CR	CLEARED	A	6/10/2020
1010	6/19/2020	BANK-DRAFT	000465	AFLAC	260.31CR	CLEARED	A	7/08/2020
1010	6/19/2020	BANK-DRAFT	000466	CALIFORNIA PUBLIC EMPLOYEES RE	4,435.23CR	CLEARED	A	6/24/2020
1010	6/19/2020	BANK-DRAFT	000467	NATIONWIDE RETIREMENT SOLUTION	312.50CR	CLEARED	A	6/22/2020
1010	6/19/2020	BANK-DRAFT	000468	STATE OF CALIFORNIA EDD	988.31CR	CLEARED	A	6/22/2020
1010	6/19/2020	BANK-DRAFT	000469	US DEPARTMENT OF THE TREASURY	2,604.23CR	CLEARED	A	6/22/2020
1010	6/26/2020	BANK-DRAFT	000470	US DEPARTMENT OF THE TREASURY	76.50CR	CLEARED	A	6/26/2020
CHECK:								
1010	6/05/2020	CHECK	037311	ACWA/JPIA	1,879.72CR	CLEARED	A	6/11/2020
1010	6/05/2020	CHECK	037312	ALPHA ANALYTICAL LABORATORIES	1,084.00CR	CLEARED	A	6/10/2020
1010	6/05/2020	CHECK	037313	VOID CHECK	0.00	CLEARED	A	6/09/2020
1010	6/05/2020	CHECK	037314	AMAZON CAPITAL SERVICES, INC.	160.85CR	CLEARED	A	6/09/2020
1010	6/05/2020	CHECK	037315	APPLIED TECHNOLOGY SOLUTIONS	830.00CR	CLEARED	A	6/15/2020
1010	6/05/2020	CHECK	037316	ARMED FORCE PEST CONTROL, INC.	10.00CR	CLEARED	A	6/11/2020
1010	6/05/2020	CHECK	037317	CNH PRODUCTIVITY PLUS ACCT	693.29CR	CLEARED	A	6/10/2020
1010	6/05/2020	CHECK	037318	ENVIRONMENTAL SYSTEMS RESEARCH	400.00CR	CLEARED	A	6/09/2020
1010	6/05/2020	CHECK	037319	MEDIACOM	517.90CR	CLEARED	A	6/10/2020
1010	6/05/2020	CHECK	037320	STREAMLINE	200.00CR	CLEARED	A	6/15/2020
1010	6/12/2020	CHECK	037321	ACTION SANITARY, INC.	123.34CR	CLEARED	A	6/18/2020
1010	6/12/2020	CHECK	037322	ALPHA ANALYTICAL LABORATORIES	342.00CR	CLEARED	A	6/18/2020
1010	6/12/2020	CHECK	037323	AT&T	254.02CR	CLEARED	A	6/17/2020
1010	6/12/2020	CHECK	037324	DATAPROSE, LLC	1,587.99CR	CLEARED	A	6/16/2020
1010	6/12/2020	CHECK	037325	HARDESTER'S MARKETS & HARDWARE	98.11CR	CLEARED	A	6/17/2020
1010	6/12/2020	CHECK	037326	HERC RENTALS INC.	2,438.79CR	CLEARED	A	6/15/2020
1010	6/12/2020	CHECK	037327	JENFITCH, LLC	1,285.95CR	CLEARED	A	6/17/2020
1010	6/12/2020	CHECK	037328	LAKE COUNTY RECORD BEE	355.28CR	CLEARED	A	6/22/2020
1010	6/12/2020	CHECK	037329	LOCAL GOVERNMENT COMMISSION IN	4,636.36CR	CLEARED	A	6/17/2020
1010	6/12/2020	CHECK	037330	MENDO MILL CLEARLAKE	26.95CR	CLEARED	A	6/17/2020
1010	6/12/2020	CHECK	037331	PACE SUPPLY CORP	1,419.99CR	CLEARED	A	6/16/2020
1010	6/12/2020	CHECK	037332	PETTY CASH REIMBURSEMENT	162.90CR	CLEARED	A	6/15/2020
1010	6/12/2020	CHECK	037333	RAY MORGAN COMPANY	49.25CR	CLEARED	A	6/17/2020
1010	6/12/2020	CHECK	037334	REDWOOD COAST FUELS	1,216.64CR	CLEARED	A	6/15/2020
1010	6/12/2020	CHECK	037335	SOUTH LAKE REFUSE COMPANY	480.03CR	CLEARED	A	6/16/2020
1010	6/12/2020	CHECK	037336	SPECIAL DISTRICT RISK MANAGEME	23,002.02CR	CLEARED	A	6/17/2020
1010	6/12/2020	CHECK	037337	U S POSTMASTER	220.00CR	CLEARED	A	6/19/2020
1010	6/12/2020	CHECK	037338	USA BLUE BOOK	41.12CR	CLEARED	A	6/22/2020
1010	6/19/2020	CHECK	037339	ALPHA ANALYTICAL LABORATORIES	1,547.75CR	CLEARED	A	6/24/2020
1010	6/19/2020	CHECK	037340	VOID CHECK	0.00	CLEARED	A	6/25/2020
1010	6/19/2020	CHECK	037341	AMAZON CAPITAL SERVICES, INC.	257.39CR	CLEARED	A	6/23/2020

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

CHECK DATE: 6/01/2020 THRU 6/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1010	6/19/2020	CHECK	037342	ARMED FORCE PEST CONTROL, INC.	195.00CR	CLEARED	A	6/25/2020
1010	6/19/2020	CHECK	037343	BARTLEY PUMP, INC.	2,021.49CR	CLEARED	A	6/23/2020
1010	6/19/2020	CHECK	037344	CLEARLAKE LAVA, INC.	147.80CR	CLEARED	A	6/24/2020
1010	6/19/2020	CHECK	037345	DELOACH AND ASSOCIATES, INC	6,652.50CR	CLEARED	A	6/29/2020
1010	6/19/2020	CHECK	037346	DICKENSON PEATMAN & FOGARTY	440.00CR	CLEARED	A	6/24/2020
1010	6/19/2020	CHECK	037347	GARDENS BY JILLIAN	200.00CR	CLEARED	A	6/29/2020
1010	6/19/2020	CHECK	037348	MICHELLE HAMILTON	1,575.00CR	CLEARED	A	7/03/2020
1010	6/19/2020	CHECK	037349	NBS GOVERNMENT FINANCE GROUP	1,720.00CR	CLEARED	A	6/23/2020
1010	6/19/2020	CHECK	037350	PARKSON CORPORATION	3,799.02CR	CLEARED	A	6/22/2020
1010	6/19/2020	CHECK	037351	QUACKENBUSH MRRCF	27.00CR	CLEARED	A	6/24/2020
1010	6/19/2020	CHECK	037352	ST HELENA HOSPITAL dba JOBCARE	213.00CR	CLEARED	A	6/24/2020
1010	6/19/2020	CHECK	037353	VERIZON WIRELESS	875.90CR	CLEARED	A	6/23/2020
1010	6/19/2020	CHECK	037354	WAGNER & BONSIGNORE CCE	752.50CR	CLEARED	A	6/29/2020
1010	6/19/2020	CHECK	037355	WILEY PRICE & RADULOVICH, LLP	1,131.00CR	CLEARED	A	6/24/2020
1010	6/19/2020	CHECK	037356	LESCHER, SHAWN	39.60CR	CLEARED	A	6/25/2020
1010	6/19/2020	CHECK	037357	WINSTON, ROCHELLE	181.28CR	OUTSTND	A	0/00/0000
1010	6/19/2020	CHECK	037358	BREIDENFIELD, CHARLE	44.06CR	CLEARED	A	6/26/2020
1010	6/19/2020	CHECK	037359	FULTS, GAVEN	64.92CR	CLEARED	A	6/25/2020
1010	6/19/2020	CHECK	037360	LUIS, JOSE M	225.52CR	CLEARED	A	6/29/2020
1010	6/26/2020	CHECK	037361	ADLER TANK RENTALS	1,485.00CR	CLEARED	A	6/30/2020
1010	6/26/2020	CHECK	037362	ALPHA ANALYTICAL LABORATORIES	1,297.00CR	CLEARED	A	7/01/2020
1010	6/26/2020	CHECK	037363	Asbury Environmental Services	160.00CR	CLEARED	A	6/29/2020
1010	6/26/2020	CHECK	037364	B & G TIRES OF MIDDLETOWN	2,470.41CR	OUTSTND	A	0/00/0000
1010	6/26/2020	CHECK	037365	BARTLEY PUMP, INC.	414.00CR	CLEARED	A	6/30/2020
1010	6/26/2020	CHECK	037366	BOLD POLISNER MADDOW NELSON &	292.50CR	CLEARED	A	7/03/2020
1010	6/26/2020	CHECK	037367	CARDMEMBER SERVICE	401.48CR	CLEARED	A	7/01/2020
1010	6/26/2020	CHECK	037368	DATAPROSE, LLC	924.92CR	CLEARED	A	6/30/2020
1010	6/26/2020	CHECK	037369	GHD	6,250.00CR	CLEARED	A	7/01/2020
1010	6/26/2020	CHECK	037370	LEN RAMIREZ CROTALUS VIRIDIS,	400.00CR	OUTSTND	A	0/00/0000
1010	6/26/2020	CHECK	037371	MENDO MILL CLEARLAKE	223.64CR	CLEARED	A	7/01/2020
1010	6/26/2020	CHECK	037372	PACE SUPPLY CORP	547.41CR	CLEARED	A	6/30/2020
1010	6/26/2020	CHECK	037373	POWER INDUSTRIES, INC	232.04CR	CLEARED	A	6/29/2020
1010	6/26/2020	CHECK	037374	RGW GROUNDSKEEPING, LLC	5,927.24CR	CLEARED	A	6/30/2020
1010	6/26/2020	CHECK	037375	TYLER TECHNOLOGY	121.00CR	CLEARED	A	6/30/2020
1010	6/26/2020	CHECK	037376	BECK, DANIEL B	32.78CR	OUTSTND	A	0/00/0000
1010	6/26/2020	CHECK	037377	OVERTON, JOHN C	1.44CR	CLEARED	A	6/30/2020
1010	6/26/2020	CHECK	037378	THOMPSON, DOUG	149.00CR	CLEARED	A	7/01/2020
1010	6/26/2020	CHECK	037379	TORNAY, JACOB	4.31CR	OUTSTND	A	0/00/0000
1010	6/26/2020	CHECK	037380	TERRACON CONSTRUCTORS, INC.	145,183.41CR	CLEARED	A	7/06/2020

DEPOSIT:								
1010	6/01/2020	DEPOSIT		CREDIT CARD 6/01/2020	2,390.75	CLEARED	C	6/04/2020
1010	6/01/2020	DEPOSIT	000001	REGULAR DAILY POST 6/01/2020	3,050.16	CLEARED	C	6/02/2020
1010	6/01/2020	DEPOSIT	060120	WEB PMT RECONCILE	917.84	CLEARED	G	6/10/2020

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

CHECK DATE: 6/01/2020 THRU 6/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	6/02/2020	DEPOSIT		CREDIT CARD 6/02/2020	8,315.04	CLEARED	C	6/04/2020
1010	6/02/2020	DEPOSIT	000001	CREDIT CARD 6/02/2020	3,693.93	CLEARED	C	6/05/2020
1010	6/02/2020	DEPOSIT	000002	REGULAR DAILY POST 6/02/2020	929.77	CLEARED	C	6/03/2020
1010	6/03/2020	DEPOSIT		CREDIT CARD 6/03/2020	423.73	CLEARED	C	6/05/2020
1010	6/03/2020	DEPOSIT	000001	CREDIT CARD 6/03/2020	1,115.89	CLEARED	C	6/10/2020
1010	6/03/2020	DEPOSIT	000002	REGULAR DAILY POST 6/03/2020	2,059.59	CLEARED	C	6/04/2020
1010	6/04/2020	DEPOSIT		CREDIT CARD 6/04/2020	2,014.15	CLEARED	C	6/10/2020
1010	6/04/2020	DEPOSIT	000001	CREDIT CARD 6/04/2020	1,964.02	CLEARED	C	6/10/2020
1010	6/04/2020	DEPOSIT	000002	REGULAR DAILY POST 6/04/2020	948.25	CLEARED	C	6/05/2020
1010	6/05/2020	DEPOSIT		CREDIT CARD 6/05/2020	2,176.31	CLEARED	C	6/10/2020
1010	6/05/2020	DEPOSIT	000001	CREDIT CARD 6/05/2020	2,566.80	CLEARED	C	6/10/2020
1010	6/05/2020	DEPOSIT	000002	REGULAR DAILY POST 6/05/2020	3,900.66	CLEARED	C	6/08/2020
1010	6/06/2020	DEPOSIT		CREDIT CARD 6/06/2020	4,750.88	CLEARED	C	6/10/2020
1010	6/07/2020	DEPOSIT		CREDIT CARD 6/07/2020	2,030.44	CLEARED	C	6/10/2020
1010	6/08/2020	DEPOSIT		CREDIT CARD 6/08/2020	1,551.00	CLEARED	C	6/09/2020
1010	6/08/2020	DEPOSIT	000001	CREDIT CARD 6/08/2020	1,643.60	CLEARED	C	6/11/2020
1010	6/08/2020	DEPOSIT	000002	REGULAR DAILY POST 6/08/2020	12,007.72	CLEARED	C	6/09/2020
1010	6/09/2020	DEPOSIT		CREDIT CARD 6/09/2020	2,999.50	CLEARED	C	6/12/2020
1010	6/09/2020	DEPOSIT	000001	CREDIT CARD 6/09/2020	2,946.77	CLEARED	C	6/11/2020
1010	6/09/2020	DEPOSIT	000002	REGULAR DAILY POST 6/09/2020	2,682.67	CLEARED	C	6/10/2020
1010	6/10/2020	DEPOSIT		CREDIT CARD 6/10/2020	1,519.65	CLEARED	C	6/12/2020
1010	6/10/2020	DEPOSIT	000001	REGULAR DAILY POST 6/10/2020	3,352.00	CLEARED	C	6/11/2020
1010	6/10/2020	DEPOSIT	000002	CREDIT CARD 6/10/2020	3,031.89	CLEARED	C	6/16/2020
1010	6/10/2020	DEPOSIT	000003	REGULAR DAILY POST 6/10/2020	8,907.25	CLEARED	C	6/11/2020
1010	6/11/2020	DEPOSIT		CREDIT CARD 6/11/2020	4,069.21	CLEARED	C	6/16/2020
1010	6/11/2020	DEPOSIT	000001	DAILY PAYMENT POSTING - ADJ	44.06CR	CLEARED	U	6/25/2020
1010	6/11/2020	DEPOSIT	000002	DAILY PAYMENT POSTING	44.06	CLEARED	U	6/25/2020
1010	6/11/2020	DEPOSIT	000003	CREDIT CARD 6/11/2020	1,672.57	CLEARED	C	6/16/2020
1010	6/11/2020	DEPOSIT	000004	REGULAR DAILY POST 6/11/2020	9,389.84	CLEARED	C	6/12/2020
1010	6/12/2020	DEPOSIT		CREDIT CARD 6/12/2020	3,188.09	CLEARED	C	6/16/2020
1010	6/12/2020	DEPOSIT	000001	CREDIT CARD 6/12/2020	1,403.25	CLEARED	C	6/16/2020
1010	6/12/2020	DEPOSIT	000002	REGULAR DAILY POST 6/12/2020	4,729.29	CLEARED	C	6/15/2020
1010	6/13/2020	DEPOSIT		CREDIT CARD 6/13/2020	1,299.11	CLEARED	C	6/16/2020
1010	6/14/2020	DEPOSIT		CREDIT CARD 6/14/2020	562.54	CLEARED	C	6/16/2020
1010	6/15/2020	DEPOSIT		CREDIT CARD 6/15/2020	4,325.87	CLEARED	C	6/17/2020
1010	6/15/2020	DEPOSIT	000001	CREDIT CARD 6/15/2020	2,546.21	CLEARED	C	6/19/2020
1010	6/15/2020	DEPOSIT	000002	REGULAR DAILY POST 6/15/2020	15,127.89	CLEARED	C	6/16/2020
1010	6/15/2020	DEPOSIT	000003	DRAFT POSTING	12,738.04	CLEARED	U	6/17/2020
1010	6/15/2020	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	493.91CR	CLEARED	U	6/25/2020
1010	6/15/2020	DEPOSIT	000005	DAILY PAYMENT POSTING	493.91	CLEARED	U	6/25/2020
1010	6/15/2020	DEPOSIT	000006	CC DRAFT POSTING	16,502.78	CLEARED	U	6/18/2020
1010	6/16/2020	DEPOSIT		CREDIT CARD 6/16/2020	9,425.58	CLEARED	C	6/18/2020
1010	6/16/2020	DEPOSIT	000001	CREDIT CARD 6/16/2020	2,589.74	CLEARED	C	6/18/2020
1010	6/16/2020	DEPOSIT	000002	REGULAR DAILY POST 6/16/2020	4,269.45	CLEARED	C	6/17/2020

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

CHECK DATE: 6/01/2020 THRU 6/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1010	6/17/2020	DEPOSIT		CREDIT CARD 6/17/2020	2,263.96	CLEARED	C	6/19/2020
1010	6/17/2020	DEPOSIT	000001	CREDIT CARD 6/17/2020	1,450.22	CLEARED	C	6/22/2020
1010	6/17/2020	DEPOSIT	000002	REGULAR DAILY POST 6/17/2020	5,206.42	CLEARED	C	6/18/2020
1010	6/18/2020	DEPOSIT		CREDIT CARD 6/18/2020	2,810.52	CLEARED	C	6/22/2020
1010	6/18/2020	DEPOSIT	000001	CREDIT CARD 6/18/2020	2,127.95	CLEARED	C	6/24/2020
1010	6/18/2020	DEPOSIT	000002	REGULAR DAILY POST 6/18/2020	6,832.03	CLEARED	C	6/19/2020
1010	6/18/2020	DEPOSIT	000003	DAILY PAYMENT POSTING - ADJ	155.02CR	CLEARED	U	6/22/2020
1010	6/19/2020	DEPOSIT		CREDIT CARD 6/19/2020	3,498.75	CLEARED	C	6/24/2020
1010	6/19/2020	DEPOSIT	000001	CREDIT CARD 6/19/2020	3,707.63	CLEARED	C	6/24/2020
1010	6/19/2020	DEPOSIT	000002	REGULAR DAILY POST 6/19/2020	8,721.47	CLEARED	C	6/22/2020
1010	6/20/2020	DEPOSIT		CREDIT CARD 6/20/2020	4,592.31	CLEARED	C	6/24/2020
1010	6/21/2020	DEPOSIT		CREDIT CARD 6/21/2020	3,007.22	CLEARED	C	6/24/2020
1010	6/22/2020	DEPOSIT		CREDIT CARD 6/22/2020	4,191.27	CLEARED	C	6/25/2020
1010	6/22/2020	DEPOSIT	000001	CREDIT CARD 6/22/2020	6,680.66	CLEARED	C	6/25/2020
1010	6/22/2020	DEPOSIT	000002	REGULAR DAILY POST 6/22/2020	9,395.74	CLEARED	C	6/23/2020
1010	6/23/2020	DEPOSIT		CREDIT CARD 6/23/2020	3,222.47	CLEARED	C	6/25/2020
1010	6/23/2020	DEPOSIT	000001	CREDIT CARD 6/23/2020	439.55	CLEARED	C	6/25/2020
1010	6/23/2020	DEPOSIT	000002	REGULAR DAILY POST 6/23/2020	651.18	CLEARED	C	6/24/2020
1010	6/24/2020	DEPOSIT		CREDIT CARD 6/24/2020	1,364.47	CLEARED	C	6/25/2020
1010	6/24/2020	DEPOSIT	000001	Payment on Account	419.73	CLEARED	R	6/25/2020
1010	6/24/2020	DEPOSIT	000002	CREDIT CARD 6/24/2020	670.75	CLEARED	C	6/29/2020
1010	6/24/2020	DEPOSIT	000003	REGULAR DAILY POST 6/24/2020	21,782.09	CLEARED	C	6/25/2020
1010	6/25/2020	DEPOSIT		CREDIT CARD 6/25/2020	744.77	CLEARED	C	6/29/2020
1010	6/25/2020	DEPOSIT	000001	REGULAR DAILY POST 6/25/2020	39,945.00	CLEARED	C	6/26/2020
1010	6/25/2020	DEPOSIT	000002	REGULAR DAILY POST 6/25/2020	326,066.00	CLEARED	C	6/26/2020
1010	6/25/2020	DEPOSIT	000003	CREDIT CARD 6/25/2020	707.35	CLEARED	C	6/26/2020
1010	6/25/2020	DEPOSIT	000004	REGULAR DAILY POST 6/25/2020	407.02	CLEARED	C	6/26/2020
1010	6/25/2020	DEPOSIT	062520	MT MEADOW N. PROJ	145,183.41	CLEARED	G	6/25/2020
1010	6/26/2020	DEPOSIT		CREDIT CARD 6/26/2020	404.37	CLEARED	C	6/26/2020
1010	6/26/2020	DEPOSIT	000001	CREDIT CARD 6/26/2020	1,297.15	CLEARED	C	6/29/2020
1010	6/26/2020	DEPOSIT	000002	REGULAR DAILY POST 6/26/2020	2,378.10	CLEARED	C	6/29/2020
1010	6/27/2020	DEPOSIT		CREDIT CARD 6/27/2020	805.94	CLEARED	C	6/29/2020
1010	6/28/2020	DEPOSIT		CREDIT CARD 6/28/2020	1,051.50	CLEARED	C	6/29/2020
1010	6/29/2020	DEPOSIT		CREDIT CARD 6/29/2020	498.73	CLEARED	C	6/30/2020
1010	6/29/2020	DEPOSIT	000001	CREDIT CARD 6/29/2020	2,191.38	CLEARED	C	7/01/2020
1010	6/29/2020	DEPOSIT	000002	REGULAR DAILY POST 6/29/2020	2,850.20	CLEARED	C	6/30/2020
1010	6/30/2020	DEPOSIT		CREDIT CARD 6/30/2020	1,853.46	CLEARED	C	7/01/2020
1010	6/30/2020	DEPOSIT	000001	CREDIT CARD 6/30/2020	1,881.89	CLEARED	C	7/02/2020
1010	6/30/2020	DEPOSIT	000002	REGULAR DAILY POST 6/30/2020	1,317.29	CLEARED	C	7/01/2020
1010	6/30/2020	DEPOSIT	000003	CREDIT CARD 6/30/2020	2,070.35	CLEARED	C	7/02/2020

EFT:								
1010	6/19/2020	EFT	061920	CalPERS UAL 26384 June	155.90CR	CLEARED	G	6/24/2020
1010	6/19/2020	EFT	061921	CalPERS UAL 1739 June	10,983.88CR	CLEARED	G	6/24/2020

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

CHECK DATE: 6/01/2020 THRU 6/30/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
EFT:								
1010	6/26/2020	EFT	062620	CalPERS 1959 Survivor 1739	355.20CR	CLEARED	G	6/29/2020
1010	6/26/2020	EFT	062621	CalPERS 1959 Survivor 26384	326.40CR	CLEARED	G	6/29/2020
MISCELLANEOUS:								
1010	6/05/2020	MISC.		PAYROLL DIRECT DEPOSIT	23,560.30CR	CLEARED	P	6/05/2020
1010	6/19/2020	MISC.		PAYROLL DIRECT DEPOSIT	22,218.70CR	CLEARED	P	6/19/2020
1010	6/24/2020	MISC.		REVERSE Payment on Account 995	419.73CR	CLEARED	R	6/25/2020
1010	6/25/2020	MISC.	062620	FUND 712 TRANSFER TO MM	40,000.00CR	CLEARED	G	6/25/2020
1010	6/26/2020	MISC.		PAYROLL DIRECT DEPOSIT	461.75CR	CLEARED	P	6/26/2020
1010	6/26/2020	MISC.	062620	FEMA 4308 TO MM FUND 314	326,066.00CR	CLEARED	G	6/26/2020
1010	6/26/2020	MISC.	062621	4TH QTR TRANSFER 313	11,286.00CR	CLEARED	G	6/26/2020
1010	6/26/2020	MISC.	062622	4TH QTR TRANSFER 314	11,286.00CR	CLEARED	G	6/26/2020
1010	6/26/2020	MISC.	062623	4TH QTR TRANSFER 320	37,061.39CR	CLEARED	G	6/26/2020
1010	6/26/2020	MISC.	062624	4TH QTR TRANSFER 325	26,389.04CR	CLEARED	G	6/26/2020
SERVICE CHARGE:								
1010	6/02/2020	SERV-CHG		MAY 2020 BANK FEES 27	1,631.72CR	CLEARED	G	6/04/2020
1010	6/02/2020	SERV-CHG	000001	MAY 2020 BANK FEES 25	1,083.71CR	CLEARED	G	6/04/2020
1010	6/02/2020	SERV-CHG	000002	MAY 2020 BANK FEES 29	390.42CR	CLEARED	G	6/04/2020
1010	6/15/2020	SERV-CHG		ANALYSIS FEES 6/15/2020	290.40CR	CLEARED	G	6/16/2020
TOTALS FOR ACCOUNT 1010				CHECK	TOTAL:	232,144.81CR		
				DEPOSIT	TOTAL:	802,265.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	498,748.91CR		
				SERVICE CHARGE	TOTAL:	3,396.25CR		
				EFT	TOTAL:	11,821.38CR		
				BANK-DRAFT	TOTAL:	17,102.79CR		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	232,144.81CR		
				DEPOSIT	TOTAL:	802,265.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	498,748.91CR		
				SERVICE CHARGE	TOTAL:	3,396.25CR		
				EFT	TOTAL:	11,821.38CR		
				BANK-DRAFT	TOTAL:	17,102.79CR		



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

CAPITAL EXPENDITURES

2019 - 2020

JUNE 2020

SEWER CIP/OP EXPENSES	FUND	Budget Expense	Year to Date Actual
I & I Study (Intern/Fellowship)	313	60,000	46,711
IT Upgrades	313	5,000	4,160
Vac Truck (60%)	712	201,000	200,126
I & I Repair	314	100,000	4,714
Chlorine tank auto shutoff	314	32,000	-
SCADA	712	30,000	-
Chlorine Disinfection Facility	314	45,000	-
Aquatic Harvesting	314	35,000	35,000
Total		\$ 508,000	\$ 290,711

SEWER CIP/OP REVENUE TRANSFERS	FUND	Transfer In	Year to Date Transfers
Sewer Op Reserve (3%)	313	45,147	45,144
FEMA/CalOES	313		-
Sewer CIP (3%)	314	45,147	45,144
FEMA/CalOES	314	326,066	326,066
Total		\$ 416,360	\$ 416,354

WATER CIP/OP EXPENSES	FUND	Budget Expense	Year to Date Actual
Unit 9 Tank Replacement 1,700,000 (*1)	320/325/130	220,000	-
AMI	320/325/130	100,000	-
Vac Truck (40%)	320	134,000	133,417
Repair Water Main Line	320	200,000	157,861
IT Upgrades	320	5,000	4,160
Total		\$ 659,000	\$ 295,438

WATER CIP/OP REVENUE TRANSFERS	FUND	Transfer In	Year to Date Transfer
Water CIP (8%)	320	148,243	148,236
Water OP Reserve Fund (5%)	325	105,548	105,552
Total		\$ 253,792	\$ 253,788



MEMO

To: Board of Directors

From: Trish Wilkinson, Full Charge Bookkeeper

Date: July 14, 2020

RE: Office & Administrative Staff Overtime Monthly Report

June 2020

Overtime:

Administrative Assistant: 4.00 hours

Water Resources Specialist: - hours

Full Charge Bookkeeper: - hours

Senior Accounts Representative: .50 hours

Accounts Representative: .50 hours

Total Overtime: 5.00 hours



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT

2019 - 2020 BUDGET

June 2020

DEBT SERVICE REVENUE		FUND	BUDGET AMOUNT	
1)	1995-2 BOND - TAX ASSESSMENT	215	\$	298,541
2)	CIEDB LOAN - FUND 130	218		171,064
3)	USDA RUS LOAN (SOLAR) - FUND 120	219		32,258
TOTAL REVENUE			\$	501,862

DEBT SERVICE EXPENDITURE			BUDGET AMOUNT	PAID TO DATE
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 179,000	179,000
	1995-2 BOND REDEMPTION (INTEREST)	215	105,272	105,272
	BOND ADMINISTRATION (ANNUAL FEE)	215	6,585	6,585
	COUNTY COLLECTION FEES	215	3,414	4,040
	CSD ADMIN COSTS	215	4,270	4,270
			\$ 298,541	\$ 299,167
2)	CIEDB (PRINCIPAL)	218	106,363	106,363
	CIEDB (INTEREST)	218	59,566	59,567
	CIEDB (ANNUAL FEE)	218	5,135	5,135
			171,064	171,065
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 16,500	16,500
	USDA RUS LOAN (INTEREST)	219	15,758	15,758
			\$ 32,258	\$ 32,258
TOTAL DEBT SERVICE			501,862	502,490

MEMO

To: Board of Directors

From: Marty Rodriguez

Date: 07/17/2020

RE: Senior Account Representative's Monthly Report

Monthly Billing 06/30/2020

Mailed statements: 2,119

Electronic statements: 517

The statement "SPECIAL MESSAGE"

The 2019 Consumer Confidence Report is now available on our website. At Hidden Valley Lake CSD the health & safety of our customers & employees is our top priority. With the COVID-19 State of emergency: the customer service lobby is closed to the public; Payments: By phone during business hours, online at www.hvlcsd.org or dropped in payment box located in the front of the office. Check the district website for COVID-19 related updates.

Delinquent Billing 02/22/2020

Delinquent statements for June bills:

Mailed statements: 477

Electronic statements: None sent due to SB 998

As of 07/17/2020 there are 205 past due accounts

Courtesy Notification

No Courtesy notices delivered due to COVID-19.

No Electronic notices due to COVID-19.

Phone Notification

No Phone notifications due to COVID-19.

Lock Offs

No Lock Offs due to COVID-19.



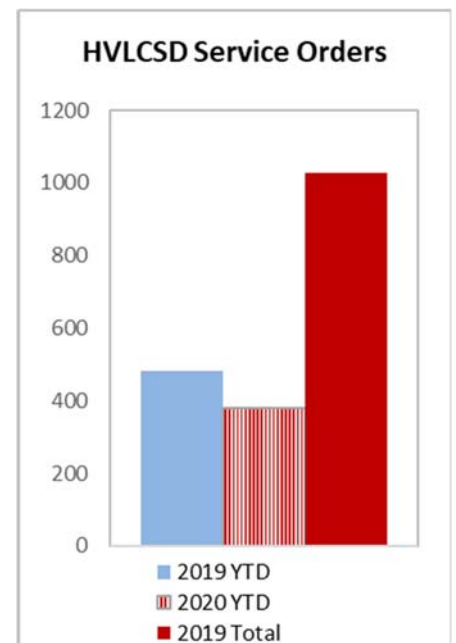
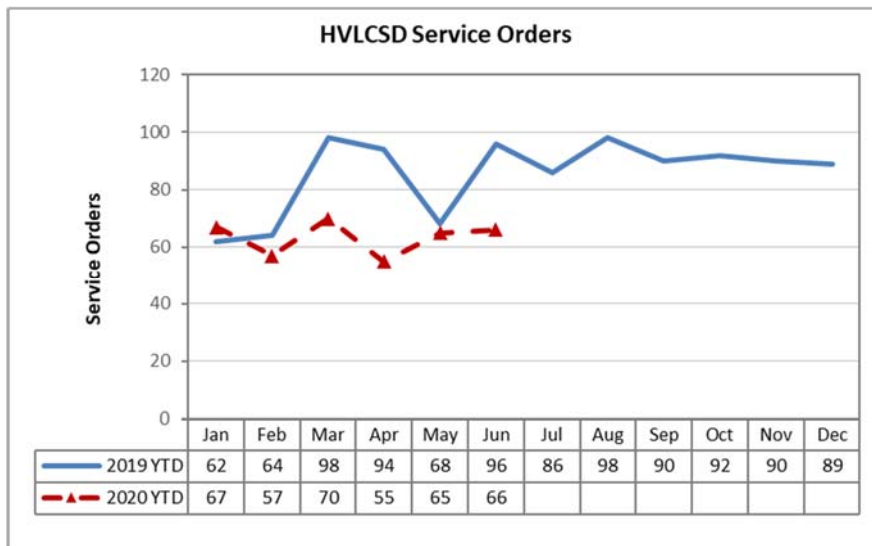
Hidden Valley Lake Community Services District

June 2020 Report

FIELD OPERATIONS

Water Connections:		Sewer Connections:	
New (This month)	1	New (This month)	0
Residential (Last month)	2447	Residential (Last month)	1465
Commercial & Govt (Last month)	39	Commercial & Govt (Last month)	16
Total :	2487		1481

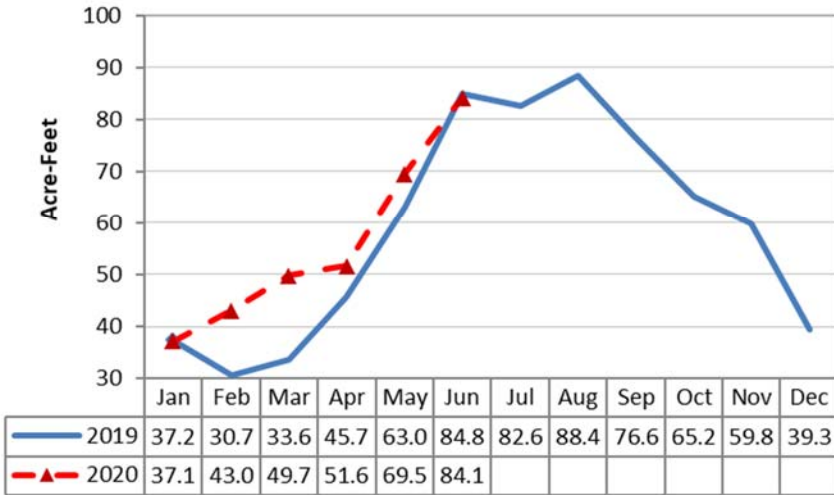
Rainfall		
This month	Last year	Historical
0	0	0.24



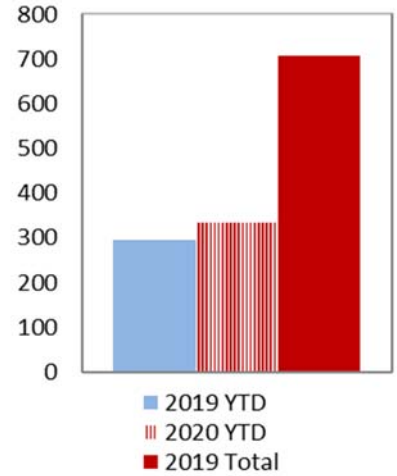
Hours		
Overtime Hours	28	\$1,020.57

June 2020 Field Report

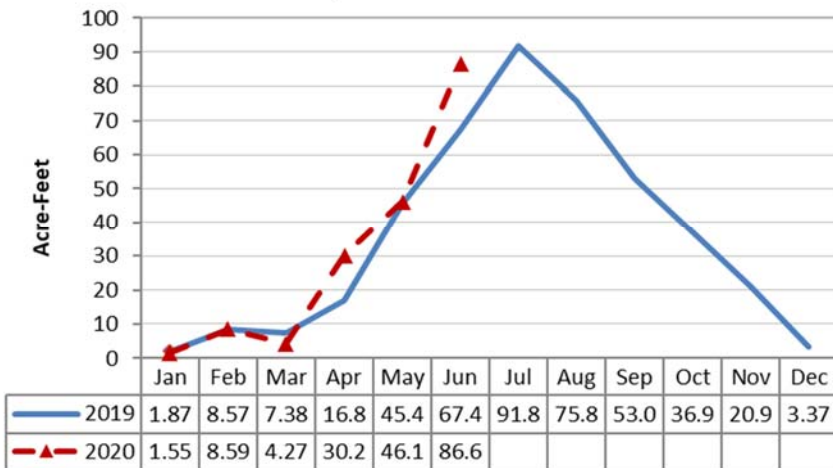
HVLCSD Municipal Well Production



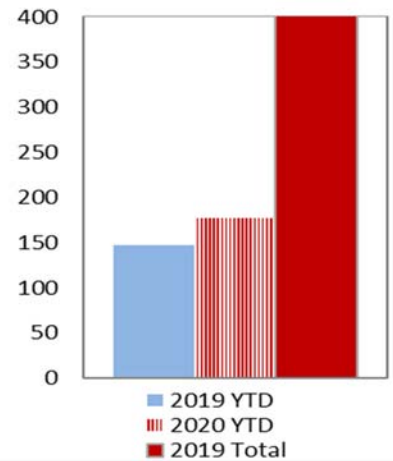
HVLCSD Municipal Well Production (AF)



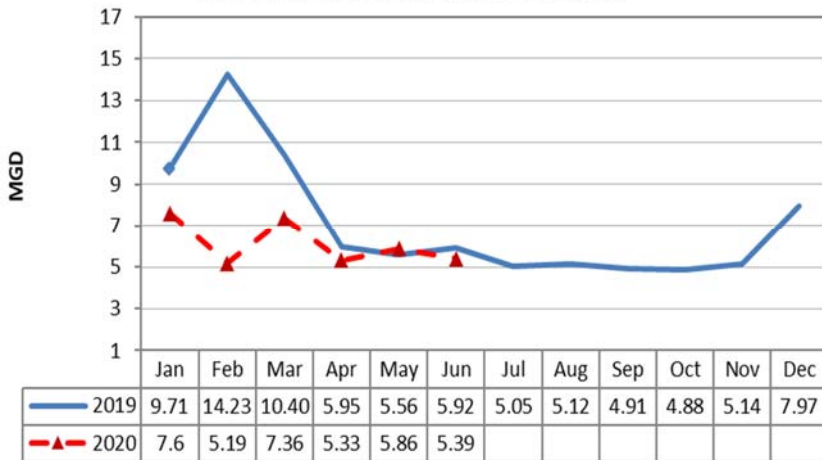
HVLCSD Municipal Reclaimed Water Use



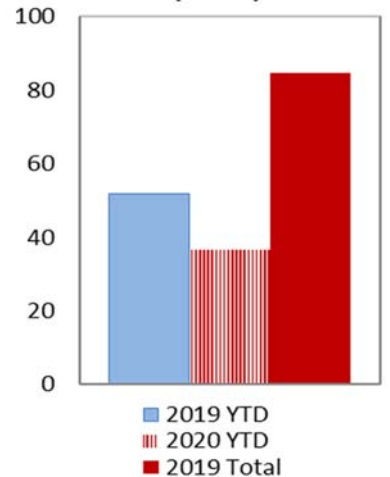
HVLCSD Municipal Reclaimed Water (AF)



HVLCSD Municipal Wastewater Influent

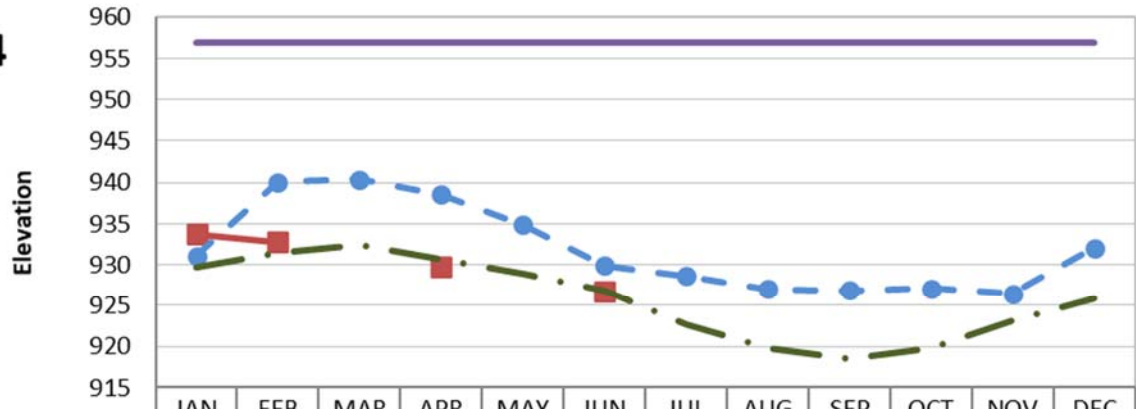


HVLCSD Municipal Wastewater Influent (MGD)



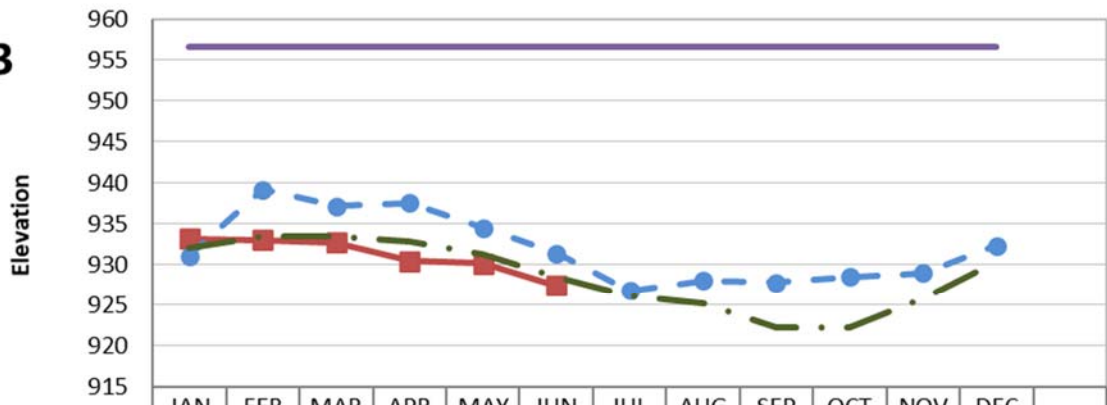
June 2020 Field Report

Well 4



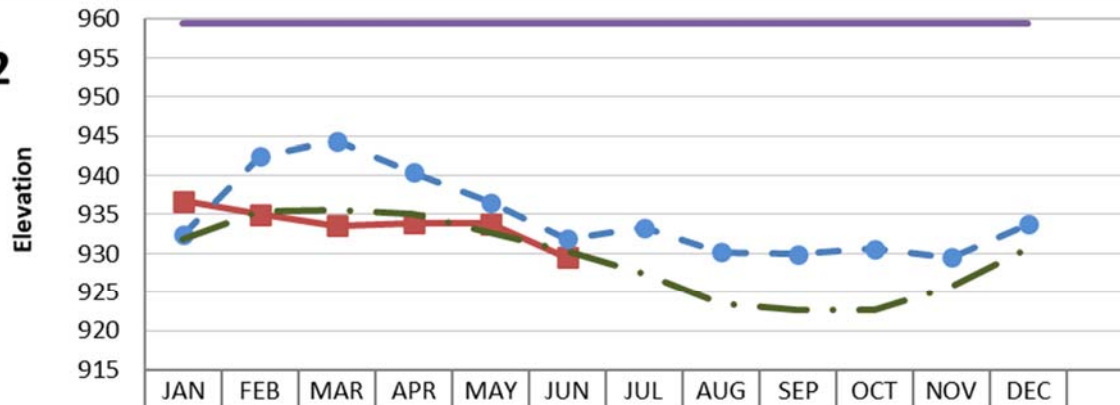
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 4 2020	933.7	932.8		929.7		926.8						
Top of Casing	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9	956.9
Well 4 2019	931.1	940.0	940.3	938.5	934.8	929.8	928.6	927.0	926.8	927.1	926.4	932.0
Historicals	929.6	931.5	932.4	930.6	928.9	926.8	922.6	919.7	918.5	919.8	923.1	925.8

Well 3



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 3 2020	933.1	933.0	932.6	930.4	930.1	927.4						
Top of Casing	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7	956.7
Well 3 2019	931.1	939.1	937.1	937.6	934.5	931.3	926.7	928.0	927.7	928.5	928.9	932.3
Historicals	932.0	933.4	933.4	932.8	931.2	928.5	926.0	925.2	922.2	922.1	925.8	930.3

Well 2



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Well 2 2020	936.7	935.0	933.6	933.9	933.8	929.5						
Top of Casing	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4	959.4
Well 2 2019	932.4	942.4	944.3	940.3	936.5	931.8	933.3	930.1	929.9	930.6	929.5	933.7
Historicals	931.9	935.4	935.5	935.1	932.7	930.3	927.3	923.4	922.6	922.7	925.7	930.7

Projects Update

FEMA projects

RPA DR4482 (COVID)

6/30 New purchases of protective equipment

7/2 Submitted request to re-initiate reimbursement request

7/13 Submitted revised reimbursement request

HMGP DR4344 Project 512 (LHMP)

6/22 Received acceptance pending adoption (APA) notification

6/23 Received reimbursement for previous quarter's expenses (~\$40k)

6/29 Board of Directors adopted LHMP

7/10 Received approval notification

RPA DR4434 (2019 February Rains)

6/16 Board of Directors approval for Engineering Design Services of final project (138) WWTP Access Road Repair

6/22 Coastland provided revised schedule, anticipated completion 10/30

7/14 Draft submittal delivered

RPA DR4308 (Stormflow 2017)

6/12 Received obligation notification

6/23 Received final check (~\$325K) for this disaster

HMGP DR4382 Project 112 (Unit 9 Tank)

Developing land solution

Projects Update

Non_FEMA projects

IRWM/Waterboards

- 6/18 The Division of Drinking Water, SWRCB confirmed they cannot rescind compliance order (moratorium) until the Division of Water Rights, SWRCB issues an official Revocation Order
- 6/19 Peter Kiel (DP&F) submitted comments to the Division of Water Resources, SWRCB on behalf of CSD regarding the Small Water Supplier Risk Report Tool
- 6/30 GHD submitted Volumetric Annual Report on behalf of CSD
- 7/9 Official Award Notification from Department of Water Resources for Projects 205 (Unit 9 Tank) & 206 (I & I)
- 7/12 Division of Water Rights, SWRCB submitted Revocation Order

Water Main Replacement

- 6/16 Board of Directors Accepted the project and authorized the filing of a Notice of Completion with the County
- 6/26 Issued check (~\$145k) to Terracon Construction

I & I

- 6/16 Board of Directors approval for Engineering Design Services for Meadow View Easement project
- 6/22 Coastland revised schedule, anticipated completion 10/30

OSHA

- 6/29 Received email notification of a second document request, due on 7/2 (See attached)
- 7/2 Delivered second document request
- 7/2 – 7/6 Several clarification requests
- 7/9 Received email notification of three “Findings”

Rate Study

- 6/8 Received data request

CivicSpark

- Capacity building – monthly reports
- Project management – Manhole lids
- SOP Development

Lift Station generators

- 6/22 County confirms all permits are in order.

SCADA

- 6/5 SCADA lost Internet connectivity preventing remote login
- 7/10 New network solution installed. Resolved connectivity issue.

TRANE

- Discussed energy and water supply solutions

June 2020 Field Report

Water Operations and Maintenance Highlights

- **6/2 Service line repair**
- **6/5 Weed and vegetation cleanup at plant**
- **6/11 Plant main gate repair**
- **6/16 Fixed leak along Spruce Grove Rd**
- **6/18 Fixed leak on Deer Hollow Rd**
- **6/26 Fixed leak on Hidden Valley Rd and Deer Hill Rd**
- **Meter reads 6/24—6/30**
- **Routine maintenance and operations**

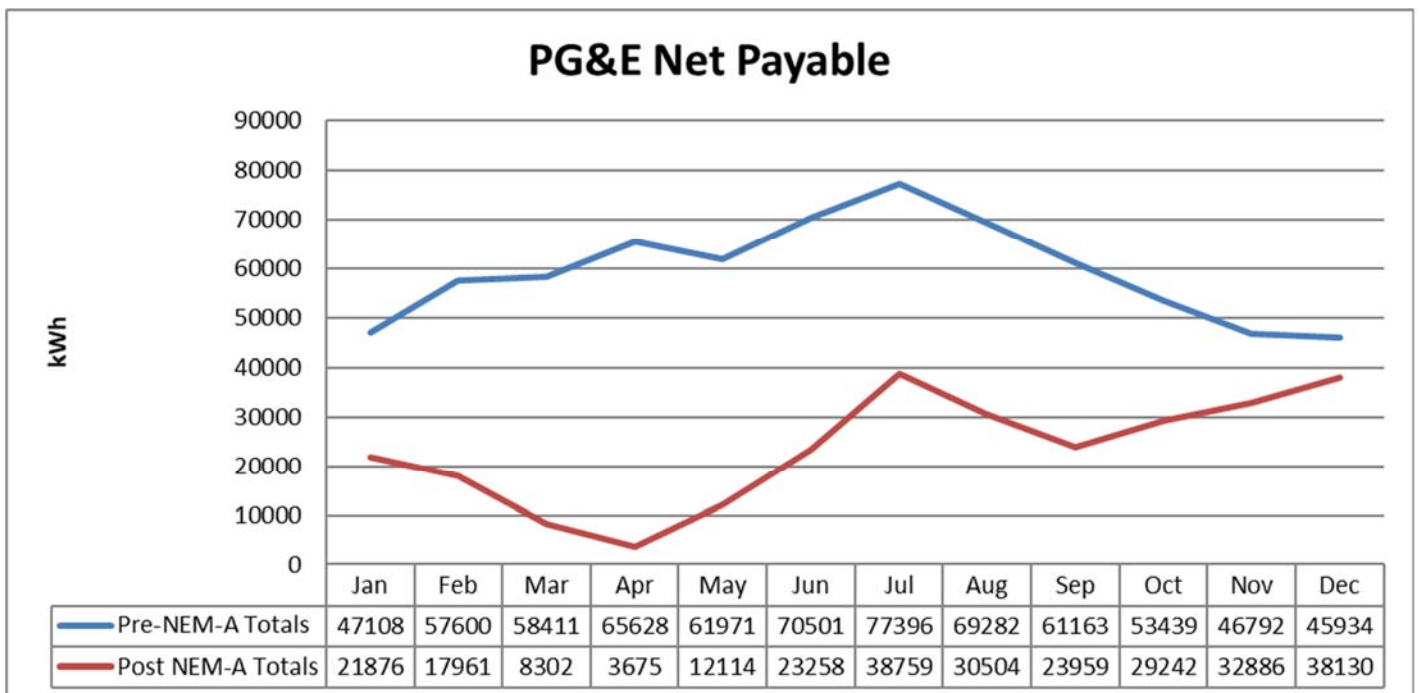
Wastewater Operations and Maintenance Highlights

- **6/5 Internet malfunction**
- **6/11 Discussion with CAL Fire for weed wackers**
- **6/16 Used Vac truck on Spruce Grove Rd leak**
- **6/17 Used Vac truck at lift stations 1 and 3 and on Deer Hollow**
- **Meter reads 6/24—6/30**
- **Routine maintenance and operations**

June 2020 Field Report

Vehicle Mileage	
Vehicle	Mileage
Truck 1	0
Truck 2 (new construction truck)	1,322
Truck 3	1,562
Truck 4	208
Truck 6	965
Truck 7	1,009
Truck 8	0
Dump Truck	26
Backhoe	4.20 hrs
New Holland Tractor	2.50 hrs
Vac Truck	77

Fuel Tank Use		
	Gasoline	Diesel
Tank Meter	264.60	218.90
Fuel Log	264.30	218.60



Alyssa Gordon

From: Wadsantad, Supinda@DIR <SWadsantad@dir.ca.gov>
Sent: Monday, June 29, 2020 4:41 PM
To: Dennis White; Alyssa Gordon
Subject: Cal/OSHA Inspection# 1476825; Re: Document request#2

Dennis and Alyssa,

Hope you are doing well!

Thank you very much for document mailed to us for document request#1!

Please provide us the following document via email for the document request#2 by this Friday, 7/3/20:

1. Number of employees in total for Hidden Valley Lake Community Services District
2. Medical clearance of employees at the Water Reclamation Plant in the past 2 years
3. Fit test records of employees at the Water Reclamation Plant in the past 2 years
4. Pictures of eyewash and shower equipment in the chemical room, and chemical room (inside).
5. Are there any eyewash and shower equipment near or outside the chlorine storage room? If so, please provide pictures.
6. Any MOCs for recent changes in chlorine inventory? If so, please provide a MOC with all associated documentation.
7. Brand and model of a hand-held chlorine detection monitor, is it calibrated in-house?
8. Are there any external chlorine detection system installed?
9. Have you started to get some more SCBAs, plan to use them during change out cylinders, fit test and train employees how to use, and update/develop the changing procedure, update a written respiratory protection program (to reflect the change and include the use of SCBA, maintain and inspect the SCBA, etc.) and train employees accordingly?
10. Any updated ventilation system's evaluation done in Fall 2018.

If you do not have any of items above, please indicate in your response letter.

Thank you very much for your cooperation, work, and time! Be safe and healthy!

Warm Regards,
Supinda Wadsantad
Cal/OSHA PSM Concord



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MEMO

To: Board of Directors
From: Dennis White
Date: July 21, 2020
RE: Assistant General Manager's Report

Below is a shortened version of activities on various tasks.

COVID-19 Response: Director, Employee and Customer health and safety

- Instituted the motto in this crisis: We provide Safe reliable drinking water and wastewater services to insure protecting the health of our Directors, Employees and Customers.
- We continue to monitor the changing environment of COVID-19. The District is staying current and compliant with requirements from both the Governor's office, and the County Health Officer.
- In an abundance of caution, we are reviewing the terms for District staff in the event of another shelter in place order. In this case, a memo.
- Some of the elements of the memo
 - Continued closures "to the public"
 - Managing social distancing while in the field.
 - Cleaning and procedures for all staff.
 - All working remotely from home will be encouraged to maintain all critical infrastructure.
- In early June as you know, District Board and Committee meetings were moved in-house. These meetings were still open to the public virtually. Staff continues to research viable options for fully remote meeting in support of our motto.

Management of the Day to Day Operations

- All areas of District operations are functioning within regulatory requirements.
- Working with Operations staff to deal with daily operations and maintenance water breaks/leaks and repairs. Currently working on A/B grit removal
- Working with office staff on the daily operations – A/P, A/R and other admin activities.

Fiscal

- Continued efforts toward midyear budget will continually be review thru January.
- Increased awareness of executive order N-42-20 restricting water system shut off



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- Rate Study revision approved at May Board meeting. Working with NBS on Data Request.
- Rate Study revision anticipated to be complete by October/November 2020, leading towards a reasonable and defensible Prop 218 process for rate increases.
- Continue to work with the Finance Committee on regularly scheduled meetings prior to Board Meetings
- The overall Financial state of the District continues to be evaluated.
- The finalized Connection Fee Resolution is presented to the Board for your approval. New connections will now reflect a more contemporary view of costs required to integrate into the District's infrastructure. These fees incorporate much needed capital improvements to maintain infrastructure.
- Fiscal year-end closing has been going smoothly, as Trish transitions new budget figures into the InCode General Ledger
- Audit plans have begun with Smith & Newel, and will likely be scheduled in the Fall

Personnel: Plus -Recruitment, Job Descriptions, Total Compensations Study etc.

- A dedicated and capable staff need a leader as GM to make day to day decisions, provide direction, work with the Board to implement policies and help staff accomplish their daily goals –
- Job descriptions are under review by staff there will be some suggestion that where outlined to-Deloach and Associates
- Where does the Total Compensation study stand? Lots of discussion at last board meeting...
- Interviews for the Water Resources Specialist position took place early this week, and we hope to have a decision by the end of this week.
- The incumbent Water Resources Specialist came back from vacation early to help manage projects and staff workload. Her new retirement date is 10/8/20
- Evaluations one pending other to be completed on schedule
- HR support for District staff has been established with an organization called HR California
- Continue to assess staffing needs and work schedules

Major Projects

- Valley Oaks
 - As you are aware Paul Kelly set forth solid groundwork for Kimco. A conditional Will-Serve letter was drafted by Coastland and delivered to Kimco on 5/22. In this letter the statement “the District will be able to provide water...and sewer service... to the proposed development, subject to the following conditions:” There are 8 on-site improvement



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conditions, 10 specific construction improvements, 9 potential off-site improvement conditions. About 4 weeks after receipt of this letter, Mr. Porter initiated a request for a meter apparently in absence of having met any of the previously mentioned conditions.

- We continue to expect Kimco's adherence to this letter and its conditions.
- We continue to be in contact with Coastland, who remains the primary point of contact for working through these conditions
- Connection fees have been finalized. This ensures fair compensation to the District for infrastructure costs related to connections.
- My plan is to continue a twostep phased approach as follows,
 - A will serve letter for one immediate commercial project with conditions and costs,
 - Work with Coastland on a list of the future will serve letter conditions
 - Develop another Will – Serve letter for the rest of the development including the housing
- Local Hazard Mitigation Plan
 - This plan was officially approved on 7/10.
 - This accomplishment will pave the way for District eligibility of 75% grant funding for 22 essential projects. If it pleases the Board, perhaps a workshop is in order to review and prioritize these projects in alignment with the strategic plan?
- Moratorium
 - Over the last 4 weeks, Wagner & Bonsignore have helped keep the various SWRCB Divisions to task, ending in a Revocation Order sent to Paula Whealan on a Sunday (7/12). She and her team are presently reviewing the order for completeness and District protections.
 - This Revocation Order is needed in order for the Division of Drinking Water to rescind the compliance order (moratorium0
 - Planned Policies and Procedures
 - 5 Days' notice before new meters can be sold
 - A max of 5 meters per day
 - Sewer and Water connection fees collected at same time
 - And more
- Tank 9 –
 - Land swap - HVLA has indicated an interest in the CSD-owned parcel of 2.18 acres (APN) instead of the previously indicated 9.5 acres(APN). Pending Board approval surveyors will properly map a similarly sized portion of land within APN and provide a legal description. This will still provide sufficient space to build the tanks.
 - The Department of Water Resources (through IRWM) has awarded the District implementation grant funds to help build these tanks! This is good news!



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- Mountain Meadow North Water Main Replacement
 - Project complete, Notice of Completion filed with the County, and the check has been mailed.

- OSHA
 - As you know, an OSHA representative paid a surprise visit to the Wastewater Treatment Plant on 5/29. I have opted to include activities that result from this visit, as it has commanded quite a bit of time from staff.
 - 5/29 Document request #1
 - 6/8 Document request #1 was submitted on time
 - 6/29 Document request #2
 - 7/2 Document request #2 was submitted on time
 - 7/9 OSHA provided an email indicating that they continue to review our documents, but that that they wanted to present us with initial “findings” related to Self-Contained Breathing Apparatus (SCBA) and eyewash station and shower.
 - You will see later in this meeting agenda, expenditure requests related to these findings

- WWTP Access Road Repair
 - At last month’s Board meeting, Coastland was approved to provide Engineering Design services for this project
 - Submittal of draft design documents were delivered last week
 - As this is the last project from Disaster 4434, we are on schedule to complete before the construction deadline of 11/18

- I & I
 - At last month’s Board meeting, Coastland was approved to provide Engineering Design services for the Meadow View Easement project
 - Submittal of draft design documents for Meadow View are scheduled for this week
 - The Department of Water Resources (through IRWM) has awarded the District implementation grant funds to help mitigate I & I! This is good news!
 - Manhole lid replacements will begin again this summer

- SCADA, AMI, Generators
 - Activity on these projects are pending the results of the NBS Revised Rate Study, the Prop 218 process, and the consequential rate changes.

- Water Supply and Wildfire Mitigation
 - Proposal from Trane to build a water tank infrastructure to protect and ensure our water supply, as well as provide protection from wildfires



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- New developments in grant availability, and electric customers has made this project achievable in the near term
- I continue to work with Mr. Day on details but would like to offer a workshop with the Board in the upcoming weeks to discuss this topic and the District's options.

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

DATE: July 21, 2020

AGENDA ITEM: Discussion and Possible Action: Discuss Board of Directors Attendance of SDRMA Leadership Academy 9/2020

RECOMMENDATIONS: Advise staff of Directors attendance in order to meet registration deadline

FINANCIAL IMPACT: - # Per Director

Hotel \$700

Conference \$600-650

Travel Reimbursement \$253

BACKGROUND: This conference content is based on CSDA’s Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Governance Foundations

Setting Direction/Community Leadership

Board’s Role in Human Resources

Board’s Role in Finance and Fiscal Accountability

Due to social distancing requirements, registration is limited to:

80 First-time attendees

40 Returning attendees

SEPTEMBER 27 – 30, 2020 - LAKE TAHOE

Lake Tahoe Resort Hotel

4130 Lake Tahoe Blvd

South Lake Tahoe, CA 96150

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, 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 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

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

DATE: July 21, 2020

AGENDA ITEM: Approve proposal for survey of 2.2 acres within remaining parcel of APN 142-301-01

RECOMMENDATIONS: Approve proposal for survey of 2.2 acres within remaining parcel of APN 142-301-01

FINANCIAL IMPACT: \$7,070

FUND/AMT: 130-5-00-5123 Other Professional Services

BACKGROUND:

In the anticipation of the Unit 9 Tank project going live, it was former IGM Paul Kelley's intent to establish a land solution that would meet the design requirements of the project. HVLCSO had a need to expand the parcel on which our water tank is located, and HVLA is interested in expanding a parcel they own to build a maintenance building and storage yard.

After exploring a number of options, it appears that granting easements on the properties in question is the most viable option. The HVLCSO parcel in which HVLA is interested is APN 144-011-02, which is 2.18 acres in size. Attached is the proposal from Cinquini & Passarino to conduct the necessary survey work to be included in the easement documentation. Once complete, the easement can be drafted.

Modification to recommendation and/or other actions:

I, Penny Cuadras, 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 July 21, 2020 by the following vote:

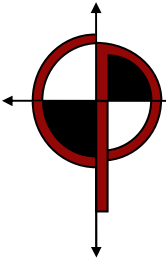
Ayes:

Noes:

Abstain:

Absent

Secretary to the Board



▲ BOUNDARY ▲ TOPOGRAPHIC ▲ CONSTRUCTION
▲ RAILROAD ▲ INFRASTRUCTURE ▲ HYDROGRAPHIC

P 10483(B)

July 16, 2020

Ms. Alyssa Gordon
Hidden Valley Lake CSD
19400 Hartmann Rd.
Hidden Valley Lake, CA 95467
Ph: 707.987.9213
VIA EMAIL: AGORDON@HVLCS.D.ORG

**Re: Proposal for Legal Description and Plat
APN 142-301-01 Hidden Valley Lake**

Dear Ms. Gordon,

Enclosed please find a copy of our Standard Agreement for review. If this Agreement is acceptable to you please sign and initial where indicated, and return the agreement to our office for signature. We will e-mail you a fully executed copy for your records.

Please call me at (707) 690-9025 if you have any questions or concerns.

Very truly yours,
CINQUINI & PASSARINO, INC.

Davit Sulam, PLS

Enclosures

This form is provided as a membership service by:



Agreement for Professional Services Between Client and Consultant

Project No: _____

THIS AGREEMENT is made and entered into at Santa Rosa, California

effective this _____ day of _____, 2020 by and between:

CONSULTANT: License/Registration No. PLS 7935

Name Cinquini & Passarino, Inc.

Address 1360 N. Dutton Avenue, Suite 150

Santa Rosa, CA 95401

Telephone No. (707) 542-6268 Facsimile No. (707) 542-2106

CLIENT:

Name Hidden Valley Lake CSD

Address 19400 Hartmann Road

Hidden Valley Lake, CA 95467

Email: agordon@hvlcsd.org

Telephone No. 707.987.9213 Facsimile No.: _____

The property upon which the services hereinafter described are to be performed is located at _____

Hidden Valley Lake, California

Assessors Parcel No(s) 142-301-01 ("the Property").

A. CLIENT AND CONSULTANT AGREE AS FOLLOWS:

Client agrees to engage Consultant according to the terms of this agreement ("the Agreement").

1. Consultant agrees to perform the services set forth on Exhibit "A" attached hereto and incorporated herein by this reference ("Services").
2. Client agrees to compensate Consultant for its Services according to the schedule of payments attached hereto as Exhibit "B" and incorporated herein by this reference ("Schedule"). Consultant reserves the right to increase the fees set forth in Exhibit "C" at reasonable intervals.
3. Client agrees to provide Consultant with any and all documents necessary to identify the ownership, location and condition of the Property, including, but not limited to, deeds, maps, title information, and permits; and to obtain for Consultant the authorization of the owner to enter upon the Property for the purpose of conducting Consultant's Services thereon.

B. GENERAL PROVISIONS

Client and Consultant agree that the following provisions shall be part of this Agreement:

1. **Ownership of Work Product.** Client acknowledges that all original papers, documents, maps, surveys, and other work product of Consultant, and copies thereof, produced by Consultant pursuant to this Agreement, except documents which are required to be filed with public agencies, shall remain the property of Consultant. Consultant shall have the unrestricted right to use any such work product, for any purpose whatsoever, without the consent of Client. Client further acknowledges that its right to utilize the

Services and work product performed pursuant to this Agreement will continue only so long as Client is not in default pursuant to the terms and conditions of this Agreement and Client has performed all obligations under this Agreement.

2. **Use of Work Product.** Client agrees not to use or permit any other person to use final maps, exhibits, legal descriptions, surveys, or other work product ("Work Product") prepared by Consultant, which Work Product is not final and which is not signed, and stamped or sealed by Consultant. Client agrees that Consultant is not responsible for any such use of non-final Work Product and waives any right to claim liability against Consultant therefore.

Client further agrees that final Work Product is for the sole use of Client for the specific purpose described in this Agreement. Such final Work Product may not be altered or reproduced in any way nor used on any other project or for any other purposes than as specifically authorized by Consultant in writing prior to any such use, alteration, or reproduction.

3. **Changes in Work Product.** In the event the Client agrees to permit or authorizes changes in the documents prepared by Consultant pursuant to this Agreement, to which changes Consultant has not previously consented to in writing, Client acknowledges that such changes and the effects thereof are not the responsibility of Consultant and Client agrees that Consultant is automatically released from any and all liability arising therefrom and further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, principals, agents and employees from and against all claims, demands, damages or costs arising therefrom unless caused by the sole negligence or willful misconduct of Consultant.

4. **Copyright.** All Work Product identified in this Agreement as within the scope of Services of Consultant, shall be deemed protected as if such Work Product was within the protections against third-party use and disclosure of the general copyright law of the United States as well as California, including common law and statutory law, whether or not such Work Product actually is so copyrighted and without regard to whether or not such copyright law actually applies to such Work Product.

5. **Billing.** All fees and other charges attributable to this Agreement will be billed by Consultant monthly and shall be due and payable by Client at the time of billing unless otherwise specified in this Agreement. Client agrees that all billings from Consultant to Client are correct, conclusive, and binding on Client unless Client, within ten (10) days from the date of such billing, notifies Consultant in writing of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing. In the event Client so notifies Consultant of such objection, Client shall nevertheless pay the billed amount and address such objection thereafter.

6. **Payment By Others.** If payment for Consultant's Services is to be made on behalf of Client by a third-party, including a lender, Client agrees that Consultant shall not be required to indemnify the third-party in the form of any endorsement or otherwise, as a condition to Consultant's right to receive payment for Services. This Agreement shall not be conditioned upon financing. Client represents that it has adequate funds for the payment of Consultant's fees, and the validity of this Agreement is not dependent upon Client obtaining financing, or on any other condition.

7. **Late Charges.** In the event Client fails to make payments under this Agreement, it would be difficult to fix the damages suffered by Consultant because of varying rates of interest and inflation and because late payment impairs capital and business operations. The parties therefore agree that a charge of 1.5 percent per month will be assessed on all overdue balances. This rate represents a reasonable estimate of fair compensation for the foreseeable losses that might result from late payment.

8. **Suspension or Termination of Agreement.** In addition to any and all rights of Consultant under this Agreement or otherwise for default of Client, Consultant shall have the right to suspend or terminate this Agreement upon the occurrence of any of the following events:

- (a) Death of Client,
- (b) Change in fifty percent (50%) or more in the ownership of Client,
- (c) Any material breach by Client of any provision of this Agreement, including the failure to make any payment when due, if such material breach remains uncured for more than twenty days following written notice to Client describing the nature of the breach and demand for cure.

Consultant may exercise the right of suspension or termination as provided herein by the delivery of written notice to Client informing Client of the suspension or termination, the effective date of such termination or suspension, and reason for same. Any written notice required under this Agreement shall be deemed to have been delivered to Client three days after the deposit of said notice in the U.S. Mail, first class postage prepaid, addressed to the Client at the address appearing at the outset of this Agreement, unless Client has previously provided Consultant with written notice of a change of address.

9. **Early Termination Release.** Consultant has a right to complete all Services agreed to be rendered pursuant to this contract. In the event this Agreement is terminated before the completion of all Services, unless Consultant is responsible for such early termination, Client agrees to pay Consultant the full contract price and that any such termination shall automatically release Consultant from any liability for any Services performed.

10. **ALTA Surveys.** Client agrees that in performing requested ALTA surveys in accordance with this Agreement, Consultant may be required to sign a statement on the survey documents in a form set forth in Exhibit 1 attached hereto and incorporated herein by this reference. In the event that Consultant is required to sign a statement or certificate which differs from that contained in Exhibit 1, Client hereby agrees to indemnify and hold Consultant harmless from any and all liability arising from or resulting from the signing of any such different statement.

11. **Government Changes.** If Consultant, pursuant to this Agreement, produces Work Product and/or performs field services, and such Work Product and/or field services is/are required by one or more governmental agencies, and such governmental agency changes its ordinances, policies, procedures or requirement after the date of this Agreement, any additional office or field services thereby required shall be paid for by Client as extra services.

12. **Changed Conditions.** In the event Client discovers or becomes aware of changed field or other conditions which necessitate clarification, adjustments, modifications or other changes, Client agrees to notify Consultant and engage Consultant to prepare the necessary clarifications, adjustments, modifications or other changes to Consultant's Services before further activity proceeds. Further, Client agrees that any construction contracts for any project which involves Consultant's Work Product shall include a provision that requires the contractor to notify Client of any changed field or other conditions after which Client shall timely notify Consultant.

13. **Additional Services.** Client acknowledges that the Services described in Exhibit "A" are based upon field and other conditions existing at the time of the execution of this Agreement. Client further acknowledges that clarifications, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. If Consultant determines that changed field or other conditions reasonably require or otherwise justify the provision of services in addition to those specified in this Agreement (such services to be referred to hereafter as "Additional Services"), Consultant shall by whatever means Consultant deems reasonable under the circumstances attempt to notify Client of the nature of such changed field or other conditions and the need for Additional Services. Regardless if Consultant successfully notifies Client of the changed field or other conditions and the need for Additional Services, Client authorizes Consultant to provide the Additional Services and agrees to pay for same at the rates set forth on Exhibit "C" attached hereto and incorporated herein by this reference. Any such Additional Services shall be performed subject to the terms and conditions of this Agreement as if specifically provided for herein.

14. **Locating, Referencing or Resetting Monuments.** In the event Consultant is required to locate, reference, or reset any monument in order to comply with section 8771 of the Business and Professions Code, or any other statute, rule, ordinance, or directive, the cost shall be paid by Client as extra services. In addition, Client shall pay all costs incurred in the preparation of documents related to locating, referencing or resetting monuments.

15. **Restaking.** In the event that Consultant's staking is destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of restaking shall be paid for by Client as Additional Services.

16. **Payment of Costs.** Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this Agreement. In the event all or any portion of the Services are suspended, and restarted, Client agrees to pay Consultant on demand, as extra service, any additional expense or services required by Consultant as a result of suspension of the Services.

17. **Records of Survey.** Client acknowledges and agrees that if Consultant provides surveying services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all costs of preparation, examination and filing of such Record of Survey will be paid for by Client as extra services.

18. **Governmental Actions.** Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits.

19. **Performance of Others.** Client acknowledges that Consultant is not responsible for the performance of services by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers.

20. **Delays.** Consultant is not responsible for delay caused by activities or factors beyond Consultant's control including, but not limited to, delays caused by strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to timely furnish information or approve or disapprove Consultant's work, faulty performance by Client or others, including contractors and governmental agencies. In the event such delays occur, Client agrees to save and hold Consultant harmless therefore.

21. **Bankruptcy.** Consultant shall be entitled to immediately, and without notice, suspend the performance of any and all of its obligations under this Agreement if Consultant receives notice that Client has filed a voluntary petition for Bankruptcy or if an involuntary Bankruptcy petition is filed against Client, and such petition is not dismissed within fifteen (15) days of its filing. Any suspension of Services made pursuant to the provisions of this paragraph shall continue until such time as this Agreement has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy Code and in compliance with the final order or judgment issued by the Bankruptcy Court.

22. **Lien Rights.** This Agreement shall not be construed to alter, affect or waive any lien or stop notice right or other remedy, which Consultant may have for the performance of Services pursuant to this Agreement. Client agrees to separately provide to Consultant the present name and address of the record owner of the Property on which Consultant is to perform its Services. Client also agrees to separately provide Consultant with the name and address of any and all persons, including lenders, who are entitled to receive a preliminary notice.

23. **Hold Harmless.** Client agrees to be solely and completely responsible for job-site conditions during the course of Consultant's performance, including safety of all persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and Client further agrees to defend, indemnify and hold Consultant harmless from any and all liability, real or alleged, in connection therewith, except liability arising from the sole negligence or willful misconduct of Consultant.

~~24. **Insurance.** Client agrees to purchase and maintain, at no cost to Consultant, during the course of Consultant's Services under this Agreement, the following insurance coverages: (1) a broad form "all risk" policy of insurance with course of construction, vandalism, and malicious mischief clauses attached, (2) workman's compensation insurance where applicable, and (3) insurance against injuries to persons under Client's direction and persons on the job-site at Client's invitation. Said insurance shall be obtained in such amounts and with such insurers as are acceptable to Consultant. Consultant shall be named as an additional insured under each policy. Should Client fail to obtain said insurance, Consultant may procure same as agent for and at the expense of Client, but is not required to do so.~~

~~25. **Liability Limits.** Client agrees that Consultant's total liability to Client, its agents, employees, contractors, subcontractors, successors and assigns, for professional negligence, acts, errors or omissions of Consultant, shall be limited to \$50,000 or Consultant's fees, whichever is greater.~~

26. **Estimates.** Estimates of areas provided under this Agreement are not to be considered precise unless Consultant specifically agrees in writing to provide the precise determination of such areas.

27. **No Representations.** Consultant makes no representation concerning any estimated quantities or calculated areas or costs made in connection with maps, documents or other Work Product other than that all such calculations and estimates are estimates only and Consultant shall not be responsible for fluctuations therein. It is the responsibility of Client to verify these matters.

28. **Non-Responsibility for Job-Site Conditions.** Consultant assumes no responsibility for job-site conditions during the course of construction on the project, including safety of persons and property.

29. **No Warranties.** Consultant makes no warranty, either express or implied, as to its findings, recommendations, or professional advice except that the service was performed pursuant to generally accepted standards of practice in effect at the time of performance.

30. **Nonliability for Hazardous Materials.** Client acknowledges that Consultant's scope of Services for this project does not include any services related, in any way, to asbestos and/or hazardous or toxic materials. Should Consultant or any other party encounter such materials on the job-site or should it in any other way become known that such materials are present or may be present on the job-site or any adjacent or nearby areas which may affect Consultant's Services, Consultant may, at its option, terminate work on the project until such time as Client retains a specialist contractor to abate and/or remove the asbestos and/or hazardous or toxic materials and warrants that the job-site is free from any hazard which may result from the existence of such materials.

Client further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, principals, employees and agents from any asbestos and/or hazardous or toxic material related claims that may be brought by third parties as a result of the Services provided by Consultant pursuant to this Agreement except claims caused by the sole negligence or willful misconduct of Consultant.

31. **Cooperation.** Client and Consultant agree to cooperate with each other in every way in the performance of this Agreement.

32. **Waiver.** Waiver by Consultant of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant and any such waiver shall not constitute a continuing waiver thereof.

33. **Other and Further Performance.** Upon written request, Client shall timely execute and deliver, or cause to be executed and delivered, such additional instruments, documents, and pay any governmental fees and charges necessary to this Agreement.

34. **Advisory Only.** Consultant shall only act in an advisory capacity to Client in governmental relations. Client shall be responsible for all decision-making activities therein.

35. **Validity.** If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding on Client and Consultant.

36. **Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

37. **Arbitration of Disputes.** Any dispute arising out of or related to this Agreement shall be resolved by binding arbitration and not in a court of law. The dispute will be settled in accordance with the Rules of the American Arbitration Association, and judgment will be entered on the award. The arbitrator will award attorneys' fees to the prevailing party. If a party after due notice fails to appear at and participate in the proceedings, the arbitrator will make an award based on the evidence presented by the party who does participate.

38. **Venue.** In the event either party institutes any proceeding to enforce or interpret the provisions of this Agreement, such proceeding shall be brought and adjudicated in the county in which Consultant's principal place of business is located, and Client waives the right to bring, try or remove such action to any other county or judicial district.

39. **Attorneys' Fees.** If any proceeding is brought to enforce or interpret the provisions of this Agreement, the prevailing party therein shall be entitled to receive from the losing party therein, its reasonable attorneys' fees, which fees shall be set in the same proceeding, in addition to any other relief to which it may be entitled.

40. **Costs of Dispute Resolution.** In the event that Client institutes a proceeding against Consultant, either directly or by way of cross-complaint, including a claim for indemnity, for alleged negligence, error, omission, or other failure to perform, wherein: (a) Client fails to obtain a judgment or

award in Client's favor, (b) the action is dismissed, or (c) judgment or award is rendered for Consultant, Client agrees to pay Consultant immediately following the proceedings all costs of defense, including, but without limitation, reasonable attorneys' fees, expert witness fees, court costs, and any and all other expenses of defense.

41. **Assignment.** This Agreement shall not be assigned by either Client or Consultant without the prior written consent of the other.

42. **Inurement.** This Agreement shall inure to and be binding upon the heirs, executors, administrators, successors and assigns of Client and Consultant.

43. **Entire Agreement.** This Agreement contains the entire agreement between Client and Consultant relating to the project and the provision of Services to the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be in writing and signed by both Client and Consultant.

44. **Acceptance and Commencement.** By execution of this Agreement Client accepts the terms hereof, acknowledges receipt of a copy hereof, including all exhibits, and authorizes Consultant to proceed with the Services. In the event Client is not the owner of the Property, Client represents that Client has obtained permission from said owner for Consultant to proceed.

45. **Miscellaneous.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which shall together constitute one and the same instrument. Electronically transmitted copies of executed counterparts of this Agreement shall have the same force and effect as the originals.

IN WITNESS WHEREOF, the parties hereby execute this Agreement upon the terms and conditions stated above and on the date first above written.

CONSULTANT: Cinquini & Passarino, Inc.

By _____
James M. Dickey

Title: **President** _____

Date: _____

CLIENT: Hidden Valley Lake CSD

By _____
Authorized Signature

Title: _____
Print Name and Title

Date: _____

- Exhibit "A" attached: _____
Client's Initials
- Exhibit "B" attached: _____
Client's Initials
- Exhibit "C" attached: _____
Client's Initials

Exhibit ‘A’
Proposal for Legal Description and Plat
APN 142-301-01 Hidden Valley Lake

Cinquini & Passarino, Inc. will provide the following Scope of Work:

Item I – Legal Description and Plat:

- This proposal is prepared under the consideration of that Hidden Valley Lake CSD is a “Public Utility”.
- Prepare an exhibit showing the proposed location for the 2.2-acre parcel to be swapped with the same acreage of an HVL Home Owners Association’s parcel. Subdivision Map 11 SM 05-14, Lake County Records will be used for this exhibit, no field work is anticipated.
- Prepare a legal description and plat for the proposed 2.2-acre parcel.

Deliverable: Signed & sealed Legal Description and Plat in PDF format.

The estimated for Item I is \$2,000.00. All work will be performed on an hourly basis in accordance with our standard fee schedule (Exhibit ‘C’).

The estimated time of completion for Item I is 10 to 15 working days from authorization to proceed.

Item II – Record of Survey and Monumentation (optional):

- Set monumentation for the boundary of the proposed 2.2-acre parcel
- A Record of Survey is required in accordance with Section 8762, of the California Land Surveyor’s Act. We will prepare a Record of Survey Map and file it with the Lake County Surveyor.

The estimated fee for Item II is \$5,070.00. All work will be performed on an hourly basis in accordance with our standard fee schedule (Exhibit ‘C’).

(THIS ITEM DOES NOT INCLUDE LAKE COUNTY SURVEYOR CHECKING FEES, PRINTING AND RECORDING FEES ESTIMATED TO BE +/- \$500.00)

The estimated time of completion for Item II is 15 to 20 working days from authorization to proceed. State and County’s shelter-in-place orders may affect this schedule.

ALL PRICES ARE FOR NINETY (90) DAYS FROM DATE OF THIS LETTER OF AUTHORIZATION

Please be advised that this Scope of Work does not include governmental fees, title company fees or printing. Any additional services above and beyond this Scope of Work will be provided upon authorized request and will be billed to your project on an hourly basis in accordance with our fee schedule (**EXHIBIT ‘C’**).

Our insurance coverage is as follows:

GENERAL LIABILITY	\$2,000,000.
AUTO LIABILITY	\$1,000,000.
WORKER’S COMPENSATION	\$1,000,000.
PROFESSIONAL LIABILITY	\$3,000,000.
SUAS/DRONE LIABILITY	\$1,000,000.

Exhibit 'B'

WE WILL REQUIRE A FULLY EXECUTED AGREEMENT PRIOR TO THE COMMENCEMENT OF WORK. PAYMENT IS DUE UPON RECEIPT OF OUR INVOICE AND COMPLETION AND DELIVERY OF THE SCOPE OF WORK.

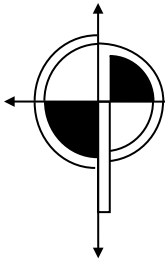


EXHIBIT C
HOURLY FEE SCHEDULE
MARCH 1, 2020 TO FEBRUARY 29, 2021

OFFICE AND PROFESSIONAL

Professional Land Surveyor (4 HOUR MINIMUM) EXPERT WITNESS, DEPOSITIONS & CONSULTATIONS	\$460.00 per hour
Professional Land Surveyor LEGAL RESEARCH & COURT EXHIBITS	\$260.00 per hour
Principal Professional Land Surveyor	\$200.00 per hour
Senior Professional Land Surveyor	\$190.00 per hour
Professional Land Surveyor	\$160.00 - \$180.00 per hour
Survey Technician	\$118.00 - \$160.00 per hour (PLUS MATERIAL)
GIS Analyst	\$134.00 per hour
Remote Pilot INCLUDES MISSION PLANNING, VEHICLES, UAS/DRONE, MILEAGE & MATERIAL	\$185.00 - \$205.00 per hour
Word Processing, Clerical and Deliveries	\$ 98.00 per hour

FIELD CREWS

THE FOLLOWING INCLUDES VEHICLES, EQUIPMENT, MILEAGE & MATERIAL

1 Person Field Party	\$190.00 per hour
1 Person GPS Party	\$215.00 per hour
2 Person Field Party FIELD CREW CONSISTS OF PARTY CHIEF & CHAINMAN	\$285.00 per hour
3 Person Field Party FIELD CREWS CONSIST OF PARTY CHIEF, 2 CHAINMEN OR CHAINMAN & FLAGPERSON.	\$395.00 per hour
4 - Person Field Party FIELD CREWS CONSIST OF PARTY CHIEF, 3 CHAINMEN OR CHAINMAN & 2 FLAGPERSONS.	\$460.00 per hour

SUPPLEMENTAL ITEMS

Outside Contract Work	Cost plus 15%
Overtime Work	1.2 x base rate
Over 8 Hours on Saturday, all day on Sundays or Holiday	1.4 x base crew rate
Night Work (<i>shifts starting after 4 PM or before 5 AM</i>)	10% additional over base rates
Travel Time for 2-Man Crew (<i>beyond 1 hour of travel outside an 8 hour workday</i>)	\$120.00 per hour
GEDO Scan Equipment is subject to a \$1,000.00 per day usage charge	

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

DATE: July 21, 2020

AGENDA ITEM: Discussion and Possible Action: Approve the purchase of OSHA required Chlorine Safety Equipment

RECOMMENDATIONS: Approve the purchase of OSHA required Chlorine Safety Equipment

FINANCIAL IMPACT: \$5,179.30

FUND/AMT: 120-5-00-5150

BACKGROUND:

5/29/20 – OSHA paid a surprise “light” visit to the Wastewater Treatment Plant. Since that visit, two document requests have been made and documents delivered. After the delivery of the second documentation request, OSHA has also made several clarification requests via email. On 7/9/20 OSHA emailed staff a preliminary “Findings” report that is included in this packet. This expenditure request is in response to OSHA’s findings. While these costs are beyond the annual budgeted amount in the Safety line item (\$1,500), we seek to comply with OSHA’s request in the interest of employee health and safety.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, 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 Jul 21, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Alyssa Gordon

From: Wadsantad, Supinda@DIR <SWadsantad@dir.ca.gov>
Sent: Thursday, July 9, 2020 3:42 PM
To: Dennis White; Alyssa Gordon
Subject: Cal/OSHA Inspection# 1476825; Re: Findings at the site

Alyssa and Dennis,

We are still reviewing the document received from you, and will keep you updated. Meanwhile we would like to point out the findings so far we have found so that you can start correcting them and providing us the abatement when available:

1. The use of SCBAs during change out ton containers: we would like to see PO of SCBAs, medical clearance (for use of SCBAs), fit test records of full face respirator (used for SCBAs), updated respiratory protection program reflecting the use, maintenance, inspection, quality of air, and training of SCBAs, updated SOP of change out procedure, and training records. Please review Chlorine Institute pamphlet 65, section 5.3, and title 8 5144(d)(2)(A).
2. Each emergency eyewash and shower location where, during routine operations or foreseeable emergencies, the eyes of an employee may come into contact with a substance which can cause corrosion, severe irritation or permanent tissue damage or which is toxic by absorption, shall be identified with a highly visible sign. The area or behind the emergency eyewash and shower, or both, shall be painted a bright color and shall be well lighted. Please review title 8 5162(a) and ANSI Z358.1-1981 section 4, and 5. [An emergency eyewash and shower equipment located inside the chemical room needs to be identified with a highly visible sign, area or behind the equipment needs to be painted a bright color and well lighted. Employer can also use bright color tape to wrap around the equipment if needed.](#)
3. Emergency eyewash facilities and deluge showers shall be in accessible locations that require no more than 10 seconds for the injured person to reach. Please review title 8 5162(c). [There is no eyewash and shower equipment that employees can access within 10 seconds at the chlorine storage room and chlorine feed room. Employer needs to install one outside and near those three exit doors \(two exit doors of chlorine storage room, and one exit door of chlorine feed room\) to be accessible in 10 seconds.](#)

If you have any questions, please don't hesitate to contact us. We look forward to hearing from you very soon.

Thank you very much for your cooperation, work, and time! Be safe and healthy!

Warm Regards,
Supinda Wadsantad
Cal/OSHA PSM Concord

QUOTATION
 HDSFM
 D/B/A USABLUBOOK
 PO Box 9004
 Gurnee, IL 60031-9004
 Toll free: 1-800-548-1234
 Fax: (847) 689-3030

NO. 228397

Page 1

07/10/20

Ship-to: 1
 HIDDEN VALLEY LAKE CSD

Bill-to: 863256
 HIDDEN VALLEY LAKE CSD

19400 HARTMANN RD
 HIDDEN VALLEY L CA 95467-8371
 USA

19400 HARTMANN RD
 HIDDEN VALL LK, CA 95467
 USA

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
QUOTE	08/09/20	CMC	NET 30	21	FXD/PPD	FEDEXGRND

QUOTED BY: CMC | QUOTED TO: ALYSSA GORDON

ITEM	DESCRIPTION	QUANTITY	UM	PRICE	UM	EXTENSION
76897	Tychem TK Level A Suit Size - XL	1	EA	1129.50	EA	1129.50
71440	(HM) MSA 30 Min. Aluminum SCBA Airhawk Unit with Facemask	1	EA	2294.95	EA	2294.95
	SCBA LEADTIME 10-14 DAYS WAITING FOR LEADTIME ON LEVEL A SUIT					

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

TO ORDER --

For your convenience, you may simply sign below and return via fax to 847-689-3030. We will process your order promptly and fax a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

Authorization Signature

PO Number (if required)

MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
3424.45	.00	.00	51.40	3475.85

USE THIS QUOTE # ON PO's!

QUOTATION
 HDSFM
 D/B/A USABLUEBOOK
 PO Box 9004
 Gurnee, IL 60031-9004
 Toll free: 1-800-548-1234
 Fax: (847) 689-3030

NO. 228594

Page 1

07/16/20

Ship-to: 2
 HIDDEN VALLEY LAKE CSD

Bill-to: 863256
 HIDDEN VALLEY LAKE CSD

18896 GRANGE RD
 MIDDLETOWN CA 95461
 USA

19400 HARTMANN RD
 HIDDEN VALL LK, CA 95467
 USA

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
SF-11799_2	08/12/20	MRD	NET 30	21	FXD/PPD	FEDEXGRND

QUOTED BY: MRD | QUOTED TO: DENNIS WHITE

ITEM	DESCRIPTION	QUANTITY	UM	PRICE	UM	EXTENSION
42587	Freeze Proof Shower/Eyewash W/Separate Controls, 2 PC ITEM	1	EA	1621.75	EA	1621.75

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

TO ORDER --

For your convenience, you may simply sign below and return via fax to 847-689-3030. We will process your order promptly and fax a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

Authorization Signature

PO Number (if required)

--	--

MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
1621.75	.00	.00	81.70	1703.45

USE THIS QUOTE # ON PO's!

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

DATE: July 21, 2020

AGENDA ITEM: Discussion and Possible Action: Resolution 2020-06 Adopting Water System And Wastewater System Capacity Fees, Connection Fees, And Sewer Inspection Fee

RECOMMENDATIONS: Approve and Adopt Resolution 2020-06 Adopting Water System And Wastewater System Capacity Fees, Connection Fees, And Sewer Inspection Fee

FINANCIAL IMPACT:

FUND/AMT:

DEPARTMENT/AMT:

ACCOUNT/AMT:

BACKGROUND: May 19, 2020 the Board adopted Resolution 2020-03 Resolution Of The Board Of Directors Of The Hidden Valley Lake Community Services District, County Of Lake, State Of California, Adopting Water And Sewer Connection Fees Pursuant To Ordinance 57.1. The adopted resolution did not include cost of the meters, a substantial cost to the District that had not been reviewed and updated in over 10 years. Staff confirmed with NBS that the cost of the meters were not included in the study and should be reviewed annually.

June 16, 2020 Resolution 2020-06 was presented to the Board for approval, resending Resolution 2020-03. Staff was asked to research and revise the Resolution to include a disclaimer that would cover an escalation factor as costs of the meters increased.

At the direction of the Operations Manager, Staff contacted legal for recommendation.

With the recommended suggestions/advice by legal, staff concluded that the revisions were best left up to legal to make the necessary revisions to the resolution.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, 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 July 21, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

RESOLUTION 2020-06
RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT, COUNTY OF LAKE, STATE OF CALIFORNIA,
ADOPTING WATER SYSTEM AND WASTEWATER SYSTEM CAPACITY FEES,
CONNECTION FEES, AND SEWER INSPECTION FEE

WHEREAS, pursuant to Government Code section 66013, the Hidden Valley Lake Community Services District (the “District”) is authorized to impose fees for water or sewer connections, sewer inspection fees, and to impose capacity charges for public facilities in existence at the time the charge is imposed or for new facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged; and

WHEREAS, the District’s capacity charges (referred to hereafter for consistency with local usage as “capacity fees”) are imposed on any property or any person requesting a new, additional, or larger connection to the District’s water and wastewater system; and

WHEREAS, an analysis of the District’s capacity fees was prepared by NBS dated October 2018, entitled “Water and Sewer Connection Fee Analysis” (“Report”), a copy of which is on file in the Office of the District Secretary, and is hereby incorporated by reference; and

WHEREAS, on May 19, 2020, the District’s Board of Directors (the “Board”) approved and adopted the Report; and

WHEREAS, the Report establishes that the amount of the capacity fees, as set forth in the schedule attached hereto as Exhibit "A", are no more than necessary to cover the reasonable costs of the District services provided, and that the manner in which those costs are allocated to a capacity fee payor bear a fair or reasonable relationship to the payor’s burden on, or benefits received from, the District’s services; and

WHEREAS, the District desires to implement capacity fees that will keep pace with the annual rate of inflation while reducing the administrative burden of annual modification; and

WHEREAS, the District desires to implement connection fees, as set forth in the schedule attached hereto as Exhibit “A”, which represent the cost of physically installing a specific size meter to a new connection, or installing a larger meter to an existing connection; and

WHEREAS, the District desires to implement sewer inspection fees, as set forth in the schedule attached hereto as Exhibit “A”, which represents the cost of physical inspection of customer owned sewer lines; and

WHEREAS, pursuant to District Ordinance 57.1, the Board must establish and impose capacity fees, connection fees, and other miscellaneous fees and charges by resolution; and

WHEREAS, said capacity fees, connection fees, and sewer inspection fees are not “taxes” as defined in Section 1, paragraph(e) of Article XIIC of the California Constitution (commonly referred to as “Proposition 26”) because said fees are imposed for a specific service provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable cost to the District of providing the service; and/or the fee is imposed for a specific government service provided directly to the payor that is not provided to those not charges, and which does not exceed the reasonable cost to the District of providing the service; and

WHEREAS, the California Environmental Quality Act (CEQA), Section 15273. Rates, Tolls, Fares, and Charges, states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies which the public agency

Resolution 2020-06

finds are for the purpose of obtaining funds for capital projects, necessary to maintain service within existing service areas; meeting operating expenses; meeting financial reserve needs and requirements, and similar activities.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Directors of the District finds and determines that the foregoing Recitals are true and correct, and hereby incorporates the Recitals herein.
2. The Water System Capacity Fees, Water System Connection Fees, Wastewater System Capacity Fees, and the Sewer Inspection Fee, as set forth in Exhibit "A", attached hereto and incorporated herein, are hereby approved and adopted.
3. On July 1 of each year, commencing on July 1, 2021, the Water Capacity Fees and Wastewater Capacity Fees described herein shall be adjusted to account for increases or decreases in the index set forth below. The Water Capacity Fees and Wastewater Capacity Fees shall each be adjusted as follows:
 - a. Annual Adjustment to Water Capacity Fees and Wastewater Capacity Fees. Each capacity fee shall be adjusted in accordance with the following formula:
$$\text{NCF} = \text{CCF} + ((\text{CCF}) \times (\text{ENR Annual Change}))$$

Wherein,
"NCF" is the new or adjusted capacity fee for the upcoming fiscal year;
"CCF" is the capacity fee in effect during the current fiscal year; and
"ENR Annual Change" is the percentage change in the Engineering News Record Construction Cost Index for the San Francisco Bar Area from December for the second prior calendar year to December for the prior calendar year.
4. The capacity fees, as set forth in Exhibit "A", are reasonable and rationally related to the demand for system capacity and facilities generated by new connections.
5. The revenue derived from the Water System Capacity Fees and Wastewater System Capacity Fees, as imposed and set forth in Exhibit "A" attached hereto, shall be used respectively for the exclusive purpose of providing facilities for water source, treatment and transmission of the Water System and for facilities for treatment, transmission, disposal, and storage capacity of the Wastewater System. Such revenues shall not be used to replace existing components of either the Water System or the Wastewater System except to the extent that such replacement provides additional capacity to the Water System or the Wastewater System. Said revenues shall be maintained in separate funds and are not to be considered as or commingled with any other funds of the utilities system including, but not limited to, revenues derived from operation of the utilities system.
6. The Water Capacity Fees, Wastewater Capacity Fees, Connection Fees, and the Sewer Inspection Fee, as set forth in Exhibit "A", shall become effective immediately upon adoption of this Resolution.
7. If any section, subsection, clause, phrases, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.
8. All other previously approved capacity fees, connection fees, and sewer inspection fees are rescinded upon adoption of this Resolution.

Resolution 2020-06

This Resolution shall be effective immediately upon adoption and shall remain in effect until such time as modified, repealed, or superseded by further resolution of the Board.

PASSED AND ADOPTED on _____, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman,
President of the Board of Directors

ATTEST: _____
Penny Cuadras,
"*****" Secretary to the Board of Directors

EXHIBIT A

Section 1: Water System Capacity Fees and Connection Fees

Water System Capacity Fees

Meter Size	Maximum Potable Capacity Fee Per Meter
5/8, 3/4 Inch	\$9,137
1 Inch	\$22,842
1 ½ Inch	\$45,684
2 Inch	\$73,095

Water System Connection Fees

Meter Size	Meter Cost
5/8, 3/4 Inch	\$329
1 Inch	\$448
1 ½ Inch	\$702
2 Inch	\$944

Meter Install Fee	\$130
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Section 2: Wastewater System Capacity Fees and Sewer Inspection Fee

Wastewater System Capacity Fee Per HEU*	\$9,537
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*HEU: House Equivalent Unit

Sewer Inspection Fee	\$100.00
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Update: Our event has been officially rescheduled for Sunday, October 4th. We hope to be able to hold our event as usual with the new date (with some minor adjustments if needed), pending permission by the LC Public Health Dept. In the event, that we are not able to hold our event as a physical race we will convert to a virtual race where everyone runs their own race in their own neighborhoods. If a virtual race is the only option we will mail the shirts if outside of HVL and arrange for pick-up locally of HVL registrants. We sincerely hope that the Community Services District is able to come onboard during these very trying times! We are keeping our fingers crossed that we will be able to proceed as in past years.

Sponsor Request for Spring Has Sprung Run-2020

History: The Lake County Milers, is a non-profit running club founded in 2003 here in Hidden Valley Lake. We had our first Spring Has Sprung Run that May. This spring, on Sunday May 17th, we will be hosting our 17th Spring Has Sprung event launching from Coyote Valley School and traversing through our community.

Hidden Valley Lake, Community Services District (CSD) came on board in 2004 and has been a Star Sponsor since that time. CSD incorporated the Water Awareness Campaign into our event and, in return, has underwritten most of the cost of our shirts. Underwriting the cost of the shirts allows us to sell “billboard” space on our shirts to lesser sponsors allowing us to offset the full cost of executing our race in the professional manner our participants have come to expect. Costs include Liability Insurance, tech shirts, timing company, well-staffed courses, awards, refreshments, etc.

Our charter is to promote walking and running in Lake County in a supportive environment. Registration fees we receive go toward meeting our charter and supporting Cross Country-Track in our Local High Schools and elementary school fitness-focused programs. Over the years, our little running club has donated well over \$60,000 in Lake County.

The full cost of our event will be approximately \$5,000. This year the cost of our shirts will be based on 220 participants and will be around \$2,500-2750. The Milers would be thrilled to receive \$1500-\$2500 from Hidden Valley Lake Community Services District to help offset the cost of the shirts. In return, your company logo and campaign “tagline” is strategically placed on the back of the event shirt, our website, and registration portal.

As one of the founders and current President of the Lake County Milers, I can tell you the HVL CSD has been instrumental in our ability to promote fitness and to share resources to other non-profit organizations who have like-minded endeavors. We very much appreciate your support.

Thank you,

Jeanine Burnett
President, Lake County Milers
www.lakecountymilers.com

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

DATE: July 21, 2020

AGENDA ITEM: Discussion and Possible Action: Approve Resolution 2020-09 Resolution Of The Hidden Valley Lake Community Services District Board Of Directors To Provide Health Insurance Coverage To Each Active Board Member Only; Each Board Of Director Shall Contribute 5% Of The Cost Of The Director Health Insurance Premium

RECOMMENDATIONS: Consider Approval of Resolution 2020-09

FINANCIAL IMPACT: See Attached Spreadsheet

FUND/AMT:

DEPARTMENT/AMT:

ACCOUNT/AMT:

BACKGROUND: During the May 19, 2020 Board of Directors Meeting members of the board proposed the Director Benefits be restructured to Director only effective November 1, 2020. Options were discussed of “grandfathering” current District contribution for Board Member and Dependent coverage. Incoming Board Members will not be offered District contribution for dependent benefits. The Finance Committee discussed both options, however made no recommendation.

Underwriting confirmed that current board members dependent contribution that the district currently pays could be grandfathered in. If the district decides not to grandfather current board members dependent contribution this would trigger a mid-year qualifying event that would allow board members to drop their dependent(s) from coverage if desired. If the request to drop a dependent(s) is submitted to SDRMA within 31 days of the contribution changing the dependent that is dropped from coverage will be offered COBRA for 18 months.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular board meeting thereof held on June 16, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

Today's Date: 6/8/2020
 Rates effective through: 12/31/2020

SDRMA Health Benefits Gold PPO - Per Director

Current - Director Only	SDRMA Monthly Rate	5% Director Monthly Contribution	Monthly Cost to Director	Monthly Cost to District
	\$867.00	\$43.35	\$43.35	\$823.65
	SDRMA Annual Rate	5% Director Annual Contribution	Annual Cost to Director	Annual Cost to District
	\$10,404.00	\$520.20	\$520.20	\$9,883.80

Current - Director + Dependent	SDRMA Monthly Rate	5% Director Monthly Contribution	Monthly Cost to Director	Monthly Cost to District
	\$1,736.04	\$86.80	\$86.80	\$1,649.24
	SDRMA Annual Rate	5% Director Annual Contribution	Annual Cost to Director	Annual Cost to District
	\$20,832.48	\$1,041.62	\$1,041.62	\$19,790.86

Proposed - Financial Impact if Director paid for their Dependent	SDRMA Dependent Monthly Rate	5% Director Only Monthly Contribution	Monthly Dependent +5% Cost to Director	Monthly Dependent Savings to District
	\$869.04	\$43.35	\$912.39	\$825.59
	SDRMA Dependent Annual Rate	5% Director Only Annual Contribution	Annual Dependent +5% Cost to Director	Annual Dependent Savings to District
	\$10,428.48	\$520.20	\$10,948.68	\$9,907.08



RESOLUTION 2020-09

RESOLUTION OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO PROVIDE HEALTH INSURANCE COVERAGE TO EACH ACTIVE BOARD MEMBER ONLY

EACH BOARD OF DIRECTOR SHALL CONTRIBUTE 5% OF THE COST OF THE DIRECTOR HEALTH INSURANCE PREMIUM

WHEREAS, the Hidden Valley Lake Community Services District (District) provides health, dental and vision insurance to its employees and their families; and

WHEREAS, since 2004 the District has pursuant to California Government Code Sections 53200 – 53210 provided health insurance to Active Board Members and their spouses; and

WHEREAS, for budgetary purposes District provided Health Care Benefits will be provided to newly elected and re-elected directors only as of January 1, 2020; and

WHEREAS, for budgetary purposes Active Board Members will contribute to the cost of the Director health insurance premium; and

NOW, THEREFORE, BE IT RESOLVED, that the Hidden Valley Lake Community Services District will provide health insurance coverage to each Active Board Member; and

BE IT FURTHER RESOLVED, that the health insurance provided to Active Board Members shall not exceed the level of insurance benefits provided by the District to its regular full-time employees.

BE IT FURTHER RESOLVED, that each Board Member shall continue to contribute 5% of the cost of the Director health insurance premium. This contribution is not to exceed 5% of their premium and not to exceed their monthly stipend.

BE IT FURTHER RESOLVED, all code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

PASSED AND ADOPTED on July 21, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim Lieberman
President of the Board

ATTEST:

Penny Cuadras
Secretary to the Board of Directors

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE DURING PLANNING

June 24, 2020

To the Board of Directors
Hidden Valley Lake Community Services District

We are engaged to audit the financial statements of the business-type activities and each major fund of Hidden Valley Lake Community Services District (District) for the year ended June 30, 2020. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards, Government Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the District. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, District pension plan information and District OPEB plan information, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on combining fund statements which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section, which accompany the financial statements but is not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, and Other

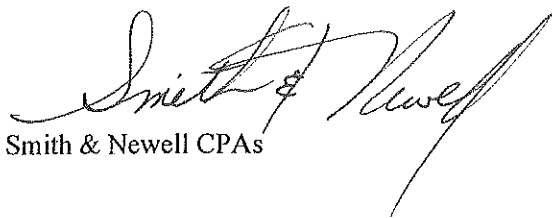
An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Carrie Schroeder is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Smith & Newell CPAs

**ENGAGEMENT LETTER NONAUDIT SERVICES
ANNUAL REPORT OF FINANCIAL TRANSACTIONS**

June 24, 2020

To the Board of Directors
Hidden Valley Lake Community Services District

We are pleased to confirm our understanding of the nonaudit services we are to provide Hidden Valley Lake Community Services District (District) for the year ended June 30, 2020. This letter details the scope of these nonaudit services and it sets out the respective responsibilities of the District and of Smith & Newell CPAs.

We will prepare the Annual Report of Financial Transactions for the State Controller's Office for the District for the fiscal year ending June 30, 2020. Our preparation of this report will be based on unaudited information as provided to us by the District.

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

Management Responsibilities

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant and necessary for us to carry out our work, (2) additional information that we may request for the purpose of the nonaudit services, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain information to complete our services.

You agree to assume all management responsibilities relating to the nonaudit services we provide. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; to evaluate the adequacy and results of these services; and accept responsibility for them. You agree to review and approve these nonaudit services prior to their issuance.

Engagement Administration, Fees, and Other

The documentation for this engagement is the property of Smith & Newell CPAs and constitutes confidential information. However, subject to applicable laws and regulations, documentation and appropriate individuals will be made available upon request and in a timely manner to the California State Controller's Office or its designee.

We will notify you of any such request. If requested, access to such documentation will be provided under the supervision of Smith & Newell CPAs personnel. Furthermore, upon request, we may provide copies of selected

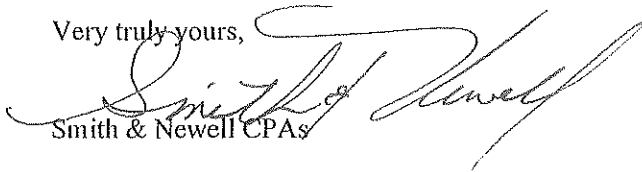
documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California State Controller's Office.

Our fee for these services will be as stated in our contract. The contracted fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our nonaudit services engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Smith & Newell CPAs

RESPONSE:

This letter correctly sets forth the understanding of Hidden Valley Lake Community Services District.

Management signature: Dici

Title: Operational manager

Date: June 29-2020

ENGAGEMENT LETTER

June 24, 2020

To the Board of Directors
Hidden Valley Lake Community Services District

We are pleased to confirm our understanding of the services we are to provide Hidden Valley Lake Community Services District (District) for the year ended June 30, 2020. We will audit the financial statements of the business-type activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) District pension plan information.
- 3) District OPEB plan information.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining fund statements and schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory section.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to management and the governing board of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in the financial audits nor do they expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole

professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit

Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our report to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Smith & Newell CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Smith & Newell CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

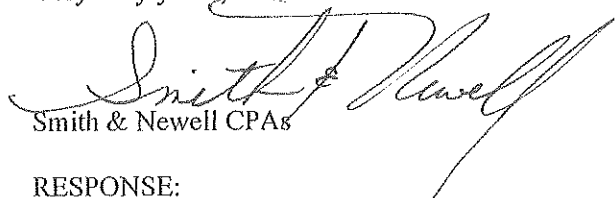
The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Carrie Schroeder is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as stated in our audit contract. The contracted fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Smith & Newell CPAs

RESPONSE:

This letter correctly sets forth the understanding of Hidden Valley Lake Community Services District.

Management signature: 

Title: Operational manager

Date: JUNE 29-2020